



## How to Log Visits Using Volgistics

This document describes how to use your internet-connected device (desktop, laptop, mobile phone, or tablet) to log your visits in Volgistics. You can do this using either a standard web browser and URL OR using the a mobile app (available for both iOS and Android). The process works the same on any computer or mobile device – this makes it easy for you to log your visits at any time, such as right after your visit.

Follow the applicable link to download the app:



If you encounter any problems, please contact Paul Rogalla ([paulr@denverpetpartners.org](mailto:paulr@denverpetpartners.org)), Sandy Langley ([sandyl@denverpetpartners.org](mailto:sandyl@denverpetpartners.org)), or Ken McQuarrie ([kenm@denverpetpartners.org](mailto:kenm@denverpetpartners.org)).

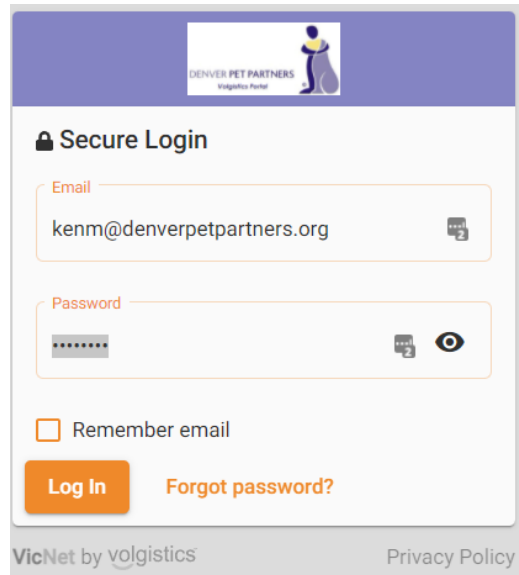
*As you review the screen shots below, please note that a few may differ slightly depending on whether you are using the mobile app or a desktop computer. Most screens are identical.*

### Steps to Log a Visit

- 1) Either (a) Open the app on your mobile device OR (b) Open your favorite web browser and go to the login screen at the following URL:  
<https://www.volgistics.com/vicnet/135943/login> (please bookmark this so you don't have to type it in each time).

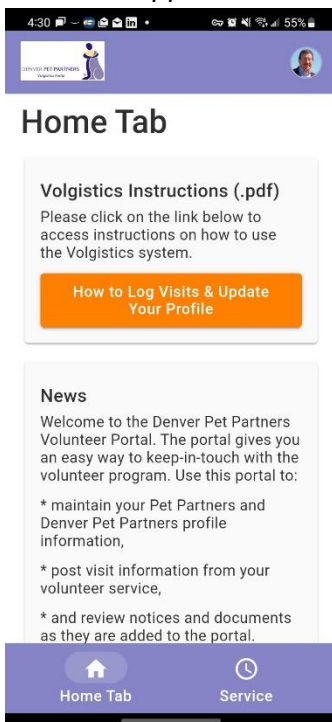
**(Note:** You can also get to the login screen from the DPP website (<https://www.denverpetpartners.org>) by selecting “Log Hours in Volgistics” under the “FAQS AND MORE” menu item.)

Enter your Volgistics id (**Email**) and **Password**, then tap/click **Log In**.

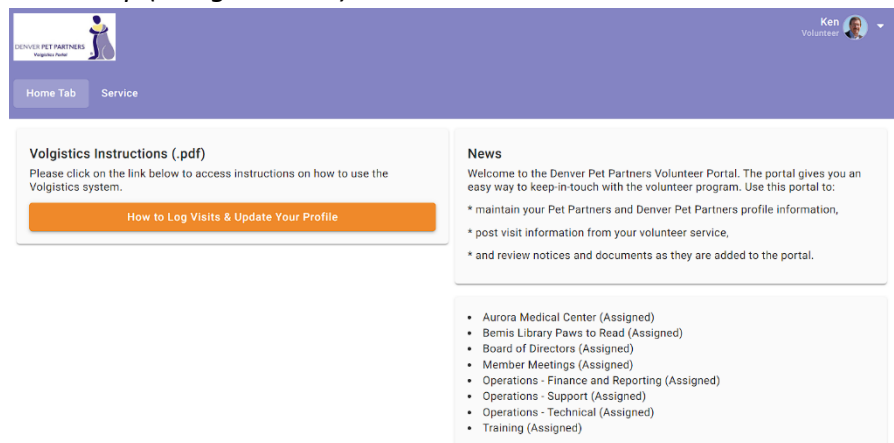


2) After a successful log in you will see the following screens (the Home Tab):

