

Kiosk Setup Webinar

October 2014

Within the Kiosk setup.

Basic setup - How your kiosk looks and works

- Basics
- Appearance - The color scheme
- Languages - Instructions for toggling between languages

Logging in to the Kiosk - How your volunteers get access and what they see

- Login IDs/PINs - How they interact - barcodes, magnetic stripes, PINs (with or without passwords).
- Login Requirements - Under what circumstances your volunteers can log in.

Checking in and out of jobs - When you volunteers can check in and how they check out

- Check in/Check out - When they come in to volunteer, what rules govern what they see as check in options. And the rules for checking out.
- Automatic Check out - What happens (if anything) when a volunteer forgets to check out.

Reports - Allow your volunteers to run reports

Common uses - Meal tickets, hours reports, messages.

Advanced - Various settings, but these are the big ones.

- Do not permit replies to kiosk messages
- Permit check in for scheduled trainings
- At check out show the volunteer's hours summary
- Use "flat" buttons - Takes away the edges and the background images
- Remove [Print] button from the "Messages" screen

Kiosk Tokens - Tokens are any tools a volunteer signs out and takes with them with they check in. (Personal alarms, iPads). VSys will track it when it is signed out and signed back in.

Outside of Setup:

Holiday Greeting Rules - Holiday greeting rules allow automated greetings to be sent to your volunteers - most frequently Birthday or Holiday Greetings. Note: you must set up the greeting as a letter template before sending.

News Items - Can be shown rotating through the kiosk screen while idle.

- News Items - Text and Graphics
- News Images - Graphic only

Surveys - Poll your volunteers by name or anonymously, require responses or not
Common uses

- Volunteer satisfaction
- Head count for an event

Walkup check in jobs - Special limited time jobs

Volunteers using the kiosk - Looking to teach your volunteers to use the kiosk? We have a handout you are welcome to adapt and use. Just ask.