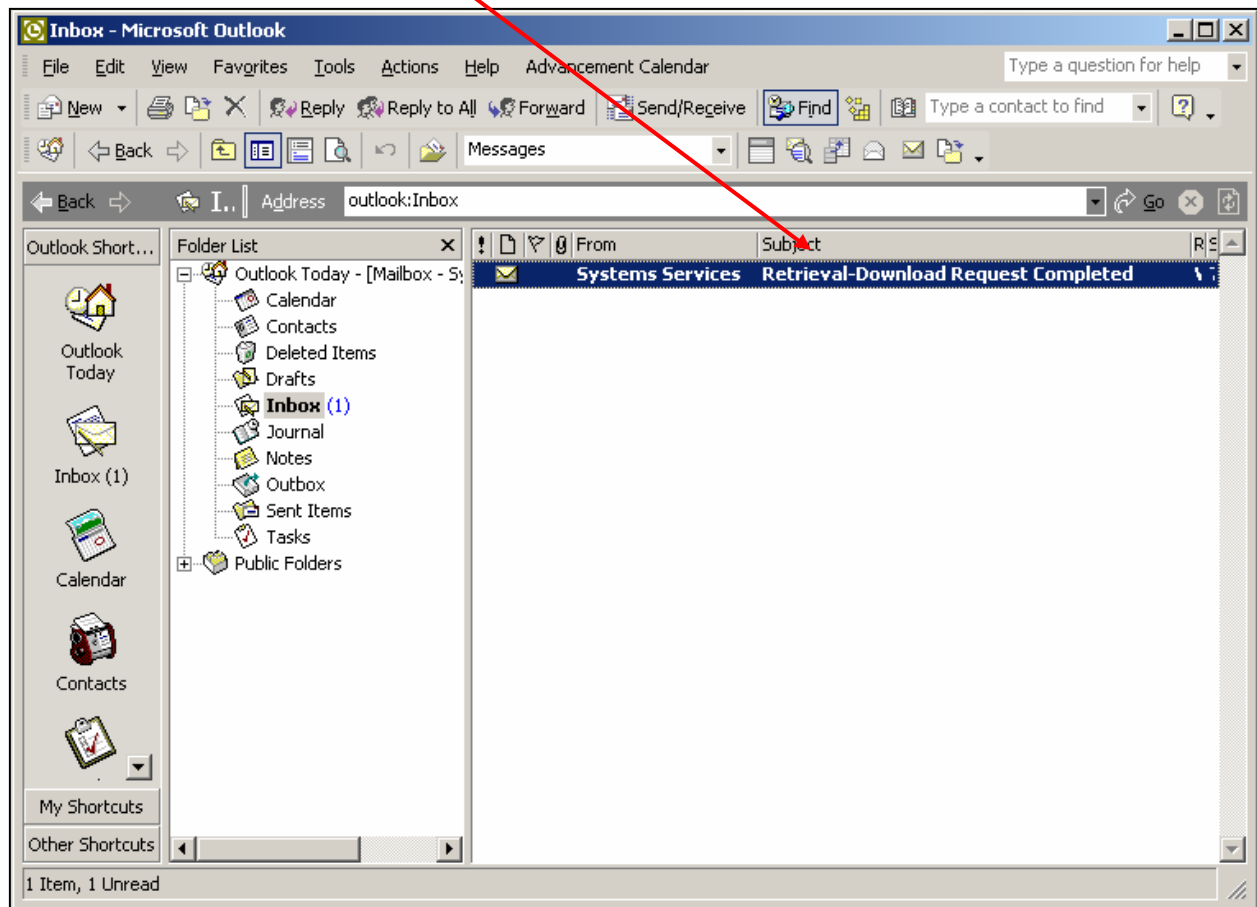


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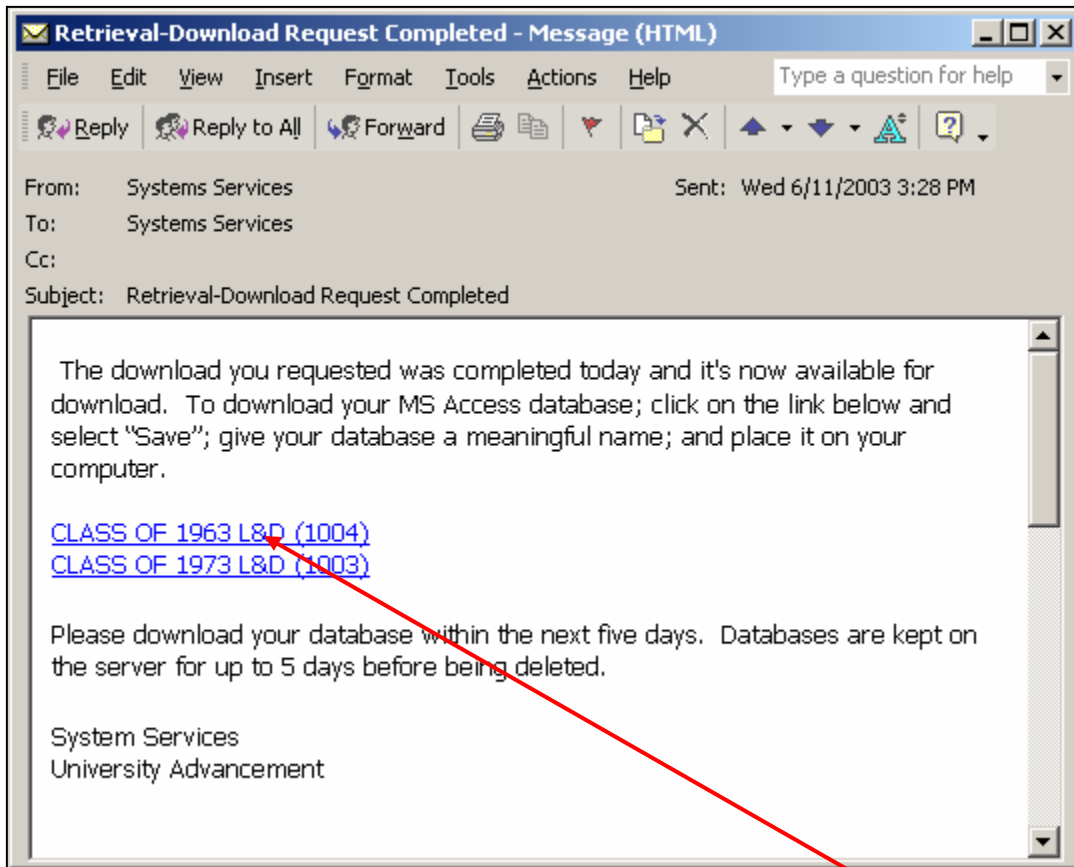
**TRAINING BULLETIN**

**How to Get Your Retrieval-Download:**

If you requested a Retrieval-Download you will receive an email from the Advancement Systems Services Staff when it has been completed. The subject of the email sent to you will be **Retrieval-Download Request Completed.**



The email will look something like the image below:

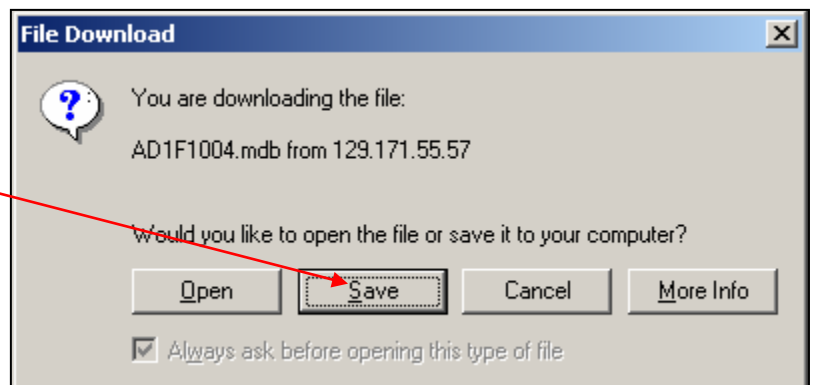


To obtain the MS Access database containing your data, you will **click on the link in your email**.

