



# **dasco3 workshop**

**donor.com 2009  
community conference**



**April 14, 2009**

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# AGENDA

1. Getting Started
2. Account Activities
  - a. Find Account,
  - b. Add New Account
  - c. View Account
  - d. Update Account
  - e. Account Tabs (including new Account Logs)
  - f. Account Functions (including new Recurring Transactions)
  - g. Start, Reenter, Exit batch
  - h. Transactions in Batches (Add Dollars, Pledges, Letters and Labels, Orders)
3. Daily Administration
  - a. Manage Days and Batches (Modify Entry, Balance, CRJ, Charge CC, Update)
  - b. Load Recurring Transactions
  - c. Create ACH File
  - d. Produce Receipts (including Reissue Receipts)
4. Selects
  - a. File Manager / Transfer Manager
  - b. Model Manager
5. Sponsorship
  - a. Find Child
  - b. Add a Child
  - c. Run a Child Query Model
  - d. File Manager / Transfer Manager
6. System Maintenance
  - a. Code Manager
7. Queries and Reports
  - a. Report Manager
  - b. Gift Inquiry
  - c. View Trends
8. How Tos
  - a. Integrate with Google Earth
  - b. Configure Quick Profile (org-wide)
  - c. Add Functions

## What's On Deck?

1. Donor Performance Index with Visual DPI and Forecasting
2. Custom Output Manager
3. User Preferences
  - a. Quick Profile (Uses Custom Output Manager)
  - b. Find Account Search Results Columns
  - c. Pledges Tab Columns
  - d. Gifts Tab Columns
4. Inventory and Fulfillment
- 
5. Manage Duplicates
  - a. Simple Combine
  - b. Find Duplicates
  - c. Combine Accounts from a File
6. Adjustment entries for gifts
7. Screen Builder
8. Caseload Manager
9. High Speed Procedures
10. Mass Change
11. Run Turbo

## INSTALL dasco3

1. Download installer to your Desktop. (Instructions available)
2. Double-click on the installer to start the installation. When finished, you will have a dasco3 shortcut on your desktop.



## LOGIN



1. **Username** -- Your personal login name
2. **Client** -- Your organization's client code
3. **Database** -- Generally the same as your organization's client code, unless you are authorized for multiple databases.
4. **Password** -- Your personal password. It will not be displayed.
5. **Login** -- Click to log in once you have supplied all parameters.

For this training class, use the username and password assigned to you. The database is **acme**.

When in "production", you will use your normal username and login. For the database, use your "client code" ... a two or three letter acronym donor.com uses to refer to your ministry.

# LAUNCHER

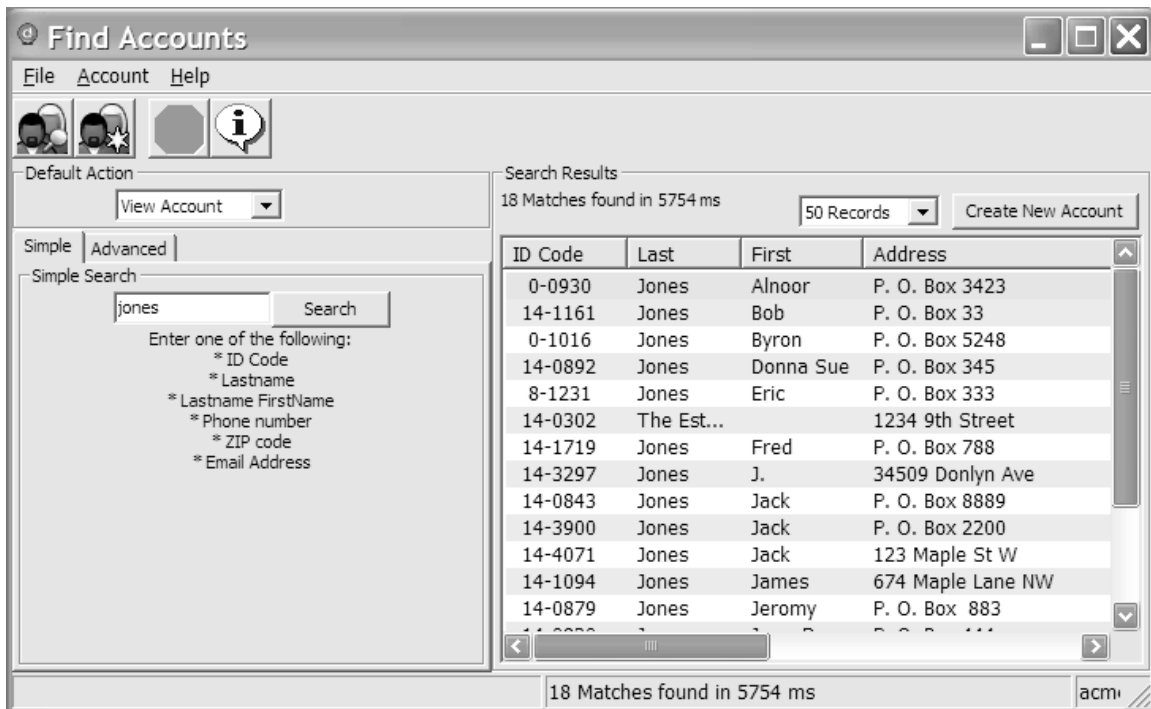


1. **Quit** -- Close all DASCO 3 windows and exit the Launcher
2. **Start New Batch** -- To start a new batch for an open date
3. **Re-enter an Existing Batch** -- To re-open an existing batch to make changes or additions
4. **View Details of an Existing Batch** -- To view the transactions in an existing batch
5. **Exit a Batch** -- To exit a batch you have open
6. **Help** -- View on line help for this frame
7. **Choose Application** -- Expand list of application choices and select an application. The list of available applications will reflect your login permissions.

PRACTICE - resize, reposition on desktop, quit, reopen

# ACCOUNT ACTIVITIES

## FIND ACCOUNTS



1. **New Search** -- Clear the search criteria and start a new search
2. **Create New Account** -- To add a new Account
3. **Help** -- View online help for Find Accounts.
4. **Default Action** -- Choose the action you wish to take on the selected Account. Choices will vary, depending on whether or not you are in a batch.
5. **Simple Search** -- To search by a single criteria (Account ID, Last Name, Last Name First Name, Zip, or Phone Number)
6. **Advanced Search** -- To search by a combination of criteria
7. **Search Results** -- The list of Accounts matching your search criteria.
8. **Columns** -- Click on a column to resort the Search Results by that column. Click again to reverse the sort.
9. **Exit** -- To close the Find Accounts frame.

### Choosing an Account and Action:

- Double click on one of the Accounts in the Search Results to execute the specified Default Action.
- Click on one of the Accounts in the Search Results. Right click and choose desired Action.
- Click on one of the Accounts in the Search Results. Click on Account and choose desired Action.
- Click on one of the Accounts in the Search Results. Use Function Key shortcuts to execute the desired Action.
- Use Up/Down Arrow keys to highlight the Account you wish to use. Then choose Action with ENTER (Default Action), right click or function keys.

## PRACTICE Finding Accounts

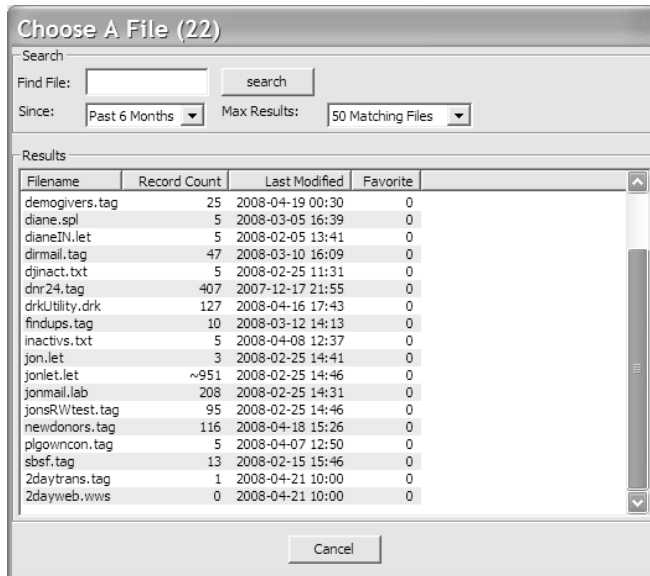
Some Last Names: Jones, Smith, Franklin, Johnson, Kuehl  
Phone: 4032755146 3045712244 2143126694 8777513300  
Email: d\*@donor\* \*@hotmail\* \*@juno.com  
Zip: 923 46236 64145 6125 60607 92667

## Advanced Search

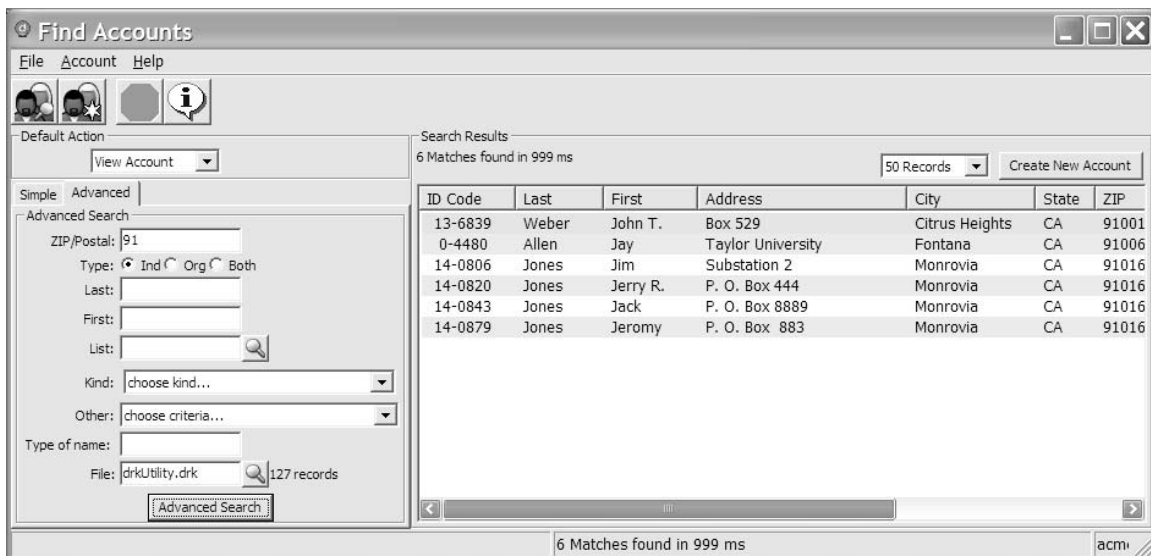
The screenshot shows the 'Find Accounts' application window. The interface includes a menu bar (File, Account, Help), a toolbar with icons for account management, and a search panel on the left. The search panel is set to 'Advanced Search' and contains the following fields: ZIP/Postal (empty), Type (radio buttons for Ind, Org, Both), Last (empty), First (empty), List (2011), Kind (dropdown menu), Other (dropdown menu), Criteria (empty), and File (empty). The search results are displayed in a table with the following columns: ID Code, Last, First, Address, City, State, and Z. The table contains 16 rows of data, with the first row being 0-0930 Jones Alnoor P. O. Box 3423 Redlands CA 9. The status bar at the bottom indicates '16 Matches found in 902 ms'.

ID Code	Last	First	Address	City	State	Z
0-0930	Jones	Alnoor	P. O. Box 3423	Redlands	CA	9
0-1016	Jones	Byron	P. O. Box 5248	Redlands	CA	9
0-1600	Maddoux	Luke	45 Frost Park East	Clarkburg	CO	8
0-4157	Jenkins	Eloise	Quaker Point	West Springfi...	CA	9
8-1231	Jones	Eric	P. O. Box 333	Kelowna	BC	V
8-2983	Baker	Nina	1365 Crafton #1090	Moneton	NB	E
8-3021	Marciniak	The	929 3rd St SE	Independence	MO	6
8-3069	Smith	Fred	222 Po Box 333	Lawrenceville	GA	3
8-3252	Gilmantest	Rr Df	406-621-8th Street	Roswell	GA	3
13-5872	Smith	Alfred	1610 E Elizabeth Road	Burlington	ON	L
13-6293	Dalton	Roxanne	Crossroads Communicati...	Redlands	CA	9
13-9105	Rice	A. Clay	P O Box 420620	Eugene	FL	3
14-0247	Smith	Frank	100 Avenue Bvd	Redlands	CA	9
14-0508	Kinnston	Dave	719 Orange Tree Lane	Redlands	CA	9

1. Advanced Search (= D2's combination searches)
  - a. Combinations of criteria (Try last=smith; List 2011)
  - b. List only (try List 2011)
  - c. Kind only (COM, CON, DAT, LNK, EMM, EML et al)
  - d. Ind/Org/Both
  - e. Other – requires at least some other component along with it (Try Type of Name = 100; Zip/Postal code of 923)



- Can even choose a file of Accounts from your select output files and view them. In fact, combine with other criteria to narrow the results even further



## PRACTICE

## ADD ACCOUNT

1. **Country** -- Choose the appropriate Country for this new Account.
2. **Zip/Postal** -- US Zip Code or Canadian Postal code for this Account.
3. **Type of Name** -- Choose appropriate Type of Name from drop down.
4. **Title** -- Provide appropriate personal Title for this Account (not Job Title or Business Title). Can be entered in all lowercase letters. e.g. mr and mrs [OPTIONAL]
5. **First Name** -- First name to be used on this Account. Can be entered in all lowercase letters. e.g. frank
6. **Last Name** -- Last name to be used on this Account. Can be entered in all lowercase letters. e.g. smith
7. **Suffix** -- Personal suffix. Can be entered in all lowercase letters e.g. jr sr iii [OPTIONAL]
8. **Check for Duplicates** -- Click to check for possible duplicates in already existing Accounts. Possible matches will be displayed so you can avoid adding a duplicate Account.

If no potential duplicates are found OR you choose to Ignore and Continue adding the new Account, the Address tab will ask for the following:

1. **Address 1, 2, 3** -- Up to 3 street address lines. Can be entered in all lowercase letters. Recognized directionals (e = East; w = West) and many street abbreviations (st = Street; ave = Avenue) are expanded. USPS prefers that the most significant lines of the street address be entered last. e.g. Address 1 = Apt 208; Address 2 = 1234 Cypress Street.
2. **City** -- City name. Pre-populated based on Zip / Postal Code. Can be overridden by operator input.
3. **State** -- State / Province Code. Also pre-populated based on Zip / Postal Code. Must match the Zip / Postal Code.
4. **Mail Code** -- Choose appropriate Mail Restriction (Preference) value for this new Account.
5. **Phone Number and Preference** -- Enter phone number (area code required) and choose appropriate Phone Preference value. [OPTIONAL]
6. **Email Address and Preference** -- Enter email address and choose appropriate Email Preference value. [OPTIONAL]

7. **Source Code** -- Choose appropriate Source Motivation Code to identify how this Account was acquired. [REQUIRED]
8. **Create New Account** -- Click to submit the information for this new Account.

## PRACTICE

Add your own name and address.  
 Use lowercase letters just like DASCO 2.  
 Add Accounts at an international address.  
 Add an organization name (maybe your church)  
 Add an Account that you expect to be a duplicate

## VIEW ACCOUNT

The screenshot shows the 'View Account' window for 'Mr. and Mrs. Byron Jones | 0-1016'. The interface includes a menu bar with options like 'Print Profile', 'Update Account', 'Add Dollars', 'Add Orders', 'Add Pledge', 'Add Ship Label', 'Add Form Letter', 'Functions', and 'Help'. Below the menu is a 'Contact Info' section with fields for ID, name, address, phone, and email. To the right is a 'Dollar Summary' table showing gift amounts and counts from 2005 to 2009. Further right is a 'Quick Profile' section with fields like 'Type of Name', 'Mail Restriction Code', 'Income Center', etc. At the bottom, there are two bar charts: 'Number of Gifts' and 'Amount of Gifts', both showing data from 2005 to 2009. A 'Dashboard' section on the left contains several toggle buttons for 'Turbo Ranking', 'Lapsed', 'Recency', 'Frequency', 'Largest Amount', and 'Cumulative Amount'. A 'Stop all queries for this window' button is at the bottom left, and 'BETA test2' is at the bottom right.

