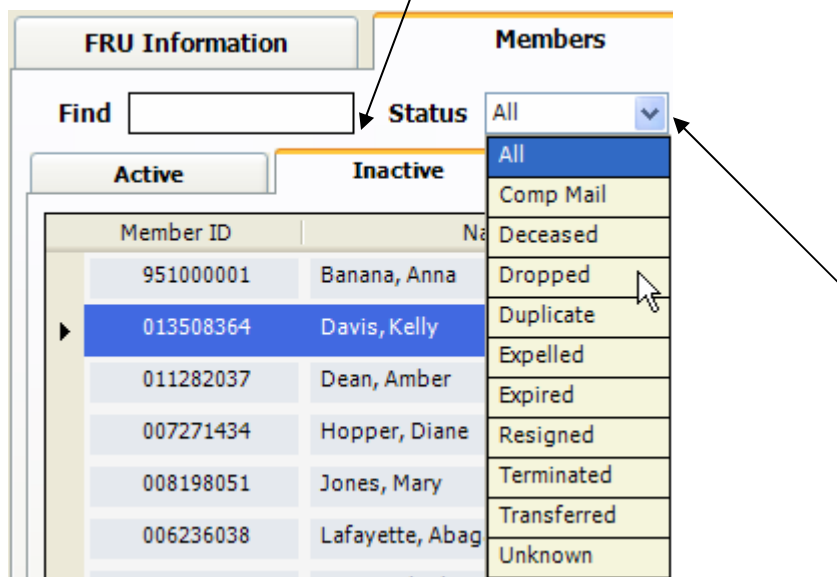


## PRINTING A DROPPED LIST


Members whose dues are past the dues expiration date by 12 months but their dues expiration date is less than 24 months past due will be showing in your **LCL.net** database with a status of **DROPPED**. These members will appear in the **Inactive** tab of your **LCL.net** database and must be retrieved separately from your Active Roster.

In **LCL.net** there are two ways to get a **DROPPED** list. The easiest method is using the **Print List** button that can be found in the lower left hand corner of the **MEMBERS** tab in **LCL.net**. To get a **DROPPED** list you must click the **Inactive** tab and then use the **Status** drop down to select the type of list you would like displayed in the Member List.



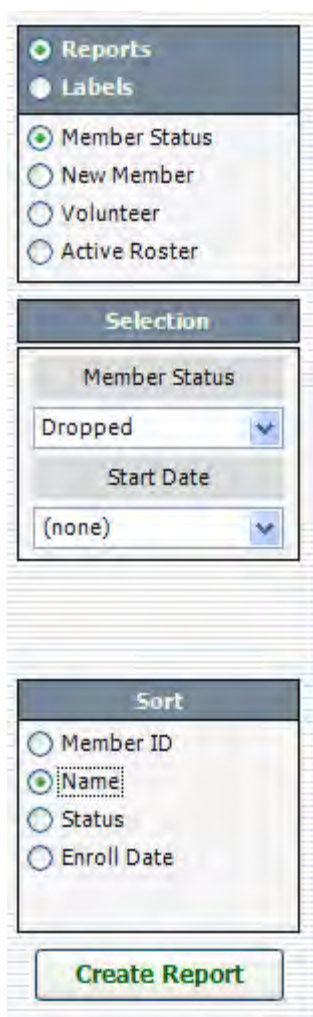
Selecting **DROPPED** will show all **DROPPED** members in the display list within the screen. Click the **Print List** button to generate the list of **Dropped** members.

Member ID	Name	Home Address	Home Phone	Status Change Date	Status	Dues Expiration Date
951000001	Banana, Aona	123 MAIN ST, OMAHA, NE, 12345		05/15/2007	Comp Mail	N/A
013508364	Davis, Kelly	234 MAPLE, CHICAGO, IL, 60002		09/23/2002	Transferred	09/30/2003
011282037	Dean, Amber	200 SMOKEY LANE, HIGHLAND PARK, IL, 60035-1704		03/15/2005	Dropped	04/30/2006
007271434	Hopper, Diane	348 EASY CT, HILLSDALE, FL, 33540-1842		05/02/2006	Expired	09/30/2006
008198051	Jones, Mary	3744 WEBBER AVE, ANTOOCH, IL, 60002-1630		06/01/2006	Expired	11/30/2006
006236038	Lafayette, Abigail	1515 DRURY LANE, MCHENRY, IL, 60050-7652		09/30/2002	Terminated	06/30/2002
951000003	Lopez, Charlie	23456 DRURY LANE, LOS ANGELES, CA, 90002		05/15/2007	Comp Mail	N/A
012030736	Miller, Jane	123 GREEN STREET, CHICAGO, IL, 60002		09/30/2001	Terminated	06/30/2001
008588045	O'Brien, Sharon	261 KING JAMES RD, ANTOOCH, IL, 60002-8242		09/30/2002	Terminated	03/31/2002
013691738	Saucer, Sally	77 HILL STREET, CHICAGO, IL, 60002		08/23/2005	Deceased	01/31/2006
951000002	Smith, Mary	765 CASCADE DR, OXNARD, CA, 93033		05/15/2007	Comp Mail	N/A
013564384	Trett, Jean	188 HILL STREET, CHICAGO, IL, 60002		09/23/2005	Deceased	04/30/2006
013492373	Turner, Mary	199 BRIDGE VIEW COURT, CHICAGO, IL, 60002		01/23/2002	Transferred	09/30/2003
010557761	Williams, Vanessa	897 DOWNSIDE AVE, ANTOOCH, IL, 60002-1423		12/29/2005	Dropped	04/30/2006
013630263	Youner, Kathy	345 MILLER, CHICAGO, IL, 60002		12/31/2005	Dropped	04/30/2006

A Print Preview window will be displayed to show you what the report is going to look like. To print the report you must click the printer icon  which is in the upper right hand corner of the screen. The report will be printed as it appears in the screen.

Another method for printing a **Dropped** list so that you can review it and determine if some folks might need to be updated by Moose International because they have paid their dues to the fraternal unit or the fraternal unit mailed the dues to the Lockbox you will need to use the following procedure.

Go to the top of the **LCL** screen and select **Go To**, then **Reports and Labels**, then slide down to **Member**. Select **Member Status** and then under **Selection** choose from the drop down list and select “**Dropped**” and then Sort by “**Name**”. The **Start Date** field can be used to narrow the list down to a specific group of **Dropped** members (i.e., the ones that were moved to dropped by the latest sweeper run).



The screenshot shows a vertical menu on the left side of a software interface. At the top, there are two main categories: 'Reports' (selected with a green dot) and 'Labels'. Under 'Reports', there are four sub-options: 'Member Status' (selected with a green dot), 'New Member', 'Volunteer', and 'Active Roster'. Below this is a section titled 'Selection' with two dropdown menus. The first dropdown is labeled 'Member Status' and has 'Dropped' selected. The second dropdown is labeled 'Start Date' and has '(none)' selected. Below the 'Selection' section is another section titled 'Sort' with four radio button options: 'Member ID', 'Name' (selected with a green dot), 'Status', and 'Enroll Date'. At the bottom of the menu is a green button labeled 'Create Report'.

Click “**Create Report**” to create the report and display it on the right hand side of the screen.

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



This list can be used to verify that the member's dues have NOT been paid.

Moose International has provided information on what will need to be forwarded to Dues Exceptions in order to resolve any discrepancies with members who have paid but are not yet updated in **LCL.net**. See the "**DUES EXCEPTION PROCEDURE**" on the CNMA website for additional information on this process.

This report will need to be reviewed periodically to determine if additional discrepancies may need to be addressed by the fraternal unit.