

# Work with Outreach and Group Leader Connections

In My Outreach Assignments, group leaders can can:

- View connections for the last 12 months, the 10 most recent connections, or all connections. You can also view connections by date range.
- Include completed assignments
- Sort the contact list
- View the contact details

On the **My Connections** tab, click a column heading to sort the assignment list, or click the contact name to view details about the contact.

1. Point to **Home**, then click **My Profile**.
2. Click the **My Connections** tab.
3. Under **My Assigned Outreach Connections**, select the time period.
  - **Last 12 Months** - Displays connections assigned in the last 12 months. The date range is today's date minus 12 months. Connections assigned with a Contact Due Date beyond today's date do not display.
  - **10 Most Recent Connections** - Displays the 10 most recent connections. Connections with a Contact Due Date beyond today's date do not display.
  - **Show All** - Displays all assigned connections up to today's date. Connections with a Contact Due Date beyond today's date do not display.
  - **During Date Range** - Displays all assigned connections based on the set date range.
4. If necessary, select **Include Completed Connections** to view all assignments.

1. Point to **Home**, then click **My Profile**.
2. Click **My Connections**.
3. To complete an assignment, click a **Contact Name**.
4. Under **Enter Results**, enter the date you contacted the individual.
5. Select a response from the **Possible** responses column. Click a response to select it, then click to move the response to the **Actual** column.
6. If necessary, enter any additional comments.
7. Click **Save** to send the completed contact to the administrator as a change request, or **Cancel** to return to the previous page.



Unless you select **Include Completed Connections**, only **Overdue**, **Incomplete** and **Pending Complete** contacts display.

If a contact is incomplete and the current date is after the Contact Due Date, it is **Overdue**. A contact is **Pending Complete** if it has been marked complete in Access ACS but has not been accepted by the Administrator.

1. Point to **Home**, then click **My Profile**.
2. Click **My Connections**.
3. Click a **Contact Name**.
4. Click **Connection History** to view all Connection Activity for this individual.

## Related Topics

- [Enter Connection Results](#)
- [View Outreach Assignments](#)
- [View Your Leaders' Assigned Connections](#)