

Guidance for Volunteers: Deleting or Archiving your VRF Application

Starting in Fiscal Year (FY) 2016, the VRFs that Peace Corps Volunteers use around the world to report their work will undergo a structural change for reporting activities and indicators.

Volunteers **will** need to download and install the new VRF Application on their computer in order to use a VRF that is created in FY2016 and in the future. The Microsoft Silverlight plugin is software used to install and run the VRF Application. If you already have Silverlight installed, you will not need to re-download and re-install it. If you do not have Silverlight installed, you will need to install it before downloading and installing the VRF Application. The pre-FY2016 version of the VRF Application **will no longer** be used in FY2016. The new VRF Application will be available at vrf.peacecorps.gov.

Important:

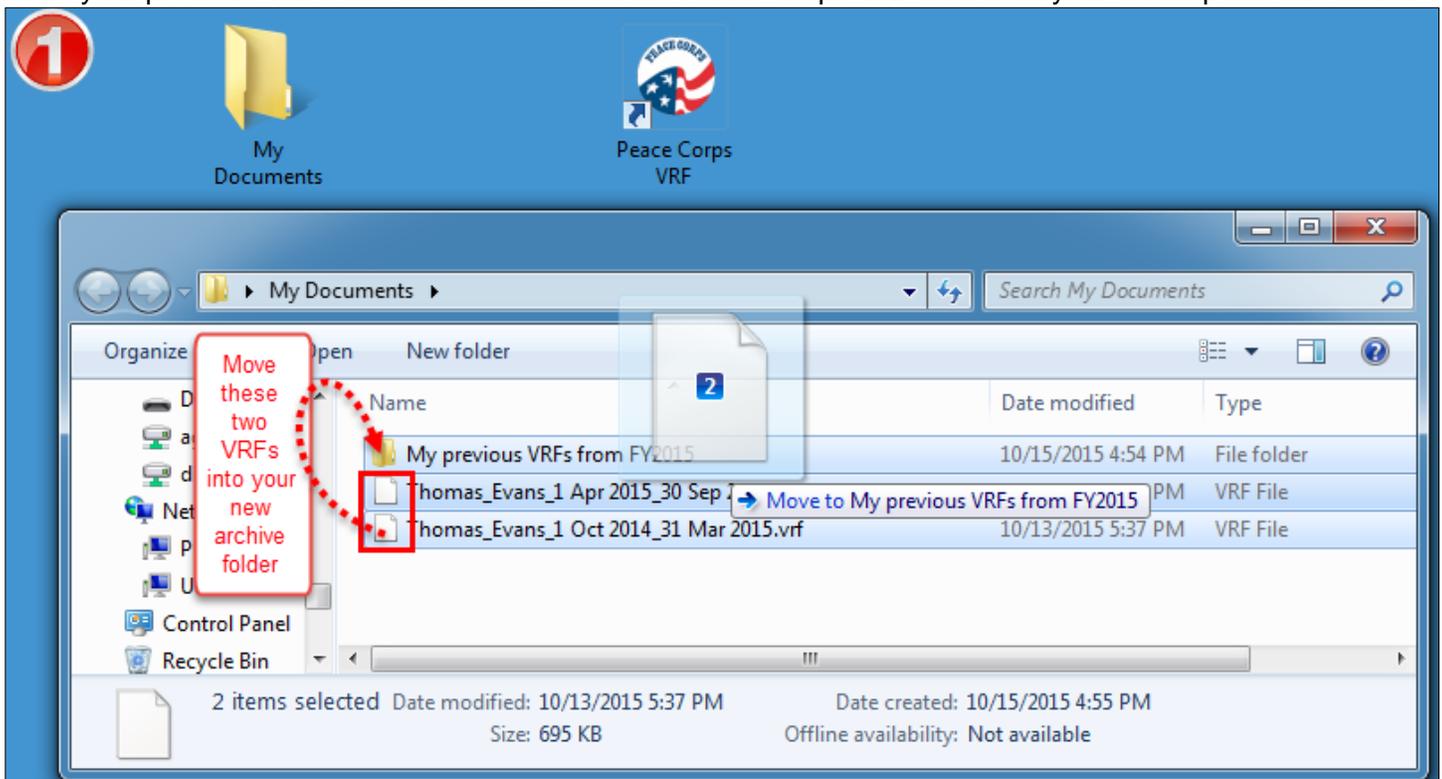
- When a Volunteer installs the new version of the VRF Application, the installation process will not detect or replace the previous version of the VRF Application.
- Volunteers will not be able to open a previous VRF on the new VRF Application.
- Volunteers will not be able to open a new VRF on the previous VRF Application.

