

Lists in V/Sys

Leadership Conference 2016

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September 10, 2016

What is a list in V/Sys?

- A LIST is a simple list of names.
 - It is like a note you keep for yourself that you will use later.
 - Lists only have names, no other information and can't be easily printed.
- Use these rules when naming your list
 - Use your program name as the first part of the list so you can easily find it.
 - You may or may not want to put the year in the name. If you put a year in, you can change the name when the new season begins.
 - An example: Bucks Bocce 2016 or Adams County Athletes

Type list in the tools box and select List manager / Intellist setup

Tools and reports:

- List
- Directory listings (report)
- P: Banned list
- P: Birthday listing
- R: Program Management Team Contact List
- Update eligibility/intake checklists in bulk
- List manager/Intellist setup**
- Eligibility/intake checklists (setup)

- Hours
- Jobs
- Screening
- Reports
- User reports
- User tools
- Letters/e-mails
- Administrator tools
- VSys Web
- VSys Live
- VSys Kiosk
- Setup
- Switch tool profile
- Font size
- Switch language
- Reload security
- User preferences

- Help
- Get support
- Help

Home

Opportunities

The topic for each will be socialolympicspa.org meeting link

Scheduled System Outages

The Indexing tool will run weekly on Saturday Mornings at 3am. The system will be down for a few hours. Thank you!
SOPA VSys Team

Recent tools

- List manager/Intellist setup
- Find people by personal data
- Custom fields
- Training manager

Videos

- VSys One v3.0 New UI Introduction

Help

- Get support
- Online documentation
- Help
- Online videos/webinars

About VSys One

(version 3.1.0.92)

- About VSys One
- VSys One website

Security details

User: kmeade

Reload security

You last logged in on 09/13/2016 at 05:05 PM

Licensing

152 accounts were in use in the last 30 days: achristy; acruz; ageffen; aguisse; aiaquinta; amoat; amurphy; apinelli; asalomon; asechrist; bbranda; bbregar; bkennedy; bkipfer; bkleine; blenhardt; blopez; bpalmer; canderson; cbanyas; cbeck; cbranda; cdrob; cgaus; ckushner; clillis; cmazuti; cmccloskey; cmccullough; cnguyen; cprosek; creed; crozier; crussell; csisto; cwalshmilller; cwalther; dclark; dcook; ddellaratta; dgligone; dglotz; dherr; djohnson; djones; dlindey; dlyter; drodrigues; dstone; dtimper; dtrimble; dvinzani; dzackus; ecaringola; ecushing; edellers; ekeck; gheinold; gmassimini; greid; gsiemon; hmarr; hschwartz; hwalkerstrait; hwamer; jbinz; jbisbee; jburget; jdrobile; jgrimley; jhajec; jhasson; jklenzing; jkabel; jlannigan; jllillis; jreynolds; jrockwell; jschubert; jsechrist; jtresp; jumberger; jwilliams; kcraven; kdavis2; kguy; klenig; kmanning; kmeade; kneiley; kplappert; kumberger; lhellingner; lhenry; llechner; llopez; lprice; lworkmaster; maaron; mboone; mbrauman; mcordell; mdaley; medwards; mermer; mflacinski; mfolmer; mfofi; mhaft; mhayes; mhoman; mkagarise; mmorrison; mphillips; mpitzer; mrittle; msheldon; mslee; ngim; nrenkwise; nrwetsch; pblake; pcoup; pdipersia; pjump; pryan; rharp; rheckman; sblackburn; sgladfelter; sheaney; sjacobs; slyter; sotterbein; spechart; sredding; sstout; svonwiegen; swazeter; tcaldwell; tcrowley; tehrlacher; tmceill; tnguyen; trooker; tsebring;

What decisions do I have to make before adding people to my list?

- There are 2 kinds of lists REGULAR and INTELLILIST
 - Regular lists do not change. Whoever you put on the list when you create it, stay on the list until you delete them.
 - Intellilist are created by telling V/Sys criteria for people on the list. Each time you view the list V/Sys finds all the people who fit your criteria. If you create a list of athletes on Monday and someone adds an athlete on Tuesday. On Wednesday when you pull up the list, the new athlete will be on it.
- There are 2 kinds of lists PERMANENT and TEMPORARY
 - Permanent lists will be there when you sign-on to V/Sys again.
 - Temporary lists will disappear when you sign-off of V/Sys.
- There are 2 kinds of lists PRIVATE and PUBLIC
 - Private lists are only visible for you.
 - Public lists are available to anyone with a V/Sys sign-on.

