



ASSESSMENT COORDINATOR

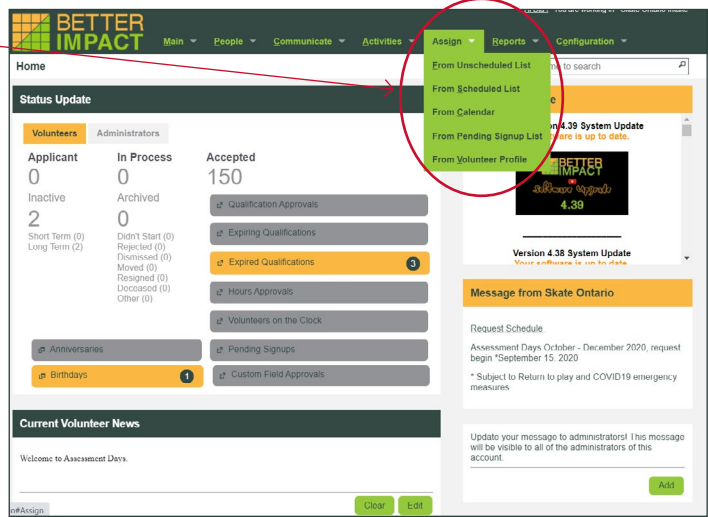
Scheduling: View Assignments



CLICK HERE
TO
VIEW ASSIGNMENTS

In the List of Activities

1. Go to: Assign >> From Scheduled List (shown) OR Assign >> From Unscheduled List
2. Select the desired filters to apply and click the [Filter Activities] button
3. Click the [+Show All Volunteers] button in the header or [+] beside an Activity to show or hide all assigned volunteers. If you hover over the Options [] button beside an assigned volunteer, you can (Confirm, Remove, View, Edit, Send Email or Send Mobile Email)



4. Optional: Select multiple volunteers and scroll to the bottom and choose the desired option from the "Choose Bulk Action" drop down (Confirm / Unconfirm Selected Assignments, Remove Selected Assignments, Send Email)

