

## **Contribution and Recognition Reports: Users Guide**

## How to run reports

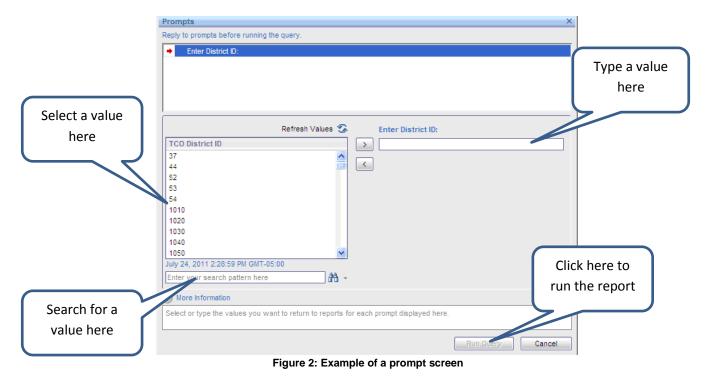
From the Contribution and Recognition Reports page, click the name of the report you want to run. The report will appear in a new window.



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.



## 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.

Rotary ID	NAME	Club Member	Recognition Amount	Current PHF Level	PHF Date	Foundation Recognition Pts Available	Last Contribution	Benefactor	
1.0	A CONTRACTOR OF					1,629.05	Sep-2012 POLIO PLUS	N	
A. 8. 10 10	with the state of the second s	N	1,000.00	PHF	Mar-1999			N	
100.000	And the second sec	N	100.00					N	
1000	Salary Mar	N	1,175.00	PHF	Feb-2011	75.00	Feb-2012 APF-SHARE	N	
	A DESCRIPTION OF THE OWNER.	N	1,000.00	PHF	Jan-1989		Jan-1989 POLIO PLUS	N	
1000	the second second	N	1,250.00	PHF	Mar-1999	250.00	Dec-1999 APF-SHARE	N	
the second second	States Park 199	Y	1,212.22	PHF	Dec-2006	212.22	Sep-2012 POLIO PLUS	N	
1000	Torrest and	Y	1,662.03	PHF	Mar-2010	162.03	Sep-2012 POLIO PLUS	N	
10.00	A Design Research	N	1,310.00	PHF	May-1992		Dec-2008 APF-SHARE	N	
A DOWNER OF THE OWNER OF	and the second se	N	1,000.00	PHF	Feb-2001			N	
Contraction (Contraction)	Bate Int	Y	2,412.03	PHF+1	Feb-2008	1,412.03	Sep-2012 POLIO PLUS	N	
1.0.0	1 m m	Y	9,000.00 *	PHF+8	Mar-2002	37.03	Sep-2012 POLIO PLUS	Y	
10000	THE REAL PROPERTY.	Y	3,822.24	PHF+2	Mar-2003	205.51	Sep-2012 POLIO PLUS	Y	
	Care Proventi	N	1,000.00	PHF	Jun-2007			N	
100.000	Constant State	Y	537.03			37.03	Sep-2012 POLIO PLUS	N	
10.000	Complete Reports	N	1,000.00	PHF	Apr-1991			N	
10000	<ul> <li>Contract contraction</li> </ul>	N	1,000.00	PHF	Feb-1988			N	<b>_</b>
	Sector Sector	N	1,000.00	PHF	Oct-2009			N	4
110 M	Courses Distants	Y	3,904.03	PHF+2	Mar-2010		Sep-2012 POLIO PLUS	N	4
100 C	Contraction of the	Y	6,467.03	PHF+5	Apr-2005	4,467.03	Sep-2012 POLIO PLUS	N	<b>—</b>