VSys One > List manager/Intellist setup

Special Olympics Pennsylvania

You are logged in as **kmeade** (superuser); [change password](#)

Tools

- [Create new list](#)
- [Create new temporary list](#)
- [Create new Intellist](#)
- [Restore saved list](#)
- [Refresh](#)

Setup

- [Setup list types](#)

Help

- [Help](#)
- [Get support](#)
- [Tool documentation \(0\)](#)

Lists

| List name | Method |
|--------------------------------------|---------------|
| Adams Active Volunteers | Standard list |
| Adams Athlete | Intellist |
| Adams Athletes | Intellist |
| adams athletes | Standard list |
| ADAMS CFS Athletes | Standard list |
| Allegheny - Approved Volunteers | Standard list |
| Area M Bocce | Standard list |
| Area M Sectional Volunteers | Standard list |
| Area M Volleyball | Standard list |
| Area P Athletes | Intellist |
| Area P Bocce | Standard list |
| Armstrong Bocce | Intellist |
| Armstrong Bocce | Intellist |
| Armstrong/Indiana-2016 State Games | Standard list |
| bocce | Standard list |
| bocce bucks | Standard list |
| BSO 2016 Villanova Athletes | Standard list |
| BSO 2016 Villanova Coaches | Standard list |
| bucks county athletes | Intellist |
| cambria | Intellist |
| Carolyn Fix | Standard list |
| Carolyn's list 2016 | Standard list |
| Chester County | Standard list |
| clarion athletes | Intellist |
| Clarion Co. | Intellist |
| Class A disclosure received/verified | Intellist |
| Clearfield County Bocce | Standard list |
| Columbia/Montour Coaches | Standard list |
| Columbia/Montour Unified Partnes | Standard list |
| Columbia/Montour Athletes | Standard list |
| Crawford - Coaches | Standard list |

Click on the type of list you want to create:

1. Standard
2. Temporary
3. Intellist

Or click on an existing list to open it.

Start | 5:14 PM | 9/13/2016

VSys One > List manager/Intellist setup > BSO 2016 Villanova Athletes

Special Olympics Pennsylvania

Back

Tools

- Backup
- Export
- Empty
- Duplicate

Add person

- Find a person
- Show add people tool

Other lists

- Add to another list
- Add from another list
- Subtract from another list
- Subtract from this list
- Intersect with another list

Help

- Help
- Get support
- Tool documentation (1)

List properties

List description:
BSO 2016 Villanova Athletes

Comments:

People

[Click here to load the list](#)

Name | Status | Date ...

52 people

Start

5:28 PM
9/13/2016

If you open an existing list, you have to click here to show The names on the list



How do I get names on a list?

- You can enter names on the list one at a time OR you can select a GROUP of people and add them all at once.
 - You can even right click on a name you have retrieved and add it to a list that way.
- Once you have a LIST, you can COMBINE it with other lists.
- You can remove names from the list by right clicking on the name and selecting delete

VSys One > List manager/Intellist setup > new regular list

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Tools

- Backup
- Export
- Empty
- Duplicate

Add person

- Find a person
- Show add people tool

Other lists

- Add to another list
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- Subtract from this list
- Intersect with another list

Help

- Help
- Get support
- Tool documentation (1)

List properties

List description:
Bucks Aquatics 2016

Comments:

People [Click here to load the list](#)

Person lookup

Person:

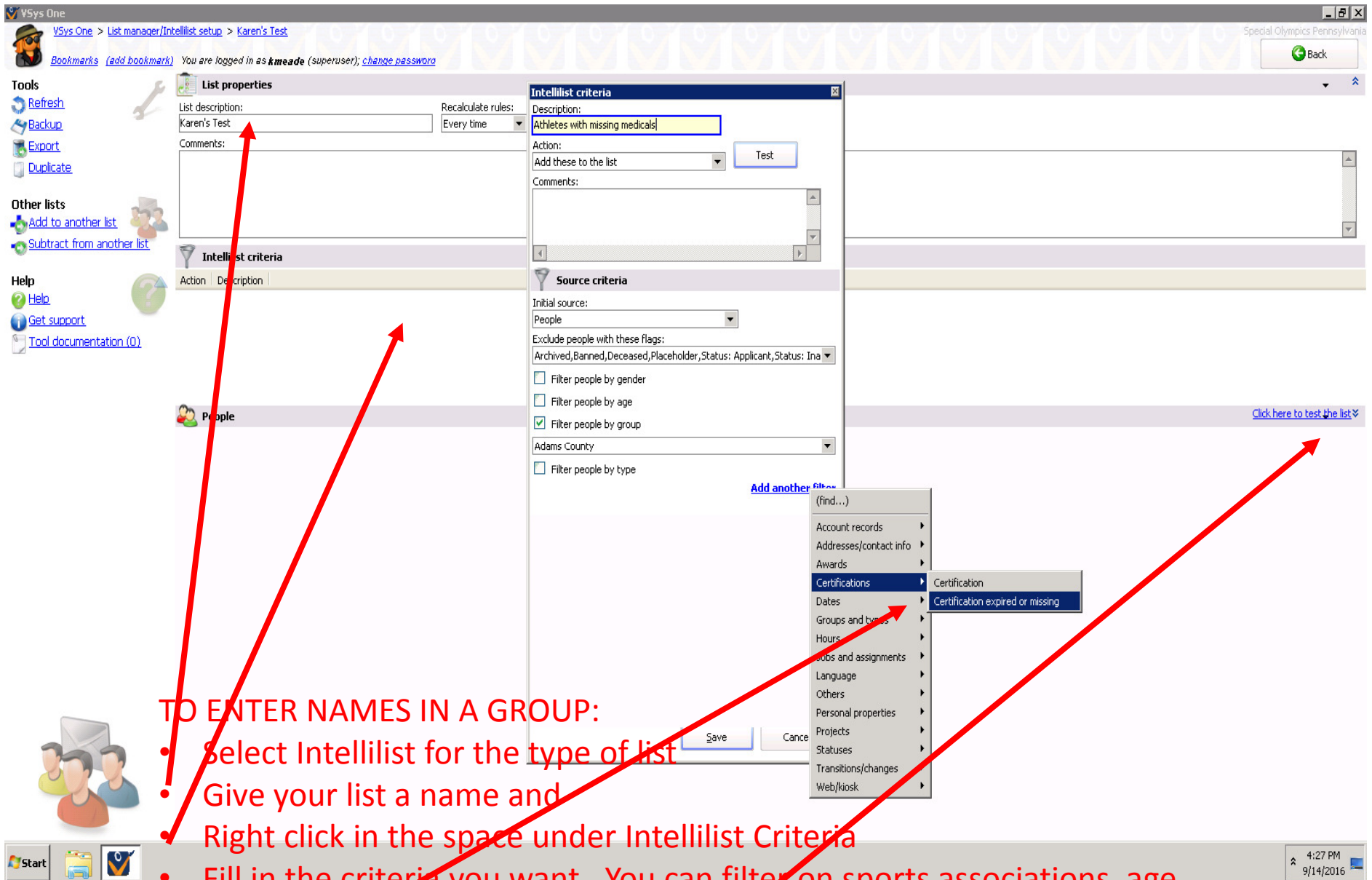
Meade, Anthony (Kiosk: 330056971), Athlete, Delaware County, tammy.daily@yahoo.com

- Meade, Anthony (Kiosk: 330056971), Athlete, Delaware County, tammy.daily@yahoo.com
- Meade, Anthony (Kiosk: 330049205), Athlete, Union County
- Meade, Catherine (Katie) (Kiosk: 330007456), Athlete, Bucks County, kameade@comcast.net
- Meade, Jennifer (Kiosk: 330048594), Athlete, Union County
- Meade, Karen (Kiosk: 330055939), Volunteer, Bucks County, kameade@comcast.net
- Meade, Mary (Kiosk: 330036679), Volunteer, Delaware County, meade630@aol.com
- Meade, Ronney (Kiosk: 200005943), Athlete, Union County
- Meade, Sara (Kiosk: 330058543), Volunteer, Montgomery County, meadey913@aol.com
- Meade, Thomas (Kiosk: 330031544), Professional Services, Lehigh County
- Meade, Warren (Kiosk: 330050127), Athlete, Northampton County

TO ENTER NAMES ONE AT A TIME

- Give your list a name and
- Click on Find a Person
- Type in the last name of the person you want to add and click on the
- Correct name in the window
- Save your list when you are finished adding names





TO ENTER NAMES IN A GROUP:

- Select Intellist for the type of list
- Give your list a name and
- Right click in the space under Intellist Criteria
- Fill in the criteria you want. You can filter on sports associations, age, certifications and almost all of the data in the database
- Click on the link to see the names
- Close the window and Save your list when you are finished adding names

What can you do with a list?

