



FULFILLING OUR PROMISES
TO THE MEN AND WOMEN WHO SERVED

LOCAL VETERANS ASSISTANCE PROGRAM

USER MANUAL

Disabled American Veterans
Local Veterans Assistance Program

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OBJECTIVES OF THIS USER MANUAL

After reading and using this manual, you will be able to:

- Start the application
- Manage the tracking of volunteer hours
- Submit reports
- Print reports

TABLE OF CONTENTS

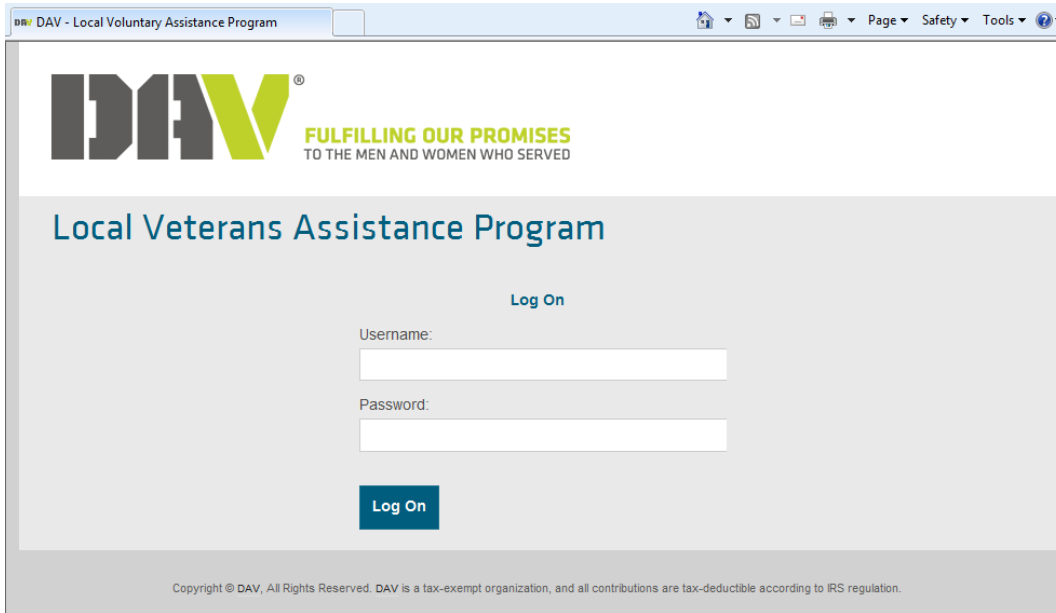
Objectives of this User Manual.....	3
Table of Contents	4
Opening the Application	5
To open the Local Veterans Assistance Program	5
Volunteer Information.....	7
To edit volunteer information.....	7
To view inactive volunteers.....	11
To add a new volunteer.....	12
To see a complete list of volunteers.....	13
Recording Hours and Activities	14
To record hours worked by a volunteer	14
To record hours for a different month	17
Printing.....	18
To print a report.....	18
Sorting Records.....	19
To sort records	19
Incomplete Addresses	20
To complete addresss information.....	20

OPENING THE APPLICATION

To open the Local Veterans Assistance Program

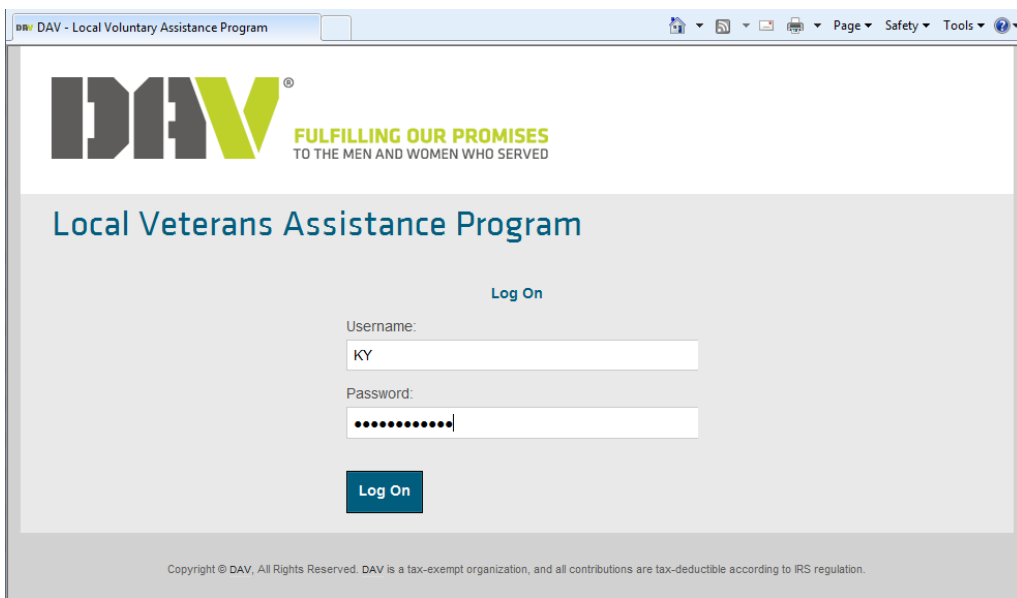
1. Open your Internet Browser.
2. In the Address line, type in the website address: <https://lvap.dav.org>.

