

Dig Into Data!

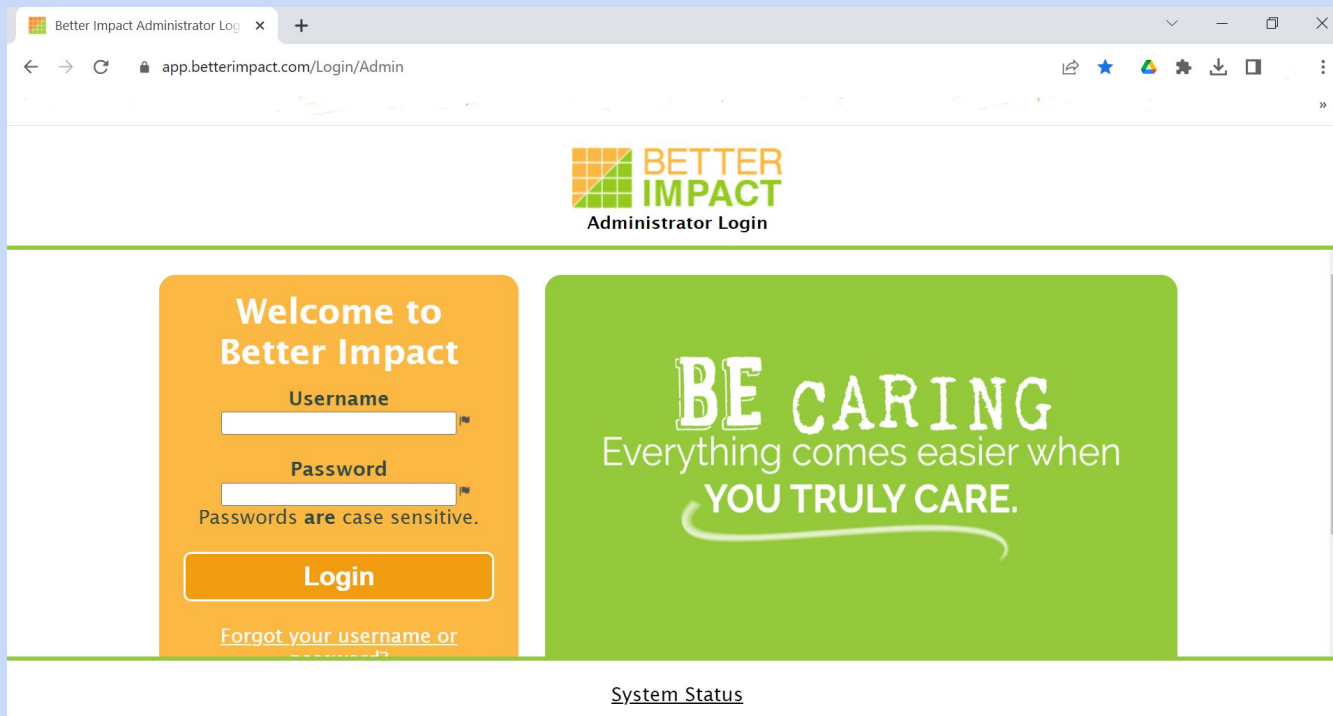


**How to Search for Volunteers' Gifts in the
Volunteer Impact Database**

Find the entry door and get the keys!

- Go to www.app.betterimpact.com/login/admin. This is the administrative door to Better Impact, our serving database. (The My Impact app gives you access only to your own volunteer records.)
- The same username and password work on both the Better Impact website and the My Impact app.
- To request username, password, or administrative access, talk to Karen or Isabel.

Log in to Better Impact through a browser



The screenshot shows a web browser window with the address bar displaying "app.betterimpact.com/Login/Admin". The page features the Better Impact logo at the top center, which consists of a green grid icon followed by the text "BETTER IMPACT" in orange and green, and "Administrator Login" below it. The main content area is split into two sections: an orange login form on the left and a green banner on the right. The login form contains the text "Welcome to Better Impact", two input fields for "Username" and "Password", a note that "Passwords are case sensitive.", a "Login" button, and a link for "Forgot your username or password". The green banner contains the text "BE CARING" in large white letters, followed by "Everything comes easier when YOU TRULY CARE." in smaller white letters. At the bottom of the page, there is a "System Status" link.

