

Creating an Opportunities for Renewal report

It is very simple to create a report to list all Expired opportunities, using the standard “New Opportunities” report as a base.

1. This is the Opportunities for Renewal report which is part of V-Base Cloud. However it doesn't have any print or export options.

Export opportunities for x Opportunities for Renewal

https://v-base.org/snvb/opportunities-for-renewal

snvb Supporting voluntary activity V-Base Cloud

My account Log out

Home Search New Applications Reports Mailings Administration

Home » Opportunities for Renewal

Displaying 1 - 50 of 315.

Title

Sort by Expiry Date Order Desc

Search

Title	For	By	Apply To	Status	Expiry Date	Actions
2016 Northants 5K Race Series Volunteers	Northamptonshire Sport	Volunteer Centre Towcester	Volunteer Centre Towcester	Expired	24/06/2016 - 01:00	
Master Composters: Helping to 'green' your local community	South Northamptonshire Council	Volunteer Centre Towcester	Volunteer Centre Towcester	Expired	17/06/2016 - 01:00	
Marketing & Publicity Coordinator	Towcester Museum	Volunteer Centre Towcester	Volunteer Centre Towcester	Expired	17/06/2016 - 01:00	
Festivalmakers	Towcester Food Festival	Volunteer Centre	Volunteer Centre	Expired	13/06/2016 - 01:00	

https://v-base.org/snvb/opportunities-for-renewal

2. To create a new report, select Reports > Reports and click “New Opportunities – Current Year”

Export opportunities for x New Opportunities - Cur

https://v-base.org/snvb/civcrm/report/instance/41?reset=1

snvb Supporting voluntary activity V-Base Cloud

My account Log out

Home Search New Applications Reports Mailings Administration

Home » CivCRM » Report » Instance » New Opportunities - Current Year

New Opportunities - Current Year

Report Criteria

Report Settings

Print Report PDF Export to CSV

Next > Last >> Records 1 - 50 of 74 Page 1 of 2

Opportunity Title	Opportunity Type	Created Date	Owner Organisation	Apply Organisation	For Organisation	Opportunity Status
Parallel Event Volunteer	Opportunity	2016-08-05 10:54:11	Livability	Livability	Livability	Live
Shop and Cafe Volunteer	Opportunity	2016-08-02 15:26:50	Volunteer Centre Towcester	Volunteer Centre Towcester	Westbury Community Shop and Cafe Ltd	Live
Minibus driver ten pin bowling	Opportunity	2016-08-01 13:47:09	Volunteer Centre Towcester	Volunteer Centre Towcester	Leonard Cheshire Disability - South Northants	Live
ITCanHelp volunteer	Opportunity	2016-07-29 14:28:20	AbilityNet - ITCanHelp	AbilityNet - ITCanHelp	AbilityNet - ITCanHelp	Live
ITCanHelp volunteer	Opportunity	2016-07-29 14:18:04	AbilityNet - ITCanHelp	AbilityNet - ITCanHelp	AbilityNet - ITCanHelp	Live
ITCanHelp volunteer	Opportunity	2016-07-29 14:14:06	AbilityNet - ITCanHelp	AbilityNet - ITCanHelp	AbilityNet - ITCanHelp	Live
ITCanHelp volunteer	Opportunity	2016-07-29 14:00:55	AbilityNet - ITCanHelp	AbilityNet - ITCanHelp	AbilityNet - ITCanHelp	Live
ITCanHelp volunteer	Opportunity	2016-07-29 13:43:17	AbilityNet - ITCanHelp	AbilityNet - ITCanHelp	AbilityNet - ITCanHelp	Live

3. Click on Report Criteria
 - a. Untick “Created Date” in Display Columns area
 - b. Change “Created Date” option to “Choose Date Range” in Set Filters area
(this gives all opportunities)