Year	Amount	Count
2009	.00	0
2008	100.00	4
2007	475.00	3
2006	3,372.99	15
2005	1,307.68	10
Lifetime	5,802.67	39

1. **Print Profile** -- To produce a PDF of the Account information
2. **Update Account** -- To process changes in name, address, phone, email, and the Quick Profile
3. **Add Dollars** -- To post donations or payments to this Account.
4. **Add Orders** -- To create a new product order.
5. **Add Pledge** -- To create a new pledge / financial commitment.
6. **Add Ship Label** -- To initiate the production of a shipping label for a simple product premium or packet of material to be sent. The label will be generated as part of the "end of day" receipt production.
7. **Add Form Letter** -- To initiate the production of a form letter. The letter will be printed as part of the "end of day" receipt production.
8. **Functions** -- To open a special frame, process, or dialogue configured uniquely for your organization. This might be a subset of Supplemental data, integration with Google Earth, a special dialogue that executes some action, a PDF or spreadsheet. Recurring Transactions are found here.
9. **Help** -- To access on-line help for View Accounts.
10. **Tags** -- Click on a tab to view the data related to that tab (gifts, pledges, special lists, etc)

## UPDATE ACCOUNT

**Update Mr. Alnoor Jones [ 0-0930 ]**

File Tabs Help

1-Address (4) 2-Names 3-Phone 4-Email 5-Codes

**Contact Info**

ID: **0-0930**

Mr. Alnoor Jones  
Helen Coolbroth  
P. O. Box 3423  
Redlands, CA 92374

111/555-8124  
diane-jonesy@donorware.com  
salu: Al

**Account Messages**  
notify Fred

**Address History**

Date	Address
04/04/06	Helen Coolbroth, 1344 Main Street
05/08/06	Helen Coolbroth, 1344 Main Street
04/04/07	Helen Coolbroth, 1344 Main Avenue
04/04/07	Helen Coolbroth, 1344 Main Avenue

**Change Address**

Name: Mr. Alnoor Jones

Country: United States of America

Address 1: c/o Helen Coolbroth

Address 2: P. O. Box 3423

Address 3:

City: redlands

State/Prov: CA

ZIP/Postal Code: 92373

Save Address Changes

No Batch 4 records found in 1509 ms acm

### Address (Ctrl 1)

1. Address History: Displays a history of old addresses. .
2. Country: Choose the appropriate Country for this address. If a country other than US or Canada is chosen, the City, State/Province, and Zip/Postal Code fields will be inactivated.
3. Address 1: Enter the first line of the street address.
4. Address 2: Enter the second line of the street address.
5. Address 3: Enter the third line of the street address. For US addresses, this is considered the most significant part of the mailing address.
6. City: Enter the appropriate City name.
7. State/Province: Choose the appropriate State or Province code.
8. Zip/Postal Code: Enter the Zip or Postal Code. It must be valid for the chosen State or Province.

A word about non-US, non-Canadian addresses: To accommodate the wide range of address formatting rules, you must enter the full address (except the name of the Country) in the three street address lines. Follow that Country's address format preferences. The name of the Country will automatically be added following the last address line based on the country code selected under Country. Do not put the country name in the three address lines or it will be duplicated when the address is formatted and exported for use in a mail merge.

**Update Mr. Alnoor Jones [ 0-0930 ]**

File Tabs Help

Contact Info

ID: **0-0930**

Mr. Alnoor Jones  
c/o Helen Coolbroth  
P. O. Box 3423  
Redlands, CA 92373

111/555-8124  
diane-jonesy@donorware.com  
salu: Al

Account Messages  
notify Fred

1-Address (5) | **2-Names** | 3-Phone | 4-Email | 5-Codes

Type of Name: [ ]

Title: Mr.

First: Alnoor

Last: Jones

Suffix: [ ]

Salutation: Al

Man's First: Al

Woman's First: Susie

Save Name Changes

No Batch acm

### Names and Salutation (Ctrl 2)

1. **Type of Name:** Choose from list of valid name (Account) types. 0-99 is used for individual/people; 100-999 for organizations. The valid types are determined by your database administrator.
2. **Title:** Personal title to be used for this Account. Optional. e.g. "Mr. and Mrs.", "Rev" or "Pastor"
3. **First:** First name(s) for this Account. e.g. "Frank" or "Frank and Judy".
4. **Last:** Last name for this Account.
5. **Suffix:** Jr, Sr, MD, etc
6. **Salutation:** Default salutation to be used when addressing this Account. e.g. {Dear} "Frank and Judy", "Mr. and Mrs. Frank Jones", or "Friend" (for organizations).
7. **Man's First:** Optional field for recording the Man's nickname or full first name. Could be used to address a communication strictly to the Man.
8. **Woman's First:** Optional field for recording the Woman's nickname or full first name. Could be used to address a communication strictly to the Woman.

**Update Mr. Alnoor Jones [ 0-0930 ]**

File Tabs Help

Contact Info

ID: **0-0930**

Mr. Alnoor Jones  
c/o Helen Coolbroth  
P. O. Box 3423  
Redlands, CA 92373

111/555-8124  
diane-jonesy@donorware.com  
salu: Al

Account Messages  
notify Fred

1-Address (5) | 2-Names | **3-Phone** | 4-Email | 5-Codes

Default Phone Number

Default Phone: 111/555-8124

Set Default Phone

Secondary Phone Numbers

Supplementals

Phone Number (1)

111/555-9191 Business 04/10/07

No Batch acm

### Phone (Ctrl 3)

1. Enter phone number to be used as primary contact number for this Account.
2. Secondary Phone Numbers - Displays any alternate phone numbers on record for this Account. Right click on Phone Number and choose Add Phone Number to create a new Secondary Phone Number record (PHN). Same formatting rules apply.

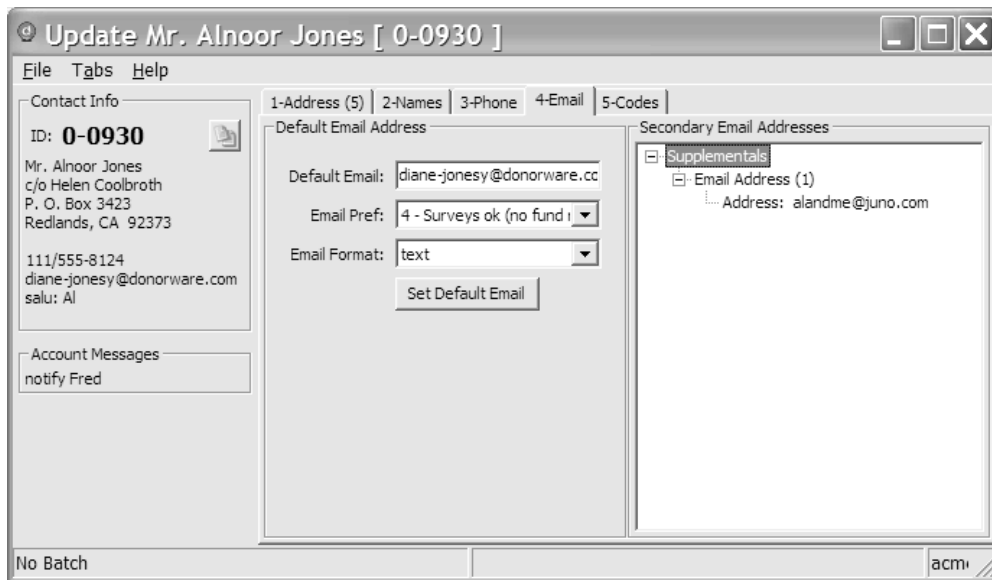
The standard validation for phone numbers is as follows. Yours may vary.

For North American numbers (will be reformatted as 999/999-9999):

999/999-9999  
9999999999  
999999-9999  
999/9999999  
(999)999-9999  
999-999-9999  
+19999999999

For International numbers (will not be re-formatted):

+ [0,2-9]\* (Leading + sign, followed by any digit other than 1 and any number of digits after that)



### Email (Ctrl 4)

1. Default Email Address (EML)
2. Secondary Email Addresses (EMM)

## Codes (Ctrl 5)

1. **Mail Pref:** Choose from list of valid mail restriction codes
2. **Email Pref:** Choose from list of valid email preference codes
3. **Phone Pref:** Choose from list of valid phone preference codes
4. **Notify Code:** Choose from list of valid notify codes. Most often used to notify the named individual or department of gifts from this Account.
5. **VIP Code:** Choose from a list of valid VIP codes. Most often used to protect VIP Accounts from any purge or inactivation process.
6. **ADI/DMA:** Usually set by the system automatically based on zip code. Used to identify the ADI or DMA geographic market area in which this Account resides.
7. **Income Center:** Choose from list of valid Income Center codes. Used most often to identify which department "owns" the relationship with this Account. If an Income Center is specified here, every gift from this Account is credited to the named Income Center. If blank, the designation or motivation determines the gift's income center.
8. **Market and Radio:** These are organization-definable fields which may be labeled differently on your database. See your database administrator for more details.
9. **Default Desig:** The designation to which ALL gifts from this Account are to be credited. If specified, then this designation will override any other designation used when adding a gift.
10. **Default Stop:** The date on which the default designation expires.
11. **Contact Date:** A date field to be used at your discretion.

## ACCOUNT TABS

1. Gifts Tab (Ctrl 1)
  - a. **Gift Data** -- Click on a column to resort the data by that column. Click again to reverse the sort. Use Scroll to view additional gifts or data on an individual gift.
  - b. **Actions** -- Right click on any individual gift to:
    - i. **Retrieve Unmasked Credit Card Number**
    - ii. View Related Batch
    - iii. View Related Order
    - iv. View Related Pledge
    - v. View Related Child

**vi. Reissue Receipt**

- c. **Copy Data** -- Highlight a line item and right click. Choose Copy Data. Paste into an application of your choice. (Copies complete gift list, not just a single gift, including headers. Nicely formatted for a spreadsheet.)
2. Pledges (Ctrl 2)
    - a. **Scroll Down** -- View more pledges
    - b. **Scroll Across** -- View additional information of each pledge.
    - c. **Column** -- Click on a column to resort the data by that column. Click again to reverse the sort
    - d. **Show Closed Pledges** -- Check this box to view any closed or historical pledges / renewals on this account. Uncheck to view only open / active pledges.
    - e. **View Pledge** -- Double click or right click and choose Open Pledge to view Pledge details.
    - f. **Copy Data** -- Highlight a line item and right click. Choose Copy Data. Paste into an application of your choice. (Copies complete orders list, not just a single order, including headers. Nicely formatted for a spreadsheet.)
  3. Lists (Ctrl 3)
    - a. **List** -- List codes to which this Account is subscribed or assigned.
    - b. **Description** -- Description associated with the List code.
    - c. **Date** -- List Date. Often represents the date on which this Account subscribed to this List. Can also be used as an expiration date. Depends on your organization's business rules and procedures for the List.
    - d. **Salutation** -- Personal salutation associated with the List. There is the option to use the List salutation over the general salutation when exporting this name for communication based on the List subscription.
    - e. **New** -- Add a new Special List. Use the SPL Code Picker to search for the Special List you want. Favorites (most recently used SPLs are displayed first.) SPL Date and Salutation are optional. Click Submit when finished.
    - f. **Edit** -- Highlight the Special List you wish to modify and right click to choose Edit Entry. Click Submit when finished.
    - g. **Delete** -- Highlight the Special Lists you wish to delete and right click to choose Delete Entry. Confirm.
    - h. **Item** -- Highlight desired Special List. Click on Item and then desired Action (edit, add, delete).
    - i. **Column** -- Click on a column to resort the data by that column. Click again to reverse the sort.
    - j. **Copy Data** -- Highlight a line item and right click. Choose Copy Data. Paste into an application of your choice. (Copies complete set of lists, not just a single list, including headers. Nicely formatted for a spreadsheet.)
  4. Letters and Labels (Ctrl 4)
    - a. **Date** -- Batch Date on which the Form Letter or Shipping Label request was entered
    - b. **Batch** -- Batch Number in which the Form Letter or Shipping Label request was entered
    - c. **Type** -- Letter = Form Letter; Label = Shipping Label
    - d. **Code** -- Form Letter or Shipping Label code
    - e. **Letter or Item** -- Form Letter or Shipping Label description

- f. **Variable 1** -- For Letters, this is the first of the 4 optional merge variables as specified by the user. It will vary from Form Letter to Form Letter. For Labels, this is usually the Quantity ordered.
  - g. **Variable 2** -- For Letters, this is the second of the 4 optional merge variables as specified by the user. It will vary from Form Letter to Form Letter.
  - h. **Variable 3** -- For Letters, this is the third of the 4 optional merge variables as specified by the user. It will vary from Form Letter to Form Letter.
  - i. **Variable 4** -- For Letters, this is the third of the 4 optional merge variables as specified by the user. It will vary from Form Letter to Form Letter.
  - j. **Columns** -- Click on a column to resort the data by that column. Click again to reverse the sort.
  - k. **Copy Data** -- Highlight a line item and right click. Choose Copy Data. Paste into an application of your choice. (Copies complete history of letters and labels, including headers. Nicely formatted for a spreadsheet.)
5. Flags (Ctrl 5)
- a. **Flag** -- The Profile Flag Number. At present, there are 22 Profile Flags.
  - b. **Flag Description** -- The purpose to which each Flag has been assigned. These are configurable, so your usage of each Flag may differ from the example shown.
  - c. **Value** -- The value assigned to this Account for each Flag.
  - d. **Value Description** -- The description of the assigned value.
  - e. **Set Flag** -- Highlight any Flag and double click (or right click) to change the Flag's value.
  - f. **Item** -- Highlight any Flag and choose Item from the menu to change the Flag's value.
  - g. **Column** -- Click on a column to sort by that column. Click again to reverse the sort.
  - h. **Copy Data** -- Highlight a line item and right click. Choose Copy Data. Paste into an application of your choice. (Copies complete Flag list, including headers. Nicely formatted for a spreadsheet.)

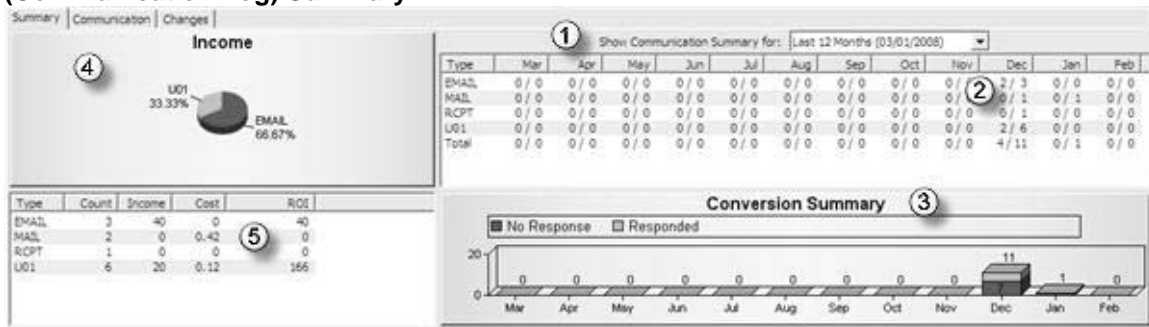
## PRACTICE

Navigate around the various Tabs  
 Resort, resize columns  
 Change Flag values  
 Add Special Lists

6. Orders (Ctrl 6)
- a. **Order Summary** -- Displays order number, order status, type of order, order date, date of last shipment involving this order, shipping method, and tracking number.
  - b. **Bill To** -- Displays the Account number and address for the constituent placing this order.
  - c. **Ship To** -- Displays the Account number and address to whom the order is being shipped. Usually the same as the Bill To.
  - d. **Items** -- Displays the individual line items in this order, along with the status of shipping that item.
  - e. **Shipments** -- Shows which items were shipped on which dates (for this order only). Generally all items ship on same date, but backorder situations can result in multiple shipments.

- i. **Payments** -- Displays payment transactions applied to this order.
  - j. **Amount Due** -- Shows the order total, any discounts, shipping/handling charges, and/or sales tax applied to this order. Also known as the "after order" information.
  - k. **Notes** -- Displays any comments or notes attached to this order.
  - l. **Column** -- Click on a column to resort the data by that column. Click again to reverse the sort.
7. Giving Profile (Ctrl 7)
- a. **First, Largest, Last Gift**
  - b. **RFAA** (aka Turbo Data)
  - c. **Special Interest Dates** (also from Turbo process)
8. Supplemental Explorer (Ctrl 8)
- a. **Supplemental Tree** -- Displays the various kinds of supplemental information related to this Account in a tree fashion. Click on + to expand a specific kind of data.
  - b. **Record Summary** -- Displays a summary (ie key fields) of a particular record. What data displays is dependent on your configuration for this kind of data.
  - c. **Record Detail** -- Displays the full data record in complete detail.
  - d. **Add a Record** -- With a Kind highlighted, right click to add a new record of that same Kind.
  - e. **Add a Different Kind** -- With the Supplemental Tab open, choose Item Add Another Kind
9. Account Logs (Ctrl 9)

**(Communication Log) Summary**



1. **Show Communication Summary for** -- Choose the time period you want to view from several available options (Fiscal Year, Calendar Year, Last 12 Months)
2. **Detail** -- This grid shows the detailed history by communication type for each month in the time period you chose. The first number in each pair is the number of times the constituent responded to a communication; the second is the total number of communications.
3. **Chart** -- The Conversion Summary chart presents the detailed data in chart form, comparing number of responses to number of communication histories.
4. **Income** -- This is a chart of the income by communication type.
5. **ROI Summary** -- This grid shows the number of communications by type, the dollar income in response to those communications, and the cost of the communications. With that information, the "return on investment" can be calculated.

## Communication (Log Data)

Comm Cost	Comm Date	Comm Key	Comm Note	Comm Type	Gift Amt	Gift Batch	Gift Date	Gift Desc	Gift Motiv
0.12	12/01/2008	1666	test	U01	0.00	0	**/**/****	0	
0.00	12/13/2008	1726	test again	U01	0.00	0	**/**/****	0	
0.00	12/27/2008	1676		RCPT	0.00	0	**/**/****	0	
0.32	01/02/2009	289	special thank you letter	MAIL	0.00	0	**/**/****	0	
0.00	12/20/2008	2336	test 3	EMAIL	10.00	101	12/29/2008	2000	ABCE-0001
0.00	12/20/2008	2776	test 3 redo	U01	5.00	101	12/29/2008	2000	ABCD-LOWE
0.00	12/20/2008	939	appeal	EMAIL	30.00	110	12/27/2008	2000	ASTF-0000
0.10	12/20/2008	1388	misc mail	MAIL	0.00	0	**/**/****	0	
0.00	12/27/2008	4096	test 4 redo	U01	0.00	0	**/**/****	0	
0.00	12/27/2009	3656	test 4-exclusion days	U01	0.00	0	**/**/****	0	

1. **Show only entries with responses** -- Check this box if you want to view only those communication histories to which the donor responded with a gift. Leave unchecked to see all communication history.
2. **Show Communication Log entries for** -- Select the time period you want to view. Choose from several available time periods or All to view all records.
3. **Refresh** -- Refresh the data with new entries made since you opened this tab.
4. **Data** -- The Communication Log contains the history of communications to this Account. The data can include a cost of the communication, the date, motivation, and type. If the constituent responded with a gift (matching the motivation code), the gift is also documented here. Click on any column to sort the data by that column.