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	NAME	Club Member	Recognition Amount	Current PHF Level	PHF Date	Foundation Recognition Pts Available	Last Contribution	Benefactor	
1.07	The Control of Control					1,629.05	Sep-2012 POLIO PLUS	N	
100 March 100	colored, contraction	N	1,000.00	PHF	Mar-1999			N	
100.000	and the second s	N	100.00					N	
1000	Salary, Nat.	N	1,175.00	PHF	Feb-2011	75.00	Feb-2012 APF-SHARE	N	
	A DESCRIPTION OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER OWNE	N	1,000.00	PHF	Jan-1989		Jan-1989 POLIO PLUS	N	
1000	Salar Alfred	N	1,250.00	PHF	Mar-1999	250.00	Dec-1999 APF-SHARE	N	
the second second	Backs Preschill	Y	1,212.22	PHF	Dec-2006	212.22	Sep-2012 POLIO PLUS	N	
1000	Notice Carlos	Y	1,662.03	PHF	Mar-2010	162.03	Sep-2012 POLIO PLUS	N	
100.00	· Desite Research	N	1,310.00	PHF	May-1992		Dec-2008 APF-SHARE	N	
August States	and the second	N	1,000.00	PHF	Feb-2001			N	
and the second second	Marine River	Y	2,412.03	PHF+1	Feb-2008	1,412.03	Sep-2012 POLIO PLUS	N	
1.4.4	Care Alan	Y	9,000.00 *	PHF+8	Mar-2002	37.03	Sep-2012 POLIO PLUS	Y	
States and	THE REPORT OF	Y	3,822.24	PHF+2	Mar-2003	205.51	Sep-2012 POLIO PLUS	Y	
	Cate Transaction	N	1,000.00	PHF	Jun-2007			N	
No. Contraction	Transform Care	Y	537.03			37.03	Sep-2012 POLIO PLUS	N	
100 B	Complete Research	N	1,000.00	PHF	Apr-1991			N	
	<ul> <li>Carlas, card-andocas;</li> </ul>	N	1,000.00	PHF	Feb-1988			Ν	<b></b>
1000	Section Section	N	1,000.00	PHF	Oct-2009			N	4
	Country Channell	Y	3,904.03	PHF+2	Mar-2010	2,434.03	Sep-2012 POLIO PLUS	N	4
1000	Designed, Alle	Y	6,467.03	PHF+5	Apr-2005	4,467.03	Sep-2012 POLIO PLUS	N	•
4 [ ·····		••						-1	

Figure 4: Example of a report

Click "Open" to view the report as a PDF:

		Design			. 61-0						
Rotar	yID NAME	Do yo	Do you want to open or save this file?					ontribution	Benefactor		
	No. of the second	POF	Name: Clui	bRecognition:	Summary.pdf		en-2012	POLIO PLUS	N		
1.00		~	Type: Add	obe Acrobat D	Oocument, 2.26MB		6p-2012	102101200	N		
Test Inc.			From: reg	portsprevie	w.rotary.org				N		
							eb-2012	APF-SHARE	N		
Territoria di	- Date: Joint			Open	Save	Cancel		POLIO PLUS	N		
1.00	And I have		-				ec-1999	APF-SHARE	N		
1000	<ul> <li>Bargin, Francis M.</li> </ul>						ep-2012	POLIO PLUS	N		
1.44	Judie Lab				an be useful, some file		ep-2012	POLIO PLUS	N		
and the second	1 March Report	2	harm your compu save this file. W	ter. If you do	not trust the source,	do not open or	ec-2008	APF-SHARE	N		
1000	i been like	Ŭ	save this file. <u>vvr</u>	hat sithe risk ?					N		
100.00	C Balla, NO	-	2,412.03	PHF+1	Feb-2008	1,412.03	Sep-2012	POLIO PLUS	N		
1000	Tab. Alas	Y	9,000.00 *	PHF+8	Mar-2002	37.03	Sep-2012	POLIO PLUS	Y		
	The substantial	Y	3,822.24	PHF+2	Mar-2003	205.51	Sep-2012	POLIO PLUS	Y		
1000	100, 70, 70, 70, 70, 70, 70, 70, 70, 70,	N	1,000.00	PHF	Jun-2007				N		
a surely		Y	537.03			37.03	Sep-2012	POLIO PLUS	N		
1000	The second se	N	1,000.00	PHF	Apr-1991				N		
1.000		N	1,000.00	PHF	Feb-1988				N		
1000	Contraction of Contra	N	1,000.00	PHF	Oct-2009				N	4	
100		Y	3,904.03	PHF+2	Mar-2010			POLIO PLUS	N	4	
		Y	6,467.03	PHF+5	Apr-2005	4,467.03	Sep-2012	POLIO PLUS	N		
•											

Figure 5: Example of report