

# VolunteerMatch Report Manager

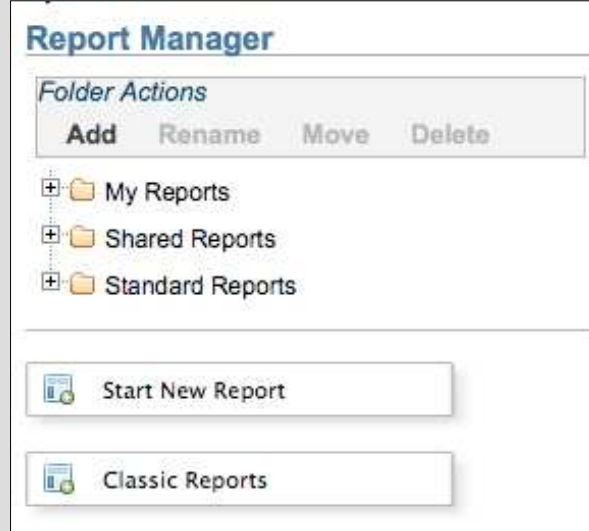
*Report Manager gives you the ability to pull a variety of new and improved reports. You can customize and run a variety of standard reports, as well as save and share reports with other Site Administrators.*

The **Report Manager** is your new home base for pulling reports. When you click on your **Reports** tab, you will now see:

- Your personal saved reports.
- Shared reports between your fellow team-members.
- Standard reports that have been pre-created for your use.

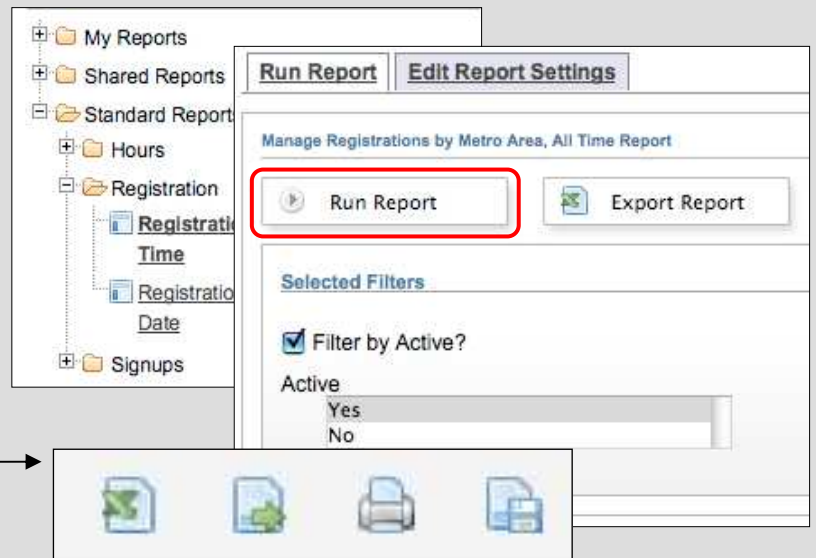
The **Start New Report** option allows you to create custom reports using our **Report Wizard**. This will walk you through the steps to create your report.

The **Classic Reports** guide you to the pre-made reports you have always been able to run.



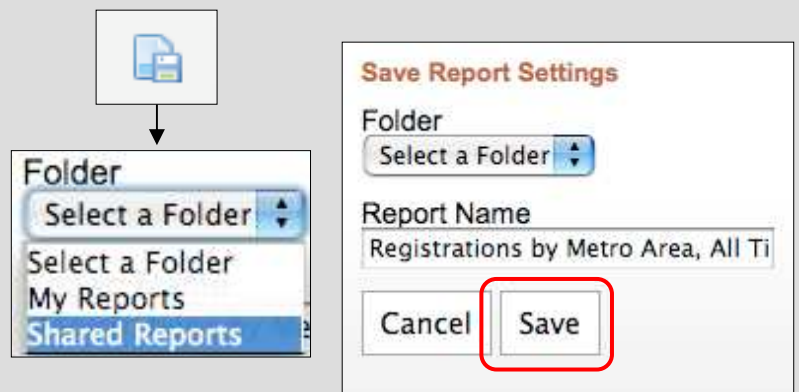
## Run a report:

- Select a report from one of the folders by clicking the report name.
- Review the pre-set report parameters and **Run Report** as is or edit/add **Filters** to better select the data you need.
- **Export, Expand, Print** or **Save** your report by clicking the icons.



