

## CREATE AN APPLICANT REPORT



Open LCL by double clicking on the LCL icon on the desktop.

Wait for LCL to open. A splash screen will appear telling you that LCL is processing (be patient and wait for it to open on its own).

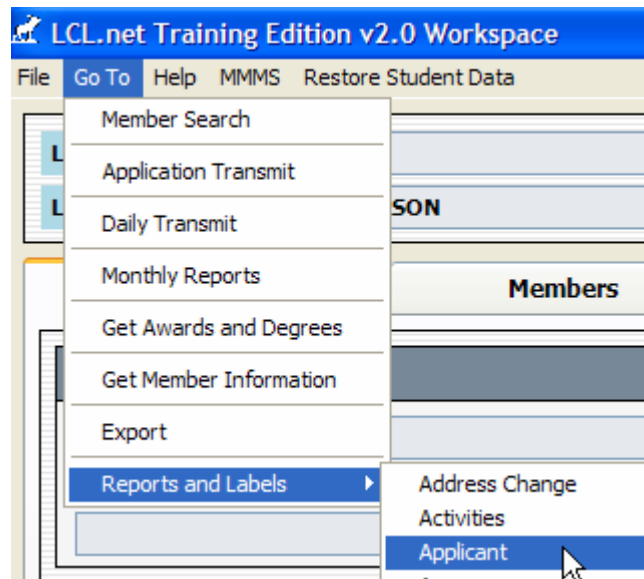
When the Login screen appears enter the User Name and appropriate password and click LOGIN.

When LCL opens you will be at the FRU Information screen which looks like this:

LCL.net Training Edition v2.0 Workspace  
File Go To Help MMMS Restore Student Data

Lodge Number	9999
Lodge Name	JEFFERSON

FRU Information Members Applications Sponsors



Select **“Go To”** from the top of the screen.

Next select **“Reports and Labels”** and then slide over and down to **“Applicant”**.

The Applicant Reports/Labels screen will appear. Complete the fields as follows:

**Applicant Reports/Labels**

Reports  
 Labels  
 Applicant  
 ApplicantRoster

Select Reports to create a report or Labels to create labels

Select Applicant if you want to run a report for applicants; Use the “**Applicant Roster**” selection to create a report for calling the applicants to invite them to a

**Selection**

Application Code  
 All - Excluding Comp ▾

Application Status  
 All ▾

App Received Start  
 5/1/2007 ▾

App Received End  
 2/12/2008 ▾

The application code can be used to select a specific application code or “All” can be used to select all applicants.

The Application Status is used to select a specific application status or “All” can be used to select all status’.

The “**App Received Start**” and “**App Received End**” selections are for ending a specific period that you would like the information for (i.e., fraternal unit year or fraternal unit year to date

The Sort selection is to select a specific way in which you would like the data sorted.

**Sort**

Application Number  
 Name  
 Application Code  
 Application Status  
 Sponsor ID  
 App Received Date

**Create Report**

The Application Code field can be used to select a specific code such as New, Multiple

**Selection**

Application Code  
 All - Excluding Comp ▾

All - Excluding Comp

1 - New

1 - Multiple Membership

2 - Re-Enroll

3 - Reinstate

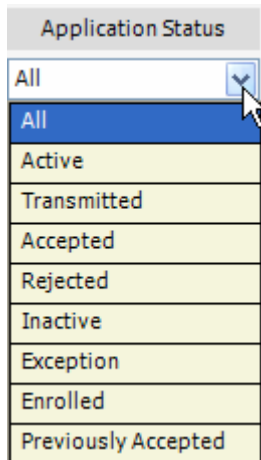
5 - Transfer In

L - Comp Member

Membership, Re-Enroll, Reinstate, etc.

