Edit a Company Donor User

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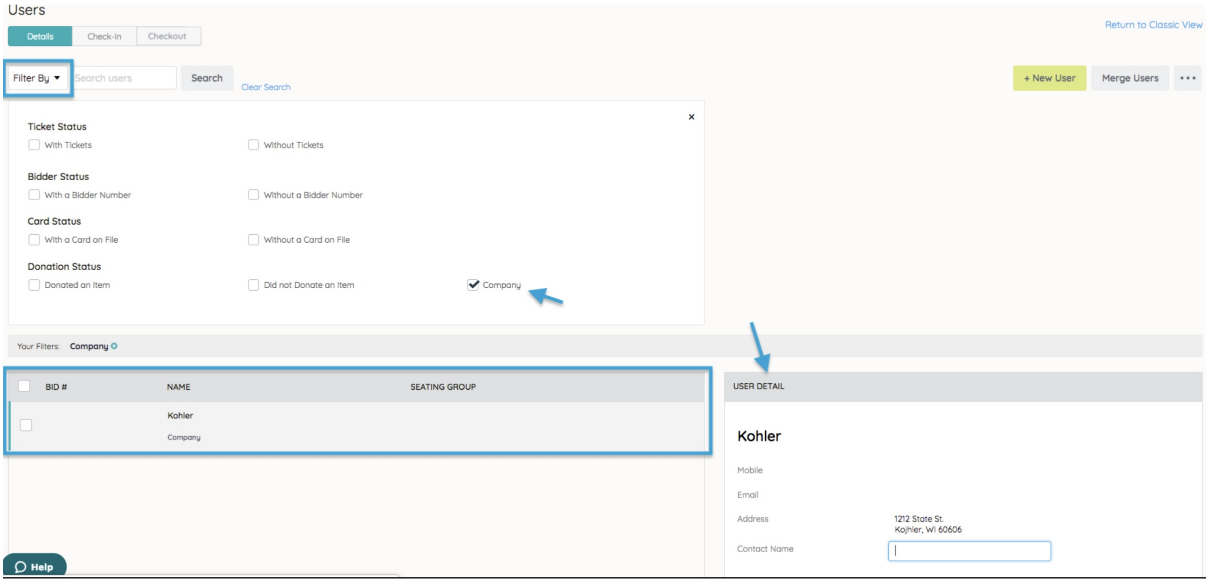
Note: Applicable for company's entered in the Donated By section. Visit Creating an Item for more details.

Editing a Company Donor User

1. From the Users Container within the Dashboard, click the More button ("...").
2. Select Manage Users.
3. Click Filter By.
4. Check the box next to the Company.
5. Type the company name.
6. Select the account to open the company details on the right.
7. Click the desired field to inline edit.



Tip: The Item Donation letter is addressed to the Company Name by default. To have the letter addressed to an individual, add the name in the Contact Name field.

Note: Visit Communication Setting customize item donation letter.

Donate By Report

Lists all item donors added in the Donated By section.

1. From the **Admin Navigation**, select **Reports** > **Overview**.
2. Scroll down until you see **Donated By** Report on the left.
3. Select to generate a report on the right.
4. Sort this report by clicking on the Name column.
5. Export as Excel, CSV, etc.

Item Donation Letter-Company Name as Contact.png 📎

Item Donation Letter-Contact Person Listed.png 📎