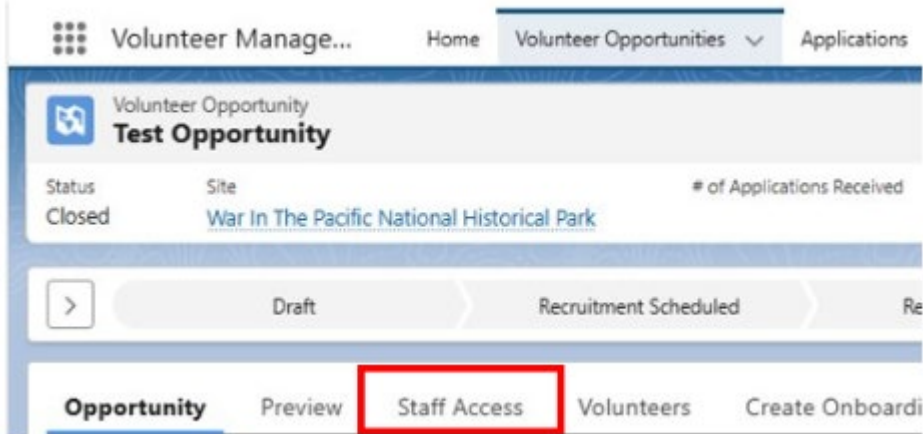


Staff Access & Team Member Tab

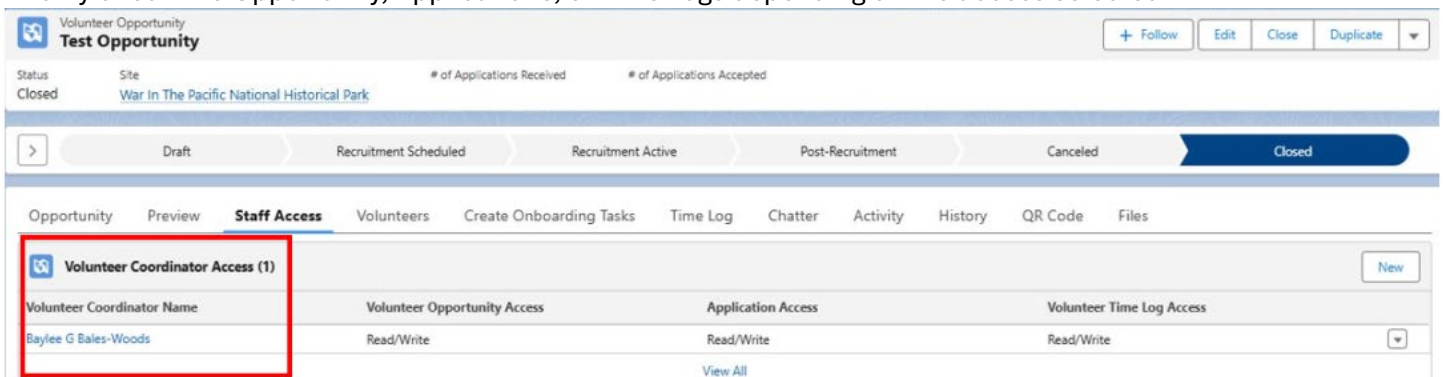
This guide provides a description of what the Staff Access tab is and how it is used. It shows you how to add Volunteer Coordinators and Team Members to opportunities. For Volunteer Coordinators, you can add Read or Write access to the selected staff for the selected opportunity, applications, and time log. For Team Members, you can add access to 301a Signatures, Applications, and Time Logs. At this time, in order to remove read or write access of an application for a Staff member, you can select "None" or submit a Help Desk ticket.

Navigate to the Volunteer Opportunity you want to edit the Staff access of. Click the "Staff Access" tab.