The Communication Log is intended to provide you with a means for tracking all forms of communication with a constituent and the cost associated with each communication. This can include mass direct mail, email blasts, auto-emails, receipts, telemarketing, product orders, et al. With each type of communication, you can specify a cost to your organization to help you in determining the "return on investment" on an individual constituent basis.

## Changes

Action	Date	Description	Field	Id Code	New Value	Old Value	Operator	Record ...	Source	Time	Type
View	12/16/2008	View Account		1016	DASCO II GIS		annette	991	Manual	12:25	View
Change	12/11/2008	Chg Sup RTS		1016	11/13/2003 **/...		dwapid	159562	Upload	15:02	Sup
Delete	12/10/2008	Del Dollars		1016		25.00 ...	ed	295972	Upload	14:51	Gift
Change	12/09/2008	Chg Sup RTS		1016	11/13/2003 **/...		ed	159562	Upload	7:56	Sup
Add	12/09/2008	Add Dollars		1016	25.00 2000 ...		ed	295972	Upload	7:56	Gift
Change	12/09/2008	Chg Sup RTS		1016	11/13/2003 **/...		dwapid	159562	Upload	7:46	Sup
Delete	12/08/2008	Del Dollars		1016		25.00 ...	carriann	295852	Manual	14:37	Gift
Change	12/08/2008	Chg Sup RTS		1016	11/13/2003 **/...		carriann	159562	Upload	14:35	Sup
Add	12/08/2008	Add Dollars		1016	25.00 2000 ...		carriann	295852	Upload	14:35	Gift
Change	12/08/2008	Chg Sup RTS		1016	11/13/2003 **/...		dwapid	159562	Upload	14:34	Sup
Change	12/08/2008	Chg Sup RTS		1016	11/13/2003 **/...		dwapid	159562	Manual	14:33	Gift

1. **Changes** -- View history of changes to this Account
2. **Show Changes for** -- Select the time period you want to view. Choose All to scroll through all changes.
3. **Types** -- Choose what type of changes you want to view. There can be a lot of data here, so narrowing down the data by type can be helpful. Choose All to see everything.
4. **Refresh** -- Refresh the data in the event changes have been made to the Account since you opened this tab.
5. **Data** -- The Change Log data includes the old and new values (when applicable), who made the change, the source of the change (manual or uploaded by some process), the

date and time the change was made, et al. Click on any column to sort the data by that column.

## **ACCOUNT FUNCTIONS**

1. Similar to d2 “more functions” (aka “user hooks”) but specific to dasco3
2. Configured in Code Manager as D3 User Hooks
3. Standard ones are:
  - a. Google Earth Integration
  - b. Recurring Transactions

# TRANSACTIONS IN BATCHES

## Start a New Batch



The 'Start New Batch' dialog box is a standard Windows-style window with a title bar and a close button. It contains the following fields and controls:

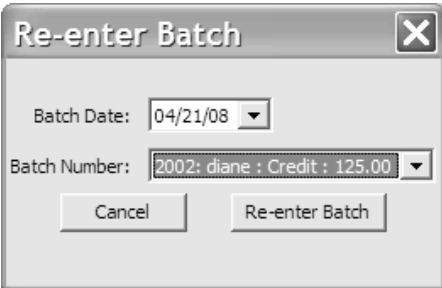
- Batch Date: 04/21/08 (dropdown menu)
- Batch Type: C - Credit (dropdown menu)
- Batch Number: 2004 (text input) with a range of 2000-2999 displayed to the right.
- Bank: 0 - Town and Country Bank (dropdown menu)
- Should Be Amount: 0.00 (text input)
- Buttons: Cancel and Start Batch

1. **Batch Date** -- Must be an available batch date as set under the Daily --> Manage Days application.
2. **Batch Type** -- Must be a valid Batch Type.
3. **Batch Number** -- Must be within the valid range for the selected Batch Type. The range will be displayed for you.
4. **Bank** -- The appropriate Bank Code for the deposit record for this Batch. Usually related to the Batch Type.
5. **Should Be Amount** -- The dollar amount against which the Batch will be balanced upon exiting. Enter 0 if you do not know.
6. **Start Batch** -- Click to create the new Batch.

The Batch Number and Batch Date will be displayed on the Launcher for reference.

You can be working in an Account and realize that you need to open a batch. No worries, just go over to your Launcher and click on Start (or Reenter) a Batch.

## Return / Re-enter an Existing Batch



The 'Re-enter Batch' dialog box is a standard Windows-style window with a title bar and a close button. It contains the following fields and controls:

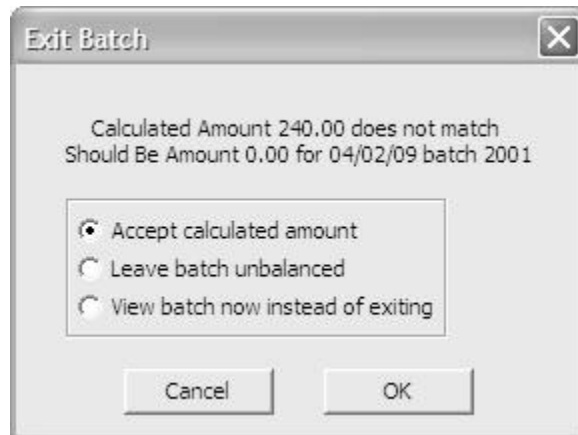
- Batch Date: 04/21/08 (dropdown menu)
- Batch Number: 2002: diane : Credit : 125.00 (dropdown menu)
- Buttons: Cancel and Re-enter Batch

1. **Batch Date** -- Must be an available Batch Date.
2. **Batch Number** -- Choose an existing Batch from the list.
3. **Re-enter Batch** -- Click to open the existing Batch.

The Batch Date and Batch Number will display in the Launcher for reference.

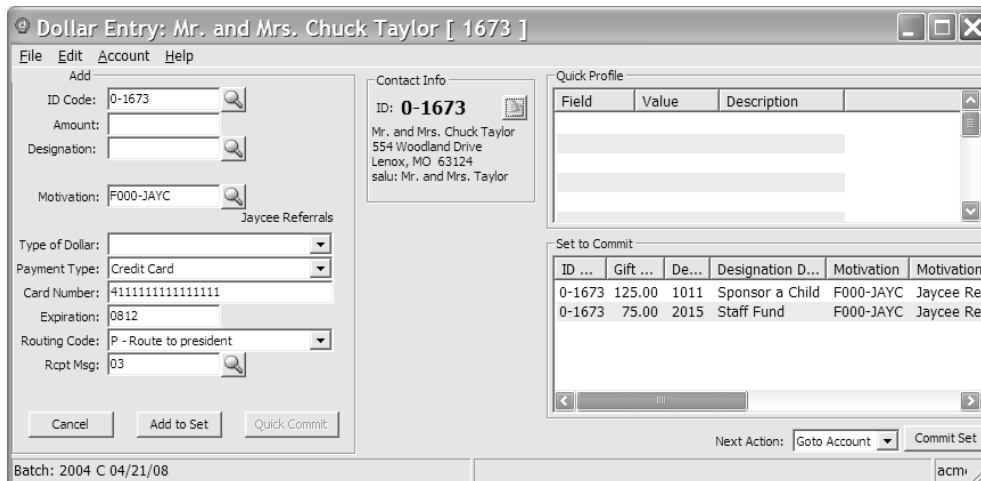
Click on View Batch to view the contents of the Batch or go to Find Accounts to enter new transactions in the Batch.

## Exit / Close a Batch



1. Accept calculated amount as being the correct amount
2. Leave the batch unbalanced (with the intent of coming back to finish or resolve)
3. View batch to check your work and make corrections as needed

## ADD DOLLARS

A screenshot of a software window titled "Dollar Entry: Mr. and Mrs. Chuck Taylor [ 1673 ]". The window has a menu bar with "File", "Edit", "Account", and "Help". It is divided into several sections: "Add" with fields for ID Code (0-1673), Amount, Designation, and Motivation (F000-JAYC); "Contact Info" showing ID: 0-1673 and address: Mr. and Mrs. Chuck Taylor, 554 Woodland Drive, Lenox, MO 63124; "Quick Profile" with a table of fields and values; "Set to Commit" with a table of transactions; and "Type of Dollar" and "Payment Type" dropdowns. At the bottom, there are buttons for "Cancel", "Add to Set", and "Quick Commit", along with a "Next Action" dropdown set to "Goto Account" and a "Commit Set" button. The status bar at the bottom left shows "Batch: 2004 C 04/21/08" and the bottom right shows "acm".

Field	Value	Description

ID ...	Gift ...	De...	Designation D...	Motivation	Motivation
0-1673	125.00	1011	Sponsor a Child	F000-JAYC	Jaycee Re
0-1673	75.00	2015	Staff Fund	F000-JAYC	Jaycee Re

1. **Entry to Add** - Complete details of a single entry. Use drop downs or Choose a Code to search for valid entries.
2. **Add to Set** - Click to add this entry to a set of entries before committing the set
3. **Quick Commit** - Click to commit this single transaction.
4. **Account** - Displays the Account name and address for reference.
5. **Quick Profile** - Displays the Quick Profile information for this Account for reference
6. **Set to Commit** -List the transactions entered as part of this set.

7. **Next Action** - Choose the next action to perform after committing the set of transactions.
8. **Commit Set** - Click to commit this set of transactions.
9. **Columns** - Click on any column to resort the transactions by that column. Click again to reverse sort.
10. **Delete** - Right click on any single transaction to delete that transaction from the set before committing it.

## PRACTICE

Start a batch

Use Find Accounts to locate an Account

Add a gift

Try out Add to Set / Commit Set for splits

Use View Account → Gifts to highlight a gift and choose View Related Batch

# PLEDGES

## Add New Pledge

The screenshot shows a software window titled "Pledge Entry" with a menu bar containing "File" and "Help". The form fields are as follows:

- Sponsored: [Empty text box]
- Designation: 2015 [Search icon] Staff Fund
- Pledge Type: PLM - Monthly Pledge [Dropdown arrow]
- Pledged Amount: 25 [Text box]
- Start Date: 04/21/08 [Calendar icon]
- Stop Date: 12/31/09 [Calendar icon]
- Motivation: AA57-WINS [Search icon] Winston Salem Luncheon
- Reminder: no reminder selected [Dropdown arrow]
- Cycle: 0 - PLM/PLA Cycle (Unused) [Dropdown arrow]
- Payment Type: Credit card [Dropdown arrow]

Buttons: Cancel, Create Pledge

Status bar: Batch: 2002 C 04/21/08 acm

1. **Sponsored** -- Identifier of the child being sponsored (if this is a Child Sponsorship Pledge)
2. **Designation** -- Designation of the Project, Staff, or Program for which this pledge commitment is intended.
3. **Pledge Type** -- The payment plan for this commitment. Choose from the drop down.
4. **Pledged Amount** -- The dollar amount being pledged per payment period. e.g. \$25 per month for a PLM Monthly Pledge or \$75 per quarter for a PIQ Quarterly Pledge.
5. **Start Date** -- The date the commitment begins. Can be left blank (null) to be filled in later when the first donation in fulfillment of the pledge is recorded. Only donations received on or after this date will be considered in fulfillment of this pledge.
6. **Stop Date** -- The date the commitment expires. Can be left blank (null) to indicate an "open ended" pledge. Gifts receive after the Stop Date may or may not be counted in fulfillment of the pledge, depending on your configuration choices.
7. **Motivation** -- A valid motivation code indicating what marketing program or effort resulted in the constituent making this pledge. If this is a child sponsorship pledge and the child is checked out, then the child's check out motivation code is used as the default pledge motivation and the child's checked out field is cleared when the pledge record has been accepted.
8. **Reminder** -- This is an optional field that can be used to manage the use of reminder letters or statements. Most often used to suppress sending reminder letters or statements.
9. **Cycle** -- This field is filled in automatically based on the pledge type (payment schedule) and today's date. This can be used to assign this pledge to a certain "cycle" of pledge statements.
10. **Payment Type** -- An optional field to indicate how you expect the pledge to be paid (recurring eft, recurring credit card, or by check). Choose from the drop down.
11. **Create Pledge** -- Click to create the new pledge record.

## Modify / Renew a Pledge

Renew/Change Pledge

File Help

Designation: 1010 Adopt a Missionary

Pledge Type: PLM - Monthly Pledge

Pledged Amount: 50.00 50.00 per month

Start Date: 05/01/07

Stop Date: 08/31/07

Motivation: LA00-0000

Reminder: L - Reminders only when Lapsed

Cycle: 0 - PLM/PLA Cycle (Unused)

Payment Type: EFT

Cancel Renew/Change Pledge

Batch: 2001 C 04/02/09 acme

1. **Modify Pledge** -- If no \$\$ on it yet or day not closed, can modify some elements with Edit/Modify
2. **Renew a Pledge** -- Change any attribute of a pledge. Creates a new pledge "sequence", marking the current one as "historical"

## Stop / Close a Pledge

Stop Pledge

Reason: - Financial hardship

Cancel Submit

1. **Reason** – Choose the reason for stopping the pledge. Marks the pledge as Closed.

## PRACTICE

While in a batch, go to your Account  
Add a pledge  
Modify that pledge  
Add a gift to that pledge using the designation  
Renew the pledge  
Stop the pledge

## LETTERS AND LABELS

Form Letters

File Help

Contact Info

ID: **0-5046**

Mr. and Mrs. Paul Taylor  
Church  
Pittsburg, CA 92504  
salu: Mr. and Mrs. Taylor

Letter: PLEDGE - Pledge acknowledgement

Amount: 125

Date: 04/21/08

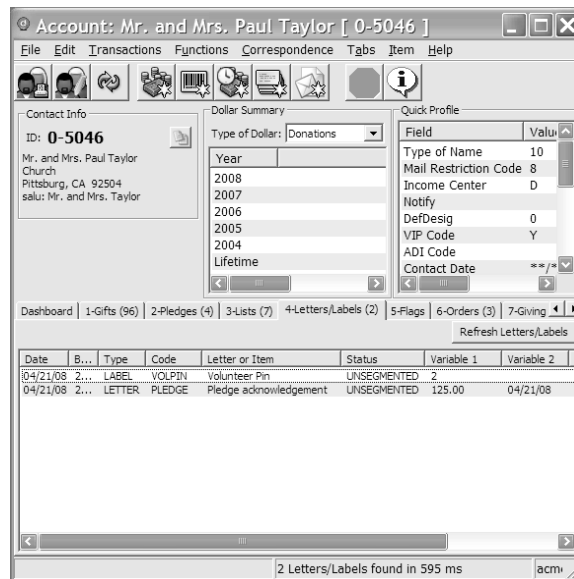
Submit

Batch: 2002 C 04/21/ acm

1. **Add Letter**-- Add a new Form Letter to this Account. You must be in a Batch but you do not have to be in the Letters/Labels Tab.
2. **Transactions** -- Click on Transactions-->Add Form Letter to request a new Form Letter. You must be in a Batch but you do not have to be in the Letters/Labels Tab.
3. **Letter** -- Code assigned to the Form Letter you wish to generate. Choose from your library of pre-defined Form Letters.
4. **Date** -- Prompt for first insert / merge field. The exact prompt will vary between Form Letters, since it is a part of the configuration for the Form Letter itself. In this example, a date is expected.
5. **Amount** -- Prompt for second insert / merge field. The exact prompt will vary between Form Letters, since it is a part of the configuration for the Form Letter itself. In this example, a dollar amount is expected.
6. **Insert 3** -- Prompt for third insert / merge field. In this example, the Form Letter does not prompt for a 3rd merge field.
7. **Insert 4** -- Prompt for fourth insert / merge field. In this example, the Form Letter does not prompt for a 4th merge field.



1. **Add Label** -- Add a new Shipping Label to this Account. You must be in a Batch but you do not have to be in the Letters/Labels Tab.
2. **Transactions** -- Click on Transactions-->Add Label to request a new Shipping Label. You must be in a Batch but you do not have to be in the Letters/Labels Tab.



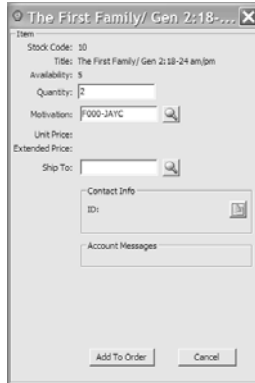
1. **Date** -- Batch Date on which the Form Letter or Shipping Label request was entered
2. **Batch** -- Batch Number in which the Form Letter or Shipping Label request was entered
3. **Type** -- Letter = Form Letter; Label = Shipping Label
4. **Code** -- Form Letter or Shipping Label code
5. **Letter or Item** -- Form Letter or Shipping Label description
6. **Variable 1** -- For Letters, this is the first of the 4 optional merge variables as specified by the user. It will vary from Form Letter to Form Letter. For Labels, this is usually the Quantity ordered.
7. **Variable 2** -- For Letters, this is the second of the 4 optional merge variables as specified by the user. It will vary from Form Letter to Form Letter.

