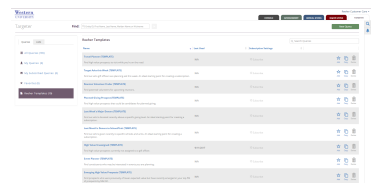# Targeter

Targeter is Fundraiser Performance Management's query tool that is a hub for searching, accessing, and analyzing data. It provides front-line advancement professionals with easy-to-use data filters to build and save queries without help from a database specialist. This latest release of **Targeter**, with a fresh, redesigned interface, extends the usability for users of all levels, so busy fundraisers can spend less time searching for key information and more time using it.

The core components of the Targeter are:

- **Find Search Bar:** Quick search bar that lets you rapidly find a constituent by first name, last name, entity ID, maiden name, or nickname.
- **+New Query**: Allows users to quickly create a brand new query using Fundraiser Performance Management's available filters.
- **Queries Tab**: A list of all available user built queries and Fundraiser Performance Management Templates.
- **Lists Tab**: A view that allows you to see you the results of you subscribed queries as well as allowing you to upload constituent lists into Targeter to append Fundraiser Performance Management data.
- **Results - List View**: Query results are displayed as a list with customizable data columns when this setting is chosen.
- **Results - Crosstab View**: Query results are delivered with a summary of the full query results spread out across two selected variables.
- **Results - Map View**: Query results are delivered geographically within a map that displays population densities down to individual constituents.
- **Subscriptions**: Schedule the delivery of the results of a query to email you on a regular basis.

Targeter Homepage

The **Find** bar is a quick search bar that lets you rapidly find a constituent by first name, last name, entity ID, maiden name, or nickname. Just type in the information you want to use to search and click the arrow to go.

NOTE: Your results from the Find bar will include both Active and Inactive (such as Deceased or Lost) constituents. Inactive constituents will be identified in the second column, Relationship Status, in orange.

The **Queries Tab** on the Targeter homepage allows you to quickly jump to the queries you have created, queries colleagues have saved and shared, queries you subscribe to, or queries that you have marked as favorites. In addition, **Fundraiser Performance Management Templates** are also available to help you get started creating your own versions of commonly requested reports.

Here are the folders in the Queries menu:

- **All Queries**: A list of all of the available queries that you have created, any queries that other users at your institution have made 'Public,' as well as the Fundraiser Performance Management Templates.
- **My Queries**: All queries that you have created and saved. This will include both your Public and Private queries.
- **My Subscribed Queries**: Includes all queries that you have created a Subscription for.
- **Favorites**: Includes any query that you have Favorited by clicking the star to add it. Favorited queries appear in the list with a solid blue star.
- **Fundraiser Performance Management Templates**: Blackbaud Fundraiser Performance Management created and curated query templates that help you get started with some of our most commonly used searches.

The table in the Query Tab includes the following information:

- **Name**: Displays the query name, description, and whether the query is Private, Public, or a Fundraiser Performance Management Template.
- **Last User**: Shows the date you last ran the query. The table defaults to showing the last used query at the top of the list.
- **Subscription Settings**: Displays how often you are scheduled to receive the query's results via a Subscription as well as the total number of subscribers to that query. If no subscription exists, you can click on **+Subscribe** to create a new subscription for yourself.
- **Additional Icons**:
    - **Add/Added** star icon allows you to **Favorite** a query with one click to include it to your Favorites folder. A solid star means the query has been added as a favorite. Click again to remove the query as a favorite.
    - **Copy** icon lets you begin to create a new copy of an existing query. You will be required to give your new copy a unique query name.
    - **Delete** lets you permanently delete any query that you have created. This will also remove any subscriptions that have been created using this query.