

How To Use VolunteerRescue – Member

Illustrated instructions, page 3.

highlighted text = revision 5

Mobile App

Configure

1. Download the app **VolunteerRescue** from the App Store for iPhone/iPad. For Android, on your phone, open a browser window, go to <https://volunteerrescue.org/app>, bookmark for future access. *Androids: No VR app icon installs. Must access VR through web browser.*
2. Tap **Extras** to get to Settings page.
3. Tap **Settings**. Enter URL <https://ycso.vr-sar.org>.
4. **Save**.

View Callouts

1. Tap **Dashboard**, then tap **Recent call outs**. *The last 10 callouts for all units are listed.*
2. Tap the desired callout to view details. *Respondents sort by unit.*
3. List of members responding to callout is displayed. Use menu icon (top left), to display filters. *Use filters to view members responding, standby, etc. The filter Others lists those who are not available and those who have not yet responded.*

Respond to Callouts

1. Tap **Dashboard**. In **Phone call out** section, tap **Send response to call out**. Callout text message is displayed above response options. *Depending upon the screen size of your mobile device, it may be necessary to scroll down to view everything on the page.*
2. Select appropriate response. *The green Update button is at the bottom of the page.*
3. Optionally, add estimated time **in minutes** until your arrival, and/or a short note. *Example: 120 – if your arrival time will be in 2 hours from responding to the callout. Tap Done to dismiss your device's keyboard.*
4. Tap **Update** to send your response. *A pop-up window confirms your response has been recorded in VR.*
5. Tap **Dashboard** or the **Back arrow** (top left) to return to your Dashboard.
6. Tap **Check in/out**. *Check in to the callout with the time you leave home.*

View Member

1. Tap **Dashboard**, then tap **Member list**. *Members countywide are displayed alphabetically.*
2. The menu icon (top left) displays a filter of Roles within the system. *YCSRT SDU and YCJP are examples of Roles.*
3. Tap the specific **Role** to display.
4. Select a member, tap for details. *Tap Cell to launch your device's phone function; Email launches the mail function.*

Check in/out

1. Tap **Dashboard**, then tap **Check in/out**.
2. Tap the desired Event. *Check in with the time you left home.*
3. Tap **Dashboard** to refresh app. Return to event to view your recorded check in/out time. *See page 5 illustration.*
4. After the mission, once home, check out. *Adjust the clock to reflect what your actual arrival time would have been if not going directly home. A time in the future will be rejected as a checkout time.*

Event Registration

1. Tap **Dashboard**, scroll down to Events, tap **Upcoming**.
2. Locate the desired Event. Tap **Register**. *A pop-up window confirms your response has been recorded in VR.*
3. It is also possible to unregister from an event. Locate the event; tap **Unregister**. *Again, a pop-up window confirms your response has been recorded in VR.*

Availability

1. Tap **Dashboard**, scroll down to Availability, tap **Extended period**. *Use extended period for any and all unavailability.*
2. Tap **Leaving at** field, then use app selectors to input date. Tap **Done**.
3. Tap **Returning at** field, then use app selectors to input date. Tap **Done**.
4. Tap **Save**. *Note: The **Return at** date is the last day the member is OFF the callout list; the member's availability begins at 0001 hours the next day.*

HowTo Use VolunteerRescue – Member

Illustrated instructions, page 7.

Web Browser

Log in

1. In any standard web browser, enter the URL **https://ycso.vr-sar.org**. Click **Log in**.
2. Enter Username and Password. Click **Log in** button.
3. Your **Dashboard** is displayed. *On the Dashboard one can register for upcoming events, update availability, navigate to **View Callouts, Resources, Online Training Courses, Member list, the Activity Summary Map, Calendar, Missions, or Events.***

Note: Cannot respond to a callout or check into an event using a web browser. Must use the VR mobile app.

View Callouts

1. Select **Generate/View Callouts**.
2. Select callout you wish to view.
3. Callout details are listed. *Use tabs to filter recipient responses.*

Read Mission Reports

See **Calendar** instructions below.

Member List

1. Select **Member list** from the YCSO Navigation.
2. Input the member's name and select **Filter**; *OR* select the desired member from the **All members** alphabetical list; *OR* select the group tab, such as **YCJP**, to filter the list.
3. Select **View** at the top of the member's dashboard to see their details, emergency contact, and certifications.

Event Registration

1. Select **My Dashboard** from the YCSO Navigation. *Upcoming events are listed at the bottom left of your dashboard.*
2. Select the **Description** to learn more about the desired event.
3. Select **register** to sign up for the desired event.
4. **Unregister** if you are not able to attend.

Calendar

1. Select **Calendar** from the Secondary Links navigation. *Each calendar entry links to an event, either a callout or a unit's training schedule.*
2. Events are color coded. *Uncheck any calendar to remove it from view.*
3. Select the desired event to view more information. *Fast and easy way to access mission details and the after-action report.*


