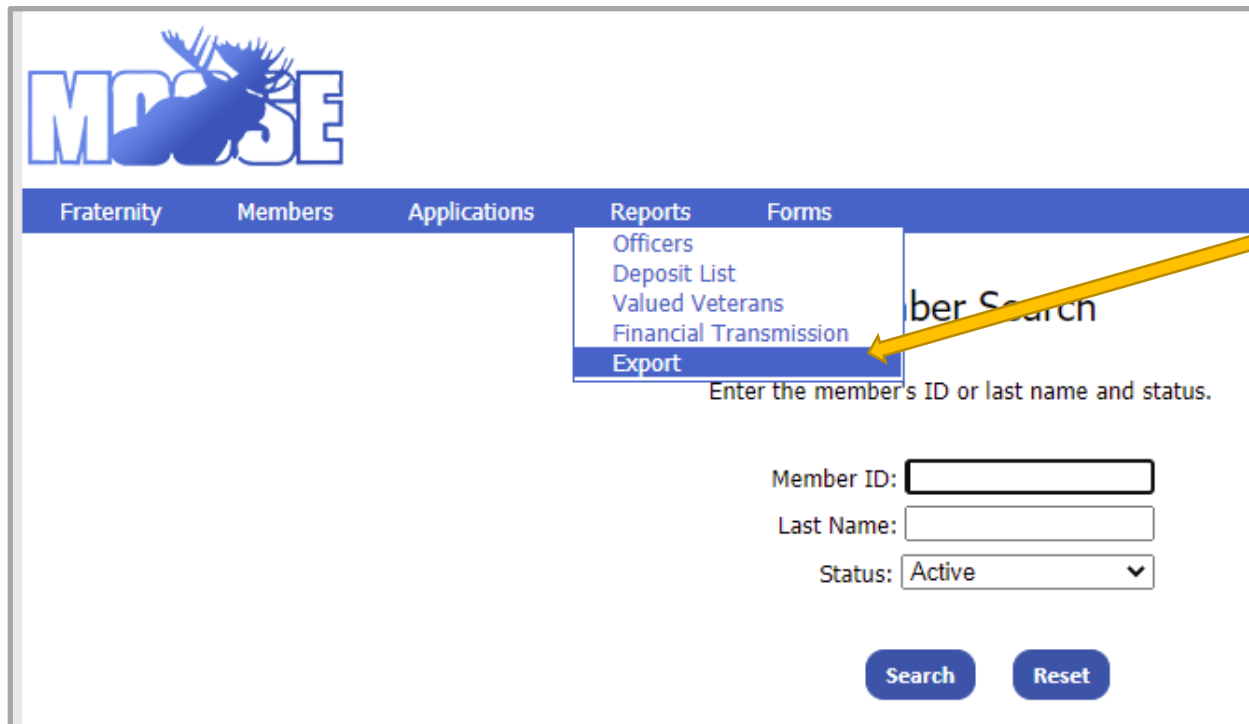
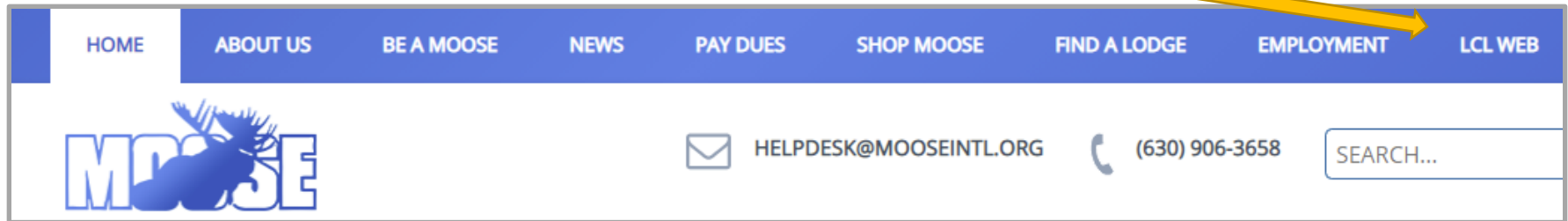


# HOW TO USE THE EXPORT FEATURE IN LCL

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.

