

Author: Kristenson, Joel Last Updated: 2017-06-09

Overview

This article is primarily for nonprofits, but the techniques used are good for all **Trail Blazer** users to learn. It walks through the steps to create search queries that target **new (first time)** donors **this month**, and **this year**.

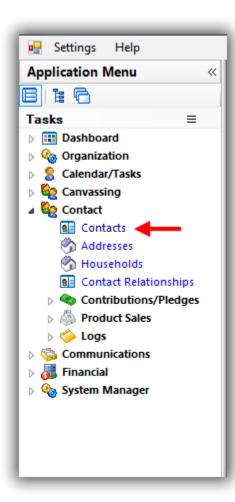
After you finish creating these types of reports (or other reports that you run often) you can add them onto your **dashboard**, <u>here's how</u>.

Tip: Read <u>this article</u> to learn how to create a popular query for donors who gave last year but unfortunately not this year (LYBUNT). Read <u>this</u> <u>article</u> to learn how to build and save a **custom report** with virtual **filtered columns** that goes hand-in-hand with the LYBUNT search query.



Steps – New Donors This Month

Open the **Contacts (Donors)** list.





Navigate to the **Contribute** tab, **plug** it in, select **This Month** from the date range drop-down, and click **[Search]**. *In my example it produced 28 donors.*

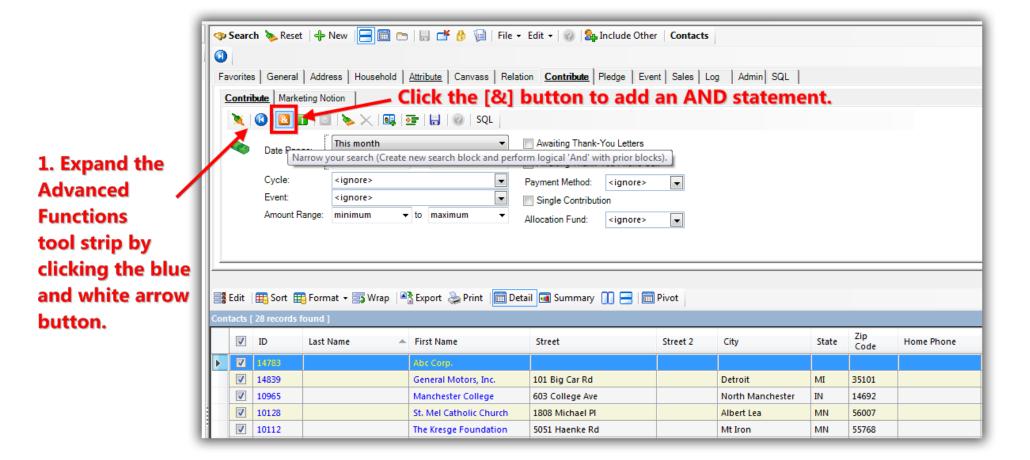


First search for all donors who gave 'this month'.

4	_	_						_			
	🦘 Se	earch 🔈 F	eset 🕂 New 🚍 🕅 🗧	🗆 🗐 💣 🙆 📔 File 🗸	Edit 👻 🕜 🛛 🎥 Include Othe	er Contacts					
					1						
	Favo	rites Gen	ral Address Household	Attribute Canvass Relati	ion <u>Contribute</u> Pledge Eve	nt Sales Lo	og Admin SQL				
			arketing Notion	· · ·							
				- 1010							
	2] 🔲 🔄 🌭 🔀 💷	🚈 🔚 🎯 SQL							
		Date	Range This month	▼	Awaiting Thank-You Letters						
3. Select 'This		÷ 5010	5/ 1/2017	▼ <> 📝 5/31/2017 ▼	Awaiting Thank-You Phone Ca	all					
Month' from 🥤		Cycl	<ignore></ignore>	•	Payment Method: <ignore></ignore>	-					
		Even	: <ignore></ignore>	•	Single Contribution						
the date range		Amo	nt Range: minimum	▼ to maximum ▼	Allocation Fund: <ignore></ignore>	•					
control.					-						
control.											
				📲 Export 🚕 Print 🕅 Det	tail 🖪 Summary 🕕 🚍 🕅	Pivot					
results	Conta	cts [28 reco	ds found]								
	[✓ ID	Last Name 4	First Name	Street	Street 2	City	State	Zip Code	Home Phone	Email
		14783		Abc Corp.							abc-company
		✓ 14839		General Motors, Inc.	101 Big Car Rd		Detroit	MI	35101		
	[10965		Manchester College	603 College Ave		North Manchester	IN	14692		
	1	10128		St. Mel Catholic Church	1808 Michael Pl		Albert Lea	MN	56007		
	. [10112		The Kresge Foundation	5051 Haenke Rd		Mt Iron	MN	55768		
	[13	Abdi	Nimo	1201 Brook Ave SE	Apt 108	Minneapolis	MN	55414	(612) 532-8525	
	[33	Adam	Pamela	400 Lincoln St N		Redwood Falls	MN	56283	(507) 637-8627	
		12809	Adams	kathey							k@b.com
	[140	Anderson	David	544 Mississippi River Blvd S		St Paul	MN	55116	(651) 224-9116	David@Anderson.com
		371	Barnes	David	13329 Oakwood Dr		Rogers	MN	55374	(763) 428-9811	David@Barnes.com
		✓ 1600	Daly	Richard	1204 Earley Shores Ln		Burnsville	MN	55306	(952) 435-8521	
		✓ 1719	Denzen-Kelly	Maria	12633 Dutch Ct		Apple Valley	MN	55124	(952) 423-9718	Maria@Denzen-Kelly.com
		✓ 15335	Flint	Charles	1 New Orchard Rd		Armonk	NY	10504	(914) 499-1900	email.technology@ibm.cloud
		✓ 10580	Fritsch	Carl	141 Caps Trl		Lutsen	MN	55612		
		✓ 14989	Fuller	Joseph	124 Bayview Dr		Oakdale	NY	11769		buyandsellrealty@aol.com
		14941	Hedtke	Dawn	7566 Langley Ave NE		Albertville	MN	55301	(507) 477 0524	
		✓ 4261✓ 4812	Klingfus	Jerome	1111 9th Ave SW		Austin	MN	55912	(507) 433-8621	Jerome@Klingfus.com
			Lied Madden	Mary	13204 Sheffield Ct		Burnsville	MN	55337	(952) 432-8926	Mary@Lied.com
		 ✓ 5038 ✓ 15308 	Miller	Bryan Frankie Joe	11727 Virginia Cir N 616 Shore Dr N		Champlin Grand Marais	MN	55316 55604	(763) 427-9414	f.miller@icloud.me
		 ✓ 13508 ✓ 14944 	Nelson/Peterson	Daniel	5908 29th PI N		Crystal	MN	55422		Taniner without ane
		 ✓ 14944 ✓ 15310 	Ortega	Amancio	60 E Broadway	Space C185	Bloomington	MN	55425		ortega-amancio@icloud.me
		6565	Petroski	James	1212 Yale Pl	Apt 357	Minneapolis	MN	55403	(612) 321-9513	James@Petroski.com
									55405	(012) 021-0010	sames ar en osta com



