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.

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.

View Donation Request Detail

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

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".

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".
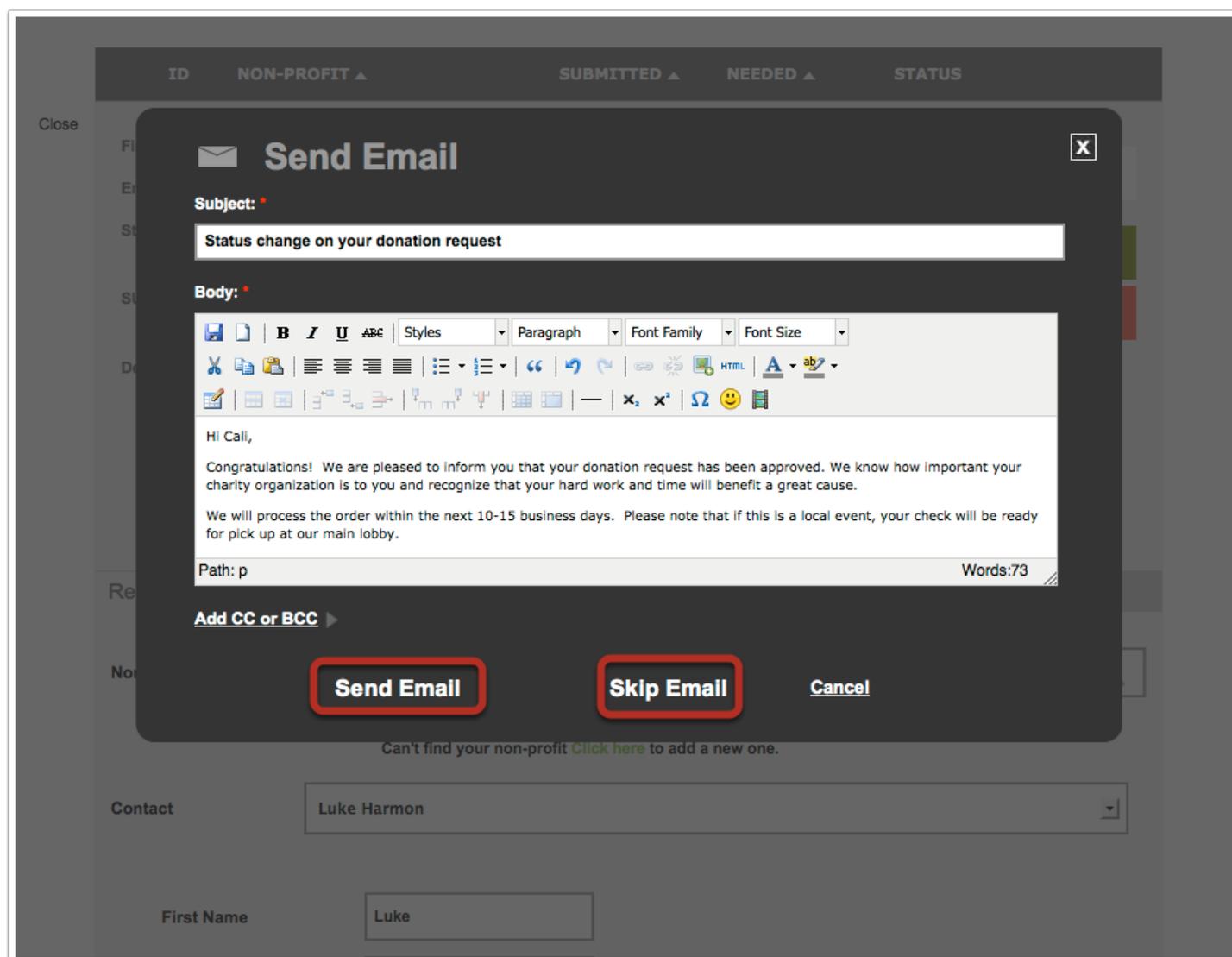
Export Donation Requests

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