

## Contribution and Recognition Reports: Users Guide

### How to run reports

From the Contribution and Recognition Reports page, click the name of the report you want to run. The report will appear in a new window.

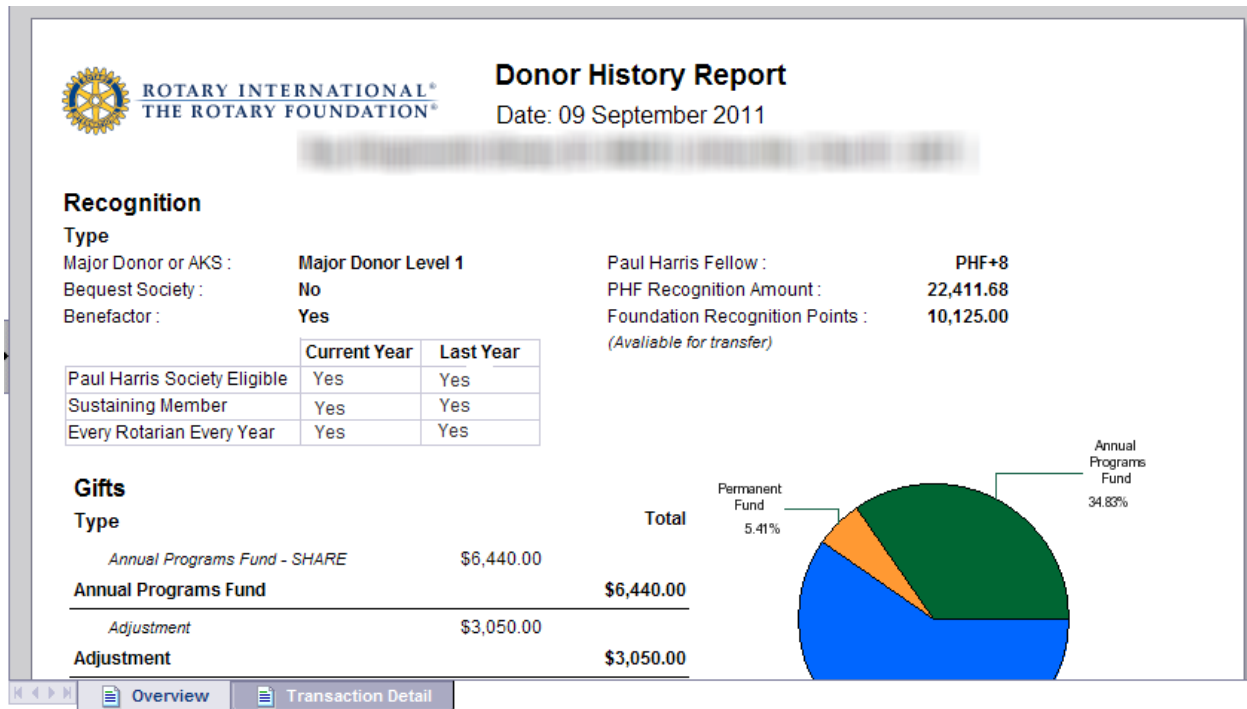


Figure 1: Example of a donor history report

For some reports, you will need to enter additional information, or **prompts**. An example of a prompt window appears below. You will only be able to enter prompts that are associated to your particular role. For example, a District Governor would be able to run only a Monthly Contribution Report for his or her own district.

