


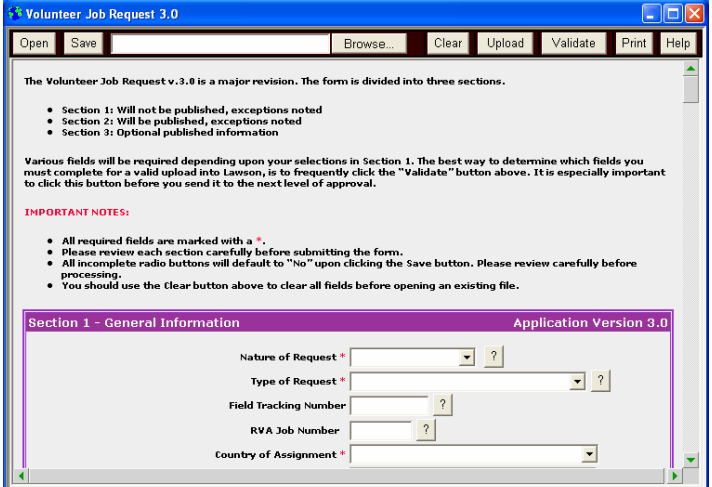
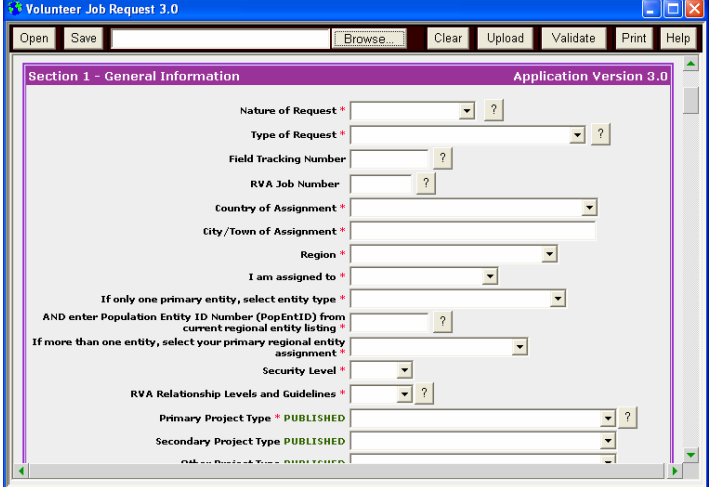
Volunteer Job Request Processing

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Purpose of Instructions: To assist field personnel in submitting a volunteer job request. (Before proceeding with these instructions make sure you have printed the Volunteer Job Request Form accessing instructions and have successfully downloaded the Volunteer Job Request Form).

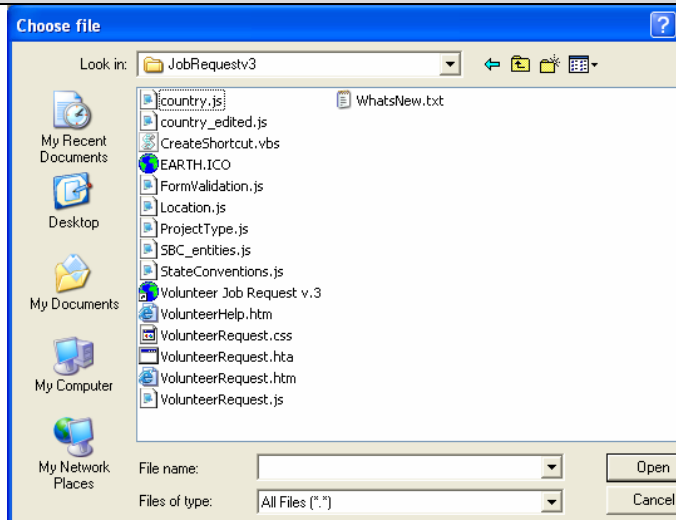
Important facts to remember:	Important facts to remember
<ul style="list-style-type: none"> The latest version of the Job Request Form and instructions will always be located at www.imb.org/forms. 	<p>The Volunteer Job Request form should be used for all Volunteers. This includes Adults, Collegiate, IWC, Youth, Sports, Medical and Disaster Relief volunteers.</p>
<ul style="list-style-type: none"> You can print the form by using the Print button located at the top of the form. 	<p>Click  for explanation of field.</p>
<p>Important: To copy text from another section or source:</p> <ul style="list-style-type: none"> Select text, right-click, a menu will display with the copy and paste options. Click Copy. Locate desired location to insert text, right-click. Click Paste. Hotkeys may also be used: Ctrl+c=Copy Ctrl+v=Paste 	<p>This form is used for Volunteer requests only; Career and ISC requests should be completed through the Career/ISC job request form.</p> <p>To save a new job request, type name of file in textbox beside the browse button.</p>
<ul style="list-style-type: none"> The protocol on how job requests are submitted, approved, etc., is at the discretion of the individual regions. Please check with your Region Volunteer Strategist (RVS) for clarification on your business processes in regard to job requests. Most field personnel do not have upload capabilities. Do not Upload, unless you have been given specific instructions by your region. 	<p>Red asterisks indicate required fields. Once information is entered click the Validate button to confirm all required information is listed and/or in correct format.</p>
<ul style="list-style-type: none"> Upon naming and saving your job request form, the file is given the extension .xml. The file will be saved in c:\JobRequestv3 folder. 	<p>Click the Help button on the job request form to view and print the complete Help file.</p>
<ul style="list-style-type: none"> The current version of the Volunteer Job Request is 3.0. 	

Instructions	Screenshots
<p>Creating a New Volunteer Job Request</p> <p>Open the blank Job Request Form that was downloaded from imb.org/forms, sent by email or saved on disk.</p>	
<p>Enter job request information. Red asterisks indicate required fields.</p> <p>Once information is entered click the Validate button to confirm all required information is listed and/or in correct format. Example: Date field must be entered in the mm-dd-yyyy format.</p> <p>Type a file name in the textbox located beside the Browse button. Ex. Voljob1</p> <p>Important: The job request is automatically saved under C:\Job Requestv3.</p> <p>Click Save.</p>	

Open an Existing Volunteer Job Request

Open the blank Job Request Form that was downloaded from imb.org/forms, sent by email or saved on a disk. Click the **Browse** button to locate desired file. The Choose File window will display.

Locate the saved job request. Click **Open**.



The selected file name will display in the browse textbox. Click **Open**. Data will display.

CAUTION! Do not click **Save** prior to **Open**, as you will save a blank form.

If applicable, scroll to the section of the job request that needs to be updated. Make changes accordingly.

Click the **Validate** button to confirm all required information is listed and/or in correct format. Example: Date field must be entered in the mm-dd-yyyy format.

Click **Save**.

Update an Existing Volunteer Job Request

Open the blank Job Request Form that was downloaded from imb.org/forms, sent by email or saved on a disk. Click the **Browse** button to locate desired file. The Choose File window will display. Open an existing job request file. If applicable, update changes.

Change file name (if desired) in the Browse textbox and click **Save**.

Click the **Validate** button to confirm all required information is listed and/or in correct format. Example: Date field must be entered in the mm-dd-yyyy format.

Sending a Volunteer Job Request by Email

Address email to desired recipient (s), insert the job request file as an attachment by clicking **File** in the **Insert** menu. An Insert File dialog box will appear. Locate the desired .xml file (job request) and click the **Insert** button.

Note: how attachments are inserted into emails may vary depending on your email application. Example used: Microsoft Outlook

