



Basic Raiser's Edge Skills Answer Key:

2. Which of the following are not stored as Constituent records in Raiser's Edge?
 - Incoming freshman
3. What email box should you send address updates to?
 - BioUpdates@seattleu.edu
4. What email box should you send report, list, event record and email blast requests to?
 - REHelp@seattleu.edu
5. What do Constituent codes represent?
 - Primary relationships with SU
6. What do Solicit codes represent?
 - Mass communication preferences
7. Where are solicit codes stored on a Constituent's record?
 - On the Bio1 tab
8. How do you log out of Raiser's Edge?
 - Click "File", then "Exit and Sign Out"
9. When searching for a Constituent by last name, what results will "*igal*" return?
 - Only those whose last name contains "igal" somewhere in it
10. When searching for Constituent records, what will checking the "Check Spouse Name" box do?
 - Your search will return Constituents who meet your search criteria and those with spouses that meet your name search criteria
11. What address is displayed on the Bio1 tab?
 - The preferred address only
12. Which of the following could Actions on a Constituent record represent?
 - Contact Reports
13. The names of the two Alumni SUDDS reports are:
 - Alumni Lookup by Class and Alumni Lookup by Person



14. Which of the following could Actions on a constituent record represent?
 - Contact Reports
15. Select one way to view a Constituent's primary business information:
 - Click the "Business" button on the Bio1 tab
16. Where would you find Alumni Advisory Board participation on a Constituent record?
 - On the Attribute tab
17. What department should you talk to for help planning a mass solicitation?
 - Annual Giving
18. What address type has the most up to date phone number and email for a Constituent?
 - Preferred address
19. Alumni and donor data may be used for which of the following purposes?
 - None of the above
20. What does the gift type "Pay-Cash" mean?
 - Pledge payment of "Cash"
21. How do you change your Raiser's Edge password?
 - On the Home screen, click "Edit", then click "Change Password"
22. Where would you look to see if a specific gift was made anonymously?
 - On the Gift record's Miscellaneous tab and looking at the "Gift is anonymous" box
23. Where can you look to see if an individual attended an event?
 - Open the Events tab on the constituent's record, double click the event name and look at the "Participant has attended" box
24. How could you view an entire list of attendees of a specific event?
 - Open the Event record and view the Participants tab