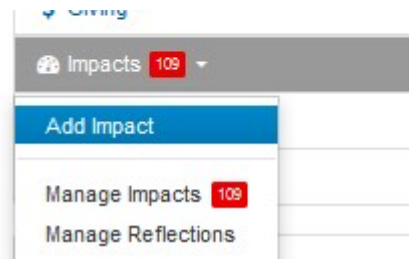


Adding Impacts for A Group

If you want to add an impact (record of service) for your entire group/team or a large number of your members, using the Import Impact feature is the best option. Using a CSV file, you can upload an Impact to multiple members at once.

From the menu on the left side of your Dashboard select **Add Impact** from the **Impacts** drop down

Then choose the **Import** tab at the top of the **Impacts** page



User Group **Import**

Download and fill in the CSV template

The only required information is:

- Email Address
- First Name
- Last Name
- Hours Served
- Start Date Year, Month, Day + Time

1. Select your csv file (?)

To import correctly, the csv file must have the following columns (headers named EXACTLY the same)

1. External ID (optional - e.g. Student ID)
2. Impact ID (optional)
3. Email Address*
4. First Name*
5. Last Name*
6. Hours Served (required if category is "time" or "training")
7. Start Date Year* (YYYY)
8. Start Date Month* (MM)
9. Start Date Day* (DD)
10. Start Date Time* (HH:MM:SS) (24 Hour Time)
11. End Date Year (YYYY) (required if category is "time" or "training")
12. End Date Month (MM) (required if category is "time" or "training")
13. End Date Day (DD) (required if category is "time" or "training")
14. End Date Time (HH:MM:SS) (24 Hour Time) (required if category is "time" or "training")
15. Feedback (optional)
16. Personal Notes (optional)
17. Event ID (optional)
18. Shift ID (optional) (Event Id is required if Shift Id is present)
19. Category (optional) - (Allowed Values: time, money, goods, training, other)
20. Shared With Group ID (optional)
21. Dollar Amount (required if category is "money")
22. Anonymous (Yes/No) (optional)
23. Honor/Memorial Name (optional)
24. Donated Goods (required if category is "donated goods")
25. Other Outcome (optional)
26. Payment Type (optional) - (Allowed values: donated, raised)
27. CF_XXX (optional - XXX stands for custom field ID e.g. CF_11, CF_12, ...)

[Download CSV Template For Import](#)

Browse... No file selected.

Import

Once you've completed the CSV, select the file via **Browse** and then **Import**

An impact will now be added to each user in your CSV!

Quick Tip:

For a quick way to get the first name, last name, and email of all of your members, remember that you can export a list using the Export feature in the Users menu.

