12.   Dashboard Procedures

The QOVC Dashboard records the number of presentations made to individual recipients, the number of quilts transferred to Transitions Centres, the number of completed quilts on hand and the number of quilts in progress.

These numbers help track our inventory and forecast our future needs, such as the purchase of quilt labels, batting, backing fabric, etc. They also allow QOVC to provide feedback to our suppliers about what we have accomplished with their donations.

Each Regional Representative is expected to update each field of the QOVC Dashboard at the end of each month. If there is no activity to report for a particular field it is to be filled with a zero, not left blank. Your Regional Coordinator can assist you in making these entries if necessary.

Materials (labels, backing, batting) will not be provided to representatives until such time as their dashboard entries are up to date.

Dashboard Fields

- **Line # 1 - QOVC Presented**
  Quilts Presented are those that have been given to a recipient by a Representative or Presenter. Count 1 for each quilt presented.

- **Line # 2 - QOVC Transferred to a Transition Centre (TC)**
  All quilts transferred to a TC will have a QOVC label attached showing the quilt serial number and the name of the quilt maker. Count 1 for each quilt sent.

- **Line # 3 - Quilts on Hand**
  A quilt on hand is a completed quilt. Completed means that all quilting and binding are completed, that the QOVC label is attached and it is serial numbered and the names of the makers have been added.   Count 1 for each quilt.

- **Line # 4 - Tops in Process**
  Quilts in process can be at any stage of production up to the point of needing a QOVC label. Count 1 for each quilt

Note: QOVC quilts are counted by the representative whose ID # is on the label.

Example:

- If a quilt is sent to another representative for presentation and there is no label or the label does not have the sending representative's quilt ID # on it, the representative that receives the quilt will add their ID # to the label and count the quilt on their dashboard once it is presented.

- If the quilt was shipped with the sending representative's Quilt ID# on the label, the sender is the one who shows it as presented on their dashboard in the month it was sent.

- Quilts made from Hug Blocks bundles will be given a Hug Blocks ID# by the Hug Blocks Coordinator. The Hug Blocks serial number will be added to the label by the Regional Representative who presents the quilt. The Hug Blocks Coordinator will record that quilt on the Dashboard under the HB line. The Regional Representative presenting the quilt does not record the quilt on the dashboard.

- If an individual or group creates their own quilt using blocks made from Hug Blocks patterns, the quilt label is serial numbered by the local representative and entered on their Dashboard. The Hug Block Coordinator is not notified.