Admin Dashboard Overview

Data available in the Admin Dashboard of Percent Pledge

Data is key to telling your company's social impact story. Luckily, you have your Percent Pledge Admin Dashboard to share your company's measured performance.

Go to your Platform and find the following stats to share your company's impact.

Overview Dashboard:
Within the Overview Dashboard, admins are given an overall snapshot of:
1. Number of nonprofits impacted
2. Donation dollar impact
3. Percentage of employee accounts/participation
4. Number of volunteer events
5. Number of volunteer hours
6. In-kind value of volunteer time

Giving Dashboard:
Within the Giving Dashboard, admins are able to:
- Create & view active matching campaigns with progress and participant list
- View current and past cause credit campaigns with progress and participant list
- View any corporate donations processed by Percent Pledge or off-platform added for tracking impact
- Download graphs of giving broken down by type (corporate grant, employee donations, matches, etc.)

Volunteering Dashboard:
Within the Volunteering Dashboard, admins are able to:
- View, add and edit upcoming and past Events with downloadable list of participants to track attendance
- Edit attendee lists to track participation
- Access Volunteering Reports, including
  - Volunteer Hours Served
    - This includes hours automatically logged for employees who registered for a company event as well as hours logged by employees for VolunteerMatch connections and off-platform volunteering.

- Filters available to easily view within the platform
- Download the full report into a spreadsheet
- Add a new events
  - Full company and event admin can add company volunteer events

User Management:

Through User Management, you are able to:
- Manage who has accounts
  - Upload a simple csv file to create employee accounts and send welcome email inviting them to the platform
- FAQs
  - Admin specific FAQs to help you understand and manage your companies platform

Who has access to the Admin Dashboard?

Percent Pledge has two levels of admins. Assign specific users full or volunteer event admin access. The most successful companies have office team leads and ERG leaders post their upcoming team events on the Volunteer Platform.

Full company admin will be granted access to the full company overview, giving dashboard, and volunteer dashboard. They will also have the ability to create employee accounts through the user management feature.

Volunteer event admins will have limited admin access and only be able to create volunteer events and view the volunteer admin dashboard. Here is a guide you can share with Volunteer Event Admins to help them add events.

*Assigned admin access is part of the onboarding questionnaire. If you need to grant additional access, send the users name, email, and access type to help@percentpledge.org.

How to access the Admin Dashboard

1. Go to your Percent Pledge Platform and log in using your created username and password or your SSO login credentials

2. If you have the correct permissions granted, you will see Admin dashboard to the left of your name

3. Hover over Admin dashboard and select which section you would like to view