crimson

FAQ – Gift Attachments

Question: How Do I attach a check image or document to a Gift Detail?

Answer: Use the Crimson Gift Attachment or Batch Attachment Features to store Check images, Donation Forms, or other related gift level documents in Crimson.

Gift Attachment

		Mo			
tachment:	nt pe]	Adjustment ?	Fundraiser	
o Attachment Found.	heck rd Number	~	ST - Redesignation - Partial Adjustment Date 2/10/2021	Amount	
L. Choose a file or drag it here.	ate (mm/yy) v	~	Adjustment Amount S View Original Txn	Add	Fundraiser
	tion Id		Adjust Miscellaneous Thank You		
			Y - Send "Thank You" FEC Memo Text	`	
			Request a Refund		

Take the following steps to add an attachment to a single gift:

- 1. Find the existing gift and open the gift details.
- Click the Attach Files button at the footer of the screen.
- 3. The **Attachment** window will open. Click the **button** button to upload a file from your computer.
- 4. Select the Document you would like to upload from your computer. **NOTE:** Attachments must not exceed 4MB.
- 5. A popup will appear asking you to name the document. Ex: Check 1002.
- 6. Click
- 7. The document will automatically save. Repeat as needed.
 - Click on the hyperlinked file name to download the document.
 - Click to delete the attachment.