Home » CiviCRM » Report » Instance » New Opportunities - Current Year

New Opportunities - Current Year

Report Criteria

Display Columns

Opportunity Title Opportunity Type Created Date

Opportunity Details

Set Filters

Opportunity: Is one of

Created Date: This Year

Print Report PDF Export to CSV

Next > Last >> Records 1 - 50 of 74 Page 1 of 2

Opportunity Title	Opportunity Type	Created Date	Owner Organisation	Apply Organisation	For Organisation	Opportunity Status
Parallel Event Volunteer	Opportunity	2016-08-05 10:54:11	Livability	Livability	Livability	Live
Shop and Cafe Volunteer	Opportunity	2016-08-02 15:26:50	Volunteer Centre Towcester	Volunteer Centre Towcester	Westbury Community Shop and Cafe Ltd	Live
Minibus driver ten pin bowling	Opportunity	2016-08-01 13:47:09	Volunteer Centre Towcester	Volunteer Centre Towcester	Leonard Cheshire Disability - South Northants	Live
ITCanHelp volunteer	Opportunity	2016-07-29 14:28:20	AbilityNet - ITCanHelp	AbilityNet - ITCanHelp	AbilityNet - ITCanHelp	Live
ITCanHelp volunteer	Opportunity	2016-07-29 14:18:04	AbilityNet - ITCanHelp	AbilityNet - ITCanHelp	AbilityNet - ITCanHelp	Live
ITCanHelp volunteer	Opportunity	2016-07-29 14:14:06	AbilityNet - ITCanHelp	AbilityNet - ITCanHelp	AbilityNet - ITCanHelp	Live

4. Click “Opportunity Details” (just above Set Filters area)
 - a. Tick “Advertise End Date”

Home » CiviCRM » Report » Instance » New Opportunities - Current Year

New Opportunities - Current Year

Report Criteria

Display Columns

Opportunity Title Opportunity Type Created Date

Opportunity Details

<input type="checkbox"/> External ID	<input type="checkbox"/> Is Deactivated?	<input checked="" type="checkbox"/> Owner Organisation	<input type="checkbox"/> Own ID
<input checked="" type="checkbox"/> Apply Organisation	<input type="checkbox"/> Contact Telephone	<input type="checkbox"/> Contact Email	<input checked="" type="checkbox"/> For Organisation
<input type="checkbox"/> Location Name	<input type="checkbox"/> Requirements	<input type="checkbox"/> Suitabilities	<input type="checkbox"/> Interests
<input type="checkbox"/> Opportunity Commitment	<input type="checkbox"/> Skills Gained	<input checked="" type="checkbox"/> Opportunity Status	<input type="checkbox"/> Location ID
<input type="checkbox"/> Contact Name	<input type="checkbox"/> Skills Required	<input type="checkbox"/> Geographical Area	<input type="checkbox"/> Activities
<input type="checkbox"/> Availability Slots	<input type="checkbox"/> Location Type	<input type="checkbox"/> Region	<input type="checkbox"/> Age/Gender restrictions
<input type="checkbox"/> Age/Gender Restrictions	<input type="checkbox"/> Disabled Access	<input type="checkbox"/> Practical Considerations	<input type="checkbox"/> What are they looking for?
<input type="checkbox"/> Disabled Access Comments	<input type="checkbox"/> Opportunity_Address Line 1	<input type="checkbox"/> Equal Opportunities Policy	<input type="checkbox"/> Opportunity County
<input type="checkbox"/> Opportunity_Address Line 2	<input type="checkbox"/> Opportunity Postcode	<input type="checkbox"/> Opportunity City	<input checked="" type="checkbox"/> Advertise End Date
<input type="checkbox"/> Places Available	<input type="checkbox"/> Updated Date	<input type="checkbox"/> Rating	<input type="checkbox"/> Opportunity Tags
<input type="checkbox"/> Working from home	<input type="checkbox"/> Advertise Start Date	<input type="checkbox"/> Rating Count	<input type="checkbox"/> Equal Opportunities Policy Comments
<input type="checkbox"/> Expenses	<input type="checkbox"/> Expenses Comments	<input type="checkbox"/> Monetary Value per hour	<input type="checkbox"/> Induction
<input type="checkbox"/> Opportunity Directions	<input type="checkbox"/> Induction Comments	<input type="checkbox"/> Opportunity Phone	<input type="checkbox"/> Opportunity Fax
<input type="checkbox"/> Insurance Cover	<input type="checkbox"/> Opportunity Email	<input type="checkbox"/> Insurance Cover Comments	<input type="checkbox"/> Support on offer
<input type="checkbox"/> Support on offer Comments	<input type="checkbox"/> Training	<input type="checkbox"/> Training Comments	

