

Fund Drive

Usage

Table on Contents

Introduction	2
Manual Donation Entries	2
Refusal Entry	4
Fund Drive Addresses	5

Introduction

This manual discusses how to use the Fund Drive Module.

Manual Donation Entries

There are times when a donation is entered that are not associated with any address. Examples include:

1. Donations from organizations not in your district.
2. Donations from out of town residences that experienced an emergency during the visit to your area.
3. Alarm donations from fire incidents.

Entering these donations is simple:

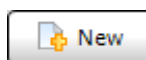
1. Log on as a user that has access to the fund drive module.
2. Select the Fund Drive dollar sign located on the menu bar.



3. On the bottom of the screen, there is a donation browse with a New, Edit and Delete button.

Date Entered	Date Received	Name	#	Street Name	Amount
01/26/2010 07:56:42	08/11/2008	STITH LUE TERRY	151	CHIU AV	1,815.00
01/26/2010 07:55:59	08/11/2008	KNAPP WILLIAM G JR &	18	CAMDEN ST	1,044.00

Press the New button.



4. Fill in the appropriate fields.

Donation Entry

Event: 2008 Summer 2008 Fund Drive

Mail Type: [Dropdown]

Property#: [Text] Address Selection

Occupant: [Text]

Street#: [Text] Street: [Dropdown] Apt#: [Text]

City: [Text] State: [Dropdown] Zip: [Text]

Location Type: [Dropdown]

Date: 02/01/2010 [Calendar]

Amount: 0.00

Date Entered: 02/01/2010 [Calendar]

Record Status: [Text] Record ID: 33

New Save Close

Be sure to enter the Mail Type, which indicates the source as well.

5. Save the donation.
6. Repeat the steps 3 - 5 for as many donation as needed.

Refusal Entry

Follow these steps to enter a refusal.

1. Log on as a user that has access to the fund drive module.
2. Select the Fund Drive dollar sign located on the menu bar and bring up the donation entry screen.



3. Scan or enter the property number.

Fund Drive Donation Entry System

RedNMX
Fund Drive Management

Donation Data

Property# 4121 Amount 0.00 **Refused**

Occupant OUR NEIGHBOR AT

Street# 16 Street Name AUTUMNWOOD DR Apt/Suite

City CHEEKTOWAGA State NY Zip 14227-2602 Address Type R Zone or Route R027

Find by Occupant Find by Street Number Find by Street Name Edit Fund Drive Address Edit Preplan Data Clear Fields Save Donation

Settings

Fund Drive Event 2011 2011 Fund Drive Action Type 1STMAIL 1st Mailing Date Received 05/02/2011 Save Settings

Donation History

Date Entered	Date Received	Name	#	Street Name	Amount	Refused
05/04/2011 10:31:45	05/02/2011	OUR NEIGHBOR AT	185	MARRANO PKY	0.00	Y
05/04/2011 10:16:07	05/02/2011	OUR NEIGHBOR AT	12	BARBADOS DR	0.00	Y
05/04/2011 10:15:52	05/02/2011	OUR NEIGHBOR AT	54	S VIEW DR	0.00	Y
05/04/2011 10:07:42	05/02/2011	OUR NEIGHBOR AT	1416	LOSSON RD	20.00	
05/04/2011 10:07:38	05/02/2011	OUR NEIGHBOR AT	1416	LOSSON RD	10.00	
05/04/2011 10:04:02	05/02/2011	OUR NEIGHBOR AT	1416	LOSSON RD	8.00	
05/04/2011 10:03:50	05/02/2011	OUR NEIGHBOR AT	1429	LOSSON RD	100.00	
05/04/2011 10:03:44	05/02/2011	OUR NEIGHBOR AT	1416	LOSSON RD	103.00	
05/04/2011 09:48:48	05/02/2011	OUR NEIGHBOR AT	1416	LOSSON RD	102.00	

New Edit Delete

Select Donation History View Date Range Past 30 Days Close

4. Leave the amount blank.
5. Press the **Refused** button.
6. Verify that a refused entry has been made.

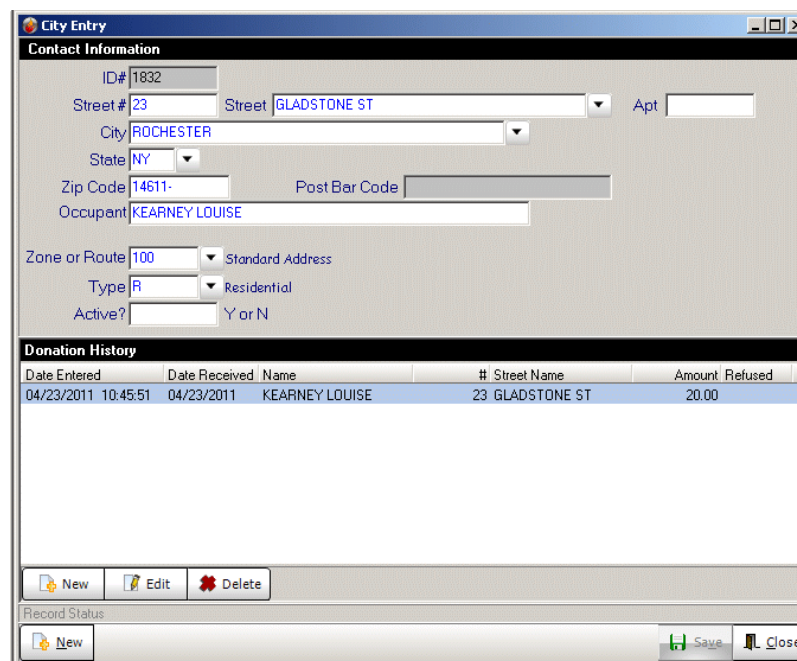
Fund Drive Addresses

This section explains how to access the fund drive addresses. Follow these steps:

1. Select the Auxiliary menu set.



2. Select the Fund Drive Addresses drop down choice on the fund drive button.
3. Search for the appropriate address and select it. The following is the address entry screen.

A screenshot of the "City Entry" form. The form is divided into two main sections: "Contact Information" and "Donation History".
Contact Information:
ID# 1832
Street # 23 Street GLADSTONE ST Apt
City ROCHESTER
State NY
Zip Code 14611- Post Bar Code
Occupant KEARNEY LOUISE
Zone or Route 100 Standard Address
Type R Residential
Active? Y or N
Donation History:

Date Entered	Date Received	Name	#	Street Name	Amount	Refused
04/23/2011 10:45:51	04/23/2011	KEARNEY LOUISE	23	GLADSTONE ST	20.00	

Buttons: New, Edit, Delete
Record Status: New, Save, Close

4. From this screen, you can access and verify that donation have been entered.