8. **Variable 3** -- For Letters, this is the third of the 4 optional merge variables as specified by the user. It will vary from Form Letter to Form Letter.
9. **Variable 4** -- For Letters, this is the third of the 4 optional merge variables as specified by the user. It will vary from Form Letter to Form Letter.
10. **Columns** -- Click on a column to resort the data by that column. Click again to reverse the sort.
11. **Copy Data** -- Highlight a line item and right click. Choose Copy Data. Paste into an application of your choice. (Copies complete history of letters and labels, including headers. Nicely formatted for a spreadsheet.)

## ORDERS

1. **Order Type** -- Choose an Order Type
2. **Choose Items** -- Choose items from the Featured Items Tab or Browse or Search for the item.

Once you've selected the item, complete the Quantity, Motivation, and Ship to (if different than Bill To).



3. **Order Items** -- Shows the items in the order. Click on a line item to modify or delete it from the order **"After Order" calculations** -- Choose Ship/Handling method, etc
4. **Choose Payment Option** -- Pay now opens Payment fields
5. **Order Payment** -- Supply payment information and even add a donation

# DAILY ADMINISTRATION

## MANAGE DAYS AND BATCHES

### Recent Data Entry Days

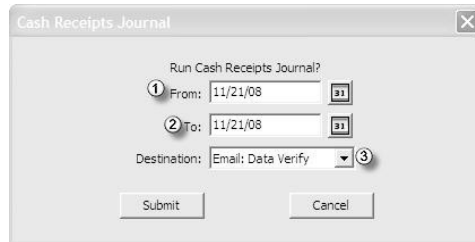
Date	Should Be	Balanced	Journal	Update	Reports	Segmented	Produced
12/17/08	.00	NO	NO	NO	NO	NO	NO
12/16/08	.00	NO	NO	NO	NO	NO	NO
12/15/08	.00	NO	NO	NO	NO	NO	NO
12/14/08	.00	NO	NO	NO	NO	NO	NO
12/13/08	-45.00	NO	NO	NO	NO	NO	NO
12/12/08	.00	NO	NO	NO	NO	NO	NO
12/11/08	-299.00	NO	NO	NO	NO	NO	NO
12/10/08	-57.00	NO	NO	NO	NO	NO	NO
12/09/08	60.00	NO	NO	NO	NO	NO	NO
12/08/08	-736.18	NO	NO	NO	NO	NO	NO
11/26/08	-308.00	NO	NO	NO	NO	NO	NO
11/25/08	10.00	NO	NO	NO	NO	NO	NO
11/24/08	12.00	NO	NO	NO	NO	NO	NO
11/23/08	50.00	NO	NO	NO	NO	NO	NO
11/22/08	50.00	NO	NO	NO	NO	NO	NO
11/21/08	.00	YES	YES				
11/20/08	.00	YES	YES	YES		NO	
11/19/08	412.00	YES	YES	YES		NO	
11/17/08	.00	YES	YES	YES		NO	
11/16/08	.00	YES	YES	YES		YES	NO
11/15/08	.00	YES	YES	YES		NO	

1. **Refresh** -- refresh the list with the most current data.
2. **Open New Day** -- open a new date for data entry. You will be asked for the deposit/batch date you want to open and the amount for the day, against which you will balance later. Enter 0 if you don't know the amount at this time.
3. **Process Credit Cards** -- Charge credit card gifts and manage the declines
4. **Online Help** -- To access on-line help for Manage Days
5. **Columns** -- click on any column headers to resort the list by the data in that column. Also, if you resize any of the columns, your preferences will be remembered for the next time you open this screen.
6. **Manage a Day Actions** -- To manage a day's batches
  1. Double click on the row to View Batches for that date
  2. Left click on a row, click on the Day menu or "alt-D" to access the Day menu and choose the appropriate action (see below)
  3. Right click on the row and select the appropriate action (see below)
  4. Right click and choose Copy Data to Clipboard and paste into an appropriate application (e.g. document or spreadsheet)

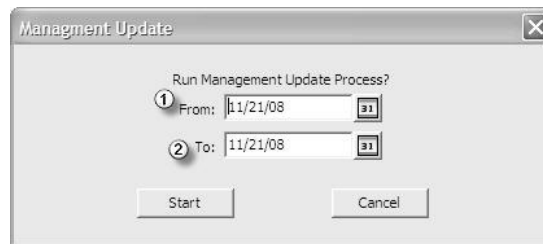
#### Actions for Manage a Day:

The following actions are performed on a Day. These actions comprise the full set of "Manage Days and Batches" and are performed in order to fully process a day's transactions. Most must be done in sequential order. Actions that cannot be performed are grayed out. This may mean it is premature to perform the action (ie other actions must precede it) or it is too late to perform the action (ie the batch day has been fully processed already).

- View Batches -- View all the batches for the specified day
- Update Deposit Amount -- Provide a new deposit amount for the specified day.
- Load Recurring -- Generate batches out of the recurring gift authorizations
- Process Credit Cards -- Collect credit card gifts and send out for approval
- Balance Day -- Balance the sum of the individual batches against the bank deposit amount for the day. You must complete this step successfully in order to close a day.
- Cash Receipts Journal -- Generate a Cash Receipts Journal for the day. You must complete this step successfully in order to close a day.



- Update Management Data -- Officially "close" the day and generate summary data used by many reports and other processes. Once this step is completed, you cannot post any more transactions to this day.



- Segment Letters and Labels -- Generate the data files for use in the Produce Receipts step based on your Receipt Segmentation Plan (business rules)
- Produce Daily Reports -- Generate all reports identified as your "daily" reports

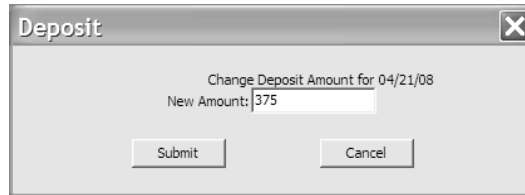
## View Batches for a Day

Batch	Status	Operator	Should Be	Calculated	Type	Names	Started	Elapsed
2002	In Use	diane	125.00	125.00	Credit	3	11:48	0
2004		diane	250.00	250.00	Credit	3	11:54	0

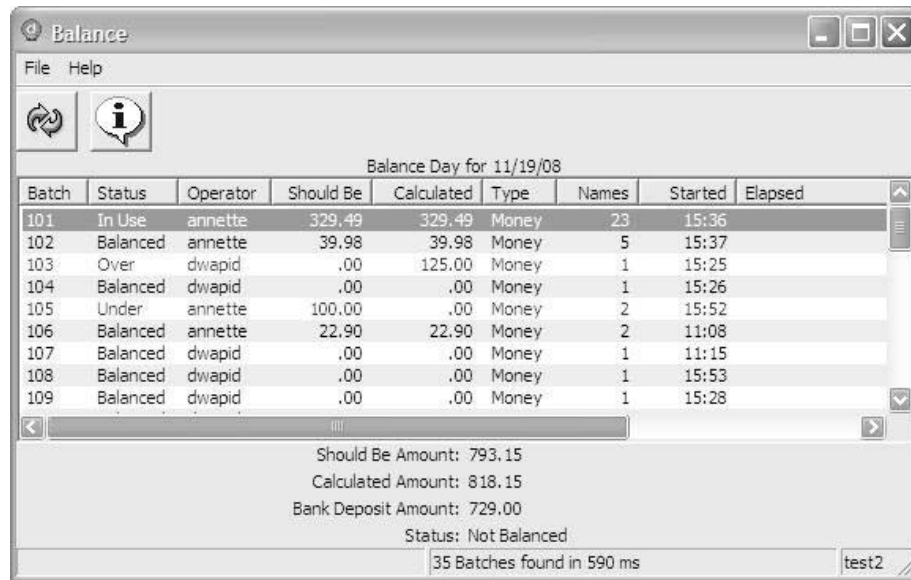
No Batch | 2 records found in 4440 ms | acm

1. **Refresh** -- Refresh the list of Batches

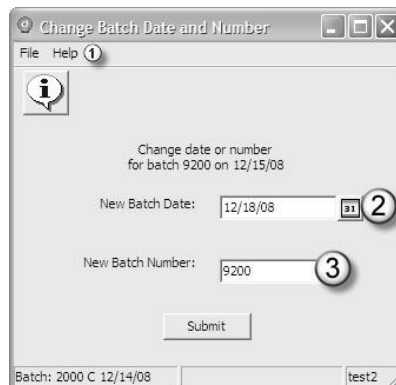
2. **Set Deposit** -- Modify the Deposit Amount for this Batch Date (not for an individual Batch)



3. **Balance Day** -- Run the Balance to the Bank Deposit process for this Batch Date



4. **Help** -- Access on-line help for View Batches
5. **Columns** -- Click on any column to sort by that Column. Click again to reverse sort.
6. **Other Actions** -- Highlight any Batch, right click, and choose from
  1. View Batch to view the items in that specific Batch;
  2. Delete Batch to delete all the transactions recorded in that specific batch
  3. Change Batch Date or Number to do just that!

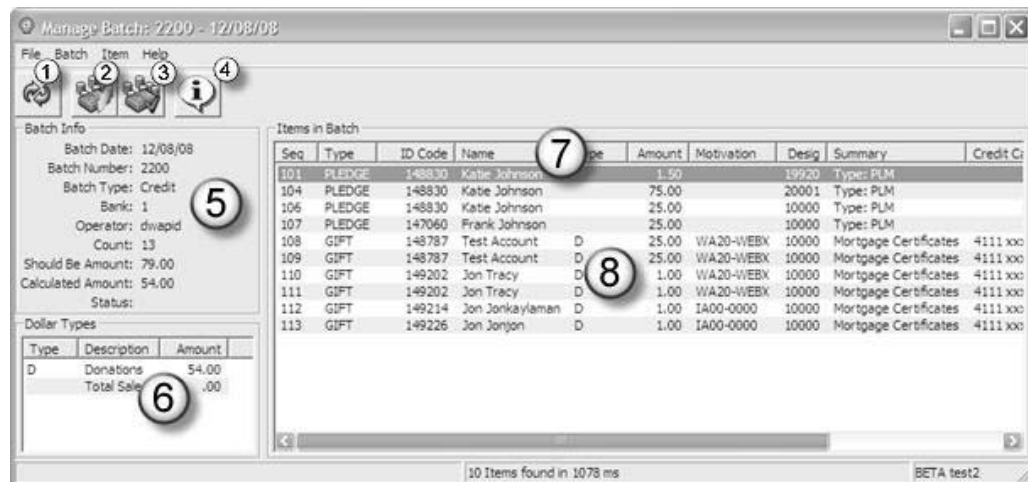


4. Change Bank Code for Batch

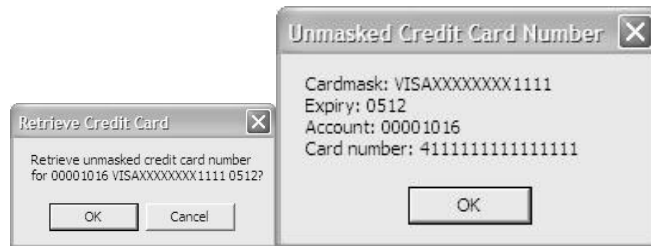


5. Copy Data to Clipboard to cut/paste the data into a spreadsheet.

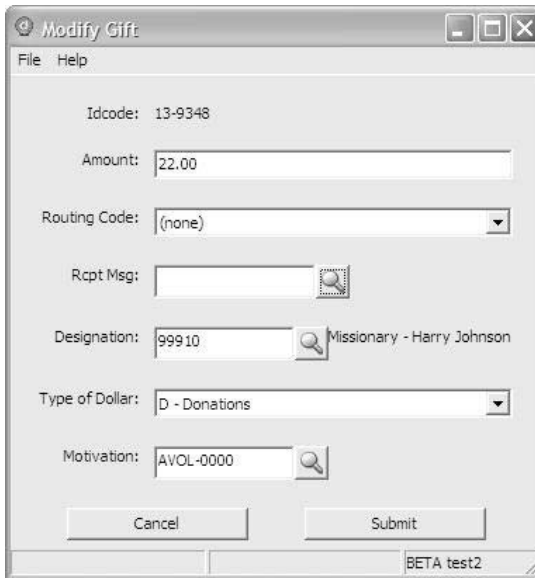
## View (individual) Batch



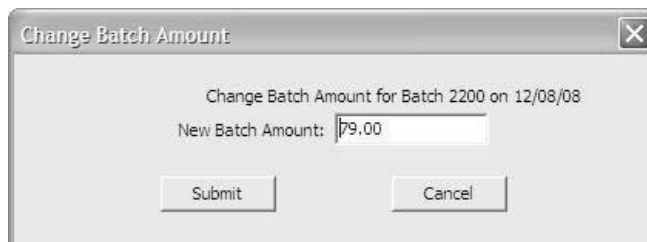
1. **Refresh** -- Refresh the list of transactions in this Batch.
2. **Change Batch Amount** -- Update the Should Be (expected) amount for the transactions in this Batch.
3. **Accept Amount** -- Accept the Calculated Amount as being the correct amount for the transactions in this Batch. (Changes the Should Be Amount to match so that the Batch is considered "balanced.")
4. **Help** -- Access the on-line help for View Batch
5. **Batch Info** -- Displays information about the batch, including date, number, type, bank, should be amount and calculated amount
6. **Dollar Types** -- Displays information about the types of financial transactions in the batch
7. **Columns** -- Click on any column to sort by that column. Click again to reverse sort. If you resize any of the columns, your preferences will be remembered for the next time you open this frame.
8. **Manage Batch Actions** -- Specific actions you can take while viewing a batch
  1. **View Account** -- Highlight a specific transaction, right click (or ENTER) to View Account.
  2. **Retrieve Unmasked CC Info** -- Highlight a specific transaction, right click (or ENTER) to Retrieve Unmasked CC Info



- 3. Modify a Gift** -- Highlight a specific transaction, right click (or choose Item) to modify the transaction

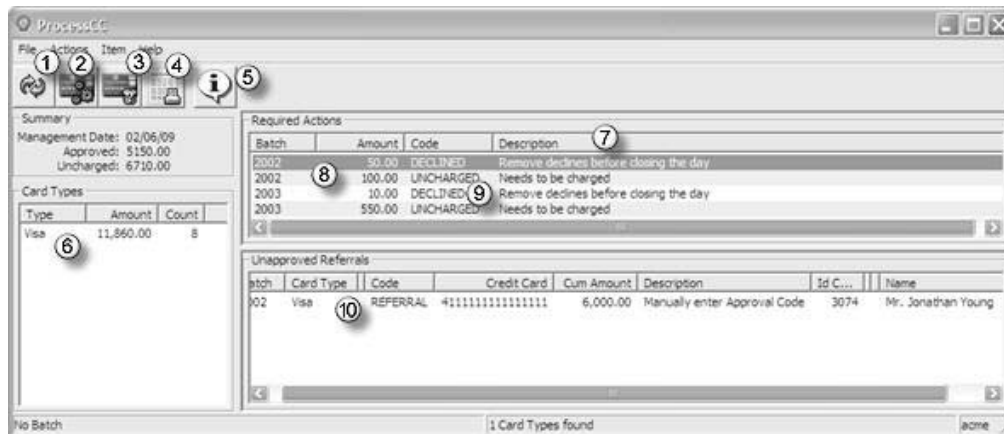


- 4. Delete Transaction** -- Highlight a specific transaction, right click (or choose Item) to delete the transaction.
- 5. Delete Batch** -- Click on Batch --> Delete Batch to delete all the transactions in the Batch. (Deletes the Batch record as well.) Does not delete new names, address changes, or other modifications done while "in" the Batch.
- 6. Change Should Be Amount** -- Click on Batch --> Change Should Be Amount to change the expected amount for the batch



- 7. Accept Calculated Amount** -- Click on Batch --> Accept the Calculated Amount as being the correct amount for the transactions in this batch. (Changes the Should Be Amount to match so that the batch is considered "balanced.")

## PROCESS CREDIT CARD TRANSACTIONS



1. **Refresh**-- Refresh the data
2. **Charge All Transactions** -- Collect all uncharged transactions for the day and send out for approval. You will receive a response in a few seconds.
3. **Remove All Unapproved** -- Remove all unapproved transactions from their respective batches. ("Unapproved" includes declines, errors, failed, and referrals. Uncharged transactions are skipped.) Each batch will be "rebalanced" and a notation made on the donor's account documenting the declined transaction.
4. **Print Report** -- Generates a report
5. **Help** --- To access on-line help for Process Credit Cards
6. **Summary by Card Type** -- Summarizes credit card gifts for the day by card type
7. **Columns** -- Click on any column to sort by that column. Click again to reverse sort. If you resize any of the columns, your preferences will be remembered for the next time you open this frame.
8. **Charge Batch** -- Click on a single batch to charge the transactions in that batch only.
9. **Remove Unapproved** -- Click on a single batch that has unapproved transactions and remove the unapproved transactions for that batch only. ("Unapproved" includes declines, errors, failed, and referrals. Uncharged transactions are skipped.) The batch will be "rebalanced" and a notation made on the donor's account documenting the declined transaction.
10. **Unapproved Referrals** -- The transactions were not declined, but need a phone call to your merchant account provider or credit card company to get approval. Once you have that, you can update the gift record with the approval or declined information.

