

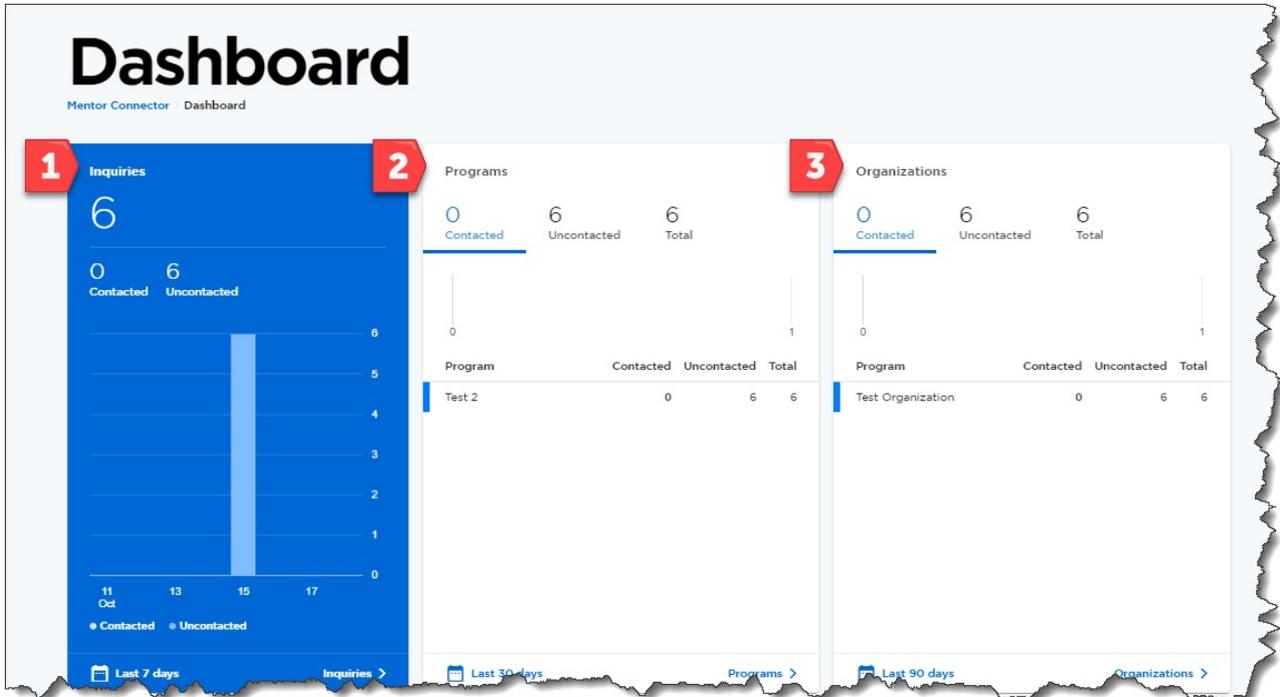
Dashboard & Data Export

Dashboard

The Dashboard is a great new feature of Mentor Connector, which serves as a convenient way to visualize your data at a glance.

The dashboard **displays the sum of contacted and un-contacted inquiries** in 3 different formats and views:

1. Per date across all your programs (Left table)
2. Sum of contacted & uncontacted inquiries per program (Central table)
3. Sum of contacted & uncontacted inquiries per organizations (Right table)



Only organization administrators can view data from the Organization table (right table).

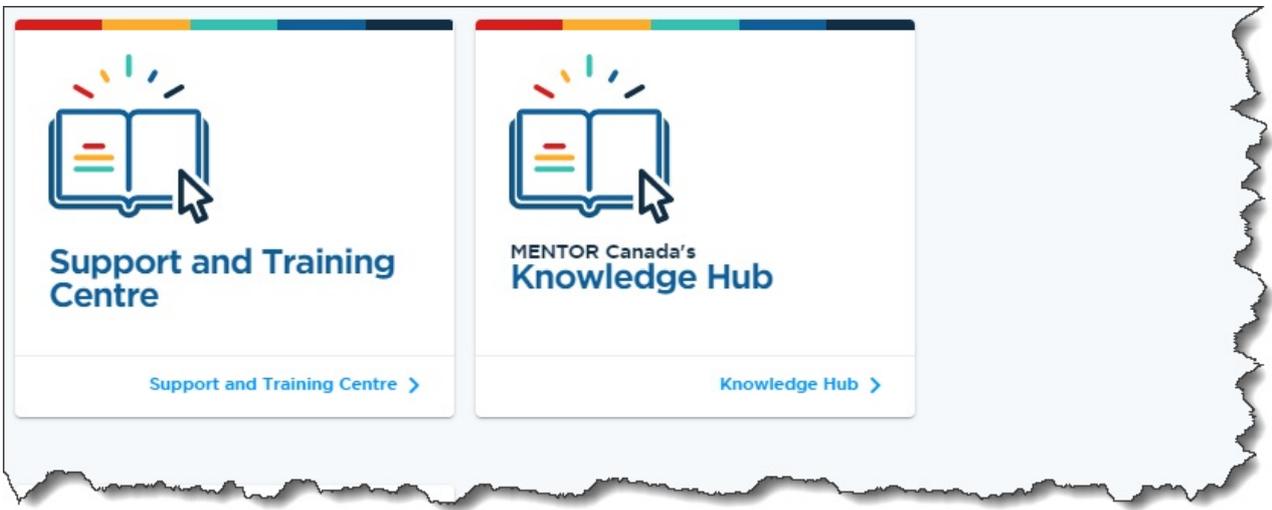
There is a calendar filter at the bottom of each table to display information for a specific time frame.

