

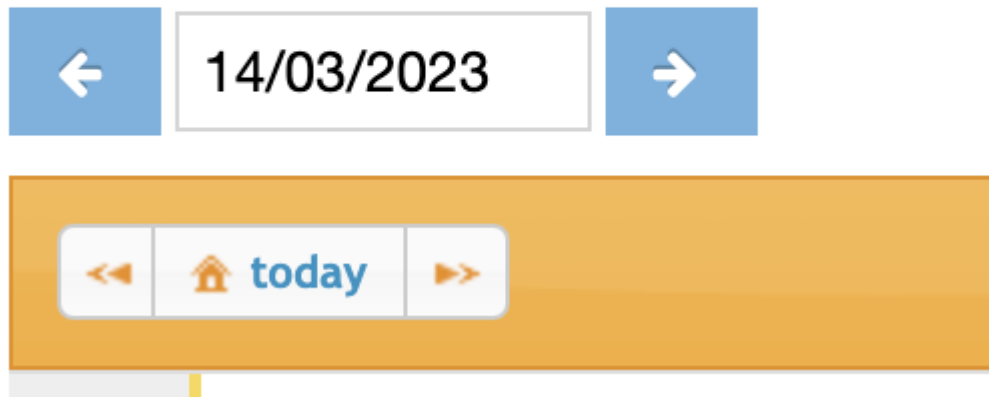


Print the Run Roster

View the Run Roster

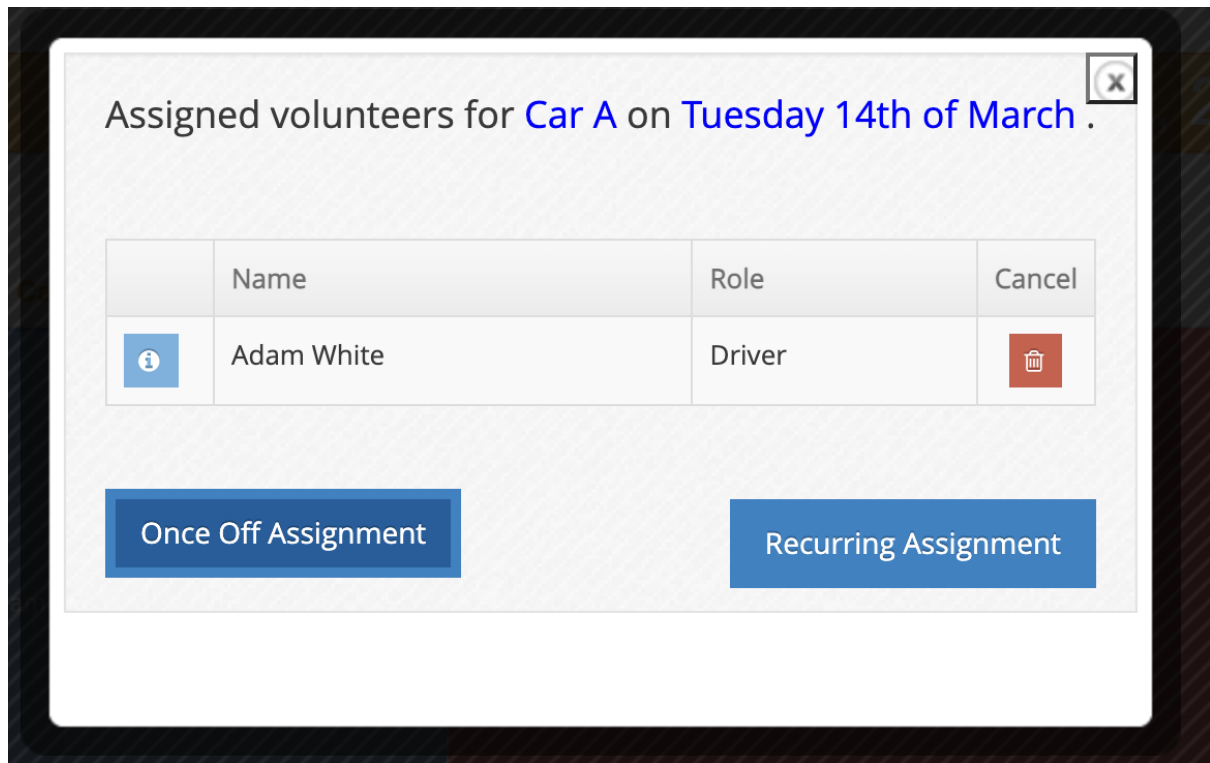
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Meal Runs » List Runs



Note: Only active assignments for active volunteers will be displayed on the main page. Assignments that have been cancelled and assignments during a volunteer's suspension will be hidden.