Availability

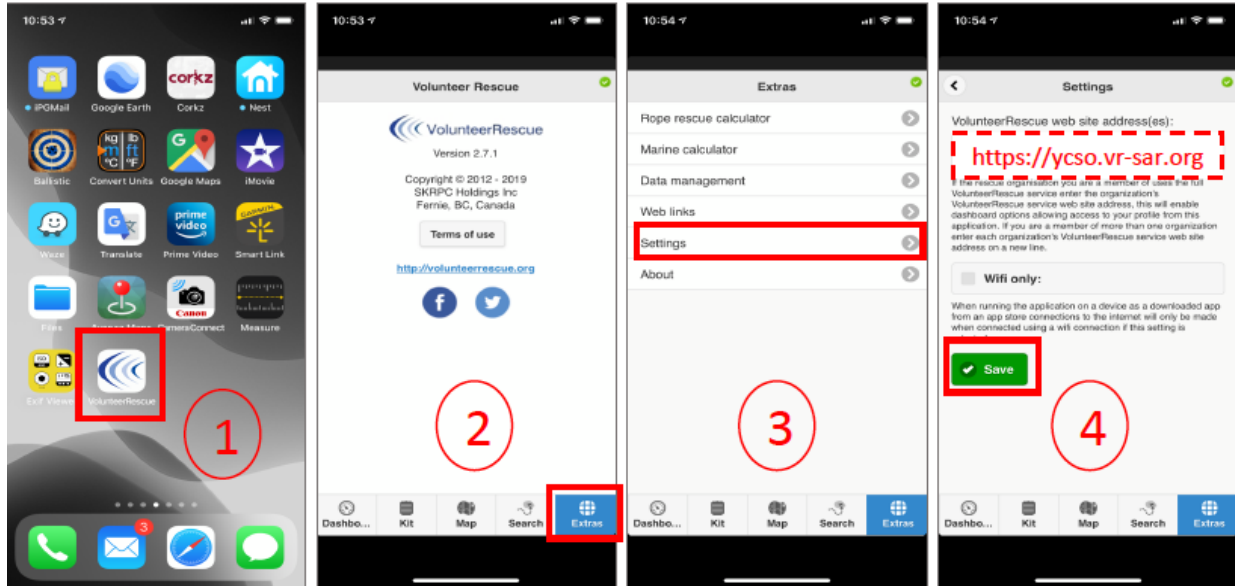
1. From Dashboard, select **Update availability**. Use **Out of Town** section for any and all unavailability.
2. Use calendar dropdown to select **Leaving at** and **Returning at** dates.
3. **Save**.

*Note: The **Return at** date is the last day the member is OFF the callout list; the member's availability begins at 0001 hours the next day.*

VolunteerRescue Mobile App: Configure



Steps

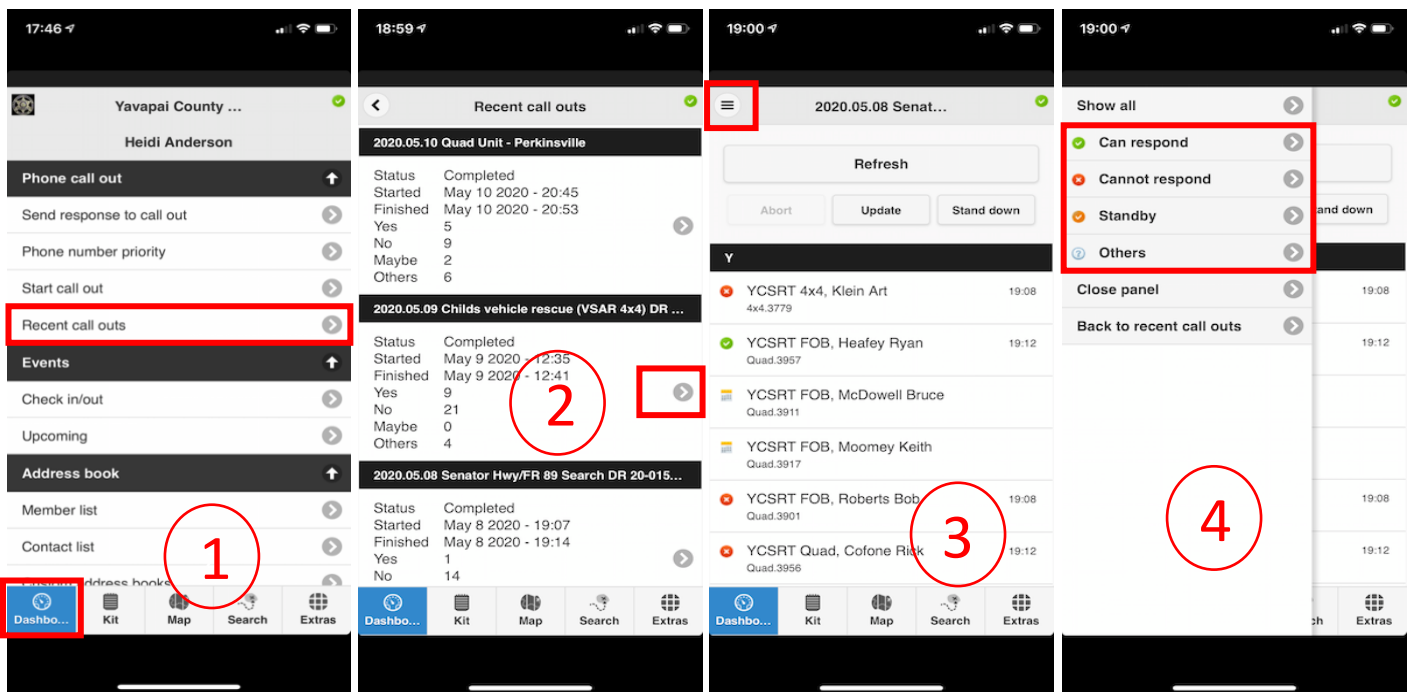
1. Download the app **VolunteerRescue** from the App Store  for iPhone/iPad. For Android, on your phone, open a browser window, go to <https://volunteerrescue.org/app>, bookmark for future access. **Androids: No VR app icon installs. Must access VR through web browser.**
2. Tap **Extras** to get to Settings page.
3. Tap **Settings**. Enter URL <https://ycso.vr-sar.org>.
4. **Save**.



