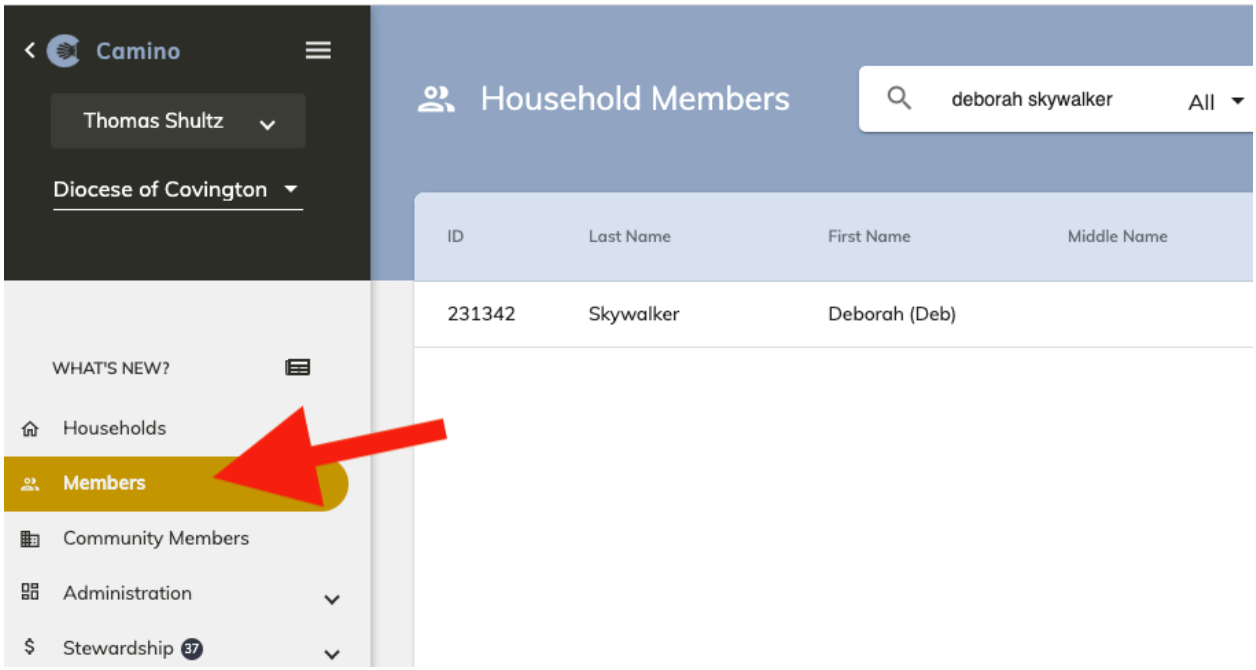
Virtus API Instructions

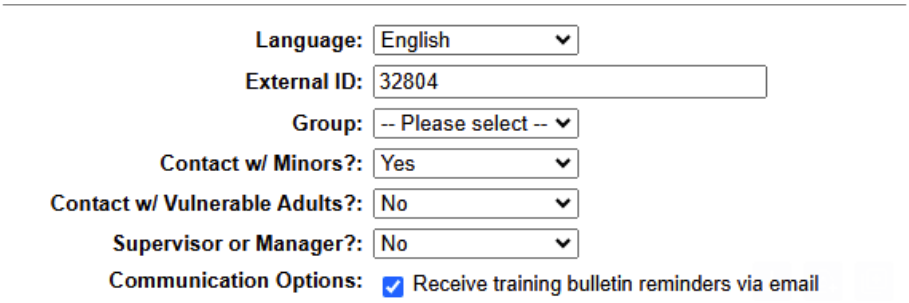
The following training document will teach you how to enable the API with Virtus and will give you the ability to see all parishioners who are enrolled in safe environment as well as their Virtus status.

Connecting the Virtus API

1. First, reach out to your Virtus representative and ask about turning on the integration with Camino. The Virtus team will then send us the necessary information to turn on the API.
2. Once the API has been enabled you will need to type each member ID from Camino into Virtus so that everyone is properly matched between systems.
    a. First you will want to find the MEMBER ID in Camino.
    b. Navigate to the members module and search for the member you would like to enable. Be sure you are searching in members and not in households. In the screenshot below the member ID is 231342. This is the ID that you will enter into Virtus.



    c. Once you have the member ID you will put it in the external ID field as shown below. If you do not see this field as an option you will have to contact Virtus directly and get it enabled for your account.

