

GivePulse Quick Guide

WSU Extension Master Gardener Program in King County



WASHINGTON STATE UNIVERSITY
EXTENSION

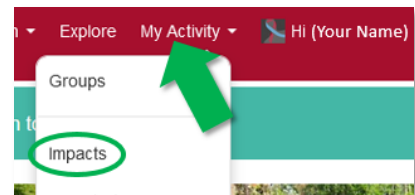
View and Print Impact Summary

This GivePulse Quick Guide is provided as a refresher for existing users. New users are encouraged to first view the full instructions in the [GivePulse Recording Hours Guide](#).

NOTE: Pending and Disputed impacts do NOT appear on printed summaries. Only Verified impacts will appear on your summary.

To view and print a summary of your verified GivePulse impacts:

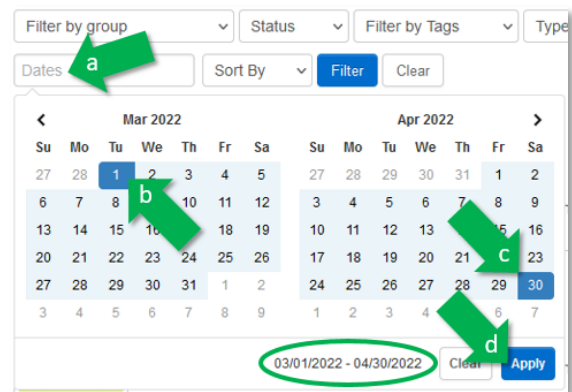
1. Click **My Activity** at the top right of any GivePulse screen, then select **Impacts**.



2. On your Impacts page, click the Filter  icon to open the filtering options (filtering is not required, but is helpful for selecting a specific time period, such as the current year).

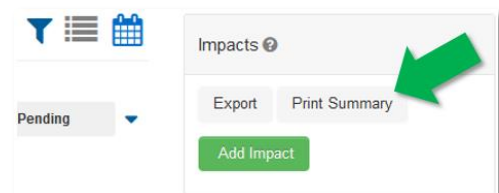
3. In the filtering options:

- a. Click in the **Dates** field to open the calendar tool
- b. Use the calendar to navigate to the beginning of the timeframe you wish to view, then **click the begin date**
- c. Navigate to the end of your desired timeframe and **click the end date**
- d. When you see the correct date range at the bottom of the calendar, click the **Apply** button



4. Click the **Filter** button to filter your results with the settings you just applied above.

5. Click the **Print Summary** button to generate a printable PDF document summarizing your verified impacts for the period of time you selected above.



6. You may save or print your summary document as you would any other PDF document.