

## Awards Webinar (VSys Anywhere) – Nominate/Award

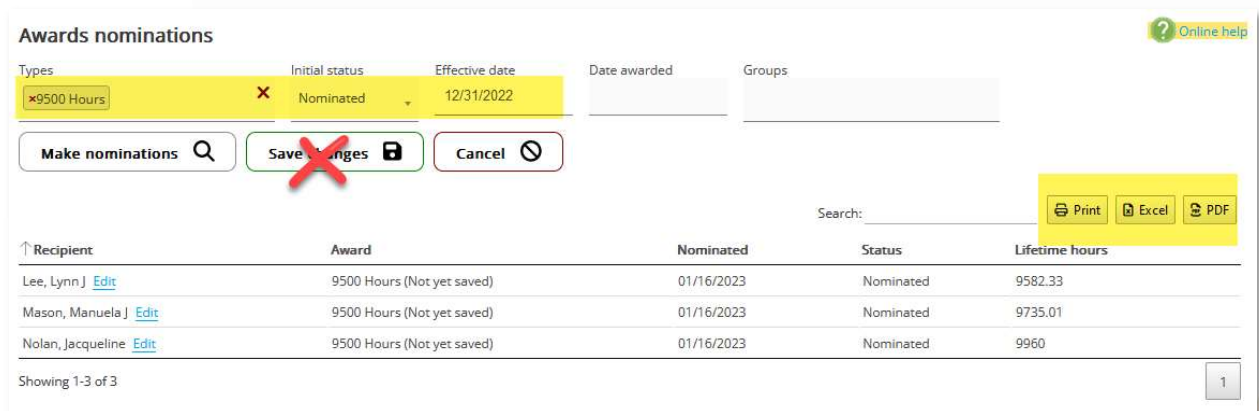
### January 2023

VSys can help you identify, Nominate, Award, and communicate, hours/years-based service awards. Below, we will review the process from the **Awards nominations**, reporting, communication, and the **Awards manager**.

#### Step 1 - Test nominations

Before jumping in to save awards, run a test first. From the search bar or menu find **Award Nominations** (use “inline” if you have a choice).

Choose the **Award types** you want to see and pick the **effective date** (last eligible hours). *You aren't going to Save this yet!* So just click **Make nominations**. From here you can either review on the screen or use the **Print/Excel/PDF buttons** to get a list to review/share offline.



**Awards nominations** Online help

Types: x9500 Hours Initial status: Nominated Effective date: 12/31/2022 Date awarded: Groups:

**Make nominations** **Save changes** **Cancel**

Search: **Print** **Excel** **PDF**

Recipient	Award	Nominated	Status	Lifetime hours
Lee, Lynn J <a href="#">Edit</a>	9500 Hours (Not yet saved)	01/16/2023	Nominated	9582.33
Mason, Manuela J <a href="#">Edit</a>	9500 Hours (Not yet saved)	01/16/2023	Nominated	9735.01
Nolan, Jacqueline <a href="#">Edit</a>	9500 Hours (Not yet saved)	01/16/2023	Nominated	9960

Showing 1-3 of 3

In this step, the system is looking at the rules set up in the **Award types** and finding matching people based on hours, service, groups, person types or any other filters set in the award types rules.

#### Step 2 - Review nominations

If you have used VSys for awards in the past, your nominations should be pretty much ready to go, but a lookover for your exceptions (deceased, special circumstances, team that might not get an award) is a good idea.

If it's the first year, you may want to plan to award for LAST year first, to make sure you have a baseline and know the data going in is complete.

Things to look for:

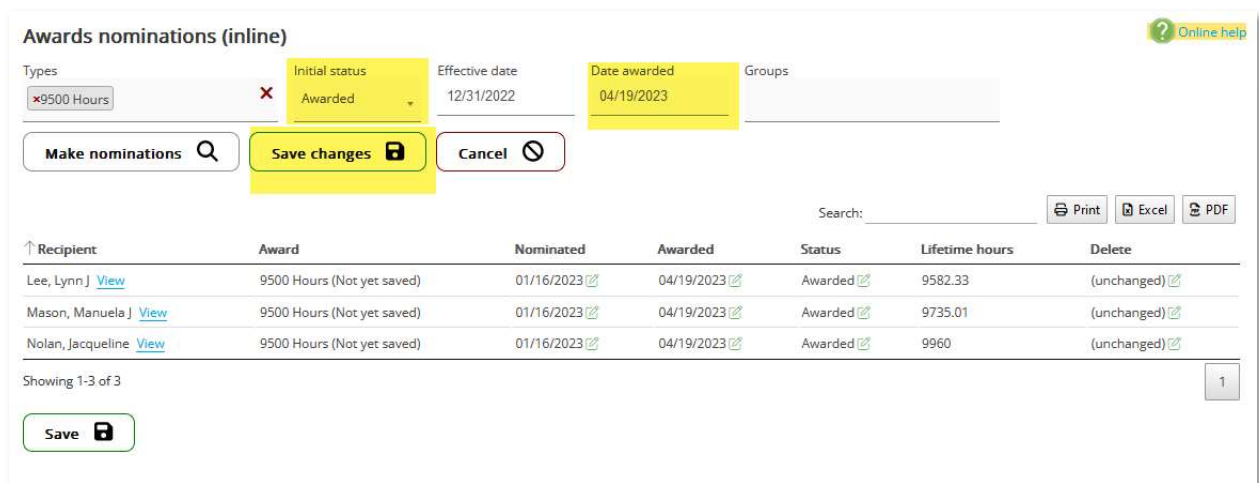
- Someone with many hours/years getting a basic award (were they really skipped, or is it a data error)

- A volunteer at the top of the scale not receiving an award (does your scale go high enough? After a couple years you may need to add awards at the top of your range)
- Interruptions in service

### Step 3 - Save nominations and award

Once you've taken a look, you'll want to run it again to **Save**. This will record the information in the volunteer profiles. If you know when your Awards will be given, change the status to awarded and include the projected date.