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, 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.

# HOW TO USE THE EXPORT FEATURE IN LCL

**Member Fields:**

Select All

- Member ID
- Member Status
- Dues Expiration Date
- Title
- First Name
- Middle Name
- Last Name
- Suffix
- Full Name
- Address Line 1
- Address Line 2
- City
- State/Province
- Zip Code
- Country Code
- Home Phone
- Work Phone
- Gender
- Birth Date
- Death Date
- Cell Phone
- Fax Number
- Email Address
- Sponsor MID
- Sponsor First Name
- Sponsor Middle Name
- Sponsor Last Name
- Sponsor Suffix
- Sponsor Full Name
- Moosehaven Resident
- Life Member Date
- Life Member Type
- Enroll Date**
- Activity**
- Academy Of Friendship Date
- Past Regent Date
- College Of Regents Date
- Star Recorder Date

On the left is a list of the Member Fields.  
As you can see there are numerous choices.

Member Field “Activity” must be set up first.  
This can be for Chapter Committees, Mailing Lists  
(No Mail, Mail), etc.

# HOW TO USE THE EXPORT FEATURE IN LCL

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 selected. This report might be useful “as is” for a general list or print labels using Microsoft Word Mail Merging.

The screenshot displays the 'Report Export' interface within the LCL system. At the top, there is a navigation bar with 'Fraternity', 'Members', 'Applications', 'Reports', and 'Forms' tabs, and a 'Chapter' dropdown. 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, Country Code, and Home Phone. A 'Select All' checkbox is at the top.
- 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 'Select All' checkbox is at the top.
- Report Fields:** A list of fields with checkboxes, including Full Name, Address Line 1, Address Line 2, City, State/Province, and Zip Code. A 'Select All' checkbox is at the top. 'Add >' and '< Remove' buttons are located between the Member and Fraternal Unit fields sections.
- Member Status:** A list of status options with checkboxes: Active (checked and highlighted with a red box), 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'.

At the bottom of the interface, there are 'Move Up' and 'Move Down' buttons for the Report Fields list, and a large 'Export Data' button.

The screenshot shows the 'Report Export' interface. On the left, there are three sections: 'Member Fields', 'Fraternal Unit Fields', and 'Report Fields'. 'Member Fields' includes options like Member ID, Member Status, Dues Expiration Date, Title, First Name, Middle Name, Last Name, Suffix, Country Code, and Home Phone. 'Fraternal Unit Fields' includes 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. 'Report Fields' includes Full Name, Address Line 1, Address Line 2, City, State/Province, and Zip Code. On the right, the 'Member Status' section has checkboxes for Active, Application, Deceased, Dropped (checked), Expired, and Terminated. There are 'Add >' and '< Remove' buttons between the field sections, and 'Move Up' and 'Move Down' buttons at the bottom of the Report Fields section.