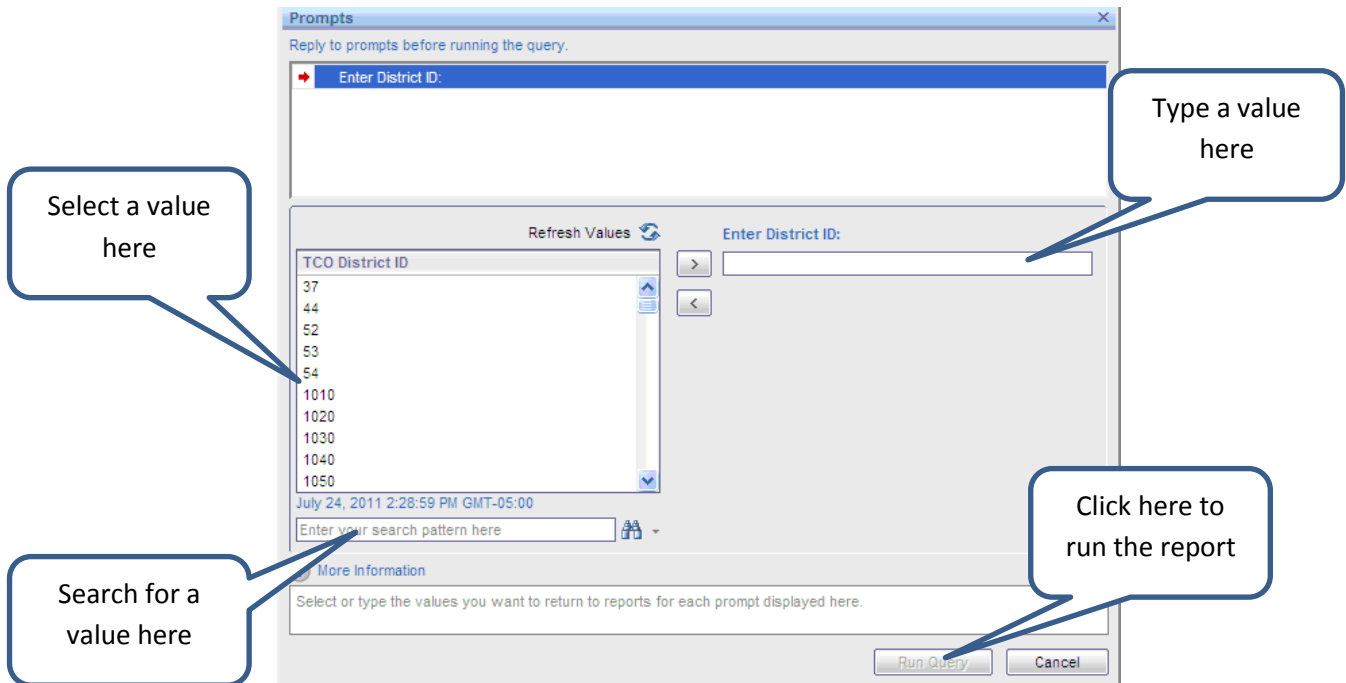
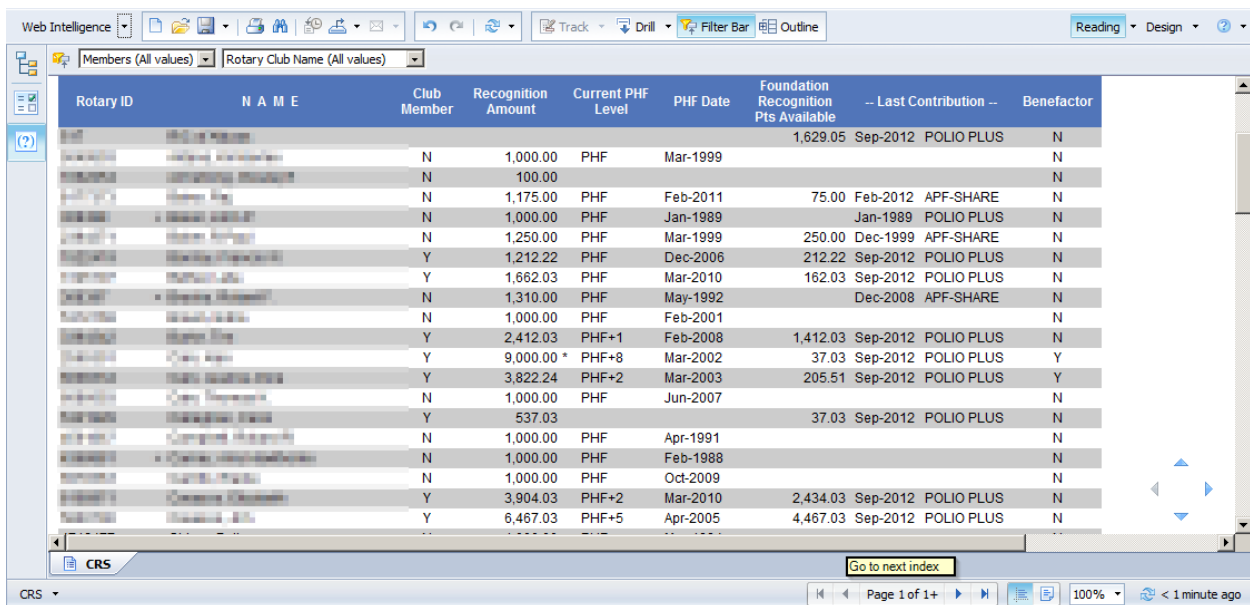