To view the assignments in more detail (including cancelled assignments and suspended volunteers) or update them, click the red/blue area under the run's name. The **Assigned Volunteers** popup will be displayed.



On this popup, the assignment statuses are colour coded for convenience:

- **Red:** This indicates a **Cancelled Assignment**. To cancel an assignment, click the **Garbage Bin** icon. Cancelling a recurring assignment will only cancel this particular entry.
- **Blue:** This indicates a **Suspended Volunteer**. This could be due to an **individual** suspension or a **bulk** suspension.

Assigned volunteers for **Car A** on **Tuesday 14th of March** .

	Name	Role	Cancel
	Adam White	Driver	
	David Jones	Driver	
	Julia Burns	Assistant	

Once Off Assignment
Recurring Assignment

Assign Volunteers

To **Create** a new assignment, click the **Assign Volunteer** button on the top right side.

Print Roster

Assign Volunteer

2nd Tuesday of March

You'll be prompted to select a type of assignment:

- **Once Off:** This assignment will only occur once on the selected date.
- **Daily:** This assignment will occur daily from the selected date.

- **Weekly:** This assignment will occur every week on the selected day.
- **Fortnightly:** This assignment will occur once a fortnight on the selected day.
- **Monthly:** This assignment will occur once a month on the selected week and day.



Assign Volunteer To Run

Once Off Assignment

Daily Assignment

Weekly Assignment

Fortnightly Assignment

Monthly Assignment

Once you've selected the type of assignment, you'll be taken to the **Assign Volunteer To Run** popup. Here you can select the **Staff/Volunteer** member for the assignment, the **Role** – if applicable (roles are explained later in this document) –, and the **Meal Run** for the assignment.

Depending on the type of the assignment, you'll also have to select the **Date** of the assignment, or the **Start Date** and **End Date** of the assignment as well as the **Day** or **Week**.

Once you've filled out the information, click the **Assign Staff/Volunteer** button to create the assignment.



Assign Volunteer to Run

Please select Staff/Volunteer:

Please Select ▼

Staff/Volunteer Role:

No Role Assigned ▼

For Run:

Please Select ▼

When will this schedule take effect?