- REGISTER people for games – one click registers all the people on the list.
- Create MAILING LABELS for people on a list.
(Example: George's problem)

To register names on a list:

- Select Projects on the main screen
- Select Projects on the Projects screen
- Double click on the name of the Project / Game
- Under Delegations, Select the name of your county
- Under Add, select From a list
- Select the name of the list with people you want to register
- In the small dialogue box enter the role of the people on the list
- You will see a box with the number of people to be added. Click add twice to add people. New people will be added and show on a list.

| Gender | ... | Status |
|---------|-----|-----------|
| Female | | 55 |
| Male | | 8 |
| Female | | 81 |
| Female | | 0 |
| Male | | 39 |
| Male | | 24 |
| Female | | 53 |
| Male | | 18 |
| Male | | 18 |
| Male | | 48 |
| Female | | 47 |
| Female | | 16 |
| Female | | 49 |
| Male | | 22 |
| Female | | 24 |
| Male | | 14 |
| Partner | | Male |
| Male | | 35 |
| Female | | 14 |
| Male | | 34 |
| Male | | 17 |
| Male | | 58 |
| Female | | 29 |
| Female | | 61 |
| Female | | 59 |
| Male | | 23 |
| Partner | | Male |
| Male | | 43 |
| Female | | 25 |
| Female | | 65 |
| Female | | 26 |
| Male | | 54 |
| Male | | 62 |
| Male | | 22 |
| Female | | 58 |
| Male | | 52 |
| Male | | 16 |
| Male | | 18 |
| Female | | 48 |
| Female | | 28 |
| Male | | Alternate |
| Male | | 56 |
| Male | | 26 |

VSys One (Letters, mailing labels, e-mails) > Basic mailing labels (Mailing labels) Special Olympics Pennsylvania

Tools
Mailing labels
Load settings Save settings
Properties Clear settings
Save as a shortcut
Calculated fields
Detail filtering/sorting

Address types
Preferred address: (any)
Exclude incomplete a (none)
Exclude records with (any)
(known bad address)
Primary
Home
Business
Agency
Guardian/Parent
Games-specific
Emergency contact
Delegation
Guardian/Parent 2
Other
Seasonal

Sorting
Sort #1: Postal
Sort #2: Name
Add sort

Output options
Print to: Screen

Help

Basic mailing labels

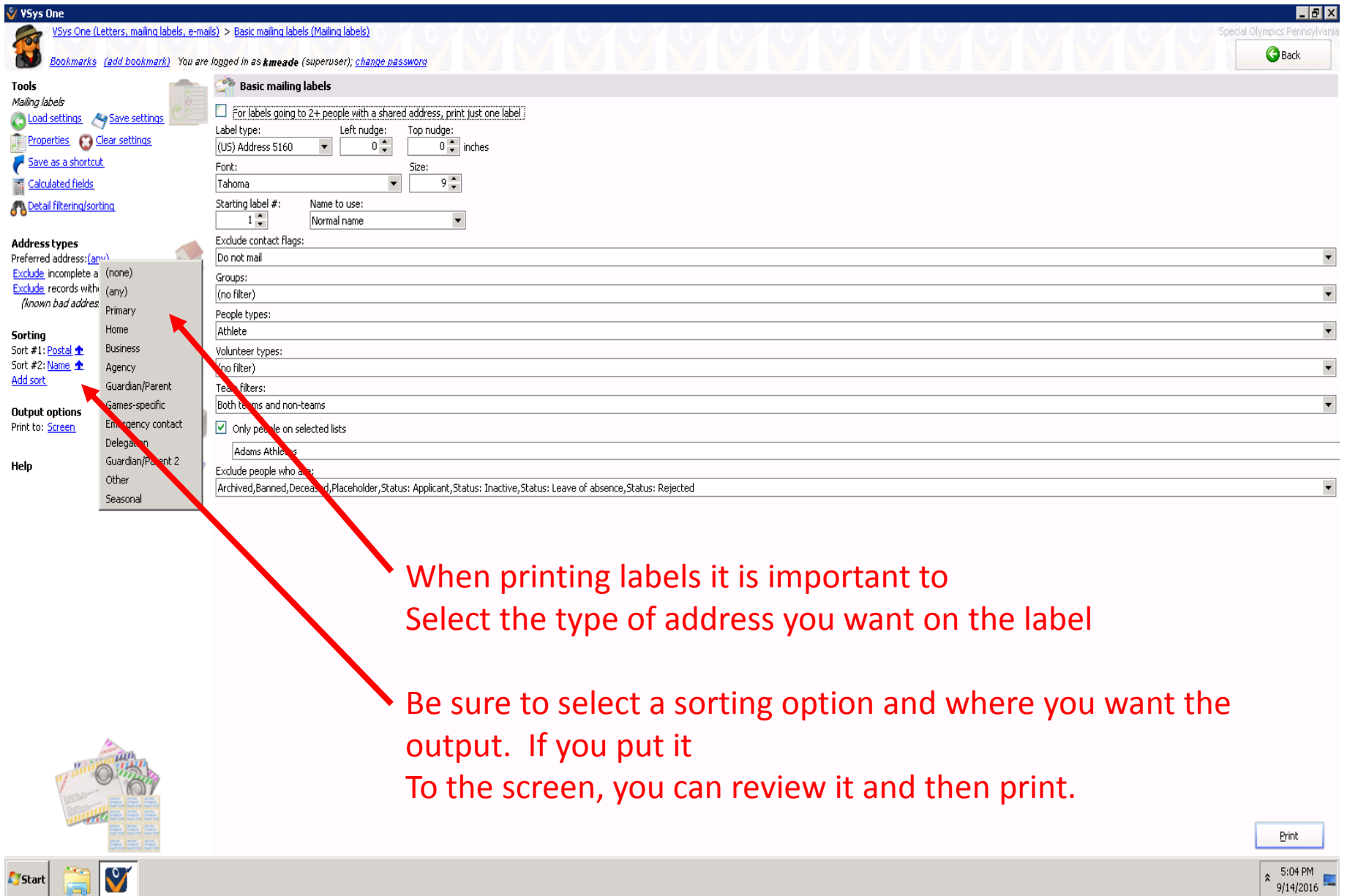
For labels going to 2+ people with a shared address, print just one label