Expand the Advanced Functions Tool Strip under the Contribute tab and select the [&] button to add a SQL 'AND' statement.



Activate the sql **NOT** condition, set the **'end date'** for one day prior to the 1st day of the month you searched for donors 'in', and click **[Search]**. *In my example the end date was the last day of April, 2017 and the query returned 15 results for new donors this month.*



	_		3										
	-	Sear	ch 🔈 Rese	et 🕂 New 😑 🛙	3 🗂 🖶 🌁 🚯 📦	File 👻 Edit 👻 🛞 🎥 Includ	e Other Co	ntacts					
	E	avorite	s General	Address House	old <u>Attribute</u> Canvass	Relation <u>Contribute</u> Pledge	Event Sa	les Log Admin	n SQL				
	In	Contr	ibute Produ	ucts	1. Activate t	he sql NOT co	nditio	n					
	Шï								date	for	the day '	'previous' to	A
				T T T T X	. 🙀 📴 🔒 🔘 s	QL	inter t	ile ellu	uate	101	uie uay	previous to	
				r:	according to dates below	the	mont	h you se	arch	ed fo	or donor	s 'in'.	
			Date I	Range:	according to dates below ↓ <> ▼ 4/30/202								
			Cycle	: <iqnore></iqnore>									E
			Event				ignore>	•					
				Int Range: minimum									
			71100	in nunge.		Allocation Fund: <	ignore>	•					
	114												-
	11-												
		Edit	Bort f	📑 Format 👻 詞 Wra	p 🛛 🏝 Export 🚴 Print	🧰 Detail 🖪 Summary 👖 🗧	Pivot						
results			[15 records					1					
						. .				Zip	Home		Employer/Company
		V		Last Name	First Name	Street	Street 2	City	State	Code	Phone	Email	Name
			13	Abdi	Nimo	1201 Brook Ave SE	Apt 108	Minneapolis	MN	55414	(612) 532-8525		
			33	Adam	Pamela	400 Lincoln St N		Redwood Falls	MN	56283	(507) 637-8627		
			140	Anderson	David	544 Mississippi River Blvd S		St Paul	MN	55116	(651) 224-9116	David@Anderson.com	
			371	Barnes	David	13329 Oakwood Dr		Rogers	MN	55374	(763) 428-9811	David@Barnes.com	
			1719	Denzen-Kelly	Maria	12633 Dutch Ct		Apple Valley	MN	55124	(952) 423-9718	Maria@Denzen-Kelly.com	
	H.		4812 6565	Lied Petroski	Mary James	13204 Sheffield Ct 1212 Yale Pl	Apt 357	Burnsville Minneapolis	MN	55337 55403	(952) 432-8926 (612) 321-9513	Mary@Lied.com James@Petroski.com	
			7261	Salisbury	Carmella	1057 Westwood Dr	Apt 557	Faribault	MN	55021	(507) 334-8426	Carmella@Salisbury.com	
			7799	Soderlund	Leah	1169 Burnquist St		St Paul	MN	55106	(651) 329-9218	cannend gransbury.com	
			10112		The Kresge Foundation	5051 Haenke Rd		Mt Iron	MN	55768			
			11274	Smith	John	12985 192 1/2 Cir NW		Elk River	MN	55330	(612) 483-7851	John@Smith.com	
			12809	Adams	kathey							k@b.com	
			15308	Miller	Frankie Joe	616 Shore Dr N		Grand Marais	MN	55604		f.miller@icloud.me	NA
			15310	Ortega	Amancio	60 E Broadway	Space C185	Bloomington	MN	55425		ortega-amancio@icloud.me	Self
	Þ		15335	Flint	Charles	1 New Orchard Rd		Armonk	NY	10504	(914) 499-1900	email.technology@ibm.cloud	IBM
	Σ	15											
					1				1				1

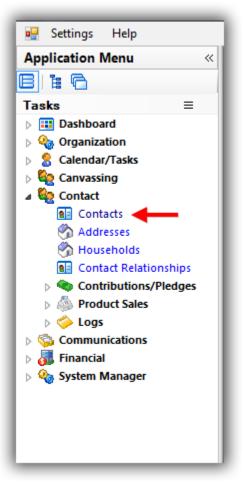


The next section will show how to find new donors this year. Take a look at the **related resources** at the bottom of the article to find other useful articles and videos related to this topic.

Steps – New Donors This Year

Open the Contacts (Donors) list.





Navigate to the **Contribute** tab, **plug** it in, select **This Year** from the date range control, and click **[Search]**. In my example it produced 38 donors.