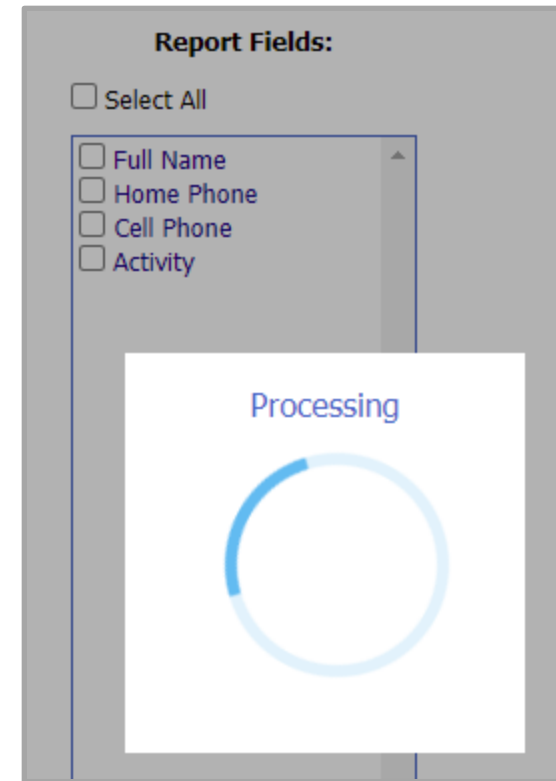
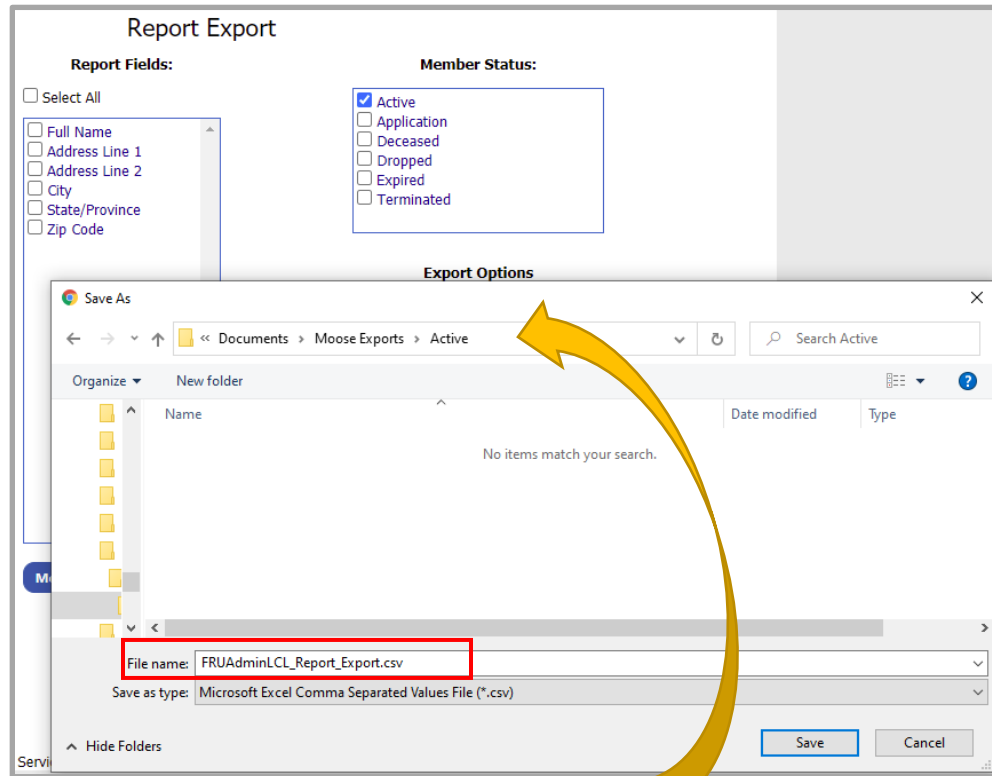
An example of an address list for Dropped Members. One can choose First Name, Middle Name, Last Name or Full Name. In this example “Dropped” is selected. This report might be useful as is for a general list or print labels using Microsoft Word Mail Merging.

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

This screenshot is similar to the first one but shows 'Expired' selected in the 'Member Status' section. Additionally, it includes an 'Export Options' section at the bottom right with a 'Field delimiter' dropdown menu, a checked checkbox for 'Header row at beginning of file', and an 'Export Data' button. The 'Report Fields' section also has 'Move Up' and 'Move Down' buttons.