Mobile App: View call outs

Steps

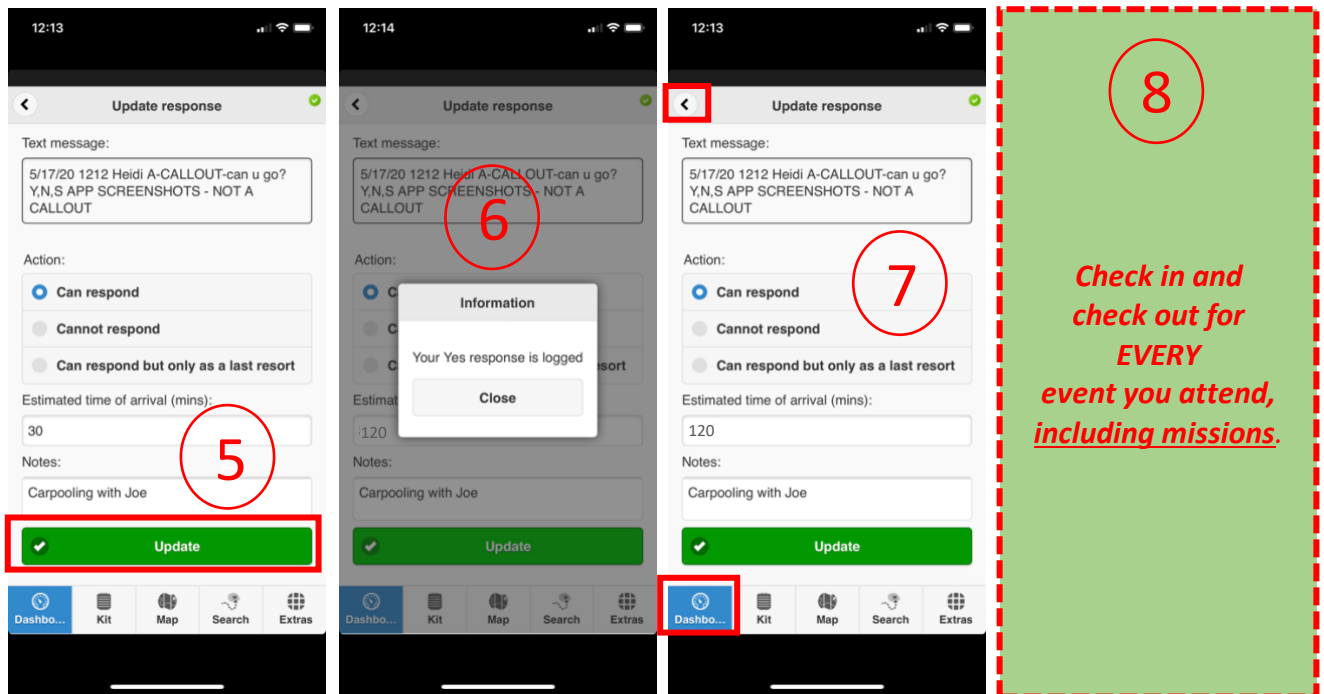
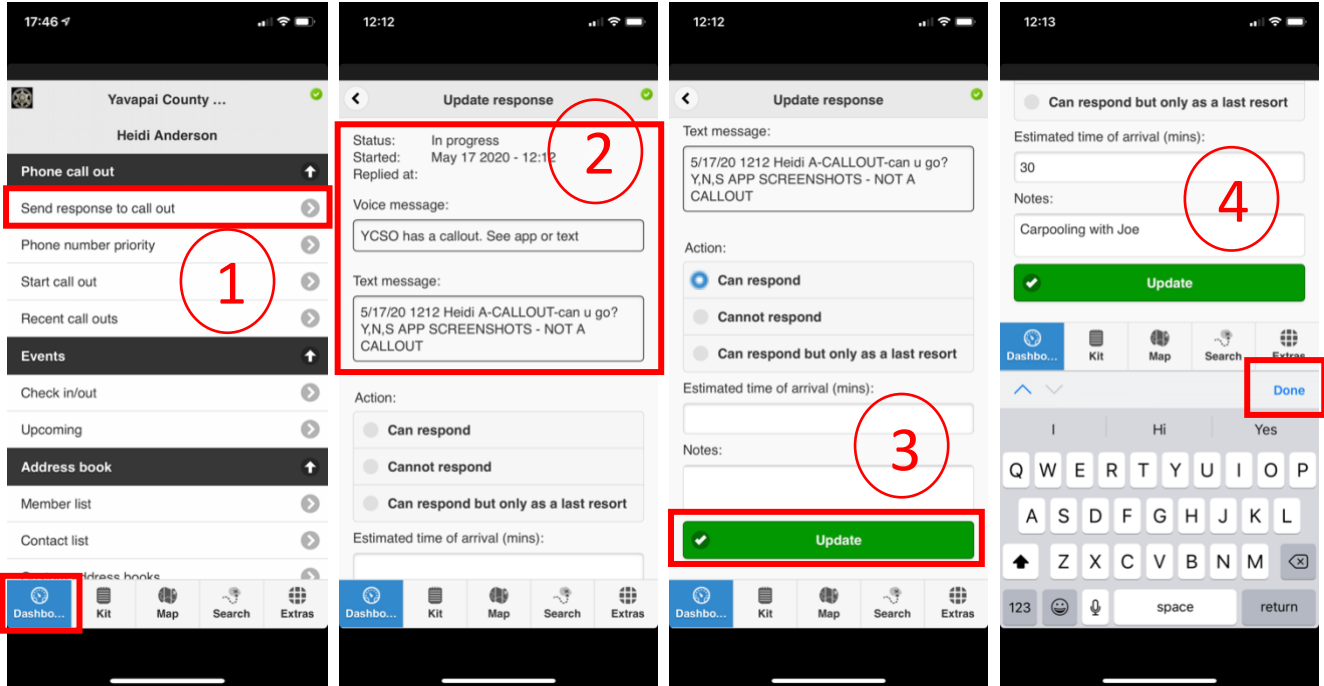
1. Tap **Dashboard**, then tap **Recent call outs**. *The last 10 callouts for all units are listed.*
2. Tap the desired callout to view details. *Respondents sort by unit.*
3. List of members responding to callout is displayed. Use menu icon (top left), to display filters. *Use filters to view members responding, standby, etc. Others lists those who are not available  and those who have not yet responded .*