Better Impact Administrator Log

app.betterimpact.com/Login/Admin

BETTER IMPACT
Administrator Login

Welcome to Better Impact

Username

Password

Passwords are case sensitive.

Login

[Forgot your username or password](#)

BE CARING
Everything comes easier when
YOU TRULY CARE.

[System Status](#)

From the home page, click on the orange Reports icon in upper left (looks like a graph)

app.betterimpact.com/Organization/Main

Home

★ Favorites

🕒 Recent Pages

1. Personal Profile Raw Data
2. Home
3. Personal Profile Raw Data
4. Home

☎ We're here to help!

Current system status:
All Systems Operational
Subscribe to system status updates

Want to change what you see on your dashboard? Head to [Customization Preferences](#) to choose your widgets!

Status Update

📅 Birthdays (32) 📅 Anniversaries (1)

Volunteers

293	28	1361	2
Applicant	In Process	Accepted	Inactive
			52
			Archived

24 Expiring Qualifications
691 Expired Qualifications

Pinned Searches

It looks like you don't have any pinned searches set up yet! Read more about Pinned Searches and how to set them up in [this help article](#).

St. Peter Lutheran Church and School, Arlington Hts, IL

Left column, under General Reports, click “Personal Profile Raw Data”

The screenshot shows a dashboard with a top navigation bar containing icons for home, users, announcements, charts, and settings. A search bar labeled 'Find a Person' is on the right. Below the navigation is a 'Home' section with a notification banner: 'Want to change what you see on your dashboard? Head to [Customization Preferences](#) to choose your widgets!'. The left sidebar has a 'Reports' section with a red arrow pointing to 'Personal Profile Raw Data'. The main content area features a 'Status Update' widget with 'Birthdays (27)' and 'Anniversaries (1)'. Below it is a 'Volunteers' widget with four circular statistics: 293 Applicant, 28 In Process, 1360 Accepted, and 2 Inactive. A sub-statistic shows 52 Archived. At the bottom, there is a section for '23 Expiring Qualifications'. On the right, a 'Pinned Searches' widget contains a message: 'It looks like you don't have any pinned searches set up yet! Read more about Pinned Searches and how to set them up in [this help article](#).'

Home

Want to change what you see on your dashboard? Head to [Customization Preferences](#) to choose your widgets!

Reports

- Descriptions
- My Saved Reports
- Hours Reports
 - Comparisons
 - Logged Hours Raw Data
- Feedback Reports
 - Feedback - Row Layout Raw Data
 - Feedback - Column Layout Raw Data
- General Reports
 - Personal Profile Raw Data**
 - Note Log Entries Raw Data

Status Update

Birthdays (27) Anniversaries (1)

Volunteers

293 Applicant 28 In Process 1360 Accepted 2 Inactive 52 Archived

23 Expiring Qualifications

Pinned Searches

It looks like you don't have any pinned searches set up yet! Read more about Pinned Searches and how to set them up in [this help article](#).

- In “Module and Status Filters,” select only Applicant, In Process, and Accepted. This is important.
- You can skip “Communication Filters.”
- Then click the green “Add Search Criteria.”

The screenshot shows a search filter interface with two main sections: "Module and Status Filters" and "Communications Filters".

Module and Status Filters

Select None

Volunteer

<input checked="" type="checkbox"/> Applicant	<input type="checkbox"/> Inactive	<input type="checkbox"/> Archived
<input checked="" type="checkbox"/> In Process	<input type="checkbox"/> Short Term	<input type="checkbox"/> Didn't Start
<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Long Term	<input type="checkbox"/> Dismissed
		<input type="checkbox"/> Resigned
		<input type="checkbox"/> Other
		<input type="checkbox"/> Rejected
		<input type="checkbox"/> Moved
		<input type="checkbox"/> Deceased

Communications Filters

Add Search Criteria Clear Save Search

A red arrow points to the "Add Search Criteria" button, and another red arrow points to the "Applicant" checkbox.

The window that pops up is where you tell it where to look and what to look for. For discovering gifts, you have several options.

- You can search General Interests (see next slide)
- ‘Admin-originated serving notes’ is where the most info on people is the Admin-originated serving notes. (slide 9)
- You can also search any or all of the three fields where people have told us about themselves (slide 10)

You can do these searches together or separately.