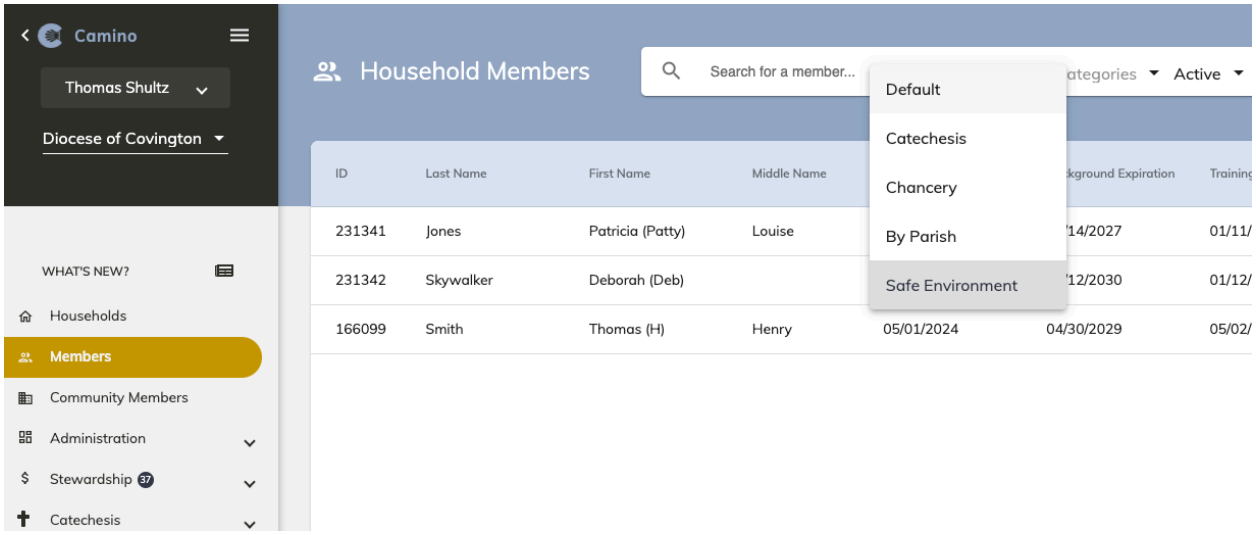


3. Once the ID's have been matched between both systems the API will run. The API runs daily (overnight) to refresh all members in the system and runs instantly if you search for a specific donor and click on the background check field.

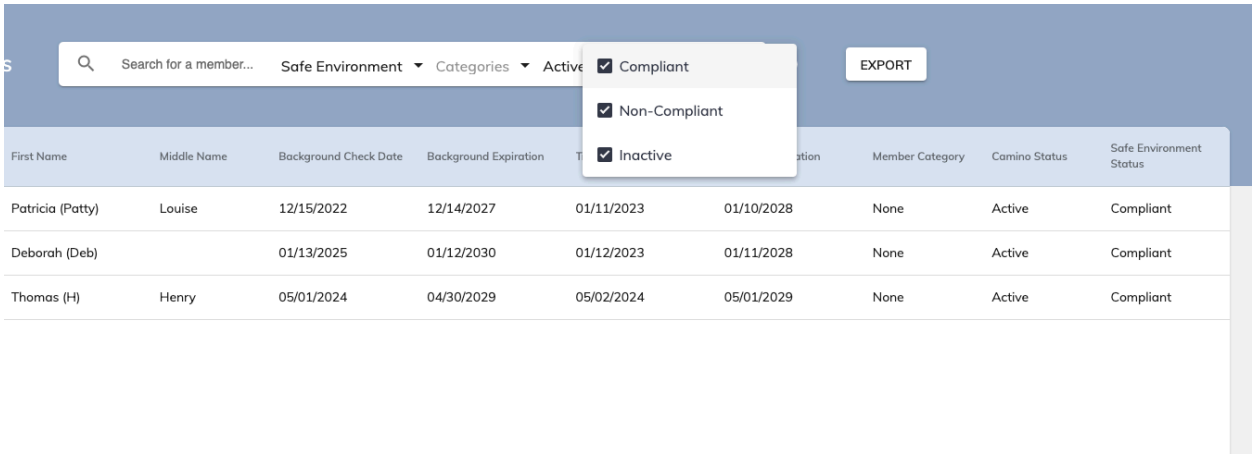
Have questions? Need support? Give us a call: 1-800-994-9817

