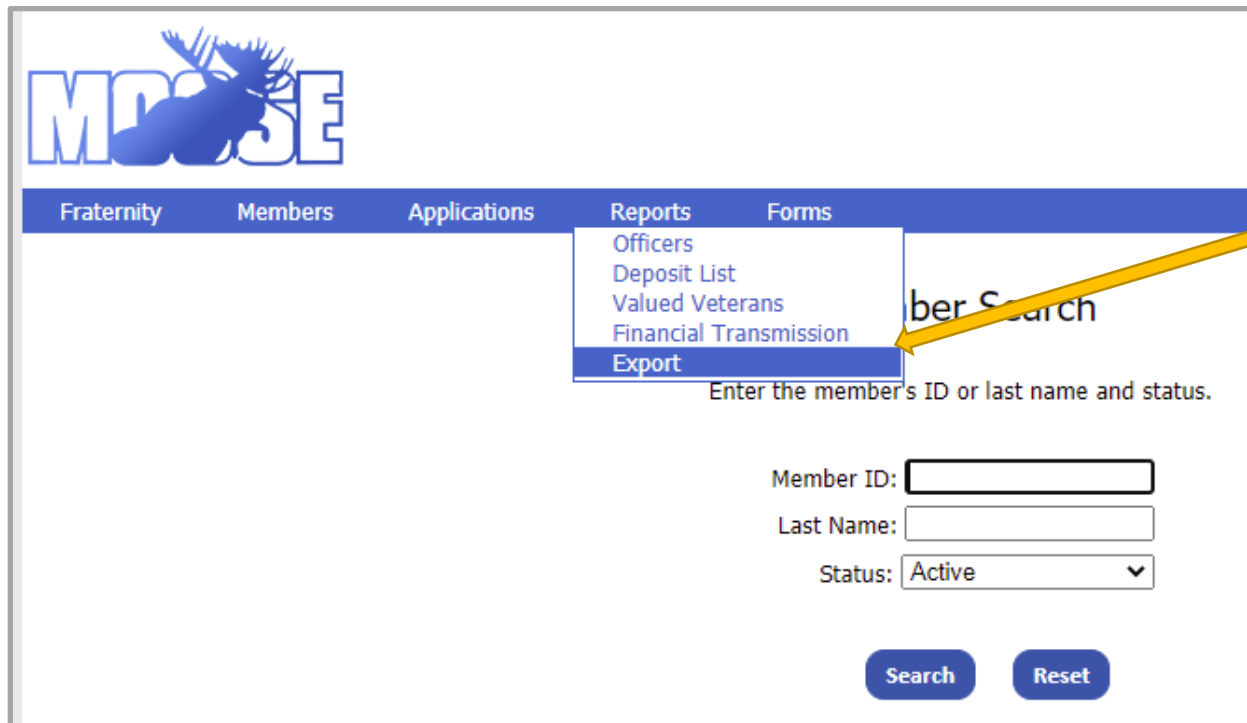
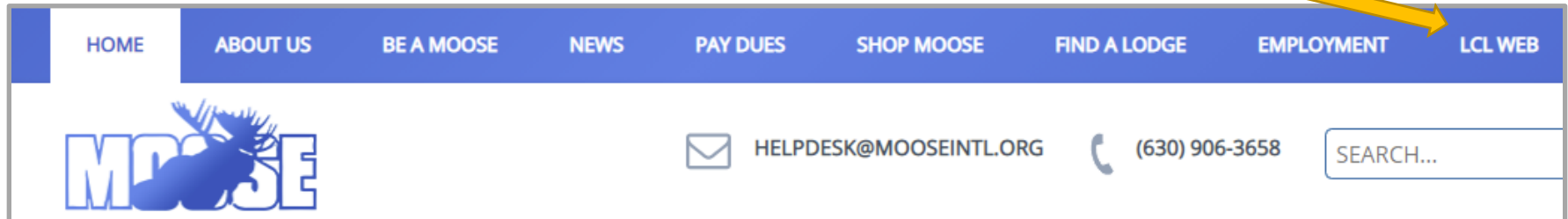


## PRINTING AN EXPIRED LIST

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](http://www.mooseintl.org). Click on “LCL WEB.”



From the next window choose Reports, then Export.

