

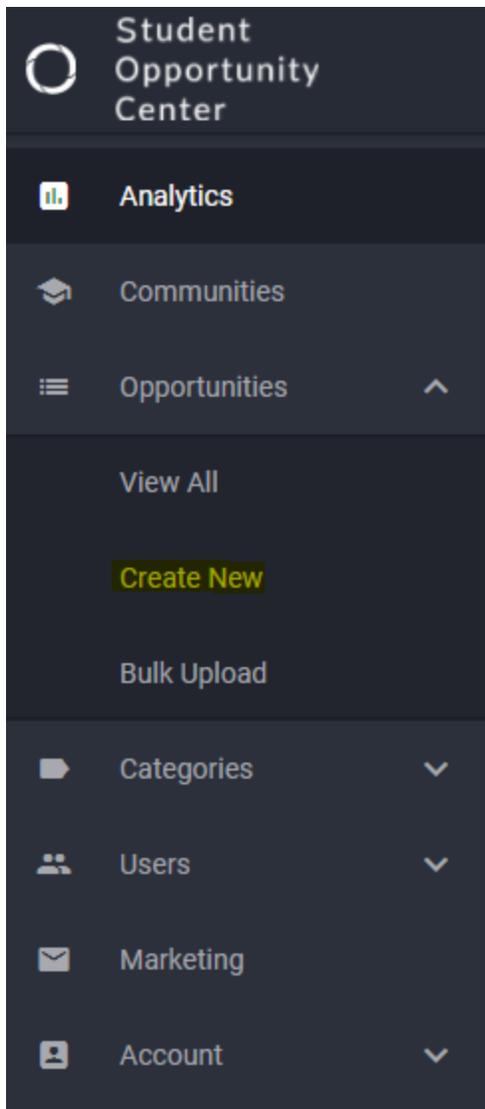
Adding & Editing Opportunities in SOC Enterprise

There are two methods to create new community (local) opportunities in SOC Enterprise. Newly created opportunities will appear in search results when the University or College Community checkbox has been selected. The “Create New” method provides administrative users the ability to add one opportunity at a time through an add/edit template window with 10 required fields. Some of the fields are free text, may require strict format, or have several values to choose from. The other method is “Bulk Upload”, which allows administrators to enter one or more opportunities via a 10 column CSV file. Each of these new opportunity creation methods are explained in more detail below.

Adding Opportunities One at a Time

Log in to SOC Admin Portal.

From the Menu on the left-hand side select Opportunities > Create New.



This will present a template entry window allowing for the creation of a new opportunity.

Student Opportunity Center

- Dashboard
- Opportunities
- View All
- Create New
- Bulk Upload
- Marketing
- Account

 Christi

+ Create New Opportunity

Opportunity Title *

Enter the opportunity name/title. This will show in our search results exactly as typed.

Opportunity Deadline *

Specific
 Seasonal
 Rolling
 Varying
 None

Opportunity Date *

Specific
 Seasonal
 Year-Round
 Varying
 None

Location *

Specific
 Nation-wide
 World-wide
 Online
 Varying
 None

Using the preconfigured fields and values (where provided), fill in the information for each of the 10 fields.

- Opportunity Title
- Opportunity Deadline
- Opportunity Date
- Location
- Publishing Period **not required*
- Website URL
- Opportunity Description
- Communities ***Only available in Enterprise platform*
- Student Interests
- Opportunity Types

**Note: The Force Hide check box is used to hide outdated opportunities.*

Select the Submit button to save the opportunity to your local community database.

Adding Opportunities via Bulk Upload

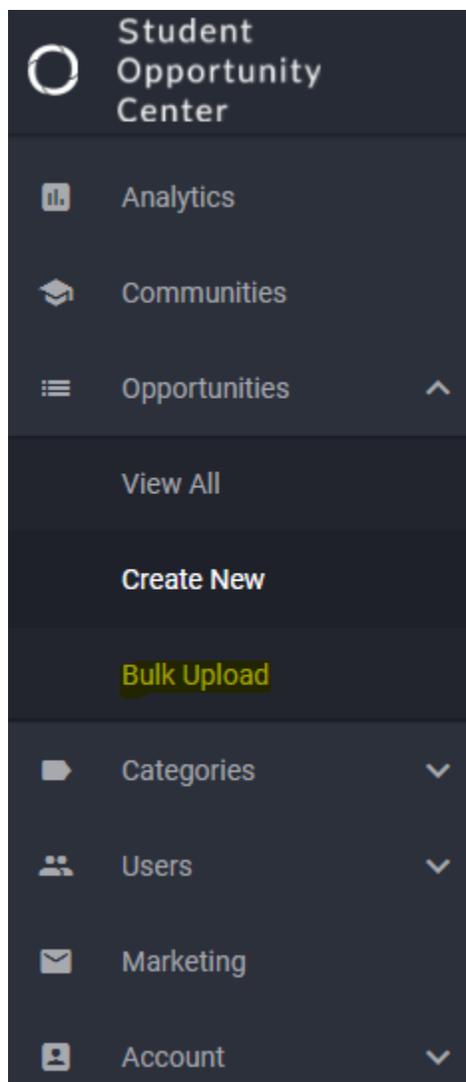
Create a Microsoft Excel file saved in CSV format. The .csv file must contain the following 10 columns (fields) in the following order: UID, Name, URL Link, Description, Deadline, Date, Location, Published, Tags & Categories. Where each row represents one opportunity in your community you wish to upload. See CSV file format below.

