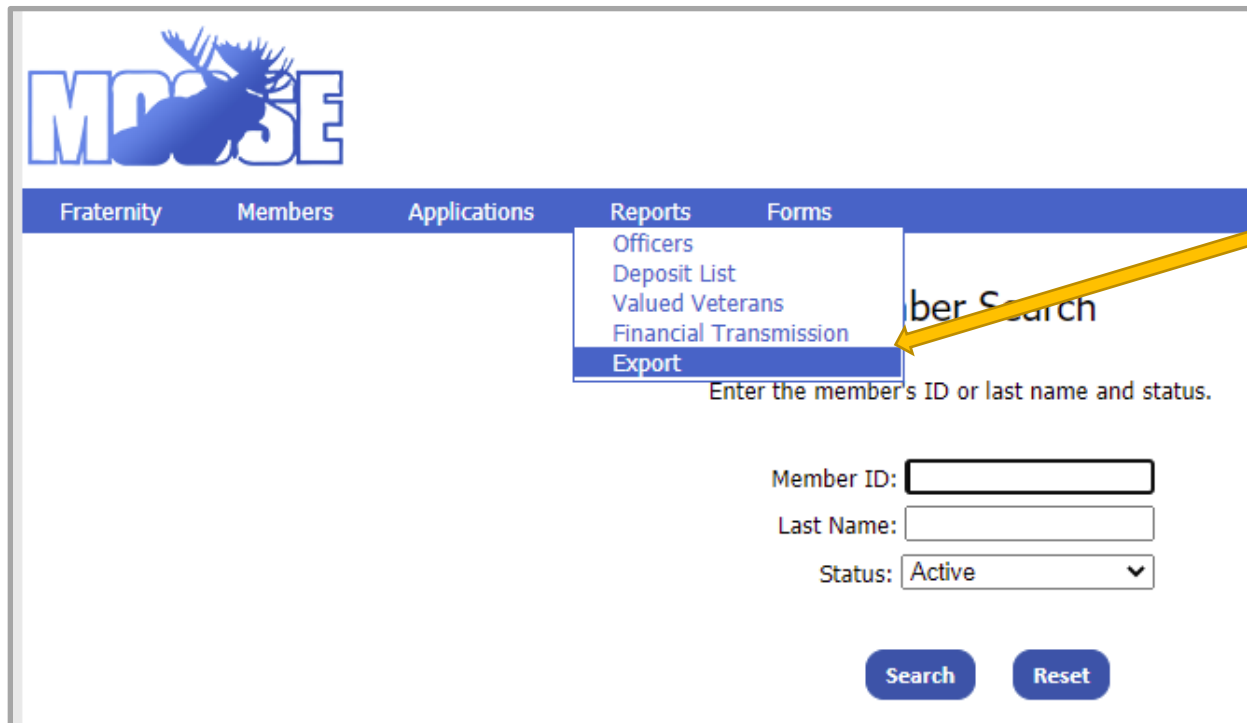
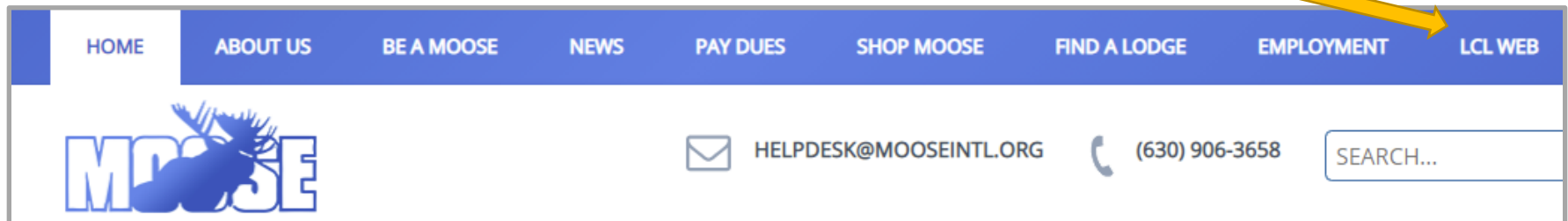


PRINTING A DROPPED LIST

Reporting in LCLWeb is currently done by “Exporting.” The best part of this feature is YOU decide what You want in the report. Go to the Moose International Web Page www.mooseintl.org. Click on “LCL WEB.”



