

Monthly Volunteer Procedures

The ARCs replaces manual sign-in log sheets used to calculate individual total Volunteer hours worked for entry in a spreadsheet. The ARCs is preprogrammed with 450 anonymous and 50 unnamed account profiles. The anonymous accounts use the name "VOLUNTEER", which can be changed by the Volunteer coordinator to the person's actual name.

The machine functions unattended, where the volunteer logs IN/OUT with the next sequential ID listed on a registration form (download from 510AR.com). The ID numbers are sequential from 101 to 549. If desired, a Volunteer's wearable security pass can be printed with an anonymous VOLUNTEER as the name for each visit unless the Volunteer Coordinator changes it. A stick-on carrier is used affix the badge to the Volunteer.

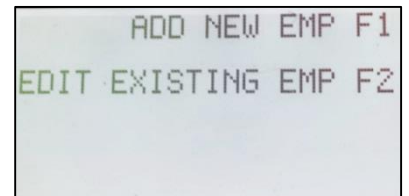
VOLUNTEER REGISTRATION FORM		
LOG IN		
1) First time you log in: Print your name by the next available ID number. This will be your number every time you volunteer at the School.		
2) Type your ID number into the machine and press the green ENTER key.		
3) Press the left purple key indicated as IN on the screen.		
4) Press the PRINT key.		
5) Carefully tear off badge, attach adhesive carrier, and place on your left shoulder. If you are a first time volunteer, the badge will just have your ID number. If you are a regular volunteer, your name will be printed.		
LOG OUT		
1) Type your ID number and press the green ENTER key.		
2) Press the right purple key indicated as OUT on the screen.		
ID	Last Name	First Name
101		
102		
103		
104		
105		
106		
107		
108		
109		
110		
111		
112		
113		
114		
115		
116		
117		
118		

1. Transferring Volunteers to a Spreadsheet. Volunteer Coordinator creates a spread sheet (download from 510AR.com) identified with the sequential ID code and the Volunteers name. Each month the ARCs saves the month's log times, calculates the total attendance hours for each Volunteer, and saves the month's record, which the Volunteer Coordinator enters into the spreadsheet. from the machines 95 report The spreadsheet can be sorted in alpha order to obtain the ID associated with a name.

2. Changing Volunteer Profile Name. The Volunteer Coordinator can change the anonymous name VOLUNTEER to the person's name listed on the registration form. In the example ID 290 is changed to SMITH JOHN. When changed place a check mark next to the 290 to show that the machine has been updated

ID	Last Name	First Name	
290	SMITH	JOHN	✓

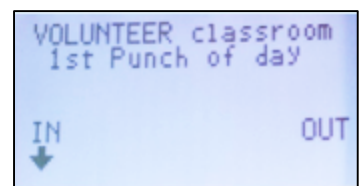
1. Swipe Manager Access Card
2. Press function key F2
3. Enter Function code 1 ADD/EDIT EMPLOYEE
4. Press function key F2 EDIT EXISTING EMP.
5. Key enter the ID number
6. Follow prompts to edit Volunteer, when completed press the left purple key to SAVE or the right purple key to CAN. You can clear a prompt by pressing function key F1, edit by pressing the yellow backspace key.



3. Volunteer log IN/OUT

LOG IN

- 1) First time you log in: Print your name by the next available ID number. This will be your number every time you volunteer.
- 2) Type your ID number into the machine and press the green ENTER key.
- 3) Press the left purple key indicated as IN on the screen.
- 4) Press the PRINT key if you require a wearable badge..
- 5) Carefully tear off badge, *attach adhesive carrier or tape*, and place on your left shoulder. If you are a first time volunteer, the badge will just have your ID number. If you are a regular volunteer, your name will be printed.



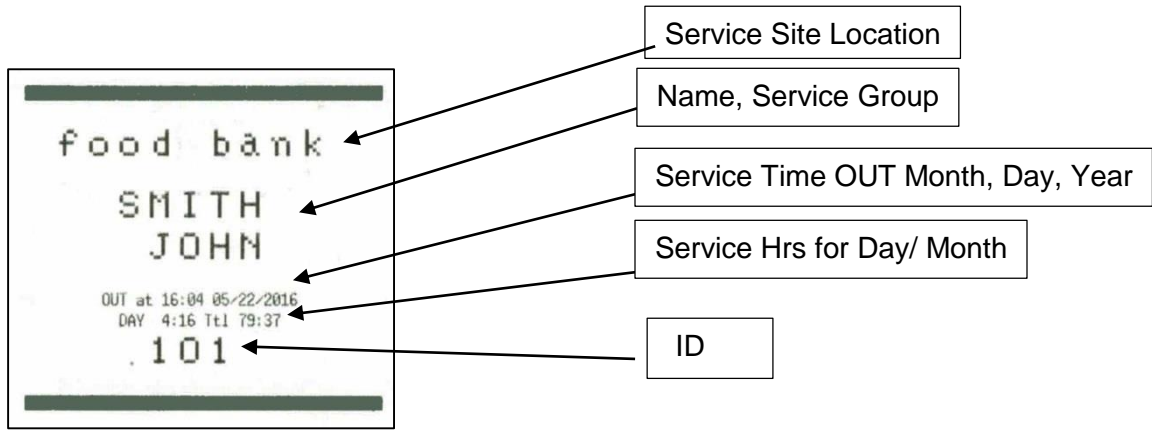
LOG OUT

- 1) Type your ID number and press the green ENTER key.
- 2) Press the right purple key indicated as OUT on the screen. The hours for the day and cumulative for the month shows on the display screen



4. PRINT RECEIPT

If you require proof of volunteering, as for the Military or a company, produce a receipt of service by pressing the PRINT key when logging out



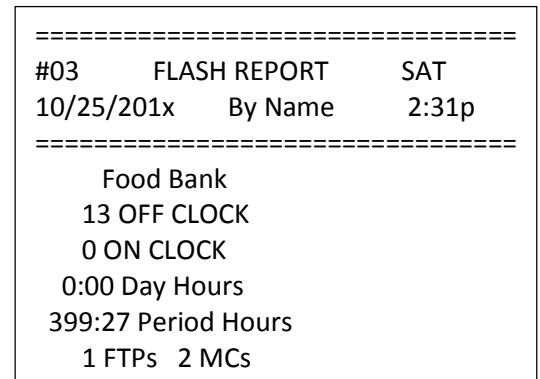
5. Print Individual Pull Sheet

If Volunteers require a detailed log of service, print an individual pull sheet (code 6) and adhere to a sheet of letterhead stationary using clear tape. Caution: Do not put tape over thermal printing. Date, sign, photo copy and give to the Volunteer as proof of service. Place a copy in the individual's file folder.



6. Weekly Maintenance

Every day a 3 flash report will print showing the number of Volunteers ON the clock, OFF the clock, cumulative hours for the current day, hours for the period, number of Volunteers that failed to log out (FTP) and the number of manager corrections (MC). If a Volunteer fails to log OUT they are given a FTP and 0 hours for that day. Take a code 5 to print all Pull Sheets and use the manager code 8 to give the Volunteer the proper hours for the given day



Take a 7 report for a quick review of all Volunteer total hours this month. Example shows Volunteer 532 and the hours logged on Mondays, Tuesdays, etc. for the month.

---	VOLUNTEER						532	50
--/--	1/4	1/5	12/30	12/31	12/18	12/26		
-SUN-	-MON-	-TUE-	-WED-	-THU-	-FRI-	-SAT-		
__:	__:	6:21	12:04	4:48	11:53	19:12		
		Period Total					54:18	

7. Monthly Maintenance

Take a 5 report (all Pull Sheets) report to list Volunteers with activity for the current month, or a 95 for the saved past month.

Save the 5 or 95 report as a monthly activity reference.

8. Restoring System in the Event of Catastrophic Failure

If the machine is covered by a replacement warranty call 908-686-7220 for a replacement machine. Take the information from the last 7 report (which contains a list of all active Volunteer ID's with their hours cumulative to the date that the report was taken to key restore the punch file using the code 8 Manager Correction. The replacement machine's punch file will now be up to date.



Volunteer AR Procedures Guide

(*Function codes performed automatically, daily and monthly, are listed in the 10 Site Information report. Swipe Manager Access card and select F2 to access Function codes)

Daily (Note that the AR should be sorted in ID order (code 14) to reduce any delay)

Monthly

5*	Print all time cards (pull sheets)	Prints all active Volunteer time cards (Volunteers that have not punched IN/OUT during the month do not print)
6	Print individual time card (pull sheet).	Prints individual time card (pull sheet)
16	Print dept. time cards	Prints all time cards for a selected department/category
25*	Month close	Auto-function automatically clears log times for start of new recording month
75*	Save month data	Auto-function automatically saves current Punch File as Saved Punch File

Saved Time Cards (last month)

95	Print saved time cards	Print all time cards saved from last month
----	-------------------------------	--

As needed during current month

3	Print Flash report	Total number OFF CLOCK, ON CLOCK, Day Hours, Period Hours, FTPs (failed to punch), MCs (manager corrections)
4	Print Who's IN List	Prints Name and ID number of persons still logged IN
9	Print dept hours report	Prints total hours worked in each category (dept)
7	Print day hours w/o punches	Print hrs by day of week, no punched
10	Print site info	Prints default values and list of auto functions that are done daily and monthly
11	Print punch log	Prints an activity transaction log of all events. Loop of the last 250 events
12	Sort by name.	Sorts time cards pull sheets in alphabetical order
13	Sort by dept.	Sorts time card pull sheets by department (category)
14*	Sort by ID number.	Sorts time card pull sheets in ID order
15	Print Volunteer profiles	Prints profile of all Volunteers (ID, NAME, DEPT, OPTIONS, START TIME, and BADGE number)

*. Automatic set by auto-functions. See report 10 for a list of the auto-functions

510AR.com For instructions, machines and supplies

© Card System Technologies

JD 144