## Save a report:

- After you have run a report click the **Save Report Settings** icon.
- Choose the folder in which you want to save the report. By saving in the **Shared** folder, all other site admins will have access to the report and be able to run it
- Name your report and click **Save**.



*Additional questions? Please call your Client Relations Manager.*

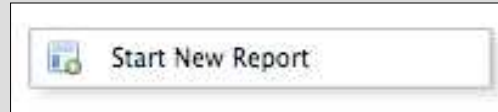


# Report Wizard

*Report Wizard lets you to design complex and fully customizable reports on day-to-day volunteering activities and Special Events. This new tool takes you step-by-step through the process of building customized reports from your VolunteerMatch data.*

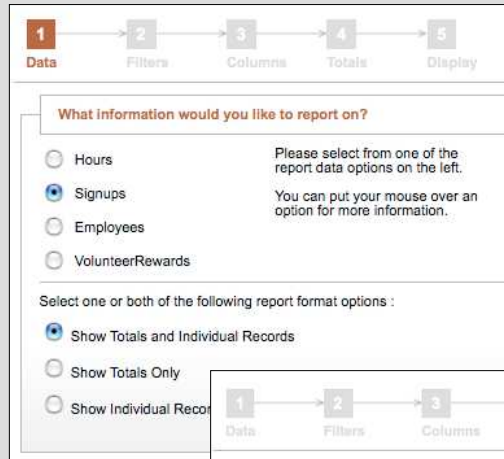
## Access Report Wizard:

From your Account Homepage, click on the **Reports** tab to go your Report Manager. To create a new report using Report Wizard click **Start New Report**.



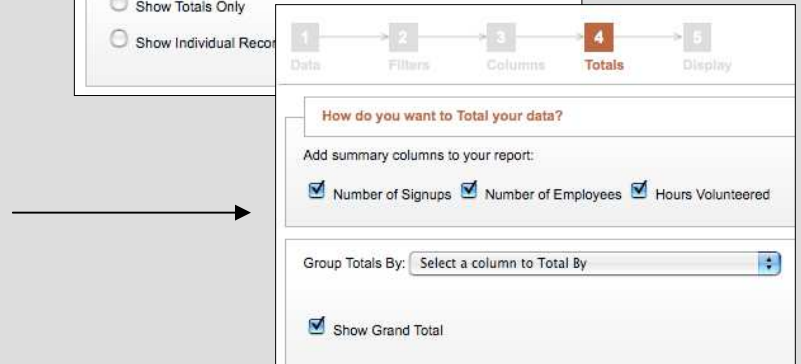
## Create a custom report:

**Step 1:** Select the type of data you want to see and the basic format of your report. You can build a report with data relating to volunteers, signups or hours. Click **Next**.



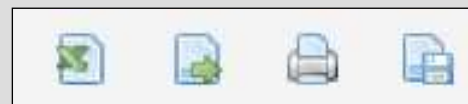
**Step 2:** Narrow your report using filters to show only what you select (e.g. by date range, by location, etc). Frequently used filters will display at the top. View more options by clicking the **More Filters** button. Click **Next**.

**Step 3:** Decide what columns you would like to include in your report.



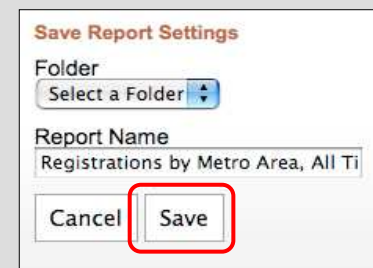
**Step 4:** Choose how you would like your data grouped. Check the box next to **Show Grand Total** if you would like the total included on your report. Click **Run Report**.

**Step 5:** View your report! Use the icons to choose how you would like to view your report. You can export, expand, print or save your report.



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- Name your report and click **Save**.



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