

## 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.

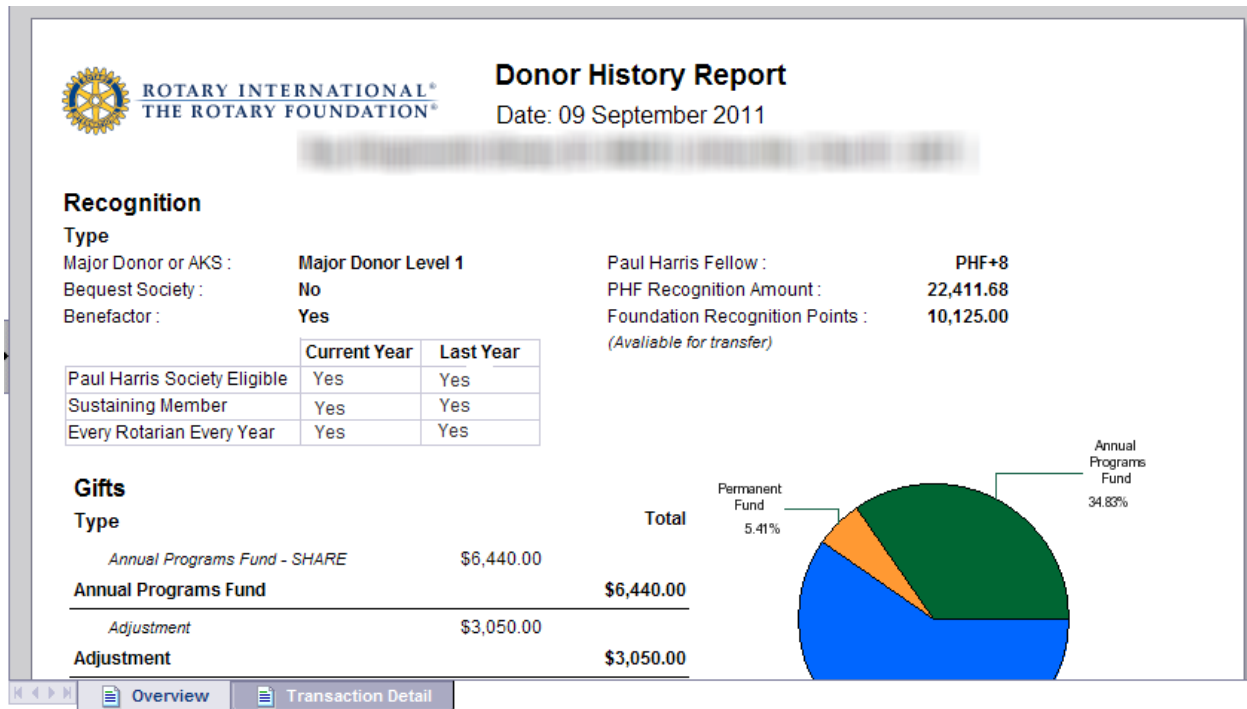


Figure 1: Example of a donor history report

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.

