Veteran Voluntary Service (VSS) Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Establish a Station Creation Date where the new system will be the production system.			
2. Coordinate with the National Voluntary Admin Group and the Voluntary Database Administrator to create the station within the VSS Production Database • To create the station in the VSS Production Database access the system and from the EMC station, choose MAINTENANCE MENU/STATION and NEW button filling in the required fields and choosing to post.			
3. Once Station Number added to Database access the production site and set necessary station settings / parameters • Station Administrators and Managers under the MAINTENANCE/STATION EDIT options • Station Parameters under the MAINTENANCE/SITE PARAMETERS options			
4. Distribute the necessary web address to users of the software. • http://vaww.vss.med.va.gov/vtk/			
5. Configure the web browser of each user to accept the *.va.gov web address in the security tab of the internet options.			
6. Determine the need for the KIOSK functionality for volunteer sign on. • If needed refer to the VSS Installation Guide for set up instructions.			
7. Determine the need for MEAL TICKET printing off the			

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KIOSK or within Voluntary Service. • If needed refer to the VSS Installation Guide for set up instructions			