Reports

How to Pull a List of Respondents

There are two ways to pull a list of respondents.

**Method 1:** Go to the Opportunities tab of your organizational profile. 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)

**Method 2:** click the Responses link under the opportunity title (your CERT Team opportunity for example) 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.

How to Pull Reports of 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.
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:

- Response ID Number
- Number of Hours
- User first and Last Name
- User email
- Opportunity Name
- User Group (if applicable)
- Date Worked
- Check In and Out Times
- Hour Status (i.e., Pending, approved, denied)
- Source (i.e., how the hours were entered, and by whom)
- Miles Traveled (if entered)
- Description (as entered on the hour-submission form)