The 'Update Approval Code' dialog box contains the following elements:

- A text field for 'Approval Code'.
- Two radio buttons: 'Approved' (selected) and 'Declined'.
- A text field for 'Reference Number' containing the value '14785'.
- 'Submit' and 'Cancel' buttons at the bottom.

## LOAD RECURRING TRANSACTIONS

LoadRecurring

File Help

Transaction Type: Load Recurring Credit

Bank Code: 1

Batch Number: 9901

Mode:  Live  Test

Cycle Code: 20 - 20th of month

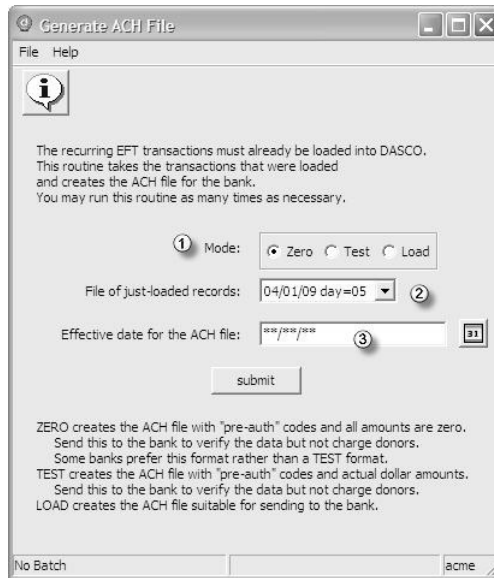
Posting Day: 12/17/08

Destination: Email: Diane Kuehl

Start

BETA test2

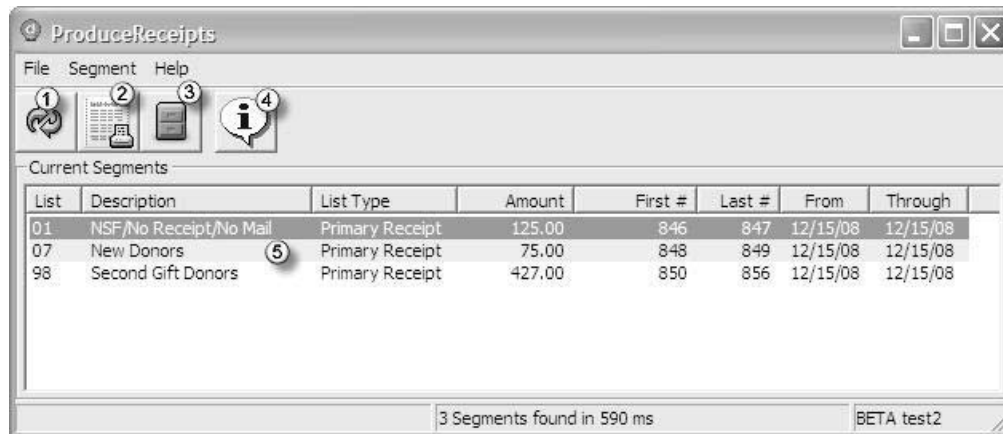
1. **Transaction Type** -- Choose between Credit Card, EFT, or Other
2. **Bank Code and Batch Number** -- Displays the bank code and starting batch number for these transactions. If multiple batches are needed, the next number will be used. These are predetermined based on your BankWare configuration.
3. **Mode** -- Choose Test Mode to check for errors without creating batches. Choose Live Mode to actually create batches. Any transactions with errors will be skipped.
4. **Cycle Code** -- Choose the Cycle you want to process.
5. **Posting Day** -- Choose the dasco batch/posting date for the batches that will be created.
6. **Destination** -- Choose a destination for the "end of job" report.
7. **Help** -- To access help for Load Recurring Transactions



1. **Mode** -- Choose from
  1. Load -- create the ACH file with actual transactions to be processed by your bank
  2. Zero -- create the ACH file with "pre-authorization" codes and set all amounts to 0. To be sent to the bank to verify data but not process any further. This is preferred by some banks over Test mode.
  3. Test -- same as Zero but with actual dollar amounts. To be sent to the bank to verify data but not process any further.
2. **File** -- Choose the file of the transactions from a list of recently processed EFT batches. File name is YYMMDD day = CC where YYMMDD is the batch date; CC is the cycle code.
3. **Effective Date** -- Enter the date the bank should process these transactions

When completed, the ACH file can be downloaded from [files.donorware.net](http://files.donorware.net) to your work station using any secure copy software (e.g. WinSCP for Windows; fugu for Mac). The file will be found in the dasco/eftout folder named eftMMDD.txt. A test file will include the word "test" in the file name.

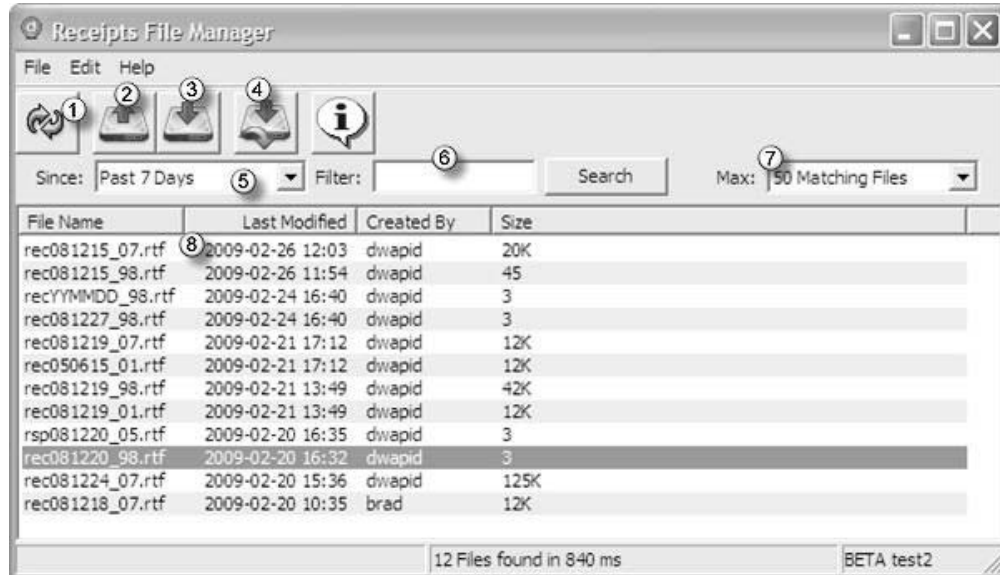
## PRODUCE RECEIPTS



1. **Refresh** -- Refresh the data
2. **Produce All** -- Generate receipt documents for all the listed receipt segments.
3. **Receipts File Manager** -- Open the folder of existing receipt documents (ie the results of previous Produce Receipts processes) to choose the documents you want to download and print.
4. **Help** -- Access on-line help for Produce Receipts
5. **Produce Segment** -- This area lists the results of Segment Receipts, with information on which segments contain receipt data from which to generate receipt documents. Highlight any segment and right click to produce that single segment of receipts. You can also choose Copy All Data to Clipboard to copy/paste the listed data into a document or spreadsheet. You can even choose to Produce a Sample of a particular receipt document for checking the layout and proofreading.

The receipt lists/segments displayed are the direct result of the Segment Receipts process and is based on your Receipt Segmentation Plan (business rules). The Produce Receipts step simply performs the mail merge instructions specified in your "control files." Once complete, it opens the [Receipts File Manager](#), where you can view a list of the resulting documents and initiate a File Transfer to your local work station.

## Receipts File Manager



1. **Refresh** -- Refresh the list of files
2. **Upload** -- This uploads a file from your work station to the donor.com server. It is not generally applicable here. More on this elsewhere.
3. **Download Now** -- Click or Ctrl/Click to highlight files to be moved to the [Transfer Manager](#) and downloaded immediately.
4. **Add Files to Download Queue** -- Click or Ctrl/Click to highlight files to be moved to the [Transfer Manager](#). This enables you to review your list of files and add or cancel files before the transfer actually begins.
5. **Since** -- Use this to limit the display to the most recent files that were generated. (Receipt Files are purged periodically to reduce clutter.)
6. **Filter** -- Specify a search phrase to reduce the display to only those files that match your search phrase. e.g. rcp matches only those files with names that start with rcp. or \*081215\* (with the wildcard \*) displays only files with 081215 somewhere in the file name. (Since it is normal practice to include the receipt date in file names, this is a great way to locate only the files you are interested in handling.) This is optional.
7. **Max** -- Limit the results to some maximum number of files.
8. **Matching Files** -- This area displays the files that match your Since and Filter criteria. Click on any column to resort the data by that column. Right click (or Ctrl/Click) to highlight and download specific files.

## Transfer Manager

Transfer Manager is a feature shared by several dasco3 applications. Its function is to transfer files to/from your local work station and the donor.com server. Files you might download from the donor.com server include mail merged receipt documents, select output files, child sponsorship data files, et al. Files you might upload from your work station to the donor.com server might include new receipt form templates, txt and html files for SendWare email blasts, new WebWare confirmation email txt files, etc.

Each application has a File Manager that enables you to choose files for downloading, apply related processing, and initiate the file transfer.

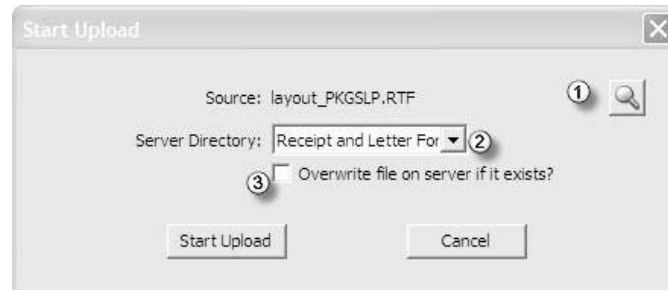
## Download Files



This Transfer Manager shows a list of files ready to be transferred. These happen to be from the Receipt File Manager (receipt documents). They could be from the Select File Manager, Sponsorship File Manager, et al. Or it could be empty in preparation for you to upload a file.

1. **Upload File** -- Initiate a file upload. More on that below.
2. **Clean Up** -- Removes any files that have been cancelled or for which the transfer is done.
3. **Start Transfer** -- Begins the transfer process. If you have never established your download location (the folder on your work station where these files will land), you will be prompted for it. You will not be asked for it again unless you clear your cache.
4. **Help** -- Access online help for Transfer Manager
5. **Cancel** -- If you have a file in the Transfer Manager list that you do not want to transfer afterall, click the cancel button. It will remain in the list, but will not be transferred.
6. **Progress** -- As the files are transferred, one by one, you will see a progress bar and estimated time to complete the transfer.

## Upload Files



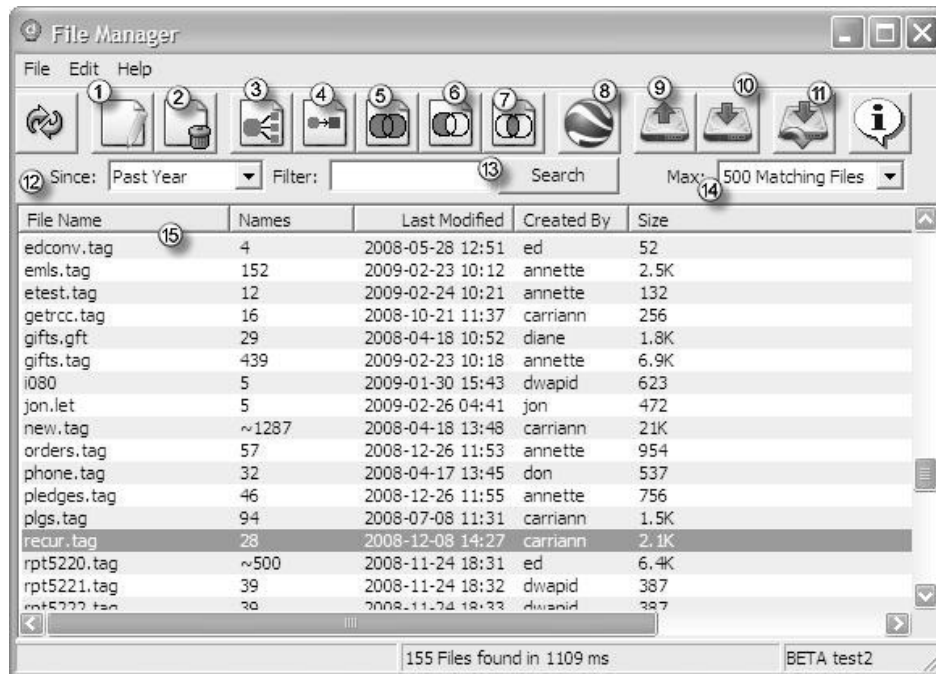
The upload function enables you to navigate your work station folders to find a file you need to upload to the donor.com server. This could be a new receipt or letter form, a text or html file for an email blast, a new confirmation email for WebWare transactions, a new e-receipt template, et al.

1. **Browse** -- Navigate your work station for the file you wish to upload.
2. **Server Directory** -- Choose where this file is to be uploaded to the donor.com server.
3. **Overwrite** -- Check this box if you want to overwrite the file on the server if it already exists.

The Server Directories are mapped as follows:

- E-Receipt Templates --> ./dasdata/rcptrgt/templates
- Letter Processing --> ./dasdata/letdefs
- Mass Letters Templates --> ./dasdata/seltrgt
- Personal Pledge Letters --> ./dasdata/plgletdefs
- Receipt and Letter Forms --> ./dasdata/rcptrgt/forms
- Receipt Output Files --> ./select/rcpout
- Select Output Files -- ./select/sellst
- SendWare Email Templates --> ./dasdata/seltrgt
- Sponsor Output Files --> ./select/sponsordata
- WebWare Email Templates --> \$DWC/etc/email\_templates

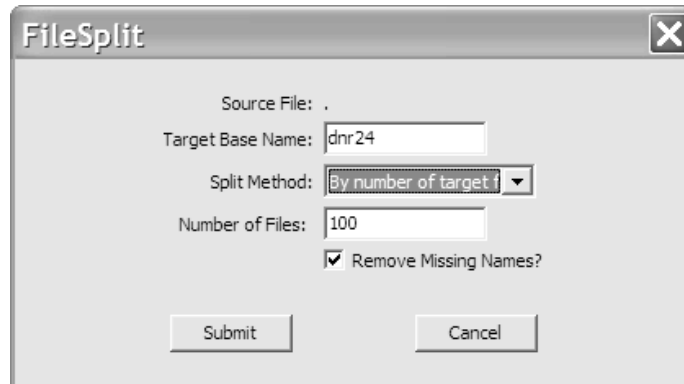
## SELECT FILE MANAGER



1. **Edit Select File** -- To edit the records in the chosen file (*not yet implemented*)
2. **Delete File** -- To delete a file
3. **Split File** -- To split a large file into smaller files based on number of records/file; number files to create or the value of a specified field. Provide the Target Base Name. File Manager will create as many files as needed to complete the split. Files will be named `basename_999`
4. **Convert File** -- To change the format of an existing file. (e.g. Change a "tag" file to a "let" file). Specify the Target File name and format (e.g. `newfile.let`) If you choose to Remove Missing Names, then any accounts that no longer exist will be dropped. Otherwise, the resulting file will contain the same accounts as the Source File.
5. **Combine Files** -- Build File C from the contents of Files A and B such that no accounts are duplicated.
6. **Subtract Files** -- Build File C from each account in File A that is not in File B
7. **And Two Files** -- Build File C from each account that is in both File A and File B
8. **Google Earth** -- View the accounts in Google Earth Map. (*Must be installed and configured.* Click [here](#) for more info)
9. **Upload** -- This uploads a file from your work station to the donor.com server. It is not generally applicable here. More on this elsewhere.
10. **Download Now** -- Click or Ctrl/Click to highlight files to be moved to the [Transfer Manager](#) and downloaded immediately.
11. **Add to Download Queue** -- Click or Ctrl/Click to highlight files to be moved to the [Transfer Manager](#). This enables you to review your list of files and add or cancel files before the transfer actually begins.
12. **Since** -- Limit the list of files to those modified in the past x days (Today, Past 7 Days, Past 30 Days, Past 6 Months, Past Year, All)
13. **Filter** -- Limit the list of files to those containing the specified word or phrase in the File Name. Enter the phrase and click on Search. (Wildcards allowed)

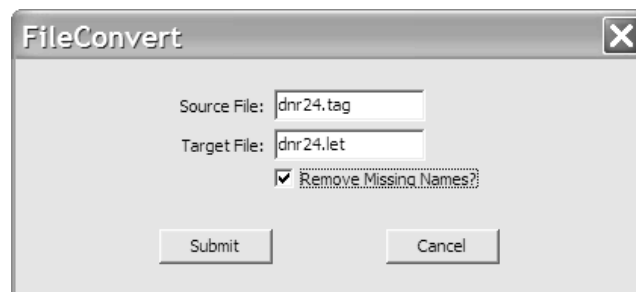
14. **Max** -- Limit the search results to x number of matching files (50, 100, 500) to prevent an unwieldy result.
15. **File List** -- Click on a column to resort the files by that column. Click again to reverse the sort.