F		Genera			File 👻 Edit 👻 🕜 🖓 Include	Other Contacts				
F	avorites		I Address Househ							
	Contribut		I Address Househ	ular lo l						
		e Prod		old Attribute Canvass	Relation <u>Contribute</u> Pledge	Event Sales Log	Admin	SQL		
			ucts		2. Select 'Th	ic Voor' fr		an dat		control
2				💶 🖅 🔒 ⊘ SQL	2. Select Th	is rear in	om u	ie uai	e range	control.
				1991 - 1991 - 1992 -						
		Date Ra			 Awaiting Thank-You Letter 	ers				
			1/ 1/20	17 🔻 <> 📝 12/31/2017	 Awaiting Thank-You Phot 	ne Call				
		Cycle:	<ignore></ignore>	-	 Payment Method: <igno< li=""> </igno<>	re> 💌				
		Event:	<ignore></ignore>		 Single Contribution 					
		Amount	Range: minimum	✓ to maximum	Allocation Fund: <igno< td=""><td>re> 💌</td><td></td><td></td><td></td><td></td></igno<>	re> 💌				
Ľ										
				_						
	Edit 🛛 🎛	Sort [📑 Format 👻 📑 Wra	p 🛛 🏝 Export	🗐 Detail 🖪 Summary 👖 🚍	🧰 Pivot				
Co	ntacts [38	3 records	found]							
-	V II	D 🔺	Last Name	First Name	Street	City	State	Zip Code	Home Phone	Email
	▼ 1	2	Abdi	Nimo	1201 Brook Ave SE	Minneapolis	MN	55414	(612) 532-8525	
	▼ 33		Adam	Pamela	400 Lincoln St N	Redwood Falls	MN	56283	(507) 637-8627	
	▼ 89		Allanson	Willard	2652 Paradise Trl NW			50205	(507) 057-0027	
		-					IMN	55040	(763) 444-7434	
		32				Isanti Fairmont	MN	55040 56031	(763) 444-7434	Carol@Anderso
		32 40	Anderson	Carol	1551 Falcon Dr	Fairmont	MN	56031	(507) 236-8420	
	V 14	40	Anderson Anderson	Carol David	1551 Falcon Dr 544 Mississippi River Blvd S	Fairmont St Paul	MN MN	56031 55116	(507) 236-8420 (651) 224-9116	
	 ✓ ✓ ✓ ✓ ✓ 		Anderson	Carol	1551 Falcon Dr	Fairmont	MN	56031	(507) 236-8420	David@Anderso
	Image: Constraint of the second sec	40 58	Anderson Anderson Armitage Barnes	Carol David Benjamin	1551 Falcon Dr 544 Mississippi River Blvd S 14960 Storms Cir SE	Fairmont St Paul Prior Lake	MN MN MN	56031 55116 55372	(507) 236-8420 (651) 224-9116 (612) 724-9616 (763) 428-9811	David@Anderso
	Image: Constraint of the second se	40 58 71	Anderson Anderson Armitage	Carol David Benjamin David	1551 Falcon Dr 544 Mississippi River Blvd S 14960 Storms Cir SE 13329 Oakwood Dr	Fairmont St Paul Prior Lake Rogers	MN MN MN MN	56031 55116 55372 55374	(507) 236-8420 (651) 224-9116 (612) 724-9616	David@Anderso David@Barnes.c
	Image: Constraint of the second se	40 58 71 600	Anderson Anderson Armitage Barnes Daly	Carol David Benjamin David Richard	1551 Falcon Dr 544 Mississippi River Blvd S 14960 Storms Cir SE 13329 Oakwood Dr 1204 Earley Shores Ln	Fairmont St Paul Prior Lake Rogers Burnsville	MN MN MN MN MN	56031 55116 55372 55374 55306	(507) 236-8420 (651) 224-9116 (612) 724-9616 (763) 428-9811 (952) 435-8521	David@Anderso David@Barnes. Nancy@Hall.cor
	Image: Constraint of the second se	40 58 71 600 679	Anderson Anderson Armitage Barnes Daly Hall	Carol David Benjamin David Richard Nancy	1551 Falcon Dr 544 Mississippi River Blvd S 14960 Storms Cir SE 13329 Oakwood Dr 1204 Earley Shores Ln 14464 Eldorado St NW	Fairmont St Paul Prior Lake Rogers Burnsville Andover	MN MN MN MN MN CT	56031 55116 55372 55374 55306 06500	(507) 236-8420 (651) 224-9116 (612) 724-9616 (763) 428-9811 (952) 435-8521 (763) 433-8725	David@Anderso David@Barnes.o Nancy@Hall.cor Maria@Denzen
	V 14 V 29 V 33 V 10 V 10 V 10 V 17 V 40	40 58 71 600 679 719	Anderson Anderson Armitage Barnes Daly Hall Denzen-Kelly	Carol David Benjamin David Richard Nancy Maria	1551 Falcon Dr 544 Mississippi River Blvd S 14960 Storms Cir SE 13329 Oakwood Dr 1204 Earley Shores Ln 14464 Eldorado St NW 12633 Dutch Ct	Fairmont St Paul Prior Lake Rogers Burnsville Andover Apple Valley	MN MN MN MN MN CT MN	56031 55116 55372 55374 55306 06500 55124	(507) 236-8420 (651) 224-9116 (612) 724-9616 (763) 428-9811 (952) 435-8521 (763) 433-8725 (952) 423-9718	David@Anderso David@Barnes. David@Barnes. Nancy@Hall.cor Maria@Denzen Jerome@Klingfo
	Image: Constraint of the second se	40 58 71 600 679 719 261	Anderson Anderson Armitage Barnes Daly Hall Denzen-Kelly Klingfus	Carol David Benjamin David Richard Nancy Maria Jerome	1551 Falcon Dr544 Mississippi River Blvd S14960 Storms Cir SE13329 Oakwood Dr1204 Earley Shores Ln14464 Eldorado St NW12633 Dutch Ct1111 9th Ave SW	Fairmont St Paul Prior Lake Rogers Burnsville Andover Apple Valley Austin	MN MN MN MN CT MN MN	56031 55116 55372 55374 55306 06500 55124 55912	(507) 236-8420 (651) 224-9116 (612) 724-9616 (763) 428-9811 (952) 435-8521 (763) 433-8725 (952) 423-9718 (507) 433-8621	David@Anderso David@Barnes. David@Barnes. Nancy@Hall.cor Maria@Denzen Jerome@Klingfo
	Image: Constraint of the second se	40 58 71 600 679 719 261 812	Anderson Anderson Armitage Barnes Daly Hall Denzen-Kelly Klingfus Lied	Carol David Benjamin David Richard Nancy Maria Jerome Mary	1551 Falcon Dr544 Mississippi River Blvd S14960 Storms Cir SE13329 Oakwood Dr1204 Earley Shores Ln14464 Eldorado St NW12633 Dutch Ct1111 9th Ave SW13204 Sheffield Ct	Fairmont St Paul Prior Lake Rogers Burnsville Andover Apple Valley Austin Burnsville	MN MN MN MN CT CT MN MN MN	56031 55116 55372 55374 55306 06500 55124 55912 55912 55337	(507) 236-8420 (651) 224-9116 (612) 724-9616 (763) 428-9811 (952) 435-8521 (763) 433-8725 (952) 423-9718 (507) 433-8621 (952) 432-8926	David@Anderso David@Barnes. Nancy@Hall.com Maria@Denzen Jerome@Klingfu Mary@Lied.com
	Image: Constraint of the second sec	40 58 71 600 679 719 261 812 038	Anderson Anderson Armitage Barnes Daly Hall Denzen-Kelly Klingfus Lied Madden	Carol David Benjamin David Richard Nancy Maria Jerome Mary Bryan	1551 Falcon Dr544 Mississippi River Blvd S14960 Storms Cir SE13329 Oakwood Dr1204 Earley Shores Ln14464 Eldorado St NW12633 Dutch Ct1111 9th Ave SW13204 Sheffield Ct11727 Virginia Cir N	Fairmont St Paul Prior Lake Rogers Burnsville Andover Apple Valley Austin Burnsville Champlin	MN MN MN MN CT CT MN MN MN MN	56031 55116 55372 55374 55306 06500 55124 55912 55337 55337 55316	(507) 236-8420 (651) 224-9116 (612) 724-9616 (763) 428-9811 (952) 435-8521 (763) 433-8725 (952) 423-9718 (507) 433-8621 (952) 432-8926 (763) 427-9414	David@Anderso David@Barnes.c David@Barnes.c Nancy@Hall.cor Maria@Denzen- Jerome@Klingft Mary@Lied.com James@Petroski
	Image: Constraint of the second se	40 58 71 600 679 719 261 812 038 565	Anderson Anderson Armitage Barnes Daly Hall Denzen-Kelly Klingfus Lied Madden Petroski	Carol David Benjamin David Richard Nancy Maria Jerome Mary Bryan James	1551 Falcon Dr544 Mississippi River Blvd S14960 Storms Cir SE13329 Oakwood Dr1204 Earley Shores Ln14464 Eldorado St NW12633 Dutch Ct1111 9th Ave SW13204 Sheffield Ct11727 Virginia Cir N1212 Yale Pl	Fairmont St Paul Prior Lake Rogers Burnsville Andover Apple Valley Austin Burnsville Champlin Minneapolis	MN MN MN MN CT CT MN MN MN MN MN	56031 55116 55372 55374 5536 06500 55124 55912 55337 55316 55403	(507) 236-8420 (651) 224-9116 (612) 724-9616 (763) 428-9811 (952) 435-8521 (763) 433-8725 (952) 423-9718 (507) 433-8621 (952) 432-8926 (763) 427-9414 (612) 321-9513	David@Anderso David@Barnes.c David@Barnes.c Nancy@Hall.cor Maria@Denzen- Jerome@Klingft Mary@Lied.com James@Petroski