Mobile App: Respond to Call Out

Steps

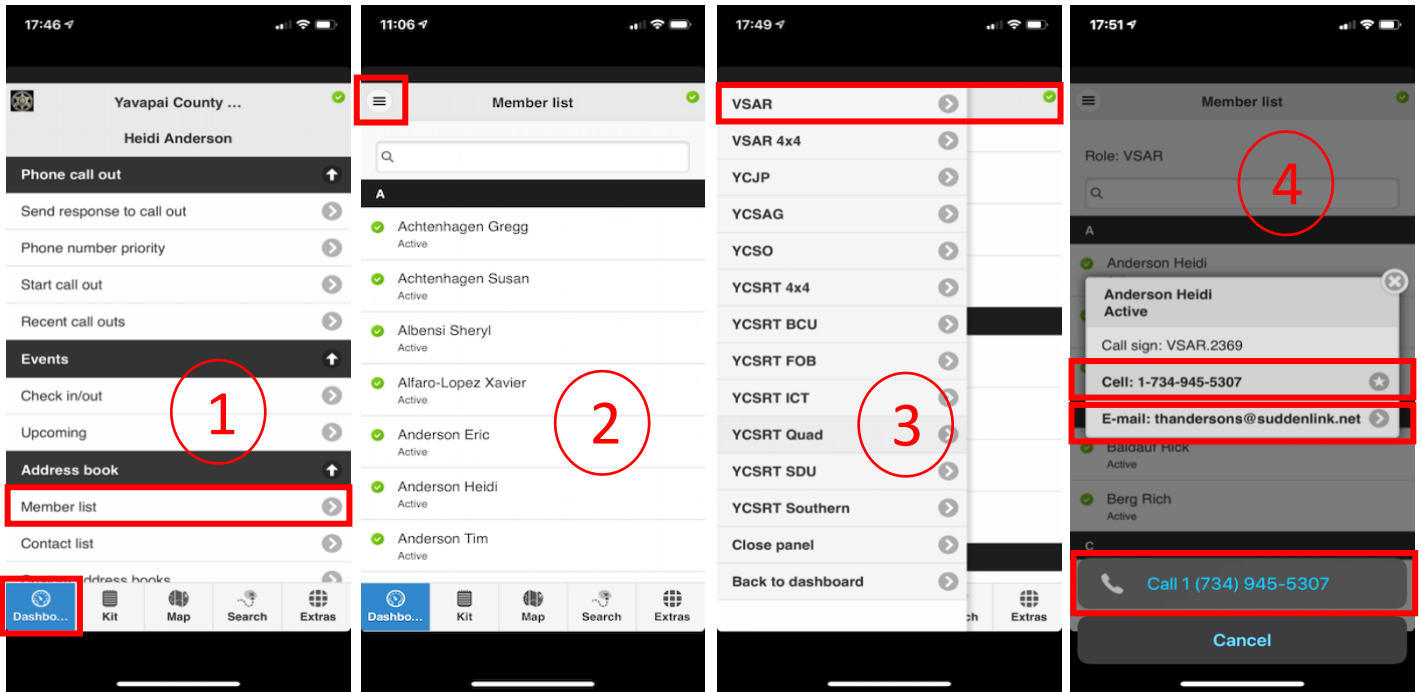
1. & 2. Tap **Dashboard**. In **Phone call out** section, tap **Send response to call out**. Callout text message is displayed above response options. *Depending upon the screen size of your mobile device, it may be necessary to scroll down to view everything on the page.*
3. Select appropriate response. *The green **Update** button is at the bottom of the page.*
4. Optionally, add estimated time *in minutes* until your arrival, and/or a short note. *Example: 120 – if your arrival time will be in 2 hours from responding to the callout. Tap **Done** to dismiss your device's keyboard.*
5. & 6. Tap **Update** to send your response. *A pop-up window confirms your response has been recorded in VR.*
7. Tap **Dashboard** or the **Back arrow** (top left) to return to your Dashboard.
8. Tap **Check in/out**. *Check in to the callout with the time you leave home.*



Mobile App: View Member

Steps

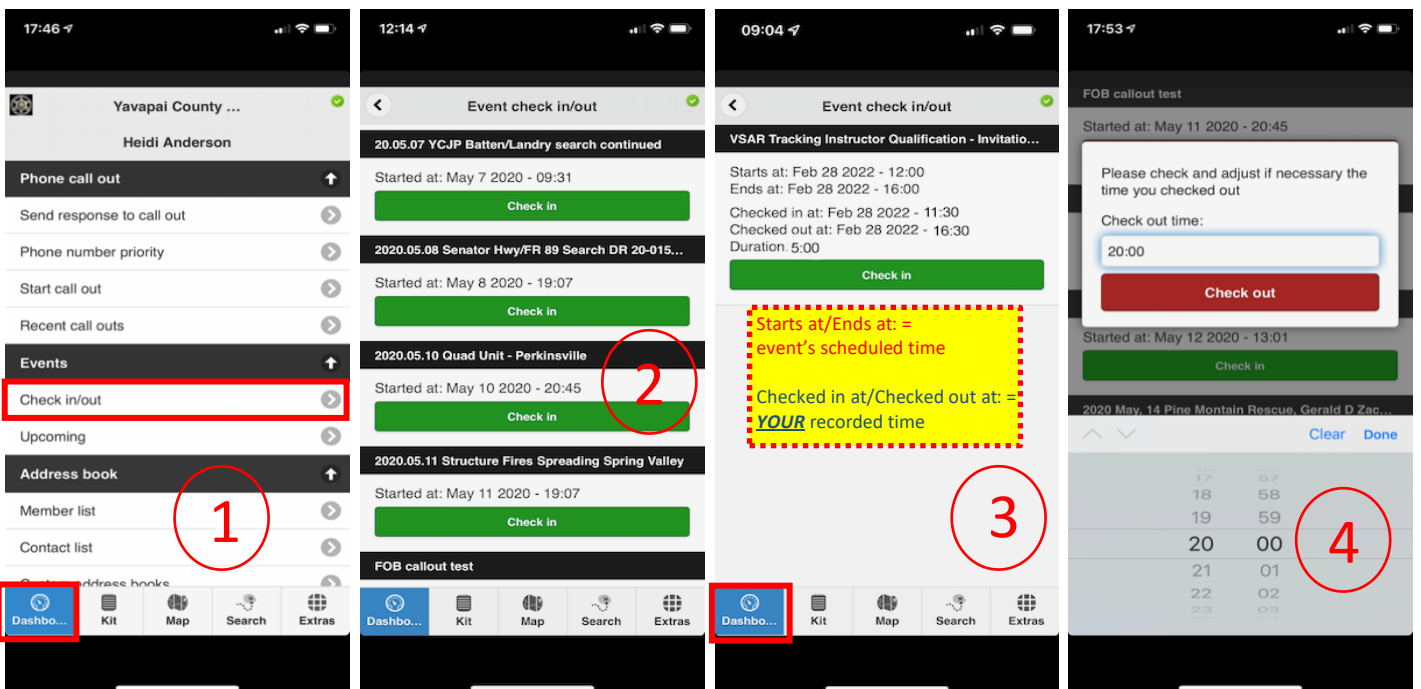
1. Tap **Dashboard**, then tap **Member list**. *Members countywide are displayed alphabetically.*
2. The menu icon (top left) displays a filter of Roles within the system. *YCSRT SDU and YCJP are examples of Roles.*
3. Tap the specific **Role** to display.
4. Select a member, tap for details. *Tap **Cell** to launch your device's phone function; **Email** launches the mail function.*



