

Recipient Organization Database Tool

2/15/2023

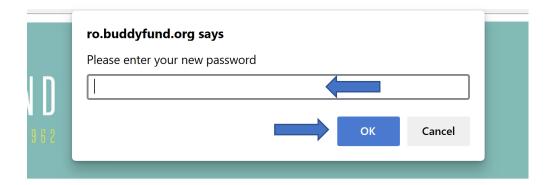
Login using your assigned user id and password:



The first time you login you should change your password:



Enter your new password and click OK:



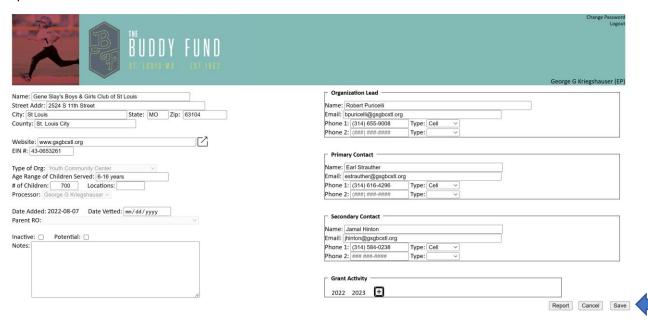
To find the Recipient Org you want to update start typing part of the name in the Recip Org field (only your ROs will show in the list:



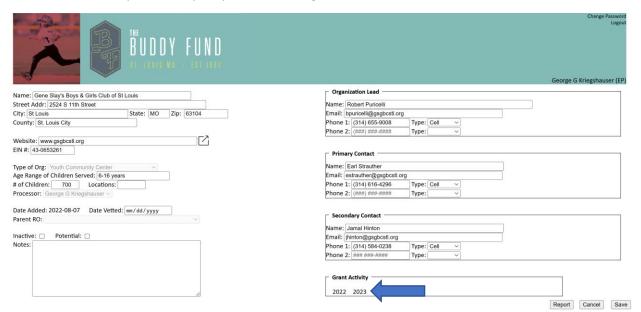
As you continue to type the list will be reduced. Once you see the one you want, click on it:



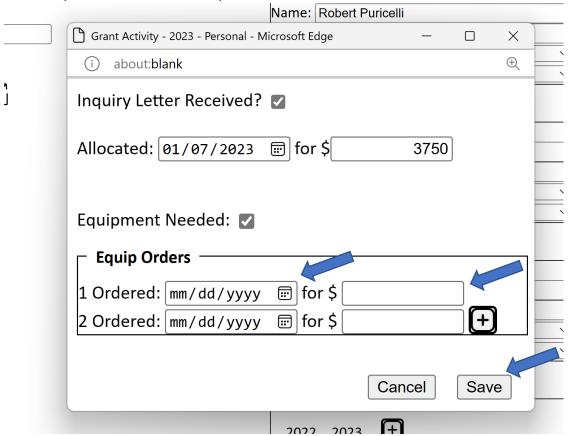
If you need to update any information for the Recipient Organization (i.e. contact information), simply update it and click save:



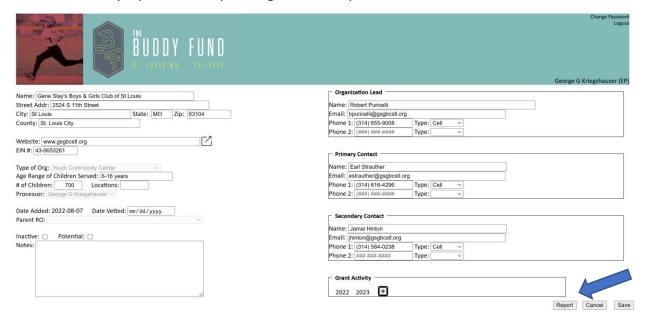
Under Grant Activity, click the year you are working on:



Enter or update the order or delivery information and click Save:



To see the Activity report for a recipient org, click the Report button:

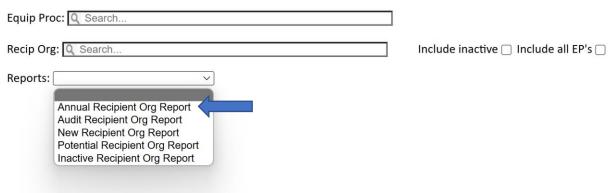


A complete history for that RO will be displayed:



To see the annual RO report select the Reports dropdown and select "Annual Recipient Org Report":

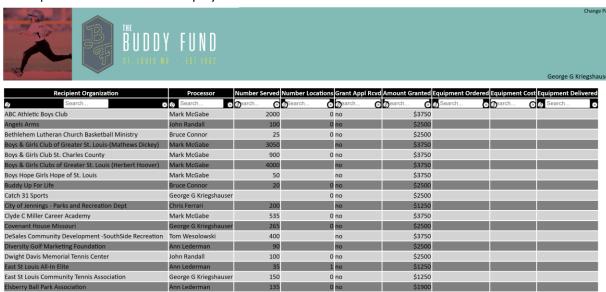




The report for all ROs will be displayed:

Epworth Children & Family Services

Florissant Area Athletic Assn



To see your ROs start typing your name in the Processor Search field and the report will adjust as you are typing. You can Export the report to Excel if needed:

2500

Mark McGabe

\$2500

\$3750

