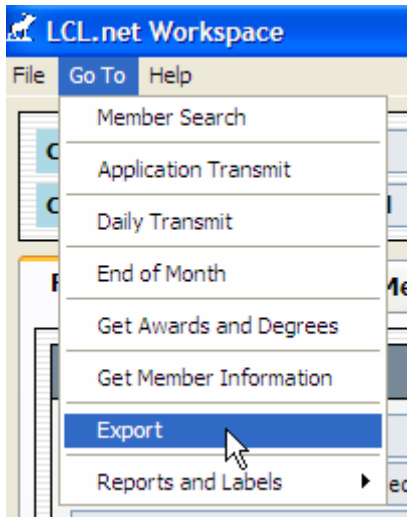
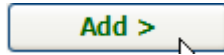


HOW TO USE THE EXPORT FEATURE IN LCL

In LCL go to the Go To menu and select Export.



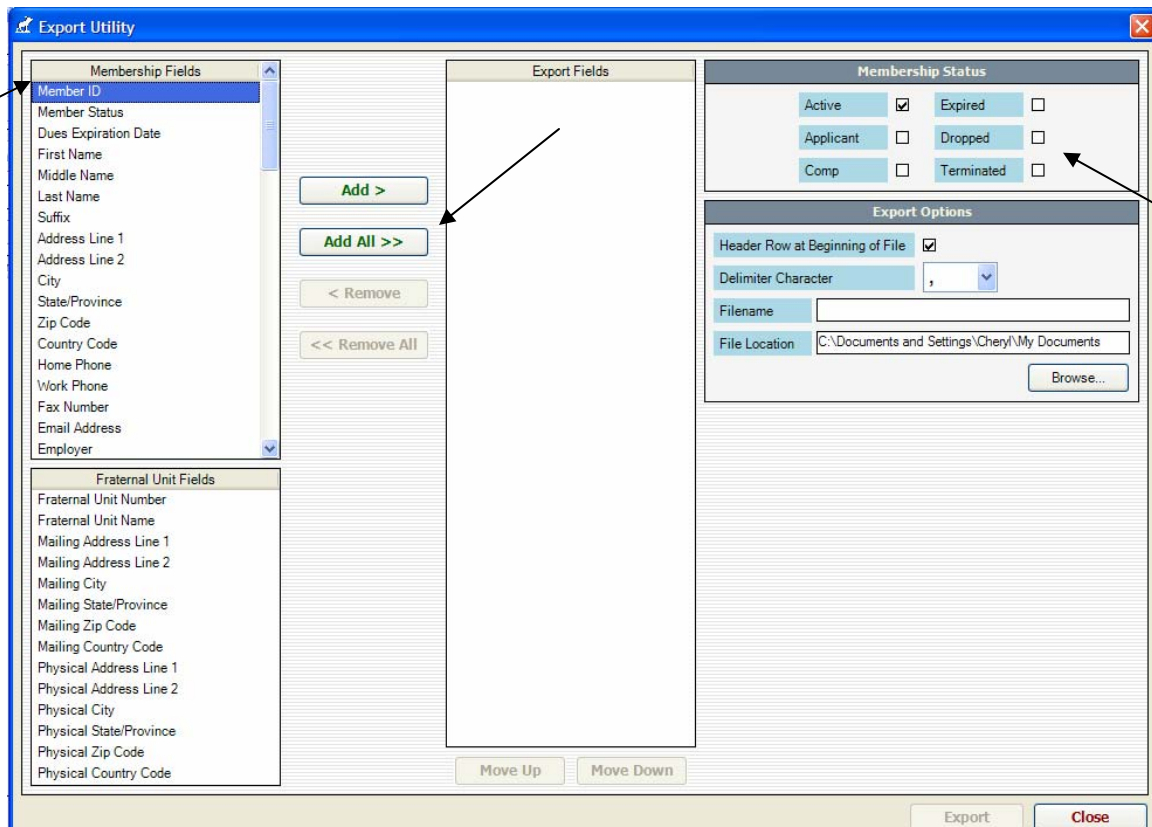
Select the items that you would like to have exported to the file. To select them you will click the item in the left hand portion entitled “Membership Fields” and then click the



