Bulk Add or Edit User Custom Fields

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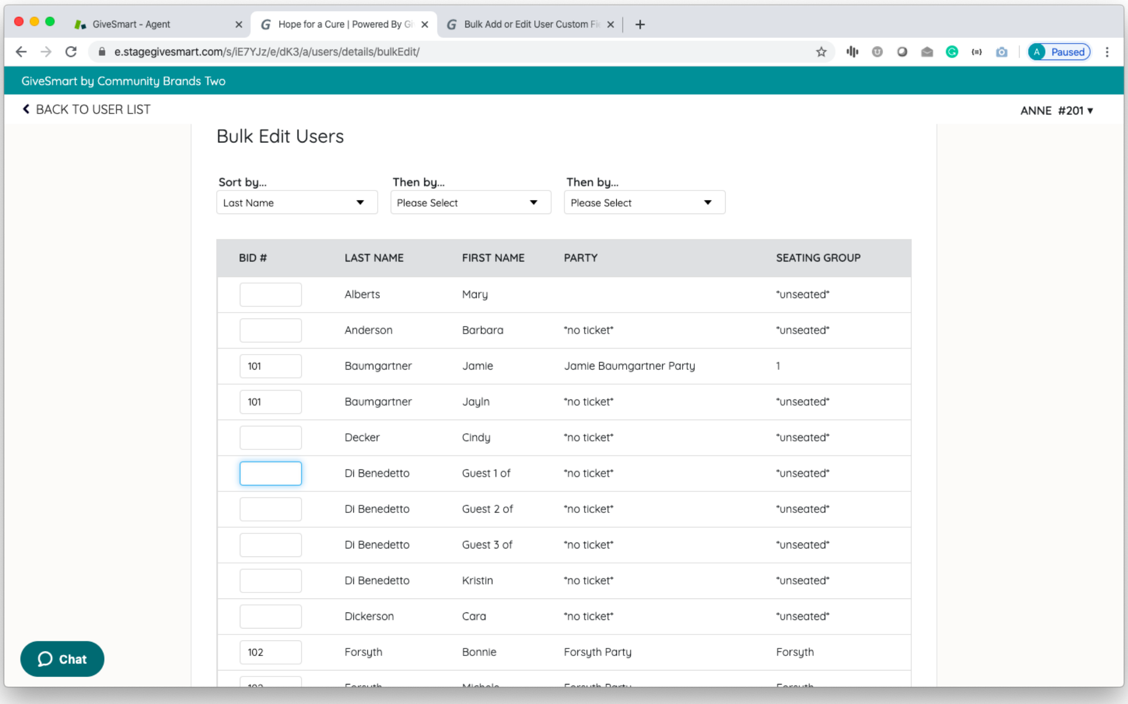
Watch a Video

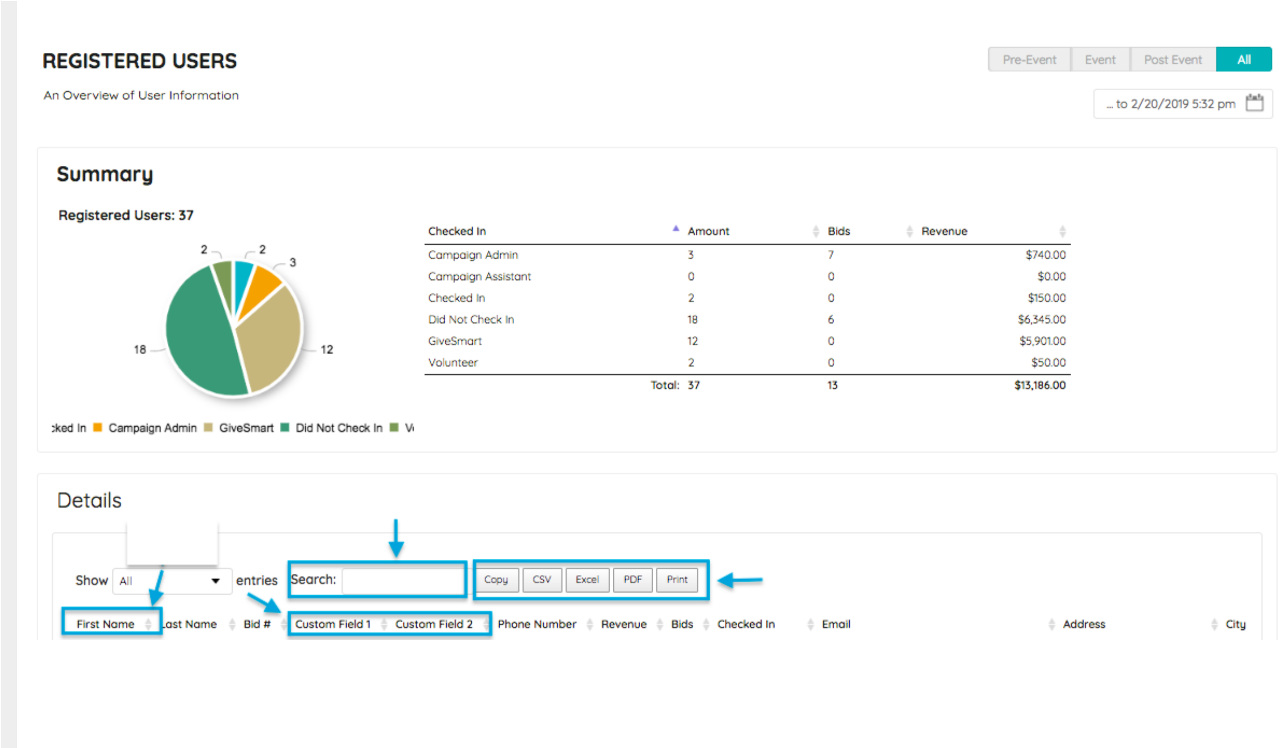
Add or Edit Custom Fields for Multiple Users

1. From the Users Container within the Dashboard, click the More button ("...").
2. Select Manage Users.
3. Click the More button ("...").
4. Select Bulk Edit Users.
5. Use the Sort by(s) to organize your users for the best bulk editing or adding.
6. Click within the field to adjust.
7. Enter information.
8. Click outside the field to autosave.
9. To edit the custom fields for multiple user accounts, repeat steps 6 - 8.
10. Once complete, select Back to User List.



Access Report Containing User Custom Fields

1. From the Admin Navigation, select Reports > Overview.
2. Select the Registered Users report.
3. Search for specific information.
4. Sort using the up and down arrows to the right of the field.
5. Export this report as an Excel, CSV, Print, PDF or Copy.
6. The file will automatically download.



Checked In	Amount	Bids	Revenue
Campaign Admin	3	7	$740.00
Campaign Assistant	0	0	$0.00
Checked In	2	0	$150.00
Did Not Check In	18	6	$6,345.00
GiveSmart	12	0	$5,901.00
Volunteer	2	0	$50.00
Total:	37	13	$13,186.00