

# PORTAL NAVIGATION GUIDE

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## GIVING HISTORY

On this page you can see the summary of how you have directed your giving and previous transactions.

### SEARCH

You can search within ranges.

When you select the range it will refresh the data on the Giving History table with your previous single and recurring grant recommendations displayed. You will also find additional grant history tables that will display only single or only recurring distribution transactions.

### CHART

The chart displays what area of interest your grant recommendations are supporting. The field of interest will automatically default in line with the purpose of the organisation funds are going towards. This chart also appears on your dashboard.



### GIVING HISTORY

Selecting the organisation from this table will direct you to the organisation's details. At a minimum you will find the organisation name and ABN but if there is more information available, it will be displayed here.

### GOOD TO KNOW

From this page you will be able to sort and see in a variety of ways single and recurring grants.