# PRINTING AN EXPIRED LIST

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

The screenshot shows the 'Report Export' interface. At the top left is the 'MOOSE' logo. A blue navigation bar contains 'Fraternity', 'Members', 'Applications', 'Reports', and 'Forms'. The main content area is titled 'Report Export' and is divided into several sections:

- Member Fields:** A list of fields with checkboxes, including Member ID, Member Status, Dues Expiration Date, Title, First Name, Middle Name, Last Name, Suffix, Full Name, and Address Line 1. An 'Add >' button is below the list.
- Fraternal Unit Fields:** A list of fields with checkboxes, including 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, and Physical Address Line 2. A '< Remove' button is below the list.
- Member Status:** A list of status options with checkboxes: Active, Application, Deceased, Dropped, Expired, and Terminated.
- Export Options:** A section with a 'Field delimiter' dropdown menu and a checked checkbox for 'Header row at beginning of file'. An 'Export Data' button is at the bottom right.

At the bottom of the 'Report Fields' column, there are 'Move Up' and 'Move Down' buttons for reordering the selected fields.

**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.

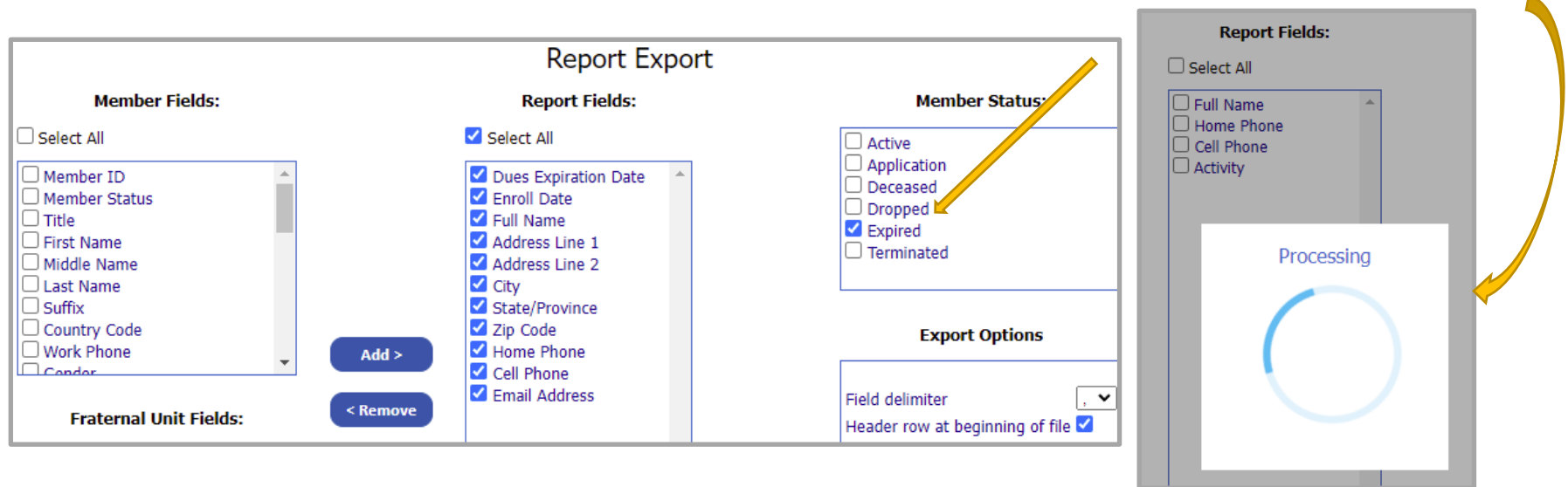
Try them out and test for what you might want. Next few pages have examples of choices. Below “Report Fields” are two blue Buttons; “Move Up” and “Move Down” which allows you to put the fields in the order you would like.