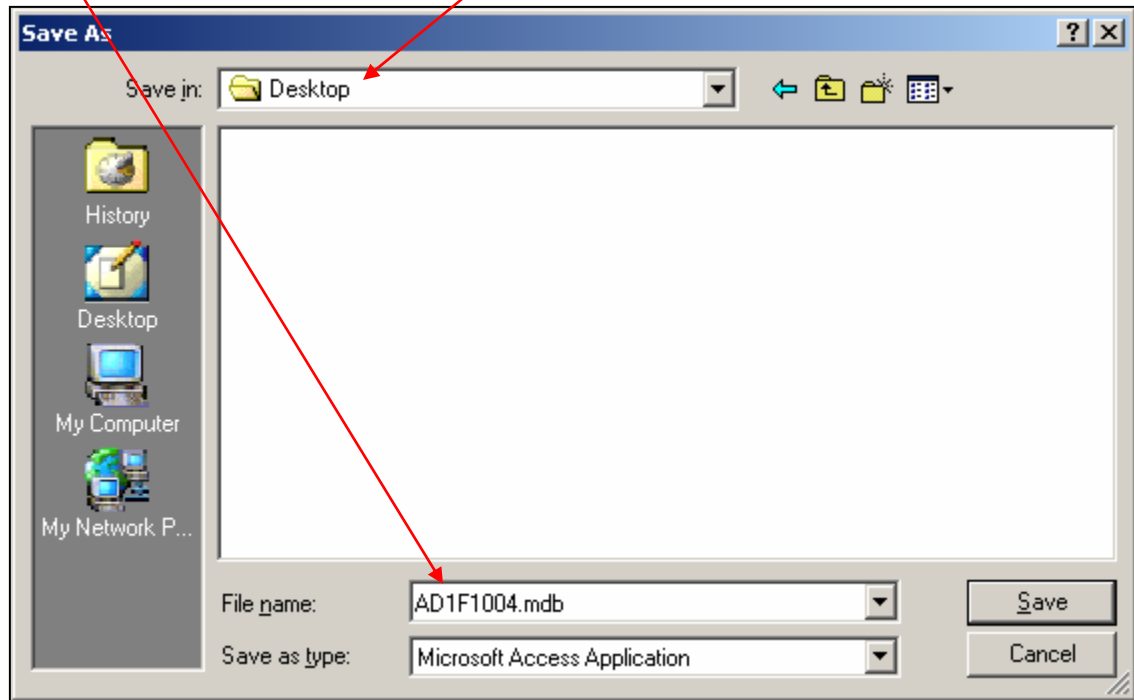
The number of links will vary depending on the number of Retrieval-Downloads you requested -- which were completed on the day the email was sent.

After you click on the link, you will be prompted to indicate what you want to do with the database.

You need to select "Save"



You will then be prompted to indicate where you want to save the database, and what you want to name the database.



**NOTE: Make sure you make a note on where you are saving the database. Give you database a meaningful name.**

Congratulations! You can now open your MS Access database and start using your data.

### **IMPORTANT**

- 1. Downloaded Data Is Current As Of The Date The Data Is Extracted, And Will Progressively Lose Integrity With The Passage Of Time:** Financial data maintained by the DUR System is subject to revisions (i.e. Org Type, Financial Type, transaction amount, etc. may change). Thus, no attempt should be made to reconcile counts and balances disclosed on financial reports published by Advancement Services. Please be aware Advancement Systems Services will not be able to participate in reconciliation activities.
- 2. It Is the Requestor's Responsibility To Properly Interpret And Distribute This Data:** Downloads of DUR data are intended for use by UM's internal development staff. Counts, totals, etc generated from this data should not be used in the preparation of "official" reports which summarize or compare UM's fundraising performance. Extreme caution should be exercised if you use this data to generate constituent correspondence, or for prospect recognition purposes.
- 3. Download Files Contain Confidential Information:** Use of the information on these downloads in an unauthorized manner may result in a violation of the Family Education Rights and Privacy Act (Buckley Amendment) and other confidentiality provisions of state and federal law. This can lead to disciplinary sanctions which may include dismissal from the University of Miami.