You will also notice a shortcut to the Inquiries, Programs and Organization tabs.

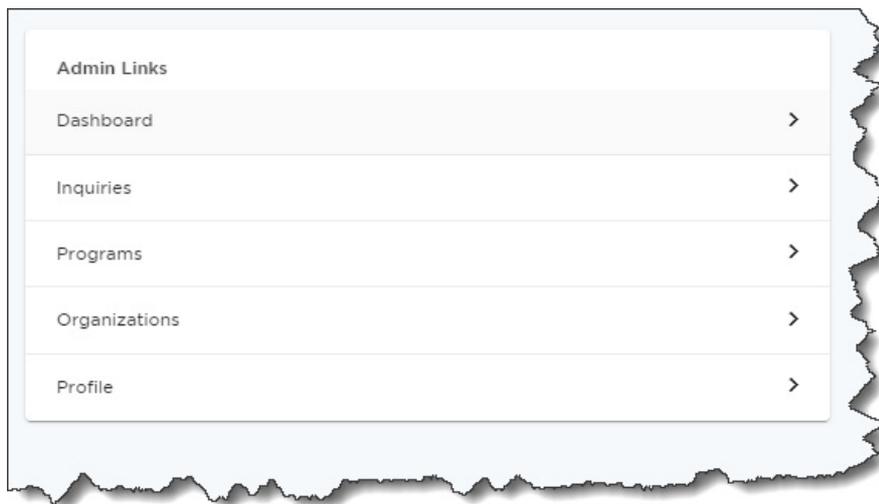


Dashboard Resources

The Dashboard view also provides links via display cards to Mentor Canada's Knowledge Hub and the Support and Training Centre.



Right underneath the Resource Cards, program administrators will find shortcuts to access the other sections of Mentor Connector.



Exporting Data

Mentor Connector has a feature that allow administrators to export data as CVS files.

Data can be imported from the following tabs:

- Inquiries
- Programs
- Organizations

To export data from one of the above-mentioned tabs, look for the following export symbol at the bottom of the page.

Programs

Programs (2)

Name	Organization	Contact	Status	Responsiveness Tier	Source	Created
Test 2	Test Organization Robert	Marie Test	Approved	1	Mentor Connector	2021-12-20
Second Test Program Robert	Test Organization Robert	Emily Test	Approved	4	Mentor Connector	2021-12-15



The CVS file contains much more information than what is displayed on the current page. The file contains the field entries from the inquiries, programs and organization submission.

Example of an export from the Programs' tab:

A	B	C	D	E	F	G	H	I	J	K	L
Program Name	Program Description	Mentor Role Description	Organization	Currently Accepting Mentors, Organization	First Name	Last Name	Position	Email	Phone	Alternate Phone	How is this program delivered?
Test 2	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam vitae sem et velit pellentesque imperdiet id sit amet justo. Phasellus lobortis mi magna, non sollicitudin mauris elementum a. Cras viverra varius fermentum. In suscipit venenatis augue, quis vulputate justo semper vitae. Pellentesque ullamcorper odio ut hendrerit interdum. Fusce ut dolor ultrices arcu imperdiet cursus porttitor sit amet leo. Duis ullamcorper lectus justo, commodo scelerisque nulla auctor et. Sed convallis accumsan erat in maximus.	Suspendisse lacinia, diam eget malesuada condimentum, turpis nisl bibendum lacus, non rutrum ante metus a augue. Curabitur malesuada augue enim, bibendum maximus nibh consectetur et. Ut non neque luctus diam tincidunt porttitor vitae eu turpis. Suspendisse potenti.	Test Organization	Mentors, Mentees	Jane	Doe	Program Manager	test25-progradmi@mentoringcanada.ca	555-555-5555		E-mentoring program offered virtually
Test Program	test program	test	Test Organiza	Mentors	Jane	Doe	Program Manager	test25-progradmi@mentoringcanada.ca	555-555-5555		E-mentoring program offered virtually

🔄Revision #10

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