

NewOrg Volunteer New Time and Miles Reporting Application

INTRODUCTION

As part of upgrading the Faith in Action for Cass County (FIA) technology, a new website has been developed to provide an easier and faster way for volunteers to enter their time and miles for the volunteer work you so graciously perform.

This document is intended to introduce you to the new website and provide instructions on how to report your time and miles.

Reporting your time and miles is a critical piece of how FIA receives funding to continue serving the citizens of Cass County. If time and miles are not or under reported, that has a direct negative impact on our funding sources.

We appreciate your cooperation in reporting this vital information.

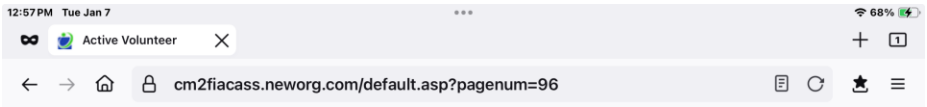


Go to
faithinactioncass.com
click the NewOrg link.

In the new system, the basic information about the service has been pre-populated and thus saves you time and effort in reporting your activity. You can also enter the necessary information for multiple services individually or multiple services at a time.

While we need you to enter your time and miles by the end of the month for each month, you can enter this information at your convenience, daily, weekly, the end of month, etc..

To use the new system, an email has been sent to you with a link to the new site, your user name, which will be your email address, and a temporary password. A screenshot of the new system entry page is shown below.



Email Address:

Password:

[I forgot my password](#) [Log in](#)

Please note, it will take 15-20 seconds for the application to load. Once the application is loaded you will see a screen shown below.



Welcome to the Volunteer Home Page!

On this page, you can update your personal information and availability, if needed, Or you can click one of the two buttons below to either go directly to the 'Volunteer Portal' to update your hours or click to update your 'Volunteer Interests' that when updated will navigate you to the 'Volunteer Portal'.

- [Click here to go to Volunteer Portal](#)
- [Click here to update Volunteer Interests](#)

On this page you can scroll down to review your demographic and volunteer availability information. You can update this information as needed.

First Name: * Required

Last Name: * Required

Street # and Name: * Required

Apartment/Unit #:

Township/City: * Required

We encourage you to change your password to increase security. To change your password, scroll down to the password field, which is just under your email address, and enter your new password. Once you have entered your new password, scroll to the bottom of the page and click on save.

can select from.

The button on the left “Click here to go to Volunteer Portal” will take you to the area to enter your time and miles further described below.

The button on the right “Click here to update Volunteer Interests” takes you a page where you can enter/update your volunteer preferences. If you would like more information about what each service includes, you can click on the button “Click here to view detailed descriptions of services/opportunities”.

When you have completed entering or updating your preferences, be sure to select the “Submit” button at the bottom of the page to save any changes.

At the top there are two buttons you

Entering Time and Miles

Select the button on the left “Click here to go to Volunteer Portal” to enter the area for reporting time and miles.

Selecting the left button opens the page for entering your time, miles and other information.

You will see a summary at the top of the page of your hours and miles of year to date , last month and the current month.

In the “Filter Dates” area you can modify the dates of the services provided you want to view. Under the filter dates, as an example you can select 1/1/2024 through 6/30/2024 or 7/1/2024 through 7/31/24, etc. Please note, you MUST click on the green “Go” button to change to the new date range you selected.

The screenshot displays a mobile application interface for reporting volunteer time and miles. At the top, the status bar shows the time as 10:42 AM on Saturday, January 4, with a 100% battery level. The main header features two summary statistics: **Total Hours: 518.5** and **Total Miles: 3984**. Below these, it indicates 'Last Month: 32' and 'This Month: 0' for both metrics. A red button labeled 'Close / Log Out' is positioned in the top right corner.

A 'Filter Dates' section is located below the summary, featuring two date pickers. The 'From' date is set to 12/04/2024 and the 'To' date is 12/22/2024. A green 'Go' button is to the right of the 'To' date picker. Below the filter section is a blue 'Update' button.

