

View Recent Grants

- 1) From the Berkshire Taconic website (<http://www.berkshiretaconic.org>) click on “Donor Login” on the top right of the screen



- 2) You will then be prompted to log in to your account. Enter your user ID, password and click “Sign On”

The image shows the "DONORCENTRAL SIGN ON" login form. It features two input fields: "User ID" and "Password", both highlighted with a red box. To the right of the "Password" field is a "Sign On" button, also highlighted with a red box. Below the input fields is a blue link that says "Forgot Your Password?".

- 3) Once logged in the account you will be taken to the homepage. Click on the “Fund Summary” tab at the top of the page

Home **Fund Summary** Recommend a Grant Forms FAQ Help/Contact Us

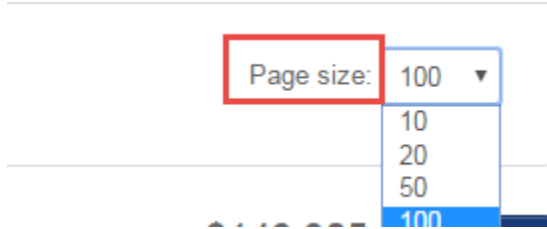
- 4) Once on the fund Summary tab scroll down on the page until you come to “Submitted Grant Recommendation” from here you can view grants that have been submitted along with their amounts and descriptions.

The image is a screenshot of the "Fund Summary" page. At the top, there are links for "Print Page", "Export Gifts", and "Export Grants". Below these are two dropdown menus: "Fund" and "Period" (set to "All"). A green arrow points to a red box containing the total sum of grant amounts: "\$67,330.73". Below this is a table titled "Grants Paid" with the following columns: Date, Grantee, Amount, Description, and Grant Status. The table contains 11 rows of grant data. At the bottom of the page, there is a pagination control showing pages 1 through 7, and a "Page size" dropdown set to 10.

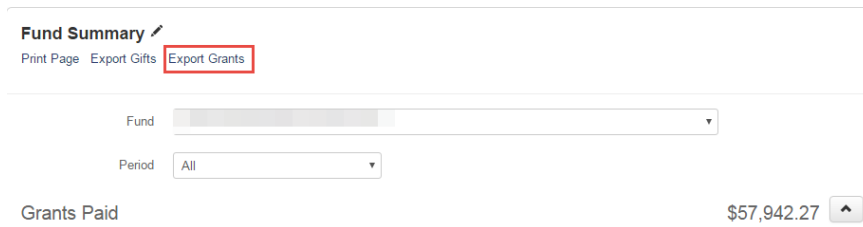
Date	Grantee	Amount	Description	Grant Status
4/15/2015		\$1,298.00		Grant Approved
6/19/2014		\$3,213.00		Grant Approved
7/11/2013		\$7,500.00		Grant Approved
3/27/2013		\$7,500.00		Grant Approved
8/29/2012		\$1,586.00		Grant Approved
8/1/2012		\$1,679.31		Grant Approved
7/12/2012		\$149.90		Grant Approved
6/25/2012		\$537.00		Grant Approved
6/25/2012		\$150.00		Grant Approved
6/15/2012		\$4,772.00		Grant Approved

If you have any questions or need additional information, please contact Danielle Benassutti at dbenassutti@berkshiretaconic.org or by phone at (413) 429-8408

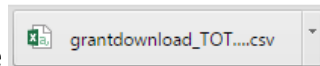
5) You can also change the page size from viewing 10 grants to 20, 50 or 100 per page.



6) You can export the grants into an excel document for further analysis by clicking “Export Grants” which will begin the download.



7) Once the download is complete open the excel file



8) From here you can sort or filter by grant date, amount or even grantee