button to move it to the field entitled “Export Fields”. There is also an

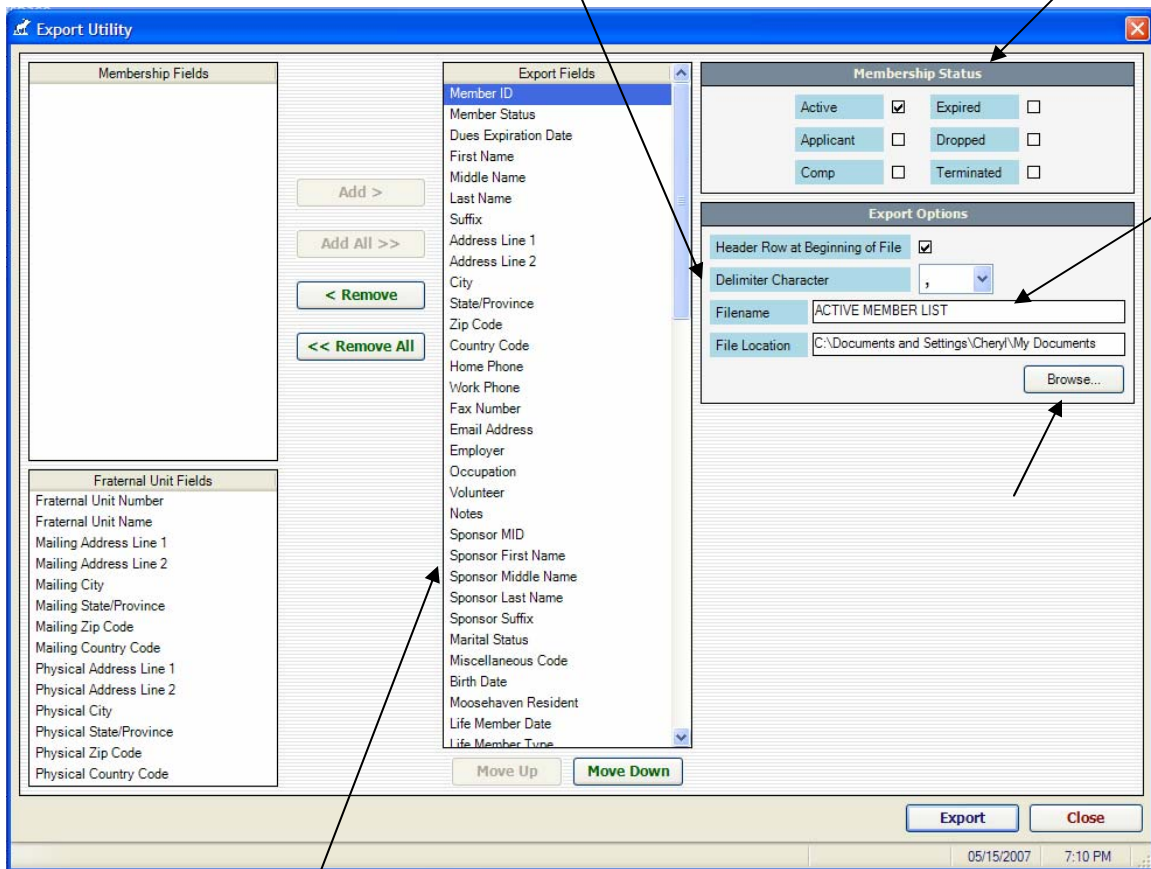


button that can be used to move all available fields into the “Export Fields” area of the screen for export.



Notice that you have the option to choose All Membership Status's (i.e., Active, Expired, Dropped, Terminated) or only a desired type (i.e., Applicant, or Comp).

Next it will be necessary to select the "Delimiter Character" type that you would like to separate the values in the downloaded file. It defaults to comma. This is called a "comma separated value" or "csv" file.

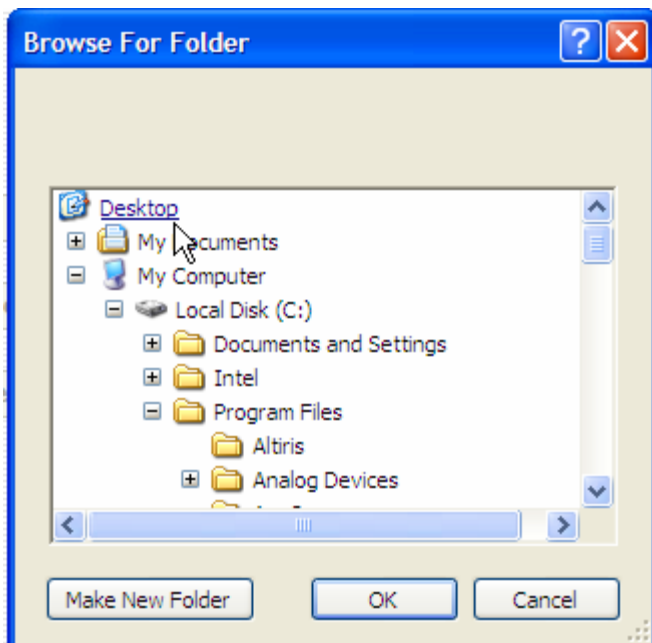


Notice that all fields were moved to the middle by clicking the "ADD" button on each item that you selected in the "Membership Fields".

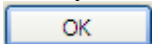
The next step is to enter the desired Filename.