If you’re not familiar with database searches, ask Karen, Isabel or someone more experienced for help!

To search General Interests

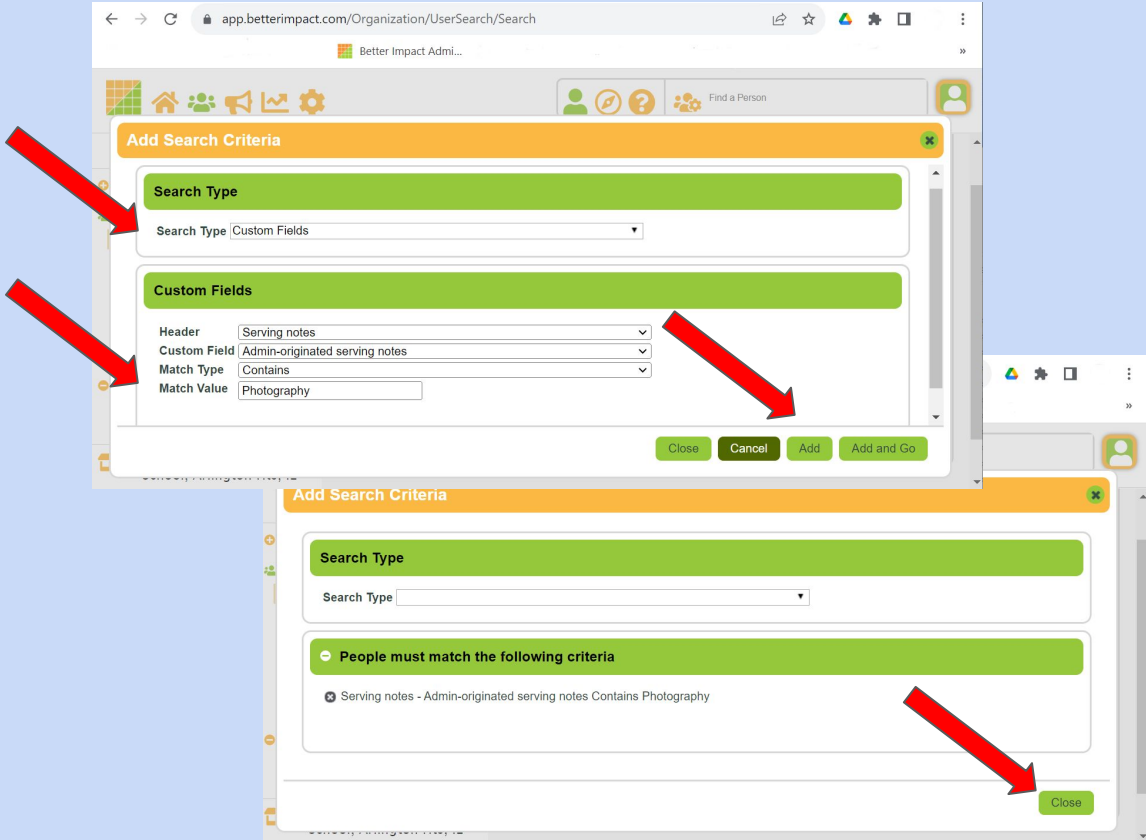
- In 'Search type,' select General Interests
- Select the appropriate interests
- Search on “any” or “all” of the interests you select.

The screenshot displays the 'Add Search Criteria' dialog box in the app.betterimpact.com application. The dialog is split into two main sections. The left section, titled 'Search Type', features a dropdown menu with 'General Interests' selected and highlighted in blue. A red arrow points from this selection to the right section. The right section, titled 'General Interests', contains radio buttons for 'Any' (selected), 'All', and 'None of the following general interests'. Below these is a 'Filter' dropdown set to 'Active'. A large list of checkboxes follows, organized in three columns. The first column includes: Select All, Artistic Gifts, Arts and Crafts, Athletics, Baking, Civic Gifts, Communication Gifts, Computers, Cooking, Critical Thinking Gifts, and Entrepreneurial Gifts. The second column includes: Heart for Children, Heart for People in Need, Heart for the Elderly, Intercultural Gifts, Interpersonal Gifts, Leadership, Management Gifts, Music, Spiritual Gift of Administration/Organization, and Spiritual Gift of Discernment. The third column includes: Spiritual Gift of Giving, Spiritual Gift of Helping, Spiritual Gift of Hospitality, Spiritual Gift of Knowledge, Spiritual Gift of Mercy, Spiritual Gift of Prophecy, Spiritual Gift of Shepherding, Spiritual Gift of Teaching/Training, and Spiritual Gift of Wisdom. At the bottom right of the dialog are four buttons: 'Close', 'Cancel', 'Add', and 'Add and Go'. A second red arrow points from the 'General Interests' section back to the 'Search Type' dropdown.