	A	B	C	D	E	F	G	H	I	J	K	L	
1	UID	Name	URL Link	Descriptio	Deadline	Date	Location	Published	Tags	Category	Community		
2	unique-id	Sample O	http://ww	This oppo	#####	05/16/201	Philadelp	Daily			Arts		
3	unique-id	Sample O	http://ww	Not all val	Varying	Year-Rour	Varying				Chemistry		
4	e5f9c76e-	Sample O	http://ww	Multiple t	Rolling	Varying	Nation-wide		Accountin	Governme	College of Arts and		
5	93ae-9236	Sample O	http://ww	This oppo	ESP	ESU	World-wide						
6	sample-o	Sample O	http://ww	<p>This o	Late Sumr	Fall	Online						
7	unique-id	Sample O	http://ww	This opportunity's UID is the same as the UID for the opportunity in row 2. In this case, this o									

See Appendix A for description and expected format for the 10 required fields/columns in the CSV upload file.

Log in to SOC Admin Portal.

From the Menu on the left-hand side select Opportunities > Bulk Upload.



This will present the Bulk Upload Opportunities page. The Bulk Upload page contains Opportunity Upload instructions, a sample CSV upload file, an image of an upload csv file, and descriptions of each field and expected format.

The screenshot shows the 'Student Opportunity Center' interface. On the left is a dark sidebar with navigation options: Analytics, Communities, Opportunities (with an upward arrow), View All, Create New, Bulk Upload (highlighted), Categories, Users, Marketing, and Account. The main content area is titled 'Bulk Upload Opportunities' and features a 'Choose a CSV File' button in dark blue and a grey 'Submit' button. Below the buttons are 'Opportunity Bulk Upload Instructions' and two download links: 'Sample_CSV.csv' and 'Bulk_Upload_Sample_Image.png', both with a downward arrow icon and a blue 'download' text. At the bottom, there are two sections: 'Required fields' and 'Unique ID'.

Select the “Choose a CSV File” button, which will launch the standard file browser window, allowing you to find and select a file on your PC or on your network.

Once the CSV Opportunity file has been selected, the “Submit” button will change from grey to dark blue. Select Submit.

After upload CSV file has been processed, the system will send a “Result” email to the email address associated with your account (*See image below). If the upload was successful, the email will indicate success. If the upload encountered errors, it will indicate the offending row and column/field that were not uploaded. The process will process the entire CSV file, omitting only erroneous rows that did not meet the format requirements. In the event you had rows with errors, only those rows will need to be re-uploaded.

oppbot@opphub.net via m3kw2wvrgufz5godrsrytgd7.apphosting.bounces.google.com
to me ▾

Jan 1:

Processing Status: Your .csv file was correctly processed and your opportunities will be viewable live shortly.

Opportunity Errors: The following opportunities were not sent to our servers due to the following errors:

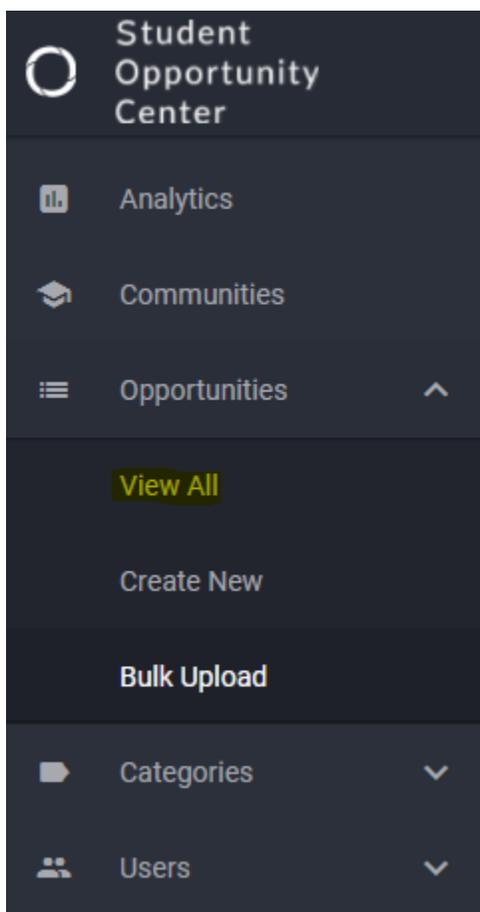
- In row 18: Opportunity date-through must be greater than date-from.
- In row 22: Invalid date field.

If you continue to see similar error messages, please refer back to our sample .csv file and our upload instructions.

Editing an Opportunity

Log in to SOC Admin Portal.

From the Menu on the left-hand side select Opportunities > Create New.

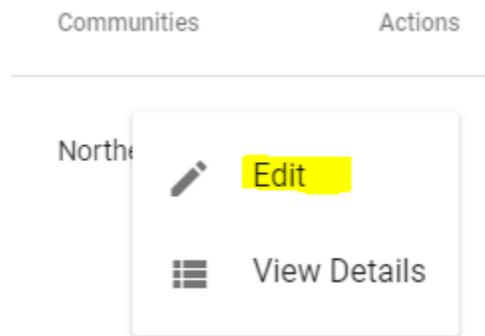


This will present a listing of all Opportunities within your community

If the list is long and you need to search for a specific opportunity, you can do so by typing a title, location, ID, etc.in the "Filter By". This search will return result(s) that match the search criteria.

Once you have found the opportunity you wish to edit, scroll to the furthest right column titled "Actions" and select the three dots icon. Select the Edit menu option.

**NOTE: Selecting the View Opportunity Details menu option allows you to view the opportunity as a student would in view only mode.*



This will open the Edit Existing Opportunity window. This window is identical to the Add New Window except all fields will be populated.

Navigate to the field(s) you wish to change and make edits.

Select the Submit button to save the updated opportunity to your local community database.

Appendix A- Bulk Upload Required Fields

Unique ID

The UID field is the unique identifier for your opportunity. It can contain alphanumeric characters (a-z, A-Z, 0-9) as well as hyphens (-). This is a required field, but can be left blank to allow the system to auto-generate the ID.

Each new opportunity must contain a new UID associated with it. If you upload an opportunity using the same UID as a previous opportunity, the new opportunity will overwrite the old one.

Name

The name field refers to the title of your opportunity when viewed in our listings. This title will show exactly as typed. This is a required field.

URL Link

The link where the original opportunity can be found. This is an optional field.

Description

A brief description that provides more information about the opportunity and any requirements. This is an optional field.

Deadline

The deadline field can contain one of the following valid values: a specific deadline, a seasonal deadline, Varying, or Rolling. If left blank, the deadline will default to None.

Valid Specific Deadlines:

A specific deadline must be in the form of %m/%d/%Y where %m is the two-digit representation of the month (with leading 0 if applicable), %d is the two-digit representation of the day (with leading 0 if applicable), and %Y is the four-digit representation of the year, with "/" as a delimiter.

Valid example: 04/22/2017

Invalid example: 04-22-2017 (hyphens used instead of forward slashes)

Valid Seasonal Deadlines:

A seasonal deadline can be used to represent a seasonal deadline range. The seasonal deadline is represented by either the full name of the season or its abbreviation. The name/abbreviations are listed in the table below:

<u>Name</u>	<u>Abbreviation</u>
Spring	SP
Early Spring	ESP
Late Spring	LSP
Summer	SU
Early Summer	ESU
Late Summer	LSU
Fall	FA
Fall	FA
Early Fall	EFA
Late Fall	LFA
Winter	WI
Early Winter	EWI

<u>Name</u>	<u>Abbreviation</u>
Late Winter	LWI

Date

The date field can contain one of the following valid values: a specific date (and an optional date-through), a seasonal date, Varying, or Year-Round. If left blank, the date will default to None.

Valid Specific Dates:

A specific date must be in the form of %m/%d/%Y where %m is the two-digit representation of the month (with leading 0 if applicable), %d is the two-digit representation of the day (with leading 0 if applicable), and %Y is the four-digit representation of the year, with "/" as a delimiter.

