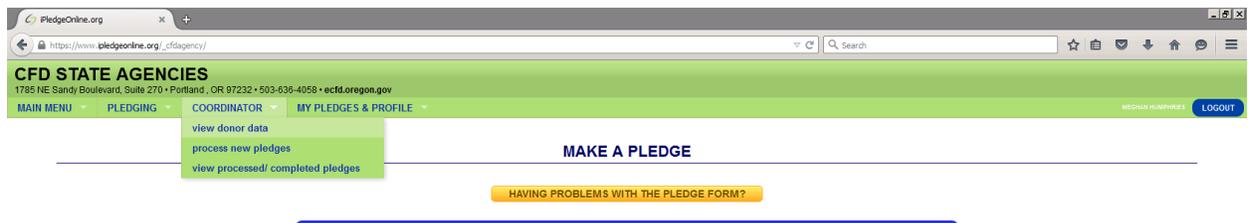


## Coordinator Tools

If you are a Coordinator, after you login, you should see a “Coordinator” menu on your top menu bar. If you do not have this menu item, please contact the Charitable Fund Drive (oregoncfd@earthshare-oregon.org) so we can set you up. **Please note this permission must be updated every year, if it hasn't been updated you will see prior year results.**

Through the Coordinator Menu you can:

1. View donor data
2. See total giving and number of donors, tallied by each office you manage
3. See an average gift for each office you manage



## View Donor Data

The screenshot displays the 'DOWNLOAD DONOR DATA' section. It features a table titled '2014 COORDINATOR DOWNLOAD REPORT' with columns for agency name, number of pledges, total amount, and average amount. The table is divided into sections for 'Administrative Services, Dept' and 'Administrative Services, Dept/Enterprise Goods & Services'. A '2014 TOTAL' row is also present. A blue button at the bottom right says 'Download CSV of this report'.

2014 COORDINATOR DOWNLOAD REPORT			
<b>Administrative Services, Dept</b>			
Administrative Services, Dept/Business Services	9 pledges	\$3,339.00	\$371.00 average <span style="color: green;">+</span>
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/Business Services <span style="color: green;">+</span>			
Administrative Services, Dept/Enterprise Goods & Services	25 pledges	\$4,286.00	\$171.44 average <span style="color: red;">-</span>
PAYROLL pledges:	18 pledges	\$3,670.00	\$203.89 average
CASH pledges:	7 pledges	\$616.00	\$88.00 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/Enterprise Goods & Services <span style="color: green;">+</span>			
<b>ADMINISTRATIVE SERVICES, DEPT TOTAL:</b>	<b>34 pledges</b>	<b>\$7,625.00</b>	<b>\$224.26 average</b> <span style="color: green;">+</span>
<b>2014 TOTAL:</b>			
<b>2014 TOTAL:</b>	<b>34 pledges</b>	<b>\$7,625.00</b>	<b>\$224.26 average</b> <span style="color: red;">-</span>
PAYROLL pledges:	24 pledges	\$5,410.00	\$225.42 average
CASH pledges:	10 pledges	\$2,215.00	\$221.50 average

[Download CSV of this report](#)

Your initial view shows the number of pledges and the total of the gifts to date at each site. Again, if you are only coordinating one area, that is all that will show. If you have been assigned the coordinator permission for more than one area, every area that has at least one gift will be visible.