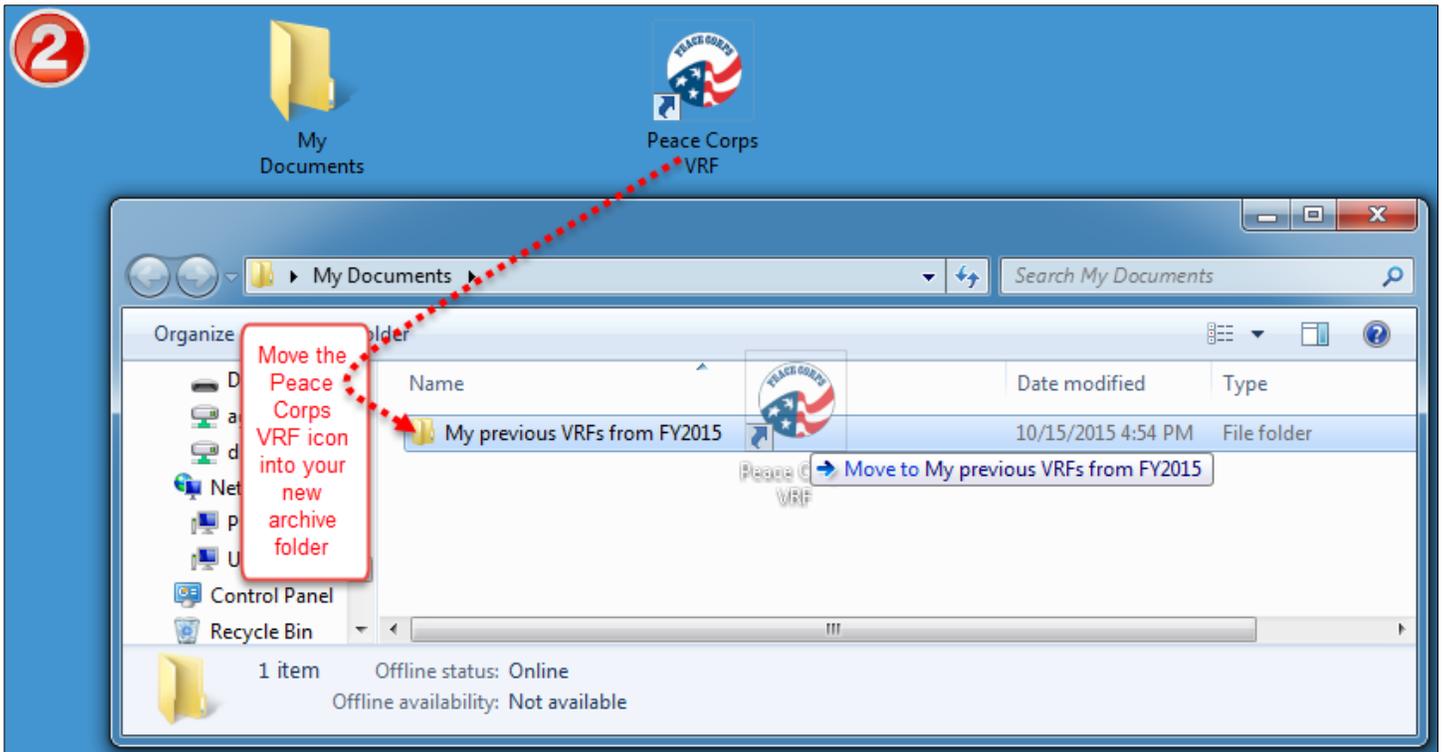
We recommend to all Volunteers:

1. Delete the previous VRF Application entirely, **or**
2. Archive the previous VRF Application in a separate folder on your computer or USB/thumb drive.

1. If you choose to delete the previous VRF Application, you can always request that staff at your post run a “Summary of Service” report that will provide you with all the information you entered in your VRFs over the duration of your Peace Corps service.

2. If you choose to archive the previous VRF Application (to be able to open previous VRFs if necessary): Create a folder with an obvious name that you will recognize, such as “My previous VRFs from FY2015” Move your previous VRFs into this folder. Move the Peace Corps VRF icon from your desktop into this folder.





If you download the new VRF Application without removing the previous version, you may see two similar icons on your desktop:



or



Once staff has sent you your first VRF for FY2016, if you attempt to open your VRF using the previous VRF Application, you will see an error message like this:

