Assessment Coordinator - Scheduling: View Assignments and Assigning

Step 1: Go to: Assign
Step 2: Select the desired filters to apply and click the 'Filter Activities' button
Step 3: Click the '+Show All Volunteers' button. If you hover over the Options button beside an assigned volunteer, you can (Confirm, Remove, View, Edit, Send Email or Send Mobile Email)

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)

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.