

# How An Admin Can Review Donation Requests

## Select to Review Donation Requests

To review donation requests, you may either click on "Donations" from the drop-down menu below "Administration",

Or you can click on "Click Here" from the welcome banner.

The screenshot displays the PROFITS4PURPOSE website interface. At the top, the logo features a green circular arrow around a city skyline, with the text "PROFITS4PURPOSE" below it. The tagline "Simple. Relational. Innovative." is positioned to the right. A green navigation bar contains "Home", "My Details", "Administration", and "Logout", with a "FAQs" link on the right. A dropdown menu under "Administration" lists "Activity Reports", "Users", "Events", "Event Reports", "Donations", "Non-Profits", "General Settings", and "Reminders". The "Donations" item is highlighted with a red box. A yellow banner below the menu states, "You have 4 'New ' donation requests. [Click here](#) to review them.", with the link highlighted in a red box. The main content area includes sections for "Company", "Search Non-Profit Profiles", "Volunteer Opportunities", "Track Volunteer Hours", "Donation Requests", and "Our Stories", each with a corresponding icon.

## Search Donation Requests

Here you can filter down to see which requests are:

- New
- Denied
- Ready for Payment
- Paid

After clicking on the status, make sure to click on "Search".

\*Some companies may have additional statuses for their requests.

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PROFITS4PURPOSE

Home My Details Administration Logout ? FAQs

Manage Public Donation Requests

Requests Donations Setup

Search Add Request

Status

Use the current request status

Start date (e.g. 07/18/2011)

End date (e.g. 07/18/2011)

Additional Conditions

+ Add new condition

Search

## View Donation Request Detail

Click on the donation request to view the detail and to update it's status.

**Status**

Use the current reporting year

**Start date**   (e.g. 07/18/2011)

**End date**   (e.g. 07/18/2011)

**Additional Conditions**

[+ Add new condition](#) ▼

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**Donation Requests** ▼ Export to:   

ID	NON-PROFIT ▲	SUBMITTED ▲	NEEDED ▲	STATUS	
<input type="checkbox"/>	31022	Rady Children's Hospital	Jan. 16, 2013	Sep. 06, 2014	New
<input type="checkbox"/>	31023	Boys and Girls Club	Jan. 25, 2013	Jan. 01, 1970	New
<input type="checkbox"/>	45499	2013 American Cancer Society / Relay for Life Team Kent State	Sep. 17, 2013	-	New
<input type="checkbox"/>	45500	2013 Relay for Life Bradford County	Sep. 17, 2013	-	New

Go to:  Show rows:  1-4 of 4  

## Review Donation Request and Update Status

From here you can view the detail of the donation request. If you would like to change the status of the request, once approved or denied, click on the below field.

And then click on "Save Changes".

Close

ID	NON-PROFIT ▲	SUBMITTED ▲	NEEDED ▲	STATUS
	First Name: <input type="text" value="Cali"/> Last Name: <input type="text" value="MKTG"/>			 <a href="#">Delete This Request</a>
	Email: <input type="text" value="ryan@profits4purpose.com"/>			<div><input checked="" type="button" value="Save Changes"/></div> <div><input type="button" value="Cancel"/></div> <p>Export to: </p>
	Status: <input type="text" value="Ready for Payment"/> Last Status: <input type="text" value="06/03/2013"/> Change: 			
	SUBMITTED: <input type="text" value="01/16/2013"/> 	NEEDED: <input type="text" value="09/06/2014"/> 		
	Description: <input type="text" value="We volunteered at the event across the street."/>			