	Image: Constraint of the second se	40 58 71 600 679 719 261 812 038 565 565	Anderson Anderson Armitage Barnes Daly Hall Denzen-Kelly Klingfus Lied Madden Petroski Salisbury	Carol David Benjamin David Richard Nancy Maria Jerome Mary Bryan James Carmella	1551 Falcon Dr544 Mississippi River Blvd S14960 Storms Cir SE13329 Oakwood Dr1204 Earley Shores Ln14464 Eldorado St NW12633 Dutch Ct1111 9th Ave SW13204 Sheffield Ct11727 Virginia Cir N1212 Yale Pl1057 Westwood Dr	Fairmont St Paul Prior Lake Rogers Burnsville Andover Apple Valley Austin Burnsville Champlin Minneapolis Faribault	MN MN MN MN CT CT MN MN MN MN MN	56031 55116 55372 55374 55306 06500 55124 55912 55337 55316 55403 55021	(507) 236-8420 (651) 224-9116 (612) 724-9616 (763) 428-9811 (952) 435-8521 (763) 433-8725 (952) 423-9718 (507) 433-8621 (952) 432-8926 (763) 427-9414 (612) 321-9513 (507) 334-8426	David@Anderso David@Barnes.u Nancy@Hall.com Maria@Denzen Jerome@Klingfu Mary@Lied.com James@Petrosk
	Image: Constraint of the second se	40 58 71 600 679 719 261 812 038 565 261 799	Anderson Anderson Armitage Barnes Daly Hall Denzen-Kelly Klingfus Lied Madden Petroski Salisbury Soderlund	Carol David Benjamin David Richard Nancy Maria Jerome Mary Bryan James Carmella Leah	1551 Falcon Dr544 Mississippi River Blvd S14960 Storms Cir SE13329 Oakwood Dr1204 Earley Shores Ln14464 Eldorado St NW12633 Dutch Ct1111 9th Ave SW13204 Sheffield Ct11727 Virginia Cir N1212 Yale Pl1057 Westwood Dr1169 Burnquist St	Fairmont St Paul Prior Lake Rogers Burnsville Andover Apple Valley Austin Burnsville Champlin Minneapolis Faribault St Paul	MN MN MN MN CT CT MN MN MN MN MN MN MN MN	56031 55116 55372 55374 55374 55306 06500 55124 55912 55337 55316 55403 55021 55021 55106	(507) 236-8420 (651) 224-9116 (612) 724-9616 (763) 428-9811 (952) 435-8521 (763) 433-8725 (952) 423-9718 (507) 433-8621 (952) 432-8926 (763) 427-9414 (612) 321-9513 (507) 334-8426 (551) 329-9218	Carol@Anderso David@Anderso David@Anderso David@Barnes.c Nancy@Hall.com Maria@Denzen- Jerome@Klingfu Mary@Lied.com James@Petroski Carmella@Salist
	Image: Constraint of the second se	40 58 71 600 679 261 812 038 565 261 799 265	Anderson Anderson Armitage Barnes Daly Hall Denzen-Kelly Klingfus Lied Madden Petroski Salisbury Soderlund	Carol David Benjamin David Richard Nancy Maria Jerome Mary Bryan James Carmella Leah Richard	1551 Falcon Dr544 Mississippi River Blvd S14960 Storms Cir SE13329 Oakwood Dr1204 Earley Shores Ln14464 Eldorado St NW12633 Dutch Ct1111 9th Ave SW13204 Sheffield Ct11727 Virginia Cir N1212 Yale Pl1057 Westwood Dr1169 Burnquist St1129 Thorndale Ave	Fairmont St Paul Prior Lake Rogers Burnsville Andover Apple Valley Austin Burnsville Champlin Minneapolis Faribault St Paul New Brighton	MN MN MN MN CT MN MN MN MN MN MN MN MN MN MN	56031 55116 55372 55374 55306 06500 55124 55912 55337 55316 55316 55021 55106 55112	(507) 236-8420 (651) 224-9116 (612) 724-9616 (763) 428-9811 (952) 435-8521 (763) 433-8725 (952) 423-9718 (507) 433-8621 (952) 432-8926 (763) 427-9414 (612) 321-9513 (507) 334-8426 (551) 329-9218	David@Anderso David@Barnes.c David@Barnes.c Nancy@Hall.cor Maria@Denzen- Jerome@Klingft Mary@Lied.com James@Petroski
	Image: Constraint of the second state of the second sta	40 58 71 600 679 719 261 812 038 565 261 799 265 265 0112	Anderson Anderson Armitage Barnes Daly Hall Denzen-Kelly Klingfus Lied Madden Petroski Salisbury Soderlund	Carol David David Benjamin David Richard Nancy Maria Jerome Mary Jarome Mary Carmella Leah Richard The Kresge Foundation	1551 Falcon Dr544 Mississippi River Blvd S14960 Storms Cir SE13329 Oakwood Dr1204 Earley Shores Ln14464 Eldorado St NW12633 Dutch Ct1111 9th Ave SW13204 Sheffield Ct11727 Virginia Cir N1212 Yale Pl1057 Westwood Dr1169 Burnquist St1129 Thorndale Ave5051 Haenke Rd	Fairmont St Paul Prior Lake Rogers Burnsville Andover Apple Valley Austin Burnsville Champlin Minneapolis Faribault St Paul New Brighton Mt Iron	MN MN MN MN CT MN MN MN MN MN MN MN MN MN MN	56031 55116 55372 55374 55306 06500 55124 55912 55337 55316 55316 55021 55106 55112 55112 5512	(507) 236-8420 (651) 224-9116 (612) 724-9616 (763) 428-9811 (952) 435-8521 (763) 433-8725 (952) 423-9718 (507) 433-8621 (952) 432-8926 (763) 427-9414 (612) 321-9513 (507) 334-8426 (551) 329-9218	David@Anderso David@Barnes.c David@Barnes.c Nancy@Hall.com Maria@Denzen- Jerome@Klingfu Mary@Lied.com James@Petroski
	Image: Constraint of the second se	40 58 71 600 679 719 261 812 038 565 261 799 265 0112 0128	Anderson Anderson Armitage Barnes Daly Hall Denzen-Kelly Kiingfus Lied Madden Petroski Salisbury Soderlund Thoennes	Carol David David Benjamin David Richard Nancy Maria Jerome Mary Bryan Jares Carmella Leah Richard The Kresge Foundation St. Mel Catholic Church	1551 Falcon Dr544 Mississippi River Blvd S14960 Storms Cir SE13329 Oakwood Dr1204 Earley Shores Ln14464 Eldorado St NW12633 Dutch Ct1111 9th Ave SW13204 Sheffield Ct11727 Virginia Cir N1212 Yale Pl1057 Westwood Dr1169 Burnquist St1129 Thorndale Ave5051 Haenke Rd1808 Michael Pl	Fairmont St Paul Prior Lake Rogers Burnsville Andover Apple Valley Austin Burnsville Champlin Minneapolis Faribault St Paul New Brighton Mt Iron Albert Lea	MN MN MN CT MN MN MN MN MN MN MN MN MN MN MN MN MN	56031 55116 55372 55374 5536 06500 55124 55912 55337 55316 55316 55021 55124 5512 5516 5516 5512 5512 5516 55021 5512 5512 5512 5512 5512 5512 55021 5512 5512 5512 5512 55021 5512	(507) 236-8420 (651) 224-9116 (612) 724-9616 (763) 428-9811 (952) 435-8521 (763) 433-8725 (952) 423-9718 (507) 433-8621 (952) 432-8926 (763) 427-9414 (612) 321-9513 (507) 334-8426 (551) 329-9218	David@Anderso David@Barnes.c David@Barnes.c Nancy@Hall.com Maria@Denzen- Jerome@Klingfu Mary@Lied.com James@Petroski
	V 14 V 22 V 33 V 10 V 10 V 10 V 11 V 42 V 42 V 42 V 42 V 42 V 63 V 77 V 83 V 10 V 10 V 10 V 10 V 10 V 10	40 558 71 600 679 719 261 812 038 565 261 799 265 0112 265 0112 8 0128 0580	Anderson Anderson Armitage Barnes Daly Hall Denzen-Kelly Kiingfus Lied Madden Petroski Salisbury Soderlund Thoennes	Carol David David Benjamin David Richard Nancy Maria Jerome Mary Jarome Mary Jarome Carmella Leah Richard The Kresge Foundation St. Mel Catholic Church Carl	1551 Falcon Dr544 Mississippi River Blvd S14960 Storms Cir SE13329 Oakwood Dr1204 Earley Shores Ln14464 Eldorado St NW12633 Dutch Ct1111 9th Ave SW13204 Sheffield Ct11727 Virginia Cir N1212 Yale Pl1057 Westwood Dr1169 Burnquist St1129 Thorndale Ave5051 Haenke Rd1808 Michael Pl141 Caps Trl	Fairmont St Paul Prior Lake Rogers Burnsville Andover Apple Valley Austin Burnsville Champlin Minneapolis Faribault St Paul New Brighton Mt Iron Albert Lea Lutsen	MN MN MN CT MN MN MN MN MN MN MN MN MN MN MN MN MN	56031 55116 55372 55374 55374 55374 55374 55374 55912 55912 55316 55316 55021 55106 55112 55112 55768 56007 55612	(507) 236-8420 (651) 224-9116 (612) 724-9616 (763) 428-9811 (952) 435-8521 (763) 433-8725 (952) 423-9718 (507) 433-8621 (952) 432-8926 (763) 427-9414 (612) 321-9513 (507) 334-8426 (551) 329-9218	David@Anderso David@Barnes.u Nancy@Hall.com Maria@Denzen Jerome@Klingfu Mary@Lied.com James@Petrosk



