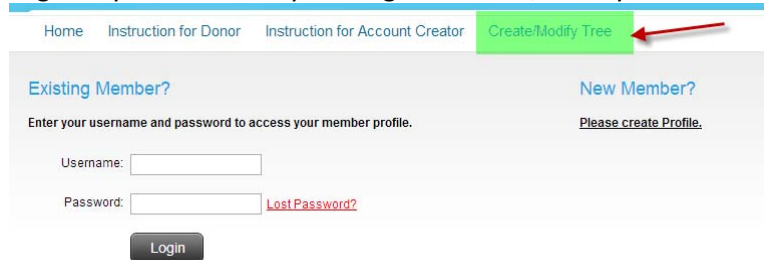


How to View or Download the Donors' Details

1. Login to your account by clicking on "Create/Modify Tree" link.



Home Instruction for Donor Instruction for Account Creator **Create/Modify Tree**

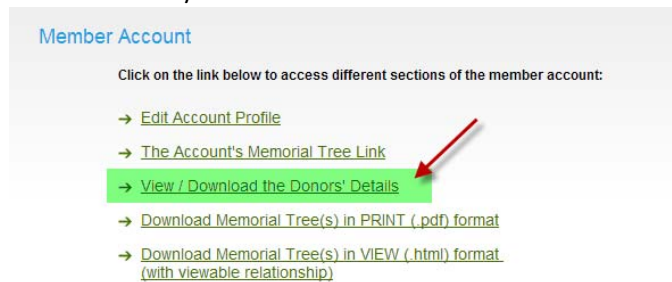
[Existing Member?](#) [New Member?](#)

Enter your username and password to access your member profile. [Please create Profile.](#)

Username:

Password: [Lost Password?](#)

2. Click on "View / Download the Donors' Details" link.

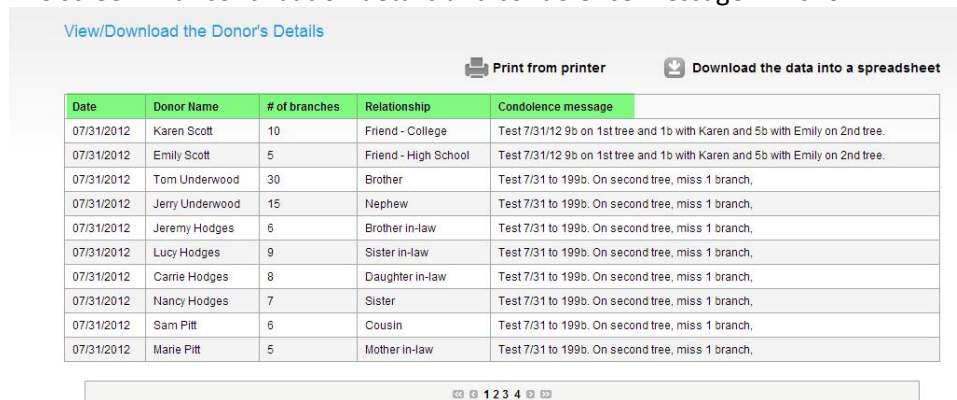


[Member Account](#)

Click on the link below to access different sections of the member account:

- [Edit Account Profile](#)
- [The Account's Memorial Tree Link](#)
- **[View / Download the Donors' Details](#)**
- [Download Memorial Tree\(s\) in PRINT \(.pdf\) format](#)
- [Download Memorial Tree\(s\) in VIEW \(.html\) format \(with viewable relationship\)](#)