## File Split



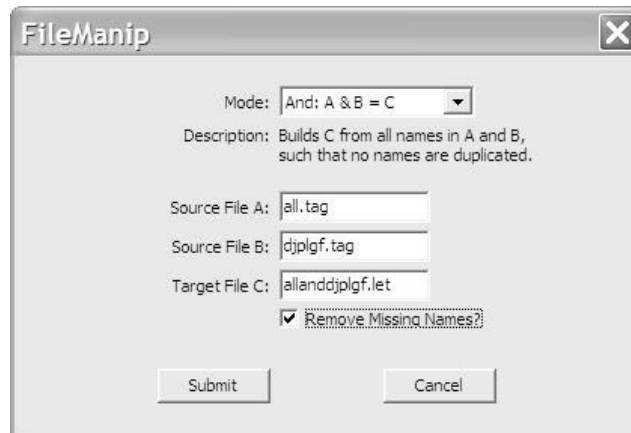
1. **Source file:** The existing file of records to be split into smaller files
2. **Target Base Name:** Name of the resulting smaller files
3. **Split Method:** Basis upon which to split the source file into smaller files. Your choice here determines the next input field. Choices are:
  - Number of records per file
  - Number of target files
  - By the value of a field

## Convert a File



1. **Source file:** The existing file of records to be converted to a different file format
2. **Target file:** The name of the resulting file. The extension determines the file format for the converted file.

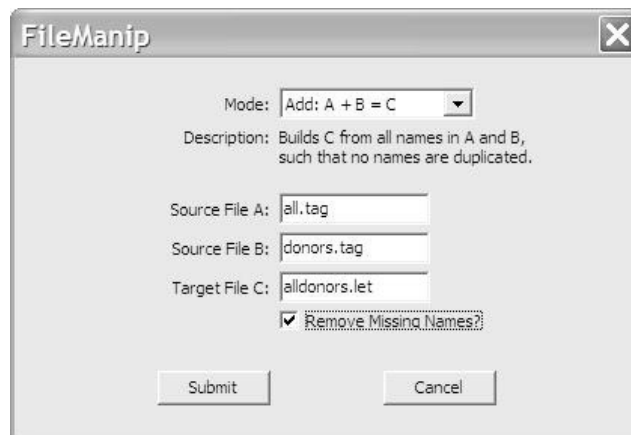
## File Manipulation



The screenshot shows the FileManip dialog box with the following settings:

- Mode: And: A & B = C
- Description: Builds C from all names in A and B, such that no names are duplicated.
- Source File A: all.tag
- Source File B: djplgf.tag
- Target File C: allanddjplgf.let
- Remove Missing Names?
- Buttons: Submit, Cancel

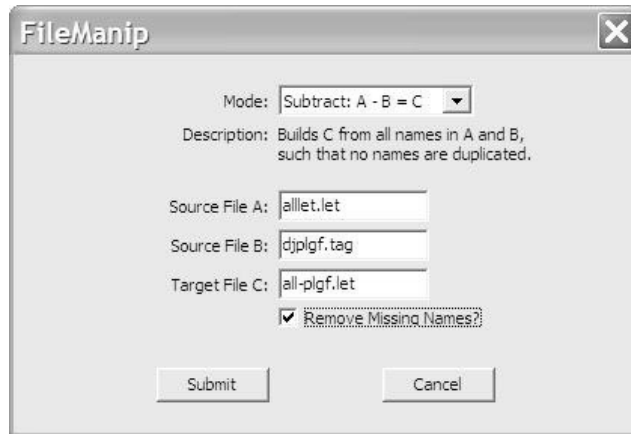
1. **Source File A:** Name of the first file
2. **Source File B:** Name of the second file
3. **Target File C:** Name of the resulting file. This file will contain only those Account IDs that are in BOTH File A and B.



The screenshot shows the FileManip dialog box with the following settings:

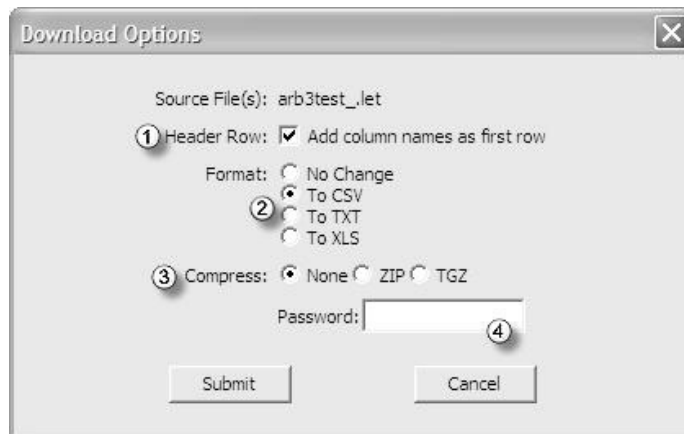
- Mode: Add: A + B = C
- Description: Builds C from all names in A and B, such that no names are duplicated.
- Source File A: all.tag
- Source File B: donors.tag
- Target File C: alldonors.let
- Remove Missing Names?
- Buttons: Submit, Cancel

1. **Source File A:** Name of first file to be combined
2. **Source File B:** Name of second file to be combined
3. **Target File C:** Name of the resulting combined file. No duplicate Account IDs will be found in this file.



1. **Source File A:** Name of file from which to subtract common records
2. **Source File B:** Name of file to subtract from Source File A
3. **Target File C:** Name of the resulting file. This file will contain only those Account IDs from File A that are not in File B.

## Download Files



Once you choose to download a file or files, you will be asked for several Download Options:

1. **Header Row** -- Check this box if you want the downloaded file to have a header row based on the file type (tag, let, lab, etc). A header row must have been defined for this type of file.
2. **Format** -- Choose what format you want for the downloaded file.
3. **Compress** -- Choose what type of file compression you want applied. This is particularly useful if you have a very large file to download. Compressing it will improve speed.
4. **Password** -- If you compress the file, you have the option of password-protecting it. Type the password here.

If you choose multiple files to download, the same download options will be applied to each file.

From here, the [Transfer Manager](#) takes over and prepares and downloads the files immediately or when you initiate the download.

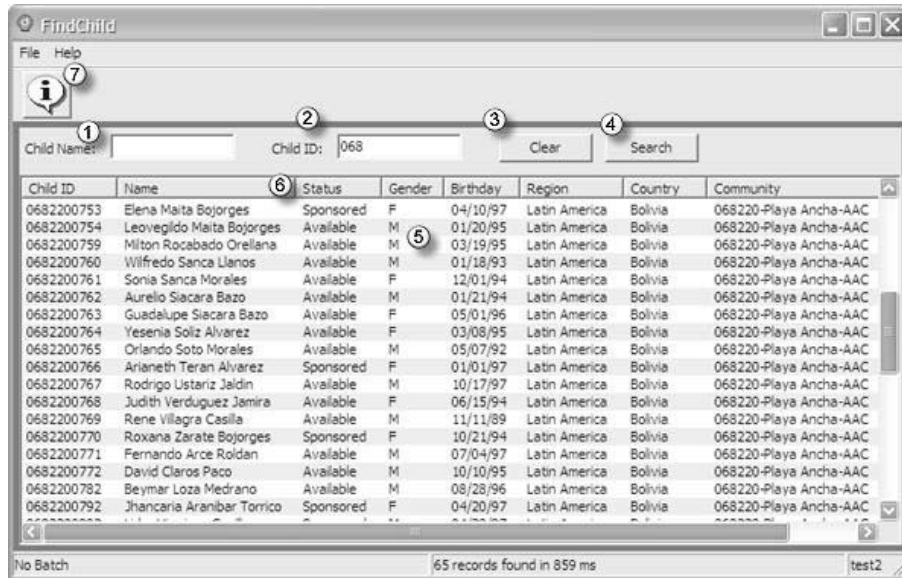
## SELECT MODEL MANAGER



1. **Create New Select Model** -- To create a new select model (*not yet implemented*)
2. **Run Model** -- To execute the criteria found in an existing select model and generate the results. You will be asked to confirm your choice, and a progress dialogue will display.
3. **Edit Select Model** -- To edit/modify an existing select model (*not yet implemented*)
4. **Delete Model** -- To delete a select model
5. **Since** -- To limit the list of models to those modified in the past x days
6. **Filter** -- To limit the list of models to those containing the specified word or phrase in the model name or description. Phrase can be found anywhere in the name or description. Enter the phrase and click on Search. (Do not use wildcards)
7. **Max** -- Limit the search results to x number of matching Models (50, 100, 500) to prevent an unwieldy result
8. **Columns** -- Click on a column to resort the models by that column. Click again to reverse the sort.
9. **Refresh** -- To refresh the list of models
10. **Help** -- To access this on-line help
11. **Close** -- To close the Model Manager frame.

# SPONSORSHIP

## Find a Child



1. **Child Name** -- Enter a partial name of a child and press Search to get a list of matching children. Wildcards are assumed at the end of your search string. You can specify wildcards to widen your search. \*alv\* finds any child with "alv" anywhere in their name.
2. **Child ID** -- Enter a full Child ID to locate a specific child or a partial Child ID to view a list of matching children. Wildcards are assumed at the end of your search string. (e.g. 068 finds all records with a Child ID starting with 068.) You can specify wildcards to widen your search. e.g. 0\*007\* to find all Child IDs starting with 0 and having 007 anywhere in the ID.
3. **Clear** -- To clear search criteria and results and launch a new search
4. **Search** -- To invoke a search using the specified criteria
5. **Search Results** -- The list of children matching your search criteria. Highlight a record and double-click (or right click) to View Child Info. Right click and choose Copy Data to Clipboard to copy the search results to a clipboard in a format suitable to paste into a spreadsheet.
6. **Columns** -- Click on a column to resort the results by that column
7. **Help** -- Access the on-line help for FindChild

## View Child Info

Child Info

File View Attributes Tabs Help

Child ID: 068-220-0730

Community: 068220-Playa Ancha-AAC

Country: 068 - Bolivia

Region: LA - Latin America

Name: Eddy Bojorges Garcia

Sex: M

Birth Date: 05/18/93

Age: 15

Save Changes

Status | Notes | Case History (16)

Sponsorship Status

Status: S - Sponsored Date: 12/31/01

Contact: 80895 - Mr. Robdemo Bell Src Motv: U000-0000 - Unclassified

Financial: 80860 - Don Bell

Checkout Status

Checkout: Checkout Date: 06/21/02

Hold-1: - Expire: \*\*/\*\*

Hold-2: - Hold Date: 01/27/03

Hold-3: - Hold Date2: \*\*/\*\*

Drop Code: Hold Date3: \*\*/\*\*

Comm Spons: N

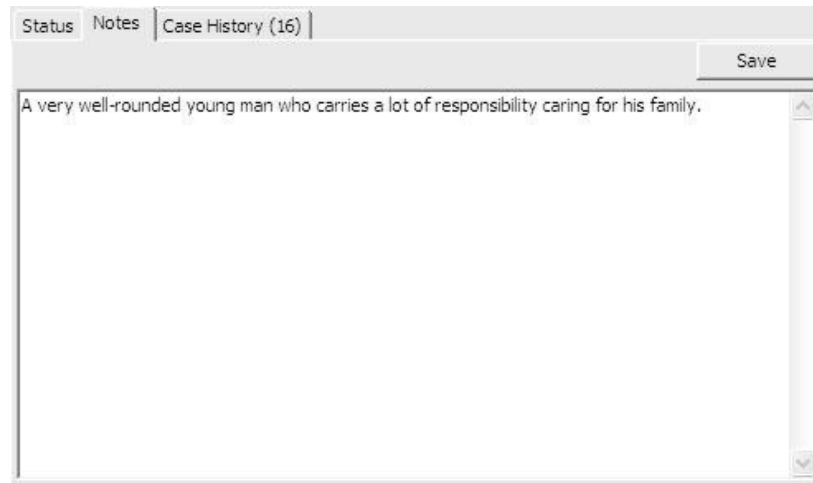
Origination Date: 08/01/01

Case History Update: 08/01/01

BETA test2

1. **Refresh** -- Refresh the information on this child
2. **View (contact) Sponsor** -- To view the account identified as the Sponsor (ie the account to whom non-financial communication should be addressed. aka the contact or correspondence sponsor)
3. **View Financial Account** -- To view the account identified as the Financial Sponsor (ie the account that "owns" the pledge)
4. **Checkout Child** -- To assign this child to a motivation code indicating that he/she is "checked out" to that promotional activity.
5. **Help** -- To view online help for Child Info
6. **Name** -- To update the full name for this child
7. **Sex** -- Update the gender for this child
8. **Birthdate** -- Update the birthdate
9. **Save Changes** -- Click to save any changes
10. **Status Tab** -- Displays the core status information on this child
11. **Notes Tab** -- Displays notes on file for this child.
12. **Case History** -- Displays the demographic profile information for this child.
13. **Sponsorship Status** -- Displays the status name(s) of the financial and contact sponsors and the motivation code of the sponsorship pledge.
14. **Checkout (Hold) Status** -- Displays information on the marketing program to which this child is "check out" (if any), information on the Hold Codes on this child, and some other auto-filled dates.

## Child Notes



Status Notes Case History (16) Save

A very well-rounded young man who carries a lot of responsibility caring for his family.

1. View and/or update any notes related to this child.
2. Simply enter the text and click save to update notes.
3. These notes may be presented on your sponsorship web site as part of the child's information. Be sure you know how your organization uses this information before you update these notes. (ie Are these for internal use only or are they part of the child's information presented on your website?)

## Case History



Code	Value	Description
Surname	Garcia	
Given Name	Eddy	
Brothers	2	
Sisters	3	
Occupations: Mom	040	Farmer
Occupations: Dad	128	Unemployed

Lives With  
Health  
Education  
Grade  
Favorite Subj  
Chores  
Favorite Past  
Handicap  
Progress  
Photo Date

Edit Child Attribute: Occupations: Dad

Occupations: Dad: Unemployed

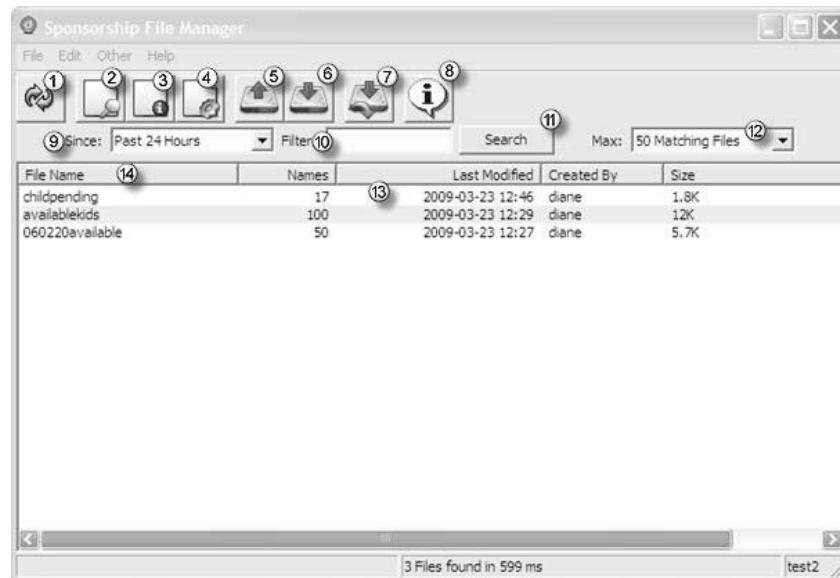
Submit Cancel

1. Displays the Case History or biographical information on this child.
2. Information displayed is based on your child sponsorship configuration, so it may vary from this example.
3. Double or right click on any attribute to update that attribute. Drop down choices reflect your organization's specified values.

## Add a Child

1. **Help** -- access online help for this function
2. **Country** -- Choose the child's country from the drop down
3. **Community** -- Choose the child's community from the drop down
4. **Child ID** -- Provide the rest of the child's id number. It is actually combined with the country/community codes to generate the full 10-character ID. dasco does not generate the child number; you must enter it.
5. **Name** -- Specify the child's full name
6. **Gender** -- Specify the child's gender
7. **Birthdate** -- Specify (or choose) the child's birthdate. It is used to calculate their actual age.
8. **Status** -- Choose Available if this child is immediately available for sponsorship. Choose Pending if this child is not immediately available for sponsorship. You will be able to change the status to available later once you have everything needed to properly promote this child for sponsorship.
9. **Create Child** -- Click here to create the child's record. Once you've done that, the Case History fields will be presented for you to complete.
10. **Case History** -- This area displays the various other demographic data fields for you to complete per your business rules. Right or double click on any attribute and choose the appropriate values from the drop downs.
11. **Done** -- Click here to complete the record and close the frame.

## Sponsorship File Manager



1. **Refresh** -- Refresh the search results.
2. **View Records** -- Highlight a specific file and view the data in that file.
3. **Show Summary** -- Highlight a specific file and summarize the data in that file. The summary shows the distribution of the records based on various data fields (gender, age group, geographic region, country, and community).
4. **Actions** -- Execute some action on the records in this file. Actions include:
  1. **Set Checkout** -- Sets the checkout motivation code to the specified value. Set the Expiration Date (optional) to define when you want to review the status of these children. Click the Clear Checkout box to remove an existing motivation and check the children back "in."
  2. **Set Hold** -- Sets the specified Hold Code field to the chosen value. You must first choose which Hold Code to set (multiple Hold Codes are supported). Then choose the appropriate reason for putting the child on Hold. (Each Hold Code can have different reasons or they may share the same set of reasons, enabling you to indicate multiple reasons why the child is on hold.)
  3. **Set Available** -- Change records with a status of Pending to Available. (To change a child from Sponsored to Available, close the pledge on the sponsor's account.)
5. **Upload a File** -- This uploads a file from your work station to the donor.com server.
6. **Download Now** -- Click or Ctrl/Click to highlight files to be moved to the [Transfer Manager](#) and downloaded immediately.
7. **Add to Download Queue** -- Click or Ctrl/Click to highlight files to be moved to the [Transfer Manager](#). This enables you to review your list of files and add or cancel files before the transfer actually begins.
8. **Help** -- View online help for Sponsorship File Manager
9. **Since** -- Limit the list of files to those modified in the past x days (Past 24 Hours, Past 7 Days, Past 30 Days, Past 6 Months, Past Year, All)
10. **Filter** -- Limit the list of files to those containing the specified word or phrase in the File name. Enter the phrase and click on Search. (Wildcards allowed)
11. **Search** -- Execute the search when you are ready.
12. **Max** -- Limit the search results to x number of matching files (50, 100, 500) to prevent an unwieldy result.

