

Texas Master Gardener VMS System

Our new VMS system is ready for you to access, add hours and perform the other functions you used in the old system. Please follow the detailed instructions below to access for the first time.

Once you've logged into the system you should update your profile, add a photo, and check to see if everything looks correct.

There are two features still in development and not quite ready:

- The Calendar applications. These will be online in the next couple weeks.
- The export to a PDF document is not functioning yet. We are waiting for a software update on this.

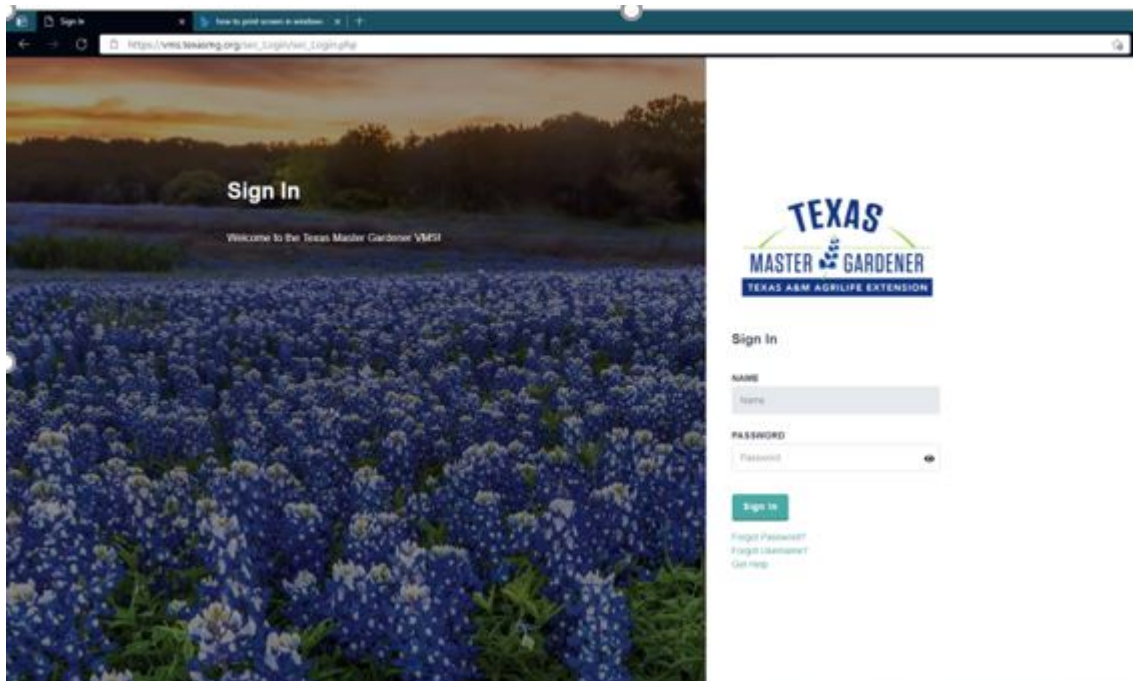
If you have any issues with the new system, it's important that you submit a Bug Report by using the [GET HELP](#) form. Bug reports are critical and any data you can provide would be greatly appreciated, e.g., error messages, exactly what happened, screen shots, etc. You can attach multiple screen shots to the GET HELP form if you like.

Submitting a Bug Report will go directly to our VMS developer and will be answered as quickly as possible.

To access the system, please go to:

<https://vms.texasmg.org/>

You can bookmark that URL but do not bookmark the account homepage/dashboard as it requires a login to render that page properly.



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First Time User Credentials

Your username for first-time access will be the “user” half of the email address you used in the old VMS. For example, if your email was rjjacobdesign@gmail.com, your temp username will be “rjjacobdesign”, without the quotes, of course. This username should be submitted as *all lower-case* characters.

If you have any trouble, use the GET HELP form listed under the login form.