3. The screen with contribution details and condolence message will show.



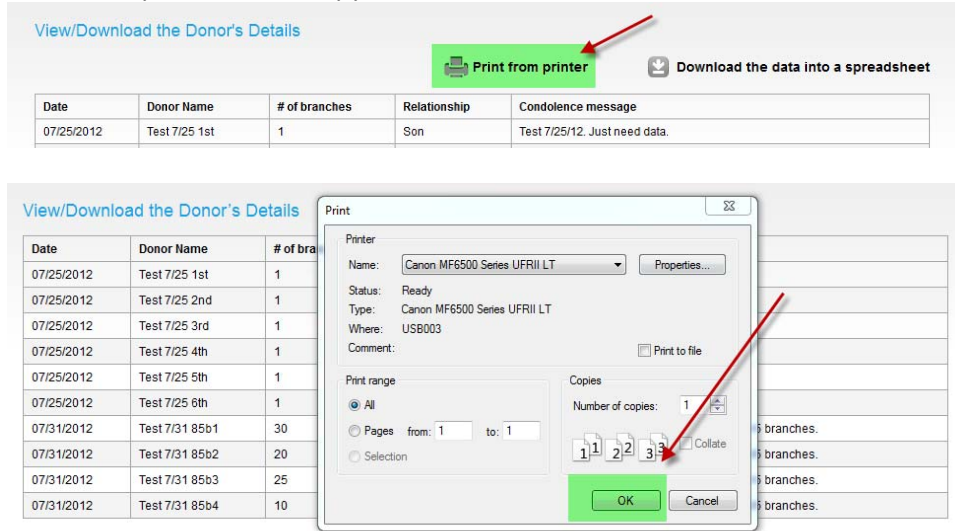
[View/Download the Donor's Details](#)

Date	Donor Name	# of branches	Relationship	Condolence message
07/31/2012	Karen Scott	10	Friend - College	Test 7/31/12 9b on 1st tree and 1b with Karen and 5b with Emily on 2nd tree.
07/31/2012	Emily Scott	5	Friend - High School	Test 7/31/12 9b on 1st tree and 1b with Karen and 5b with Emily on 2nd tree.
07/31/2012	Tom Underwood	30	Brother	Test 7/31 to 199b. On second tree, miss 1 branch,
07/31/2012	Jerry Underwood	15	Nephew	Test 7/31 to 199b. On second tree, miss 1 branch,
07/31/2012	Jeremy Hodges	6	Brother in-law	Test 7/31 to 199b. On second tree, miss 1 branch,
07/31/2012	Lucy Hodges	9	Sister in-law	Test 7/31 to 199b. On second tree, miss 1 branch,
07/31/2012	Carrie Hodges	8	Daughter in-law	Test 7/31 to 199b. On second tree, miss 1 branch,
07/31/2012	Nancy Hodges	7	Sister	Test 7/31 to 199b. On second tree, miss 1 branch,
07/31/2012	Sam Pitt	6	Cousin	Test 7/31 to 199b. On second tree, miss 1 branch,
07/31/2012	Marie Pitt	5	Mother in-law	Test 7/31 to 199b. On second tree, miss 1 branch,

1 2 3 4

4. You can click on "Print from printer" or "Download the data into a spreadsheet".

If you click on "Print from printer", the default computer printing pop-up screen will appear. Click OK to print the hardcopy.



View/Download the Donor's Details

Print from printer **Download the data into a spreadsheet**

Date	Donor Name	# of branches	Relationship	Condolence message
07/25/2012	Test 7/25 1st	1	Son	Test 7/25/12. Just need data.