From the next window choose Reports, then Export.

PRINTING A DROPPED LIST

This will bring up the Report Export Window. From here your choices are unlimited.

Member Fields – Contains all the choices for items you would like in your report. Such as Name, Address, Member ID, Dues Expiration Date, and etc.

Report Fields – This box will contain the fields that you have chosen from Member Fields.

Member Status – This box will contain the Status of the members you are looking for.

Fraternal Unit Fields – Never used for Member Reports.

Export Options – Defaults to best used for Excel.

Try them out and test for what you might want. Next few pages have examples of choices.

PRINTING A DROPPED LIST

An example of an address list for Dropped Members. One can choose First Name, Middle Name, Last Name or Full Name. In this example “Dropped” is chosen. This report might be useful as is for a general list or print labels using Microsoft Word Mail Merging. This example shows that the “Full Name, Address Line 1, Address Line2, City, State/Province and Zip Code fields have been chosen. You might want to include Enroll Date or Expire Date to be used in a List Report.

Report Export

Member Fields:

- Select All
- Member ID
- Member Status
- Dues Expiration Date
- Title
- First Name
- Middle Name
- Last Name
- Suffix
- Country Code
- Home Phone

Fraternal Unit Fields:

- Select All
- Fraternal Unit Number
- Fraternal Unit Name
- Mailing Address Line 1
- Mailing Address Line 2
- Mailing City
- Mailing State/Province
- Mailing Zip Code
- Mailing Country Code
- Physical Address Line 1
- Physical Address Line 2

Report Fields:

- Select All
- Full Name
- Address Line 1
- Address Line 2
- City
- State/Province
- Zip Code

Member Status:

- Active
- Application
- Deceased
- Dropped
- Expired
- Terminated

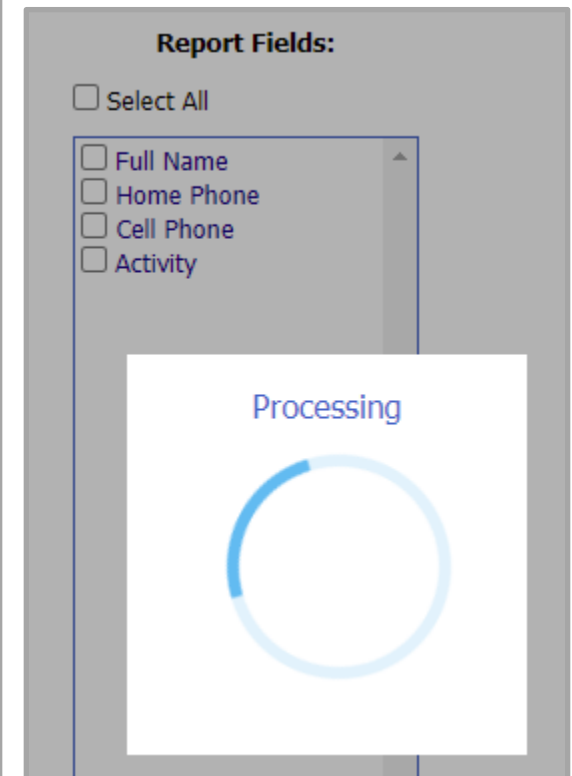
Export Options

Field delimiter: [,]

Header row at beginning of file:

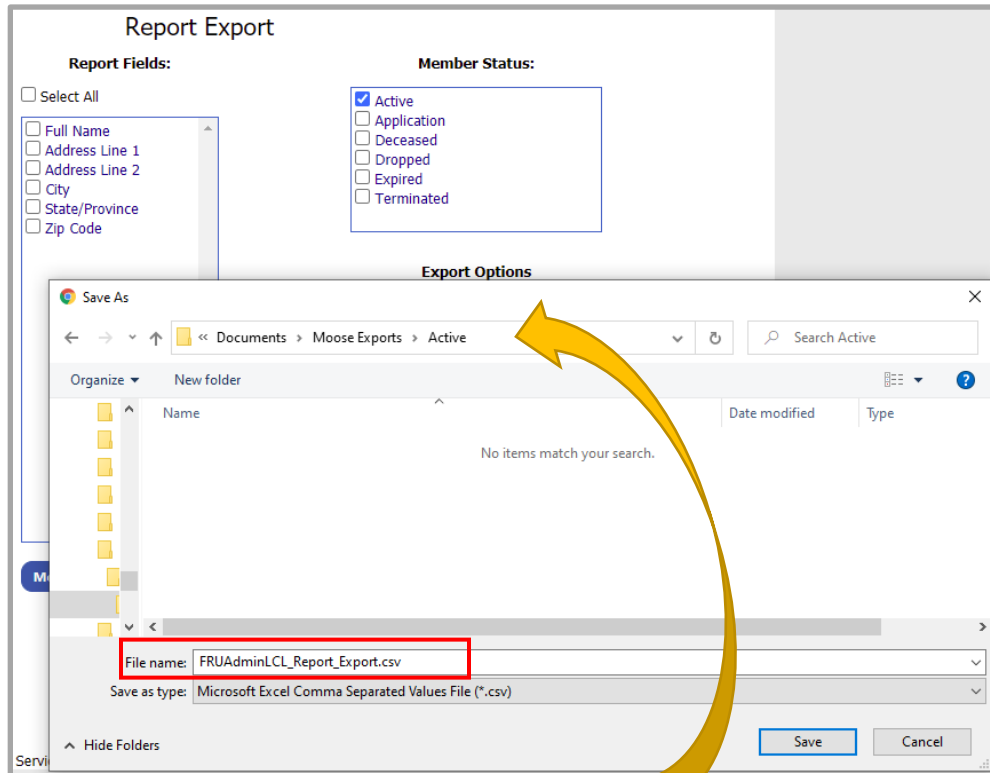
Buttons: Add >, < Remove, Move Up, Move Down, Export Data

“Export Data” button will bring up a “I am working” window.



PRINTING A DROPPED LIST

Once it has accumulated the required information it will bring up the Explorer Save AS Window.



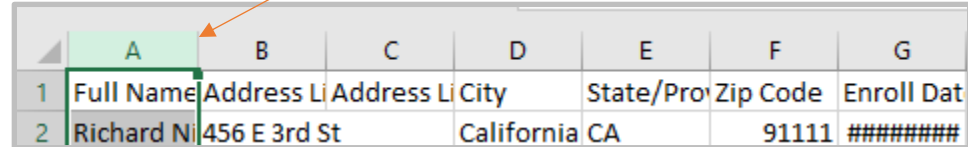
As you can see it should bring up the last “Saved” location. Make sure to change this location as needed. Desktop is not a good place to save to. Make a Directory (New Folder) under Documents.

It will automatically fill in a “File Name” which you should change to a name of your choice. Such as Dropped Members “Month” and “Year.”