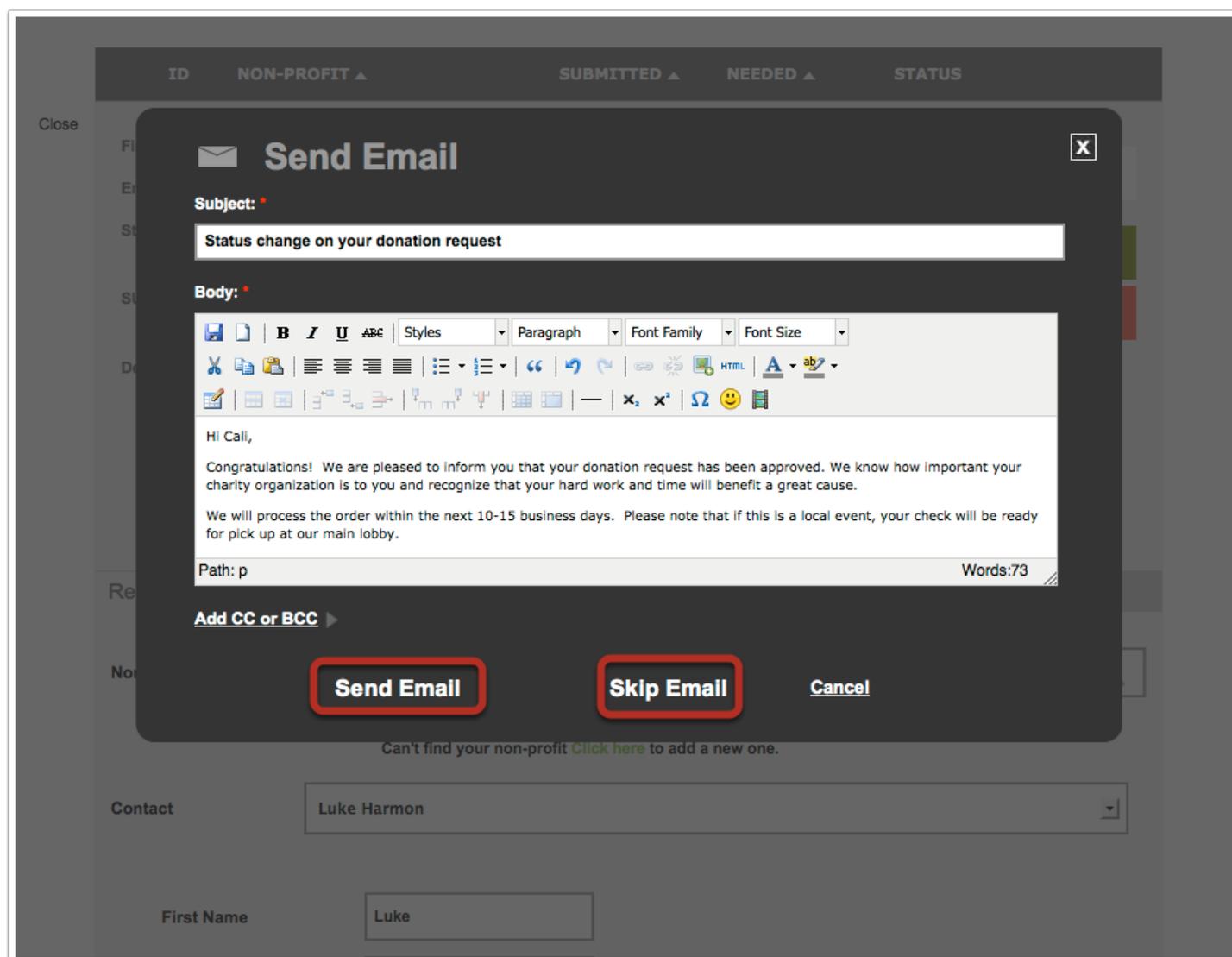
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Recipient Info	Notes	Additional Info	Donated Items	Mail Merge
Non-Profit	<input type="text" value="Rady Children's Hospital"/> 			
	 <a href="#">View this non-profit's donation history</a> Can't find your non-profit <a href="#">Click here</a> to add a new one.			
Contact	<input type="text" value="Luke Harmon"/>			
First Name	<input type="text" value="Luke"/>			
Last Name	<input type="text" value="Harmon"/>			
EMAIL	<input type="text" value="luke@profits4purpose.com"/>			
Phone	<input type="text" value="2532241872"/>			
Street Address 1	<input type="text" value="422 north sunset court"/>			

## Review Mail Merge After Making Status Change

After changing the status of the donation request, a mail merge will automatically be created. You have the ability to change the email as you wish. Once it looks just as you would like, click on "Send Email".

If you do not want the requestor to be notified of the status change, select "Skip Email".



## Export Donation Requests

If you would like to export your donation requests, click on the "CSV", Excel, or Adobe file icon.

**Search**   **Add Request**

Status:

Use the current reporting year

Start date:  (e.g. 07/18/2011)

End date:  (e.g. 07/18/2011)

Additional Conditions

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**Donation Requests** ▼   Export to:

ID	NON-PROFIT ▲	SUBMITTED ▲	NEEDED ▲	STATUS
<input type="checkbox"/>	31023   Boys and Girls Club	Jan. 25, 2013	Jan. 01, 1970	New
<input type="checkbox"/>	45499   2013 American Cancer Society / Relay for Life Team Kent State	Sep. 17, 2013	-	New
<input type="checkbox"/>	45500   2013 Relay for Life Bradford County	Sep. 17, 2013	-	New

Go to:    Show rows:    1-3 of 3