## PRINTING AN EXPIRED LIST

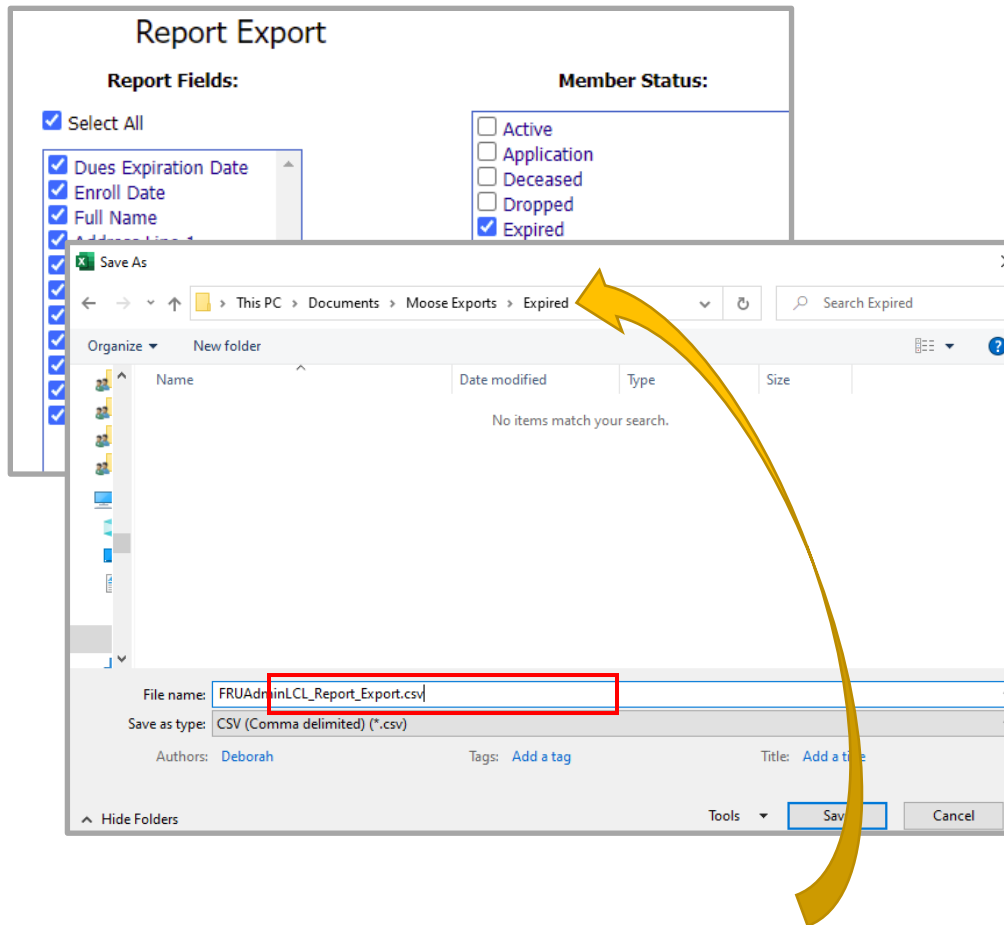
An example of an address list for Active Members. One can choose First Name, Middle Name, Last Name or Full Name. In this example “Active” is chosen. This report might be useful as is for a general list or print labels using Microsoft Word Mail Merging.

This example shows that the “Full Name, Address Line 1, Address Line2, City, State/Province and Zip Code, Enroll Date or Dues Expiration Date, Home Phone, Cell Phone and Email Address fields have been chosen.

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



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 Active Members “Month” and “Year.”

## PRINTING AN EXPIRED LIST

Using Excel to open your new “Expired Members” list. (Sample is Active) 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.

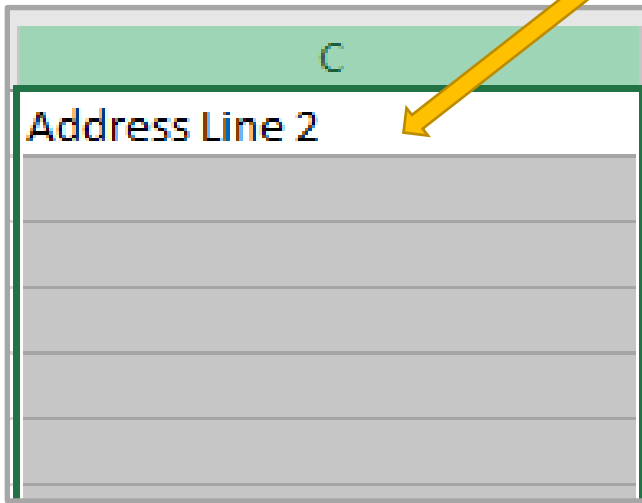
	A	B	C	D	E	F	G
1	Full Name	Address Li	Address Li	City	State/Pro	Zip Code	Enroll Dat
2	Richard Ni	456 E 3rd St		California	CA	91111	#####