The **Log In** screen will display:



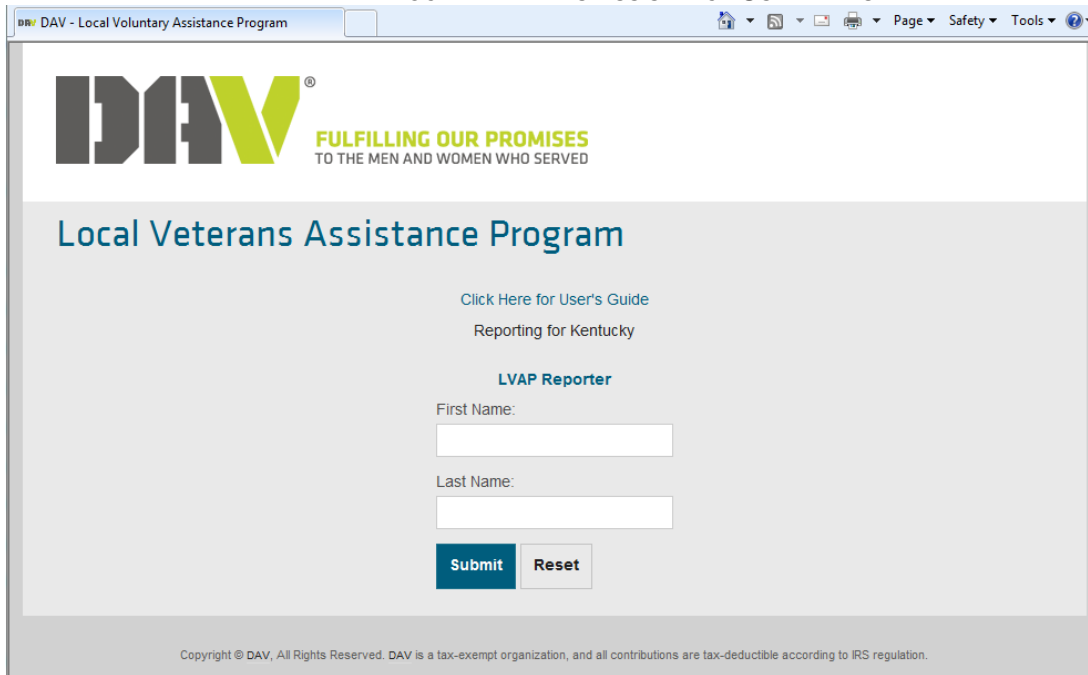
The screenshot shows a web browser window with the address bar displaying "DAV - Local Voluntary Assistance Program". The page features the DAV logo with the tagline "FULFILLING OUR PROMISES TO THE MEN AND WOMEN WHO SERVED". Below the logo, the text "Local Veterans Assistance Program" is displayed. A "Log On" section contains two input fields: "Username:" and "Password:". A blue "Log On" button is positioned below the password field. At the bottom of the page, a copyright notice reads: "Copyright © DAV, All Rights Reserved. DAV is a tax-exempt organization, and all contributions are tax-deductible according to IRS regulation."

3. Type in the **User Name** (state abbreviation) and **Password**.
4. Click on **Log In**.



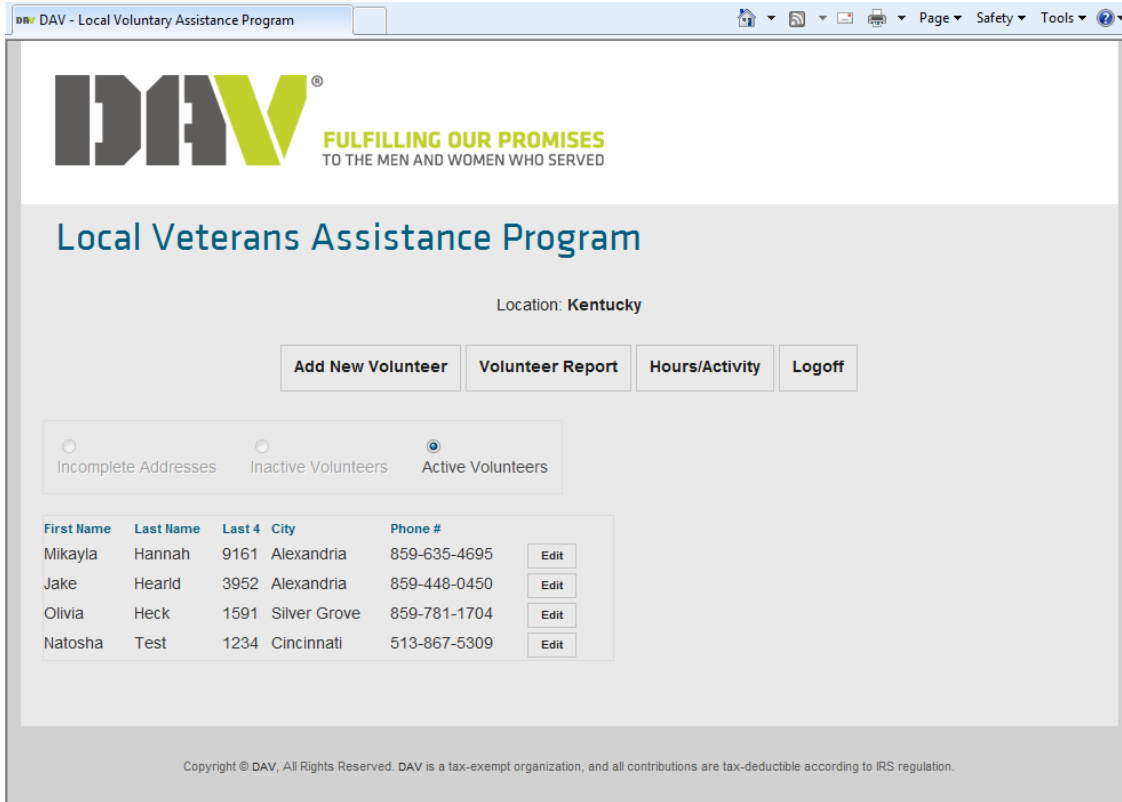
This screenshot shows the same "Log On" screen as the previous one, but with user input. The "Username:" field contains the text "KY". The "Password:" field is filled with a series of black dots. The blue "Log On" button remains visible below the password field. The copyright notice at the bottom is identical to the previous screenshot.