Filename ACTIVE MBR LIST

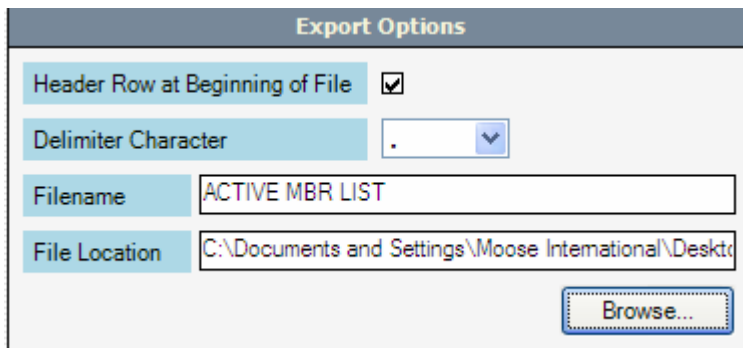
The next step is to identify the location that you wish the file to be saved to. The default is "My Documents", this can be changed by selecting the Browse... button.

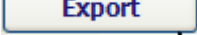


Here you can choose the Desktop or another location to save the file to. Next select

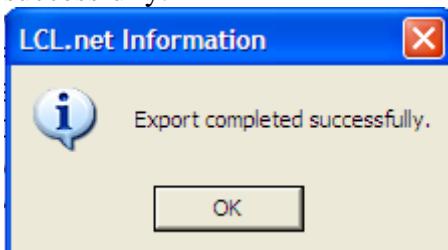


This will put the location into the “File Location” field.



Now you can click the  button to export the file to the location you identified.

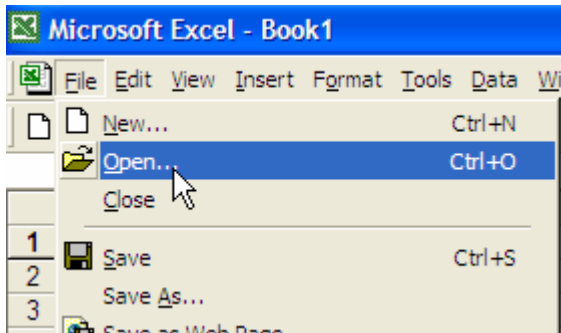
The following dialog box will appear telling you that the export has been completed successfully:



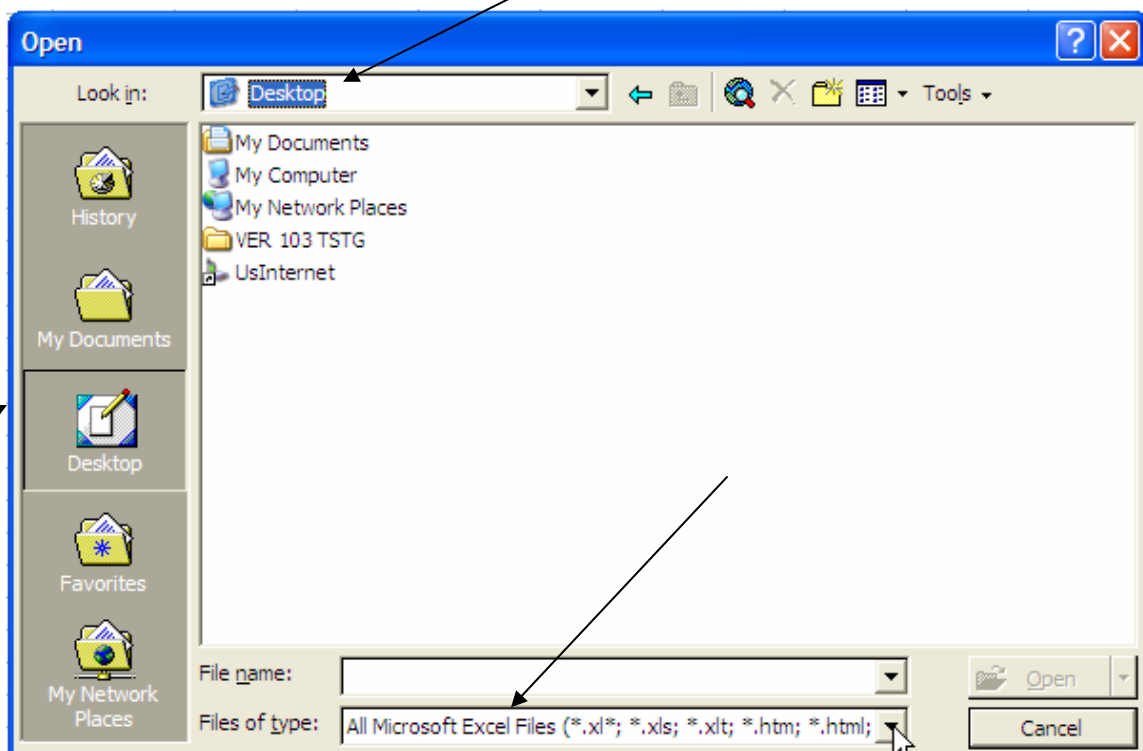
The file will now be saved in the location you specified.