Using the Virtus API

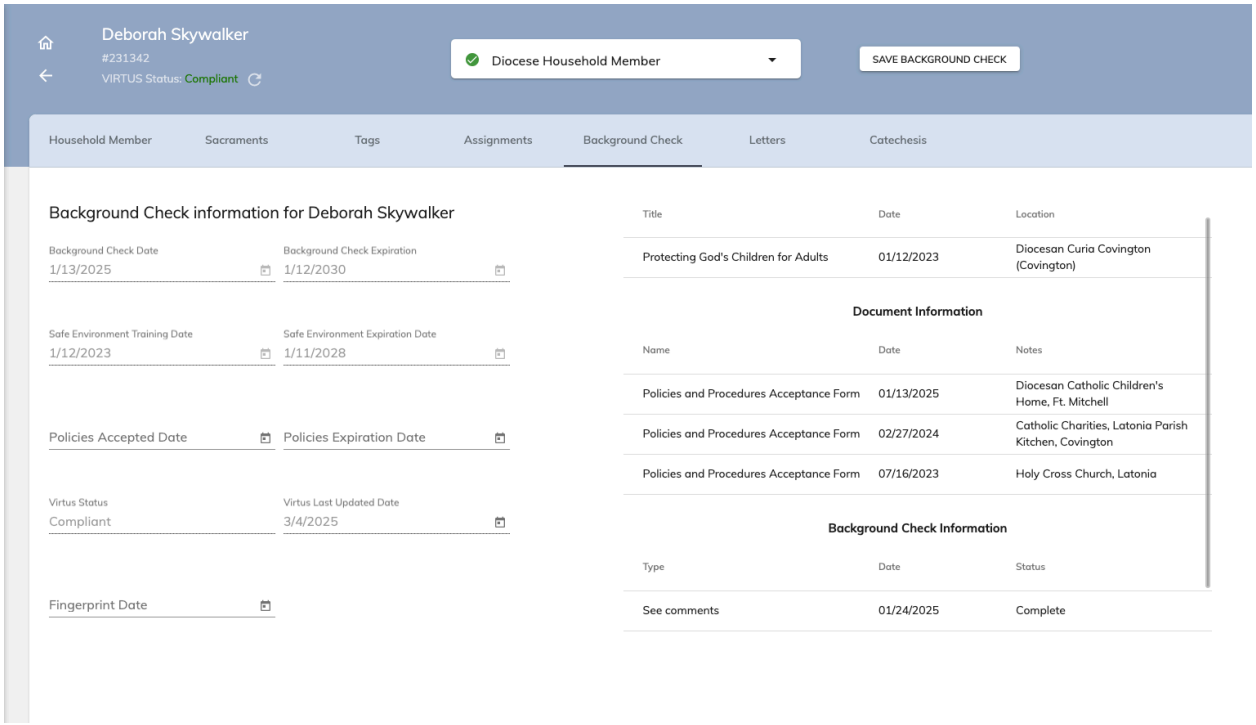
1. Navigate to the members screen. In the search bar, click on the dropdown item that says safe environment. This will show all members who are currently in the Virtus system.