To search “Admin-originated Serving Notes”

(As you fill one field, additional fields will appear.)
Search type = Custom fields
Header = Serving Notes
Custom Field =
Admin-originated serving notes
Match = Contains
Match value = _____
(Enter a word for it to search on)
Click “Add” on the bottom right.

It will then show you the completed search criteria.
Click close.



To search 3 fields volunteers have populated

Search type = Custom fields
Header = Serving Notes
Custom Field = [Select one of the “Tell Use About...” fields
Match = Contains
Match value = _____
(Enter a word for it to search on)
Click “Add.”

Repeat for other “Tell Us About” fields or any other fields you want to search. There is an ‘occupation’ field under the ‘About You’ heading that might be helpful.

The screenshot shows a web browser window with the URL `app.betterimpact.com/Organization/UserSearch/Search`. A modal dialog titled "Add Search Criteria" is open. It features a "Search Type" dropdown menu currently set to "Custom Fields". Below this is a section titled "Custom Fields" with four rows of input fields:

Field	Value
Header	Serving notes
Custom Field	Tell us about your interests and skills.
Match Type	Contains
Match Value	Photography

At the bottom of the dialog are four buttons: "Close", "Cancel", "Add", and "Add and Go". Three red arrows are overlaid on the image: one points to the "Search Type" dropdown, another points to the "Custom Field" dropdown, and a third points to the "Add" button.

When done adding search criteria ...

Under 'Match Type,'
click the option for
matching "ANY" of
the criteria.

Click 'Close.'

The screenshot shows a web browser window with the URL `app.betterimpact.com/Organization/UserSearch/Search`. The page title is "St. Peter Lutheran Church and School" and the user is logged in as "Better Impact Admin...". The main content area is a modal dialog titled "Add Search Criteria".

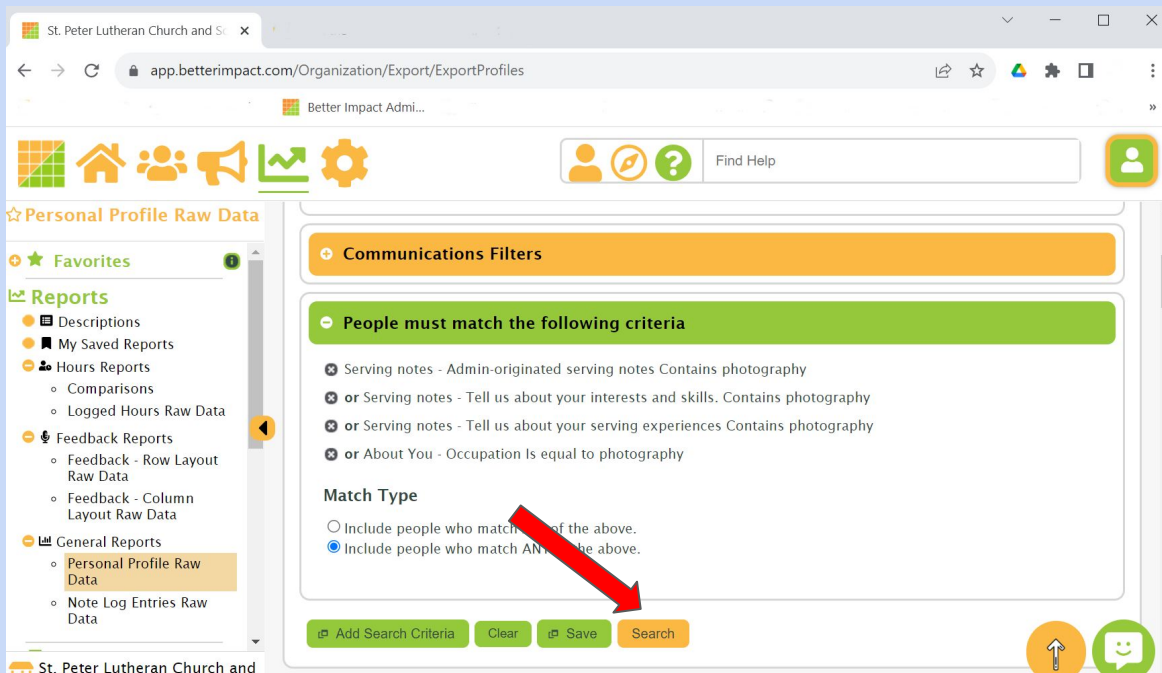
The dialog contains the following sections:

- Search Type**: A dropdown menu with the text "Search Type" and a downward arrow.
- People must match the following criteria**: A list of four criteria, each with a checked checkbox:
 - Serving notes - Admin-originated serving notes Contains Photography
 - or Serving notes - Tell us about your interests and skills. Contains Photography
 - or Serving notes - Tell us about your serving experiences Contains Photography
 - or About You - Occupation Is equal to photography
- Match Type**: Two radio button options:
 - Include people who match ALL of the above.
 - Include people who match ANY of the above.
- Close**: A green button at the bottom right of the dialog.

Two red arrows are overlaid on the image: one points to the "Include people who match ANY of the above." radio button, and the other points to the "Close" button.

Search

Click the orange “Search” button on the bottom and see what treasure is revealed!.



Search results

Hopefully, you now have some names!
But it will be more helpful if you have more than just names.

So we now ask for more info on the people whose names came up from our search.

The screenshot shows the Better Impact Admin interface. The browser address bar displays `app.betterimpact.com/Organization/Export/ExportProfiles`. The interface includes a navigation bar with icons for home, users, announcements, reports, and settings, along with a 'Find Help' search box. The left sidebar contains a 'Reports' menu with the following items:

- Descriptions
- My Saved Reports
- Hours Reports
 - Comparisons
 - Logged Hours Raw Data
- Feedback Reports
 - Feedback - Row Layout Raw Data
 - Feedback - Column Layout Raw Data
- General Reports
 - Personal Profile Raw Data
 - Note Log Entries Raw Data

A red arrow points to the 'Personal Profile Raw Data' report. The main content area shows search results for 12 people:

Search Results (12 people were found)

Select All

<input checked="" type="checkbox"/> Enz, Susan	<input checked="" type="checkbox"/> Knoll, Kenneth	<input checked="" type="checkbox"/> Padol, Katarzyna
<input checked="" type="checkbox"/> Fairs, Daniel	<input checked="" type="checkbox"/> Lacey, Erica	<input checked="" type="checkbox"/> Peterson, Isabel
<input checked="" type="checkbox"/> Fairs, Kimberly	<input checked="" type="checkbox"/> Markley, Ted	<input checked="" type="checkbox"/> Schmitz, Paul
<input checked="" type="checkbox"/> Ilyash, Andy	<input checked="" type="checkbox"/> Morrissey, John	<input checked="" type="checkbox"/> Unger, Will

Below the search results is a section titled 'Columns to Include' with a 'Hide All' button. At the bottom, there is a 'Basic Columns' section with an upward arrow icon and a chat bubble icon.

Columns to Include

What do you want to see for each individual? Scroll down to see all the options..

- Basic Columns: First and last name are automatically included. You might want to add phone, email and other info.
- Custom Fields: the four Serving Note items will be most helpful.
- General Interests: Pick interests related to your search. Selecting all is helpful, but results in an unwieldy spreadsheet!