NOTE: It is recommended that if you don't know how to use Microsoft Excel you go to the Moose University website at www.knowledge.elementk.com and take the Microsoft Excel tutorial to help you understand more about the functionality available in this spreadsheet program.

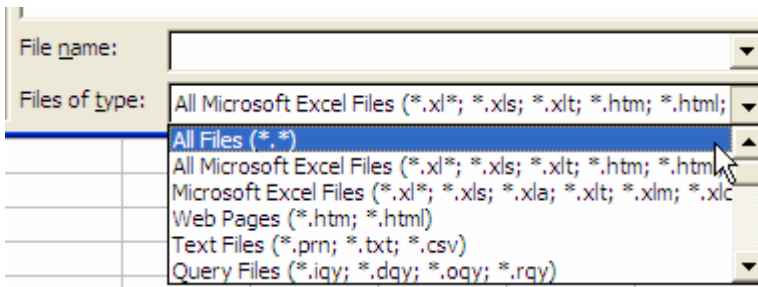
Next open Excel and choose File, Open from the menu bar.



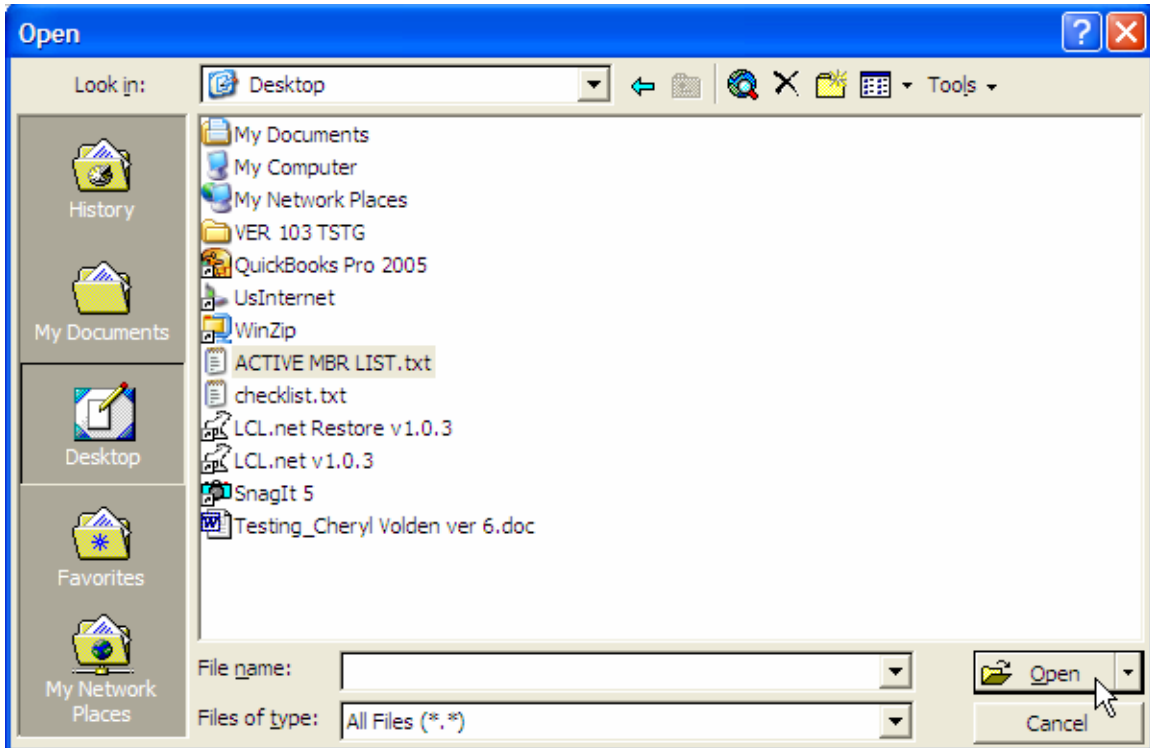
The following dialog box will appear to ask you where (what location on the computer) you want to get the file that you want to open from.

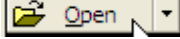


It will be necessary to find the file in the location you identified when you did the export in LCL. Since I chose the desktop I must go there to find it. Excel automatically defaults to its known file types. It will be necessary to change this field to read "All Files" so it can read the one that is on your desktop. This can be done by selecting the drop down arrow next to the "Files of type" field and choosing "All Files (*.*)".