13. **Search Results** -- This area displays the files that match your Since and Filter criteria. Right click to highlight and perform an action on a specific file or to Copy the Data to a clipboard for pasting into an appropriate application, such as a spreadsheet.
14. **Column** -- Click on a column to resort the files by that column. Click again to reverse the sort.

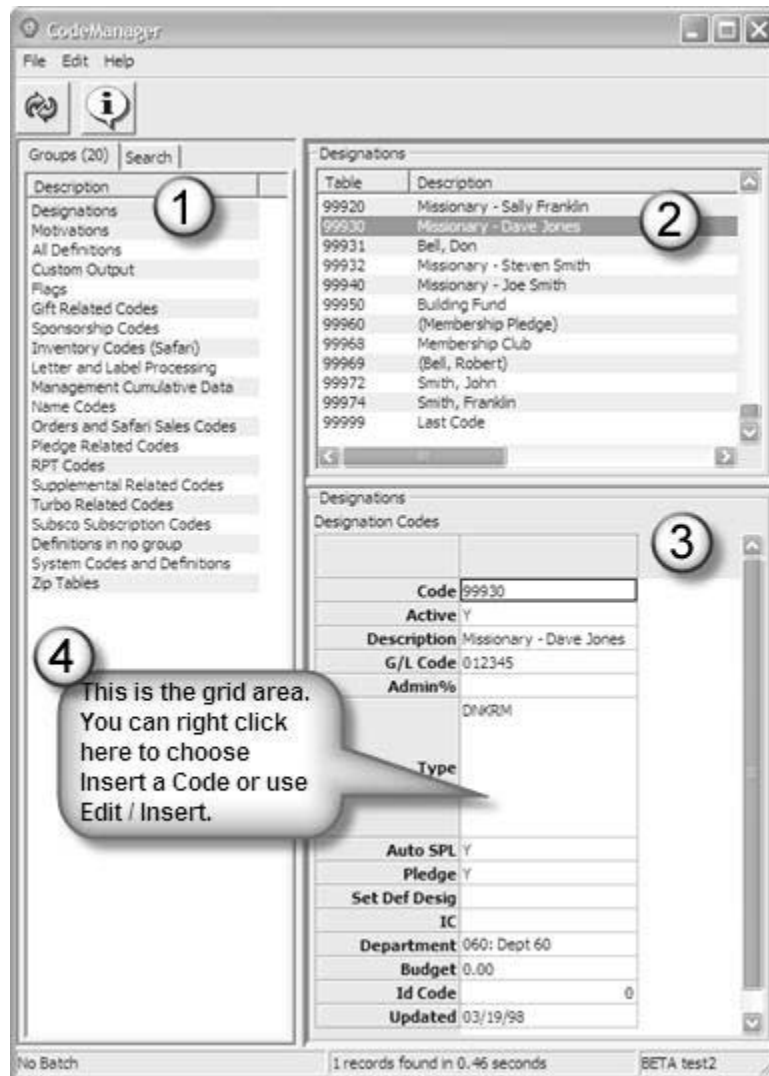
## CODE MANAGER

### Motivation, Designation, Other Code Tables



1. **Refresh** -- refresh the list with the most current data.
2. **Online Help** -- To access on-line help for Code Manager
3. **Groups** -- Displays the various groups of codes
4. **Search** -- Use a keyword search to find codes by description
5. **Code Tables** -- Choose between Designations, Motivations, or a category of other codes. Once selected, the codes in that group will be displayed here.

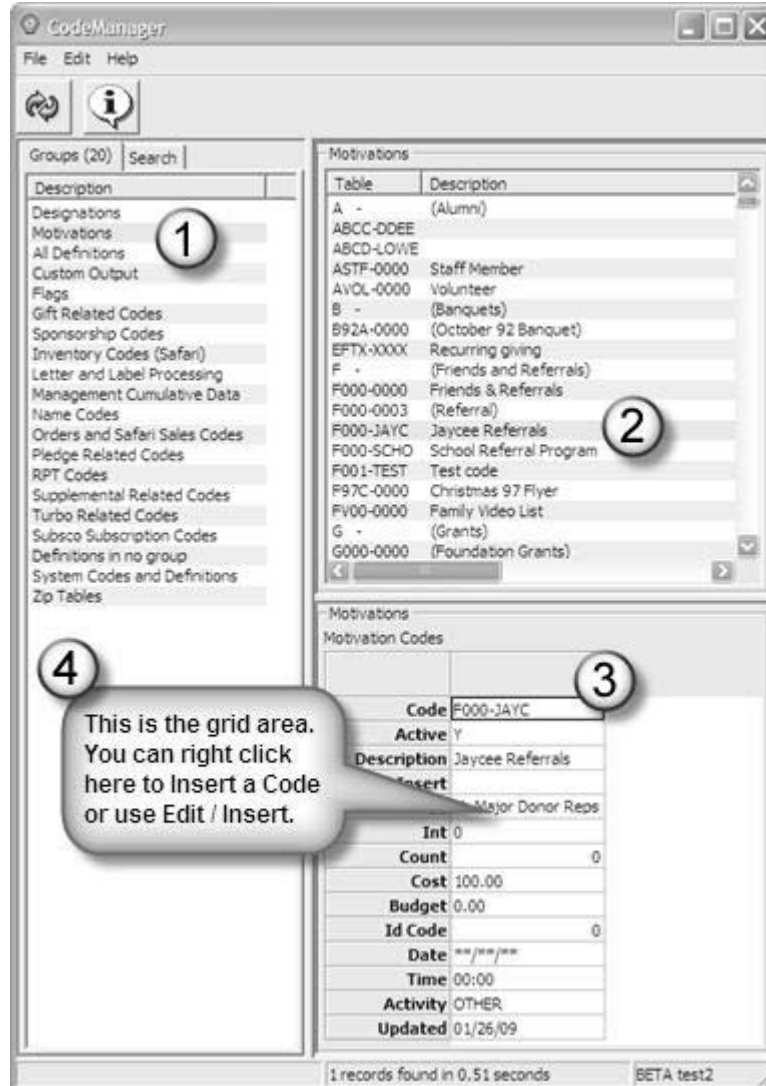
## Designations



1. **Designation List** -- Click to populate the list of existing designation codes
2. **Choose a specific designation** -- Click to choose which designation code you want to display in detail
3. **Modify or Delete** -- Once the designation code's detail is displayed, use ENTER or mouse navigation to move through the designation fields to edit as needed. For edited fields, drop down choices will be presented. To delete the code, right click and choose Delete This Code or use Edit / Delete from the top menu.
4. **New** -- To create a new designation, take one of the following actions:
  - o With the designations displayed, choose Edit / Insert from the top menu.
  - o Or place focus anywhere on the designation code detail "grid", right click and choose Insert a Code.

An empty grid will be displayed. Use ENTER or your mouse to navigate to each field. Edited fields will display a drop down of choices. For Type (type of dollar), check all dollar types allowed for this designation.

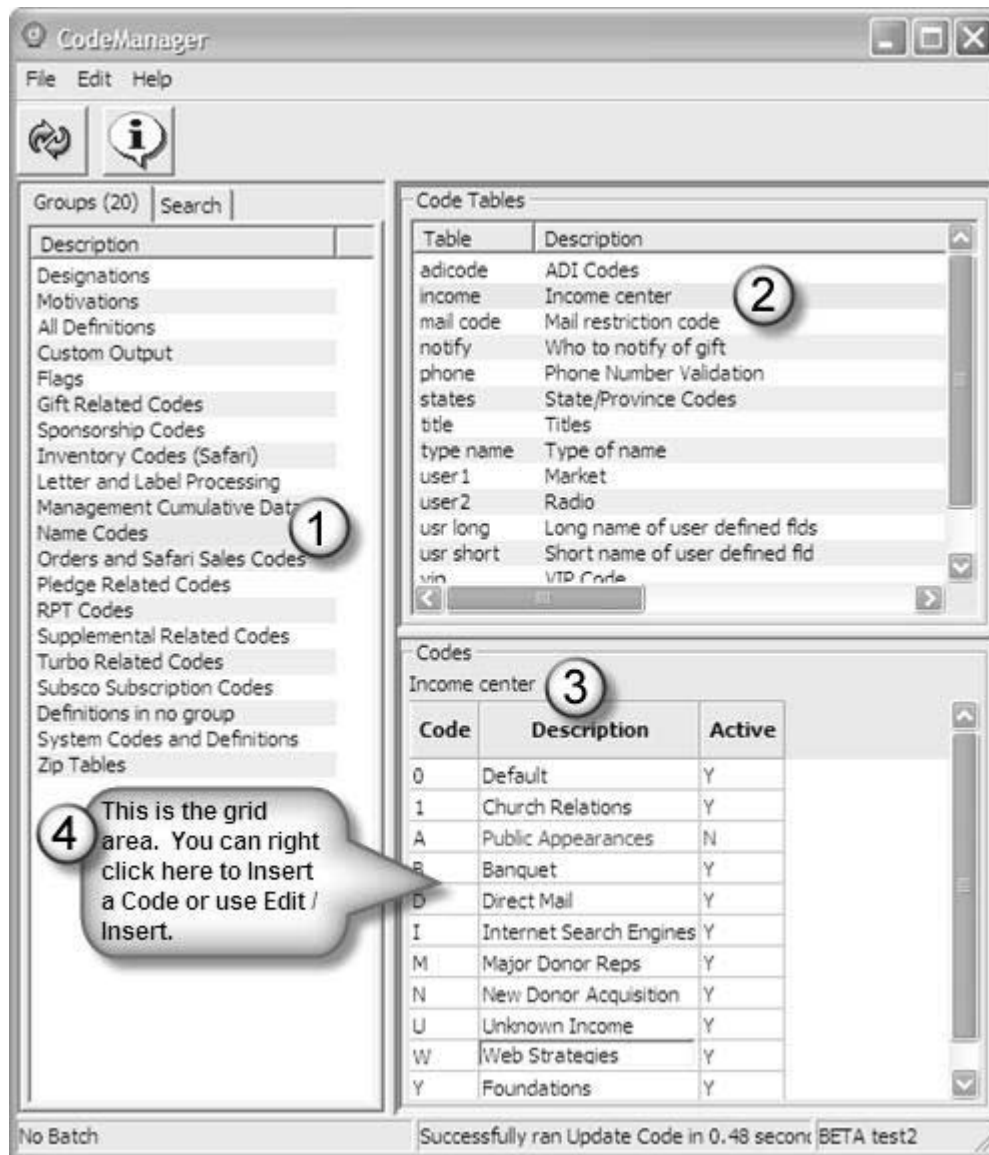
## Motivations



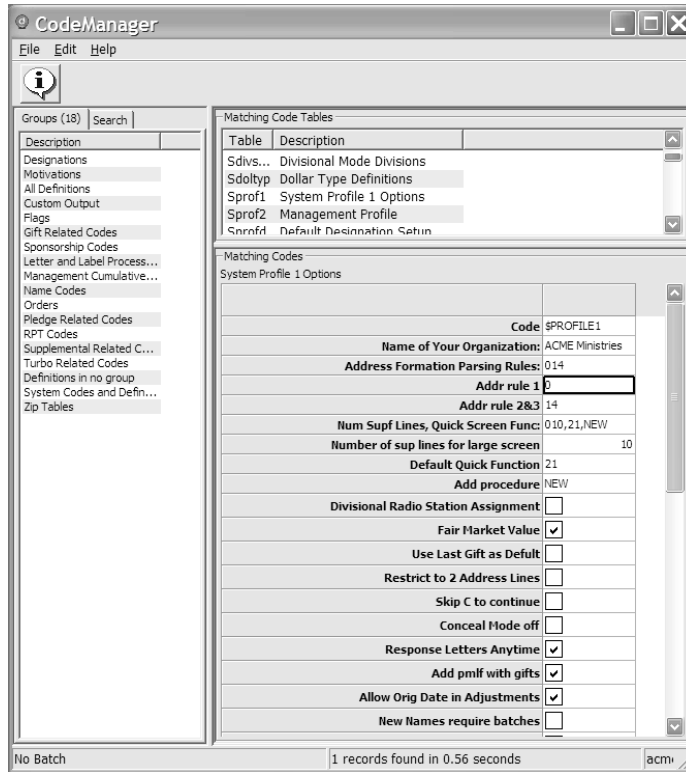
1. **Motivation List** -- Click to populate the list of existing motivation codes
2. **Choose a specific motivation**-- Click to choose which motivation code you want to display in detail.
3. **Modify or Delete** -- Once the motivation's details are displayed, use ENTER or mouse navigation to move through the fields and edit as appropriate. For edited fields, drop down choices will be presented. To delete the code, right click and choose Delete This Code or use Edit / Delete from the top menu.
4. **New** -- To create a new motivation code, take one of the following actions:
  - o With the motivations displayed, choose Edit / Insert from the top menu.
  - o Or place focus anywhere on the motivation detail "grid", right click and choose Insert a Code.

An empty grid will be displayed. Use ENTER or your mouse to navigate to each field. Edited fields will display a drop down of choices.

## Other Code Tables



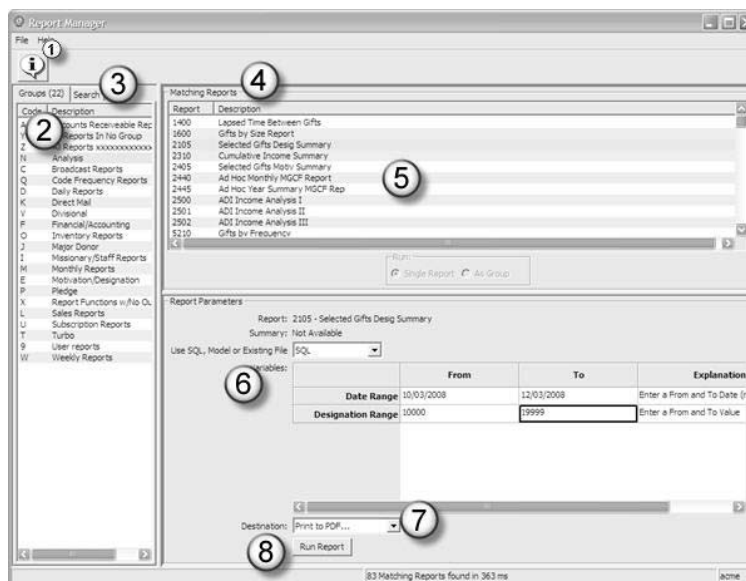
1. **Groups** -- Choose the appropriate category of codes (or use the Search Tab to help you find a code by keyword description)
2. **Code Tables** -- Choose which table of codes you want to view or modify
3. **Codes** -- Edit existing entries as needed.
4. **New** -- To create a new code value, take one of the following actions:
  - o With the current values displayed, choose Edit / Insert from the top menu
  - o Or place focus in the grid area and right click to choose Insert a Code.



