Index of Available Owl Life Reports

This document contains a full list of available reports (accessible by request) from within the Owl Life System (as of June 2020):

List of Reports

Organization By Category ........................................................................................................................................2
Organization By Interest ..........................................................................................................................................2
Organization Roster ..................................................................................................................................................2
Service Hours By User .............................................................................................................................................2
Services Hours By Organization .............................................................................................................................2
All Events .................................................................................................................................................................3
Attendance by Event .................................................................................................................................................3
Events By Organization ........................................................................................................................................3
Events By Category .................................................................................................................................................3
Involved Users ..........................................................................................................................................................4
All Users .................................................................................................................................................................4
User Involvement ...................................................................................................................................................4
Users by System Position Template ......................................................................................................................4
User Self-Reported Experiences ............................................................................................................................5
Users by Path Progress ..........................................................................................................................................5
Users By Event Attendance ....................................................................................................................................5
Organization By Category

**Description**: Select an Organization Category and the report will list all organizations and supporting data contained in the specified Category (can include Additional Fields if selected)

**Report includes**: Organization Category, Organization ID, Organization Name, Short Name, Status, Website, Email, Address, Phone, Parent Org, Approved Service Hours. Primary Contact, # of Current Members, # of Past Members, Primary Contact, Primary Contact Email and all appropriate Additional Fields

Organization By Interest

**Description**: Select an Organization Interest and the report will list all organizations and supporting data contained in the specified Interest (can include Additional Fields if selected)

**Report includes**: Organization Interest, Organization ID, Organization Name, Short Name, Organization Type, Status, Website, Email, Address, Phone, Parent Org, Approved Service Hours, Primary Contact, Primary Contact Email Address, # of Current Members, # of Past Members, and all organization profile Additional Fields

Organization Roster

**Description**: A list of all members for a specified organization during a specific date range

**Report includes**: Username, Card ID, First Name, Last Name, Campus Email, Preferred Email, Local/Mobile Phone, Org ID, Organization Name, Position Start Date, Position End Date, Last Login

Service Hours By User

**Description**: Select a user and the report will display information about service hours for that user across all groups (can include Additional Fields if selected)

**Report includes**: Organization name, Date, Duration (in hours), Description, Verification Source, and Status

Services Hours By Organization

**Description**: Select an Organization and all service hour reports will display by all users in the organization

**Report includes**: Date, User Last Name, User First Name, Username, Duration, Description, Verification Source, Status. Email, Phone, Mobile Phone
All Events
Description: A complete list of all events during a specified date range. Does not include submission data.

Report includes: Event ID, Start Date, End Date, Event Type, Event Title, Hosts, Submitting Organization, Submitter First Name, Submitter Last Name, Submitter Email, Submitter Phone, Submission Date, Status, Location, Description, #invited, #RSVP Yes, #RSVP No, #RSVP Maybe, #RSVP No Response, #Marked Attended, Process Form, Categories, Eligible for CCT, Event Access Code, and Event Additional Fields

Attendance by Event
Description: Select an Organization, date range, and then a specific event to export a complete list of who attended the event along with any comments

Report includes: Username, Card ID, First Name, Last Name, Campus Email, Preferred Email, Local Phone, Mobile Phone, Attendance Status, Marked On, Marked By, Comments, Reflection

Events By Organization
Description: Select an Organization and Date Range and the report will display all events by the organization within the specified Date Range

Report includes: Event ID, Start Date, Start Time, End Date, End Time, Event Title, Hosts, Submitting Organization, Submitter First Name, Submitter Last Name, Submitter Campus Email, Submitter Preferred Email, Submitter Local Phone, Submitter Mobile Phone, Submission Date, Status, Location, Description, #Invited, #RSVP Yes, #RSVP No, #RSVP Maybe, #RSVP No Response, #Marked Attended, #Absent, #Excused, #NA, Process Form, Categories, Eligible for CCT, Event Access Code, and Event Additional Fields

Events By Category
Description: Select an Event Category and the report will display all events by the organization within the specific Category

Report includes: Event ID, Start Date, Start Time, End Date, End Time, Event Type, Event Title, Organization, submitter First Name, Submitter Last Name, Submitter Campus Email, Submitter Preferred Email, Submitter Local Phone, Submitter Mobile Phone, Submissions Date, Status, Location, Description, #Invited, #RSVP Yes, #RSVP No, #RSVP Maybe, #RSVP No Response, #Marked Attended, #Marked Absent, #Excused, #NA, Process Form, Categories, Eligible for CCT, Event Access Code, and Event Additional Fields
**Involved Users**