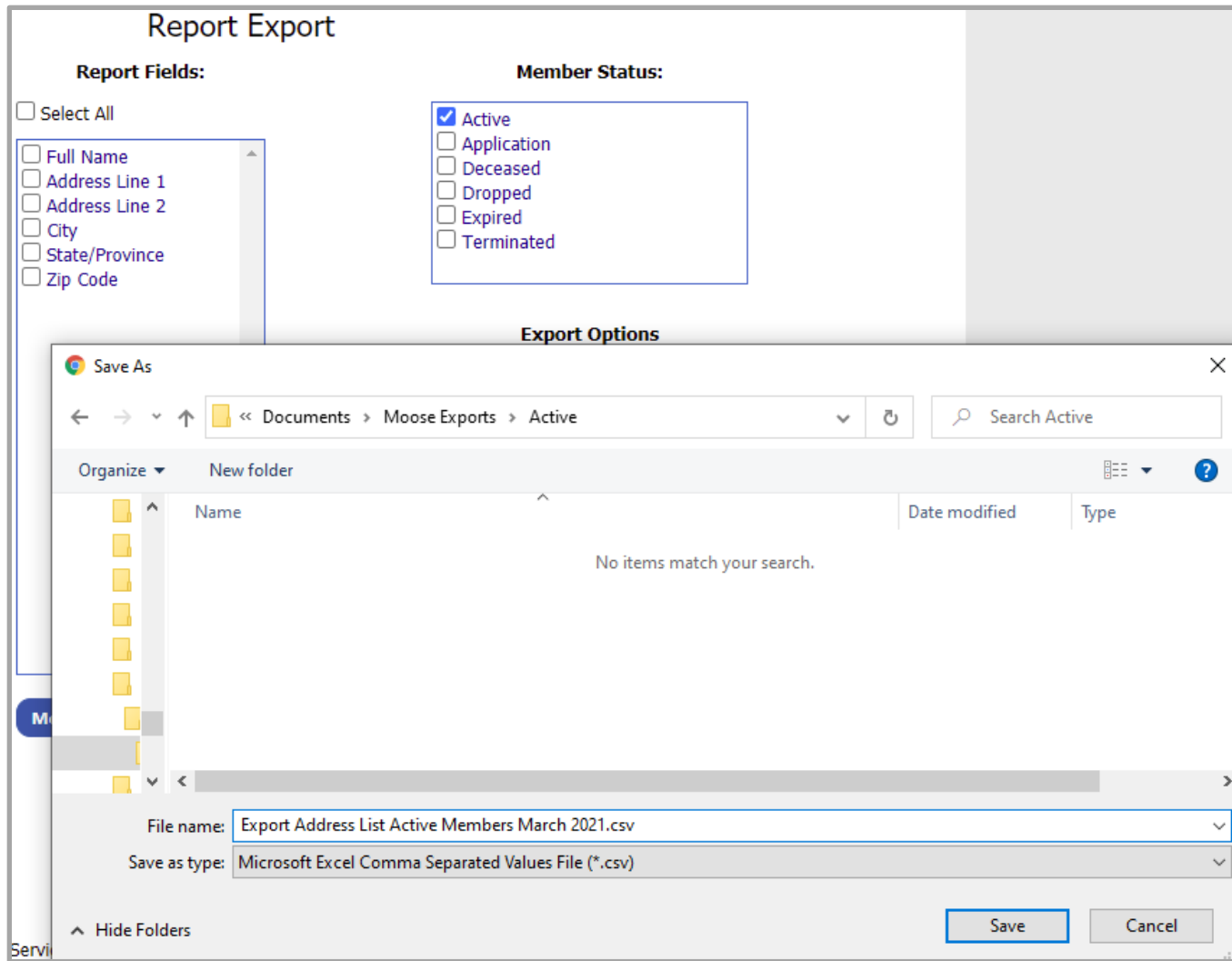
“Export Data” button will bring up a “I am working” window.