1. Check boxes to turn various features on/off vs the good ole' "add up the bit values"
2. "Logical fields" to give meaning to generic codf records
3. In line help

## QUERIES AND REPORTS

### Report Manager

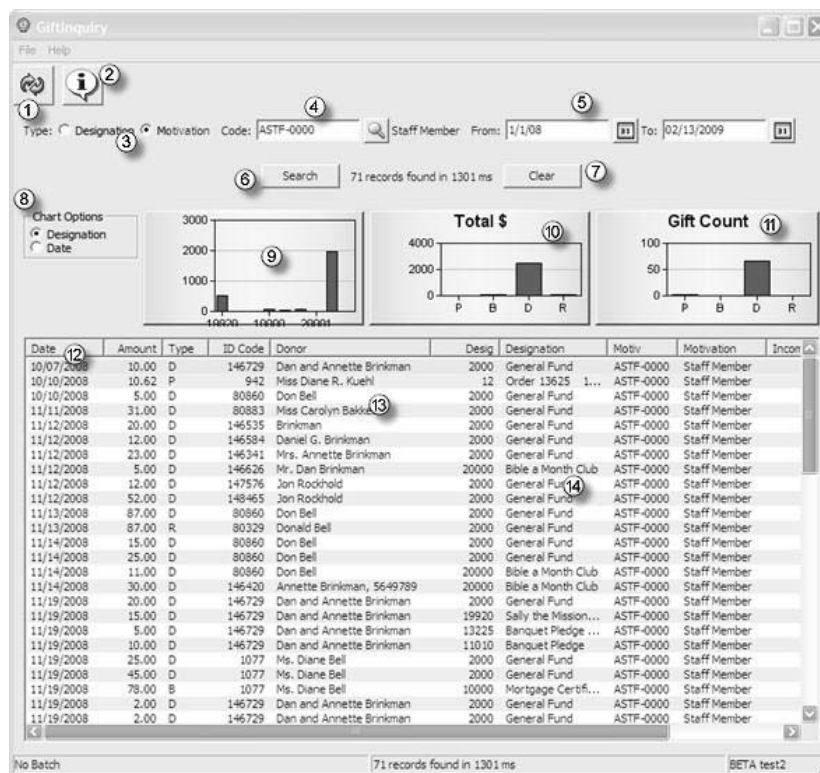


1. **Help** -- Access on-line help for Report Manager
2. **Groups Tab** -- Displays groups of reports, primarily by topic or nature of the report.
3. **Search Tab** -- Search for reports by a keyword in the report description. e.g. Search for the word "pledge". Any report with the word "pledge" in its description will be listed.
4. **Matching Reports** -- A list of the reports in the selected group or that matched the keyword search
5. **Choose a Report** -- Double click on a report to choose that report to run
6. **Report Parameters** -- Specify any report parameters needed for the chosen report. Not all reports will prompt for parameters.
7. **Destination** -- Choose the destination for the finished report. Common choices are Print to PDF or Email a specific user. Use the drop down to reveal your options.
8. **Run Report** -- Click to execute the report generation

## PRACTICE

Run report 2100, 2400, 2200 to PDF

## Gift Inquiry



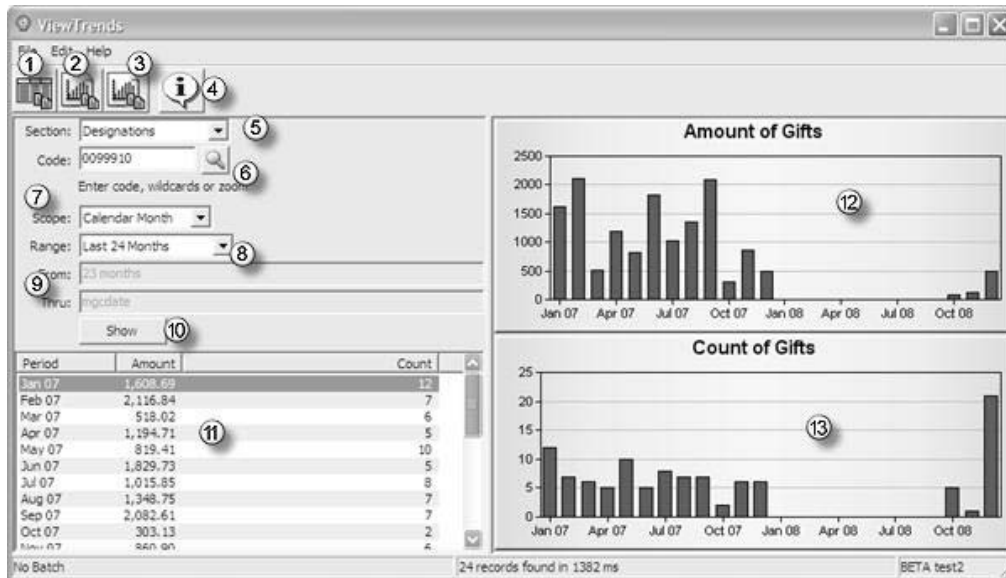
1. **Refresh Data** -- Refresh the data you are viewing
2. **Help** -- Online help for Gift Inquiry
3. **Type** -- Choose type of query from designation and motivation
4. **Code** -- Enter the designation (or motivation) you want to query. Use the Code Picker to search for a code.
5. **From/To** -- Enter the date range to query. All gifts received in the date range will be listed.
6. **Search** -- To execute the search

7. **Clear** -- To clear the query criteria and results to start fresh
8. **Chart Options** -- Choose what data value upon which to base the bar chart. Options are Motivation or Date while viewing a Designation type chart. Options are Designation or date while viewing a Motivation type chart.
9. **Motivation/Designation/Date Chart** -- Chart based on whichever Chart Option you chose.
10. **Total \$** - Amount of Gifts by Type of Dollar
11. **Gift Count** - Count of Gifts by Type of Dollar
12. **Data** -- List of donors and their gifts to the designation (or motivation) you chose within the date range you chose. Click on any column of data to sort by that column. Click again to reverse the sort.
13. **View Account/Batch/Pledge/Order** -- Once the results are displayed, you can double or right click on any gift to view the Account or the related batch, pledge, or order.
14. **Copy to Clipboard** -- Right click on any chart of the data grid to copy the data (or chart) to your clipboard and paste it into any appropriate application. (The data is most suited for pasting into a spreadsheet.)

#### PRACTICE

Designations: 2015, 1011, 1010, 99910  
Motivation: U000-0000, F000-JAYC  
Try different chart options

## View Trends



1. **Copy Data** -- Copies the data table to your clipboard for pasting into an application of your choice. Suitable for a spreadsheet.
2. **Copy Amount** -- Copies the amount chart to your clipboard for pasting into an application of your choice.
3. **Copy Count Chart** -- Copies the count chart to your clipboard for pasting into an application of your choice.
4. **Help** -- View online help for View Trends
5. **Section** -- Choose what category of summarized information you want to view. Choices vary depending on your cumulative management data configuration. Each section has its own definition of how it summarizes information and what Code values are used. To use View Trends effectively, you need a good understanding of how your organization has chosen to summarize information. See the individual in your organization responsible for managing your dasco system or contact donor.com if you need assistance.
6. **Code** -- Enter the code (based on the chosen section) you want to view. Use Choose a Code to find a specific code, or use wildcards to summarize by a set of similar code values.
7. **Scope** -- Choose the scope or time period you want to chart. This value determines the horizontal axis of the bar charts. If the LIFE scope has not been summarized for this Section of your management data, it cannot be used in View Trends.
8. **Range** -- Choose from a set of pre-configured default time periods. The From/Thru values will be populated for you. Choose Custom Date Range if you need something other than the pre-defined ranges.
9. **From/Thru** -- If you chose one of the pre-defined Range options, these fields will be auto-filled. If you chose custom date range, you can specify an exact date range or a time period, such as 24 months, 36 weeks, 5 days, today.
10. **Show** -- Click here to execute the process. The results will be a data table and two bar charts based on Amount and Count of gifts.
11. **Data Table** -- Click on a column in the data table to sort by that column. Click again to reverse the sort.
12. **Amount Chart** -- Displays the summarized amount data in chart form. The horizontal axis represents the specified Scope (year, month, quarter, etc). The vertical axis

represents the dollar amounts. The chart is scaled based on the data it has to display and the size of your window. You can resize the window to enlarge the chart.

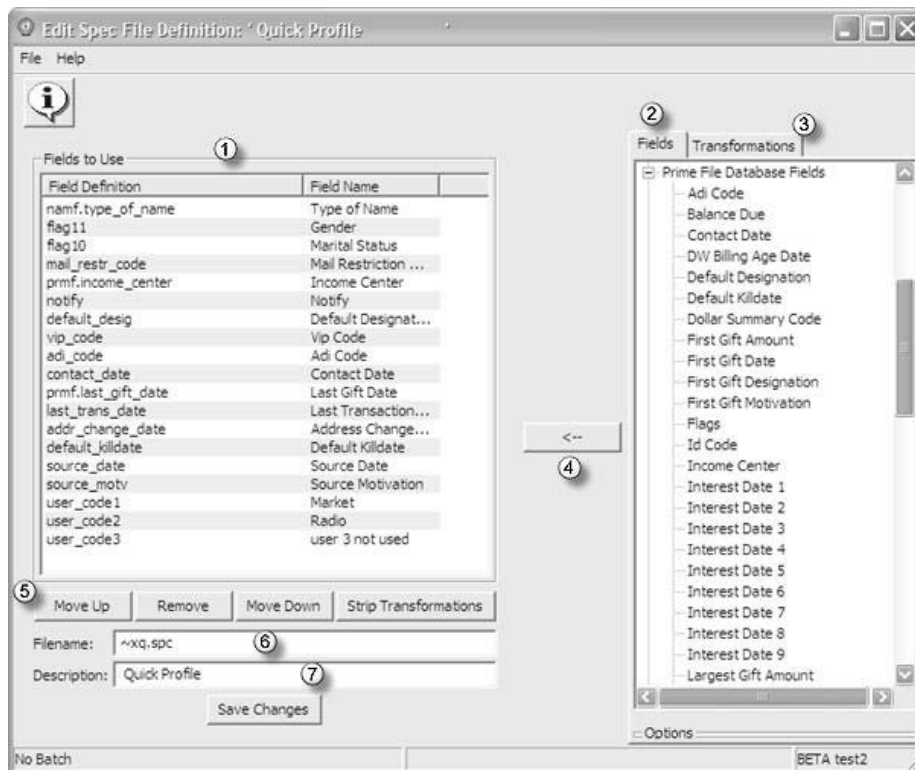
13. **Count Chart** -- Displays the summarized count of gifts data in chart form.

## ON DECK DEMOS

### CUSTOM OUTPUT MANAGER

The Custom Output Manager is used in a variety of contexts to define:

1. the data being exported as part of a dasco select process
2. the dasco3 “quick profile” for your organization
3. an individual user's preference for “quick profile”
4. custom configurations of the columns for Find Account Search Results
5. custom configurations of the columns for Pledge Tab and Gifts Tab
6. data being passed to/from a program or API

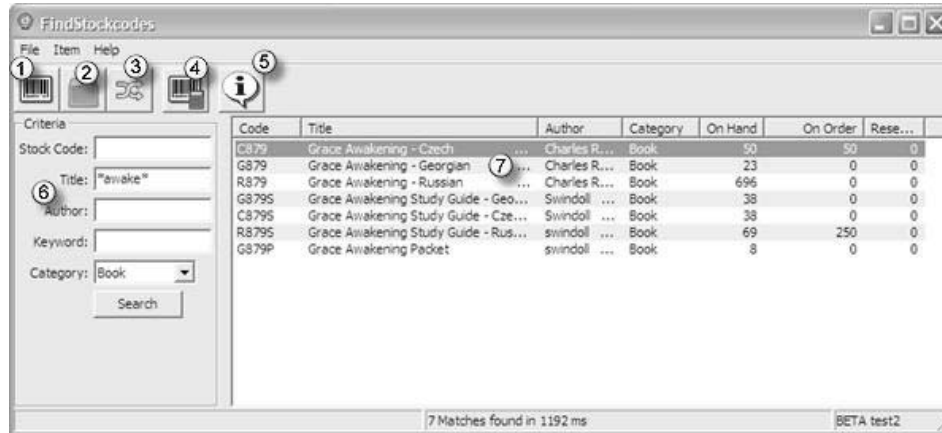


*Illustration of customizing “Quick Profile” (org-wide)*

1. Fields that are already part of Quick Profile
2. Fields you can choose (these are from the “prime” file)
3. Transformations tab (
  1. highlight a field and choose how to transform it
  2. Illustrate with a date field
4. Move highlighted field to the “spec” file
5. Move Up/Down, Remove, Strip Transformation
6. File name
7. Description

# Inventory

## Find Stock Codes



1. **View Stock Code** -- Highlight one of the search results and view the details of that stock code
2. **View Orders** – Highlight one of the search results and view pending orders for that product (ie orders with your vendor to purchase inventory ... not customer orders for this product)
3. **View Transactions** -- Highlight one of the search results and view transactions (changes to inventory), such as shipments received, shipments out, add/remove from inventory, etc.
4. **Reconcile Inventory** -- Update the quantity on hand to reflect a physical inventory count.
5. **Help** – Online help for this function
6. **Search Criteria** – Enter any information to help you locate the stock code. Wildcards are assumed at the end of your criteria. Include leading wildcards as needed. e.g.
  1. Stock code c
  2. Title \*grace (any product with the word 'grace' anywhere in the title)
  3. Author \*swindoll (any product with the word 'swindoll' anywhere in the author)
  4. Category (choose from drop down)

## View Stock Code

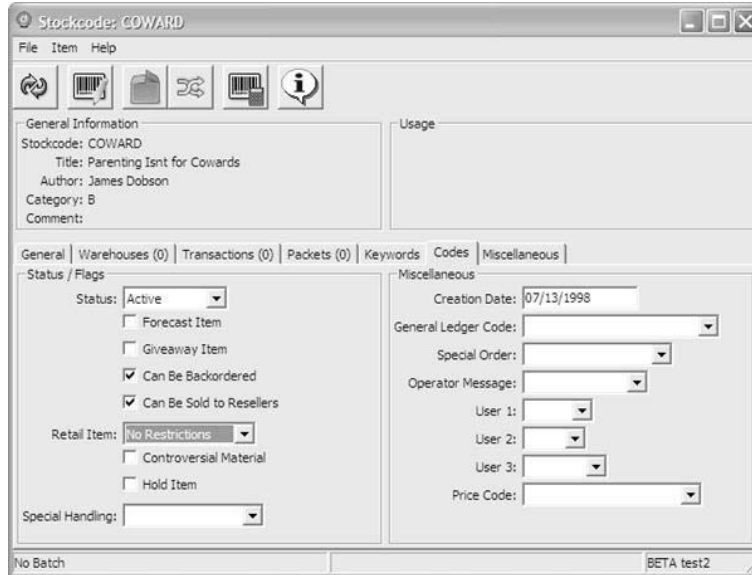


Illustration of the View Stock Code "Codes" Tab

1. Various tabs for information on this stock code
2. Manage all attributes of a stock code from here

## Fulfillment Manager

Manage all aspects of filling orders

1. Select orders for fulfillment
2. Segment the order into the pickslip, invoice, and/or label data files
3. Produce the printed document
4. File Manager to download them to your workstation for printing
5. Mark orders as filled
6. Release Backordered items

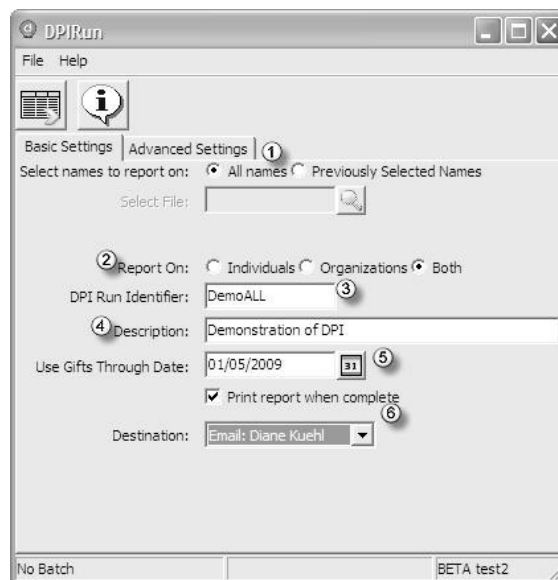
# Donor Performance Index

The dasco3 Donor Performance Index incorporates the legacy DPI printed report along with several new capabilities:

1. Generate data for additional years beyond the standard 5 years
2. View the results visually in charts and graphs
3. Forecast future years without the use of a spreadsheet
4. Store the parameters you used so you can re-run it with the same parameters easily

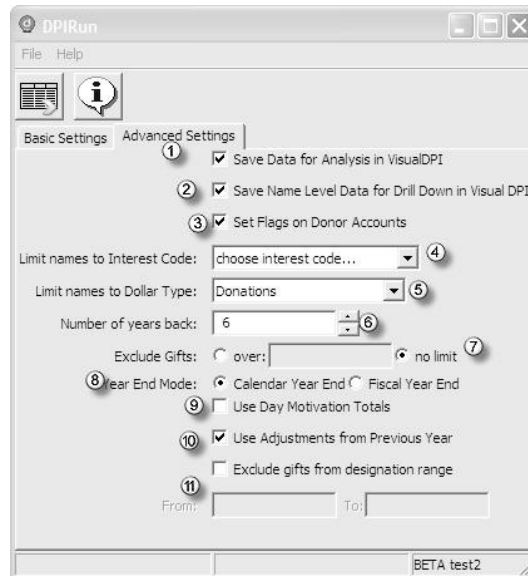
## Run a new DPI

### Basic Settings



1. **Select names to report on** -- Choose what accounts (names) to include on the report.
2. **Report on** -- Even if you choose "All Names", you can still restrict the analysis to Individuals or Organizations (based on Type of Name 0-99; 100-999)
3. **DPI Run Identifier** -- Label this "run" so that you can reference it later
4. **Description** -- A brief descriptive phrase for this "run"
5. **Use Gifts Through Date** -- Defines the "high end" of the date range for this DPI. You cannot choose a date that is beyond your "management date" (ie last date for which you have closed dasco from further gift entry)
6. **Print report / Destination** -- Check this box and choose a destination for the finished report if you want a printed copy.

### Advanced Settings



This tab will be pre-populated with your standard configuration for the DPI. (See Code Manager → DPI Report Setup). You are free to modify these setting for this “run” without changing your standard configuration.

1. **Save Data for Analysis** – Standard behavior for dasco3 DPI
2. **Save Name Level Data for Drill Down** – Another standard for dasco3
3. **Set Flags** -- Marks each Account (using a set of Flag fields) to record which category the account belonged to. Useful if you plan to use dasco select to export these records
4. **Limit Names to Interest Code** – Limits the results to gifts that meet certain “interest code” criteria
5. **Limit Names to Dollar Type** – Limits what types of gifts are considered
6. **Number of Year Back** – Default is 6
7. **Exclude Gifts** – Allows you to “side line” accounts that make large gifts since they tend to skew results
8. **Year End Mode** – Choose CY or FY
9. **Use Day Motivation** – Forces the DPI to count gifts received on the same date to the same motivation as one gift
10. **Use Adjustments from Previous Years** – If checked, adjustment gifts are shown in the year of the relevant original gift rather than in the year in which the adjustments were entered. If ADJLY is not specified, then adjustment transactions are reported based on the date on which the adjustment was entered.
11. **Excludes gifts from Designation Range** – Allows you to exclude gifts to certain designations for purposes of this analysis

## View Results

## Forecast