How To Go Directly to the Giving Views Screen

Ver. 1.1

2/26/2019

1. Log in to Advance.
2. Click the **Go To** tool from the **Main Menu**.

3. Type GVIEWS in the Application box.

4. Type the Entity ID of the donor you want to view in the Open with ID box.
5. Click the Go button.

6. This will launch the **Giving Views** window.

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A. Click on the fields in the **Views** box to change the output of the screen.
- The current view is the **Transaction List**.
- You can change to **Giving Totals, Giving by Constituent, One Line - Simple Transaction List**, etc.

B. This is the output panel. The current view is set to **Transaction List**.
   a. The form of the output is controlled by clicking around in the **Views** box.