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



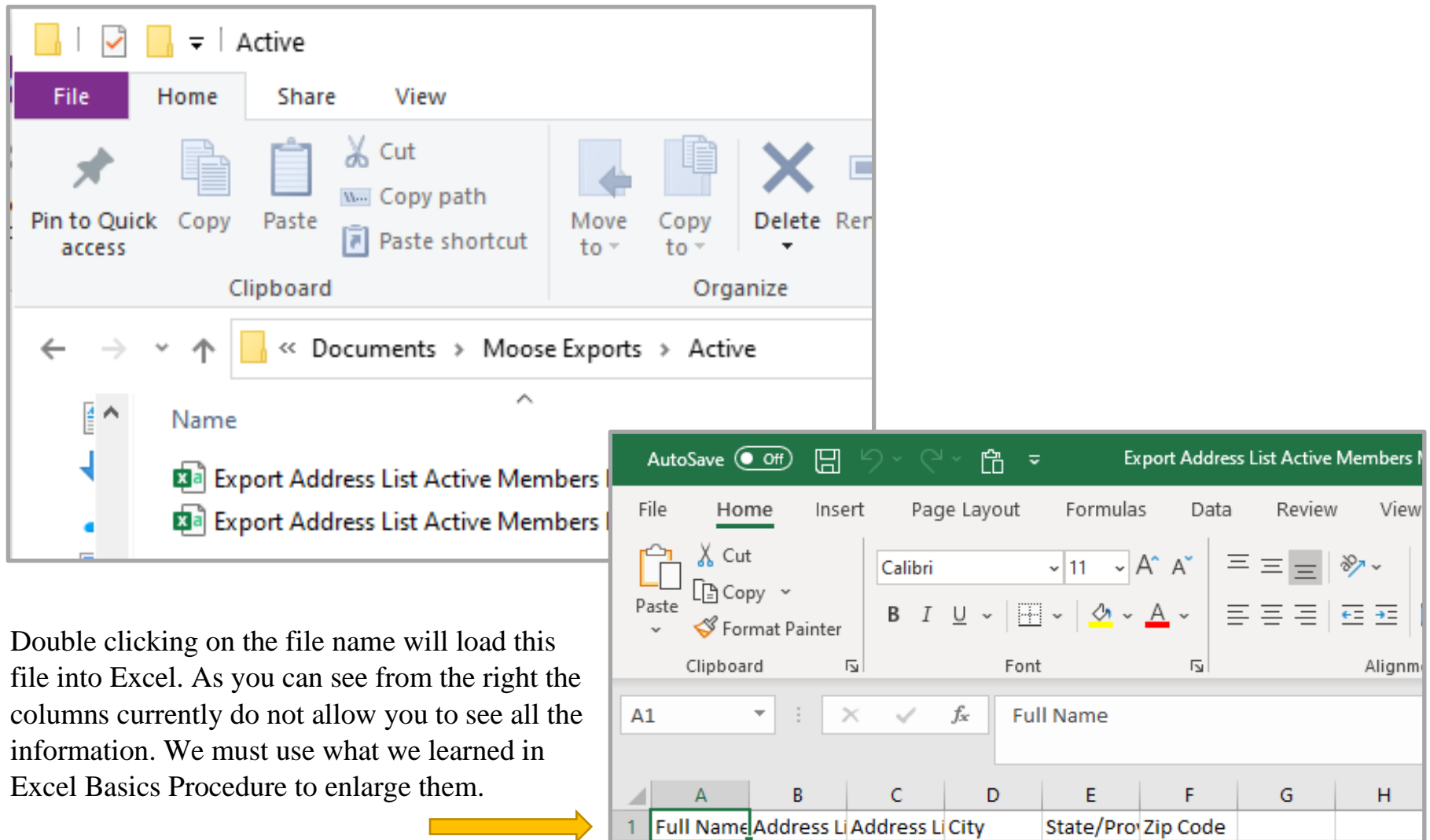
As you can see it should bring up the last “Saved” location. Make sure to change this location.

It will automatically fill in a “File Name” which you should change to a name of your choice.



Example of a change of File Name as shown above.

Locate your file. Example below is just one way to locate your file using File Explorer.