Set Filters

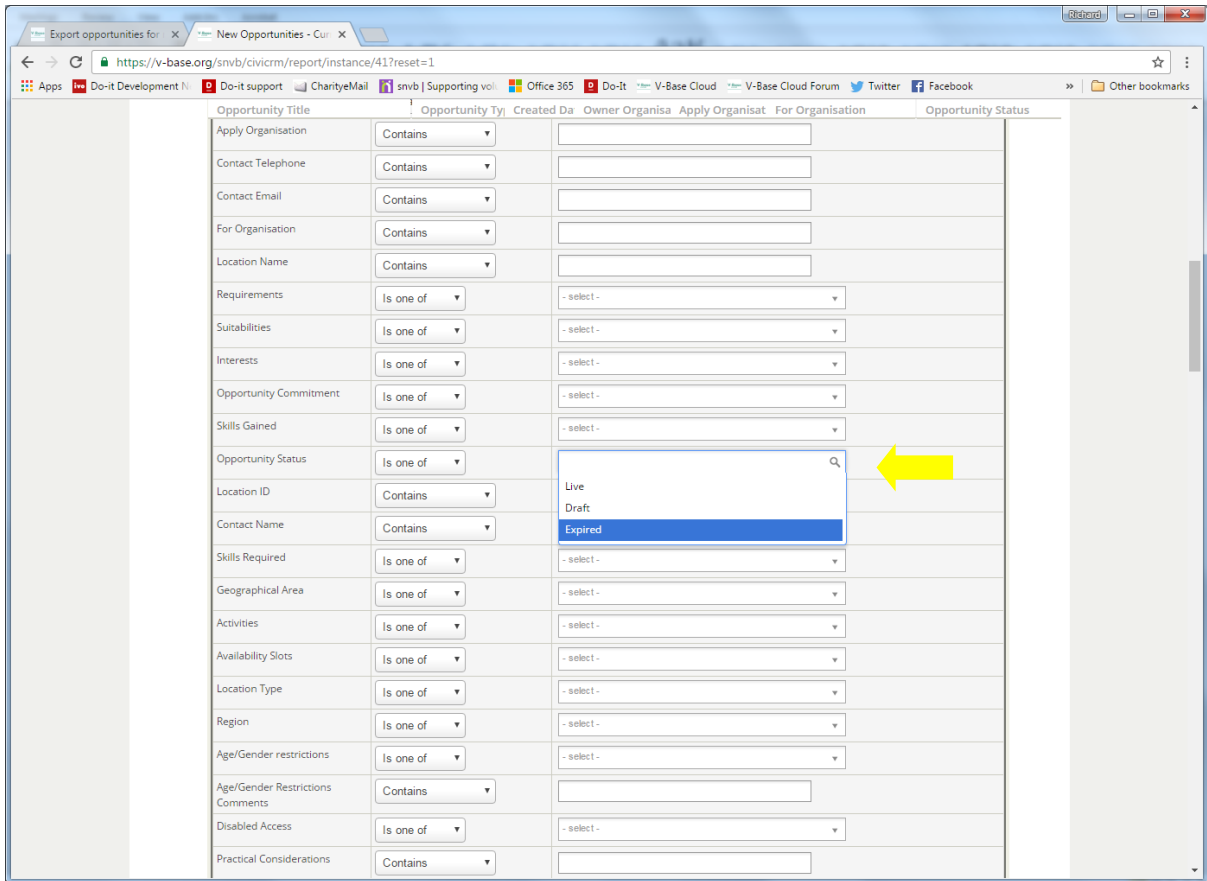
Opportunity: Is one of

Created Date: This Year

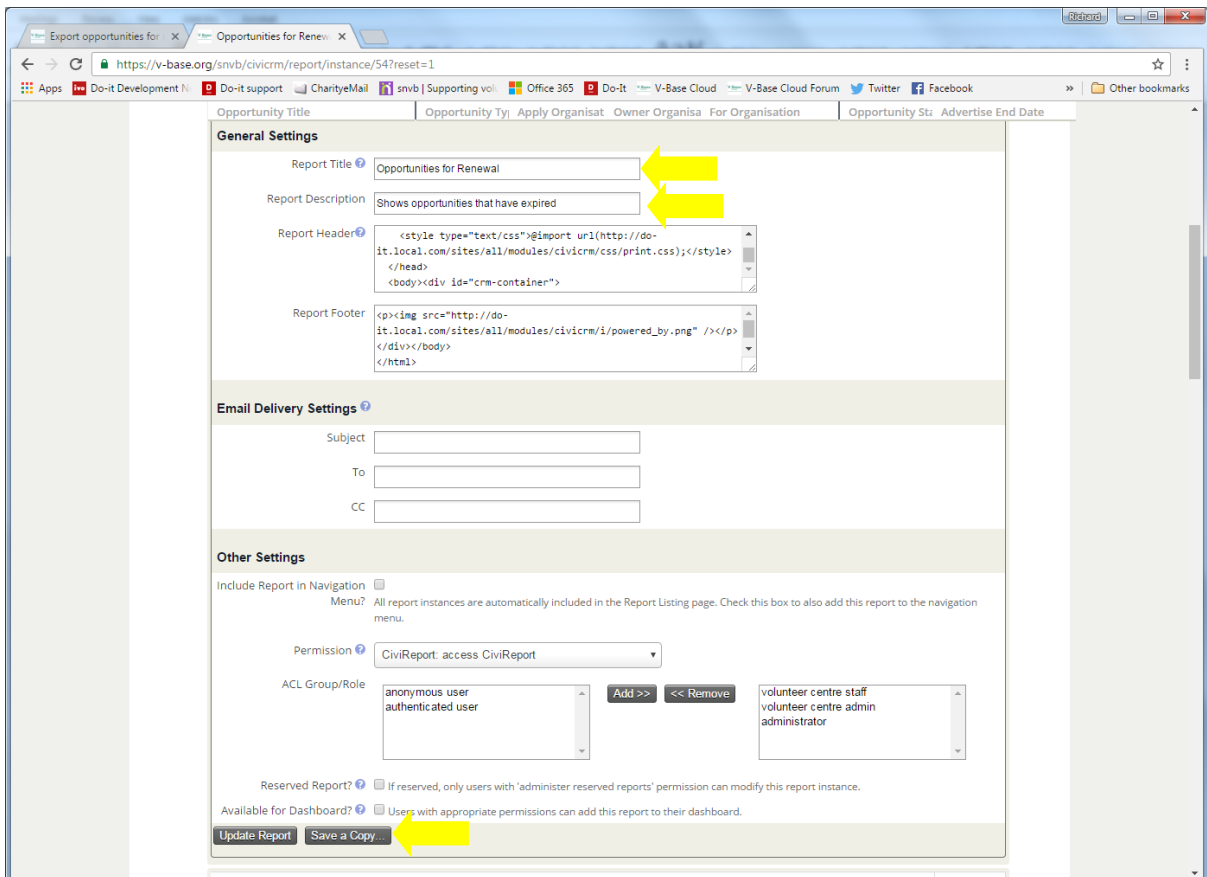
Opportunity Details

Preview Report

5. Click "Opportunity Details" (below Set Filters area)
 - a. Set "Opportunity Status" to "Is one of Expired"



6. Click "Report Settings"
 - a. Change "Report Title" and "Description"
 - b. Click "Save a Copy"



7. Your new report will now be displayed.
 - a. You can find it and run it at any time in Reports > Reports > Opportunities
 - b. Just use the PDF or Export to CSV buttons to produce hard copy.
 - c. It's also simple to create another report to show Opportunities expiring in the current month (say) by removing "Expired" as a criteria for "Status" and choosing "This Month" for "Advertise End Date"

Home » CiviCRM » Report » Instance » Opportunities for Renewal

Opportunities for Renewal

Report Criteria
Report Settings

Print Report PDF Export to CSV

Opportunity Status Is Expired

Next > Last >> Records 1 - 50 of 201 Page 1 of 5

Opportunity Title	Opportunity Type	Apply Organisation	Owner Organisation	For Organisation	Opportunity Status	Advertise End Date
2016 Northants 5K Race Series Volunteers	Opportunity	Volunteer Centre Towcester	Volunteer Centre Towcester	Northamptonshire Sport	Expired	June 24th, 2016
Archives Volunteer	Opportunity	Volunteer Centre Towcester	Volunteer Centre Towcester	Brackley Town Council-Regeneration Project	Expired	March 28th, 2016