**Description:** Lists all users who hold a membership and/or position in the specified date range. Can select Active, Archived or All Students. Student personal reflections can also be included (can include Demographic, Contact, Enrollment and Campus Information Fields if selected)

**Report includes:** Organization ID, Organization Name, Organization Type, Organization Status, Position Name, Position Template, Position Start Date, Position End Date, Username, First Name, Preferred First Name, Middle Name, Last Name, Suffix, Hometown, Affiliation, Campus Email, Preferred Email, Card ID, SIS ID and Reflection

**All Users**

**Description:** A report of all users and their associated profile data. Can select Active, Archived and All students

**Report includes:** Username, First Name, Last Name, Campus Email, Preferred Email, Approved Service Hours, # of Active Memberships, Last Login, Affiliation, Card ID, Mobile Phone, Local Phone Country Code, Local Phone, Local Phone Extension, Local Street 1, Local Street 2, Local Street 3, Local City, Local State, Local Postal Code, Local Country, Home Phone Country Code, Home Phone, Home Phone Extension, Home Street 1, Home Street 2, Home Street 3, Home City, Home State, Home Postal Code, Home Country, Abroad Phone Country Code, Abroad Phone, Abroad Phone Extension, Abroad Street 1, Abroad Street 2, Abroad St. 3, Abroad City, Abroad State Province, Abroad Postal Code, Abroad Country

**User Involvement**

**Description:** Lists the involvement history of a specific user. Can select Active or Archived Student List.

**Report includes:** Organization Name, Position, Position Type, Start Date, and End Date.

**Users by System Position Template**

**Description:** Lists the users holding campus-wide system position template during the selected time period. Select desired Position Template, Organization Category (or ALL), Current Members only, Start Date & End Date, and Active, Archived, or all students (can include Additional Fields if selected).

**Report includes:** Position Name, Position Type, Username, Card ID number, First Name, Last Name, Campus Email, Preferred Email, Local Phone, Mobile Phone, Organization ID, Organization Name, Organization Status, Start Date, End Date, Last Login
User Self-Reported Experiences

Description: Summary of All Self-Reported Experiences submitted via Experience Type. Select Experience Type(s), Status, Start Date, End Date, Users (all or specific user) and User Status (can include Demographic, Contact, Enrollment and Campus Information Fields if selected)

Report includes: Username, First Name, Last Name, Campus Email, Preferred Email, Swipe Card ID, Experience ID, Experience Type Name, Experience Name, Description, Date, Start Date, End Date, Hours, Organization Type, Organization ID, Organization Name, Reflection, Website, Contact Name, Contact Title, Contact Phone, Contact Email, Additional Field, Attached File Names, Status, Date Created, Last Modified, Approved by User Name, Approved by First Name, Approved by Last Name, Approved by Email, Approved Date

Users by Path Progress

Description: List all users who have participated in the Path, breakdown of completion progress, and individual Domain progress defined by the specific criteria. If specific Domains are not selected below, all Domains will be included in the report. Select Path, Domain, User Status, Completion Display as Percentage or Ratio (can include Demographic, Contact, Enrollment and Campus Information Fields if selected)

Report Includes: Username, First Name, Last Name, Campus Email, Preferred Email, Required Items Complete, Required Items Incomplete, Required Optional Items Complete, Required Optional Items Incomplete, Total Required Items Complete, Total Required Item Incomplete, Total Optional Complete, Total Optional Incomplete, breakdown of Domain completion if ALL domains are selected

Users By Event Attendance

Description: Lists all users who attended a certain number of events defined by the specified criteria. Select Any or All condition met, and then Add Criteria (Criteria includes: Participant attended X events where Event Name, Event Category, Sponsoring Organization, Organization Type were <campus option>.) Select date range

Report includes: Username, First Name, Preferred First Name, Middle Name, Last Name, Suffix, Hometown, Affiliation, Campus Email, Preferred Email, Card ID, SIS ID, Mobile Phone, # Events Attended

Document Maintained by Strategic Planning, Assessment, and Analysis
Updated: June 2020