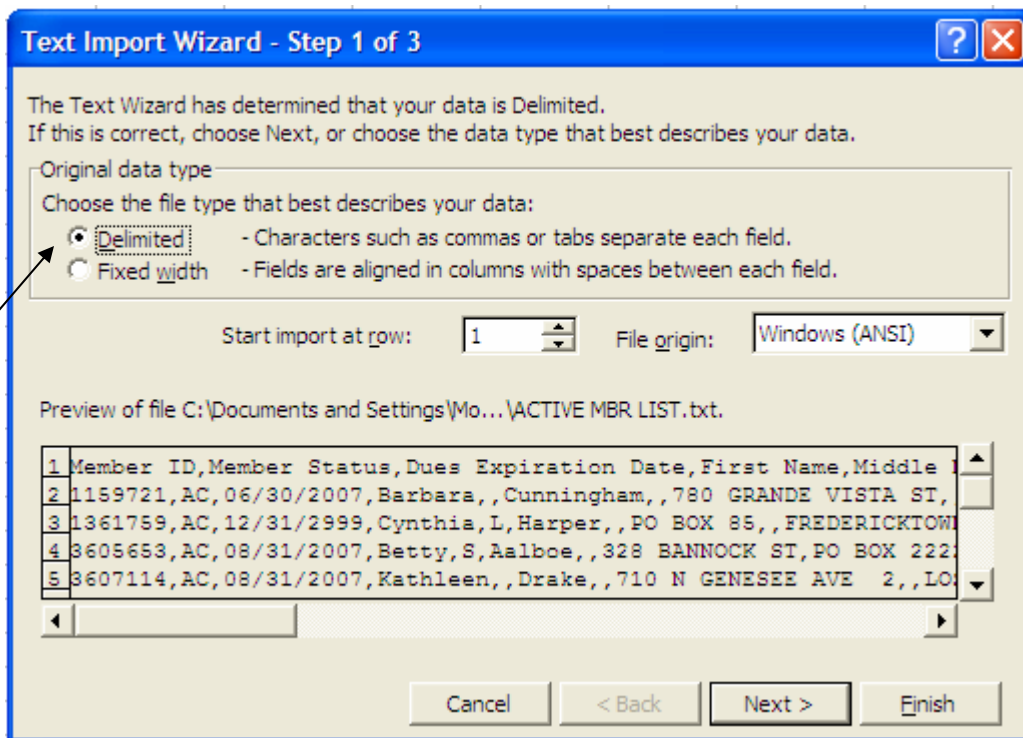


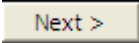
Notice that now all files that are currently on the Desktop are displayed in the window.



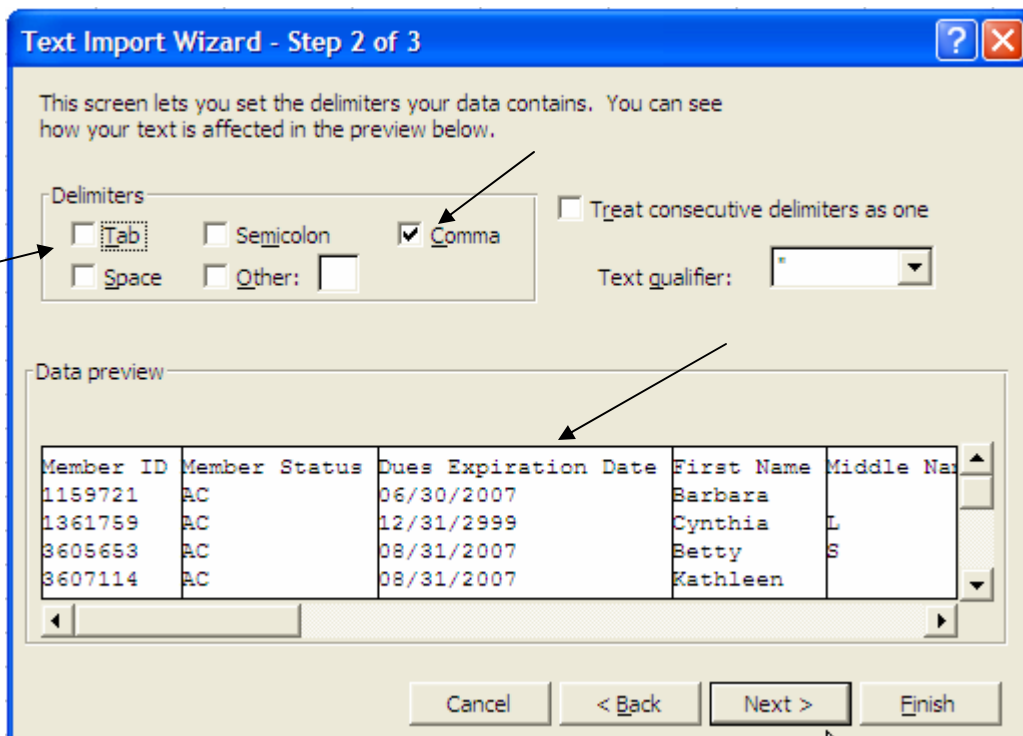
Next select the file that you exported and click  to open the file.

