

How to load IAVP onto Member record

Individual Adult Volunteer Plans



Step one: Open member record on Extranet

Step two: scroll down to IAVP, located under Court Orders tab

Step three: Select add IAVP button

IAVP

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Add IAVP

Step 4; select stage of IAVP that you are wanting to upload

Add IAVP

Stage	Please Select ▼	
Comments:	Please Select	
	Phase 1	
	Phase 1A	
	Phase 1B	
	Phase 2	
	Phase 3	

Add Cancel

Step 5: add comments if necessary

Step 6: select add button , select yes when asked do you want to add IAVP

Step 7: return to member page and select Upload against the IAVP record that you have just entered (far right of entry)

Step 8: Select file from your computer and then select upload

Step 9: enter a file description for example: IAVP phase 2

Step 10: select upload

Please Select One or More Files to Upload

Select Files

File Name	File Description	File Size	Remove
IAVP-Phase-2-Certificate-of-Proficiency (3).pdf	IAVP 2	322.88 KB	✕

Upload Reset