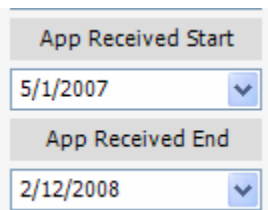
If you wanted to identify a specific type for reporting you can but if you leave it defaulted to “**All-Excluding Comp**” it will give you all applicants for the fraternal unit. If you only want one specific one then select it.

The Application Status field can be used to only identify a specific type of application status



The screenshot shows a dropdown menu titled "Application Status". The menu is open, showing a list of options: "All", "Active", "Transmitted", "Accepted", "Rejected", "Inactive", "Exception", "Enrolled", and "Previously Accepted". The "All" option is currently selected and highlighted in blue. A mouse cursor is visible over the dropdown arrow.

I usually leave it defaulted to “**All**” since the Applications area of LCL net provides separate tab for the various Application status’.



The screenshot shows two date selection fields. The first field is labeled "App Received Start" and has the date "5/1/2007" selected. The second field is labeled "App Received End" and has the date "2/12/2008" selected. Both fields have a dropdown arrow on the right side.

The “**App Received Start**” and “**App Received End**” fields are used to identify a specific period of time. If you wanted to run a report for this fraternal unit year you would select an “**App Received Start**” of 5/1/200\* and allow the program to default to today’s date for the “**App Received End**”. (if you were wanting to run a report for a prior year you would change the dates to the appropriate start and end dates. (i.e., 5/1/200\* to 4/30/200\* for last year’s campaign).

The Sort section of the screen is used to determine how you want the data to sort.

**Sort**

- Application Number
- Name
- Application Code
- Application Status
- Sponsor ID
- App Received Date

If you want to create a report to populate the membership poster then you might want to sort by Sponsor ID so that all the applicants for a particular sponsor are sorted together and can be counted together.



Next click the **Create Report** button to create the report. The report will appear in the right hand part of the screen.

**Report**

Main Report

02/12/2008 - 10:22:11PM
LOYAL ORDER OF MOOSE  
MOOSE LODGE JEFFERSON NO. 9999
Page 1 of 1

**APPLICANT REPORT**

Applicant Information	Sponsor Information
051000019 Tell, William Home Phone (630) 897-9999 Dues Owed \$ 0.00 Status Enrolled Fee Owed \$ 0.00 App Code 5 - Transfer In	Sponsor has not been selected.  Home Phone Application Received 01/19/2008
051000021 Perkins, Ken Home Phone Dues Owed \$ 0.00 Status Enrolled Fee Owed \$ 0.00 App Code 3 - Reinstate	002202396 Pavloff, Riley Home Phone Application Received 01/19/2008
051000022 Sparks, Jason Home Phone (630) 897-9999 Dues Owed \$ 0.00 Status Enrolled Fee Owed \$ 0.00 App Code 1 - New	002285142 Hacker, Will Home Phone Application Received 01/19/2008
051000017 Cobb, Don Home Phone (815) 562-1112 Dues Owed \$ 0.00 Status Enrolled Fee Owed \$ 0.00 App Code 1 - New	008284765 Leyton, Beau Home Phone Application Received 01/19/2008



