

## **GIFT REPORT FREQUENTLY ASKED QUESTIONS**

### **1. How do I deselect all account numbers?**

- Hold down the 'Ctrl' key and click on a selected account number.

### **2. How can I print all the pages of the gift report?**

- Generate a gift report.
- From the screen that you view the Gift Report on, find the total records. It is listed at the top of the Gift Report.
- Enter this number in the 'Display' field (to the right of 'Total records'), press Enter.
- Select File/Print from your toolbar. Set the page orientation to 'Landscape' and select to print all pages.
- If you want to check if all pages were printed, compare the last record on your screen (move the far right slider-bar down to view the last record), to the last record printed on your report.

### **3. I am in GIFTS it's telling me to change my password - where do I do that?**

- You need to do that in the financial reports. Once you get to the menu screen on the financial reports, there should be a tab that says "Options" (about 1.5 inches from the top). If you click on that you will see the prompt that says change password.