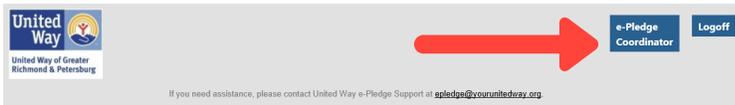


REPORTING FOR E-PLEDGE COORDINATORS



United Way of Greater Richmond & Petersburg

1. Log in to your e-Pledge portal.
2. Scroll to the bottom of your Home Page. Click the **e-Pledge Coordinator** button.



3. You will then be directed to the **e-Pledge Coordinator** home page.



Welcome e-Pledge Coordinators,

United Way of Greater Richmond & Petersburg's workplace campaigns are about bringing people together where they work to tackle our community's most challenging issues – because no one person or organization can do it alone.

Campaign Resources. Click on the **Campaign Resources** link to access tools for starting, strengthening and sustaining your workplace campaign.

Campaign Status. Click on the **Campaign Status** link to see your overall results.

Reports. Click on the **Reports** link to obtain detailed information for your campaign.

4. Click "**Campaign Status**" for a quick overview of your current campaign.

CAMPAIGN STATUS

Name	Total	Goal	# Emps	# Donors	Participation Rate	# Responses	% Responses	Average Gift	Gift per Capita
"Company Name"	\$0.00	\$0.00	0	0	0%	0	0%	\$0.00	\$0.00

5. Click "**Reports**" to access the following:

REPORTS TO RUN

"Company Name" - Pledge No Response Report

The Pledge No Response Report will list all employees who have not responded in the campaign.

"Company Name" - Pledge Transaction Report

The Pledge Transaction Report will provide a detailed list of employee names and pledge amounts.

Submit

6. Choose your report, then click **Submit**. The report will be listed under **Reports to Download**.

REPORTS TO DOWNLOAD

In order to download a report, right-click the link and save the report on your computer. Reports are available for 60 days.

Refresh

Show Outstanding

Job Number	Job	Names	Date	#Pages	Size	Type	Status	Description
<input type="checkbox"/> 244256	"Company Name" - Pledge Transaction Report	"Company Name" - Pledge Transaction Report	09/08/2020 04:31:25 PM	2	7081	pdf	Ready	
<input type="checkbox"/> 244256	"Company Name" - Pledge Transaction Report	"Company Name" - Pledge Transaction Report	09/08/2020 04:31:25 PM	0	2580	csv	Ready	