

Days Since Last Contact by Selected Officer by Prospect Stage

The **Days Since Last Contact by Selected Officer by Prospect Stage** viewport shows an officer's assigned prospects organized by the number of days since they were last contacted, broken down by the current prospect stage. Their last contact is based on the last time they were contacted by the officer selected at the top of the Officer Performance tab.

You can change the distribution to include **Primary** relationship assignments, **Non-Primary** (i.e. any secondary assignment types), or **All** assignment types by choosing the appropriate selection at the top of the viewport.

Click on the counts in the table to see a detailed list of entity records including their current internal prospect stage.

Key Definitions Related to this viewport:

- **Days Since Last Contact:** The number of days since the constituent was last contacted (i.e. had a contact report filed). This only applies to contacts by the officer selected at the top of the Officer Performance tab.
- **Prospect Stage:** The stages you use internally have been mapped for reporting purposes to the five stages displayed in this report (i.e. identification, qualification, cultivation, solicitation, and stewardship). Your internal prospect stages are displayed in the pop-up list generated by clicking on the bar in the report.