

User Guide: Viewing donation reports on OrgHunter.com



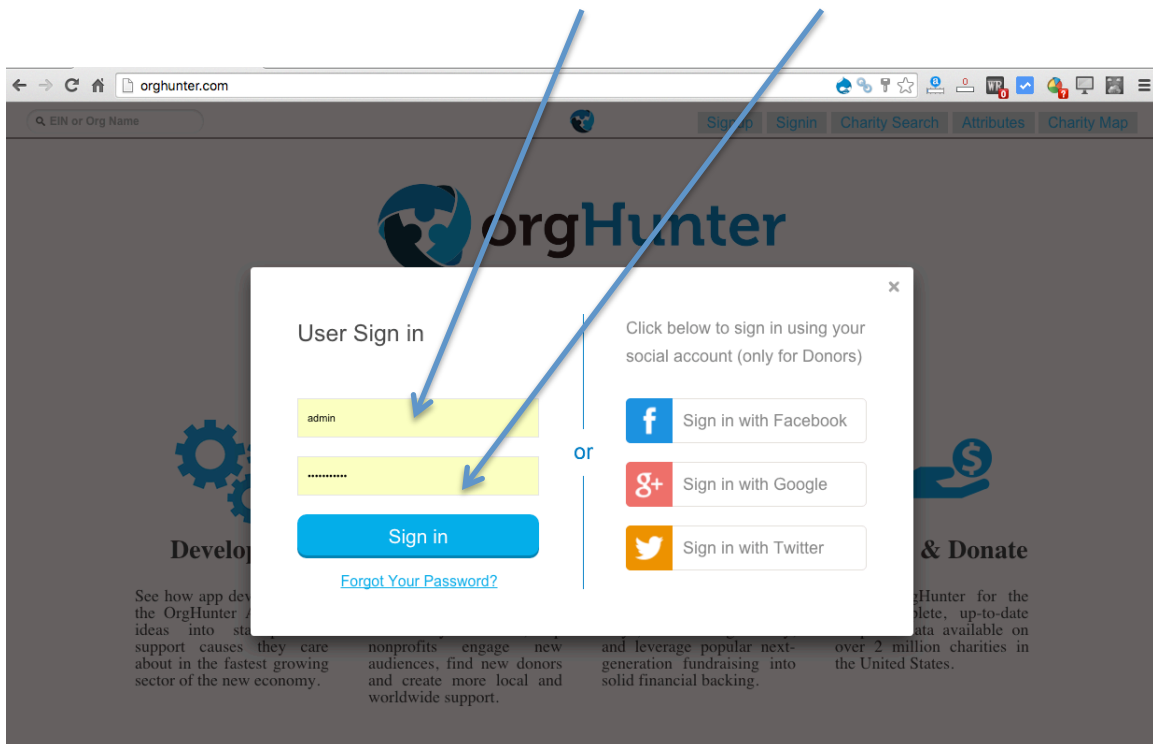
This document assumes that you have previously claimed your charity on OrgHunter.com and your account has been verified and approved by OrgHunter's verification team. For additional information along with our instructional video on how to claim your charity on OrgHunter.com please visit:

http://www.orghunter.com/charity_data_link

Accessing your charity's donation report is a simple process on OrgHunter.com.



Using your favorite browser navigate to OrgHunter.com and select the **Signin** option. You will be prompted for your **username** and **password**.



Once you have signed in, you will be automatically be redirected to your Charity Profile on OrgHunter. Below is an example of a Charity Profile on OrgHunter

microsite.orghunter.com/charity/profile

Home

OrgHunter MicroSite Example

Log Out OrgHunter Site Charity Detail Page

Home About us News Donate Contact us Mobile App

Your Charity Profile

General Mission and Program Mobile App Content Charity Attributes

Basic Information

Additional Names

Additional Addresses and Telephones

Categorization and Social Media

Save

Dashboard

Charity Profile

Personal Account Information

Appearance

Contact Report

Paypal Setting

Donation Report

PayPal Donation Report

Barcode

Generate One-Click Donation App

Under the **Dashboard** dropdown menu option on the right side of the screen, navigate to the **Donation Report** option.

Here's an example of a donation report. Navigate to the bottom of the page and select the **Download CSV** to download this report directly to your computer.

microsite.orghunter.com/donation-report

Dashboard

Donation Report

Partner Name	Donor Name	Donor Email	Donor Phone	Amount	Date	Comments 1	Comments 2
AskAFamous.com	Jesus Trevino	chuytr@yahoo.com	-	\$ 20	7/9/2015	-	-
AskAFamous.com	Jesus Trevino	chuytr@yahoo.com	-	\$ 21	7/16/2015	-	-
AskAFamous.com	Jesus Trevino	jesus.tr@gmail.com	-	\$ 22	7/16/2015	-	-
AskAFamous.com	Jesus Trevino	jesus.tr@gmail.com	-	\$ 20	7/22/2015	-	-
AskAFamous.com	Jesus Trevino	jesus.tr@gmail.com	-	\$ 20	9/9/2015	-	-
AskAFamous.com	Jesus Trevino	salme@aventad.com	-	\$ 20	10/3/2015	-	-

Download CSV