The following window will appear to allow you to tell Excel how to separate the fields that have been downloaded through the export.



Step one requires that you tell Excel what type of characters or spacing is contained within the file that it must use to break the data into columns of data. Allow it to stay selected as Delimited and click .

Next you must tell Excel what character is dividing the string of data. We know it is a “comma” because that is the character defaulted in the Export Utility in LCL. (Plus you can see it in the screen capture above—a comma is separating each column of data in the file).

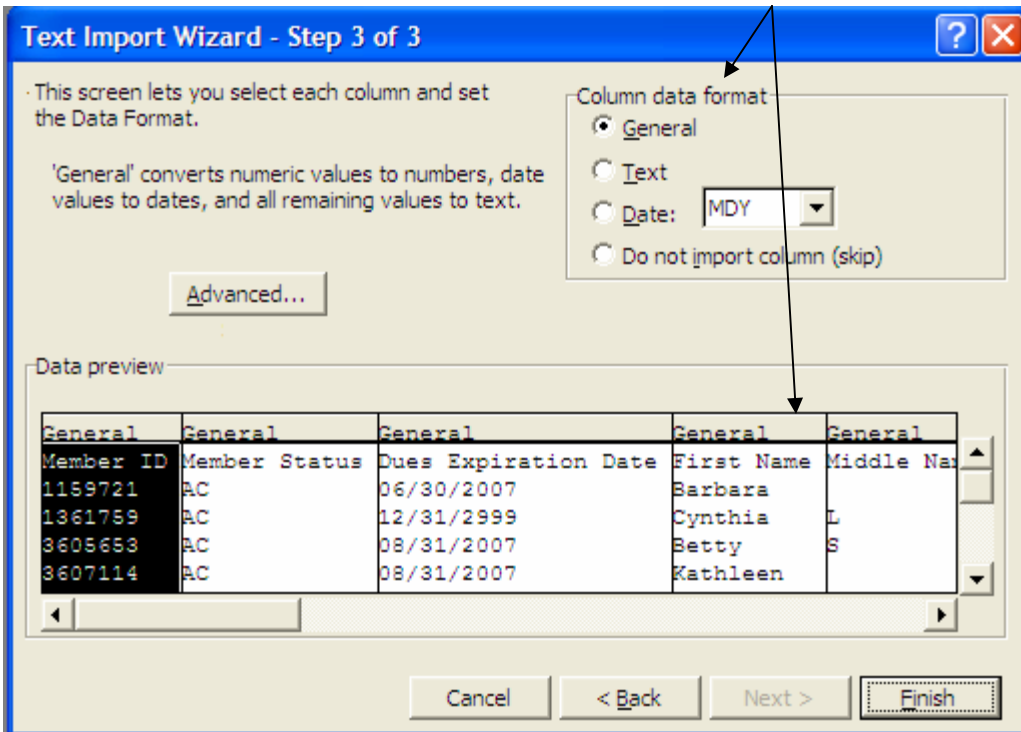


So click in the box that says “Comma” and uncheck the TAB box.


Notice that the data has now been separated into separate columns of data rather than the previous display that showed the commas.

Choose .

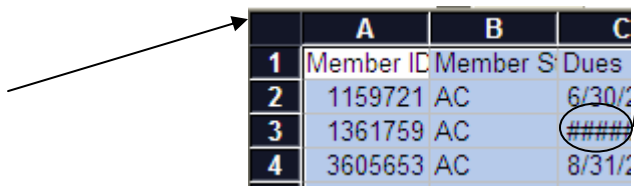
The next step is to decide if you want the data to be brought into Excel as a data field or as some other type of field. This is important for knowing how the data is going to be read and then displayed in the columns within Excel.





For instance the zip code might not format or be brought over properly if it is not identified as a “TEXT” field rather than a “GENERAL” field. You can click on each field and change the column data format to whichever you choose. For instance I would change the “Zip code” to Text vice General so that it will format properly when you get done with the import wizard.

Now click  to bring the data into the spreadsheet.

The data will now need to be formatted by column and “made pretty”

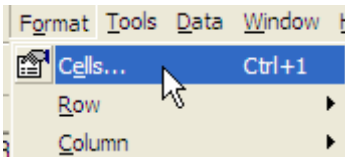


Click in the top corner box of Excel to highlight the entire spreadsheet. Now double