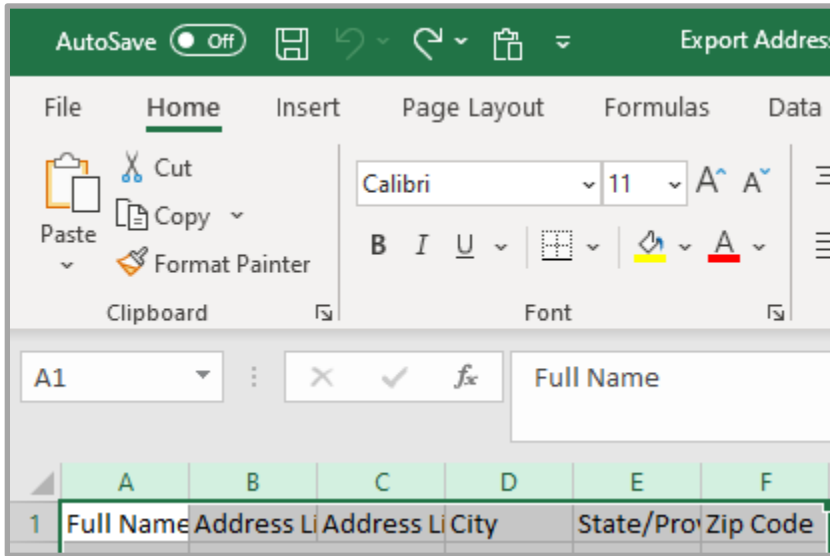


The image shows two overlapping windows. The top window is File Explorer, displaying the path <code><< Documents >> Moose Exports >> Active</code>. It lists two files named 'Export Address List Active Members'. The bottom window is Microsoft Excel, titled 'Export Address List Active Members'. The ribbon is set to 'Home', and the font is 'Calibri' size 11. The active cell is A1, containing the text 'Full Name'. The spreadsheet shows columns A through H and row 1. Column A is 'Full Name', B is 'Address Li', C is 'Address Li', D is 'City', E is 'State/Pro', and F is 'Zip Code'. A yellow arrow points from the text below to the Excel window.

Double clicking on the file name will load this file into Excel. As you can see from the right the columns currently do not allow you to see all the information. We must use what we learned in Excel Basics Procedure to enlarge them.

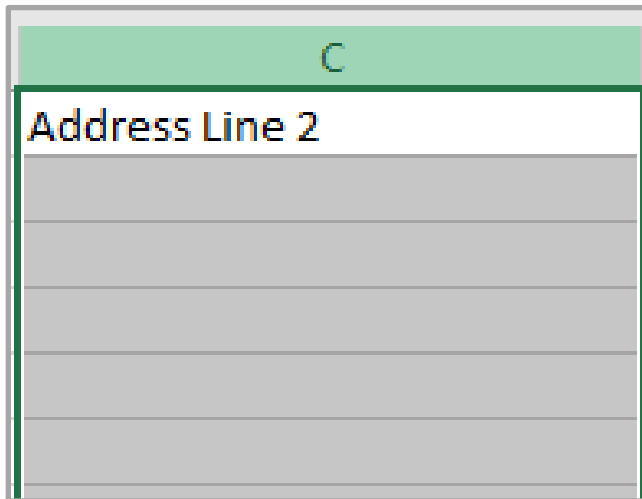


# HOW TO USE THE EXPORT FEATURE IN LCL



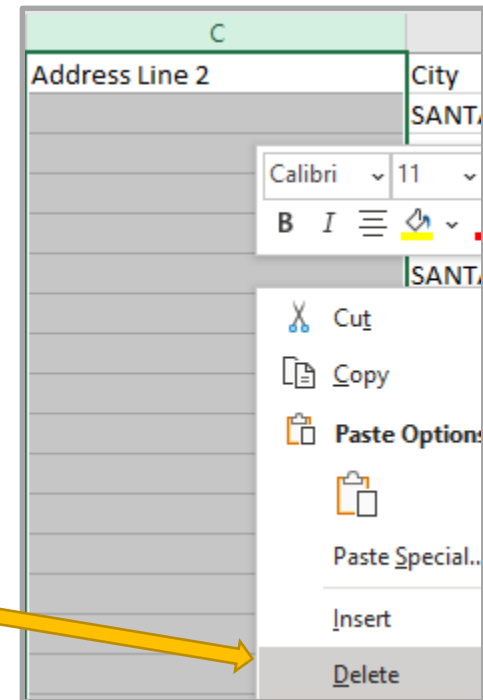
Highlight all the columns with information...

