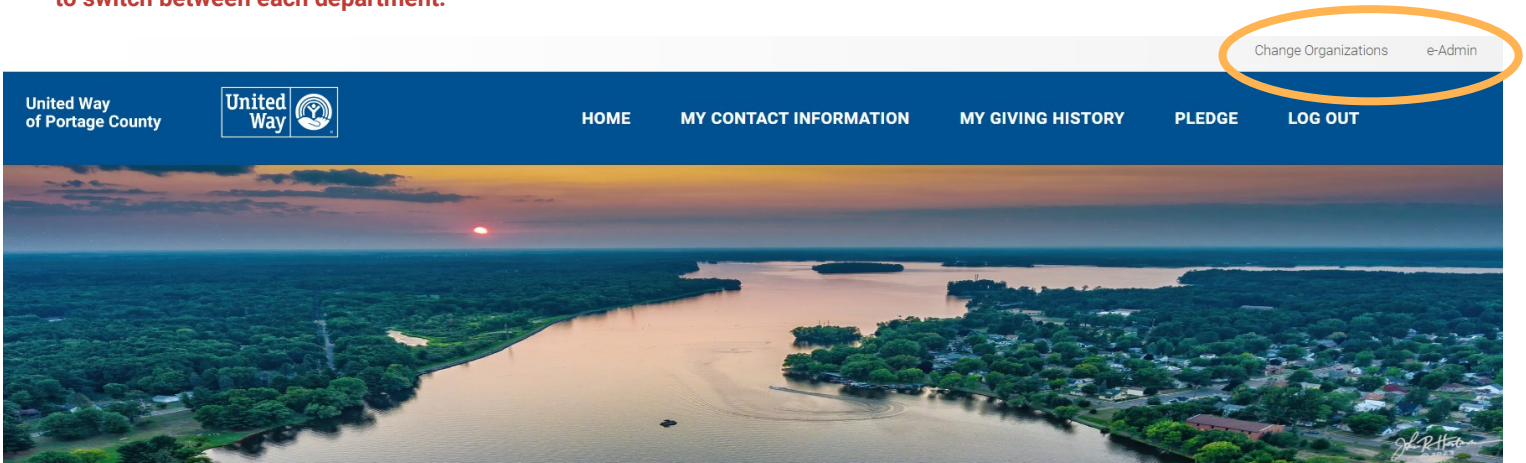


e-Pledge Administrator Overview

Click on e-Admin on the top menu to switch to the admin view.

Please note: If you are administering a campaign that includes separate departments, click on *Change Organization* to switch between each department.



In the e-admin view you will have access to different menu options.



Campaign Status

The Campaign Status page will give you an overview of your campaign.

CAMPAIGN STATUS

Name	Campaign Type	Total	Goal	# Emps	# Donors	Participation Rate	# Responses	% Responses	Average Gift	Gift per Capita
Test Company	Empl	\$0.00	\$0.00	20	0	0%	0	0%	\$0.00	\$0.00

Clicking on the magnifying glass will change the page to a history view of the past four years.

UNITED WAY CAMPAIGN

Year	Campaign Type	Total	Goal	# Emps	# Donors	Participation Rate	# Responses	% Responses	Average Gift	Gift per Capita
2022	Empl	\$0.00	\$0.00	0	0	0%	0	0%	\$0.00	\$0.00
2021	Empl	\$0.00	\$0.00	0	0	0%	0	0%	\$0.00	\$0.00
2020	Empl	\$0.00	\$0.00	0	0	0%	0	0%	\$0.00	\$0.00
2019	Empl	\$0.00	\$0.00	0	0	0%	0	0%	\$0.00	\$0.00

Employees

On the Employees page you can search for an employee, enter a pledge for them, or view/edit an existing pledge.

*** Please contact us at the United Way office if you do not see the employee's name listed. We can assist with adding new employees.**

EMPLOYEE GIVING MANAGEMENT

Test Company - Company

1234 Main St
Stevens Point, Wisconsin 54481

 Test Company

Campaign Year



2023

Search for employee

test donor



(Type **all* to see a full employee list)

Manage	Name	Pledge	Payment	Pledge Type	Payment Type	Received	e-Payment Verification	Gift
 	Donor, Test	N/R	\$0.00					

Click on the \$ next to the employee's name to enter a pledge for them.

After you have submitted their pledge, click the *Return* button at the bottom of the confirmation page to return to your admin account.

FOR YOUR RECORDS...

Reference Number:	15319-247823
Pledge Type:	Payroll Deduction
Deduction Start Date:	Jan 06, 2023
Pay Periods Per Year:	26
Number of Deductions:	26
Deduction Per Pay Period:	\$2.00
Total Current Pledge:	\$52.00

- Send me an email confirmation of this pledge
- I would like an acknowledgement of my contribution from the designated agency(cies)
- Release my name to the designated agency(cies)
- Please contact me about endowing a gift to the United Way Endowment.

Thank you for your payroll deduction pledge. United Way of Portage County does not provide goods or services in return or exchange for this contribution.

RETURN

PRINT

After a pledge has been entered there will be options to:

- Resend the confirmation email
- Delete the transaction
- Update the transaction

Campaign Year

2022

Search for employee

test donor



(Type **all* to see a full employee list)

Manage	Name	Pledge	Payment	Pledge Type	Payment Type	Received	e-Payment Verification	Print
\$	Donor, Test	\$52.00	\$0.00	Payroll Deduction	*None			

Reports

You can run reports on the Reports page to show payroll information, all transactions, and a list of employees who have not yet responded. Select the desired report, click *Submit* and then *Refresh* to display the updated report at the bottom.

WEB REPORTS

Payroll Report

Use this report to pull information for payroll deductions. Note this will only show payroll transactions

Pledge Response Report

Lists response status for all employees. Includes comparison to previous year gift.

Transaction Report

Contains a complete list of all pledges to date, including any paper forms that have been processed

Who has not responded

View who has not yet participated in the campaign

SUBMIT

MY OUTPUTS

In order to download a report right click the link and save the report on your computer.

REFRESH

Show Outstanding

<input type="checkbox"/>	Job Number	Job	Names	Date	#Pages	Size	Type	Status	Description
<input type="checkbox"/>	259682	Transaction Report	Test Company - Pledge Transaction Report	04/26/2023 01:13:27 PM	1	5.3 KB	pdf	Ready	
<input type="checkbox"/>	259682	Transaction Report	Test Company - Pledge Transaction Report	04/26/2023 01:13:27 PM	0	0.6 KB	csv	Ready	

DELETE

CANCEL

Special Event Tracking

This screen will give you a quick status of each special event.




**Please contact us if you are interested in setting up a customized online special event. Employees can conveniently pay via credit card and coordinators can easily track participation on the e-admin portal.*

**Please note: Online raffles are not allowed in the state of Wisconsin*

WORKPLACE SPECIAL EVENT TRACKING

Campaign Year

Events Listed By: Group Sort Field

	Event	# Donors	Quantity	Amount	Goal
Workplace Special Events					
	T-shirt Sale	2	2	\$20.00	\$0.00
	Bake Sale	6	10	\$50.00	\$500.00
	Mini Golf	0	0	\$0.00	\$500.00
	Total	8	12	\$70.00	\$1,000.00
	Grand Total	8	12	\$70.00	\$1,000.00

Special Events Tracking Report

You can run a more detailed report on this page. The report will include donor names and transaction details. The report can be downloaded in either PDF or CSV format.

Campaign Year

Transactions Created From To

Events Listed By: Group Sort Field

Show Report Type

Once submitted, the Special Events Tracking Report will be available under *My Outputs* on the bottom of the *Reports* page.