Vision Computer Programming Services, Inc.

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Supporter Donation System Quick Tips
Unit Information

The Unit Information is basic information about each of your units that would be setup prior to getting started with data entry in order to assign pledges to a specific unit. Unit information is also used to assign credit card processing in the Supporter Donation System.

1. From the Main Menu, click on Unit Information
2. Click on the Add Unit button at the bottom
3. Fill in a Unit Code such as 01, 02, 03 or NS for Northside, SS for Southside, etc
4. Fill in the Unit Name
5. Fill in the Unit Annual Goal
    a. NOTE: this will be different than the Organization goal if there are multiple units
    b. NOTE: this needs to be updated annually
6. Fill in the Unit address, Country is OPTIONAL
7. Fill in the Units phone, fax, email and web site in the phone section
8. To add additional Units click on the Add Unit button and repeat steps 3 to 7
9. Click on the link on the Credit Card Processing screen or contact our office to learn more