


V8.1 Release Notes

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NEW: Activity Links


A fun Activity
Registrations: 0
Date: 06/06/2018
Time: 10:00 AM - 02:30 PM
Email All
Copy Activity

0 Unfilled Assignments
+ add
+ add
Link

Position	Description	Time	Hours

0 Filled Assignments
Volunteer List
Excel

Name	Position	Description	Time	Hours

Activity Description
Edit

Registrations (Number in Group)
+ add
Participant List
Link

Reg. Date	Name	Email	Phone	# of Participants
0 registered				

Participant Waitlist
+ add

#	Date	Name	Email	Phone	# of Participants

Company Groups
+ add

Reg. Date	Group Name	# in Group
0 registered		

Feedback

Warning! No Feedback Assigned
Since this activity does not have feedback assigned users won't be able to leave feedback. Edit

No Feedback Received

Basic Info
Edit

Status	Draft
Date	06/06/2018 Add
Time	10:00 AM - 02:30 PM
Volunteer Sign-up Starts	05/08/2018
Sign-up Opens	05/08/2018 change

Activity Contact
Edit

Activity Attendance
Edit

Activity Outcomes -
Edit

Notes to Volunteers
Edit

Applicable Interests
Edit

Links
Edit

The ability to add links to an activity is now available. From the Activity Profile you can add links from the panel on the right side.

Links are visible to both Volunteers and Participants.

Each link has a title and a URL, optionally you can mark a link as primary. It will be the first in the list and is passed to the Public Calendar API


A fun Activity

Links

Primary	Title*	URL*
<input type="checkbox"/>	Handout	http://offero.com/other-public-docs/VolunteerHelp.pdf trash
<input checked="" type="checkbox"/>	Map	https://goo.gl/maps/TC7KHf46LsF2 trash

+ add link


* denotes required fields

Cancel
Save

Links will then appear on the Activity Profile:

Links edit
✓ Map
Handout

Participant and Volunteer Registration Pages:



A fun Activity

06/06/2018 | 10:00 AM - 02:30 PM

Budding Young Naturalists

Fun Summer Activities Checklist

- [] Go for a hike
- [] Get Outside
- [] Run through the Sprinklers
- [] See a movie at the drive-in.
- [] Walk on the boardwalk and listen to the boards creak under your feet.
- [] Blow bubbles.
- [] Play tag, hopscotch, or one of your favorite childhood games.
- [] Ride a roller coaster.
- [] Play miniature golf.
- [] Win a prize at the fair.
- [] Catch fireflies at night.

Check out the map to our location and a handout

Sign Up for Updates

Registration is not required for this activity, but by clicking "sign up" you will receive a reminder and updates about this program.

Links

- Map
- Handout

Sign Up Info


Jane Volunteer

There are

people in my party.

Cancel Sign Up

Sign up and Reminder Emails:



Activity Details:

A fun Activity

06/06/2018 @ 10:00 AM - 02:30 PM

Location: -

Number of people expected/registered in your party: 1

Fun Summer Activities Checklist - [] Go for a hike - [] Get Outside - [] Run through the Sprinklers - [] See a movie at the drive-in. - [] Walk on the boardwalk and listen to the boards creak under your feet. - [] Blow bubbles. - [] Play tag, hopscotch, or one of your favorite childhood games. - [] Ride a roller coaster. - [] Play miniature golf. - [] Win a prize at the fair. - [] Catch fireflies at night.




Check out the map to our location and a handout

Links

- Map
- Handout

NEW: Add to Calendar (iCal)

The ability to add an activity to your calendar is now available. As an admin you will want to add using the link on the Activity Profile. This link will add the activity and have a direct link to the ADMIN activity profile within the event body.

Basic Info 	
Status	Approved
Date	06/06/2018  Add 
Time	10:00 AM - 02:30 PM
Program	Community Program

Other users will see the ability to add to calendar from the registration pages and the Dashboard. Each will have the appropriate link in the system.



A fun Activity

 06/06/2018 |  10:00 AM - 02:30 PM

Budding Young Naturalists

Fun Summer Activities Checklist

- ☐ Go for a hike
- ☐ Get Outside
- ☐ Run through the Sprinklers

- ☐ See a movie at the drive-in.
- ☐ Walk on the boardwalk and listen to the boards creak under your feet.
- ☐ Blow bubbles.
- ☐ Play tag, hopscotch, or one of your favorite childhood games.
- ☐ Ride a roller coaster.
- ☐ Play miniature golf.
- ☐ Win a prize at the fair.
- ☐ Catch fireflies at night.