The **LVAP Reporter** screen will display:



1. Type in your first and last name in the appropriate fields.
2. Click on **Submit**.

The **LVAP Main Menu** screen will display with a list of Active Volunteers:



From this Main Menu, you can choose to **Add New Volunteer**, view a **Volunteer Report**, record **Hours/Activities** and **Logoff** the system. You can also choose to view **Inactive Volunteers**. Simply click on the desired button at the top of the page.

Note: You may not see all volunteers on this first page. To view the rest, click on the page number located at the bottom and top of the records.

Buzz	Lightyear
Minnie	Mouse
1 2	

VOLUNTEER INFORMATION

To edit volunteer information

1. Click the **Edit** button next to the volunteer you want to edit.

That volunteer's record will display:

The screenshot shows a web browser window with the title "DAV - Local Voluntary Assistance Program". The main heading is "Local Veterans Assistance Program" with the location set to "Kentucky". There are four buttons: "Add New Volunteer", "Volunteer Report", "Hours/Activity", and "Logoff". Below these are three radio buttons for "Incomplete Addresses", "Inactive Volunteers", and "Active Volunteers", with "Active Volunteers" selected. A table lists five volunteers with columns for "First Name", "Last Name", "Last 4", "City", and "Phone #", each with an "Edit" button. The record for Mikayla Hannah is expanded to show details: Title (Mrs.), First Name (Mikayla), Middle Name, Last Name (Hannah), Suffix, Last 4 (9161), Birth Date (09/12/2007), Address 1 (9324 Echo Hills Dr), Address 2, City (Alexandria), State (KY), Zip (41001), Phone # (859-635-4695), and Inactive Volunteer status (N).

First Name	Last Name	Last 4	City	Phone #	
Mikayla	Hannah	9161	Alexandria	859-635-4695	Edit
Jake	Hearld	3952	Alexandria	859-448-0450	Edit
Olivia	Heck	1591	Silver Grove	859-781-1704	Edit
CJ	Test	5005	West Chester	--	Edit
Natasha	Test	1234	Cincinnati	513-867-5309	Edit

Local Veterans Assistance Program
Location: **Kentucky**

Add New Volunteer **Volunteer Report** **Hours/Activity** **Logoff**

Incomplete Addresses Inactive Volunteers Active Volunteers

Title: Mrs.
First Name: Mikayla
Middle Name:
Last Name: Hannah
Suffix:
Last 4: 9161
Birth Date: 09/12/2007
Address 1: 9324 Echo Hills Dr
Address 2:
City: Alexandria
State: KY
Zip: 41001
Phone #: 859-635-4695
Inactive Volunteer: N
KY **Edit**

2. Click the **Edit** button below the record details.

The record will display in an editable format:

The screenshot shows a web application interface for the DAV - Local Voluntary Assistance Program. At the top, there are navigation buttons: "Add New Volunteer", "Volunteer Report", "Hours/Activity", and "Logoff". Below these are filters for "Incomplete Addresses", "Inactive Volunteers", and "Active Volunteers". A table lists several volunteers with columns for First Name, Last Name, Last 4, City, and Phone #. Each row has an "Edit" button. The record for Mikayla Hannah is selected, and its details are shown in a form on the right. The form includes fields for Title (Mrs.), First Name (Mikayla), Middle Name, Last Name (Hannah), Suffix, Last 4 (9161), Birth Date (09/12/2007), Address 1 (9324 Echo Hills Dr), Address 2, City (Alexandria), State (KY), Zip (41001), and Phone # (859-635-4695). There is also an "Inactive Volunteer" checkbox and "Update" and "Cancel" buttons at the bottom.

First Name	Last Name	Last 4	City	Phone #	
Mikayla	Hannah	9161	Alexandria	859-635-4695	Edit
Jake	Hearld	3952	Alexandria	859-448-0450	Edit
Olivia	Heck	1591	Silver Grove	859-781-1704	Edit
CJ	Test	5005	West Chester	--	Edit
Natosha	Test	1234	Cincinnati	513-867-5309	Edit

3. Click in the field you want to change and type in any new information.

4. Click on **Update**.

To remove inactive volunteers

1. Click the **Edit** button next to the volunteer you want to make inactive.

That volunteer's record will display:

The screenshot shows a web browser window with the address bar displaying "DAV - Local Voluntary Assistance Program". The page header features the DAV logo and the tagline "FULFILLING OUR PROMISES TO THE MEN AND WOMEN WHO SERVED". Below the header, the page title is "Local Veterans Assistance Program" and the location is set to "Kentucky". There are four navigation buttons: "Add New Volunteer", "Volunteer Report", "Hours/Activity", and "Logoff".

Below the navigation buttons, there are three tabs: "Incomplete Addresses", "Inactive Volunteers", and "Active Volunteers". The "Active Volunteers" tab is selected. A table lists the active volunteers:

First Name	Last Name	Last 4	City	Phone #	Edit
Mikayla	Hannah	9161	Alexandria	859-835-4895	Edit
Jake	Hearld	3952	Alexandria	859-448-0450	Edit
Olivia	Heck	1591	Silver Grove	859-781-1704	Edit
CJ	Test	5005	West Chester	--	Edit
Natasha	Test	1234	Cincinnati	513-867-5309	Edit

An arrow points to the "Edit" button for Jake Hearld. To the right of the table is a detailed record for Jake Hearld:

Title: [blank]
First Name: Jake
Middle Name: [blank]
Last Name: Hearld
Suffix: [blank]
Last 4: 3952
Birth Date: 09/12/1998
Address 1: 10 Whispering Woods Ln
Address 2: [blank]
City: Alexandria
State: KY
Zip: 41001
Phone #: 859-448-0450
Inactive Volunteer: N
KY [blank] Edit

An arrow points to the "Edit" button at the bottom of the record details.

2. Click the **Edit** button below the record details.

The record will display in an editable format:

The screenshot shows a web application interface for the DAV - Local Voluntary Assistance Program. On the left, there is a table listing several records. On the right, a detailed form is displayed for editing a record for 'Jake'. The form includes fields for First Name, Middle Name, Last Name, Suffix, Last 4, Birth Date, Address 1, Address 2, City, State, Zip, and Phone #. At the bottom of the form, there is an 'Inactive Volunteer' checkbox and 'Update' and 'Cancel' buttons. An arrow points to the 'Inactive Volunteer' checkbox.

First Name	Last Name	Last 4	City	Phone #	
Mikayla	Hannah	9181	Alexandria	859-835-4895	Edit
Jake	Hearld	3952	Alexandria	859-448-0450	Edit
Olivia	Heck	1591	Silver Grove	859-781-1704	Edit
CJ	Test	5005	West Chester	--	Edit
Natasha	Test	1234	Cincinnati	513-887-5309	Edit

* First Name: Jake

Middle Name:

* Last Name: Hearld

Suffix:

* Last 4: 3952

Birth Date: 09/12/1998

* Address 1: 10 Whispering Woods Ln

Address 2:

* City: Alexandria

* State: KY

* Zip: 41001

Phone #: 859 448 0450

Inactive Volunteer:

Update Cancel

3. Click on the **Inactive Volunteer** button at the bottom of the record.
4. Click on **Update**.

The Volunteer List will display again with the Inactive Volunteer removed:

DAV - Local Voluntary Assistance Program

DAV FULFILLING OUR PROMISES TO THE MEN AND WOMEN WHO SERVED

Local Veterans Assistance Program

Location: Kentucky

Incomplete Addresses
 Inactive Volunteers
 Active Volunteers

First Name	Last Name	Last 4	City	Phone #	
Mikayla	Hannah	9181	Alexandria	859-835-4895	<input type="button" value="Edit"/>
Olivia	Heck	1591	Silver Grove	859-781-1704	<input type="button" value="Edit"/>
CJ	Test	5005	West Chester	--	<input type="button" value="Edit"/>
Natosha	Test	1234	Cincinnati	513-867-5309	<input type="button" value="Edit"/>

Title:

First Name: Olivia

Middle Name:

Last Name: Heck

Suffix:

Last 4: 1591

Birth Date:

Address 1: 217 W 3rd St.

Address 2:

City: Silver Grove

State: KY

Zip: 41085

Phone #: 859-781-1704

Inactive Volunteer: N

KY

To view inactive volunteers

1. Click on the **Inactive Volunteers** radio button above the Volunteer List.

A list of any inactive volunteers will display:

DAV - Local Voluntary Assistance Program

DAV FULFILLING OUR PROMISES TO THE MEN AND WOMEN WHO SERVED

Local Veterans Assistance Program

Location: Kentucky

Incomplete Addresses
 Inactive Volunteers
 Active Volunteers

First Name	Last Name	Last 4	City	Phone #	
Jake	Hearld	3952	Alexandria	859-448-0450	<input type="button" value="Edit"/>

To add a new volunteer

1. Click on the **Add New Volunteer** button.

The **Add New Volunteer** form displays:

DAV DAV - Local Voluntary Assistance Program

Incomplete Addresses
 Inactive Volunteers
 Active Volunteers

First Name	Last Name	Last 4	City	Phone #	Edit
Mikayla	Hannah	9161	Alexandria	859-635-4695	<input type="button" value="Edit"/>
Olivia	Heck	1591	Silver Grove	859-781-1704	<input type="button" value="Edit"/>
CJ	Test	5005	West Chester	--	<input type="button" value="Edit"/>
Natasha	Test	1234	Cincinnati	513-867-5309	<input type="button" value="Edit"/>

Title:
 * First Name:
 Middle Name:
 * Last Name:
 Suffix:
 *Last 4:
 Birth Date:
 * Address 1:
 Address 2:
 * City:
 * State:
 * Zip:
 Phone #:

2. Fill out the volunteer information in the appropriate fields. The following fields are required:
 - First and Last Name
 - Last 4 Digits of Social
 - Address
 - City
 - State
 - Zip

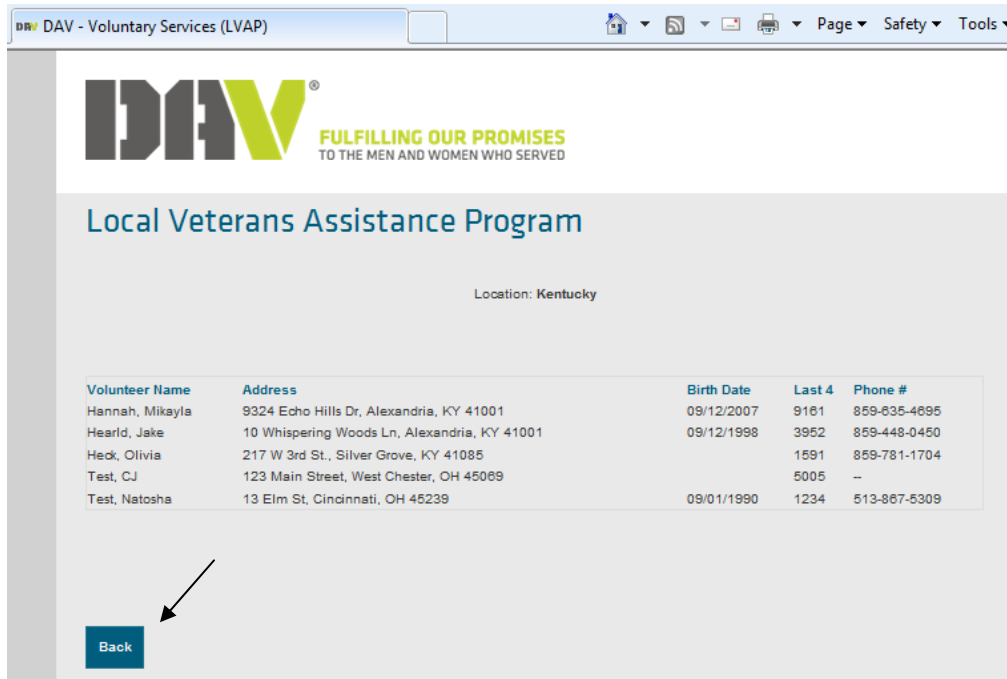
3. Click on **Save** to add the volunteer.

To see a complete list of volunteers

1. Click on the **Volunteer Report** button from the **Main Menu**.



A list of volunteers and their contact information will appear:

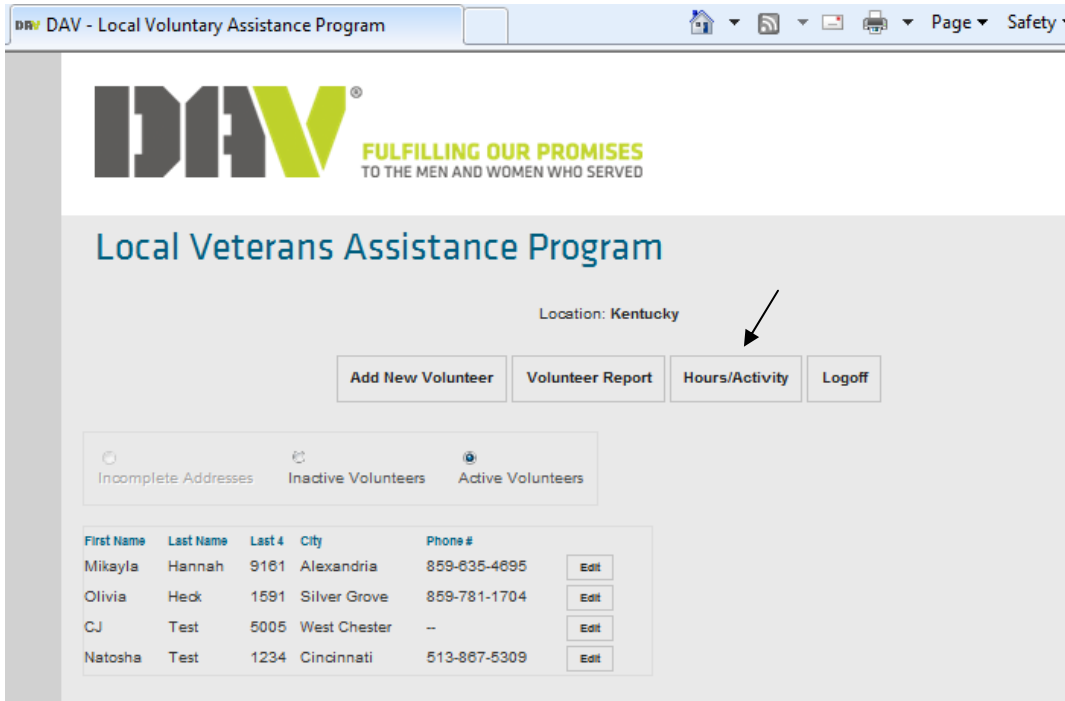


Note: You can click the **Back** button at the bottom of the page to return to the Main Menu.

RECORDING HOURS AND ACTIVITIES

To record hours worked by a volunteer

1. Click on **Hours/Activity** from the **Main Menu**.



A time period selection screen displays:



2. Select the month/year in which the volunteer hours were completed.
3. Date must be in the past.
4. Click on **OK**.

The list of **Volunteer Records** will display:

Reporting for: **September 2012** Location: **Kentucky**
[Click Here for User's Guide](#)

Volunteer Records Change Month **Submit Report** View Submitted Report Logoff

First Name	Last Name	Last 4	Chapter/Dept	Forget-Me-Not	DAV Outreach	Veteran Assistance		
Olivia	Heck	1591	0	0	0	0	Edit	Delete
CJ	Test	5005	0	0	0	0	Edit	Delete

(**Note:** You can delete a record you do not want to see by clicking on the **Delete** button.)

5. Click on the **Edit** button next to the name of the volunteer whose hours you want to record.

Fields will display under each type of volunteer activity:

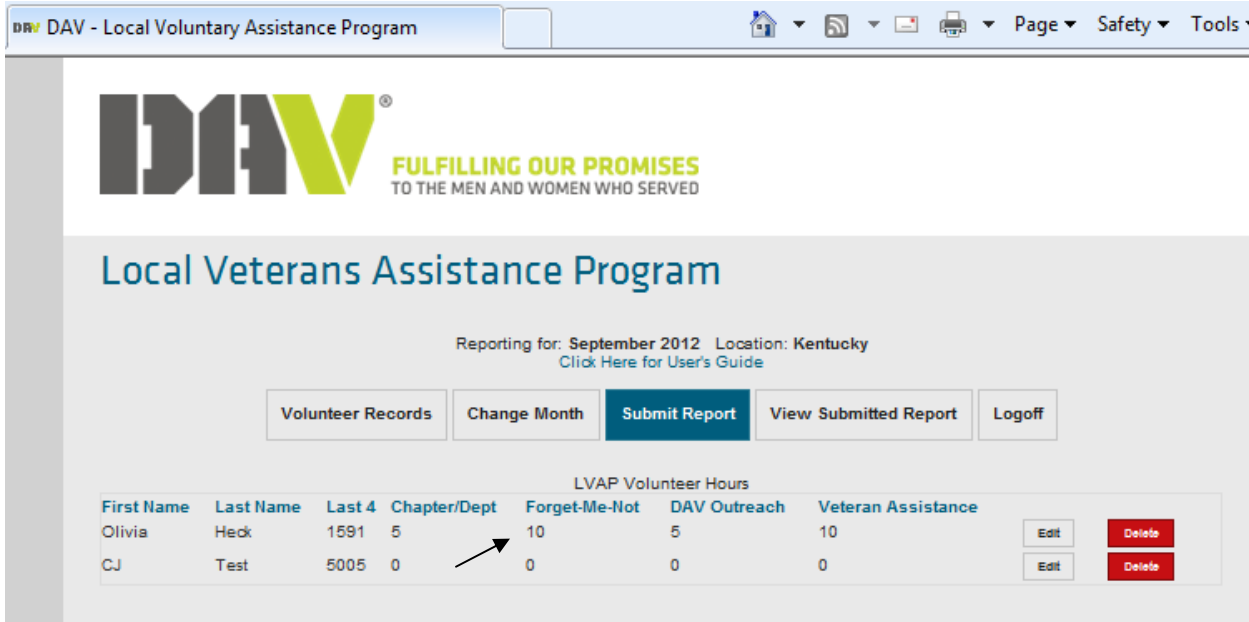
Reporting for: **September 2012** Location: **Kentucky**
[Click Here for User's Guide](#)

Volunteer Records Change Month **Submit Report** View Submitted Report Logoff

First Name	Last Name	Last 4	Chapter/Dept	Forget-Me-Not	DAV Outreach	Veteran Assistance		
Olivia	Heck	1591	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Update	Delete
							Cancel	
CJ	Test	5005	0	0	0	0	Edit	Delete

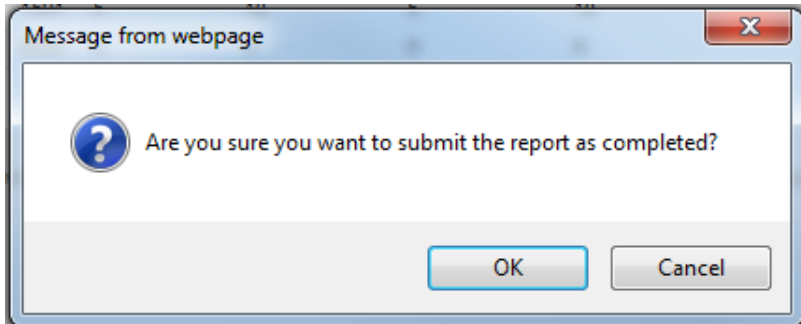
6. Type the number of hours worked in the appropriate activity field.
7. Click on **Update**.