### Mobile App



### Desktop (using browser)



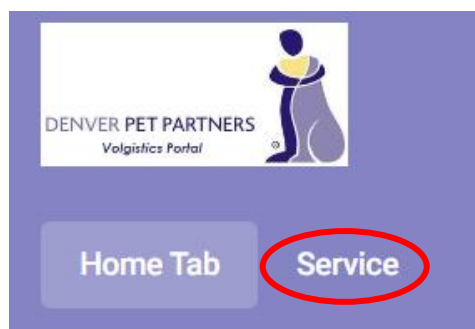
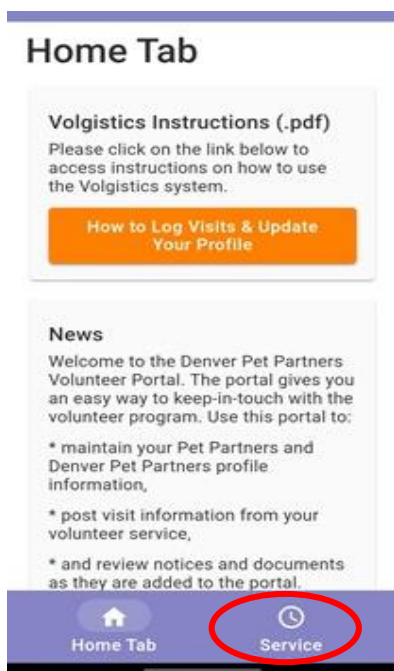
**Note:** Tapping/clicking “How to Log Visits and Update Your Profile” will open this document

3) **Optional** – Review/Update Your Profile:

If you haven't reviewed your profile lately, we recommend that you take a couple of minutes to do so. See the section at the end entitled **How to Review/Update your Profile**. If you don't need to review your profile at this time, continue to Step 4.

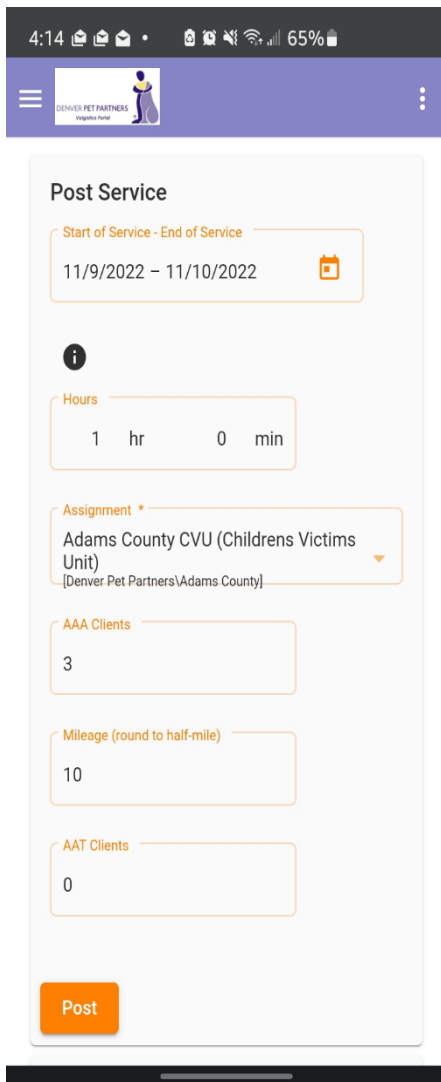
4) Select the **Service** tab to log visits:

**On the mobile app** (left image), tap **Service** at the bottom of the screen. **On a desktop computer** (right image), select **Service** from the top menu. This will take you to the **Post Service** screen.