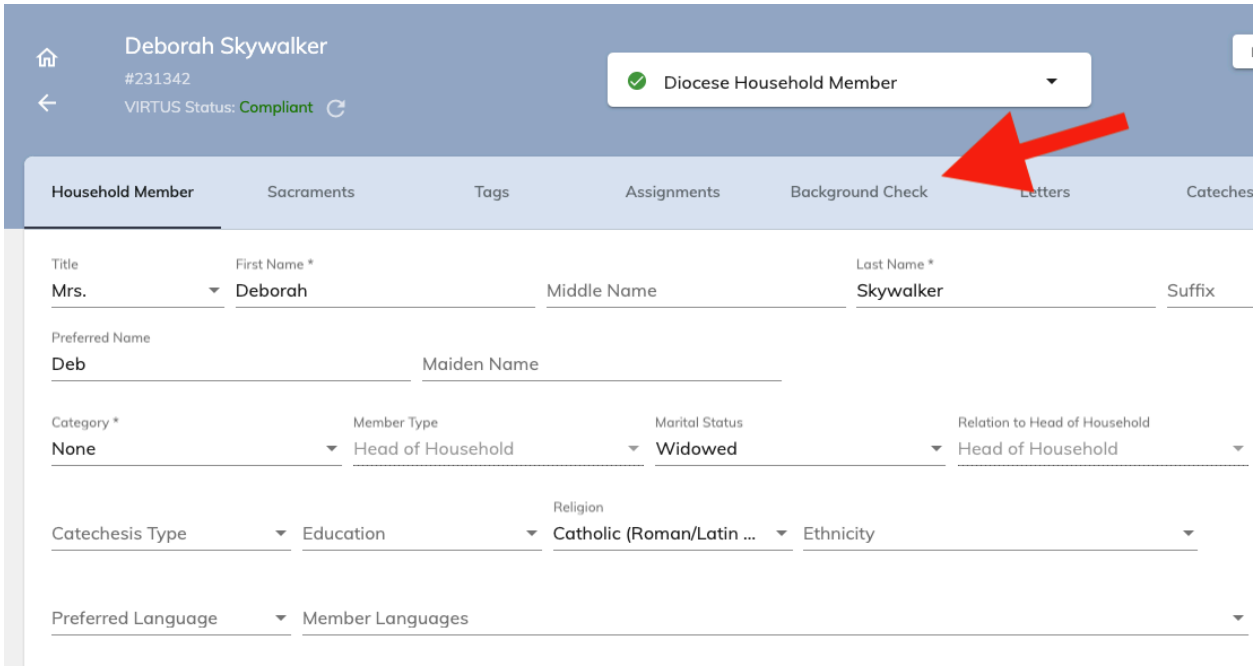
2. From this screen you can see important dates, compliance status, you can search by compliance, and you can export the list.



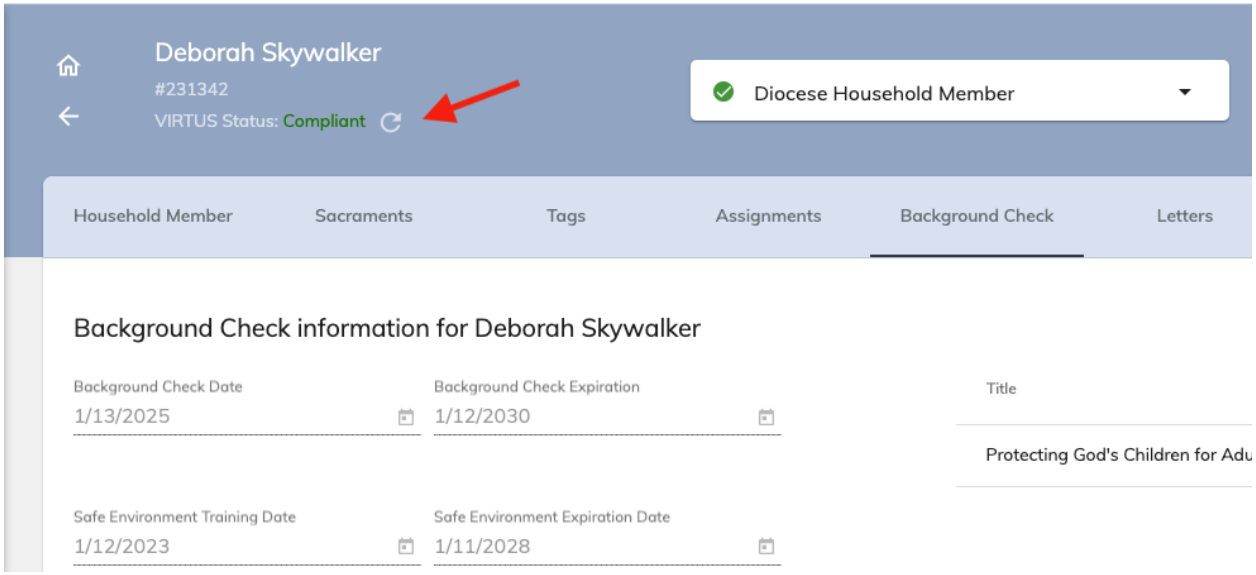
3. If you click on an individual record it will run the API in real time and give you further results for that individual member.



4. You can also access this information by going to the member record and clicking the Background Check tab.



5. Notice that the compliant information will appear for all members who are a part of Virtus on their member screen.



6. As always, feel free to call our customer support with any questions at **1-800-994-9817.**