Mobile App: Check in/out

Steps

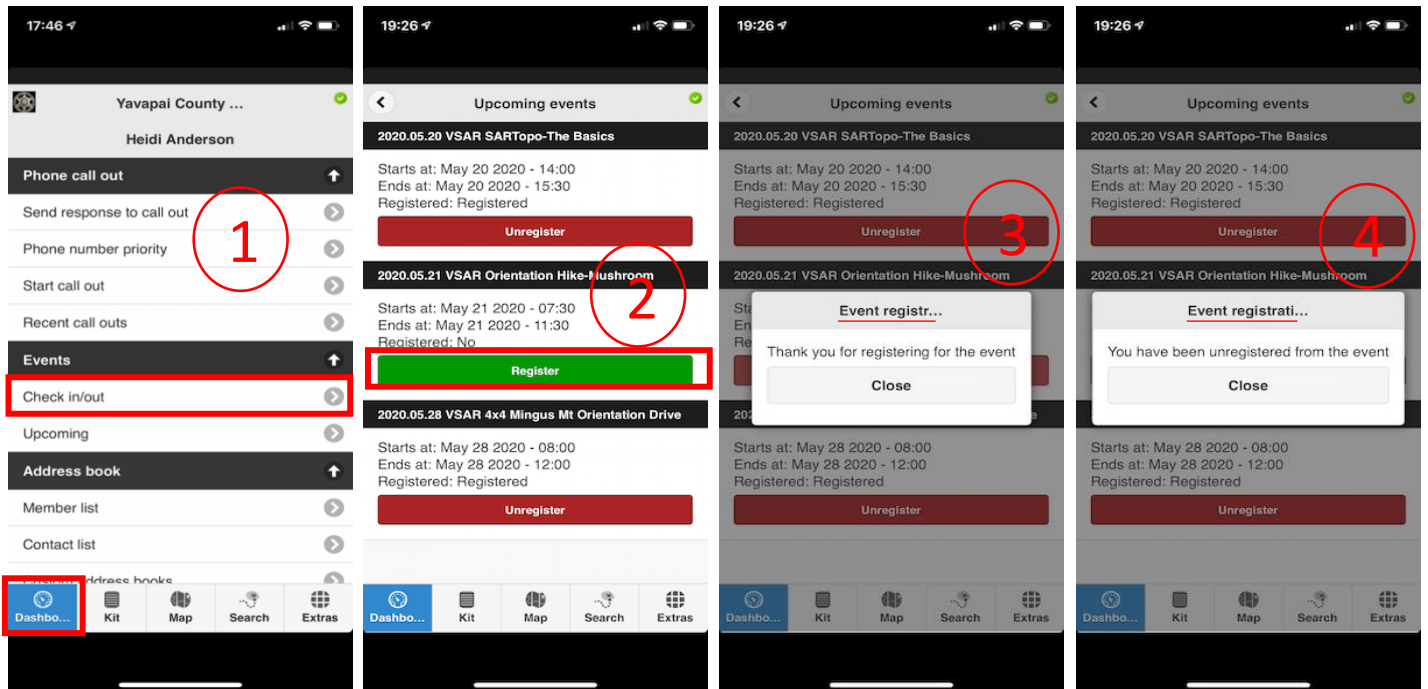
1. Tap **Dashboard**, then tap **Check in/out**.
2. Tap the desired Event. *Check yourself in with the **time you leave home**.*
3. Tap Dashboard to refresh app. Return to event to view *your* recorded check in/out time.
4. After the mission, once home, check out. *Adjust the clock to reflect what your actual arrival time would have been if not going directly home. A time in the future will be rejected as a checkout time.*



Mobile App: Event Registration

Steps

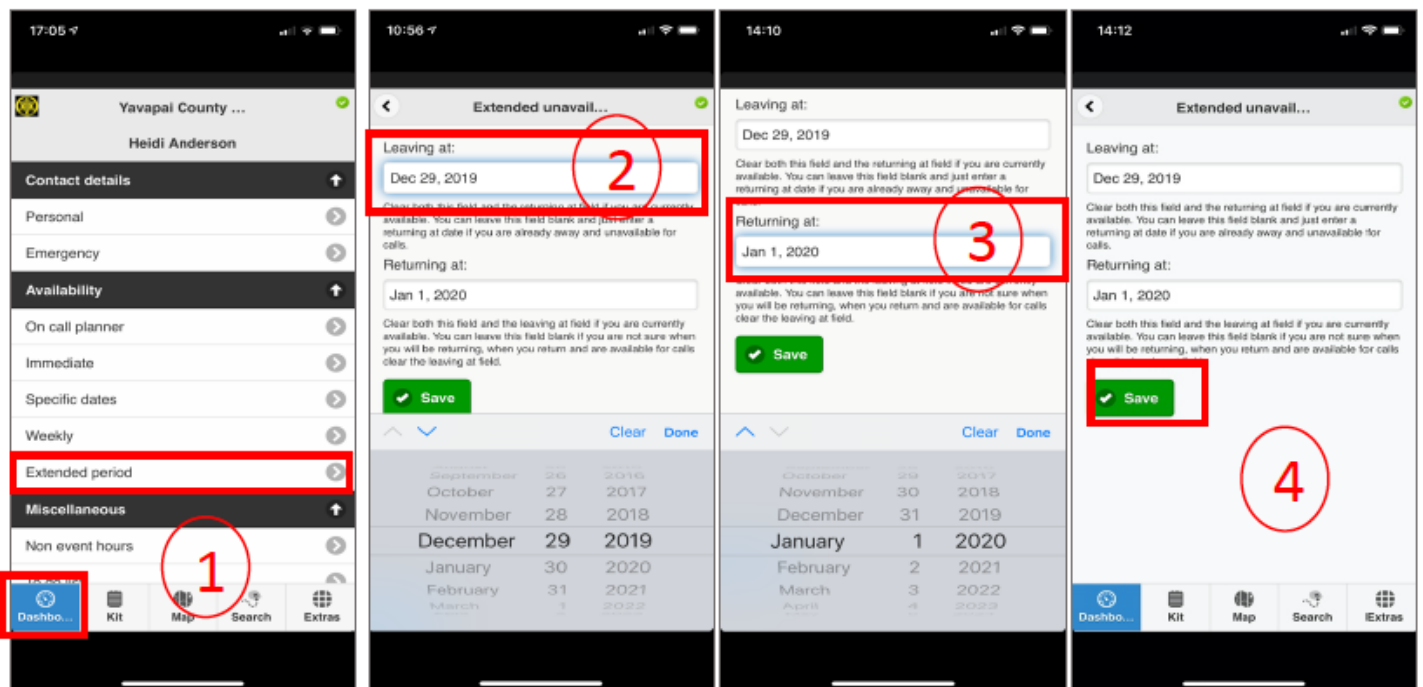
1. Tap **Dashboard**, scroll down to Events, tap **Upcoming**.
2. Locate the desired Event. Tap **Register**. A pop-up window confirms your response has been recorded in VR.
3. It is also possible to unregister from an event. Locate the event; tap **Unregister**. Again, a pop-up window confirms your response has been recorded in VR.