The hours will display on the form:



- Once you have completed logging all hours for any volunteers, click on **Submit Report** to record the information into the database.

A message will display asking if you are certain you want to submit the report as completed:



- Click **OK**.

A message will display indicating the report and data has been submitted as complete:

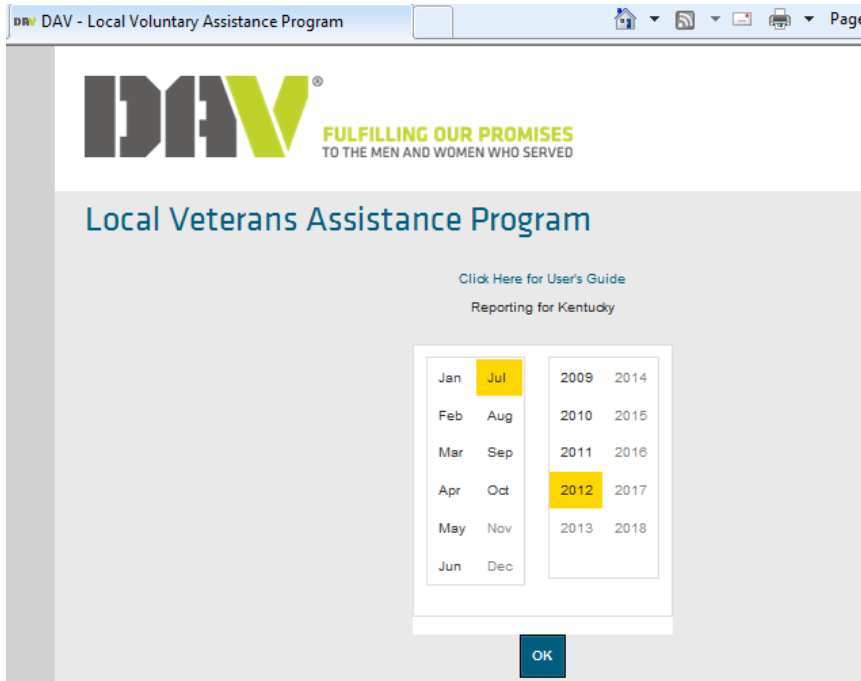


To record hours for a different month

1. Click on **Change Month** from the **Main Menu**.



The Month Selection screen displays:



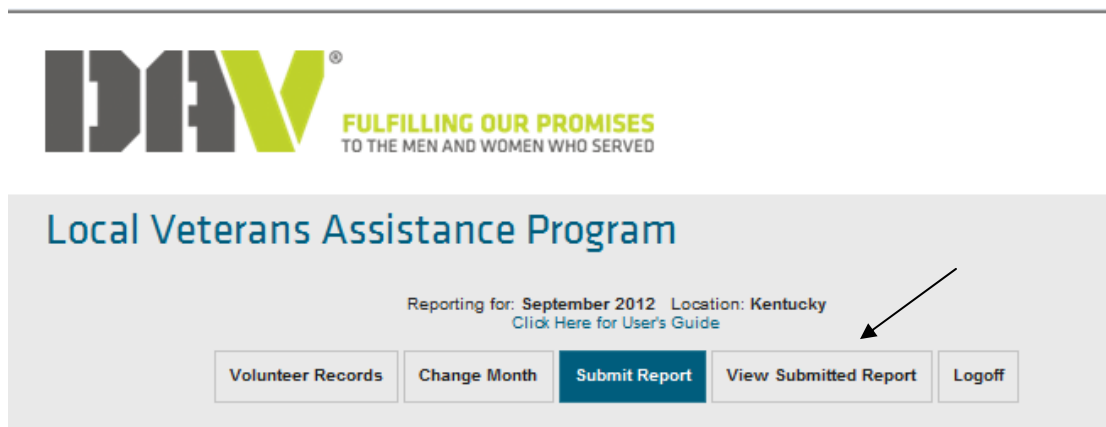
2. Click on the desired month and year and click **OK**.

PRINTING

To print a report

Once you have submitted data for a month, you can print a report of the data.

