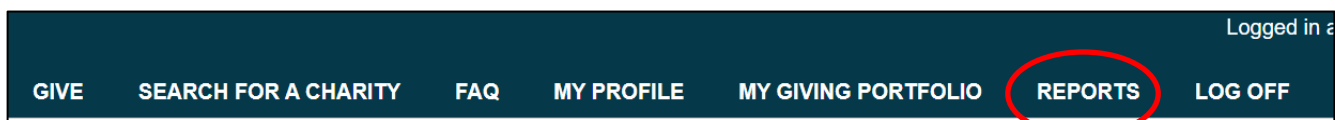


Partners In Giving: Chair ePledge Access and Reporting


- After logging in, the pledging page is displayed. To access the Chair Portal, select **REPORTS** from the top menu.



- After clicking **REPORTS**, the Chair Portal is displayed. The page may take a few seconds to load.

The following reports will be available. Reports can be exported to excel by clicking .


Campaign Summary-up to date totals for your agency/department. The chart includes any donations submitted through ePledge, paper pledge forms that have been processed and special events (through GiveSmart or other payments that have been processed)

▼Campaign Summary 

The Campaign Summary provides up to date totals for your agency/department. The chart includes any donations submitted through ePledge, paper pledge forms that have been processed, and special events (through GiveSmart or other payments that have been processed)

Organization Name	Grand Total	Employee Gifts	Event Gifts	# Employee	# Donors
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
All Employee Gifts-All pledges (including ePledge and processed paper forms) will be listed below. This report can be sorted by the column header.

▼All Employee Gifts 

All pledges (including ePledge and processed paper forms) will be listed below.

Date Entered	First Name	Last Name	Gift	Online or Paper	Organization Name
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Employee List-This will list employees and could also include retired individuals as they have the option to request to be included with the agency they retired from. If data is available, the chart will list their current year gift, last year gift, and email address. This can be used to identify donors who gave last year but have not given yet this year. This report can be sorted by the column header.

▼Employee List 

Below is a list of employees. Please note retired individuals may be listed per their request to be included with the agency they retired from. If data is available, the chart will list their current year gift, last year gift, and email address. This can be used to identify donors who gave last year, but have not given yet this year.

First Name	Last Name	2023 Gift	2022 Gift	UDDS or Dept ID	Organization Name
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- To return to the donation page, click **GIVE** from the top menu.