Mobile App: Availability

Steps

1. Tap **Dashboard**, scroll down to Availability, tap **Extended period**. Use extended period for **any and all** unavailability.
2. Tap **Leaving at** field, then use app selectors to input date. Tap **Done**.
3. Tap **Returning at** field, then use app selectors to input date. Tap **Done**.
4. Tap **Save**. Note: The **Return at date** is the last day the member is OFF the callout list; the member's availability begins at 0001 hours the next day.

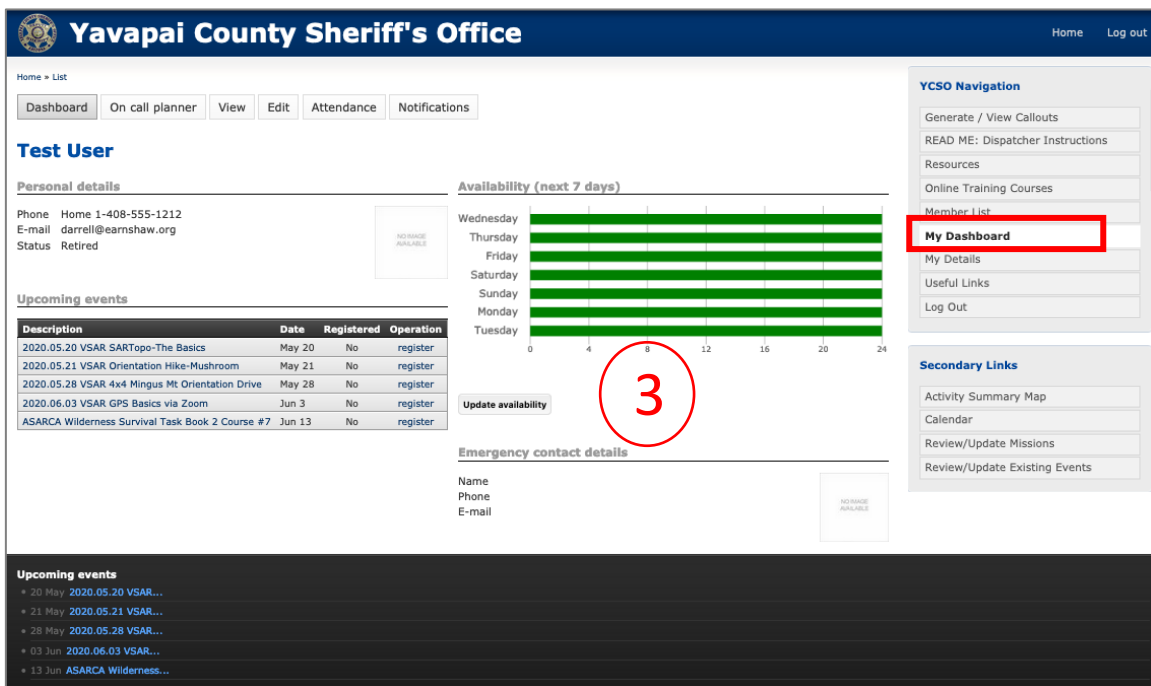
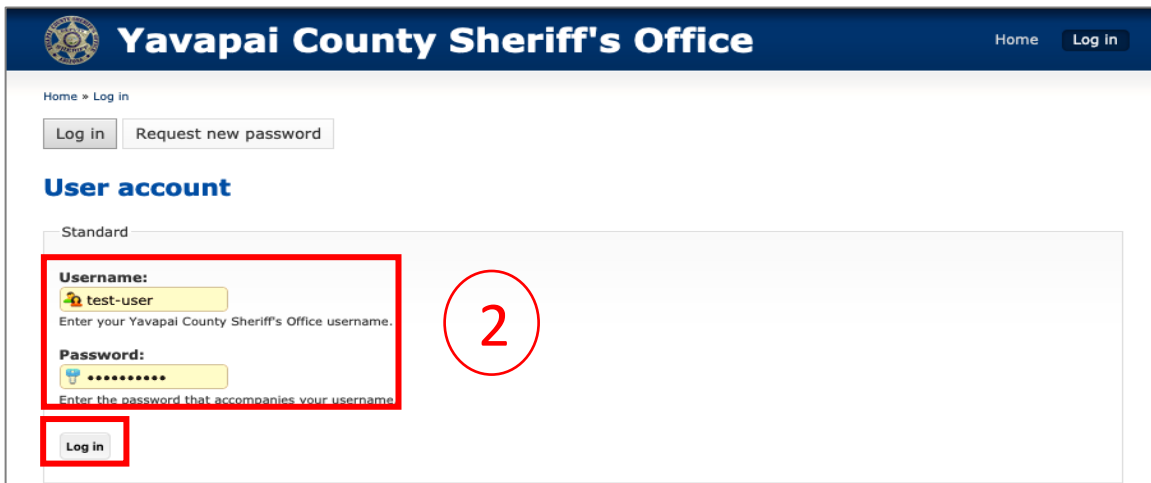