St. Peter Lutheran Church and School, Arlington Hts, IL

Columns to Include

Hide All

Basic Columns

Select All

Name Fields

- FirstName
- LastName
- LegalFirstName
- MiddleName
- Salutation

Address and Phone Fields

- Address1
- Address2
- City
- PostalCode
- Province

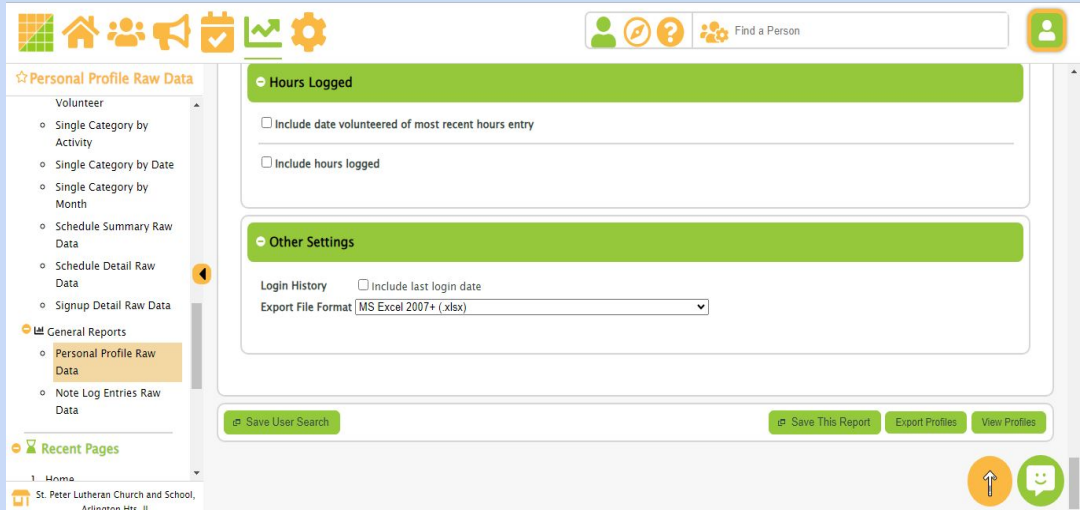
Hours Fields

- GeneralTimeLogPermission
- TimeclockTimeLogPermission
- LoggedHoursGoalNumberOff
- LoggedHoursGoalStartDate
- LoggedHoursGoalEndDate

Scroll down for more

When done selecting Columns to Include . . .

You can view the resulting profiles here on the screen and/or export them.



The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with the following items:

- ☆ Personal Profile Raw Data
 - Volunteer
 - Single Category by Activity
 - Single Category by Date
 - Single Category by Month
 - Schedule Summary Raw Data
 - Schedule Detail Raw Data
 - Signup Detail Raw Data
 - General Reports
 - Personal Profile Raw Data (highlighted)
 - Note Log Entries Raw Data
 - Recent Pages
 - 1. Home

The main content area is titled "Personal Profile Raw Data" and contains two sections:

- Hours Logged**
 - Include date volunteered of most recent hours entry
 - Include hours logged
- Other Settings**
 - Login History Include last login date
 - Export File Format: MS Excel 2007+ (.xlsx)

At the bottom of the main content area, there are three buttons: "Save User Search", "Save This Report", and "Export Profiles". Below these buttons are "View Profiles" and "View Profiles" buttons. The footer of the page displays "St. Peter Lutheran Church and School, Arlington Hills, IL" and two circular icons: an upward arrow and a smiley face.



- Read the data to get to know the people.
- All data is incomplete. Ask one of the pastors or any leader who might know more about these individuals.
- Consider adjusting your search criteria to refine or expand your search.
- Decide which people you will make personal contact with.
 - It's natural to gravitate to people we know. But this unintentionally hinders people not yet well known but just as eager to serve.
- See Karen for more help.

Last but definitely not least.....

Help the rest of us by relating what you learn!

When you talk to people about your volunteer opportunity, you're highly likely to learn something helpful to the next person's search. Leave a message for Karen (x137) or Isabel (x157) with this type of serving notes:

- “Phyllis said this is right up her alley but she just took on a new role at work so now is not a good time.”
- “Al was not interested, but said he particularly loves teaching photography to kids.”
- “Kevin is only available on weekends.”
- “Anna said her friend [name] would enjoy this type of volunteering.”



- For partnering with volunteers
 - You're expanding our ministry as well as your own!
- For giving people an opportunity to serve
 - You're blessing them
- For using and contributing to our database
 - It helps the rest of us with our recruiting
- For all you do serving Jesus in everyday life and here at St. Peter.