Two service entries are listed below the filter section, each with a green checkmark icon in the top right corner:

- Service 1:**
 - Title:** Voi-Special/Ad Hoc
 - Date:** 12/04/2024
 - Time:** 3 hrs
 - Miles:** (input field)
 - Status:** Complete - Verified
 - Service Comments/Feedback:** Do you want to be reimbursed of your driving? Donate Reimbursement
 - Client/Location:** Faith In Action for Cass County, 116 1st Street South, Hackensack, MN 56452
 - Description:** Work on NewOrg Implementation Call with Nick
- Service 2:**
 - Title:** Voi-Special/Ad Hoc
 - Date:** 12/04/2024
 - Time:** 1:30
 - Miles:** 34
 - Status:** Complete - Verified
 - Service Comments/Feedback:** Staff Alignment Workshop
 - Client/Location:** Faith In Action for Cass County, 116 1st Street South, Hackensack, MN 56452
 - Description:** Workflow Workshop with FIA Staff

From the screen shot below, you will see the basic information of each service you provided such as:

1. Person served name
2. Person served location
3. The date the service was scheduled for
4. A place to enter the time spent delivering the service from a drop-down menu

5. A place to enter the miles you drove to provide the service
6. The current status of the service, (Assigned, complete, pending and three different selections for a cancelled ride).
7. A place to enter comments or feedback
8. A drop-down menu for if and how you want to be reimbursed for your driving
9. If the ride was a one way, round trip or multi stop
10. A place to enter the number of stops.

Note, if you select one way or round trip, the system will record that number of stops as one or two respectively. If the ride is a multi stop ride please enter the number of stops you made

You will also see a yellow hour glass or a green check mark on the right side of each service area. The yellow hourglass indicates the reporting on the service is not complete. The green check mark indicates the service has been reported as complete.

12:00 PM Tue Jan 7

Time: 2 hrs
Miles:
Status: Complete - Verified

NewOrg review reports at home
Description: NewOrg review reports at home

Vol-Special/Ad Hoc
Date: 12/30/2024
Time: 2 hrs
Miles:
Status: Complete - Verified

Service Comments/Feedback:
Do you want to be reimbursed of your driving?
Donate Reimbursement

Client/Location:
Faith In Action for Cass County
116 1st Street South
Hackensack, MN 56452

NewOrg report review in office
Description: NewOrg report review in office

Service-Transportation - Vol Vehicle
Date: 12/31/2024
Time: 3 hrs
Miles:
Status: Assigned

Service Comments/Feedback:
Do you want to be reimbursed of your driving?
Donate Reimbursement

One way/Round trip/Multi-Stop:
Round trip

of stops:

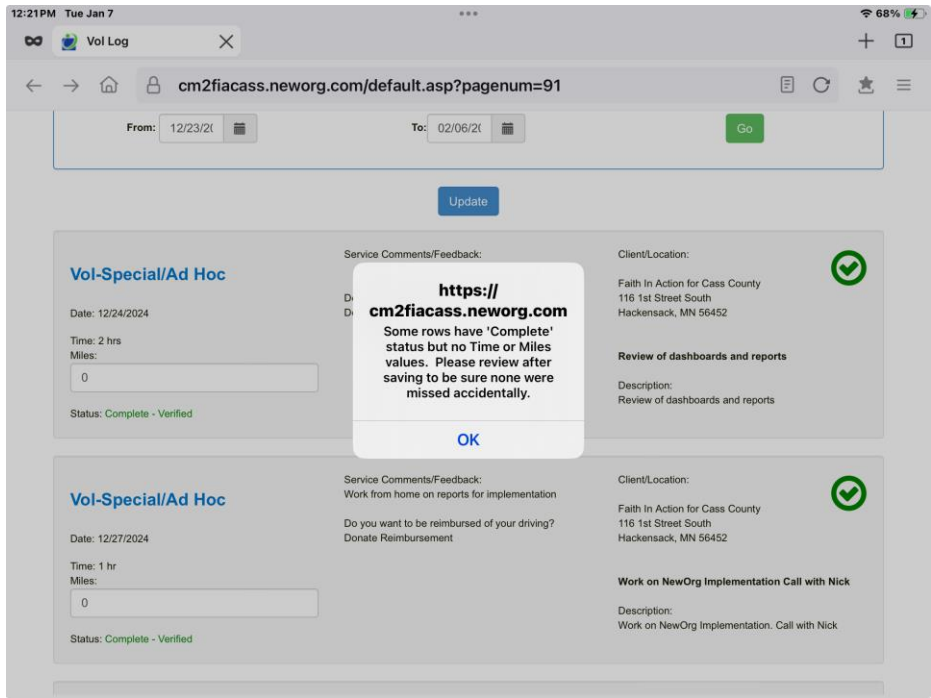
Client/Location:
Demo Client
123 1st S
hackensack , mn 56452
M: 218-555-1234

Ride to Bemidji for medical appt.
Description: Ride for medical appt.

