
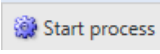



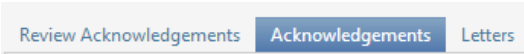

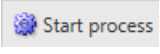





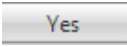
Remember, acknowledgements in Davie are like an Asian language, they read right to left!

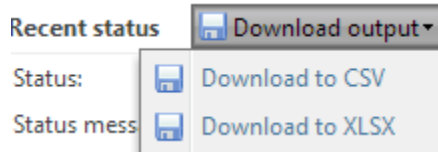
1. Click on **Marketing and Communications** on the Navigation bar
2. Click on **Acknowledgements** under the *Donor relations* section
3. Click on the **Letters** tab
4. Scroll down to the **Assign letters** section
5. Filter for your process(es) [the easiest way is to make sure your **Sites** filter is set to **My site** and click the  button]
6. Click on the hyperlink for the name of your process
7. Click the  button at the top left corner of the screen on the Explorer bar
8. Click the  button (no need to make any changes to the settings on the Run assign letters process screen)
9. When the process has completed, you'll see this as the Status:

Recent status 
Status:  **Completed**

10. Click the **back button** on your browser and you will be back on the **Letters** tab
11. Click on the **Acknowledgements** tab 
12. Filter for your processes (the easiest way is to make sure your **Sites** filter is set to **My site** and click the  button)
13. Click on the hyperlink for the name of your process
14. Click the  button
15. Click the  button (no need to make any changes to the settings on the Run revenue letters process screen)
16. When the process has completed, you'll see this as the Status:

Recent status 
Status:  **Completed**

17. Click on the  **Mark acknowledged** button if it is not grayed out
- a. If you click the **Mark Acknowledged** button and are prompted “Are you sure you want to mark these letters as acknowledged?” click the  button.
18. Click on the **Download output** button and choose Download to XLSX



19. Save the file to manipulate and merge as you choose

DON'T FORGET TO MARK ACKNOWLEDGED!

A communication will be added to the donor's record and a note will be added to the gift that indicates a letter of acknowledgement has been sent.