PRINTING A DROPPED LIST

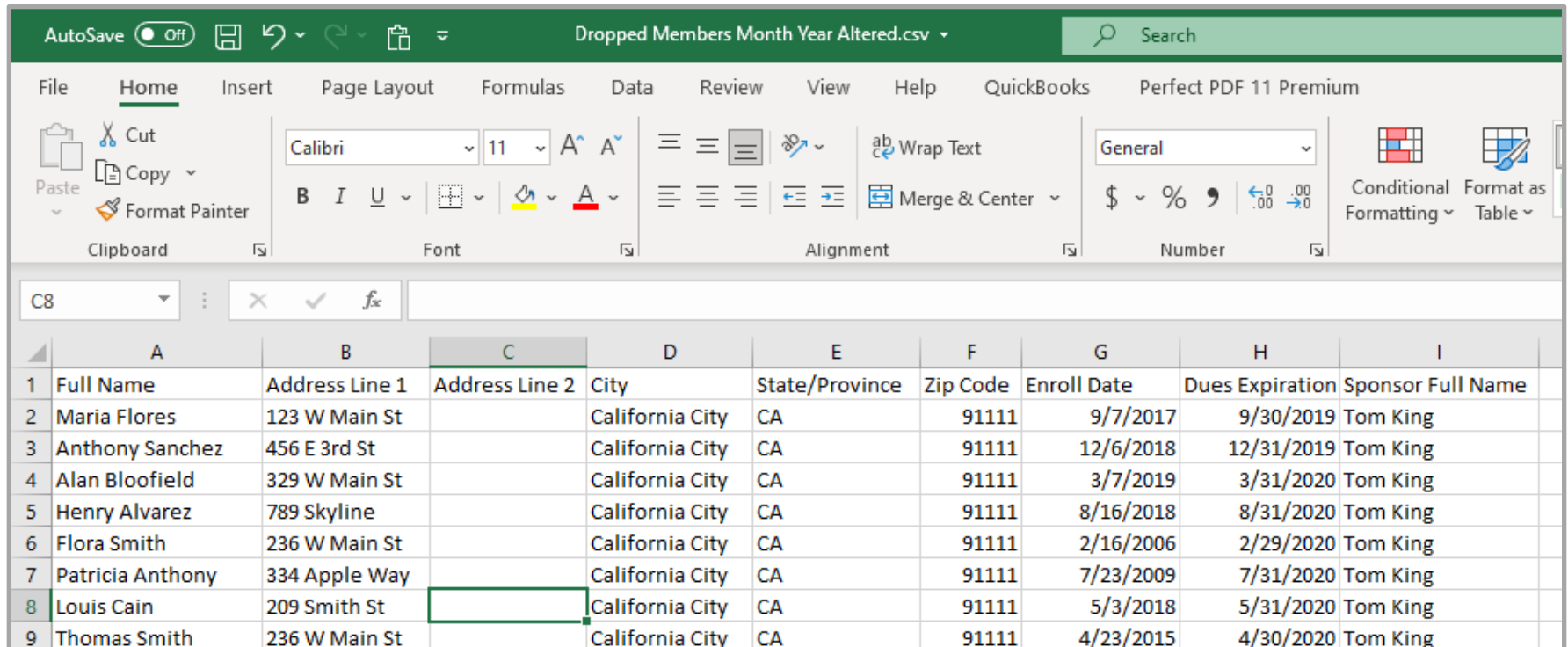
Using Excel to open your new “Dropped Members” list. Double clicking on the file name will load this file into Excel. When First Opened the file does not allow you to see all the information. Place your mouse between the column “A” and column “B.”

Once your mouse is on the line between column “A” and column “B” continue to hold down the left button and slide the mouse to the right.



	A	B	C	D	E	F	G
1	Full Name	Address Li	Address Li	City	State/Pro	Zip Code	Enroll Dat
2	Richard Ni	456 E 3rd St		California	CA	91111	#####

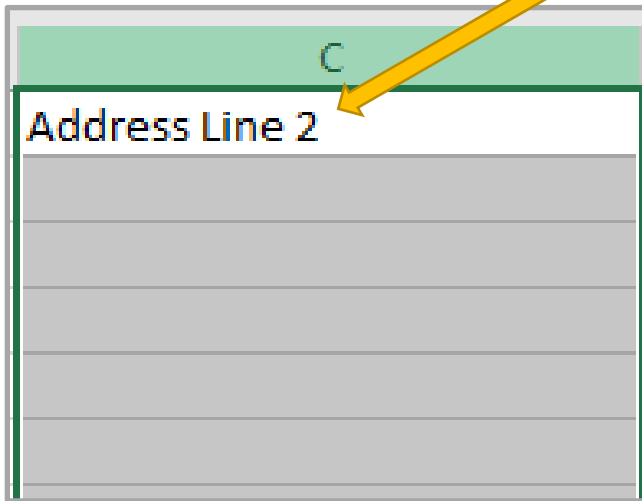
Then do this for all columns until you see everything in the column.



