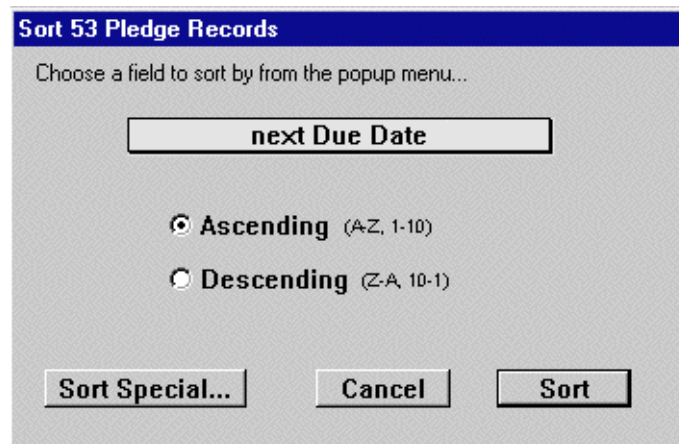




Because of the inherently low resolution of screen shots, their display in this document is inferior in quality. For better viewing, print this document.

Sorting

Sorting is accomplished by clicking the column label in any list view, or by choosing Sort from the Records menu. There are also circumstances in which sorting is performed automatically, such as exports for mail merge, label printing and some reports. Choosing the Sort menu item in the donation module produces a dialog in which you choose the field to sort on and the direction of the sort:



You can use FUNDimensions to list your "best" donors, defining best by gift amount, number of gifts, or recent giving. Choosing Sort from the Records menu in the Donor module produces this dialog; choosing Rank by Gift Amount from the popup menu enables some options for configuration:

Sort 52 Donor Records

Choose a field to sort by from the popup menu...

Rank by Gift Amount

Ascending (A-Z, 1-10)

Descending (Z-A, 10-1)

For Rank by... sorts, choose the date range and/or gift types to use as the sort criteria...

Donations

Memberships

Pledges

From to

Sort Special... **Cancel** **Sort**

The lower section of the window permits you to limit the gifts included in the amount sort to specific types or date ranges. Thus you can be precise enough to do a sort like "Show me my best donors year-to-date according to memberships."

You can also choose to sort your donor list by the number of gifts made. This places those donors with the greatest number of gifts together at one end of the list.

When choosing Rank by Number of Gifts from the popup menu, the same date filter and gift type selections appear as in the previous sort:

Sort 52 Donor Records

Choose a field to sort by from the popup menu...

Rank by Number of Gifts

Ascending (A-Z, 1-10)

Descending (Z-A, 10-1)

For Rank by... sorts, choose the date range and/or gift types to use as the sort criteria...

Donations }
 Memberships } From to
 Pledges }

End of Sorting Tour