Note from Editor
We are reviving our newsletter to catch up all Advancement system users on projects and changes to the Viking Development System, Gift Administration and Information System infrastructure. Our systems are no longer just used by Advancement Units. Usage now spans various offices throughout the campus. It is our hope that this newsletter will serve as a helpful reference to all Advancement services.

Viking Task Force
Advancement Services would like to invite all interested Viking users to attend the VTF meeting in Tuesday July 8th from 2-4pm. More information will be sent out in the weeks prior to the meeting.

The Viking Task Force is a forum to bring together users of all levels, to disseminate Viking related news, to gather suggestions, and make Viking a more efficient and effective tool. If you have any questions, please contact Al Kim at al.kim@ucr.edu or extension 8-2741.

New Summary Screen
In the “A. General Summary” (Figure 1.1 ) screens for both People and Organizations, you may have noticed four additional fields. At the bottom right hand corner of the screen, there are fields for “Giving Club” and “Club Total”.

Under the Annual column, the “Giving Club” field will display the “Annual Giving Club” that the donor is currently a member of, such as the Chancellor’s Associates Blue & Gold.

Under the Other column, the “Giving Club” field will display the “Capital Giving Club” that the donor is a member of, such as Laureates or Benefactors.

These are the same fields that appear in the “H. Solicitation Information” screen for People and “N. Giving Summary” screen for Organizations.

The “Club Total” fields underneath the Giving Club fields are the aggregate figures calculated to determine the initial Giving Club levels. Please note that the Giving Club is a field that the Research office can set as needed. Therefore, the figures may not always match the Clubs. These figures do not appear on any other screens and the values are re-calculated and updated once a week.

If you have any question about the Summary screens, please contact Al Kim at al.kim@ucr.edu or extension 8-2741.

Event Module
It might be interesting to note that the Major Gift Officers have populated the Event module with event attendees. In the never-ending quest to find new donors, the Event module has become just one more place to track and create a detailed history of UCR connections. To view a list of events attended by a specific individual, you can refer to the “Events Attended” screen in the People module. If you would like to view all of the attendees for a certain event you should refer to the “Participants Search Screen” in the Event module. The Event module can give you specifics about an event including date, time, location and purpose. In addition, it can help you manage attendees and invitees and run up-to-the minute guest lists.

If you would like help recording or managing a Development event or guest list in the Event module just contact Marie Schultz at marie.schultz@ucr.edu or extension 8-6388. It is very easy to do. Recording and maintaining this information enhances the historical data that we maintain on our constituents.

Viking Report Menu
We are currently working on a project to define useful report menus for specific users. For example, the look of the menu options for a development officer would be unique to the usage of a common development officer position. This also can facilitate a user friendly menu option for our distinctive Viking users such as the Sweeney Art Gallery and College office users throughout the campus.

We hope to have this multiple menu project ready by fall. Test menus and beta Viking user groups will be included within the final phases of implementation in the coming months.
**Systems Improvement**

As of mid-January, our network, which spans across two subnets, is protected by a firewall. This allows all network traffic traveling to and from our workstations and servers to be filtered based upon TCP (Transmission Control Protocol), UDP (User Datagram Protocol) port numbers, a specific host or network address.

Essentially, our firewall blocks all incoming traffic which originates outside the UCR network (the Internet). Also, our firewall blocks most inbound traffic originating from different sub-networks located on the UCR network. Overall, this makes our network, workstations and servers more secure and less susceptible to both inside and outside attacks and also increases network efficiency by eliminating unnecessary network traffic.

Also, we will be making improvements to our server power systems. We are currently planning on replacing several, older UPS (Uninterruptible Power Supplies) with a single more powerful unit. This new unit will allow Information Systems to receive environment updates via email or pager and provide us with the ability to remotely manage and monitor the server power environment.

**Viking Passwords**

Viking users: please be advised that your passwords are scheduled to expire on Aug 1st. You’ll need to change your password on or before the expiration date, or you may be temporarily locked out of Viking. Viking has been set up to expire passwords every six months to tighten up access and security. If you have any questions or comments, please contact Advancement Services at 8-2741.

**Viking Statistics**

Gifts Received as of April 30, 2003
- CAE: $10,844,339
- UC: $12,829,205

Living Alumni: 52,928
Alumni with Good Addresses: 49,423

Viking currently consists of sixty-one registered user accounts.

<table>
<thead>
<tr>
<th>Month</th>
<th>Average # of Users</th>
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<tbody>
<tr>
<td>Feb</td>
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</tr>
<tr>
<td>Mar</td>
<td>27.6</td>
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<tr>
<td>Apr</td>
<td>27.22</td>
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<tr>
<td>May</td>
<td>25.22</td>
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</tbody>
</table>

**Viking Related Resources**

Gift Activity Report
http://gift.ucr.edu/reports

Viking Information Request Form
http://gift.ucr.edu/request.doc

Viking Information System Training Manual
http://gift.ucr.edu/viking_manual.doc

Online Gift Form
http://gift.ucr.edu/giftform

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The Gift Administration staff has been working hard to find lost alumni. With the help of a service called Alumni Finder that we began using in March, 2002 this graph shows the increase in our percentage of alumni with good addresses. Our goal is to reach a 95% rate for alumni with good addresses by the end of this calendar year. In addition to finding new addresses and phone numbers for lost alumni, we’ve also updated/added the following information in Viking:
- approximately 1000 married names (from maiden name)
- approximately 3,800 birthdates
- approximately 2,600 social security numbers
- approximately 150 people that we discovered were deceased
- identified and eliminated approximately 275 duplicate records

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