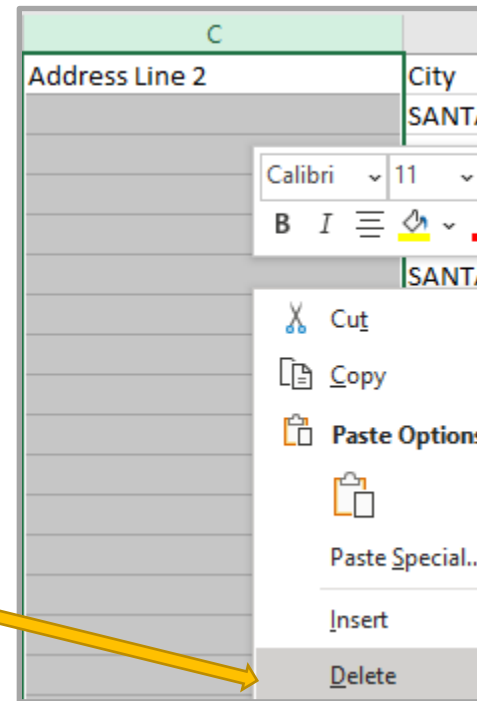
	A	B	C	D	E	F	G	H	I
1	Full Name	Address Line 1	Address Line 2	City	State/Province	Zip Code	Enroll Date	Dues Expiration	Sponsor Full Name
2	Maria Flores	123 W Main St		California City	CA	91111	9/7/2017	9/30/2019	Tom King
3	Anthony Sanchez	456 E 3rd St		California City	CA	91111	12/6/2018	12/31/2019	Tom King
4	Alan Bloofield	329 W Main St		California City	CA	91111	3/7/2019	3/31/2020	Tom King
5	Henry Alvarez	789 Skyline		California City	CA	91111	8/16/2018	8/31/2020	Tom King
6	Flora Smith	236 W Main St		California City	CA	91111	2/16/2006	2/29/2020	Tom King
7	Patricia Anthony	334 Apple Way		California City	CA	91111	7/23/2009	7/31/2020	Tom King
8	Louis Cain	209 Smith St		California City	CA	91111	5/3/2018	5/31/2020	Tom King
9	Thomas Smith	236 W Main St		California City	CA	91111	4/23/2015	4/30/2020	Tom King

PRINTING A DROPPED LIST

Usually, the Address Line 2 contains no information. Check all rows for NO information. Then delete this column would remove it from your worksheet.



Right Click anywhere in the highlighted area, then choose Delete.



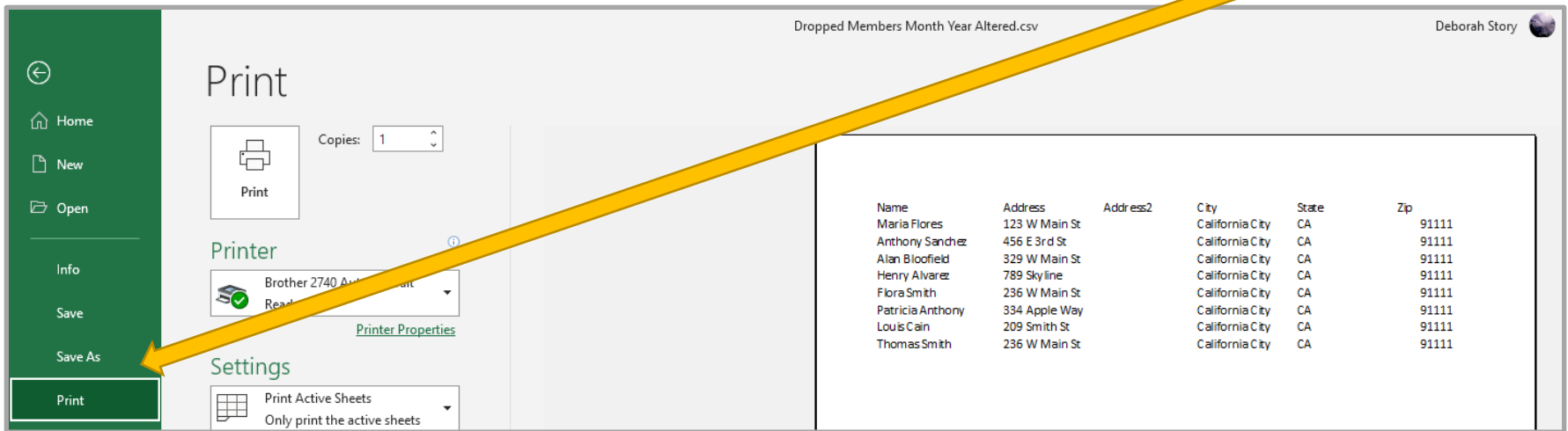
SAVE the file to retain the changes. Either use the Floppy Disk looking next to Auto Save or Select File – Save.



icon

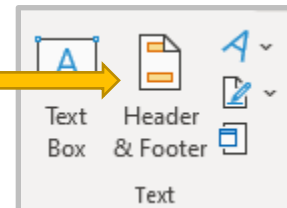
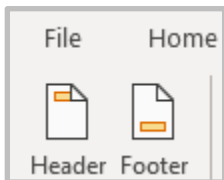
PRINTING A DROPPED LIST

The file is now ready to print “As Is” for a “Report” format. Select “File” in the top left corner, then the Print Option.



