

Finding and Exporting Data on Get Connected

Viewing and Exporting Selected Opportunities

The **Opportunities** section of your organization management area lists all your organization's active, current opportunities.

The screenshot shows the 'Manage Opportunities' interface. At the top, there are navigation tabs: VIEW, EDIT, OPPORTUNITIES (highlighted), STATS, SCHEDULE, TIME TRACKING, CHECK-IN, and CHECKED IN NOW. Below the tabs, there are several buttons: ACTIONS, EXPORT RESPONSES, EXPORT OPPORTUNITIES, SHOW INACTIVE, SHOW EXPIRED, and ADD NEW OPPORTUNITY. A legend explains the status options: Active (Users can respond), Pending (Requires approval), Inactive (Users cannot view/respond), and Expired (Expiration date passed). Below the legend is a table with columns: ID, OPPORTUNITY TITLE, PRIVACY, INITIATIVE, DATE, and STATUS. The table contains one row for 'AmeriCorps Peer Reviewer' with ID 519630, Privacy 'Public', Initiative 'Is Ongoing', and Status 'Active'. A checkbox next to the ID is checked.

To export data for one or more opportunities, mark the boxes for the opportunities to export, and then click the **Export Opportunities** button.

This screenshot is identical to the previous one, but the 'EXPORT OPPORTUNITIES' button is circled in red to indicate it should be clicked. Additionally, the checkbox next to the opportunity ID '519630' is also circled in red, indicating it should be selected for export.

The resulting .csv file will be generated automatically, and it will contain the following information

- opportunity ID
- opportunity title
- indication of public or private ("0" if public, "1" if private)
- opportunity description

- date type (e.g., happens on, recurring shifts, etc.)
- date (For shift opportunity, the export will show the date of the final shift.)

Note: To export expired opportunities, click the **Show Expired** button above the Opportunity table. You can then check off expired opportunities and export them the same way you can with current opportunities.

Viewing and Exporting Opportunity Responses

Your organization management area includes several different ways to export opportunity responses:

- Export responses for all opportunities within a specified date range
- Export responses for multiple selected opportunities (no date range option)
- Export responses for an individual opportunity (no date range option)

Responses within a Date Range

To view and export opportunity responses within a date range:

1. From your organization management area, click **Stats** to open your **Stats** page.
2. Select a date range and click **Submit Date Range**. The default date range is the past month.

The image shows a user interface for selecting a date range. It consists of two rounded rectangular input fields. The first is labeled 'Start' and contains the date '01/20/19'. The second is labeled 'End' and contains the date '02/20/19'. To the right of these fields is a blue rectangular button with the text 'SUBMIT DATE RANGE' in white capital letters.

3. Scroll down to the **Active Opportunity Responses** table, which lists all active opportunity responses within the date range you specified and click **Export Responses**.

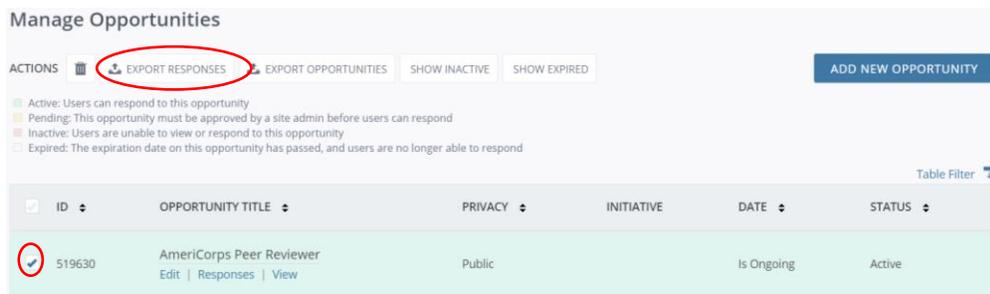
The .csv file will be generated automatically, and it will contain the following information:

- Response ID and date
- Opportunity title, shift ID, shift start date and time, and shift duration
- Volunteer first and last name, email address, phone number (if provided), company (if provided), address (if provided), and notes (if provided in the opportunity-response form)

- Team name and team leader (team responses only)

Responses to Selected Opportunities

While your Stats page will give you an export of all opportunity responses within a date range, your Opportunities page offers the ability to export responses for one or more selected opportunities. To export, first click on the check boxes next to the desired opportunities, and then click the **Export Responses** button.



Because opportunity-response exports are often large and take more time to generate, you'll be prompted to provide an email address where you'd like the export to be sent, once you've provided your email address, the export should arrive in your inbox within the next minute or two. The export will include the following data:

- Response ID and date
- Opportunity title, shift ID, shift start date and time, and shift duration
- Volunteer first and last name, email address, phone number (if provided), company (if provided), address (if provided), and notes (if provided in the opportunity-response form)
- Team name and team leader (team responses only)

Responses for a Single Opportunity

You can use the method described above to export responses for a single opportunity--just click on the individual opportunity before clicking the **Export Responses** button. Another option is to click the **Responses** link under the opportunity title on the **Opportunities** page. The window

listing all the responses to the opportunity includes an Export Responses button, and the resulting export will list responses for that opportunity only.

Viewing and Exporting Approved Volunteer Hours

To view and export approved volunteer hours within a date range:

1. From your organization management area, click **Stats** to open your **Stats** page.
2. Select a date range and click **Submit Date Range**. The default date range is the past month.



The image shows a user interface for selecting a date range. On the left, the word "Start" is followed by a rounded rectangular input field containing the date "01/20/19". To the right of this is the word "End" followed by another rounded rectangular input field containing the date "02/20/19". To the right of these two fields is a blue rectangular button with white text that reads "SUBMIT DATE RANGE".

3. Select the opportunities that you would like to export and click **Export Hours**.

The .csv file will be generated automatically, and it will contain the following information:

- date volunteered
- opportunity title
- answers to any custom questions
- hours description (as entered on the hour-submission form)
- check-in and check-out times
- source (i.e., how the hours were entered, and by whom)
- volunteer name
- volunteer email address
- user group(s) associated with the hours
- team information (as applicable)
- anonymous-hours information (as applicable)