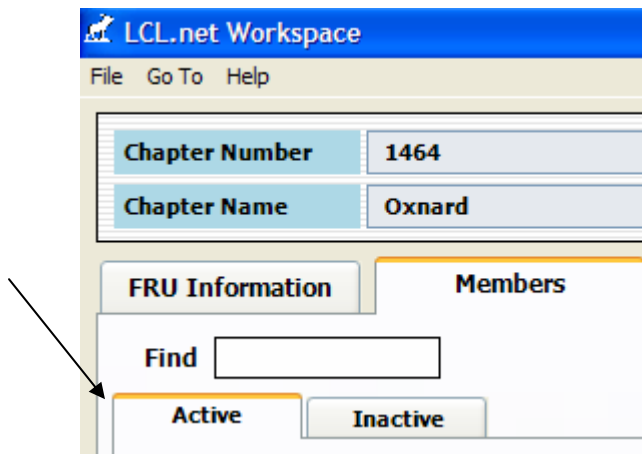
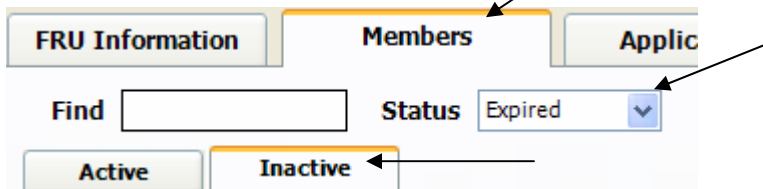


PRINTING AN ACTIVE LIST

The **LCL.net** software considers members to be in an **Active** status when their dues are current in your LCL.net database. These are the members who appear in the **Members** tab with the **Active** tab selected.

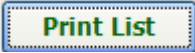


If they are “**Expired**” (meaning that their dues are past due even by one day) then they will appear in the **Inactive** tab of your **LCL.net** database. These members can be retrieved by selecting the **Inactive** tab under the **Members** tab and selecting **Expired** from the drop down list under the Status selection.



These members must be printed separately using the “**Printing an Expired List**” procedure that can be found on the CNMA website.

If a member is showing with a status of “**Dropped**” in the fraternal unit’s **LCL.net** database then they will appear in the **Inactive** tab of your **LCL.net** database. These members can be retrieved by selecting the **Inactive** tab under the **Members** tab and selecting **Dropped** from the drop down list under the **Status** selection. These members must be printed separately using the “**Printing a Dropped List**” procedure.

In **LCL.net** there are two methods for printing a list of Active members in your fraternal unit. The easiest method is to go to the **MEMBERS** tab. The screen will default to all **ACTIVE** members in your fraternal unit. There is a new button in the lower left hand corner of the screen entitled **PRINT LIST**. 

When this button is clicked the following Print Preview window is displayed.