Check out the map to our location and a handout

Sign Up for Updates

Links

Map
Handout


 Add to Calendar 

Welcome: Jane Volunteer
[print schedule](#)

[To Do](#)
[My Assignments](#)
[Opportunities](#)
[My Activities](#)
[Upcoming Activities](#)

My Activities

Activities that you are participating in are displayed.



A fun Activity
📅 Wednesday, June 6, 2018 | ⌚ 10:00 AM
Fun Summer Activities Checklist - [] Go for a hike - [] Get Outside - [] Run through the Sprinklers - [] See a movie at the drive-in. - [] Walk on the boardwalk and listen to the boards creak under your feet. - [] Blow bubbles. - [] ...
👤 more

[Remove Me](#)

[Add to Calendar](#)

[View More Activities »](#)


NEW: Hour threshold Alert

There is an alert on the admin dashboard that will now alert staff when a volunteer has entered hours outside the threshold. This is to help reduce errors on entry. These will be displayed at release for the current year. Then as volunteers enter hours they will appear.


On the admin dashboard the panel displays the Volunteer name, the hour type and the difference. This is the difference between the hours entered and the alert threshold for site visits. For an activity assignment or shift the difference is between the hours entered by staff for the assignment and the hours entered. EX: the hours for an activity were 2 and the threshold is 6; if the volunteer entered 30 you would see 28 hours here. Hover over the hours to get the detail. This includes all prep & travel time hours.

Name	Date	Hour Type	Diff	
Jane Volunteer	02/12/2017	Site Visit	3.00	<div> The hours difference </div> <div> Click here to review the hours </div> <div> Dismiss the alert </div>
John Smith	01/07/2017	Activity Volunteer Assignment	21.50	


On the user history screen, you will see an alert message.

Volunteer Hour Alerts 


This user has volunteer hour records with variances above the threshold. These records are highlighted in red.



Jane Volunteer - History

2018 Service Hours: 49.00 


Registrations: 5


Total Service Hours: 920.16 

Assignments: 138

Site Visits: 7

Shifts: 0

Service History Report: ALL 

 Print


The hours with the alert will be highlighted in the grid. Click the edit to review.

Show 50 entries Search: present


Date	Type	Place	Description	Position	Hours	
01/07/2017	Volunteer	RMNP	A History Presentation	MN	give natural history information, assist with viewing - 03:00 PM - 05:00 PM	23.50 *

Showing 1 to 1 of 1 entries Previous 1 Next

Here you can update the hours or click dismiss alert if they are accurate.



Edit Volunteer Hours


 **Warning!**

These volunteer-entered hours differ from the assigned hours by more than 6 hours. Please adjust the hours and click 'Update' if incorrect or 'Dismiss Alert' if correct.

Volunteer - A History Presentation

1/7/2017 - 03:00 PM - Master Naturalist

Assignment:	Actual Hours:*	Prep Time:*	Travel Time:*	Miles Driven:*	Total:
<input type="text" value="2"/>	<input type="text" value="23.5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="23.50"/>

Dismiss Alert 

Cancel
Update

To set the threshold a Super Admin can adjust them on the Organization profile.

General Settings

Economic Impact - Dollars Per Hour: ?

Time Historical Volunteer Hours Available to Edit: ?

Volunteer Hours Alert Threshold:* ?

☒ Use Group Titles/Assigned Roles ?

Site Visit Settings

☒ Record Prep Time ?

☒ Record Travel Time ?

Site Visit Hours Alert Threshold:* ?

Cancel

Save

NEW: Expired Volunteer Groups

When a volunteer is in an active status past the end date of their volunteer group assignment, an alert will be displayed on the admin dashboard. This will display the expiration date, volunteer name, and group.

Expired Group Assignments ⚙️ Actions			
Tag	Expired	Name	Group
<input type="checkbox"/>	05/01/2018	Lindsey Rehder	Community Development Block Grant Commission - Chairperson


The actions allow volunteers to be inactivated easily. Using either of these options will allow an expiration date to be entered.

Expired Group Assignments ⚙️ Actions			
Tag	Expired	Name	Group
<input checked="" type="checkbox"/>	05/01/2018	Lindsey Rehder	Community Development Block Grant Commission - Chairperson

NEW: Text all opted-in Users

The ability to text all users that have opted-in to text messages is now available.