Click the [&] button on the Advanced Functions tool strip under the Contribute tab to add a sql AND statement.

	🤝 Search 🗞 Reset 🕂 New 🔚 📾 😁 📄 🌁 🚯 🧊 File 🗸 Edit 🗸 🛞 🎥 Include Other Contacts
	Favorites General Address Household Attribute Canvass Relation Contribute Pledge Event Sales Log Admin SQL
	Contribute Products
	💢 🔞 🔯 🖬 🖾 🔖 🔀 📾 🙀 🖅 🔚 🕼 SQL
	Date P Narrow your search (Create new search block and perform logical 'And' with prior blocks).
	Cycle: <ignore> Payment Method: <ignore> <</ignore></ignore>
	Event: <ignore> Single Contribution</ignore>
Click the [&]	Amount Range: minimum v to maximum v Allocation Fund: <ignore> v</ignore>
button to add	
and sql AND	
statement.	📑 Edit 🌐 Sort 🜐 Format 👻 🔄 Wrap 🐴 Export 🖕 Print 🥅 Detail 🗃 Summary 🕕 🚍 🕅 Pivot
	Contacts [38 records found]

Under the new **Contribute** tab that opens, activate the **[NOT]** condition, set an **end date** that's **one day prior** to the start of the year you searched for donors 'in', and click **[Search]**. In my example I set an end date of 12/31/16 and the final query results were 20 new donors this year.