Print Preview

File View Tools

100 %

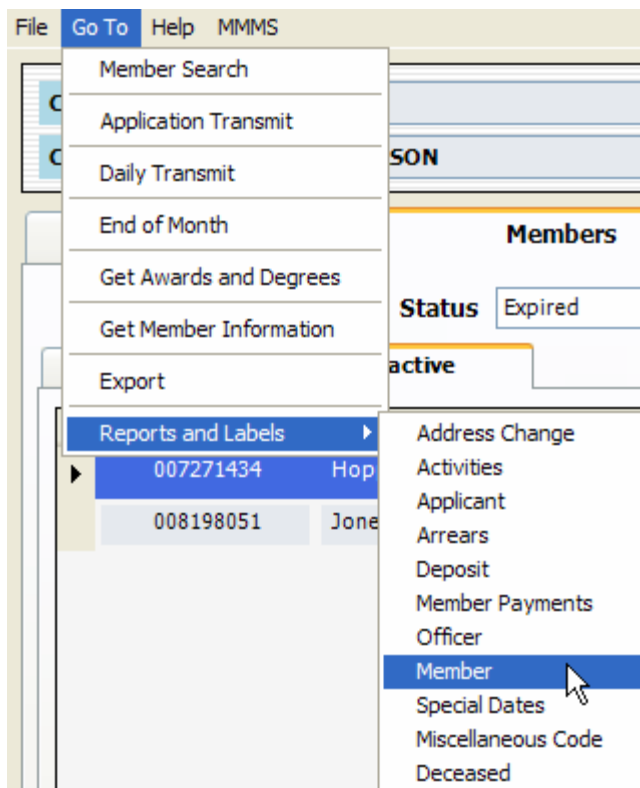
1

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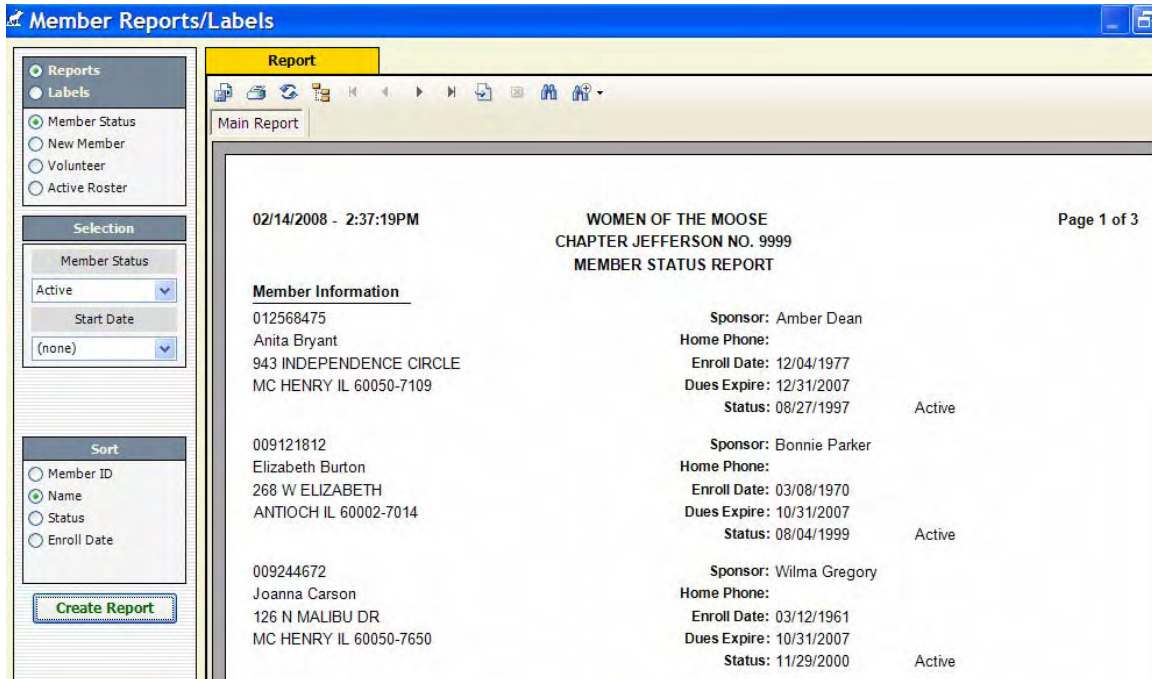
Member ID	Name	Home Address	Home Phone	Status	Dues Expiration Date
012568475	Bryant, Anita	943 INDEPENDENCE CIRCLE, MC HENRY, IL, 60050-7109		Active	12/31/2007
009121812	Burton, Elizabeth	268 W ELIZABETH, ANTIPOCH, IL, 60002-7014		Active	10/31/2007
009244672	Carson, Joanna	126 N MALIBU DR, MC HENRY, IL, 60050-7650		Active	10/31/2007
005708604	Comber, Dianne	1776 CONCORD RD, FREMONT, WI, 54940-8664		Active	09/30/2007
013492397	Conner, Diana	55 TIMBER TRAIL, CHICAGO, IL, 60002		Active	09/30/2007
013763022	Dillon, Pam	23 SYCAMORE, CHICAGO, IL, 60002		Active	09/30/2007
005621460	Emmerson, Susan W	25 W POETRY AVE, ANTIPOCH, IL, 60002-8228		Active	09/30/2007
002261157	Gage, Nancy	263 WELLS FARGO, DEERFIELD, IL, 60015-2904		Active	12/31/2007
002260785	Grant, Melissa	41 N MORELL RD, ANTIPOCH, IL, 60002-8819		Active	Life Member
005621088	Gregory, Wilma	11227 CHAMPLAIN, ANTIPOCH, IL, 60002-1667		Active	12/31/2007
005707973	Hall, Rachel	947 ROCKWOOD RD, ANTIPOCH, IL, 60002-9018		Active	12/31/2007
005630685	Holt, Cynthia	349 LAKESHORE DR, LAKE VILLA, IL, 60046-8127		Active	12/31/2007
004136607	Jefferson, Marianne	41 MONTICELLO DR, ANTIPOCH, IL, 60002		Active	12/31/2007
006193761	Jones, Debbie	25 N LAKE DR, ANTIPOCH, IL, 60002-8754		Active	12/31/2007
005630548	Mahoney, Jane	PO BOX 638, NORTHFIELD, IL, 60093-8628		Active	09/30/2007
003565506	Parker, Bonnie	PO BOX 633, ANTIPOCH, IL, 60002-0632		Active	Moosahaven
002261287	Plumer, Christine	13237 ROSELAND DR, ANTIPOCH, IL, 60002-1661		Active	12/31/2007
005709748	Simons, Fran	5432 BELLWOOD AVE, HIGHWOOD, IL, 60040-1201		Active	09/30/2007
005707829	Stellino, Nancy	6331 BELLMONT AVE, GLENCOE, IL, 60023-2146		Active	Life Member
005620494	Sullivan, Margaret	234 RIDGELAND RD, MC HENRY, IL, 60050-2035		Active	Life Member
005621286	Swimmer, Carol	10219 151ST AVE, BIGFALLS, WI, 53179-9656		Active	Life Member