Label type: (US) Address 5160 Left nudge: 0 Top nudge: 0 inches
Font: Tahoma Size: 9
Starting label #: 1 Name to use: Normal name

Exclude contact flags:
Do not mail
Groups: (no filter)
People types: Athlete
Volunteer types: (no filter)
Team filters: Both teams and non-teams
 Only people on selected lists
Adams Athletes
Exclude people who are:
Archived,Banned,Deceased,Placeholder,Status: Applicant,Status: Inactive,Status: Leave of absence,Status: Rejected

Print

Start 5:04 PM 9/14/2016



When printing labels it is important to Select the type of address you want on the label

Be sure to select a sorting option and where you want the output. If you put it To the screen, you can review it and then print.

VSys One (Letters, mailing labels, e-mails) > Basic mailing labels (Mailing labels)

Special Olympics Pennsylvania

You are logged in as **kmade** (superuser); [change password](#)

Tools

Mailing labels

- [Load settings](#)
- [Save settings](#)
- [Properties](#)
- [Clear settings](#)
- [Save as a shortcut](#)
- [Calculated fields](#)
- [Detail filtering/sorting](#)

Basic mailing labels

For labels going to 2+ people with a shared address, print just one label

Label type: (US) Address 5160 Left nudge: 0 Top nudge: 0 inches

Font: Tahoma Size: 9

Starting label #: 1 Name to use: Normal name

Exclude contact flags: Do not mail

Groups: Bucks County

People types: Athlete

Volunteer types: (no filter)

Team filters: Both teams and non-teams

Only people on selected lists

Print to: [Screen](#)

Address types

Preferred address: Home

[Add address type](#)

[Exclude](#) incomplete addresses

[Exclude](#) records without a matching address
(known bad addresses are always excluded)

Sorting

Sort #1: Postal ↑

Sort #2: Name ↑

[Add sort](#)

Output options

Help

To print labels for names on a list:

- Select Letters/eMails on the main screen
- Select the type of label you want to print
- Click on box Only people on selected lists
- Select the list you want for your names
- Click print

bocce bucks
 Adams Active Volunteers
 Adams Athlete
 adams athletes
 Adams Athletes
 ADAMS CFS Athletes
 Allegheny - Approved Volunteers
 Area M Bocce
 Area M Sectional Volunteers
 Area M Volleyball
 Area P Athletes
 Area P Bocce
 Armstrong Bocce
 Armstrong Bocce
 Armstrong/Indiana-2016 State Games
 bocce
 bocce bucks
 BSO 2016 Villanova Athletes
 BSO 2016 Villanova Coaches

Print

4:57 PM
9/14/2016