

# Champion ePledge Reports

Reports are campaign management tools for your use in running an effective campaign.  
Please do not publish, distribute, or post reports.

For assistance with reporting or if you can't run a report, please contact Jess Portanova  
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As a United Way Department Champion, you will see this page when you first sign on to ePledge...

**UNITED WAY**  
Greater Rochester  
and the Finger Lakes

Chg to Donor Chg Admin  
Coordinator Home Reports Log off

## Welcome Champions

Thank you for serving as an e-Pledge Champion for the 2026 United Way Campaign!

**PLEASE READ:**

As a University United Way Department Champion, you will always see this page first when signing on to ePledge.

To enter your 2026 pledge, you must "switch" to a donor by clicking the "Chg to Donor" in the menu at the top of the page. You may then "switch" to champion by clicking the "Chg to Coord Role" in the menu at top of page.

Throughout the campaign, you may obtain the following reports:

- **EMPLOYEE LISTING:** A listing of all employees assigned to you for this campaign.
- **NO RESPONSE REPORT:** A listing of employees who have not yet responded to the campaign.
- **RESPONSE REPORT:** A listing of employees who have responded to the campaign.
- **SUMMARY1 REPORT:** Reflects total dollars, number of donors and % participation. (NOTE: Current year, 2026 Campaign is to the right and 2025 is to the left on the report.)

**DO NOT PUBLISH, DISTRIBUTE, OR POST REPORTS.** These reports are campaign management tools for your use in running an effective campaign.

To access a report, click "Reports" at the top of the page. Then click the radio button to select the report you wish to run and click the blue "submit" button. Your report will populate in the "Retrieve my reports" section below. Your report may take a minute or two to become available; just click the blue "Refresh" button after a few minutes.

To enter *your* 2026 pledge, you must switch to the donor screen by clicking "Chg to Donor" in the top right corner (circled in green). To switch back to the "Welcome Champions" page click the "Chg to Coord Role" in the top right corner or "Coordinator Home". (The screen shot above says "Chg Admin" because it is my screen; your screen will say "Chg to Coord Role".)

Throughout the campaign, you will be able to run four reports by clicking "Reports" (circled in yellow above and below). The reports will be automatically tailored to your department. Note, Retired and TAR employees are not included.

## Reports

To run a report, select the radio button next to the report you wish to run and click the "Submit" button. Click the "refresh" button below if your report is not available.

Please note that reports may take a moment to run.

2 reports were successfully deleted.

UR Coordinator Employee Listing  
 UR Coordinator No Response Report  
 UR Coordinator Response Report  
 UR Coordinator Summary Report

**SUBMIT**

## Report Output

To view / download your report, click the link in the "Report Name" column below.

**REFRESH**

There are no reports available at this time.

**RETURN TO HOME PAGE**

Reports will remain in the table above unless deleted. If you wish to delete a report, check the box to the left of the report you wish to delete and click the "delete" button.

**EMPLOYEE LISTING:** A listing of all employees that fall under your coordination and their response status.

**NO RESPONSE REPORT:** A listing of employees who have not yet responded to the campaign.

**RESPONSE REPORT:** A listing of employees who have responded to the campaign.

**SUMMARY REPORT:** Reflects dollars pledged, number of donors and % participation. The 2026 Campaign is to the right and the 2025 Campaign is to the left.

Click the radio button to select the report you wish to run then click the blue "SUBMIT" button. The report will be listed in the "Report Output" section. See example below. It may take a minute or two for the report to become available; click the "REFRESH" button to update. Report is ready when Status = Ready. Click on the report name to save the report to your computer, then open. Note that reports are run in two formats - csv (similar to Excel) and pdf. During the course of the campaign this section could get quite large. See instructions at bottom of screen for deleting reports.

### Report Output

To view / download your report, click the link in the "Report Name" column below.

**REFRESH**

Show Outstanding

<input type="checkbox"/>	Job Number	Job	Report Name	Date	#Pages	Size	Type	Status	Description
<input type="checkbox"/>	3757144	UR Coordinator No Response Report	<a href="#">University of Rochester - Pledge No Response Report</a>	01/17/2022 06:25:47 PM	4454	11.2 MB	pdf	Ready	
<input type="checkbox"/>	3757144	UR Coordinator No Response Report	<a href="#">University of Rochester - Pledge No Response Report</a>	01/17/2022 06:25:47 PM	0	7.1 MB	csv	Ready	

**DELETE**

**RETURN TO HOME PAGE**

Reports will remain in the table above unless deleted. If you wish to delete a report, check the box to the left of the report you wish to delete and click the "delete" button.

## **Suggested Reporting Timeline**

### **March 11**

- Run the “Employee Listing” report to get a list of all employees in your department for use in campaign communications.

### **March 11 to May 13**

- Run the “No Response” report to get a list of employees who HAVE NOT yet responded to the campaign for use in follow-up communications.
- Run the “Summary” report to get department wide data on 2026 vs 2025 dollars raised and % participation.