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#### **Overview**

This article walks through the steps to create a giving history report. This particular report is year-by-year, but you could just as well filter yours month-by-month, week-by-week, etc.

This article is primarily for nonprofit customers, but political customers can use this same technique to create filtered columns by election, date range, event, among other things.

**Tip:** If you prefer a **video** walk-through, <u>click here</u>.



#### **Steps**

Navigate to your Contacts (Voters/Donors) list.





Run your search query, then click the **[Format]** drop-down, and select **Columns**. In my example I searched for all individual donors in the database, which populated 1,412 records.



#### Build and run your search query, then click on the Format drop-down, and select 'Columns'.

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Image: Paul         Paul         Home         6012 Beard Ave S         Edina         MN         55410         (952) 929-9918         Daniel	iel@Abrahamian.com



Scroll down the right-hand list of columns and check the '**ContributionTotalUser**' column(s). Check as many columns as you want to filter by i.e. if I was going to filter by 6 years, which I do in this example, I would check all six of the boxes.







Navigate to the Format tab, and click the first 'Filter' hyperlink to begin filtering that virtual contribution column.



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Enter the date range you want to filter by, and click **[OK]**. In this example I filtered by the last 6 years, so I started with 1/1/2010 - 12/31/2010.



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# Enter your custom date range to filter by.

Column Se	election		
Columns Attr Format	election ibutes Format  Tmat Column Column Phone_Cell EmailAddress Employer Contribution Contrib	Filter "Contribution Total User01" Column  Filter Date Range: V 1/ 1/2010 v to V 12/31/2010 v Committee: Cycle: Event: Custom SQL filter (provided by Trail Blazer for special cases)  Custom SQL filter (provided by Trail Blazer for special cases)	3 Frozen Updatable
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Repeat these steps for each of the 'filter' hyperlinks. Once you complete that, you'll want to double-click in each of the '**Heading'** cells to rename those column headers. *My example is below.* 



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# Repeat the previous steps to filter each of the 'ContributionTotalUser' columns for each of the date ranges that you need.

	Column	Heading	Filter	Visible	Width	Frozen	Updatable	. ^
-	Phone_Cell	Cell Phone			3			1
	EmailAddress	Email	7	<b>V</b>	142			٦
	Employer	Employer/Company Name		<b>V</b>	3			1
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	Contribution Total User03	Contribution Total 2012	<u>Filter</u>	<b>V</b>	60			Γ
	Contribution Total User04	Contribution Total 2013	Filter	<b>V</b>	60			[ ≡
	Contribution Total User0	Contribution Total 2014	<u>Filter</u>	<b>V</b>	60			C
D	Contribution Total Use 06	Contribution Total 2015	<u>Filter</u>		60			
-	/				_	_	_	• •



Click **[OK]** to add those columns into the grid. By default they will display on the far right, you'll <u>need</u> to click **[Search]** to refresh the values with the correct counts. *My example is below.* 



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		2	Aagard	Martha	Home	4629 York Ave S		Minneapolis	MN	55410	(612) 920-9217	Martha@Aagard.com	.00	270.00	200.00	.00	.00	.00
		4	<u>Aakhus</u>	<u>Cindy</u>	Home	19981 See Gull Rd		Brainerd	MN	56401	(218) 828-9215		25.00	120.00	.00	.00	.00	.00
	V	Z	Aanenson	Pamela	Home	3896 White Bear Ave		White Bear Lake	MN	55110	(651) 426-9611	Pamela@Aanenson.com	230.00	250.00	00	00	00	00
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		<u>9</u>	<u>Abbott</u>	<u>Gina</u>	Home	5533 Concord Ave		Edina	MN	55424	(952) 929-9217		.00	90.00	.00	.00	.00	.00
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Cor	ntacts [	1412 r	ecords found ]	]								
Г			Last	First	Address			Address	~		Zip	Home
Ε.	Incl	ID	Name	Name	Туре	Address		Line 2	City	State	Code	Phone
►		2	Aagard	Martha	1	4629 York Ave S			Minneapolis	MN	55410	(612) 920-9217
		<u>4</u>	Aakhus	Cindy	1	19981 See Gull R	d		Brainerd	MN	56401	(218) 828-9215
	<b>V</b>	Z	Aanenson	Pamela	1	3896 White Bear	Ave		White Bear Lake	MN	55110	(651) 426-9611



Here's an example screenshot of the last page of my finished report:



# **Example Print Preview of a Giving History Report**

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Contacts [ 1412 records found ]