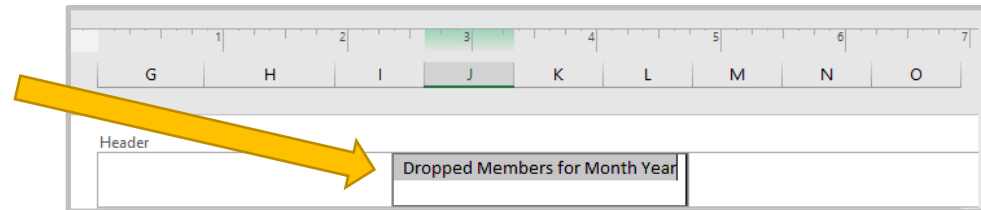
There are no Titles or other items printed on the report. See “Excel Basics Procedures” to add a Header or Footer. Adding Titles to the top of the page can be located under “Insert” then “Header & Footer.” Adding Header would be useful if you put the Month and Year. Adding Date and Time in the Footer would be advantageous if printing this same report over and over.

On the far-right side of the screen you will find the selection icon for “Header & Footer.”



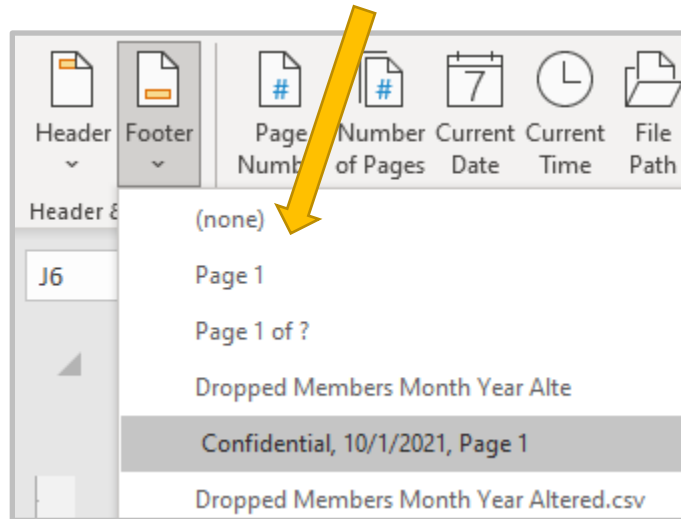
PRINTING A DROPPED LIST

A new menu option appears on the left to chose either the Header or the Footer. “Header” puts your cursor in the header box.



“Footer” provides a drop down of choices.

“Footer” also has selections to the left to add as your footer.



Both “Header” and “Footer” are split into three sections.

The Right, Middle and Left in which to put titles.

PRINTING A DROPPED LIST

Dropped Members Month Year

Name	Address	City	State	Zip	Enroll	Expire	Sponsor
Maria Flores	123 W Main St	California City	CA	91111	9/7/2017	9/30/2019	Tom King
Anthony Sanchez	456 E 3rd St	California City	CA	91111	12/6/2018	12/31/2019	Tom King
Alan Bloodfield	329 W Main St	California City	CA	91111	3/7/2019	3/31/2020	Tom King
Henry Alvarez	789 Skyline	California City	CA	91111	8/16/2018	8/31/2020	Tom King
Flora Smith	236 W Main St	California City	CA	91111	2/16/2006	2/29/2020	Tom King
Patricia Anthony	334 Apple Way	California City	CA	91111	7/23/2009	7/31/2020	Tom King
Louis Cain	209 Smith St	California City	CA	91111	5/3/2018	5/31/2020	Tom King
Thomas Smith	236 W Main St	California City	CA	91111	4/23/2015	4/30/2020	Tom King

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FINISH report would look something like this.

