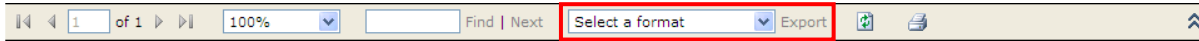
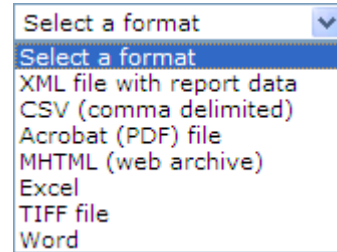


getting more from your reports

All our reports have the same standard features which are shown below:

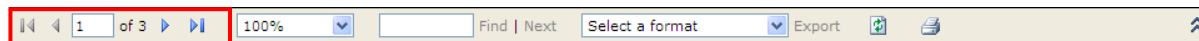


You can view your report online or you can choose to export a report. Select the format you want and then click export; you can then choose to open or save the file.

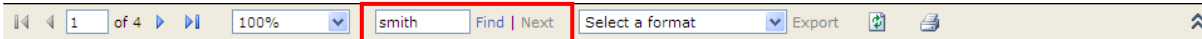


To be able to view the Excel and Word documents you will need to have Word: 97-2003 (.doc) or Excel: 97-2003 (.xls)

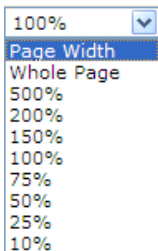
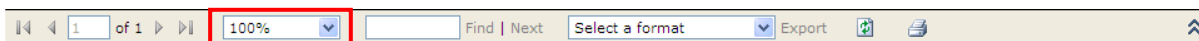
If you would like to manipulate data in Excel it is best to export a CSV (comma delimited) file. When this file is opened it will open in Excel or an equivalent spreadsheet.



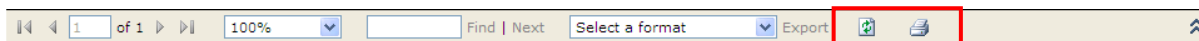
If a report is more than one page, you can use these navigation arrows to scroll through the report.



You can also search a report; this is particularly useful if the report is shown on more than one page as the search will search the whole report not just the current page you are viewing. You can search for all or part of the information you require, i.e. if searching for Smith you can just type in Smi. This search will only search forward, if Smith is on the previous page it will not be found, therefore it is best to be on page one when searching (the find function is not shown when viewing your account on certain internet browsers).



If you would like the report to appear in a different size then select a percentage from the dropdown menu (the zoom function is not shown when viewing your account on certain internet browsers).



You can also refresh the report screen and print your report using the report toolbar (the print function is not shown when viewing your account on certain internet browsers).

When you choose to print a report for the first time, you may be asked to install 'SQL Server Reporting Services 2008' (printing control). This software is produced by Microsoft and once installed you will be able to print your reports. If you do not wish to install the software you can choose to export your report in your preferred format and print from there.

Giver	Amount	Type	Short reference	Allocation date	Project	Details
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Some of the reports allow you to sort the columns into either ascending or descending order. When you click on the arrow for the first time the column will be sorted into ascending order, if you click the arrow again the column will be sorted into descending order. To return to your original view click refresh.

Date from: 03/12/2008 Date to: 03/12/2009 View Report

Type: Regular gift, One-off gift, Vouch Project: General funds, Building Fund

1 of 1 100% Find | Next Select a format Export

To move reports further up the screen you can hide the parameters by clicking on the double arrows.

1 of 1 100% Find | Next Select a format Export

To see the parameters again click on the double arrows.