**Script: Opportunity Options: Supplemental Video: Opportunity Views**

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| **Script** |
| Welcome to the AmpliFund Training video focused on the opportunity page and views. |
| As you build out your account in AmpliFund, you will likely enter numerous funds and opportunities over time. On these pages you have a variety of options to manipulate and use the data to quickly navigate or to generate insights. From either the funds or opportunities pages in AmpliFund, you can filter or sort by any column and you can add columns. You have the capability to save preferred views for later for yourself or others in your organization. You can also print out these pages for use outside of AmpliFund. |
| Today we’ll demonstrate this functionality via the opportunities page. From the calendar navigate to Award Management then Fund Opportunities. |
| On the opportunities page you can see all the opportunities you’ve entered into AmpliFund. |
| Clicking on the down arrow next to any column header gives you a number of different options. First, you can sort ascending or descending. Then you can add or review columns to your view. |
| Here I’ll select to identify if multiple applications are allowed. |
| Next, you can use the filter option to look for specific opportunities. |
| Also on this page, if you want to group your data, you can drag any column to the top header area. So for instance if I want to group my data by “Is Published” I can drag that to the top and look at opportunities that are published or unpublished as a group. You can drag numerous column headers to the top to group your data. |
| If you’ve manipulated the view and found one you’d like to keep and return to later, in the top right hand corner you can click on Save Current View |
| When you click on save current view, you are able to name your view and add a description if you’d like. If you want to keep this view private so only you can see it, check the box, otherwise everyone in your organization can see the view. Once you are done click create. |
| Your view will be saved under Fund Management>Views> then the name you identified. |
| From the opportunities page you also have the capability to print the page. You can select this option to print to a printer or print to PDF to use the information outside of AmplIFund. |
| Through this AmpliFund training video you learned about the view options on the opportunities page. Should you have additional questions, please reference our support site. Thank you! |