Note: If you take this path, you may need to delete or change the status of Awards for a volunteer who becomes Inactive between now and the Awards.



**Awards nominations (inline)**

Types:  Initial status:  Effective date:  Date awarded:  Groups:

Search:

Recipient	Award	Nominated	Awarded	Status	Lifetime hours	Delete
Lee, Lynn J <a href="#">View</a>	9500 Hours (Not yet saved)	01/16/2023	04/19/2023	Awarded	9582.33	(unchanged)
Mason, Manuela J <a href="#">View</a>	9500 Hours (Not yet saved)	01/16/2023	04/19/2023	Awarded	9735.01	(unchanged)
Nolan, Jacqueline <a href="#">View</a>	9500 Hours (Not yet saved)	01/16/2023	04/19/2023	Awarded	9960	(unchanged)

Showing 1-3 of 3

*Note: This saves it in the volunteer's profile. You can't run reports or use it as a filter without saving.*

Alternate process: You may at this point want to only put in the status as **Nominated** and no **Awarded date**. Then go to the **Awards Manager** after to change the date/status.

- Advantages: You don't have to watch for people who might go Inactive before the Awards happen.
- Disadvantages: Manually setting them to Awarded can be a lot of clicking if you are giving out a lot of awards. (Bulk editing is slated for the next release, but not for 2023.)

### Step 3 - Awards Reporting

There are several built-in reports from **Select a Report**. Like other places, details will tell you the specifics and summary will give you numbers.

- *Awards details* – This report will produce results on an individual basis, for any existing awards that meet the criteria chosen. This is a PDF report.

Volunteer	Nominated, awarded	Status	Award type, comments
test, andrew	12/31/2021 01/01/2022	Awarded	Award Test

- *Awards summaries* – This report will produce counts for any existing awards that meet the criteria chosen, in that report. Results will be a PDF and will show the total of awards for the respective *award type*.

<b>Award Test</b>	<b>48</b>
<b>Total</b>	<b>48</b>

#### Step 4 - Communications

**Awards received** is a standard filter for either searching by **Advanced criteria** or **mail merges** to find and communicate with these volunteers.

Filter

Type

Awards received

☐ Disabled

Use this filter to

Keep only records that match this filter

Rule

Awards types

Statuses

Has award(s)

☒ Awarded

Nominated (earliest)

☐ Relative date

Nominated (last)

☐ Relative date

Awarded (earliest)

☐ Relative date

04/16/2023

Awarded (last)

☐ Relative date

01/21/2023

Save

Cancel

#### Step 5 - After-action clean-up

From the **Awards manager** (inline if that's an option in your system) you can easily view/edit any existing awards in your system. Using the filters on the top to select the awards in bulk, you can filter for the current ones and make any changes.

Tip: Find a specific person with the **Search** field at the top right of the grid.

### Awards manager (inline)

[? Online help](#)

Types  Status   Earliest nominated  Latest nominated  Earliest awarded  Latest awarded

Groups

Search:

↑ Recipient	Award	Nominated	Awarded	Status	Lifetime hours	Send a letter	Delete
Ables, Sean R <a href="#">View</a>	15 years of service	01/12/2023 <input type="checkbox"/>	04/11/2023 <input type="checkbox"/>	Awarded <input type="checkbox"/>	11557.54	<a href="#">Send a letter</a>	(unchanged) <input type="checkbox"/>
Adams, Alice D <a href="#">View</a>	1500 Hours	01/12/2023 <input type="checkbox"/>	04/11/2023 <input type="checkbox"/>	Awarded <input type="checkbox"/>	1845.01	<a href="#">Send a letter</a>	(unchanged) <input type="checkbox"/>
Adams, Douglas B <a href="#">View</a>	15 years of service	01/12/2023 <input type="checkbox"/>	04/11/2023 <input type="checkbox"/>	Awarded <input type="checkbox"/>	5226.21	<a href="#">Send a letter</a>	(unchanged) <input type="checkbox"/>
Adams, Douglas B <a href="#">View</a>	5000 Hours	01/12/2023 <input type="checkbox"/>	04/11/2023 <input type="checkbox"/>	Awarded <input type="checkbox"/>	5226.21	<a href="#">Send a letter</a>	(unchanged) <input type="checkbox"/>
Adkins, Kelli T <a href="#">View</a>	1000 Hours	01/12/2023 <input type="checkbox"/>	04/11/2023 <input type="checkbox"/>	Awarded <input type="checkbox"/>	1040.75	<a href="#">Send a letter</a>	(unchanged) <input type="checkbox"/>