Admin Steps for Reports
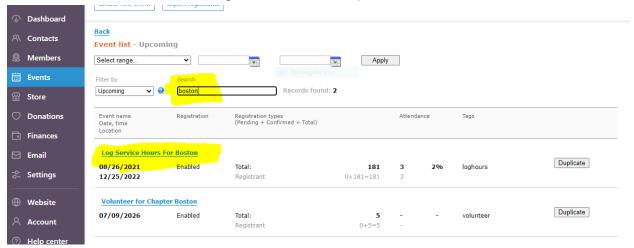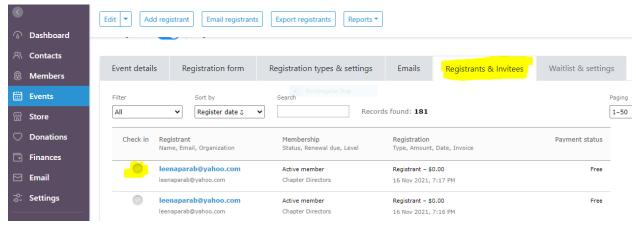
Steps to generate Volunteer log hour Reports

1. Login with admin credentials
2. Goto dashboard > events, in search type the "chapter name"
3. From the filtered list, click on log hours of that chapter

4. To see the log hour registrations, click on Registrants and Invitees tab
5. To view each registration details, click on the required log row
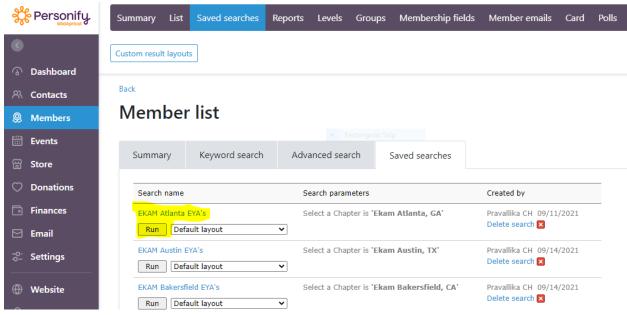6. From the registrations list, admin can verify the registration by clicking on check in option

Click on Export registration all the registrations to generate report in excel sheet
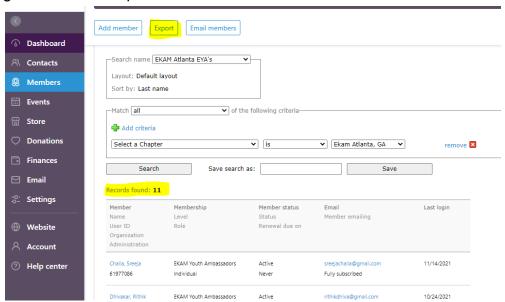
Steps to generate Chapter EYA's Report

1. Login as admin
2. Goto Dashboard > Members > Saved searches
3. From all the EYA chapters list select the required chapter for which you want to generate report, and click on Run
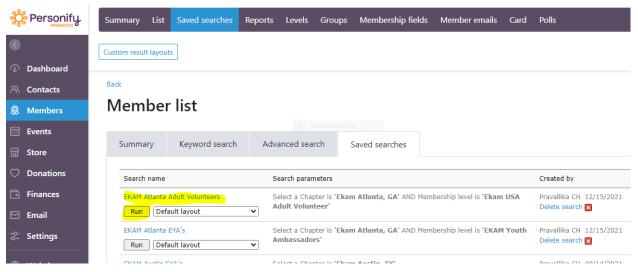   Ex: EKAM Atlanta EYA's, EKAM Boston EYA's

4. Now all the selected chapter EYAs will be listed
5. You can click on each EYA member to see the details, and also click on export to generate excel report for those members
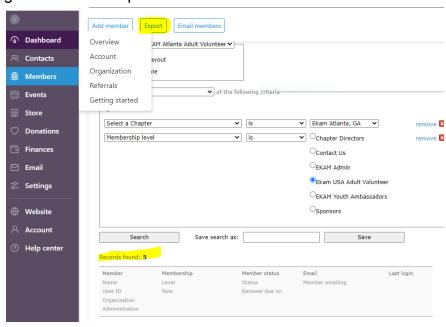
Steps to generate Chapter Adult Volunteers Report

1. Login as admin
2. Goto Dashboard > Members > Saved searches
3. From all the chapters list select the required chapter for which you want to generate report, and click on Run
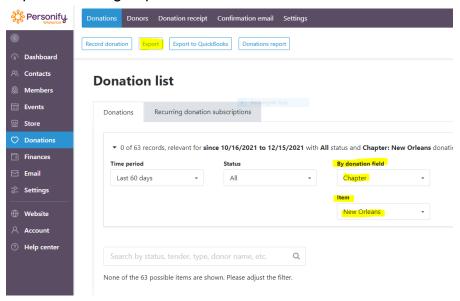   Ex: EKAM Atlanta Adult Volunteers, EKAM Boston Adult Volunteers

4. Now all the selected chapter Adult Volunteers will be listed
5. You can click on each Volunteer to see the details, and also click on export to generate excel report for those members

Steps to Chapter Donation Reports

1. Login as admin
2. Goto Dashboard > Donations
3. Records can be filtered using available filter option
4. <u>Filter by chapters:</u>
   By donation field select dropdown with option **Chapter**
   Select specific chapter in **Item** dropdown
   Export List using Export button

5. Filter by Campaign
   By donation field select dropdown with option **Donation Campaign**
   Select specific campaign in **Item** dropdown
   Export List using Export button