Once you have entered the data required you can then click on the “Update” button found at the top and bottom of the page.

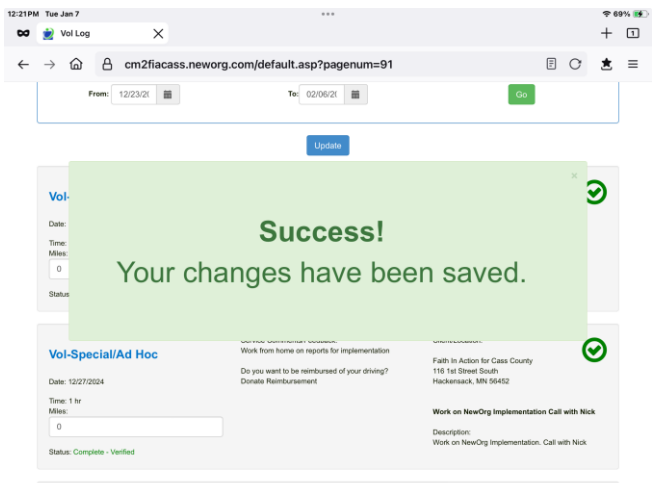
It is important to note, to save you time and effort, you can enter the information for one or more services you provided before clicking on the update button.

If you have not completed entering all the information for one or more services provided, you may receive a warning shown below.



This is just a gentle reminder that there are fields that are empty. If you have completed entering the information you want, just click OK and the data you entered will be saved.

You will also get a message that you have successfully saved your changes.




Entering/Modifying Your Volunteer Interest

Should you wish to change your interests in providing volunteer services click on the “Click here to update Volunteer Interests” button which takes you a page that allows these changes.

The page is shown in the screenshot below.

10:54 AM Sat Jan 4 100% 54%



Select the opportunities below you are interested in.

[Click here to view detailed descriptions of services/opportunities](#)

Please select at least one volunteer opportunity of interest below

Volunteer Interests	
Transportation (Drive Our Van) - Local Only Locations	<input checked="" type="checkbox"/>
Transportation (Drive Our Van) - Local/Far Locations	<input checked="" type="checkbox"/>
Transportation (Drive Own Vehicle) - Local Location Only	<input checked="" type="checkbox"/>
Transportation (Drive Own Vehicle) - Local/Far Locations	<input checked="" type="checkbox"/>
Homemaking	<input type="checkbox"/>
Friendly Visiting	<input type="checkbox"/>
Respite (giving caregivers a break)	<input type="checkbox"/>
Telephone Reassurance	<input type="checkbox"/>
Delivering Meals on Wheels	<input type="checkbox"/>

To exit this application you will need to be on the page for entering time and miles.

10:42 AM Sat Jan 4 100% 54%

Total Hours: 518.5 Total Miles: 3984


Last Month: 32 This Month: 0 Last Month: 320 This Month: 0


[Close / Log Out](#)

Filter Dates

From: 12/04/2024 To: 12/22/2024 [Go](#)

[Update](#)

Vol-Special/Ad Hoc	Service Comments/Feedback:	Client/Location:	
Date: 12/04/2024	Do you want to be reimbursed of your driving? Donate Reimbursement	Faith In Action for Cass County 116 1st Street South Hackensack, MN 56452	
Time: 3 hrs Miles: <input type="text"/>		Work on NewOrg Implementation Call with Nick	
Status: Complete - Verified		Description: Work on NewOrg Implementation. Call with Nick	

Vol-Special/Ad Hoc	Service Comments/Feedback:	Client/Location:	
Date: 12/04/2024	Staff Alignment Workshop	Faith In Action for Cass County 116 1st Street South Hackensack, MN 56452	
Time: 1:30 Miles: <input type="text" value="34"/>	Do you want to be reimbursed of your driving? Donate Reimbursement	Workflow Workshop	
Status: Complete - Verified		Description: Workflow Workshop with FIA Staff	

Click on the red button “Close/Logout”. This will close the application and send you to the home page for Faith in Action.

Once we have completed the full transition, you will enter the new time and miles reporting application from a link on the Faith in Action site.

We truly appreciate your volunteer service to Faith in Action and our communities. We hope you will find this new application easy to use as well as useful for you

Should you have any questions, please contact Larellyn Micheau via email at coordinator@fiacass.com or via phone at 218-675-5435.