			_										
<	🧇 S	Searc	ch 🌭 Res	et 🕂 New 😑) 🖻 🗂 🗏 📥 🍘	🕯 File 👻 Edit 👻 🕢 🎥 Incl	ude Other 🛛 🕻	Contacts					
	U		-										
	Fav	vorite	s Genera	al Address Hous	sehold Attribute Canvas	s Relation <u>Contribute</u> Pled	ge Event S	Sales Log Adm	in SQL				
	<u>C</u>	ontri	ibute Proc	ducts	.1								
	Γ	Co	ontribute	Contribute		2							A
		2	K I 🕜 I 🕻	3 🚺 🖸 💊	🗙 🙀 🖅 🔒 🔘	SQL							
				< custo	om, according to dates	w> 👻 🦳 Awaiting Thank-Y	You Letters						
			Date	Range:									
			Cycl	e: <igno< td=""><td>re></td><td>Payment Method:</td><td><ignore></ignore></td><td>•</td><td></td><td></td><td></td><td></td><td>=</td></igno<>	re>	Payment Method:	<ignore></ignore>	•					=
			Ever			Single Contributio	-						
			Amo	unt Range: minimu	um 🔻 to maximum	Allocation Fund:	<ignore></ignore>	•					
						Anocation Fund.	Signorez						
	<u> </u>	_											
	Ş E	Edit	🔲 Sort	🌐 Format 👻 🚃 V	Vrap 🛛 🏝 Export 🔌 Print	🔲 🔲 Detail 🖪 Summary 👖	😑 📄 Pivo	t					
		_	Sort		Vrap 🛛 🏝 Export 🌦 Print	Detail 🖬 Summary 🕕	😑 🥅 Pivo	t					_
	Conta	tacts [[20 record	s found]	Vrap 📲 Export Drint First Name	Street	Street 2	city	State	Zip Code	Home Phone	Email	Employer/Company Name
	Conta	tacts [[20 record	s found]				1	State MN		Home Phone	Email info@hormel-foods.com	
	Conta	tacts [[20 records	s found]	First Name	Street	Street 2	City	1	Code	Home Phone		
	Conta	tacts [[20 records ID 15304	s found]	First Name Hormel Foods	Street 6500 City Pkwy W	Street 2	City Eden Prairie	MN	Code 55344	Home Phone (612) 532-8525		
	Conta	tacts (ID 15304 10112 13 33	s found]	First Name Hormel Foods The Kresge Foundation	Street 6500 City Pkwy W 5051 Haenke Rd	Street 2 Apt 102	City Eden Prairie Mt Iron	MN MN	Code 55344 55768			
	Conta	tacts [ID 15304 10112 13 33 12809	s found] Last Name A Abdi Adam Adams	First Name Hormel Foods The Kresge Foundation Nimo Pamela kathey	Street 6500 City Pkwy W 5051 Haenke Rd 1201 Brook Ave SE 400 Lincoln St N	Street 2 Apt 102	City Eden Prairie Mt Iron Minneapolis Redwood Falls	MN MN MN MN	Code 55344 55768 55414 56283	(612) 532-8525 (507) 637-8627	info@hormel-foods.com	
	Conta	tacts [20 records ID 15304 10112 13 33 12809 140	Abdi Adams Anderson	First Name Hormel Foods The Kresge Foundation Nimo Pamela kathey David	Street 6500 City Pkwy W 5051 Haenke Rd 1201 Brook Ave SE 400 Lincoln St N 544 Mississippi River Blvd S	Street 2 Apt 102	City Eden Prairie Mt Iron Minneapolis Redwood Falls St Paul	MN MN MN MN	Code 55344 55768 55414 56283 55116	(612) 532-8525 (507) 637-8627 (651) 224-9116	info@hormel-foods.com k@b.com David@Anderson.com	
	Conta	tacts (20 records ID 15304 10112 13 33 12809 140 371	Abdi Adam Adams Anderson Barnes	First Name Hormel Foods The Kresge Foundation Nimo Pamela kathey David David	Street 6500 City Pkwy W 5051 Haenke Rd 1201 Brook Ave SE 400 Lincoln St N 544 Mississippi River Blvd S 13329 Oakwood Dr	Street 2 Apt 102	City Eden Prairie Mt Iron Minneapolis Redwood Falls St Paul Rogers	MN MN MN MN MN	Code 55344 55768 55414 56283 55116 555116 55374	(612) 532-8525 (507) 637-8627 (651) 224-9116 (763) 428-9811	info@hormel-foods.com k@b.com David@Anderson.com David@Barnes.com	Name
	Conta	tacts (20 records ID 15304 10112 13 33 12809 140 371 15332	Abdi Adam Adams Anderson Barnes Buffett	First Name Hormel Foods The Kresge Foundation Nimo Pamela kathey David David Warren	Street 6500 City Pkwy W 5051 Haenke Rd 1201 Brook Ave SE 400 Lincoln St N 544 Mississippi River Blvd S 13329 Oakwood Dr 310 S. 55th St.	Street 2 Apt 102	City Eden Prairie Mt Iron Minneapolis Redwood Falls St Paul Rogers Omaha	MN MN MN MN MN MN NE	Code 55344 55768 55414 56283 55116 55516 55374 68132	(612) 532-8525 (507) 637-8627 (651) 224-9116 (763) 428-9811 (321) 564-8978	info@hormel-foods.com k@b.com David@Anderson.com David@Barnes.com invest.buffett@money.org	
	Conta	tacts (V V V V V V V V V V	20 records ID 15304 10112 13 33 12809 140 371 15332 1719	Image: source of the second	First Name Hormel Foods The Kresge Foundation Nimo Pamela kathey David David Warren Maria	Street 6500 City Pkwy W 5051 Haenke Rd 1201 Brook Ave SE 400 Lincoln St N 544 Mississippi River Blvd S 13329 Oakwood Dr 310 S. 55th St. 12633 Dutch Ct	Street 2 Apt 102	City Eden Prairie Mt Iron Minneapolis Redwood Falls St Paul Rogers Omaha Apple Valley	MN MN MN MN MN MN NE MN	Code 55344 55768 55414 56283 55116 55374 68132 55124	(612) 532-8525 (507) 637-8627 (651) 224-9116 (763) 428-9811 (321) 564-8978 (952) 423-9718	info@hormel-foods.com k@b.com David@Anderson.com David@Barnes.com invest.buffett@money.org Maria@Denzen-Kelly.com	Name Name Self Employed Investor
	Conta	tacts [20 records ID 15304 10112 13 33 12809 140 371 15332	Abdi Adam Adams Anderson Barnes Buffett	First Name Hormel Foods The Kresge Foundation Nimo Pamela kathey David David David Warren Maria Charles	Street 6500 City Pkwy W 5051 Haenke Rd 1201 Brook Ave SE 400 Lincoln St N 544 Mississippi River Blvd S 13329 Oakwood Dr 310 S. 55th St.	Street 2 Apt 102	City Eden Prairie Mt Iron Minneapolis Redwood Falls St Paul Rogers Omaha	MN MN MN MN MN MN NE	Code 55344 55768 55414 56283 55116 55516 55374 68132	(612) 532-8525 (507) 637-8627 (651) 224-9116 (763) 428-9811 (763) 428-9811 (821) 564-8978 (952) 423-9718 (914) 499-1900	info@hormel-foods.com info@hormel-foods.com k@b.com David@Anderson.com David@Barnes.com invest.buffett@money.org Maria@Denzen-Kelly.com email.technology@ibm.cloud	Name