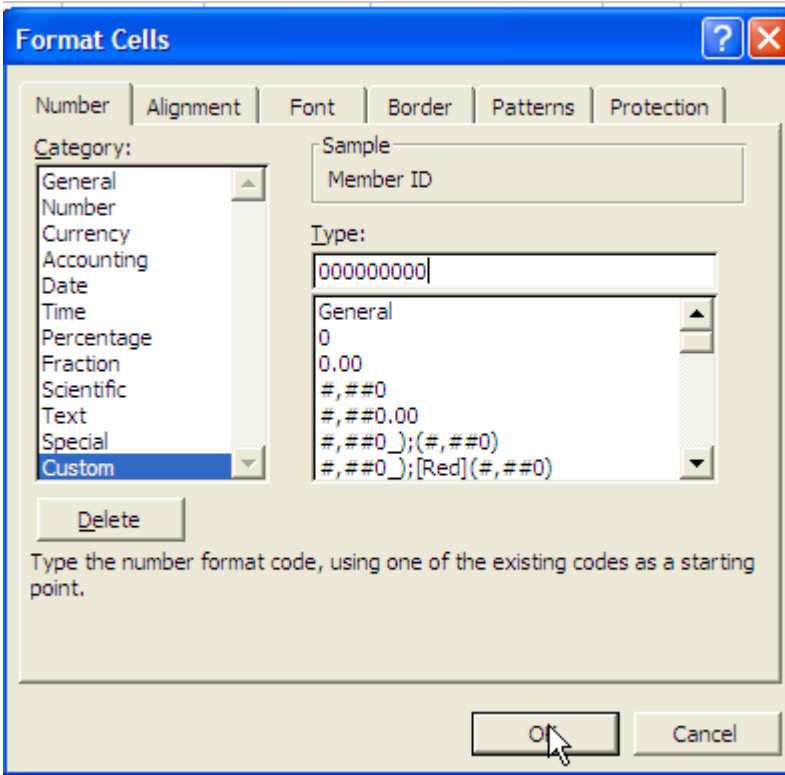
click  at the end of the first column where your cursor will turn into a  bar so you can increase the column size for each column’s full width of data.

Notice that the data is now wide enough for you to see all the data contained in the fields.

To fully display a 9 digit MID for each member go to the top of the Excel screen and select Format, Cells....



Select Custom and enter 00000000 in the Type field. This tells Excel that you wish the column to be fully populated with a full nine digits and it will zero fill the column of data to ensure that it is populated with 9 digits.

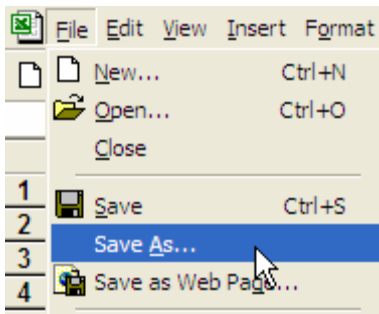


Click OK to populate the field using the custom settings.

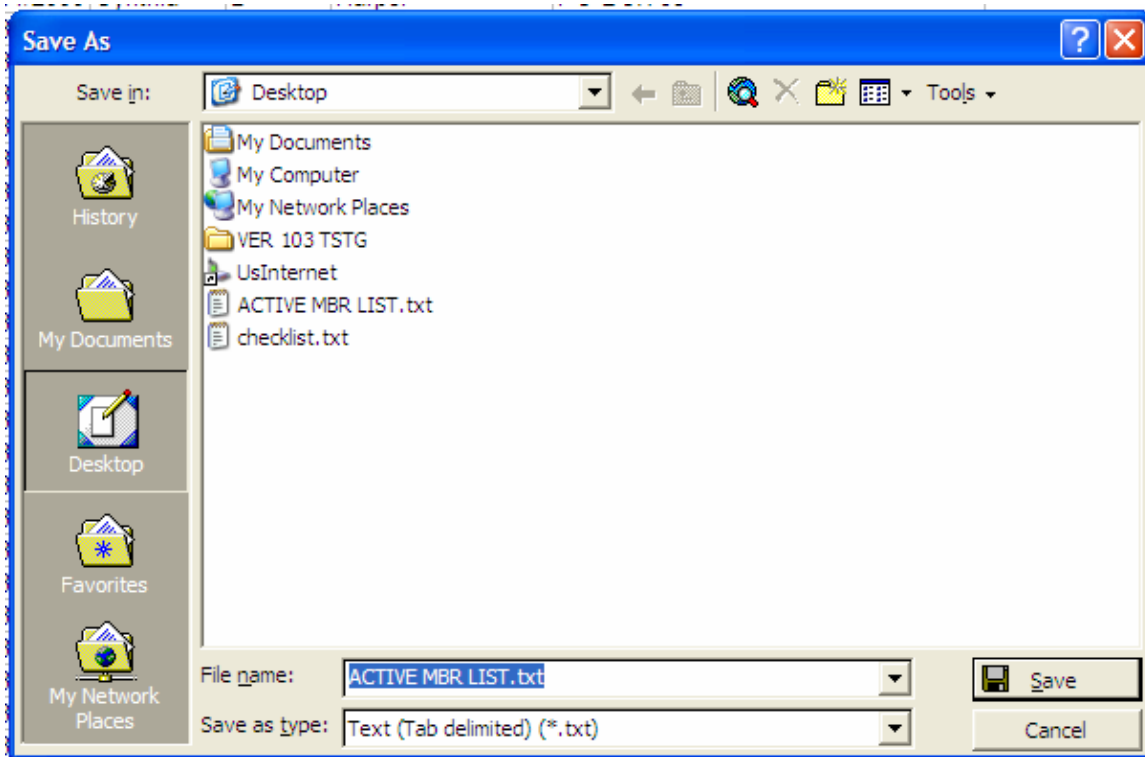
	A	
1	Member ID	M
2	001159721	AC
3	001361759	AC
4	003605653	AC
5	002607111	AC

When you are ready to save the file it must be saved in an Excel format.