Web Browser: Log in

Steps

1. In any standard web browser, enter the URL **https://ycso.vr-sar.org**. Click **Log in**.
2. Enter Username and Password. Click **Log in** button.
3. Your **Dashboard** is displayed. *On the Dashboard one can register for upcoming events, update availability, navigate to **View Callouts**, **Resources**, **Online Training Courses**, **Member list**, the **Activity Summary Map**, **Calendar**, **Missions**, or **Events**.*

Note: Cannot respond to a callout or check in to an event using a web browser. Must use the VR mobile app.



Web Browser: View Callouts

Step

1. Select **Generate/View Callouts**.

The screenshot shows the Yavapai County Sheriff's Office dashboard. At the top, there is a navigation bar with 'Home' and 'Log out' links. Below the header, there are several menu items: 'Dashboard', 'On call planner', 'View', 'Edit', 'Attendance', and 'Notifications'. A red circle with the number '1' is drawn around the 'View' button. On the right side, there is a 'YCSO Navigation' sidebar with a red box around the 'Generate / View Callouts' link. Below this, there are sections for 'My Dashboard' and 'Secondary Links'. The main content area shows a 'Test User' profile with personal details and an availability calendar for the next 7 days.

Step

2. Select callout you wish to view.

The screenshot shows the 'Generate/View Callouts' page. At the top, there is a navigation bar with 'Home' and 'Log out' links. Below the header, there is a 'YCSO Navigation' sidebar with a red circle containing the number '2' around the 'Generate / View Callouts' link. The main content area features a table of callouts with the following columns: Subject, Type, Created by, Created, Status, and Operations. The 'view' link in the 'Operations' column for the '2020.05.11 Structure Fires Spreading...' callout is highlighted with a red box. Below the table, there is a pagination bar with numbers 1 through 9, and 'next' and 'last' buttons.

Subject	Type	Created by	Created	Status	Operations
Fire 5437 w tombstone trail Highland...	Call out	Joe-3702	Tue, 05/12/2020 - 13:01	Completed	view
YCJP Fire Evac Highland Pines	Call out	Gene-1991	Tue, 05/12/2020 - 12:58	Completed	view
Stand down - Update - FOB callout test	Call out, Stand down	Heath-F36	Mon, 05/11/2020 - 20:59	Completed	view
Update - FOB callout test	Call out	Heath-F36	Mon, 05/11/2020 - 20:52	Completed	view
FOB callout test	Call out	Heath-F36	Mon, 05/11/2020 - 20:45	Completed	view
2020.05.11 Structure Fires Spreading...	Call out	Admin-Joe	Mon, 05/11/2020 - 19:03	Completed	view
BCU Perkinsville Lost Hikers	Call out	deb-3300	Sun, 05/10/2020 - 20:50	Completed	view
2020.05.10 Quad Unit - Perkinsville	Call out	Janet-3931	Sun, 05/10/2020 - 20:41	Completed	view
2020.05.09 Childs vehicle rescue (VSAR...	Call out	Adam-F33	Sat, 05/09/2020 - 12:31	Completed	view
2020.05.08 Senator Hwy/FR 89 Search DR...	Call out	Adam-F33	Fri, 05/08/2020 - 19:03	Completed	view
2020.05.08 YCJP Batten/Landry search...	Call out	Gene-1991	Thu, 05/07/2020 - 18:22	Completed	view
Batten/Landry call-out continues...	Call out	Alan-3604	Thu, 05/07/2020 - 17:45	Completed	view
20.05.07 YCJP Batten/Landry search...	Call out	Gene-1991	Thu, 05/07/2020 - 09:24	Completed	view
Batten-Landry re-send	Call out	Bull-3735	Wed, 05/06/2020 - 15:21	Completed	view
Batten-Landry Follow on	Call out	Bull-3735	Wed, 05/06/2020 - 15:15	Completed	view

Web Browser: View Callouts, cont'd

Step

3. Callout details are listed. Use tabs to filter recipient responses.

2020.05.11 Structure Fires Spreading Spring Valley

General

Type: Call out
 Source: Web service
 Status: Completed
 Created by: Admin Joe Idone
 Started at: Monday, May 11, 2020 - 19:07
 Finished at: Monday, May 11, 2020 - 19:13
 Acknowledged: 0
 Can respond: 3
 Cannot respond: 2
 Last resort: 1
 Others: 4
 Voice message: YCSO has a callout. See app or text
 Text message: 5/11/20 1907 Admin Joe 1-CALLOUT-can u go? Y,N,S Need two additional vehicles and one Probie to ride with someone, I'll text details

Recipient Status

All calls **Can respond** Cannot respond Standby Others Certifications Roles

Recipient	Time/ETA	Result	Status	Page	E-mail	Text	Primary	1st alternate	2nd alternate
Heafey Ryan Quad.3957	19:12	?	Completed (1)	Sent	Sent	Answering machine			
Idone Joe 4x4.3702	19:16	✓	Completed (1)	Sent	Sent				
McDowell Bruce Quad.3911		—	Unavailable (1)						
Moomey Keith Quad.3917		—	Unavailable (1)						
Phillips Dave 4x4.3938	19:08	✓	Completed (1)	Sent	Sent				
Pratt William 4x4.3735	19:12	?	Completed (1)	Sent	Sent	Answered			
Roberts Bob Quad.3901	19:08	✓	Completed (1)	Sent	Sent				
Ryall Deb 4x4.3759	19:08	✗	Completed (1)	Sent	Sent				

Web Browser: Read Mission Reports

See **Calendar** instructions, next page. *Fast and easy way to access mission details and the after-action report.*

Web Browser: Member List

Steps

1. Select **Member list** from the YCSO Navigation.
2. Input the member's name and select **Filter**; *OR* select the desired member from the **All members** alphabetical list; *OR* select the group tab, such as **YCJP**, to filter the list.
3. Select **View** at the top of the member's dashboard to see their details, emergency contact, and certifications.