	Conta	tacts (V V V V V V V V V V	20 records ID 15304 10112 13 33 12809 140 371 15332 1719 15335	Last Name Last Name Abdi Adam Adams Adams Anderson Barnes Buffett Denzen-Kelly Flint	First Name Hormel Foods The Kresge Foundation Nimo Pamela kathey David David Warren Maria	Street 6500 City Pkwy W 5051 Haenke Rd 1201 Brook Ave SE 400 Lincoln St N 544 Mississippi River Blvd S 13329 Oakwood Dr 310 S. 55th St. 12633 Dutch Ct 1 New Orchard Rd	Street 2 Apt 102	City Eden Prairie Mt Iron Minneapolis Redwood Falls St Paul Rogers Omaha Apple Valley Armonk	MN MN MN MN MN MN NE MN NY	Code 55344 55768 55414 56283 55116 55374 68132 55124 10504	(612) 532-8525 (507) 637-8627 (651) 224-9116 (763) 428-9811 (321) 564-8978 (952) 423-9718	info@hormel-foods.com k@b.com David@Anderson.com David@Barnes.com invest.buffett@money.org Maria@Denzen-Kelly.com	Name Name Self Employed Investor
	Conta	tacts [20 records 15304 10112 13 33 12809 140 371 15332 1719 15335 4812	Item Last Name Abdi Adam Adams Anderson Barnes Buffett Denzen-Kelly Flint Lied	First Name Hormel Foods The Kresge Foundation Nimo Pamela kathey David David David Warren Maria Charles Mary	Street 6500 City Pkwy W 5051 Haenke Rd 1201 Brook Ave SE 400 Lincoln St N 544 Mississippi River Blvd S 13329 Oakwood Dr 310 S. 55th St. 12633 Dutch Ct 1 New Orchard Rd 13204 Sheffield Ct	Street 2 Apt 102	City Eden Prairie Mt Iron Minneapolis Redwood Falls St Paul Rogers Omaha Apple Valley Armonk Burnsville	MN MN MN MN MN MN NE MN NE MN	Code 55344 55768 55414 56283 55116 55374 68132 55124 10504 55337	(612) 532-8525 (507) 637-8627 (651) 224-9116 (763) 428-9811 (763) 428-9811 (321) 564-8978 (952) 423-9718 (914) 499-1900 (952) 432-8926	info@hormel-foods.com info@hormel-foods.com k@b.com David@Anderson.com David@Barnes.com invest.buffett@money.org Maria@Denzen-Kelly.com email.technology@ibm.cloud	Name Name Self Employed Investor
	Conta	tacts [20 records 15304 10112 13 33 12809 140 371 15332 1719 15335 4812 5038	Last Name Last Name Abdi Adam Adams Adams Barnes Buffett Denzen-Kelly Flint Lied Madden	First Name Hormel Foods The Kresge Foundation Nimo Pamela kathey David David David Warren Maria Charles Mary Bryan	Street 6500 City Pkwy W 5051 Haenke Rd 1201 Brook Ave SE 400 Lincoln St N 544 Mississippi River Blvd S 13329 Oakwood Dr 310 S. 55th St. 12633 Dutch Ct 1 New Orchard Rd 13204 Sheffield Ct 11727 Virginia Cir N	Street 2 Apt 102	City Eden Prairie Mt Iron Minneapolis Redwood Falls St Paul St Paul Rogers Omaha Apple Valley Armonk Burnsville Champlin	MN MN MN MN MN MN NE MN NY MN MN	Code 55344 55768 55414 56283 55116 55374 68132 55124 10504 55337 55316	(612) 532-8525 (507) 637-8627 (651) 224-9116 (763) 428-9811 (763) 428-9811 (321) 564-8978 (952) 423-9718 (914) 499-1900 (952) 432-8926	info@hormel-foods.com k@b.com David@Anderson.com David@Barnes.com invest.buffett@money.org Maria@Denzen-Kelly.com email.technology@ibm.cloud Mary@Lied.com	Name Name Self Employed Investor IBM
	Conta	tacts [20 records 15304 10112 13 33 12809 140 371 15332 1719 15335 4812 5038 15308	Last Name Last Name Abdi Abdi Adam Adams Adams Barnes Buffett Denzen-Kelly Flint Lied Madden Miller	First Name Hormel Foods The Kresge Foundation Nimo Pamela Aathey David David David Warren Maria Charles Mary Bryan Frankie Joe	Street 6500 City Pkwy W 5051 Haenke Rd 1201 Brook Ave SE 400 Lincoln St N 544 Mississippi River Blvd S 13329 Oakwood Dr 310 S. 55th St. 12633 Dutch Ct 1 New Orchard Rd 13204 Sheffield Ct 11727 Virginia Cir N 616 Shore Dr N	Street 2 Apt 102	City Eden Prairie Mt Iron Minneapolis Redwood Falls St Paul St Paul Rogers Omaha Apple Valley Armonk Burnsville Champlinais	MN MN MN MN MN MN NE MN NY MN MN MN	Code 55344 55768 55414 56283 55116 555174 68132 55124 10504 555337 555316 55504	(612) 532-8525 (507) 637-8627 (651) 224-9116 (763) 428-9811 (763) 428-9811 (321) 564-8978 (952) 423-9718 (914) 499-1900 (952) 432-8926	info@hormel-foods.com info@hormel-foods.com invest.com David@Anderson.com David@Barnes.com invest.buffett@money.org Maria@Denzen-Kelly.com email.technology@ibm.cloud Mary@Lied.com f.miller@icloud.me	Name Name Name Name Name Name Name Name
	Conta	tacts (V V V V V V V V V V V V V	20 records ID 15304 10112 13 33 12809 140 371 15332 1719 15335 4812 5038 15308 15305	Last Name Last Name Abdi Adam Adams Adams Adams Barnes Buffett Denzen-Kelly Flint Lied Madden Miller Musk	First Name Hormel Foods The Kresge Foundation Nimo Pamela kathey David David David Warren Maria Charles Mary Bryan Frankie Joe Elon	Street 6500 City Pkwy W 5051 Haenke Rd 1201 Brook Ave SE 400 Lincoln St N 544 Mississippi River Blvd S 13329 Oakwood Dr 310 S. 55th St. 12633 Dutch Ct 1 New Orchard Rd 13204 Sheffield Ct 11727 Virginia Cir N 616 Shore Dr N 12 Savona Rd	Street 2 Apt 102 Apt 108 Image: Apt 108 Ima	City Eden Prairie Mt Iron Minneapolis Redwood Falls St Paul St Paul Rogers Omaha Apple Valley Armonk Burnsville Champlin Grand Marais Bel Air	MN MN MN MN MN MN NE MN NY MN MN MN CA	Code 55344 55768 55414 56283 55116 55514 68132 55124 10504 55537 55316 55504 21014	(612) 532-8525 (507) 637-8627 (651) 224-9116 (763) 428-9811 (763) 428-9811 (321) 564-8978 (952) 423-9718 (914) 499-1900 (952) 432-8926	info@hormel-foods.com info@hormel-foods.com k@b.com David@Anderson.com David@Barnes.com invest.buffett@money.org Maria@Denzen-Kelly.com email.technology@ibm.cloud Mary@Lied.com f.miller@icloud.me musk.elon@tesla-cars.com	Name Name Name Name Name Self Employed Investor IBM NA Self-Employed



