

Volunteer Profiles

	Volunteer Impact	Option 2	Option 3
Maximum number of volunteer profiles allowed	Unlimited		
Find volunteers with a portion of their name from any screen	✓		
General contact information	✓		
Volunteer photograph	✓		
Number of custom fields allowed - short text	Unlimited		
Number of custom fields allowed - long text	Unlimited		
Number of custom fields allowed - date	Unlimited		
Number of custom fields allowed - numeric	Unlimited		
Number of custom fields allowed - check box	Unlimited		
Number of custom fields allowed - drop down list	Unlimited		
Number of custom fields allowed - file upload	Unlimited		
Number of custom vetting fields that facilitate volunteer self scheduling	Unlimited		
Alerts when certifications or similar elements are soon to expire	✓		
Hide selected fields from the volunteer's view in MyVolunteerPage.com	✓		
Track volunteer interests	✓		
Track volunteer availability	✓		
Select a record and then take actions like view, edit, delete or e-mail	✓		
Select multiple records and make data changes to all selected records	✓		
Volunteer profiles can contain fields common across all departments/locations	✓		
Volunteer profiles can contain fields unique to specific departments /locations	✓ E		
Exporting of all volunteer profile data or selected portions of it into csv files or spreadsheets	✓		
Volunteer contact details export	✓		
Volunteer custom field data and qualifications export	✓		
Volunteer schedule export	✓		
Volunteer hours log and feedback export	✓		

E = Enterprise Edition Only

Application Forms

	Volunteer Impact	Option 2	Option 3
Graphic banner to brand the volunteer experience to your organisation	✓		
Options to add your organisation's colors to various areas of the form	✓		
Automated email upon volunteer application	✓		
Number of custom fields allowed - short text	Unlimited		
Number of custom fields allowed - long text	Unlimited		
Number of custom fields allowed - date	Unlimited		
Number of custom fields allowed - numeric	Unlimited		
Number of custom fields allowed - check box	Unlimited		
Number of custom fields allowed - drop down list	Unlimited		
Number of custom fields allowed - file upload	Unlimited		
Number of volunteer applications form templates	3 & 3/Act in E		
Volunteer policy waiver required upon applying (configurable)	✓		

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Organisation Profiles

	Volunteer Impact	Option 2	Option 3
Customisable Limited Access Administrators who cannot access all functions in the software	✓		
Maximum number of administrators	Unlimited		
Extra cost for additional administrators	No		
Internal Document Library – File storage for internally accessible documents	✓		
Volunteer Document Library – File storage documents accessible to volunteers	✓		
Default settings for hours log permissions	✓		
Email Templates	✓		
Activity Templates	✓		
Activity Schedule Templates	✓		
Time zone (to ensure all time and date calculations are accurate)	✓		
Separate and optional Client Impact module (within the same database) to store client data	✓		
Separate and optional Member Impact module (within the same database) to store membership information	✓		
Separate and optional Donor Impact module (within the same database) to store donor data	✓		
Customise the software differently for different departments, programs or locations	✓ E		
Customisable Activity meta tags(Classifications that help volunteers when searching of volunteer opportunities across the entire Enterprise)	✓ E		

Communications

	Volunteer Impact	Option 2	Option 3
Email individual volunteers directly from the software	✓		
Email volunteers based on a customisable set of filters	✓		
Merge 'First Name' into email	✓		
Email templates that can be saved and used as needed	✓		
Text formatting (font, size and colours) supported in emails	✓		
Links and attachments supported in emails	✓		
Photo insertion supported in emails	✓		
Automatic custom e-mails are generated when volunteers first apply			
SMS texting to all or a selected portion of volunteers	✓*		
Record of emails and texts sent are stored in the software	✓		
Volunteers on a committee can email the rest of the committee without knowing their email addresses (if allowed by administrator)	✓		
Automated shift reminder emails	✓		

*Optional and fees apply beyond 500 texts per year.

Searching

	Volunteer Impact	Option 2	Option 3
Search using any information in the volunteer profile as a filter	✓		
Save frequently used searches	✓		
Pin the most frequently used searches to your main page dashboard	✓		
Including dynamic date references in searches (e.g. last month)	✓		

Rostering

	VI	Opt 2	Opt 3
Calendar that displays current rosters, open slots and placed volunteers	✓		
Prequalified volunteers can self-schedule according to your needs and preset rules	✓		
Calendar can be viewed by day, week, or month	✓		
Scheduling conflicts are displayed	✓		
Volunteers with expired certifications can't register for opportunities that require them.	✓		
View all volunteers who are currently active, available and ready to volunteer for a shift	✓		
Ongoing slots can use patterns, like "Weekdays, 9-12 and 12-3"	✓		
Shifts and positions can be set to accept a predefined maximum number of volunteers.	✓		
At-a-glance view of which days need schedule slots filled & how many	✓		
Find qualifying volunteers for each position using previously created (or new) searches	✓		
Filters or suggestions for the most qualified volunteer based on skills, availability, etc.	✓		
Print rosters by date range, volunteer, opportunity or department	✓		
Copy opportunities to save data entry	✓		
Create schedules for new roles from pre-saved templates	✓ E		
Groups can be scheduled such that the group consumes the appropriate number of spots on the shift	✓		
View schedules on screen	✓		
Gaps in schedule displayed visually and numerically	✓		
Export schedules as PDF, Word or Excel	✓		
Volunteers can sync their volunteer schedule with their calendar in Outlook, Gmail etc.	✓		

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Role Profiles

	Volunteer Impact	Option 2	Option 3
Ability to group similar roles together	✓		
Publicly viewable descriptions (if desired)	✓		
Privately viewable descriptions - only visible to volunteers assigned to the role (if desired)	✓		
Activity Type Option - No Schedule	✓		
Activity Type Option - No Schedule but Seasonal	✓		
Activity Type Option - Single Shift	✓		
Activity Type Option - Multiple Unrelated Shifts	✓		
Activity Type Option - Recurring Shift Pattern	✓		
Bulk changes to role and schedule profiles	✓		
Control over which volunteers can see the role and/or schedule online	✓		
Internal comments field visible to administrators only	✓		
Feedback fields associated with each volunteer shift (if desired)	✓		
Customisable classifications to assist volunteers searching for opportunities across large organisations	✓ E		

eLearning Module

	VI	Opt 2	Opt 3
Add text, embedded videos, images and/or pdfs	✓		
Create a quiz with multiple choice questions	✓		
Set a passing score and permission to repeat the quiz	✓		
A qualification in the volunteer profile updates automatically	✓		

Tracking and Reporting

	VI	Opt 2	Opt 3
Touch screen time-clock with feedback and output reporting	✓		
Mobile phone hours reporting with feedback and output reporting	✓		
View and print volunteer hours and volunteer numbers by date range, volunteer, position and department	✓		
View and print volunteer hours & volunteer numbers by type of role across a region or entire enterprise	✓ E		
Filter reporting by multiple criteria, including volunteer profile data	✓		
Track and report on the outputs related to relevant volunteer activities	✓		
Track volunteer reported incidents or comments by volunteer, position and department	✓		
Track expenses incurred by volunteers	✓		
Volunteers can log hours through their volunteer portal and generate an hours report (admin verification if needed)	✓		
Generate reports based on any profile data including custom fields	✓		
Store relevant date ranges in saved searches in reports (e.g. last month)	✓		
Build your own comparison reports on hours outputs	✓		
Track efficiencies (outputs per hour of volunteer time)	✓		
View reports on screen	✓		
Export reports as PDF, Word or Excel	✓		
API available	✓		

Technology and Security

	VI	Opt 2	Opt 3
Completely web-based. No installation on your computers required	✓		
CSAE4316 hosting facility certification	✓		
Regional points of presence to speed up content delivery of non-data items	✓		
Nightly offsite backup	✓		
5 year uptime (exclusive of planned upgrades and maintenance)	99.997		
Data encrypted in transit over the internet (backwards compatible to 128 bit SSL)	256bit SSL		
Data encrypted at rest on the server (as of April 2018)	✓		
Passwords encrypted (such that not even the vendor can read them)	✓		
Strong password requirement for administrators	✓		
Configurable session time-out for administrators	✓		
24x7x365 server monitoring to detect and prevent intrusion attempts on servers	✓		
Annual third party penetration tests on the servers	✓		
All data storage compliant with Australian privacy regulations	✓		

Volunteer Portal

	VI	Opt 2	Opt 3
Branded with the organisation's colours and graphic banner	✓		
Branded log-in page	✓		
Update profile fields (selected to be visible by the administrator)	✓		
View schedule	✓		
Sign up for new shifts (is self-scheduling is allowed by the administrator for this role)	✓		
Log hours (if permission has been given by the administrator)	✓		
Provide answers to role specific feedback questions	✓		
Available on a computer, tablet or smartphone	✓		
Compliant with WCAG 2.0 AA and provincial accessibility standards	✓		

Client Module (Optionally available with Volunteer Impact)

	Volunteer Impact	Option 2	Option 3
Look up clients with a portion of their name from any screen	✓		
General contact information	✓		
Client photograph	✓		
Number of custom fields allowed - short text	Unlimited		
Number of custom fields allowed - long text	Unlimited		
Number of custom fields allowed - date	Unlimited		
Number of custom fields allowed - numeric	Unlimited		
Number of custom fields allowed - check box	Unlimited		
Number of custom fields allowed - drop down list	Unlimited		
Number of custom fields allowed - file upload	Unlimited		
Select multiple records and make data changes to all selected records	✓		
Client profiles can contain fields common across all departments / locations	✓		
Client profiles can contain fields unique to specific departments / locations	✓ E		
Export all client profile data or selected portions of it into csv files or spreadsheets	✓		
Maximum number of client profiles allowed	Unlimited		
Link volunteers to clients	✓		

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