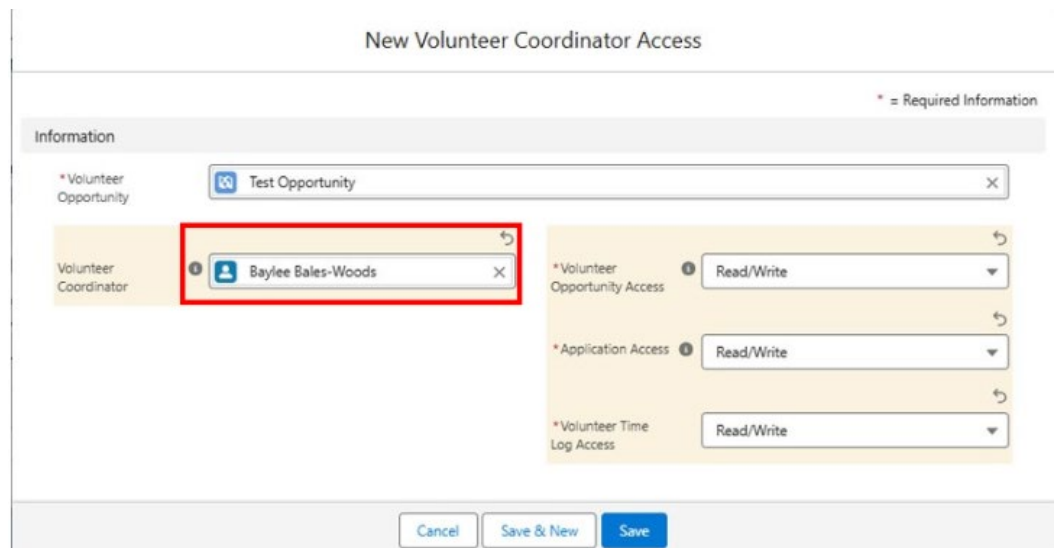
Add Volunteer Coordinators:

1. View the Volunteer Coordinator Staff Access. The listed Volunteer Coordinators have permission to either read only or edit the Opportunity, Applications, or Time Logs depending on the access selected.



2. Select "New" to add a Staff name to grant access to either the Opportunity, the Applications, or Time Logs.

3. Type the name of the Volunteer Coordinator in the field to populate the staff and select the name.



The screenshot shows the 'New Volunteer Coordinator Access' form. The form has a title 'New Volunteer Coordinator Access' and a subtitle '* = Required Information'. The 'Information' section contains several fields: '* Volunteer Opportunity' (Test Opportunity), '* Volunteer Coordinator' (Baylee Bales-Woods, highlighted with a red box), '* Volunteer Opportunity Access' (Read/Write), '* Application Access' (Read/Write), and '* Volunteer Time Log Access' (Read/Write). At the bottom, there are buttons for 'Cancel', 'Save & New', and 'Save'.

4. Select the level of access to give the selected Volunteer Coordinator for the opportunity, application, and time log. The options are "Read", or "Read/Write". If you want to remove application access, you can select the "None" option. Click "Save."

New Volunteer Coordinator Access

* = Required Information

Information

* Volunteer Opportunity

Volunteer Coordinator

* Volunteer Opportunity Access

Application Access

* Volunteer Time Log Access

Add Team Members:

1. View the Team Member Staff Access. The listed Team Members have permission to sign 301as, manage Application selection, or edit Time Logs in the Team Member Portal depending on the access selected.

Opportunity Preview **Staff Access** Volunteers Create Onboarding Tasks Assign Onboarding Task Time Log Chatter Activity History QR Code Files

Volunteer Coordinator Access (1) New			
Volunteer Coordinator Name	Volunteer Opportunity Access	Application Access	Volunteer Time Log Access
Cassandra Rodrique	Read/Write	Read/Write	Read/Write ▼
View All			
Team Member Access (1) New			
Team Member Name	301a Signature Access	Application Access	Time Log Access
Cassie Rodrique TMP	Access	Access	Access ▼
View All			

2. Select "New" to add a Staff name to grant access to either the 301as, Applications, or Time Logs.
3. Type the name of the Team Member in the field to populate the staff and select the name.

New Team Member Access

* = Required Information

Information

* Volunteer Opportunity

* Team Member

* 301a Signature Access

* Application Access

* Time Log Access

4. Select the level of access to give the selected Team Member for the 301a signature, application, and Time Logs. The options are "Access", or "No Access". If you want to remove access from a field, you can select the 'No Access' option. Click 'Save'.

New Team Member Access

* = Required Information

Information

* Volunteer Opportunity

Visitor Services Volunteer

* Team Member

Cassie Rodrique TMP

* 301a Signature Access

Access

* Application Access

Access

* Time Log Access

Access

Cancel

Save & New

Save