5) On the **Post Service** screen (next page), enter your visit information:

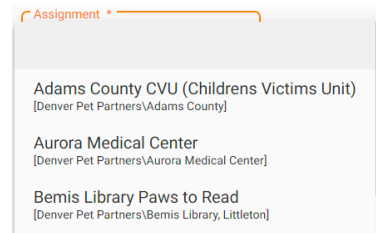
**Note:** *The screens for entering visit information are essentially identical on the mobile app and a desktop computer.*



a) Enter the dates for **Start/End of Service** (“Service” = the activity or facility you are logging time for). The dates default to the current date. To change the date, or to enter a date range, tap/click the calendar icon. When the calendar appears, you need to tap/click 2 dates - the first tap/click is the first date in the range, the second tap/click is the last date in the range. If there is only one day, then tap/click the same date twice. You should select a date range if you are entering information for several visits all at once.

b) Tap/click the **Hours** field to enter the length of your visit (hours and minutes).

c) Tap/click the **Assignment** field and you will see a list of the facilities/events assigned to you in your profile. It will look similar to this:



Tap/click the assignment for which you are logging time.

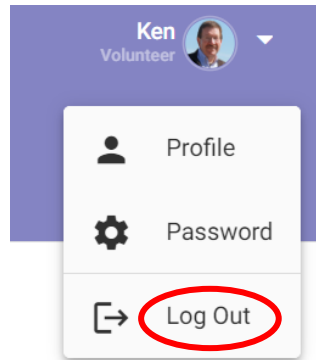
**NOTE:** If you don’t see the correct assignment in your list, see the section at the end of the document for **How to Review/Update your Profile** (Assignment Preferences section). Once it is added, return to this step to select the assignment.

- d) If applicable (e.g., for a visit), enter the number of **AAA or AAT Clients** visited and your **Mileage**. Animal-assisted therapy (**AAT**) involves working with a professional therapist to help achieve measurable goals with a specific client. Enter information under “AAT Clients” if this describes the nature of your visit. Otherwise, enter information under “AAA Clients” (**AAA** = Animal-assisted activities). Most of what we do will be AAA.
- e) When you are done, tap/click **Post**. You will have a chance to confirm the post. Volgistics will confirm it has recorded your time. If you post an incorrect entry, please contact Paul Rogalla or Sandy Langley - they will correct it for you.



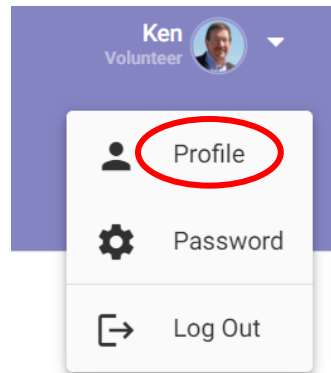
## 6) Log Out:

Logging out is the same on both the mobile app and a desktop computer. Tap/click your name/photo in the **top right** of the screen and tap/click **Log Out** in the menu that appears.



## How to Review/Update your Profile

- 1) Accessing and updating your profile is the same on both the mobile app and a desktop computer. Tap/click your name/photo in the **top right** of the screen and tap/click **Profile** in the menu that appears.



- 2) Your profile contains the following sections which you should review. Most of the information can be edited, so please add/correct any missing or incorrect information. When you are done with any changes, click **Save**. Volgistics will confirm that it has recorded your changes.

Section	Contains
Contact Information	Name, address, phone numbers, email, birthday
Denver Pet Partners Information	Member type, member since & expiry dates (not editable), email interests
Operational Area Interest	Areas in which you are interested in helping
PP National Registration Info	Pet Partners rating, name, expiration. Your PP badge id.
Assignment Preferences	A list of facilities and programs for which you can log hours. Your personal assignments (places which appear in your assignment list when logging a visit in Step 5(c) above) have a checkmark beside them. <b>If you are missing an assignment in Step 5 (c), please select it from this master list (add a check mark). After you save your changes, it will be available to select when logging a visit.</b>
Emergency Contact	Very important. Please consider adding this information.
Photo	We like to see your smiling face! Click the photo circle to add/change your photo.