Take a look at the **related resources** below for links to other articles and videos related to this topic.



- YouTube Channel - Knowledge Base Articles

- 3rd Party Resources



Related Resources

Article: How to Create a Year-by-Year Giving History Report using Filtered Contribution Columns in the Grid – Primarily for Nonprofits
Article: How to Create a Donor LYBUNT Search Query (Donors Who Gave Last Year But Unfortunately Not This Year) and How to Save it as a Search
Favorite
Article: Save and Load a Search Query as a (Dynamic) Search Favorite
Article: How to Use the New Dashboard Features – Adding Graphs and Metrics with Drag-and-Drop
Article: Building a Search Query for 'First Time Donors' THIS Year – Save and Load it as a Favorite & Add it to your Dashboard
Article: How to Delete or Rename a Saved Search Favorite (Query)
Video: Getting Started 104 Queries with wildcards
Video: Getting Started 102 Beginning Queries - Nonprofit
Video: Reporting 102 – Quick Reports and Export
Video: Getting Started 105 – Queries with an AND condition
Video: Getting Started 101 – Orientation to the screen

Trail Blazer Live Support

- **O Phone:** 1-866-909-8700
- Email: <u>support@trailblz.com</u>
- **Facebook:** <u>https://www.facebook.com/pages/Trail-Blazer-Software/64872951180</u>



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.