Treasurer	Opportunity	Volunteer Centre Towcester	Volunteer Centre Towcester	Towcester Museum	Expired	November 20th, 2015
Inspirational Helpers	Opportunity	Volunteer Centre Towcester	Volunteer Centre Towcester	Scout Association, Grafton & District	Expired	September 14th, 2016
Short-term Host, Cultural Exchange Days & Weekends	Opportunity	Volunteer Centre Towcester	Volunteer Centre Towcester	HOST UK, South Northants	Expired	August 12th, 2016
Computer Co-ordinator	Opportunity	Volunteer Centre Towcester	Volunteer Centre Towcester	Re-Homing Animals in Need (R.A.I.N)	Expired	August 10th, 2016
Fundraiser	Opportunity	Volunteer Centre Towcester	Volunteer Centre Towcester	Re-Homing Animals in Need (R.A.I.N)	Expired	August 10th, 2016
Voluntary Management Committee Member/Chairperson	Opportunity	Volunteer Centre Towcester	Volunteer Centre Towcester	Little Oaks Pre-School	Expired	August 31st, 2016
Fundraiser	Opportunity	Volunteer Centre Towcester	Volunteer Centre Towcester	DISC - Disability Inclusive Sports Club	Expired	June 8th, 2016
Events Coordinator	Opportunity	Volunteer Centre Towcester	Volunteer Centre Towcester	The PSP Association	Expired	December 1st, 2015
Choir Members	Opportunity	Volunteer Centre Towcester	Volunteer Centre Towcester	Leonard Cheshire Disability - South Northants	Expired	May 28th, 2016
Refriending Volunteer	Opportunity	Volunteer Centre	Volunteer Centre	Leonard Cheshire	Expired	May 28th