





**Step 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)

The screenshot shows the 'Assign Volunteers' modal window in the Better Impact system. The modal is titled 'Assign Volunteers' and contains the following information:

- Assessment Days - Assessment Day - Skate Seaway**
- Date:** Saturday, October 23, 2021 9:30 AM - 11:00 AM
- Status:** < Min # signed up
- Locked:** This activity is not locked
- Auto Lock:** On assignments
- Self-Scheduling:** Disabled
- Volunteers:**

Min	1
Max	2
Backup List	0
Signed Up	0
Assigned	0
Confirmed	0
Scheduling Gap	1

The modal also includes a 'Filters' section with the following options:

- Qualifications:**  Must be qualified
- Scheduling:**  Signed Up,  On the backup list
- Status:**  Accepted,  Inactive - Short Term,  In Process,  Inactive - Long Term,  Applicant
- Overlap:**  No overlapping assignment,  Not on the schedule the same day
- General Availability:** [Dropdown menu]
- Application Form:** [Dropdown menu]
- Last Name:** [Text input]
- Sort People By:** Last Name, First Name [Dropdown menu]
- Page Size:** 25 [Dropdown menu]
- Make these my default filters:**  [Checkbox]
- Search:** [Button]

Below the filters, there are two messages:

- It looks like you have filters applied. If you don't see the item you are looking for, you can change your filters (above) and try again.**
- There are no candidates that match your filters. Please try again with a less specific search.**

The background shows the main interface with a sidebar on the left containing 'Assign From Scheduled Activity List' and 'Recent Pages'. A calendar view is visible on the right side of the modal.



**SCHEDULED ACTIVITIES:** You will see the name of the activity, the category to which it belongs, and a summary of the schedule. Below that is a button to place the volunteer on the Backup List.

To filter the shifts in the display:

**Step 1:** Select the days of the week to display. Note that only days with existing shifts scheduled will be displayed. **Step 2:** Select the start times to display. Note that only start times associated with existing shifts scheduled will be displayed.

**Step 3:** Select the desired status (**Signed Up** - show shifts volunteer has already signed up for, **Not Available** - show shifts volunteer has not signed up for, **All** - show all shifts).

**Step 4:** Click on the [Filter Shifts] button.

Each shift will be displayed by date, including the start time, end time, lock status, if the volunteer has another assignment that overlaps with this one, if the volunteer has another assignment on that day, and whether or not the volunteer has already confirmed for the shift.

- Click in the appropriate box in the “Signed Up” (Su) column to mark the person as available for that shift. You can return to assign the person later.
- Click in the appropriate box in the “Assigned” (As) column to assign the volunteer to that shift. You can remove the person from the assignment later, if necessary.
- Click on the [Save] button to proceed or the [Cancel] button to cancel the operation. If you have made changes, the information displayed will be updated.