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

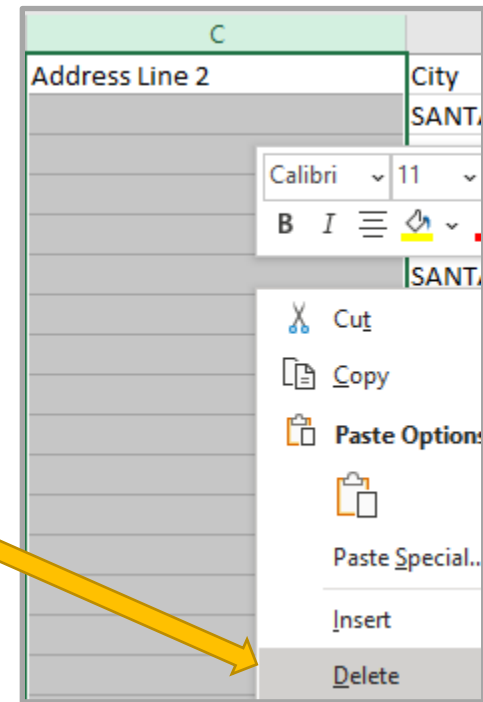
	A	B	C	D	E	F	G	H	I	J	K
1	Full Name	Address Li	Address Li	City	State/Pro	Zip Code	Enroll Date	Dues Expiration	Sponsor Full Name		
2	Maria Flor	123 W Main St		California	CA	91111	9/7/2017	9/30/2020	Tom King		
3	Anthony S	456 E 3rd St		California	CA	91111	7/1/2020	7/31/2021	Tom King		
4	Alan Bloo	329 W Main St		California	CA	91111	11/7/2019	11/30/2020	Tom King		
5	Henry Alv	789 Skyline		California	CA	91111	5/9/2019	5/31/2021	Tom King		
6	Flora Smit	236 W Main St		California	CA	91111	7/28/2015	7/31/2021	Tom King		
7	Patricia A	334 Apple Way		California	CA	91111	2/16/2017	2/28/2021	Tom King		
8	Louis Cain	209 Smith St		California	CA	91111	6/15/2015	6/30/2021	Tom King		

