• To Locate the Productivity Report in Advance click on the beach ball icon at the top of the page on the Advance platform.

• Choose the CSUF_EX_Productivity Report icon from the report list.
Step One:

- Type in the date you would like to see all giving and projected giving till in the “End Date” field.
  - i.e. if 10/07/2015 was imputed as the end date the end date the report will provide you with all giving and projected giving to that date.

Step Two:

- Hit Run Report to get the Productivity Report.
  - The report will open up in a new tab on your internet browser.