

### Changing the Number of Records on a Page


By default, five records are displayed on a page at one time. To change the number of records that you can view on a single page, select the desired option from the **Display** box (see Figure 12). Options range from 5 to 100 records per page.

### Paging Through the List

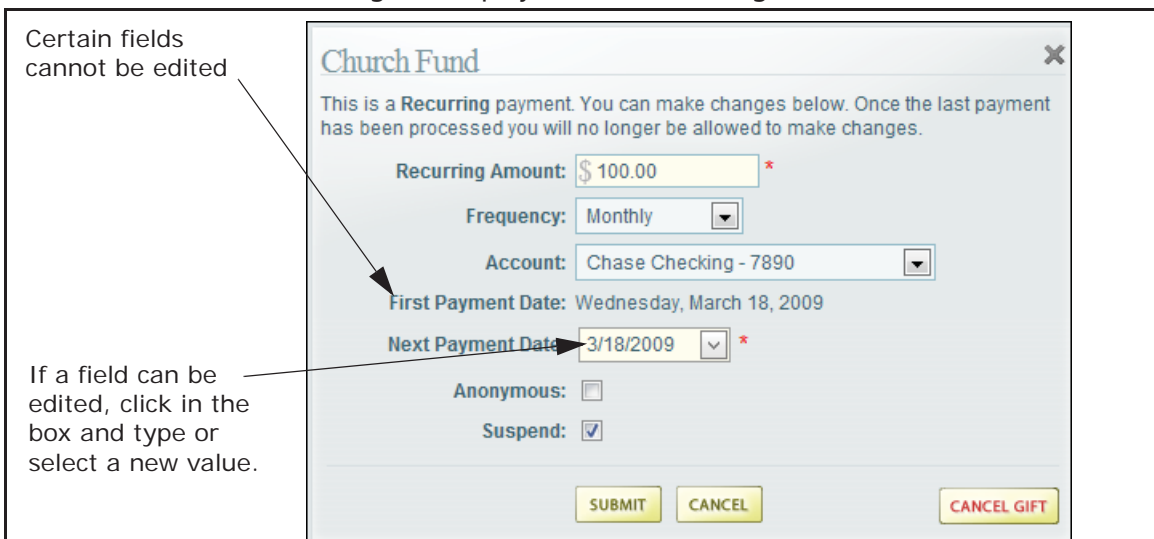
The page buttons (see Figure 12) let you navigate quickly to specific pages in your list of active online giving. Simply click the desired page number button to display the gifts listed on that page.

### Changing a Gift

You can change a gift at any time to adjust the payment amount, modify the payment frequency, select a different account to charge, or change the next payment date.

1. Display the **My Active Online Giving** window (Figure 12).
2. Click  (Edit) for the gift you want to change.

Detailed information for the gift is displayed, as shown in Figure 13:



Certain fields cannot be edited

If a field can be edited, click in the box and type or select a new value.

Figure 13. Editing a Gift

The details vary depending on the type of gift you are editing. In general, you can see the current contribution amount, payment frequency and payment dates, and account information.

Certain information cannot be changed. If a field is editable, you can click in the box and change the information. For example, for the gift shown in Figure 13, you cannot change the **First Payment Date**, but you can change the next payment date and the account used to pay for your gift.

3. To make a change, edit the desired field. Then, click  to save.