

# Reports

## Blackbaud Training

*Reports* is a one-day class that highlights the functionality specific to reporting in **The Raiser's Edge**, including setting up dashboards and creating financial, analytical, demographic, and statistical reports. An introduction to pivot reports will also be covered. This class provides Raiser's Edge users the opportunity to gain hands-on experience experimenting with a wide variety of useful reports.

### COURSE OBJECTIVES

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Upon completion of this course, you will be able to:

- Create and customise dashboard summaries
- Identify report categories
- Create a new Gift Detail & Summary report
- Add reports to your Favourites list on your home page
- Create a Donor Category report
- Identify and create a selection of useful and varied financial, analytical, and statistical reports
- Create a Constituent Profile report
- Create a Constituent Directory
- Create a Tallies report
- Create and customise Pivot Reports based on Queries

### WHO SHOULD ATTEND

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Database administrators, supervisors, and other individuals responsible for maintaining and analysing Raiser's Edge data would benefit from this class.


### PREREQUISITES AND ADVANCED PREPARATION

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This class is intended for those who have completed *The Raiser's Edge Essentials* parts I and II. Before attending this class, you should be comfortable using **The Raiser's Edge 7** on a Microsoft Windows operating system.

For on-site training, this course assumes that you have installed **The Raiser's Edge 7** and that your computers meet the Detailed System Requirements listed on the Blackbaud website at [www.blackbaud.co.uk](http://www.blackbaud.co.uk).



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