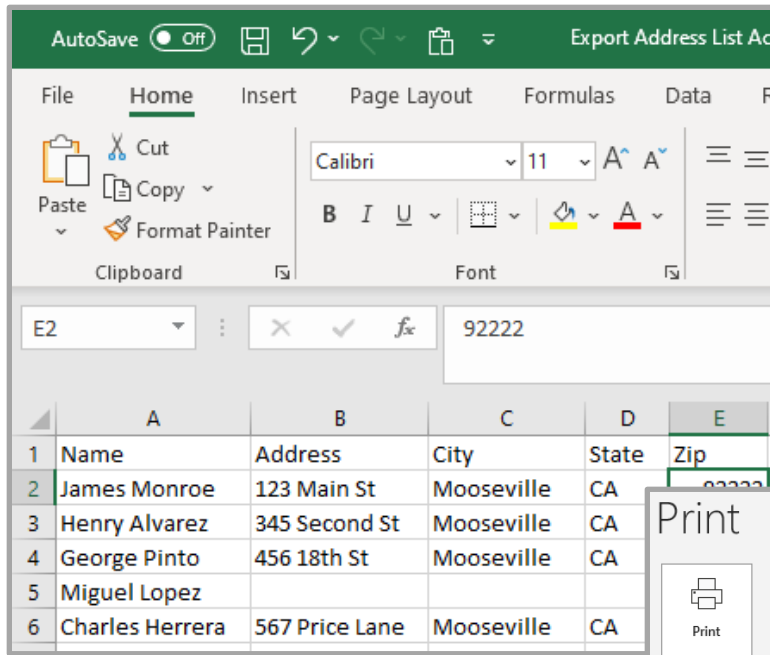
Click on the “A” then drag to right until you have highlighted all the columns you need.



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.





Change Row 1 titles to single words.

Full Name would be Name.

Address 1 would be Address.

City would be City.

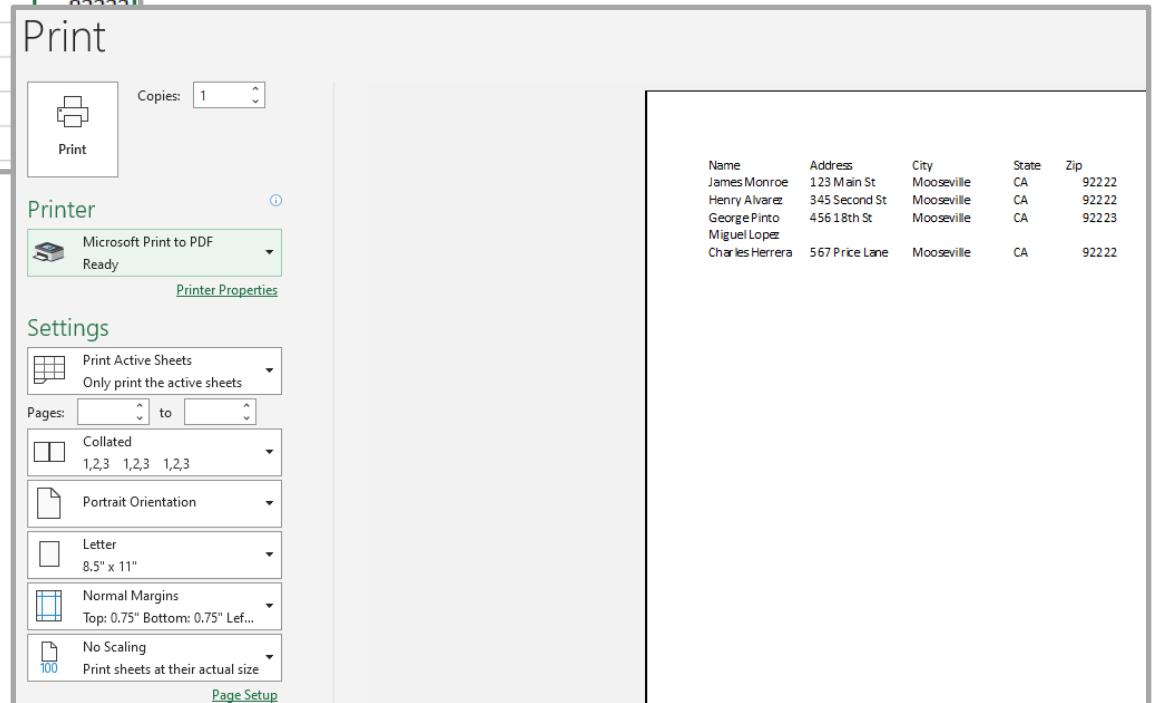
State/Province would be State.