# PRINTING AN EXPIRED LIST

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



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

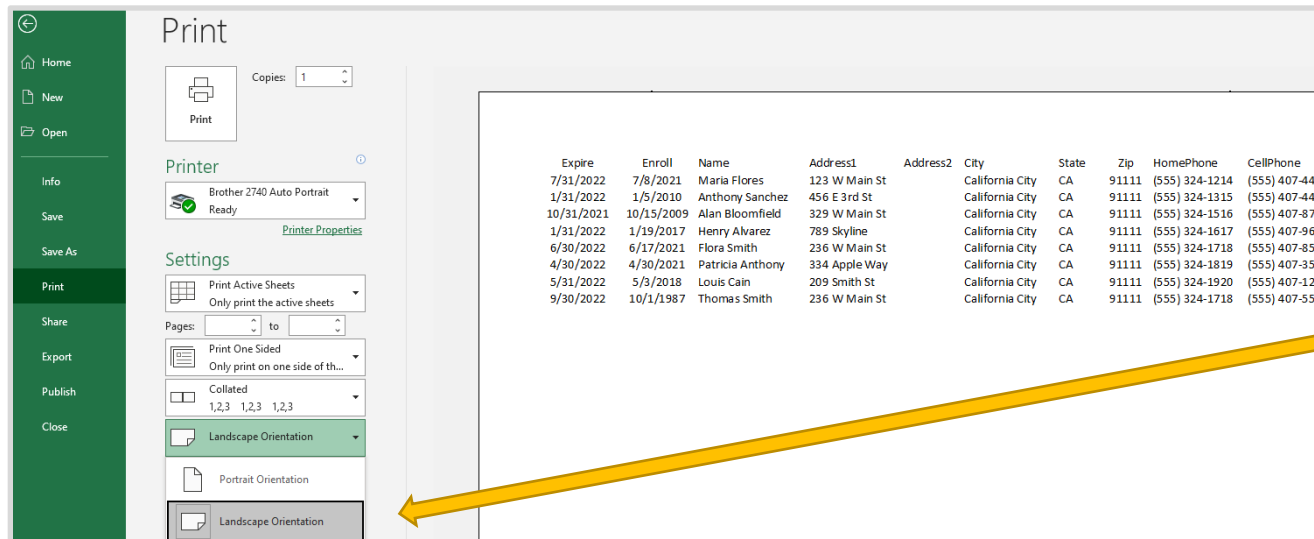
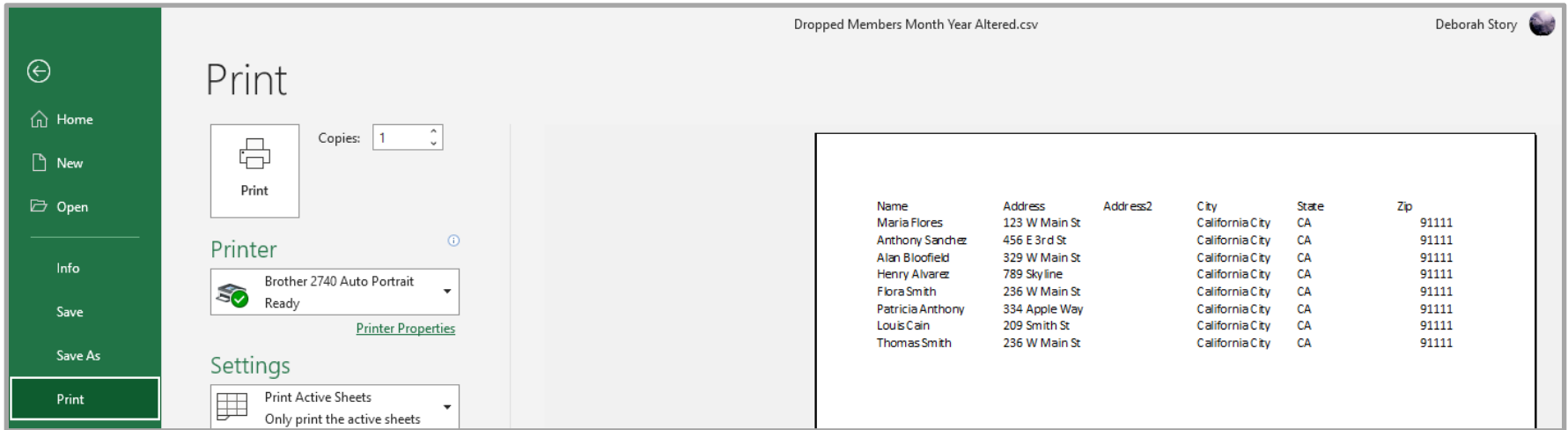


SAVE the file to retain the changes. Either use the Floppy Disk looking icon next to Auto Save or Select File – Save.



# PRINTING AN EXPIRED LIST

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



Depending on what you are printing there maybe reasons to change the Page Orientation from Portrait to Landscape.

# PRINTING AN EXPIRED LIST

Maybe your quantity of columns extends onto a second page, there you will need to let the print options know that you would like all columns on one page.

The screenshot shows a print dialog box with a sidebar on the left containing navigation options: Home, New, Open, Info, Save, Save As, Print (highlighted), Share, Export, Publish, Close, and Account. The main area is titled 'Print' and includes a printer selection dropdown (Brother 2740 Auto Portrait), a 'Copies' field set to 1, and a 'Settings' section with various options like 'Print Active Sheets', 'Print One Sided', 'Collated', 'Landscape Orientation', 'Letter', 'Normal Margins', and 'No Scaling'. The 'Fit All Columns on One Page' option is highlighted in the settings.

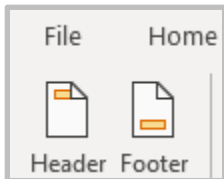
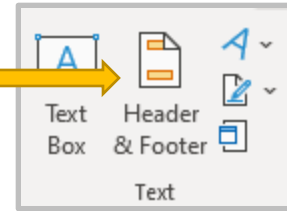
Expire	Enroll	Name	Address1	Address2	City	State	Zip	HomePhone	CellPhone
7/31/2022	7/8/2021	Maria Flores	123 W Main St		California City	CA	91111	(555) 324-1214	(555) 407-4454
1/31/2022	1/5/2010	Anthony Sanchez	456 E 3rd St		California City	CA	91111	(555) 324-1315	(555) 407-4487
10/31/2021	10/15/2009	Alan Bloomfield	329 W Main St		California City	CA	91111	(555) 324-1516	(555) 407-8712
1/31/2022	1/19/2017	Henry Alvarez	789 Skyline		California City	CA	91111	(555) 324-1617	(555) 407-9645
6/30/2022	6/17/2021	Flora Smith	236 W Main St		California City	CA	91111	(555) 324-1718	(555) 407-8521
4/30/2022	4/30/2021	Patricia Anthony	334 Apple Way		California City	CA	91111	(555) 324-1819	(555) 407-3548
5/31/2022	5/3/2018	Louis Cain	209 Smith St		California City	CA	91111	(555) 324-1920	(555) 407-1259
9/30/2022	10/1/1987	Thomas Smith	236 W Main St		California City	CA	91111	(555) 324-1718	(555) 407-5549