Figure 2: Example of a prompt screen

## How to navigate

For reports with multiple pages, click on the arrow at the bottom of the window to navigate forward and backward through the pages. For reports with multiple tabs, click on the tabs at the bottom of the window to view details.



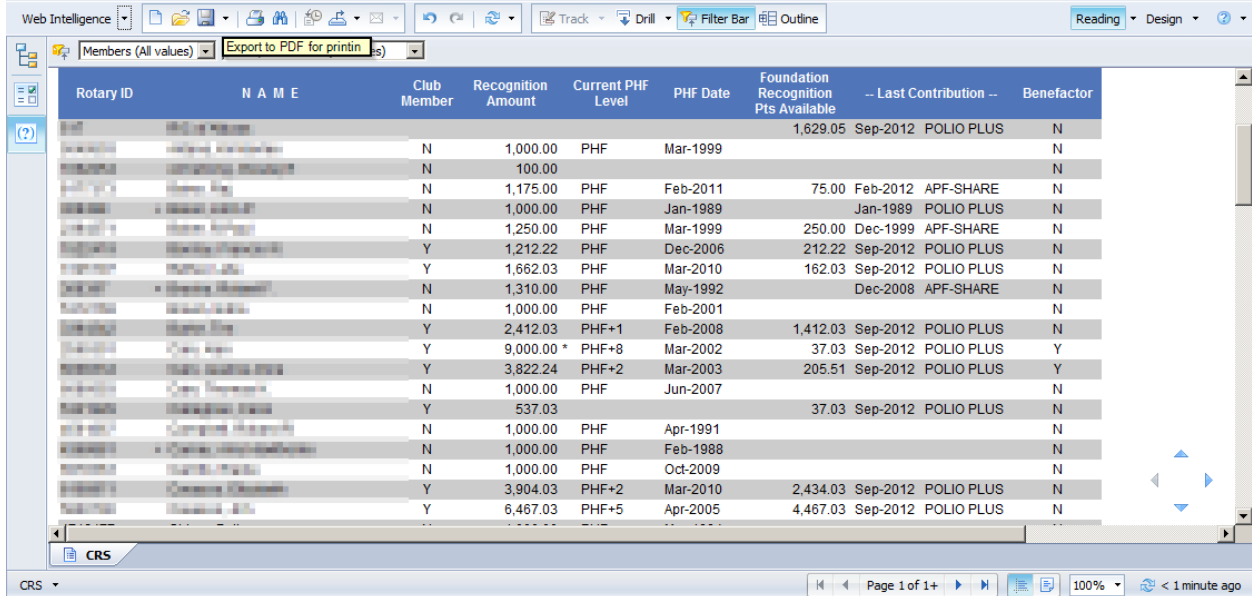
The screenshot shows a report window with a table of member data. The table has the following columns: Rotary ID, NAME, Club Member, Recognition Amount, Current PHF Level, PHF Date, Foundation Recognition Pts Available, -- Last Contribution --, and Benefactor. The data is as follows:

Rotary ID	NAME	Club Member	Recognition Amount	Current PHF Level	PHF Date	Foundation Recognition Pts Available	-- Last Contribution --	Benefactor
61111	John Doe	N	1,000.00	PHF	Mar-1999	1,629.05	Sep-2012 POLIO PLUS	N
61112	Jane Smith	N	100.00					N
61113	John Doe	N	1,175.00	PHF	Feb-2011	75.00	Feb-2012 APF-SHARE	N
61114	Jane Smith	N	1,000.00	PHF	Jan-1989		Jan-1989 POLIO PLUS	N
61115	John Doe	N	1,250.00	PHF	Mar-1999	250.00	Dec-1999 APF-SHARE	N
61116	Jane Smith	Y	1,212.22	PHF	Dec-2006	212.22	Sep-2012 POLIO PLUS	N
61117	John Doe	Y	1,662.03	PHF	Mar-2010	162.03	Sep-2012 POLIO PLUS	N
61118	Jane Smith	N	1,310.00	PHF	May-1992		Dec-2008 APF-SHARE	N
61119	John Doe	N	1,000.00	PHF	Feb-2001			N
61120	Jane Smith	Y	2,412.03	PHF+1	Feb-2008	1,412.03	Sep-2012 POLIO PLUS	N
61121	John Doe	Y	9,000.00	PHF+8	Mar-2002	37.03	Sep-2012 POLIO PLUS	Y
61122	Jane Smith	Y	3,822.24	PHF+2	Mar-2003	205.51	Sep-2012 POLIO PLUS	Y
61123	John Doe	N	1,000.00	PHF	Jun-2007			N
61124	Jane Smith	Y	537.03			37.03	Sep-2012 POLIO PLUS	N
61125	John Doe	N	1,000.00	PHF	Apr-1991			N
61126	Jane Smith	N	1,000.00	PHF	Feb-1988			N
61127	John Doe	N	1,000.00	PHF	Oct-2009			N
61128	Jane Smith	Y	3,904.03	PHF+2	Mar-2010	2,434.03	Sep-2012 POLIO PLUS	N
61129	John Doe	Y	6,467.03	PHF+5	Apr-2005	4,467.03	Sep-2012 POLIO PLUS	N

Figure 3: Example of a report

## How to view a report as a PDF

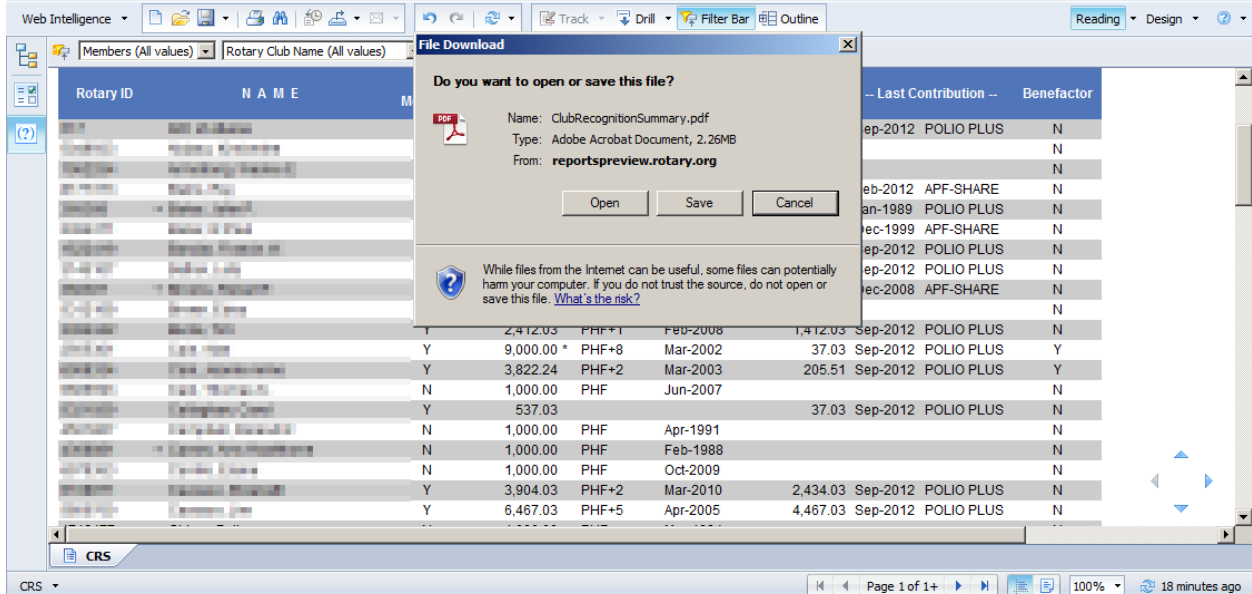
To view a report as a PDF, click on the printer icon in the top left area of the window:



Rotary ID	N A M E	Club Member	Recognition Amount	Current PHF Level	PHF Date	Foundation Recognition Pts Available	-- Last Contribution --	Benefactor
60000	John Doe	N	1,000.00	PHF	Mar-1999	1,629.05	Sep-2012 POLIO PLUS	N
60001	Jane Smith	N	100.00					N
60002	John Doe	N	1,175.00	PHF	Feb-2011	75.00	Feb-2012 APF-SHARE	N
60003	Jane Smith	N	1,000.00	PHF	Jan-1989		Jan-1989 POLIO PLUS	N
60004	John Doe	N	1,250.00	PHF	Mar-1999	250.00	Dec-1999 APF-SHARE	N
60005	Jane Smith	Y	1,212.22	PHF	Dec-2006	212.22	Sep-2012 POLIO PLUS	N
60006	John Doe	Y	1,662.03	PHF	Mar-2010	162.03	Sep-2012 POLIO PLUS	N
60007	Jane Smith	N	1,310.00	PHF	May-1992		Dec-2008 APF-SHARE	N
60008	John Doe	N	1,000.00	PHF	Feb-2001			N
60009	Jane Smith	Y	2,412.03	PHF+1	Feb-2008	1,412.03	Sep-2012 POLIO PLUS	N
60010	John Doe	Y	9,000.00 *	PHF+8	Mar-2002	37.03	Sep-2012 POLIO PLUS	Y
60011	Jane Smith	Y	3,822.24	PHF+2	Mar-2003	205.51	Sep-2012 POLIO PLUS	Y
60012	John Doe	N	1,000.00	PHF	Jun-2007			N
60013	Jane Smith	Y	537.03			37.03	Sep-2012 POLIO PLUS	N
60014	John Doe	N	1,000.00	PHF	Apr-1991			N
60015	Jane Smith	N	1,000.00	PHF	Feb-1988			N
60016	John Doe	N	1,000.00	PHF	Oct-2009			N
60017	Jane Smith	Y	3,904.03	PHF+2	Mar-2010	2,434.03	Sep-2012 POLIO PLUS	N
60018	John Doe	Y	6,467.03	PHF+5	Apr-2005	4,467.03	Sep-2012 POLIO PLUS	N

Figure 4: Example of a report

Click “Open” to view the report as a PDF:



Rotary ID	N A M E	Club Member	Recognition Amount	Current PHF Level	PHF Date	Foundation Recognition Pts Available	-- Last Contribution --	Benefactor
60012	John Doe	N	1,000.00	PHF	Jun-2007			N
60013	Jane Smith	Y	537.03			37.03	Sep-2012 POLIO PLUS	N
60014	John Doe	N	1,000.00	PHF	Apr-1991			N
60015	Jane Smith	N	1,000.00	PHF	Feb-1988			N
60016	John Doe	N	1,000.00	PHF	Oct-2009			N
60017	Jane Smith	Y	3,904.03	PHF+2	Mar-2010	2,434.03	Sep-2012 POLIO PLUS	N
60018	John Doe	Y	6,467.03	PHF+5	Apr-2005	4,467.03	Sep-2012 POLIO PLUS	N

Figure 5: Example of report