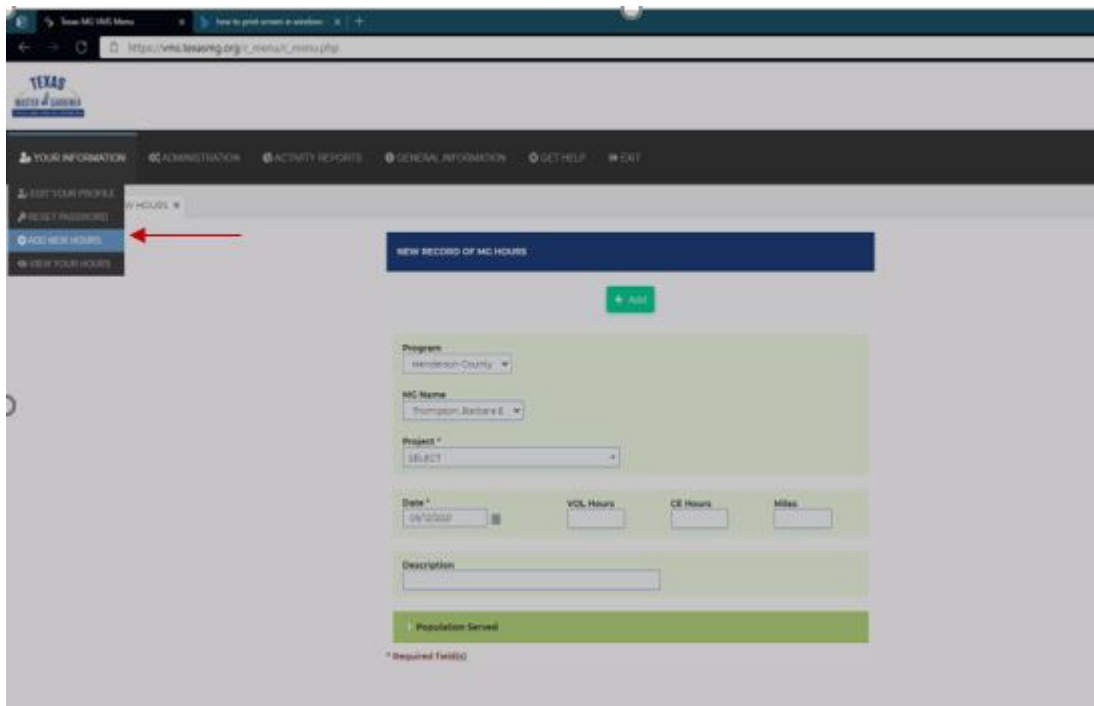
Your one-time, temporary password to access the VMS for the first time is:

Garden4Life\$

The password is CaSE-SenSiTivE. Make sure you enter it exactly without any added spaces or characters. Make sure your caps lock is off.

To add new hours.

Select Your Information then Add New Hours on the left-hand side. Enter the required information and the Click the +ADD button.



The screenshot shows a web browser window displaying the Texas Master Gardener VMS System. The page title is "NEW RECORD OF MC HOURS". A red arrow points to the "ADD NEW HOURS" button in the left-hand navigation menu. The main content area contains a form with the following fields:

- Program: Henderson County (dropdown)
- MC Name: Thompson, Barbara E. (dropdown)
- Project: SELECT (dropdown)
- Date: 09/23/2022 (calendar icon)
- VOL Hours: (input field)
- CE Hours: (input field)
- Miles: (input field)
- Description: (text input field)
- Population Served: (input field)

At the bottom of the form, there is a green "+ Add" button and a note: "* Required Fields".

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The following page will display

Verify information, if correct click the **Save** button, or if needed make any corrections to information then click **Save**.

You can delete the transaction if needed by clicking on the **Delete** button.

To add another transaction, click the **+Add New** button.

The screenshot shows the 'UPDATE OF MG HOURS' form in the VMS system. At the top, there is a navigation bar with links for 'YOUR INFORMATION', 'ADMINISTRATION', 'ACTIVITY REPORTS', 'GENERAL INFORMATION', 'GET HELP', and 'EXIT'. Below this is a sub-menu with 'HOME' and 'ADD NEW HOURS'. The main form area has a blue header 'UPDATE OF MG HOURS' and three buttons: '+ Add New' (green), 'Copy' (grey), and 'Delete' (grey). A blue arrow points to the '+ Add New' button, and a red arrow points to the 'Delete' button. The form contains the following fields:

- Instructions:** Note that you have added this hours record, you may edit it (make changes and click "Save", delete it, add a new record (click "Add New") or copy this record (click "Copy" to save as a new record, make a minor change and click "Add").
- MGID:** 128044
- Program:** Henderson County
- MG Name:** Thompson, Barbara E.
- Project:** Board Meeting - HCRGA
- Date:** 05/13/2021
- VOL Hours:** 2:00
- CE Hours:** 0:00
- Miles:** 30:00
- Description:** Board Meeting
- Population Served:** (empty field)

Video Demos

This video will demonstrate what to expect the first time you login:

<https://www.loom.com/share/4e4d85473d2a49faae70bf9241990a7>

We've also created two introductory video demos and put them at GET HELP > TUTORIAL VIDEOS in the main menu above your dashboard. You can access them once you login.

Again, if you have any issues, please use the Get Help form which can be accessed either from the Login form (Get Help link) or from within your account at GET HELP > CONTACT SUPPORT.