

Dowling Douglas Company

Identification Solutions & Digital Imaging Systems

Since 1950


3406 Main Street
Jacksonville, FL 32206
(904) 353-4361

www.dowlingdouglas.com

BadgePass Volunteer Tracking

Formatted for Duval County Public Schools



Volunteer	
Full Name	
Visit Location Vendor Company Name	
Visit date at what time	

Visitor Manager

Volunteer Tracking

If you are new to using BadgePass, please see the Instruction packet on basic use. This packet just describes how BadgePass can be used to track Volunteer Hours.

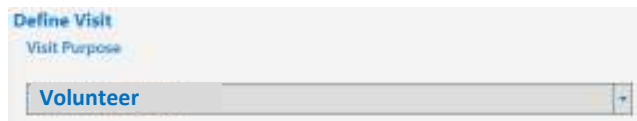
1. When a Volunteer comes in, they have to be Checked-In just like any visitor.

Dip their drivers license OR if they have been issued a School Volunteer ID Card, they can use that to dip instead of their drivers license.



2. Always ask the volunteer why they are at the school today. (just because they have a volunteer card does not mean they are volunteering today)

- a. If they are volunteering, select Volunteer from the drop-down list



- b. Select the location they are going to.
- c. When you select the Checkin button, a print window will pop-up.

If they have their Volunteer ID Card you do not need to print a label, so select Cancel.

If they need a label, select the Dymo printer and select Print.

3. If you have the desktop barcode scanner, the volunteer can check-Out when they leave by scanning the barcode on the **back** of their Volunteer ID Card.

OR You can check them Out by selecting the Onsite List, selecting their name and selecting CheckOut

Note: If they don't get checked out, the system will automatically check-out all visitors at 9pm every night. This will require calculating volunteer hours from the report at the end of the month.