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Last Name	First Name	City	State	Home Phone	2010 Contribution Total	2011 Contribution Total	2012 Contribution Total	2013 Contribution Total	2014 Contributi Total	2015 Contribution Total	
Wofse	Abe	Minneapolis	MN	(612) 220-9812	.00	2,270.00	.00	.00	.00	.00	
Wold	Christian	St Louis Park	MN	(612) 730-8125	.00	2,280.00	.00	.00	.00	.00	
Wolf	Carla	Woodbury	MN	(651) 730-8327	.00	2,790.00	.00	.00	.00	.00	
Wolowidnyk	Raymond	Winnepeg	MB	(231) 321-3213	275.00	280.00	.00	.00	.00	.00	
Wood	Joann	Grand Rapids	MN	(218) 327-9115	.00	.00	750.00	.00	.00	.00	
Wood	Willard	Faribault	MN	(507) 332-8621	.00	2,290.00	.00	.00	.00	.00	
Woog	Kristan	Hastings	MN	(651) 428-9111	.00	.00	.00	.00	.00	.00	
Woolverton	Jeffrey	Duluth	MN	(121) 321-3213	.00	.00	1,100.00	.00	.00	.00	
Wosmek	Laura	Minneapolis	MN	(612) 927-9915	.00	5,730.00	.00	.00	.00	.00	
Xiomara C	Natalia	St Charles	CT	(507) 932-8425	.00	.00	.00	.00	.00	.00	
Xiong	Cheng	Brooklyn Park	MN	(763) 425-9116	.00	5,780.00	.00	.00	.00	.00	
Yager	Mary	Sauk Rapids	CT	(320) 529-9218	.00	2,300.00	.00	.00	.00	.00	
Yang	Nan	New Brighton	MN	(651) 639-8929	.00	3,750.00	.00	.00	.00	.00	
Yang	Xong	St Paul	MN	(651) 335-8120	.00	2,880.00	.00	.00	.00	.00	
Yarosh	David	St Louis Park	MN	(952) 928-9315	.00	5,230.00	.00	.00	.00	.00	
Yeates	Peg	Visalia	CT	(555) 555-5555	225.00	275.00	100.00	.00	.00	.00	
Yerman	Tara	Golden Valley	CT	(763) 529-9112	.00	2,310.00	.00	.00	.00	.00	
Yokiel	Laura	Edina	MN	(952) 929-9517	740.00	.00	.00	.00	.00	.00	
Young	Deborah	Eden Prairie	MN	(952) 937-8522	.00	1,990.00	.00	.00	.00	.00	
Young	Kaitlin	Circle Pines	MN	(763) 923-9014	.00	.00	.00	.00	.00	.00	
Young	Paul	Hastings	MN	(651) 438-8624	.00	2,530.00	.00	.00	.00	.00	
Yurek	Rustina	Minneapolis	MN	(612) 245-7639	.00	1,610.00	.00	.00	.00	.00	
Zaeska	Jaymi	Willmar	MN	(320) 235-8725	.00	2,600.00	.00	.00	.00	.00	
Zahrbock	Stephanie	Edina	MN	(952) 922-8405	5,000.00	5,170.00	80.00	.00	.00	.00	
Zallek	Nancy	St Peter	CT	(507) 931-2316	250.00	280.00	.00	.00	.00	.00	
Zayarni	Vlaol	Maple Grove	CT	(763) 531-8324	.00	3,160.00	.00	.00	.00	.00	
Zbaracki	Julie	St Paul	MN	(651) 290-2807	125.00	130.00	.00	.00	.00	.00	
Zeilinger	Nicole	Bemidji	MN	(651) 343-7330	.00	4,060.00	.00	.00	.00	.00	
Zellmer	Lisa	Edina	MN	(952) 915-1195	500.00	6,260.00	.00	.00	.00	.00	
Zuraw	Thomas	Lakeville	CT	(952) 236-8221	.00	2,700.00	.00	.00	.00	.00	
Zweber	Greg	Na	NB		500.00	500.00	.00	.00	.00	.00	
Kristenson	Joel	Golden Valley	MN	(218) 442-1919	.00	.00	.00	.00	147,570.66	32,565.00	
					376,046.32	2,700,871.00	152,428.41	.00	152,390.66	32,565.00	



The **related resources** below link to many other relevant articles/videos, that will help teach you how to fully utilize the formatting tools in your database.



Trail Blazer

- YouTube Channel

- Knowledge Base Articles

- 3rd Party Resources



#### **Related Resources**

Article: Creating and Saving Default Formats for Reporting with the Grid
Article: Add Attributes, Attribute Dates, and Attribute Notes to the Grid by Formatting them in as Columns
Article: Creating Formats for Custom Views and Editing of Your Data
Article: Creating Formats
Article: Walk List – Selectable Format
Video: Filtered Contribution Columns in Format
Video: Filter Using New Date Controls
Video: Attributes – Add attribute dates and notes to your list

#### **Trail Blazer Live Support**



**C** Phone: 1-866-909-8700

Email: <a href="mailto:support@trailblz.com">support@trailblz.com</a>

Facebook: https://www.facebook.com/pages/Trail-Blazer-Software/64872951180

Twitter: <u>https://twitter.com/trailblazersoft</u>

\* As a policy we require that you have taken our intro training class before calling or emailing our live support team.

<u>*Click here*</u> to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

\* After registering you'll receive a confirmation email with the instructions for how to log into the <u>GoToMeeting</u> session where we host our live interactive trainings.

\* This service *is* included in your contract.