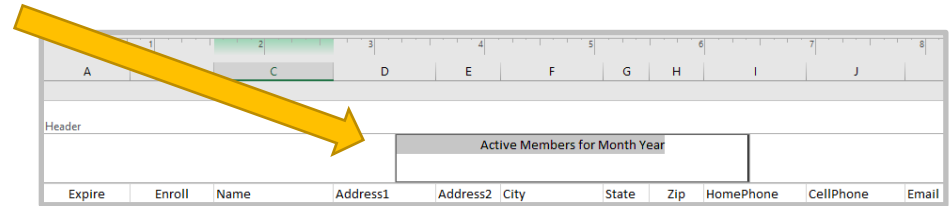
## PRINTING AN EXPIRED LIST

There are no Titles or other items printed on the report. See “Excel Basics Procedures” to add a Header or Adding Titles to the top of the page can 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.

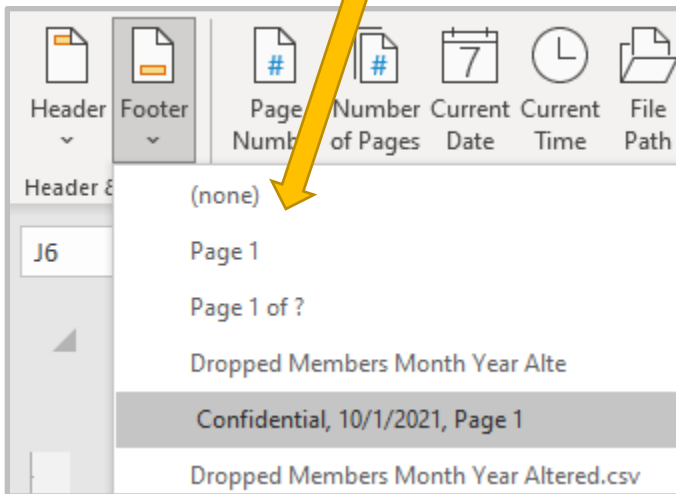
On the far-right side of the screen you will find the selection icon for “Header & Footer.”



A new menu option appears on the left to choose either the Header or the Footer. “Header” puts your cursor in the header box. Make sure to Save with your New title “Expired Members for Month Year.”



“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 AN EXPIRED LIST

FINISH report would look something like this.



Active Members for Month Year

Expire	Enroll	Name	Address1	Address2	City	State	Zip	HomePhone	CellPhone	Email
7/31/2022	7/8/2021	Maria Flores	123 W Main St		California City	CA	91111	(555) 324-1214	(555) 407-4454	floresm123@gmail.com
1/31/2022	1/5/2010	Anthony Sanchez	456 E 3rd St		California City	CA	91111	(555) 324-1315	(555) 407-4487	sancheza456@gmail.com
10/31/2021	10/15/2009	Alan Bloomfield	329 W Main St		California City	CA	91111	(555) 324-1516	(555) 407-8712	bloomfielda329@gmail.com
1/31/2022	1/19/2017	Henry Alvarez	789 Skyline		California City	CA	91111	(555) 324-1617	(555) 407-9645	alvarezh789@gmail.com
6/30/2022	6/17/2021	Flora Smith	236 W Main St		California City	CA	91111	(555) 324-1718	(555) 407-8521	smithf@236@gmail.com
4/30/2022	4/30/2021	Patricia Anthony	334 Apple Way		California City	CA	91111	(555) 324-1819	(555) 407-3548	anthonyp334@gmail.com
5/31/2022	5/3/2018	Louis Cain	209 Smith St		California City	CA	91111	(555) 324-1920	(555) 407-1259	cainl209@gmail.com
9/30/2022	10/1/1987	Thomas Smith	236 W Main St		California City	CA	91111	(555) 324-1718	(555) 407-5549	smitht235@gmail.com

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