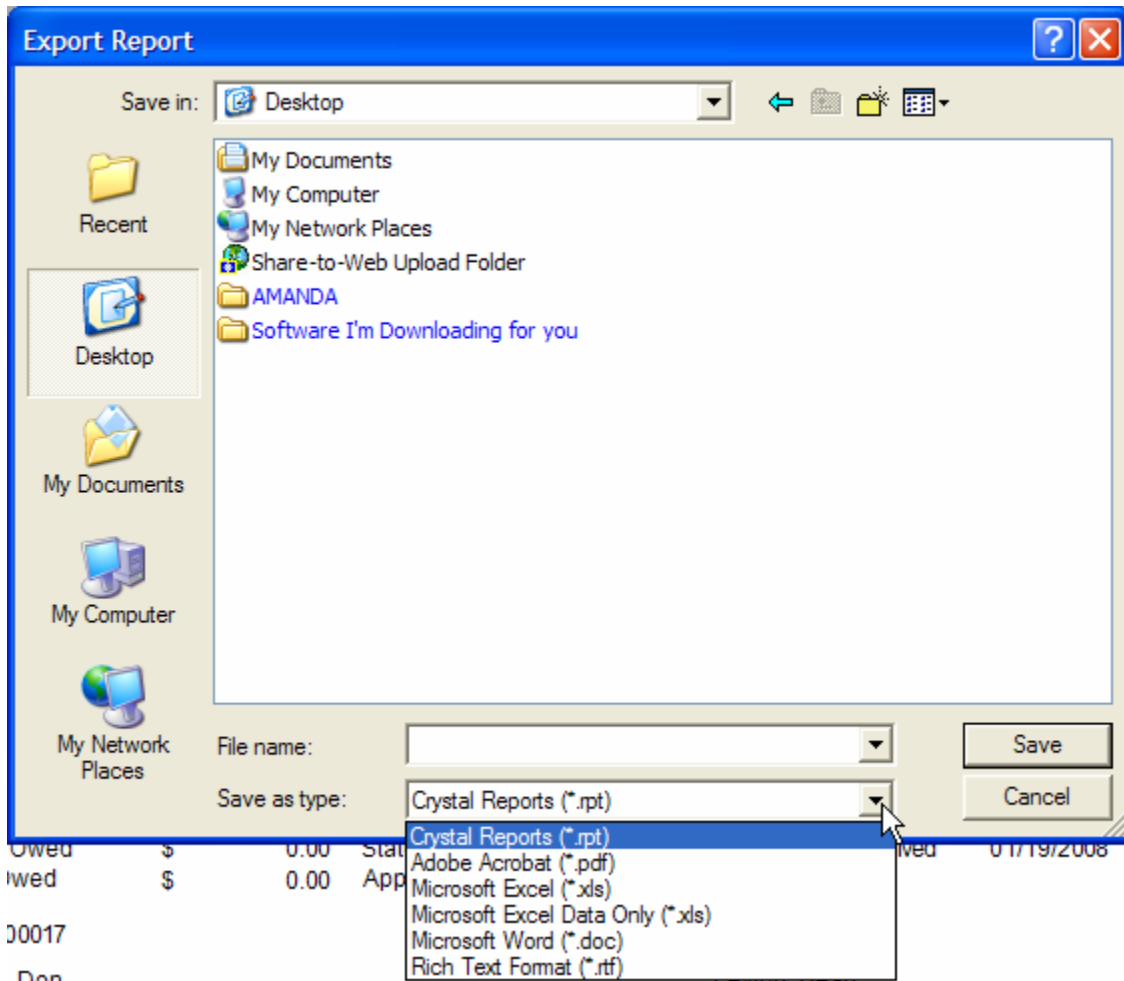
The icons at the top of the screen are for exporting or printing the report.

The first icon is the Export icon and can be used to export the report so that you can save it and then email it. The second icon is the Printer icon which can be used to print the report. To

determine what each icon means simply move your mouse over the icon and a drop down will appear telling you what the icon represents.

When you select the Export icon notice that you can choose where to save it and can also select what format you want to save it in. I recommend that you choose Adobe Acrobat as it is compatible with all computers and easiest for users to review and print.

If you want only the data contained within the report so that you can bring it into a spreadsheet program such as Excel and then change the columns of data, sort them and/or manipulate the data in the report, then choose “**Microsoft Excel Data Only (\*.xls)**” and it will save it in a format that will allow you to bring it into the spreadsheet program. (**Note:** not all of the reports will be downloaded as a comma separated value file).



If all you want to do is print the report then you will be able to take the data from the printed report and use it to populate the membership poster with the information you desire.

This report is also a good report for validating whether or not a WOTM Chairman or anyone working for personal honors has the required enrolled applicants.