1. Click on the **View Submitted Report** button from the **Main Menu**.



The data for that month will display:

First Name	Last Name	Last 4	Activity	Hours Worked
Jake	Hearld	3952	Chapter/Dept Office Work	1
Jake	Hearld	3952	DAV Outreach	3
Jake	Hearld	3952	Forget Me Nots	2
Jake	Hearld	3952	Veteran Assistance	4
Olivia	Heck	1591	Chapter/Dept Office Work	5
Olivia	Heck	1591	DAV Outreach	5
Olivia	Heck	1591	Forget Me Nots	10
Olivia	Heck	1591	Veteran Assistance	10
Natosha	Test	1234	Chapter/Dept Office Work	12
Natosha	Test	1234	DAV Outreach	21
Natosha	Test	1234	Forget Me Nots	15
Natosha	Test	1234	Veteran Assistance	23
Hour Totals				111

Reported by: *ihk gsd*
 Date/Time Completed: 10/16/2012 2:31:03 PM
 Last Updated: 10/16/2012 2:31:03 PM


[Back](#)

2. Click on **File, Print** from your Internet browser menu.

SORTING RECORDS

To sort records

Once you have logged in and selected a month of records to submit, you can click on any of the headers to sort the records in alphabetic or numeric order depending on the header you clicked on. For example, when viewing the records for Wisconsin for July 2009, the records display in alphabetical order by last name as shown below:



Local Veterans Assistance Program

Reporting for: September 2012 Location: Kentucky

First Name	Last Name	Last 4	Activity	Hours Worked
Jake	Hearld	3952	Chapter/Dept Office Work	1
Jake	Hearld	3952	DAV Outreach	3
Jake	Hearld	3952	Forget Me Nots	2
Jake	Hearld	3952	Veteran Assistance	4
Olivia	Heck	1591	Chapter/Dept Office Work	5
Olivia	Heck	1591	DAV Outreach	5
Olivia	Heck	1591	Forget Me Nots	10
Olivia	Heck	1591	Veteran Assistance	10
Natosha	Test	1234	Chapter/Dept Office Work	12
Natosha	Test	1234	DAV Outreach	21
Natosha	Test	1234	Forget Me Nots	15
Natosha	Test	1234	Veteran Assistance	23
Hour Totals				111

Reported by: *ihk gsd*
 Date/Time Completed: *10/16/2012 2:31:03 PM*
 Last Updated: *10/16/2012 2:31:03 PM*

Back

By clicking on the First Name header, I can display the records in alphabetical order by first name:



Local Veterans Assistance Program

Reporting for: September 2012 Location: Kentucky

First Name	Last Name	Last 4	Activity	Hours Worked
Jake	Hearld	3952	Chapter/Dept Office Work	1
Jake	Hearld	3952	DAV Outreach	3
Jake	Hearld	3952	Forget Me Nots	2
Jake	Hearld	3952	Veteran Assistance	4
Natosha	Test	1234	Chapter/Dept Office Work	12
Natosha	Test	1234	DAV Outreach	21
Natosha	Test	1234	Forget Me Nots	15
Natosha	Test	1234	Veteran Assistance	23
Olivia	Heck	1591	Chapter/Dept Office Work	5
Olivia	Heck	1591	DAV Outreach	5
Olivia	Heck	1591	Forget Me Nots	10
Olivia	Heck	1591	Veteran Assistance	10

Hour Totals 111

Reported by: *ihk gsd*
 Date/Time Completed: 10/16/2012 2:31:03 PM
 Last Updated: 10/16/2012 2:31:03 PM

[Back](#)

INCOMPLETE ADDRESSES

To complete address information

If you try to submit hours and have incomplete address information for a volunteer, a warning message will display in the following format:

Local Veterans Assistance Program

Reporting for: September 2012 Location: Kentucky
[Click Here for User's Guide](#)

[Volunteer Records](#)
[Change Month](#)
[Submit Report](#)
[View Submitted Report](#)
[Logoff](#)

The address information for records with hours must be updated before submitting.
 1. Click on 'Volunteer Records' to filter and update the incomplete addresses.
 2. Return to this screen to 'Submit Report'.

LVAP Volunteer Hours

First Name	Last Name	Last 4	Chapter/Dept	Forget-Me-Not	DAV Outreach	Veteran Assistance	Edit	Delete
Steve	Jones	4556	0	0	0	0	Edit	Delete
CJ	Test	5005	0	0	0	0	Edit	Delete

1. Click on **Volunteer Records** to return to the **Main Menu**.
2. Click on the **Incomplete Addresses** radio button.

A list of records with incomplete address information will display:



3. Click on the **Edit** button next to the volunteer record.

The record for that volunteer will display:

4. Click on **Edit** below the record details. The record will display in an editable format:

Add New Volunteer Volunteer Report Hours/Activity Logoff

Incomplete Addresses Inactive Volunteers Active Volunteers

First Name	Last Name	Last 4	City	Phone #	Edit
Mikayla	Hannah	9101	Alexandria	859-635-4695	Edit
Olivia	Heck	1591	Silver Grove	859-781-1704	Edit
Steve	Jones	4556	Mason	--	Edit
CJ	Test	5005	West Chester	--	Edit
Natosha	Test	1234	Cincinnati	513-887-5309	Edit

Title: Miss

* First Name: Steve

Middle Name:

* Last Name: Jones

Suffix:

* Last 4: 4556

Birth Date:

* Address 1:

Address 2:

* City: Mason

* State: OH

* Zip: 45071

Phone #:

Inactive Volunteer:

Update Cancel

5. Complete the address information for the volunteer.

6. Click on **Update**.

The screen will display indicating that there are no longer any incomplete addresses:



You can now go back and resubmit the report.

