

How to find a donation

Administrators can view and edit detailed information related to every donation a campaign received, as well as sort and export data based on filters. Information includes:

- Donation date
- Donor
- Recipient (whose goal or team goal the donation was for) and message
- Amount
- Payment method (credit card, paypal, cash, check, etc.)
- And more

There are many ways to find a donation in the Admin. Below we've outlined a few ways, but first, you will need to log into the Admin at admin.rallybound.com.

1. **Method one: Activity Stream.** If the donation was submitted fairly recently, it can make sense to locate it through the Activity Stream:
 - a. Click the "Activity Stream" tab
 - b. If necessary, filter out non-transaction updates in the left sidebar
 - c. Locate the donation in question, click the donation amount (and then click "View donation record" in the ensuing popup, if applicable)
 - d. You will be redirected to the donation record
2. **Method two: Donations grid**
 - a. Navigate to the campaign on which the donation was submitted
 - b. Click the "Transactions" tab
 - c. Click "Donations" in the left sidebar
 - d. The donations list is sorted by latest first. If necessary, filter the list by your desired criteria by clicking the little arrow next to any column title.
 - e. Locate your donation record, double click.
3. **Method three: Search**
 - a. Click the global search field in the top bar of the Admin
 - b. Enter a search term related to the donation — it can be the donation amount or the donor name, and click enter
 - c. Locate and click the desired record
 - d. If you navigated to the donor record, a list of that donor's donations is provided there