Print

Printer: Canon MF6500 Series UFR II LT

Status: Ready

Type: Canon MF6500 Series UFR II LT

Where: USB003

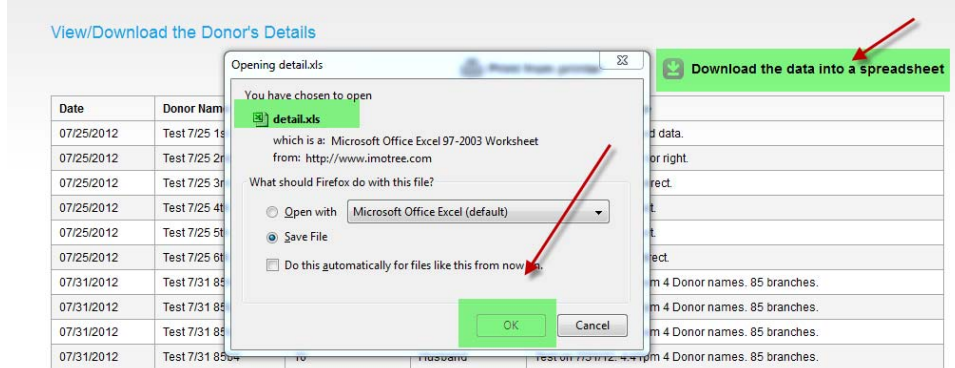
Print range: All Pages from: 1 to: 1 Selection

Copies: Number of copies: 1

Collate

OK Cancel

If you click on "Download the data into a spreadsheet", the default computer saving pop-up screen will appear. Click OK to save to your folder. The default Excel file name is detail.xls.



View/Download the Donor's Details

Download the data into a spreadsheet

Date	Donor Name	# of branches	Relationship	Condolence message
07/25/2012	Test 7/25 1st	1	Son	Test 7/25/12. Just need data.
07/25/2012	Test 7/25 2nd	1	Sister in-law	Test 7/25. First one - nor right.
07/25/2012	Test 7/25 3rd	1	Father	Re-test 7/25. auto-redirect.
07/25/2012	Test 7/25 4th	1	Son	Test 7/25. Auto-redirect.
07/25/2012	Test 7/25 5th	1	Son	Test 7/25. Auto-redirect.
07/25/2012	Test 7/25 6th	1	Son	Test 7/25 #6 Auto-redirect.
07/31/2012	Test 7/31 85b1	30	Sister in-law	Test on 7/31/12. 4:41pm 4 Donor names. 85 branches.
07/31/2012	Test 7/31 85b2	20	Grandson	Test on 7/31/12. 4:41pm 4 Donor names. 85 branches.
07/31/2012	Test 7/31 85b3	25	Father in-law	Test on 7/31/12. 4:41pm 4 Donor names. 85 branches.
07/31/2012	Test 7/31 85b4	10	Husband	Test on 7/31/12. 4:41pm 4 Donor names. 85 branches.

Opening detail.xls

You have chosen to open **detail.xls**

which is a: Microsoft Office Excel 97-2003 Worksheet
from: http://www.imotree.com

What should Firefox do with this file?

Open with: Microsoft Office Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

The Excel file will have the contribution details and condolence messages.

Date	Donor name	Relationship	Branches	Cost Per branch	Price	Condolence message
07/25/2012	Test 7/25 1st	Son	1	2	2	Test 7/25/12. Just need data.
07/25/2012	Test 7/25 2nd	Sister in-law	1	2	2	Test 7/25. First one - nor right.
07/25/2012	Test 7/25 3rd	Father	1	2	2	Re-test 7/25. auto-redirect.
07/25/2012	Test 7/25 4th	Son	1	2	2	Test 7/25. Auto-redirect.
07/25/2012	Test 7/25 5th	Son	1	2	2	Test 7/25. Auto-redirect.
07/25/2012	Test 7/25 6th	Son	1	2	2	Test 7/25 #6 Auto-redirect.
07/31/2012	Test 7/31 85b1	Sister in-law	30	2	60	Test on 7/31/12. 4:41pm 4 Donor names. 85 branches.
07/31/2012	Test 7/31 85b2	Grandson	20	2	40	Test on 7/31/12. 4:41pm 4 Donor names. 85 branches.
07/31/2012	Test 7/31 85b3	Father in-law	25	2	50	Test on 7/31/12. 4:41pm 4 Donor names. 85 branches.
07/31/2012	Test 7/31 85b4	Husband	10	2	20	Test on 7/31/12. 4:41pm 4 Donor names. 85 branches.