To print the report, click the printer icon  in the upper left hand corner of the screen.

The second method for printing a report of **Active** members is to go to the **Go To** at the top of the **LCL.net** screen, select **Reports and Labels**, and slide down to **Member** and click.

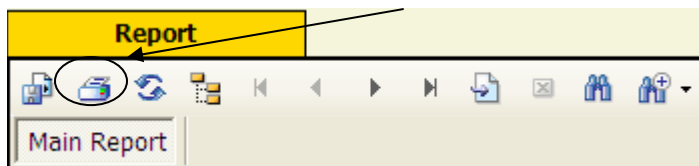


Select **Member Status**, then select Member Status “**Active**” from the drop down list under **Selection** and then choose the way that you would like it to sort under the **Sort** selection. In this example below “**Name**” is selected.



When you click the **Create Report** button to create the report, the report will appear in the right hand side of the screen as shown above.

To print the report simply click the printer icon shown in the top of the screen and the printer should start to print.



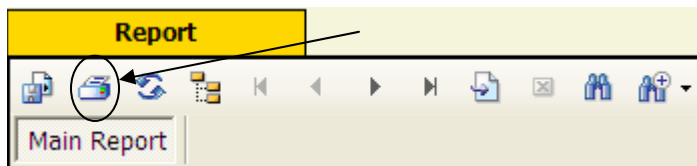
This will create a report that has all the information for the members.

This is the report that you should review to see if anyone might be missing so that the discrepancy can be corrected. Action will need to be taken on these members after you identify specifically what is wrong with their information.

To create a report for the Bar Manager a different selection should be made on the screen.

You will select “**Active Roster**” and Sort by Name. This will give you a printed list with the Member ID, Member Name and dues expiration date.

To print the report simply click the printer shown in the top of the screen and the printer should start to print.



NOTE: It is important to recognize that these reports are generated based on the data that resides in the fraternal unit’s database. It is possible that the data is not accurate so some manual adjustment to the report may be necessary. Remember that the “**GET MEMBER INFORMATION**” function on the **Go To** menu can be used to ensure that the most current information on a member is contained within the fraternal unit’s database.