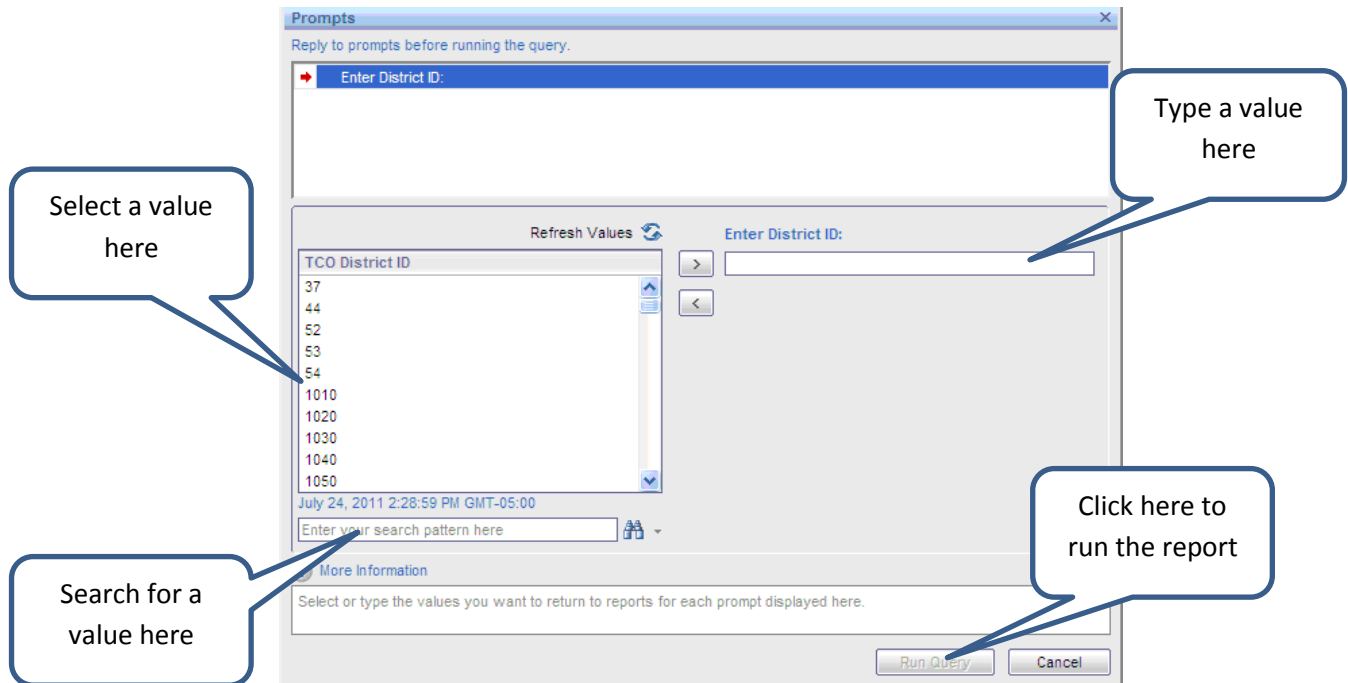
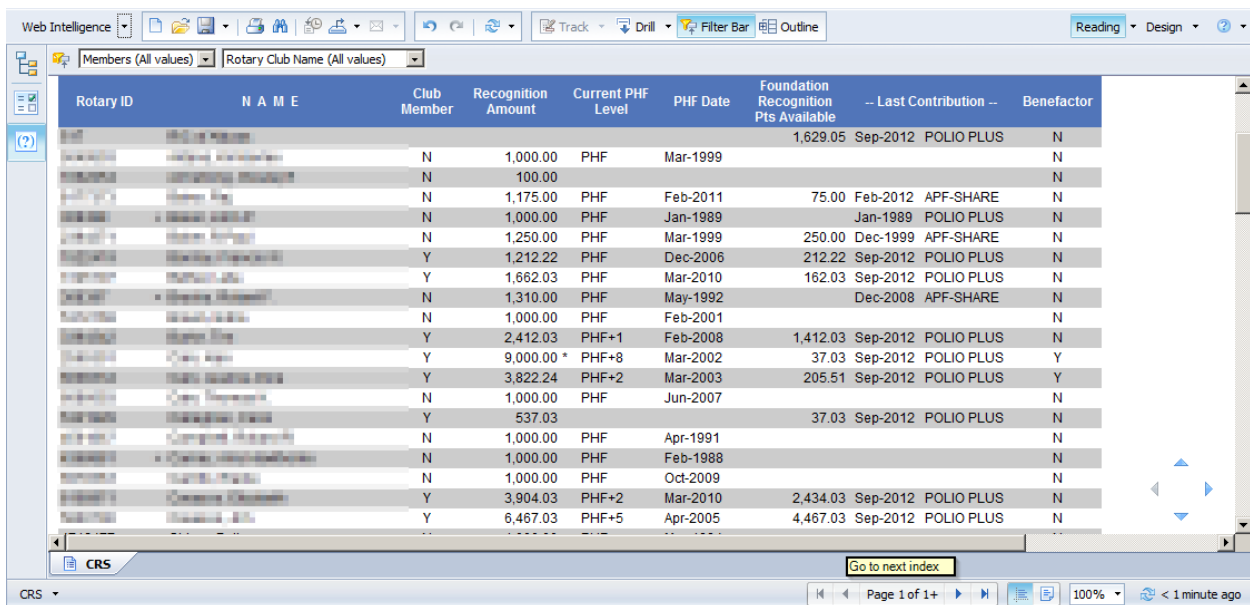