dd/mm/yyyy

When will this schedule end? **optional*

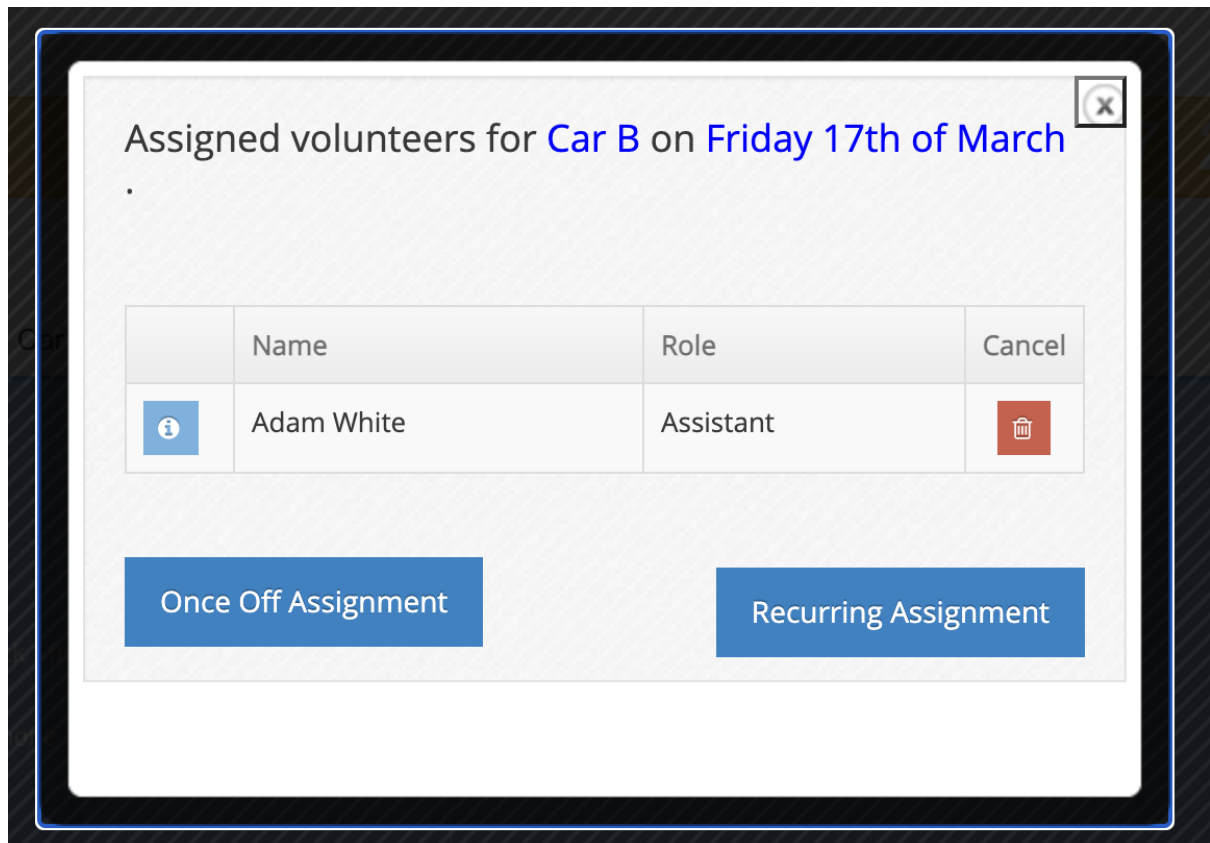
dd/mm/yyyy

Include weekends in assignment: ☐

Assign Staff/Volunteer



Update Assignments

To **Update** an assignment, find the assignment on the Run Roster page. Click the Run to see the detailed **Assigned Volunteers** popup.



Assigned volunteers for Car B on Friday 17th of March

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	Name	Role	Cancel
	Adam White	Assistant	

Once Off Assignment Recurring Assignment

Then select the assignment by clicking the blue **Information** button. Make the desired changes, and click the **Update Assignment** button.

You can also **Delete** assignments on this page.



Assign Volunteer to Run

Staff/Volunteer:

Adam White

Staff/Volunteer Role:

Assistant



Please select a day

Friday



For Run:

Car B



When will this schedule take effect?

13/03/2023

When will this schedule end? **optional*

dd/mm/yyyy

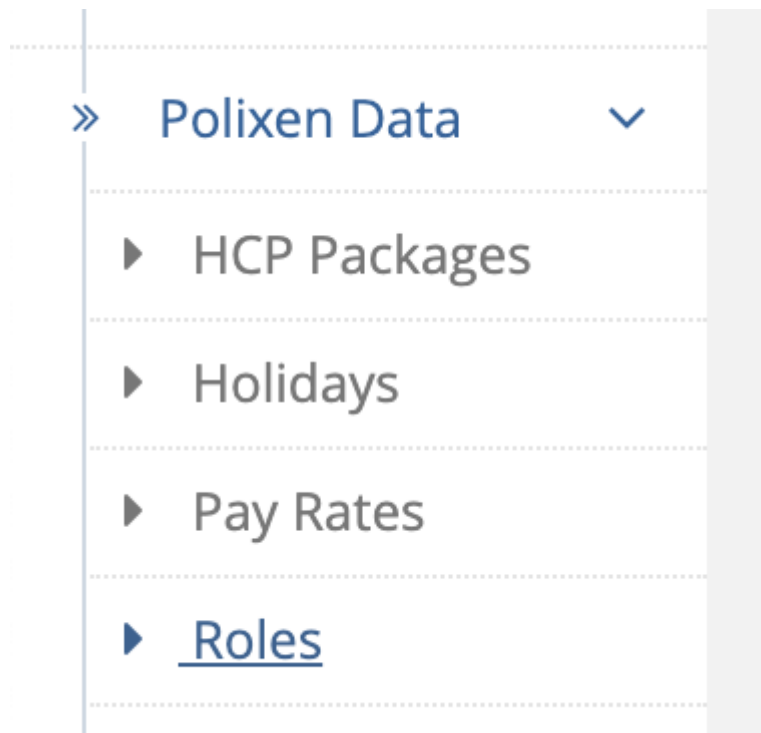
Update Assignment

Delete Assignment

Volunteer Roles

You can specify what role the volunteers will have in their assignments.

To **Create**, **View** and **Update** roles, click the **Administration** option in the main menu, then **Polixen Data** and select **Roles**.



To **Create** a new role, click the **New Role** button on the top right.



To **Update** a role, click the blue **Information** button next to its name. Make the desired changes, and click the **Save Changes** button. You can also **Delete** the role on this page.

Edit Role

Role Name	<input type="text" value="Driver"/>
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 Save Changes

 Delete Role

Once you have roles in your system, you'll be able to select one when **Creating** a new assignment or **Updating** an old assignment. You'll be able to see the roles on the **Assigned Volunteers** popup, and on reports like the Run Roster Report.

You can also set up a **Default Role** for your volunteers on their Volunteer Page. If a volunteer has a default role, it will be pre-filled when creating an assignment for that volunteer.