Specific dates can also include an optional through-date. The through-date, if included, comes after the specific date followed by a comma (,). It must be in the same form as the specific date (%m/%d/%y) and must be a date greater than the specific date.

Valid examples: 04/22/2017 and 04/22/2017, 04/25/2017

Invalid examples: 04-22-2017 (hyphens used instead of forward slashes) and 04/22/2017, 04/19/2017(through-date is a date prior to the start-date)

Valid Seasonal Dates:

A seasonal date can be used to represent a seasonal date range. The seasonal date is represented by either the full name of the season or its abbreviation. The name/abbreviations are listed in the table below:

<u>Name</u>	<u>Abbreviation</u>
Spring	SP
Early Spring	ESP
Late Spring	LSP
Summer	SU
Early Summer	ESU
Late Summer	LSU
Fall	FA
Fall	FA
Early Fall	EFA
Late Fall	LFA
Winter	WI
Early Winter	EWI
Late Winter	LWI

Location

The location field can contain one of the following valid values: a specific location, Nation-Wide, World-Wide, Online, or Varying. If left blank, the location will default to None.

Specific Location

A specific location must consist of a City, State combination, with a comma as a separator.

Published

The publishing interval mainly applies for opportunities like journals and periodical publications. This field can be omitted for non-periodical opportunities and will default to "None" if left blank.

The following are valid values for the published field: Continuously, Daily, Weekly, Bi-Weekly, Monthly, Bi-Monthly, Quarterly, Semi-Annually, Annually

Student Interests

Opportunities can be tagged with student interests as an additional search filter. Refer to Appendix B to see which student interests are supported.

To tag an opportunity with multiple interests, separate each with a comma.

Categories

Opportunities can be tagged with categories as an additional search filter. Refer to Appendix C to see which categories are supported.

To tag an opportunity with multiple categories, separate each with a comma.

Communities

Opportunities are assigned to communities as an additional search filter. Communities are also used to distinguish which faculty members are allowed to manage the opportunity. If left blank, the default community that will be assigned is the university-level community, which is publicly accessible for editing by all administrators/faculty members. Refer to the Admin Portal, Main Menu > Communities to view a list of communities supported.

To tag an opportunity with multiple communities, separate each with a comma.

Appendix B- Bulk Upload Default Student Interest Values

**As of 1-18-18*

Accounting
African American Studies
Agricultural Science
All
Anthropology
Applied Mathematics
Applied Sciences
Archeology
Architecture
Art
Art History
Asian Studies
Astronomy
Athletic Training
Audiology
Aviation
Biochemistry
Biology
Business
Business Management
California
Chemistry
Child Development
Chinese
Classics
Cognitive Science/Neuroscience
Communication
Communication Science/Disorders
Computer Science
Creative Writing
Criminology
Dance
Dietetics
Early Childhood Education
Economics
Education
Engineering
Engineering Chemical
Engineering-Civil
Engineering-Electrical
Engineering-Interdisciplinary
Engineering-Mechanical
English-Literature
English-Media/Editing
Entrepreneurship
Environmental Science
Exceptional Student Education
Exercise Science
Family/Child Sciences
Fashion
Finance

Florida
Foreign Language
Forensic Science
French
Gender Studies
Geography
Geology
Georgia
German
Graphic Design
Greek
Hebrew
History
Hospitality
Human Resources
Human Sciences
Humanities
Indiana
Information Science
Information Technology
Interior Design
International Affairs
Italian
Japanese
Journalism
K-12 Education
Korean
Latin
Latin American Studies
Law Enforcement
Linguistics
Management
Marketing
Mathematics
Media Production
Medical Sciences
Meteorology
Michigan
Mid West
Middle Eastern Studies
Motion Picture Arts
Music
Natural Sciences
New York
North Carolina
Northeast
Nursing
Nutrition Science
Ohio
Oregon
Philosophy
Physics
Political Science
Portuguese
Post-secondary Education
Pre-Law

Pre-Medicine
Pre-Pharmacy
Professional Sales
Psychology
Public Relations
Public Safety
Real Estate
Religion
Risk Management
Russian
Science Education
Social Science
Social Work
Sociology
South Carolina
Southeast
Spanish
Speech/Speech Pathology
Statistics
Summer Programs
Summer Research
Sustainability
Technology
Texas
The Arts
Theater
Virginia
Washington
West Coast
Women's Studies
Zoology

Appendix C- Bulk Upload Default Category Values

**As of 1-18-18*

Co-Op
Conferences
Fortune 500
Funding
Government
Internships
Non-Profit
On-Campus
Professional
Publications
Research
Student-Only