1. Click on More → New Text Message.
2. Select a Text Message Type
3. Pick 'All Users' from the recipient list. You will get all users who have opted-in to that type of text message. **Note: The number next to the recipients is the number of users that are opted-in and will receive your message.*

 New Text Message

Text Message Type:*

General Communication

To:*

Recipients*

All Users

105 recipients selected (8721 opted-out)

CC:

Additional Recipients

Select Additional Users

Message:*

Text Message Tokens


* denotes required fields

Cancel

Send Text Message

NEW: Volunteer Application export to Excel

The volunteer application can be output to an excel format. Simply click on the report output type.

 Volunteer Application Report

Displays applications received within the date range.

Report Parameters

Date Range:*

04/01/2018

05/08/2018

Application Types:

General Volunteer Application

Volunteer Interests:

Select Volunteer Interests..

Volunteer Statuses:

Select Statuses...

Volunteers:

Select Volunteers...

☐ Only Show Tagged Volunteers

Report Output:

PDF

Excel

Clear Filters

Generate Report

ADJ: Allow Admins to set volunteers inactive using tags

Admins can inactivate tagged users.

1. Tag Users
2. Go to Tags screen
3. Select Group to inactivate
4. Enter End date to inactivate
5. Click update

Volunteer Groups

Add the following Volunteer Group (with Status) to all tagged volunteers:

Intern Active

Start Date End Date

05/08/2018 End Date

Update

Inactivate tagged volunteers in the following Volunteer Group:

Intern End Date

Update

Review confirmation screen

Confirm


Are you sure you want to set **14** volunteers in the **Intern** group to inactive with an end date of **05/07/2018**?

No, Cancel Yes, I'm Sure

ADJ: Calendar Modal – Add Participant Count

The participants signed up/registered for the activity will now display on the Admin Calendar only.

Activity Details - School Field Trip

 **School Field Trip**

Tuesday, May 22, 2018 | 09:30 AM - 12:00 PM

School Program

Participant Registrations: 55

Close Profile

ADJ: Allow admins to view Volunteer Group Interests

Profile
Courses
Volunteer
Documents 0
Communication

Interests edit

General Interests

✓ Astronomy

✓ Environment

✓ Natural History

✓ Photography

✓ Special Events

✓ Wildlife

✓ Bicycling

✓ Hiking

✓ Night Activities

✓ Public Meetings

✓ Sports

✓ Cultural History

✓ Justice

✓ Outdoor Skills

✓ Resource Management

✓ Sustainability

Target Age Groups

No age groups selected

Volunteer Interests

✓ Community Program

✓ Public Meeting

✓ Training

✓ National Day of Service

✓ Special Event

✓ Volunteer Appreciation

✓ Outreach

✓ Stewardship Project

Volunteer Group Interests

✓ Adopt-A-Natural Area

✓ Volunteer Ranger Assistant

Special Skills

✓ Mountain Biking

✓ Archery

✓ Teaching

Search Filters

Groups

Select Groups...

Volunteer Status

Select Status...

Volunteer Users

☒ Only Show Volunteers

Program Interests

Choose Programs...

Category Interests

Choose Categories...

Non-Volunteer Users

☐ Only Show Non-Volunteers

Special Skills

Choose Special Skills...

Interests

Choose Interests...

Tagged Users

☐ Only Show Tagged Users

Volunteer Categories

Choose Volunteer Categoror

Volunteer Group Interests

✕ Adopt-A-Natural Area







Filtered Users

Tag Remove Tags

Clear

Filter

ADJ: Complete Private Course


Basic Info 	
Status	Unpublished Changes 
Access	Private   Link 
Hours Earned	2.00
 change	


Admins can now allow invited users to complete a course. Leave the course private, then click the link button. The course will open in a new window with a link that you can copy to send out.

*Note: After a user has started the course they will see this course in their course listing.

ADJ: Email all users associated with Course


Admins can email all users that are associated with a course (either started, in progress, or completed). Click on the actions menu from the users tab → Send Email to all course Users


 Actions ▾

- ☒ Send Email to all course users 
- ☒ Send Reminder Email to all users in process
- ☒ Send Reminder Email to all active volunteers that haven't completed


2 / 5

This will open the email screen allowing you to send an email to all the users.

 New Email

From:  engage@mail.offero.com

Reply to:* engage@mail.offero.com

To:* Recipients* Course - All Associated Users  12 recipients selected

Volunteer Onboarding

Misc. Bug Fixes

- Fix shift email text
 - When users are able to remove themselves up until the shift start time the email was incorrect. Indicating they had 736784 days to remove themselves.
- Fix validation message on Misc. Activity modal
 - When entering Misc. Activity for a volunteer the description was showing an incorrect count for the number of characters remaining.