

AARP VOLUNTEER PORTAL - REPORTS

Running REPORTS from AARP Volunteer Portal

1. Portal Home Screen:



Click REPORTS to open the reports menu

2. Default Report Screen:

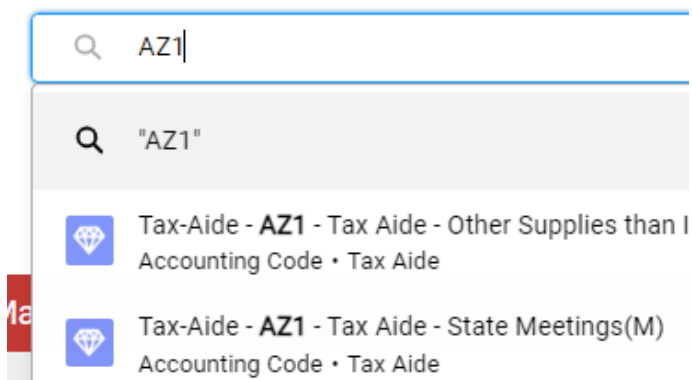
Your screen will show the most recent reports you have requested.

REPORTS	Report Name	Description	Folder
Recent	AZ1: Prospects - Active		Tax-Aide: Prospects - Active
Created by Me	TA - R10 - AZ1 - Volunteers	All active volunteers with an active assignment in AZ1.	Tax-Aide
Private Reports			
All Reports	AZ1: Prospects - On Hold		Tax-Aide: Prospects - On Hold

The default is "Recent". You can select other report options, such as "All Reports".

3. All Reports:

This is the starting point to search for a report you have not previously requested Enter "AZ1" in the Search box at the top of the screen to view a list of reports that pertain to AZ.

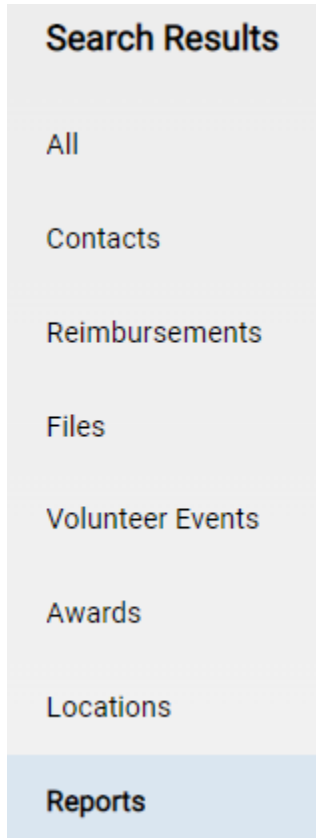


The results will show EVERYTHING in the Portal Database, which as "AZ1" in the document.

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4. Filter for “Reports”:

Locate and click “Reports” in the left side menu



The screen will filter the results to show only reports that contain AZ1

5. Locate the Report:

Search the filtered results to locate the report you are seeking. (see next page sample)

NOTE: Your results will vary depending upon your assignment

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Reports

38 Results • Sorted by Relevance ▼

REPORT NAME

[APPT: TA-R10-AZ1](#)

[AZ1: Prospects - Active](#)

[AZ1: Vol & PV Certification Status](#)

[AZ1: Prospects - On Hold](#)

[AZ1: All PVs and Vols Cert \(Pie Chart\)](#)

[AZ1: Pending Approvals](#)

[TA - R10 - AZ1 - Volunteers](#)

[AZ1: Prospects - No Match](#)

[TA-R10-AZ1 2022 Volunteer Reg. Form](#)

Click on the report you wish to run. Some of the more common reports are:

- a. AZ1: Prospects – Active
- b. AZ1: Prospects – On Hold
- c. AZ1: Prospects – No Match
- d. AZ1: Volunteer – Leave of Absence