

Webinar Questions – Tips and Tricks
April 20, 2011

Q: Exactly how do you add a photo to a Vsys file? : I only saw the option to add a jpeg- not a pdf.

A: In the Person photo and the Comments panel, you can only add .jpg photos.
If you want to add a PDF to a person, that still needs to be done on the **Additional data** panel as an attachment.

The screenshot displays the Vsys software interface for editing a person's profile. It is divided into two main sections: 'Personal data' and 'Additional data'.
Personal data (top section, header U9FYQ):
- This is a team of people
- Ignore capitalization rules
- [Other names](#)
- Fields: Prefix/title (dropdown), First/given name: (Melissa), Middle/initial: (dropdown), Family/last: (Bergin), Suffix/generation: (dropdown)
- Mailing label title: (Ms.), "Dear ..." title: (Miss)
- Gender: (Female), Date of birth: (10/21/1966), Person type: (Volunteer), Additional people types: (None selected)
- Group: (Bespoke Software, Inc.), Current age: 44, Additional groups: (None selected)
- Volunteer type: (General volunteer), Volunteer source: (Employer), Company: (Bespoke Software, Inc. (linked))
- Archived, Banned, Deceased
- Status: (Active)
- Date started: (10/15/2009), Date active: (11/09/2009), Inactive date: (dropdown)
Additional data (bottom section, header orange):
- Date created: 09/30/2010, Last changed: 04/20/2011
- [Attachments \(none\)](#) (highlighted with a red arrow)
- Contact flags: (None selected), Photo ID verified: (11/01/2009), Person number: (dropdown)
- Primary language: (English), Communication language: (English), Additional languages: (ASL)
- Excluded jobs: (Courtesy Van)

Q: Should there be the "from camera" option when adding a picture of a volunteer?

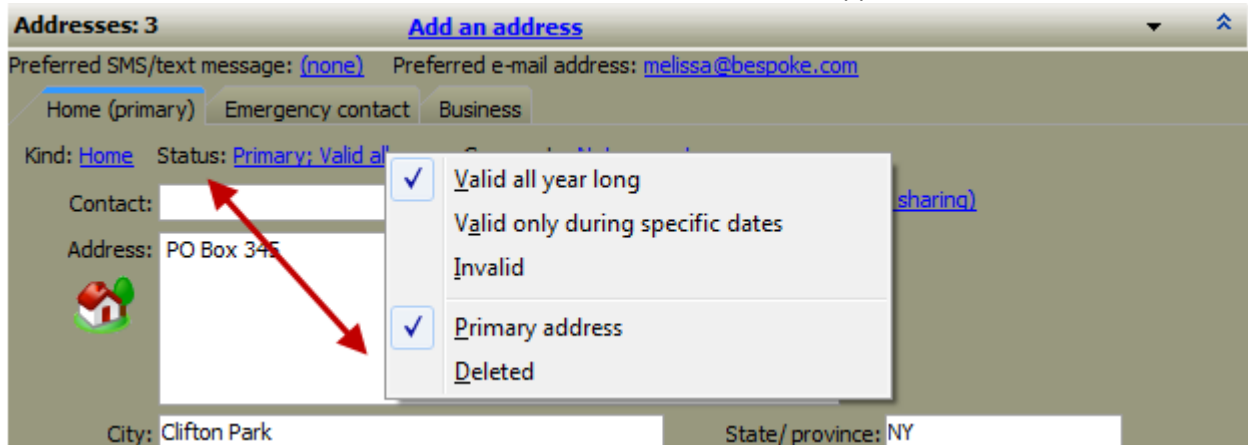
Good catch! VSys considers scanners and cameras to be the same thing. In future versions, that will be changed to scanner/camera like in Comments for clarity.

Q: On job slots calendar view, can we get a monthly view?

Unfortunately no. The software cannot support both monthly and weekly views at this point.

Q: How do we delete an extra emergency tab that we entered?

A: At the top of each address there is an option for the **Status** of an address. Change the status of the unwanted address to **Deleted** and then **Save** the record. It should disappear.



Q: Is it possible to send a volunteer schedule directly from VSys?

A: Yes it is possible. Right click on a person and select **Send this Person a Letter**. If you choose the built-in template for Job Assignments, you will get a window to define what dates you want to remind them about. It will bring up a letter listing all the assignments. You can then send this either as a print letter or as an e-mail depending on how your VSys One installation is configured.

This is only a very basic outline. Make sure the Job Assignments built in template is loaded and you will probably want to customize the letter template with your own letterhead or logo. You can also search for all volunteers with shifts between specific dates and send the messages in bulk. Our support team can walk you through it the first time.