ING > COORDINATOR > MY PLEDGES & PROFILE

Administrative Services, Dept			
Administrative Services, Dept/DO and BAM	12 pledges	\$11,032.00	\$919.33 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/DO and BAM			
Administrative Services, Dept/EISPD	4 pledges	\$4,100.00	\$1,025.00 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/EISPD			
Administrative Services, Dept/Eugene Motor Pool	1 pledges	\$780.00	\$780.00 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/Eugene Motor Pool			
Administrative Services, Dept/Facilities Division	1 pledges	\$360.00	\$360.00 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/Facilities Division			
Administrative Services, Dept/HRSD	2 pledges	\$760.00	\$380.00 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/HRSD			
Administrative Services, Dept/Operations & Mainten	1 pledges	\$720.00	\$720.00 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/Operations & Mainten			
Administrative Services, Dept/Operations Division	2 pledges	\$1,080.00	\$540.00 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/Operations Division			
Administrative Services, Dept/State Controllers Di	24 pledges	\$7,875.00	\$328.13 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/State Controllers Di			
<b>ADMINISTRATIVE SERVICES, DEPT TOTAL:</b>	<b>47 pledges</b>	<b>\$26,707.00</b>	<b>\$568.23 average</b>

Clicking on any green “+” at the end of the bar with “View Donor Level Pledge Detail” will provide additional information -- on the type of pledge by each individual donor and the dollar amount.

**CFD STATE AGENCIES**  
 1785 NE Sandy Boulevard, Suite 270 • Portland, OR 97232 • 503-636-4058 • [ecfd.oregon.gov](http://ecfd.oregon.gov)  
 MAIN MENU > PLEDGING > COORDINATOR > MY PLEDGES & PROFILE

**DOWNLOAD DONOR DATA**

**2014 COORDINATOR DOWNLOAD REPORT**

(You will see names and emails of donors here -----> we hid these to protect donor privacy.)

Administrative Services, Dept						
Administrative Services, Dept/Business Services		9 pledges	\$3,339.00	\$371.00 average		
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/Business Services						
<b>PAYROLL PLEDGES</b>						
#	PLEDGE	DATE	DONOR NAME	DONOR EMAIL	GIFT	STATUS
1	59985(p)	02-07-15			\$300.00	Processed
2	59984(p)	02-07-15			\$900.00	Processed
3	59983(p)	02-07-15			\$120.00	Processed
4	47255	10-10-14			\$240.00	Viewed
5	47000	10-07-14			\$120.00	Pending
6	45397	08-21-14			\$60.00	Viewed
<b>CASH PLEDGES</b>						
#	PLEDGE	DATE	DONOR NAME	DONOR EMAIL	GIFT	STATUS
1	59848(p)	01-27-15	DAS - Business Svcs Event		\$5.00	Processed
2	52773(p)	11-13-14	DAS West Event		\$1,016.00	Processed
3	52770(p)	11-13-14	DAS West Event		\$578.00	Processed
Administrative Services, Dept/Enterprise Goods & Services		25 pledges	\$4,286.00	\$171.44 average		
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/Enterprise Goods & Services						
<b>ADMINISTRATIVE SERVICES, DEPT TOTAL:</b>		<b>34 pledges</b>	<b>\$7,625.00</b>	<b>\$224.26 average</b>		
<b>2014 TOTAL:</b>		<b>34 pledges</b>	<b>\$7,625.00</b>	<b>\$224.26 average</b>		

[Download CSV of this report](#)

You will notice that each gift has a “Status”: either pending, viewed, or processed.

- “Pending” – it has not been opened by anyone (payroll or coordinator).
- “Viewed” – the gift has been opened by either payroll or coordinator (depending on type of gift).
- “Processed” – You do not need to “process” any cash or check gift. Payroll gifts will not appear as “processed” until after the end of the campaign.

Please return any check or cash you have collected to the Campaign Management Organization (CMO) Team in the white report envelope, along with any payroll contributions submitted on a paper pledge form. If you collect cash from a fundraising event, please include a pledge form with the cash indicating that it is an event and where you would like the gift directed – either the code number of a specific organization(s) or code 5000 for a general gift that is divided among the participants.

**DO NOT return a copy of the paper payroll forms to your payroll person, please send those only to the CMO Team.**

If you have no check or cash gifts, and no paper payroll pledges, there is no need to return the white report envelope.

**If you have any questions, please contact the Charitable Fund Drive CMO Team at 503-223-9015 or [oregoncfd@earthshare-oregon.org](mailto:oregoncfd@earthshare-oregon.org).**