

## How to run a report in Data Center

1. Log on to Data Center by visiting [www.trgarts.com](http://www.trgarts.com), scrolling over “Client Login” in the top right corner, clicking “TRG Data Center Login” and entering in your user name and password.
2. Once logged in and on the Data Center home page, go to the “My Reports” page by clicking “Reports” at the left of the page.
3. You will see a list of reports available to be run, grouped under the following categories: *Community, Data Quality, eMerge Orders, Information Management, List, NCOA, Organization, and Segmentation.*
4. To learn more about a report before running it, click the “More” button next to the report name. The loaded page will explain what the report tells you, where the data comes from, how the report can be used, and how to run the report.
5. To view your desired report, click “Run Report.” After it loads, the report can be viewed on the screen, or can be exported and saved for more user-friendly viewing in Excel, Word, PDF, and CSV formats. Some reports, especially ones dealing with larger data sets like the Community Demographics and Community Postal Code reports, may take a while to load.
6. The first page of each report explains the contents of the report, with a run date and time, description, instructions, and definition of terms.

List reports work in much the same way as the above process, with a few small differences:

- When running a List Report from the Reports page, still click the “Run Report,” but you then must select which Campaign for which you would like to run the report.
- Reports can also be run through the Campaign Builder tool:
  - Click “Campaigns” at the left of the Data Center home page, and select the list for which you would like to run a report.
  - Once your list is ready for the report, with all desired segments added and filters applied, click “Analyze This List” in the top right corner above the “Finish List” button and in the dropdown select the report you would like to run.
  - This allows for quicker access to reports when working on lists.
- Reports can be run on lists with trade segments from other organizations without requiring trade approval.

If you have any questions, contact Katy Corella, CRC Coordinator, at [katycorella@artsfund.org](mailto:katycorella@artsfund.org) or by phone at (206) 508-0299