Figure 2: Example of a prompt screen

## 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.



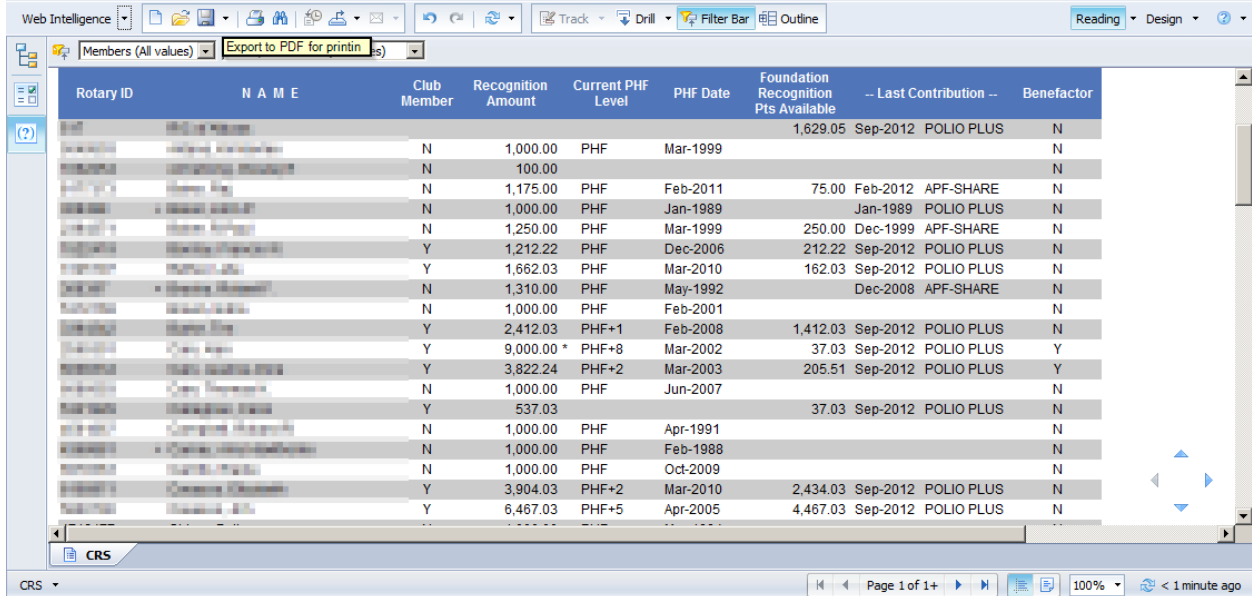
The screenshot shows a report window with a table of member data. The table has the following columns: Rotary ID, NAME, Club Member, Recognition Amount, Current PHF Level, PHF Date, Foundation Recognition Pts Available, -- Last Contribution --, and Benefactor. The data is as follows:

Rotary ID	NAME	Club Member	Recognition Amount	Current PHF Level	PHF Date	Foundation Recognition Pts Available	-- Last Contribution --	Benefactor
6111	WILLIAM HARRIS	N	1,000.00	PHF	Mar-1999	1,629.05	Sep-2012 POLIO PLUS	N
61111	WILLIAM HARRIS	N	100.00					N
61111	WILLIAM HARRIS	N	1,175.00	PHF	Feb-2011	75.00	Feb-2012 APF-SHARE	N
61111	WILLIAM HARRIS	N	1,000.00	PHF	Jan-1989		Jan-1989 POLIO PLUS	N
61111	WILLIAM HARRIS	N	1,250.00	PHF	Mar-1999	250.00	Dec-1999 APF-SHARE	N
61111	WILLIAM HARRIS	Y	1,212.22	PHF	Dec-2006	212.22	Sep-2012 POLIO PLUS	N
61111	WILLIAM HARRIS	Y	1,662.03	PHF	Mar-2010	162.03	Sep-2012 POLIO PLUS	N
61111	WILLIAM HARRIS	N	1,310.00	PHF	May-1992		Dec-2008 APF-SHARE	N
61111	WILLIAM HARRIS	N	1,000.00	PHF	Feb-2001			N
61111	WILLIAM HARRIS	Y	2,412.03	PHF+1	Feb-2008	1,412.03	Sep-2012 POLIO PLUS	N
61111	WILLIAM HARRIS	Y	9,000.00	PHF+8	Mar-2002	37.03	Sep-2012 POLIO PLUS	Y
61111	WILLIAM HARRIS	Y	3,822.24	PHF+2	Mar-2003	205.51	Sep-2012 POLIO PLUS	Y
61111	WILLIAM HARRIS	N	1,000.00	PHF	Jun-2007			N
61111	WILLIAM HARRIS	Y	537.03			37.03	Sep-2012 POLIO PLUS	N
61111	WILLIAM HARRIS	N	1,000.00	PHF	Apr-1991			N
61111	WILLIAM HARRIS	N	1,000.00	PHF	Feb-1988			N
61111	WILLIAM HARRIS	N	1,000.00	PHF	Oct-2009			N
61111	WILLIAM HARRIS	Y	3,904.03	PHF+2	Mar-2010	2,434.03	Sep-2012 POLIO PLUS	N
61111	WILLIAM HARRIS	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