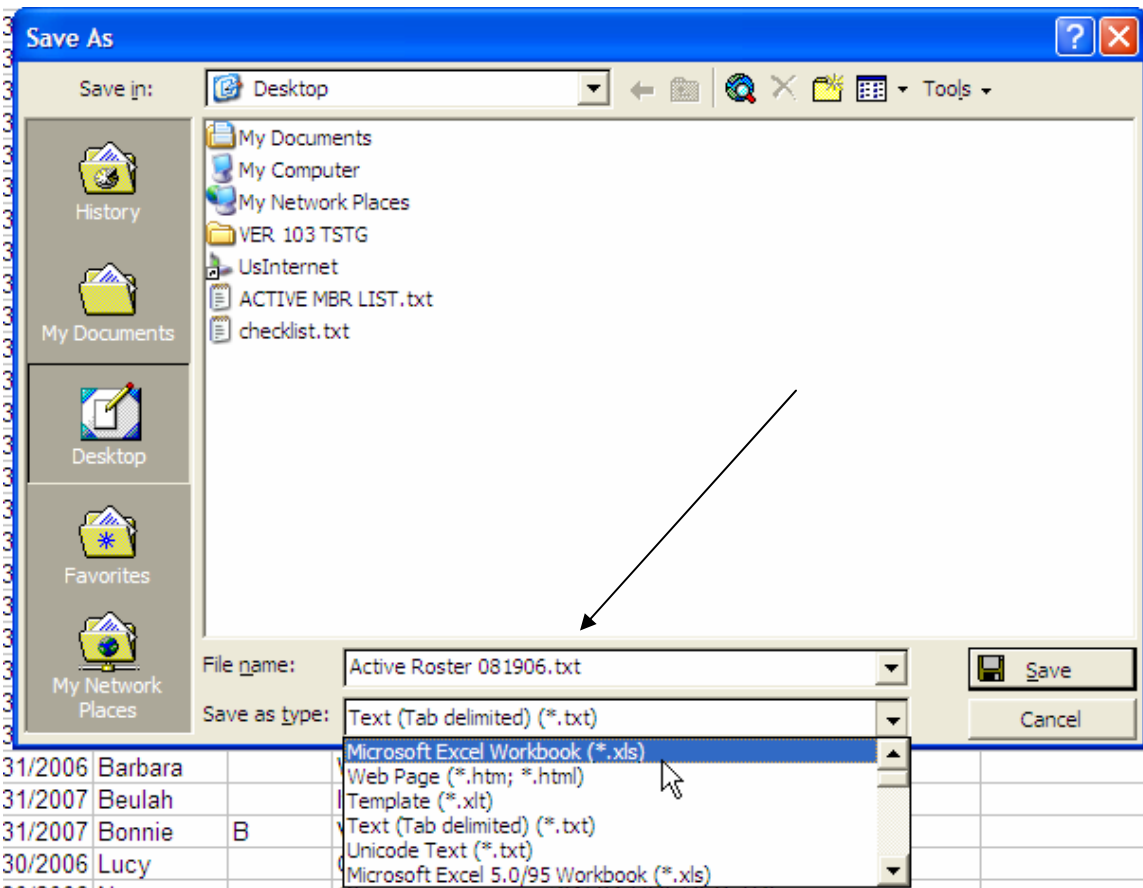
Go to the Excel menu bar and choose File, Save As...



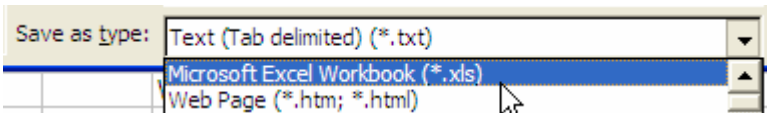
The following dialog box will appear asking you where you want to save it (Save in) and as what file type (Save as type).



Choose a name that is desirable to you.

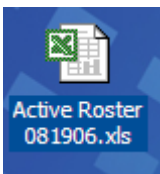


Also ensure that the “Save as type” is selected as Microsoft Excel Workbook so that the proper extension will be showing on the file.



Also ensure that the “Save in:” which is the location that you want the file saved to is correct.

The file will now be saved in that location with the new name and as an Excel file.



This is the icon on my desktop.

I now have the new and improved Active Roster saved in Excel.