Additional Information

Default delivery role/position:

✓ None

Driver

Assistant

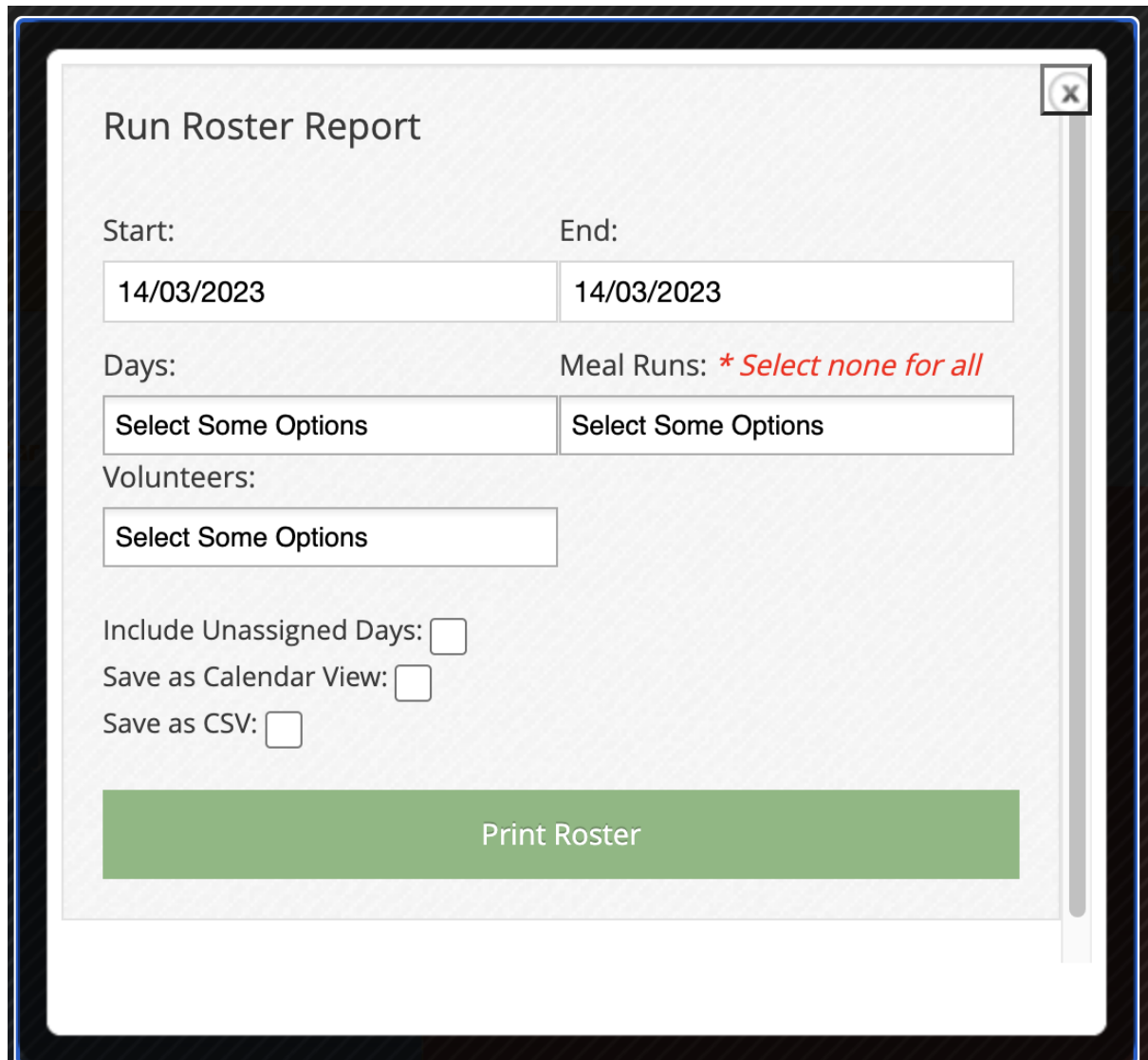
Print the Run Roster

To **Print** the run roster, click the **Print Roster** button.

You'll be prompted to make some selections. The **Start Date** and **End Date** are pre-filled with the current date, but you can change them. You can select a

particular **Meal Run** or **Volunteer**, but by default, the Run Roster Report will print all volunteer assignments for all meal runs.

To include days where nobody is assigned, check the **Include Unassigned Days** checkbox. When you're happy with your selections, click the **Print Roster** button to create your report.



Meal Run Rosters: Wednesday 8th of March to Wednesday 8th of March						
Volunteer Name	Role	Run	Vehicle Rego	Start	Finish	Signature
Alan Jones	Driver	Car A				

