

View Gifts

To view gifts to your fund, click the Gifts tab. If you have more than one fund, also make sure the correct fund is selected under Choose Fund.

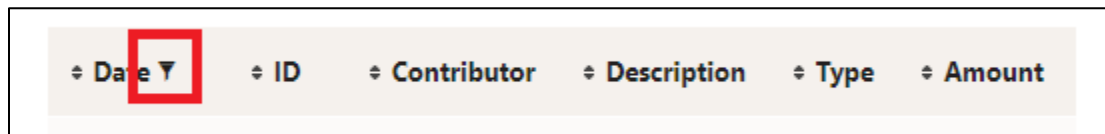


To see more details on a donor and a list of their contributions to the fund, click the donor's name that appears as a link.

Change the sort order by clicking the field name. The arrows to the left of the field name will change indicating how the field is sorted.



Filter the list by mousing over the field name and clicking the funnel icon. You can select only the options you would like to see listed.



You can also export the list of gifts to a file by clicking the Export tab. Your browser will download a spreadsheet of the gifts which you can then open.

