

## View Gifts

To view gifts to your fund, click GIFTS in the left menu. If you have more than one fund, also make sure the correct fund is selected in the fund selection dropdown.



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 in the Contributor column.

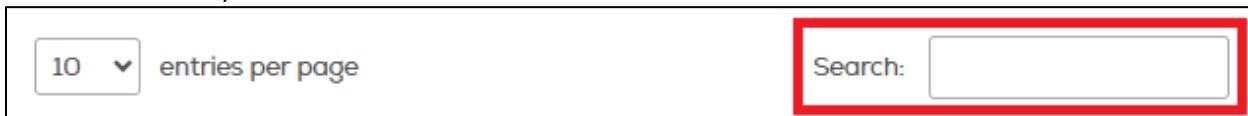
Change the sort order by clicking the field name in the column header. The arrows to the right of the field name will change indicating how the field is sorted.

ID	Date	Contributor	Type	Description	Amount
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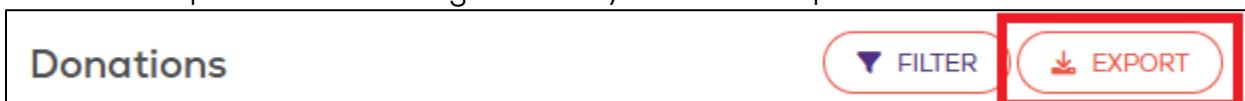
Filter the list by selecting the FILTER button and entering filter values in the popup.



To search for specific donations, type text in the Search box. Records where a match is found within any of the columns will be listed.



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



If you need to see more results on the page, click the dropdown for "entries per page".