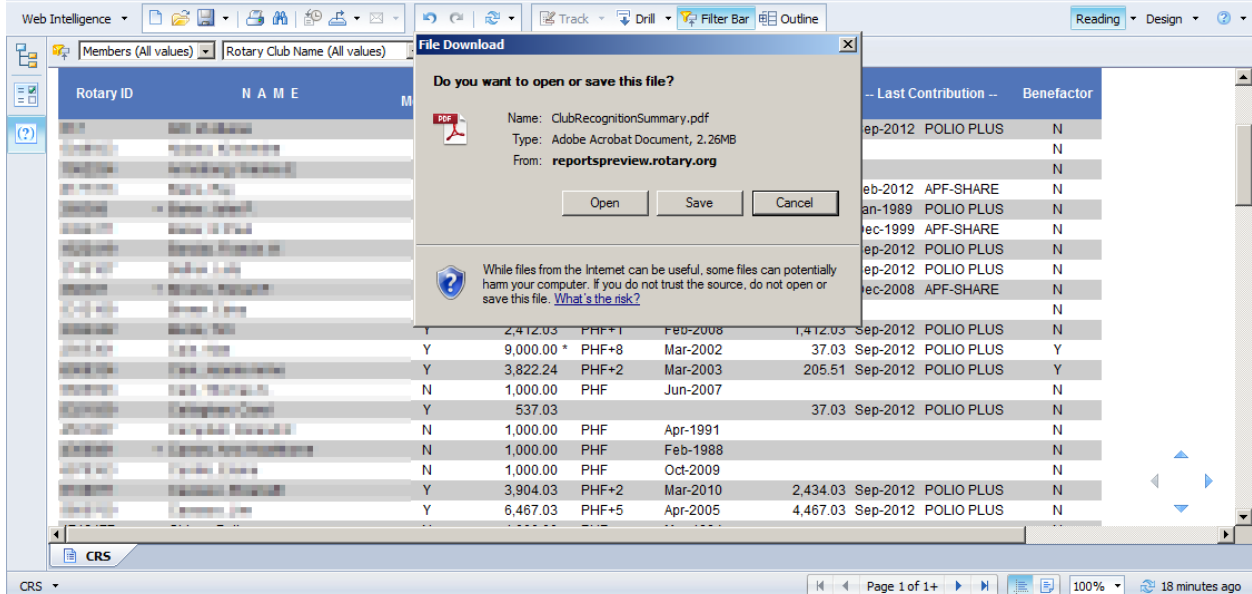
To view a report as a PDF, click on the printer icon in the top left area of the window:



Rotary ID	N A M E	Club Member	Recognition Amount	Current PHF Level	PHF Date	Foundation Recognition Pts Available	-- Last Contribution --	Benefactor
60111	John Adams	N	1,000.00	PHF	Mar-1999	1,629.05	Sep-2012 POLIO PLUS	N
60112	John Adams	N	100.00					N
60113	John Adams	N	100.00					N
60114	John Adams	N	1,175.00	PHF	Feb-2011	75.00	Feb-2012 APF-SHARE	N
60115	John Adams	N	1,000.00	PHF	Jan-1989		Jan-1989 POLIO PLUS	N
60116	John Adams	N	1,250.00	PHF	Mar-1999	250.00	Dec-1999 APF-SHARE	N
60117	John Adams	Y	1,212.22	PHF	Dec-2006	212.22	Sep-2012 POLIO PLUS	N
60118	John Adams	Y	1,662.03	PHF	Mar-2010	162.03	Sep-2012 POLIO PLUS	N
60119	John Adams	N	1,310.00	PHF	May-1992		Dec-2008 APF-SHARE	N
60120	John Adams	N	1,000.00	PHF	Feb-2001			N
60121	John Adams	Y	2,412.03	PHF+1	Feb-2008	1,412.03	Sep-2012 POLIO PLUS	N
60122	John Adams	Y	9,000.00 *	PHF+8	Mar-2002	37.03	Sep-2012 POLIO PLUS	Y
60123	John Adams	Y	3,822.24	PHF+2	Mar-2003	205.51	Sep-2012 POLIO PLUS	Y
60124	John Adams	N	1,000.00	PHF	Jun-2007			N
60125	John Adams	Y	537.03			37.03	Sep-2012 POLIO PLUS	N
60126	John Adams	N	1,000.00	PHF	Apr-1991			N
60127	John Adams	N	1,000.00	PHF	Feb-1988			N
60128	John Adams	N	1,000.00	PHF	Oct-2009			N
60129	John Adams	Y	3,904.03	PHF+2	Mar-2010	2,434.03	Sep-2012 POLIO PLUS	N
60130	John Adams	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:



**File Download**

Do you want to open or save this file?

 Name: ClubRecognitionSummary.pdf  
Type: Adobe Acrobat Document, 2.26MB  
From: reportspreview.rotary.org

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Figure 5: Example of report