Member list

Note: If a member is assigned to more than one role that member will be included in every roles tab that member is assigned to.

Filter members on

Name:

Filter Reset

All members Dispatcher Site administration System Testers VSAR VSAR 4x4 **YCJP** YCSAG YCSO
 YCSRT 4x4 YCSRT BCU YCSRT FOB YCSRT ICT YCSRT Quad YCSRT SDU YCSRT Southern Unassigned
 Restricted members

YCSO Navigation

Generate / View Callouts

READ ME: Dispatcher Instructions

Resources

Online Training Courses

Member List

My Dashboard

My Details

Useful Links

Log Out

Home » Member list » Member list

Dashboard On call planner **View** Attendance Notifications Contact

Web Browser: Event Registration

Steps

1. Select **My Dashboard** from the YCSO Navigation.
2. **Upcoming events** are listed at the bottom left of your dashboard.
3. Select the **Description** to learn more about the desired event.
4. Select **register** to sign up for the desired event.
5. **Unregister** if you are not able to attend.

YCSO Navigation

- Generate / View Callouts
- READ ME: Dispatcher Instructions
- Resources
- Online Training Courses
- Member List
- My Dashboard**
- My Details
- Useful Links
- Log Out

Home » List

Dashboard On call planner View Edit Attendance Notification

Test User

Personal details

Phone Home 1-408-555-1212
E-mail darrell@earnshaw.org
Status Retired

Upcoming events

Description	Date	Registered	Operation
2020.06.03 VSAR GPS Basics via Zoom	Jun 3	No	register
ASARCA Wilderness Survival Task Book 2 Course #7	Jun 13	No	register
2020.06.17 VSAR GPS Field Training - New Members	Jun 17	No	register
2020.06.19 VSAR OH Balanced Rock	Jun 19	No	register
ASARCA Task Book II Search Tactics Course #2	Jun 22	No	register

Web Browser: Calendar

Steps

1. Select **Calendar** from the Secondary Links navigation. *Each calendar entry links to an event, either a callout or a unit's training schedule.*
2. Events are color coded. *Uncheck any calendar to remove it from view.*
3. Select the desired event to view more information. *Fast and easy way to access mission details and the after-action report.*

Secondary Links

- Activity Summary Map
- Calendar**
- Review/Update Missions
- Review/Update Existing Events

Home

Select the calendars to display

Air Group Callouts Training ASARCA Training-Jeep Posse Training-VSAR

Go to date:

today availability **May 2020** month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
	<div style="background-color: orange; padding: 2px;"> 4:02 pm - 4:43 pm 2020.04.27 VSAR Sycamore Canyon-Verde River At: Sycamore Canyon-Verde River </div>				<div style="border: 2px dashed gray; padding: 2px;"> 12:27 am - 12:58 am 2020.05.01 Mingus Academy Runaway At: Yavapai County Sheriff Office </div>	<div style="background-color: orange; padding: 2px;"> 8:23 am - 11:18 am 2020.05.02 Richard Grinnis/White Spar Search DR 20-014273 At: Yavapai County Sheriff Office 9:32 am 2020.05.02 Granite Dells DR 20-014286 At: Yavapai County Sheriff Office 3:15 pm 2020.05.02 Beaver Creek Rescue DR 20-014330 At: Wet Beaver Creek Day Use Area </div>

Web Browser: Availability

Steps

1. From Dashboard, select **Update availability**. Use **Out of Town** section for **any and all** unavailability.
2. Use calendar dropdown to select **Leaving at** and **Returning at** dates.
3. **Save**.

Note: The **Return at** date is the last day the member is OFF the callout list; the member's availability begins at 0001 hours the next day.

The screenshot shows the Yavapai County Sheriff's Office dashboard. At the top, there is a navigation bar with the office logo and name, and links for 'Home' and 'Log out'. Below the navigation bar, there is a 'Home > List' breadcrumb and a set of buttons: 'Dashboard', 'On call planner', 'View', 'Edit', 'Attendance', and 'Notifications'. The 'On call planner' button is highlighted. The main content area is titled 'Test User' and contains 'Personal details' (Phone: Home 1-408-555-1212, E-mail: darrell@earnshaw.org, Status: Inactive) and an 'Availability (next 7 days)' calendar. The calendar shows a 24-hour grid for Tuesday through Monday, with green bars indicating availability. A red circle with the number '1' is placed over the 'Update availability' button at the bottom of the calendar. To the right, there is a 'YCSO Navigation' sidebar with links like 'Generate / View Callouts', 'READ ME: Dispatcher Instructions', 'Resources', 'Online Training Courses', 'Member List', and 'My Dashboard' (highlighted with a red box). Below that is a 'Secondary Links' section with links like 'Activity Summary Map', 'Calendar', 'Review/Update Missions', and 'Review/Update Existing Events'.

The screenshot shows the 'Out of town' and 'Unavailable periods' sections of the Yavapai County Sheriff's Office dashboard. The 'Out of town' section has a note: 'Note: The **Return at** date is the last day the member will be OFF the callout list; the member's availability will begin at 0001 hours the next day.' Below the note, there are two date pickers: 'Leaving at: Friday, May 1, 2020' and 'Returning at: Friday, May 22, 2020'. The 'Returning at' label is circled in red, and the date picker is also circled in red. A red circle with the number '2' is placed to the right of the date pickers. Below the date pickers, there is a 'Disable notifications whilst away:' section with a text input field. The 'Unavailable periods' section has a 'Work schedule:' dropdown menu set to 'None'. A red dashed box highlights the note: 'Do not use the **Unavailable Periods** section to record your time away. Use the **Out of Town** section above.' Below the note, there is a table with columns: 'Day', 'Date', 'End at', 'Start', 'End', 'Description', and 'Operations'. There is an 'Add period' button below the table. At the bottom, there are 'Save' and 'Cancel' buttons, with 'Save' highlighted by a red box.