Zip Code would be Zip.

SAVE the file to retain the changes.

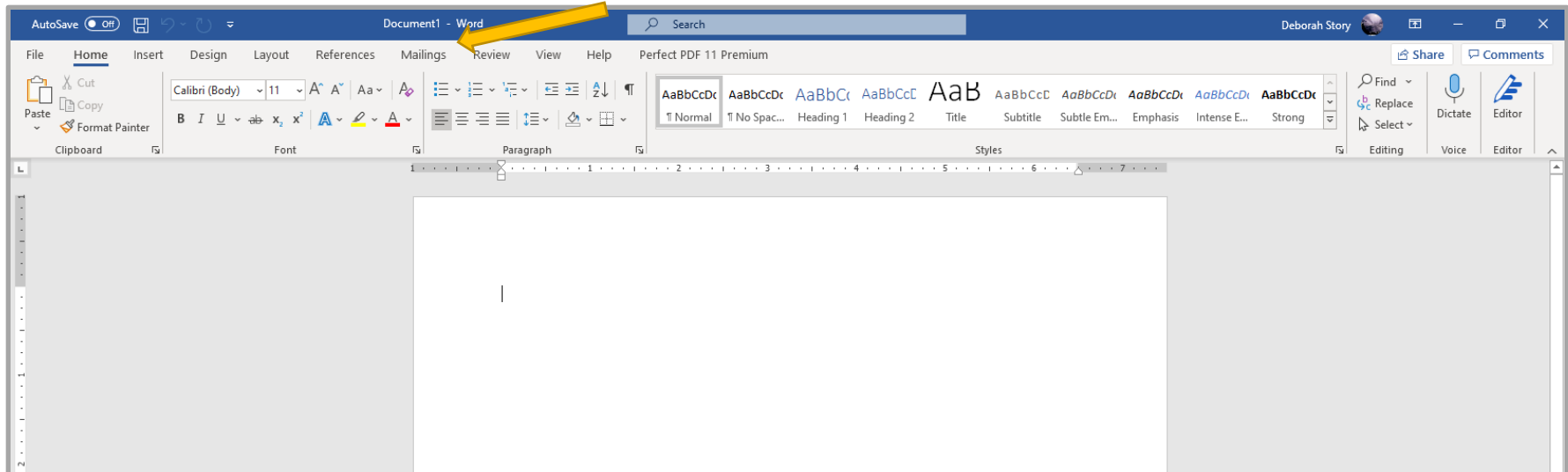
The file is now ready to print “As Is” for a “Report” format. File Option, then Print Option.

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 Header. Adding Date and Time in the Footer would be advantageous if printing this same report over and over.



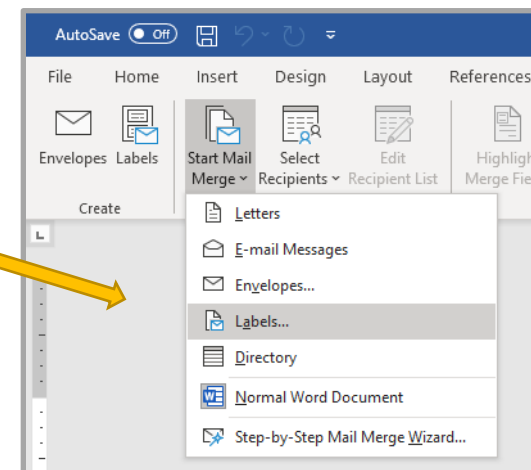
The printing of LABELS would require Mail Merging into a word processor such as Microsoft Word. Make note of the “Row 1” titles. (Name, address, City, State, Zip).

Open Microsoft Word. As with Excel there are numerous options to choose from. Only a select few will be demonstrated. We are working on “Mailings”.



Select “Start Mail Merge” and drop-down window offers many choices.

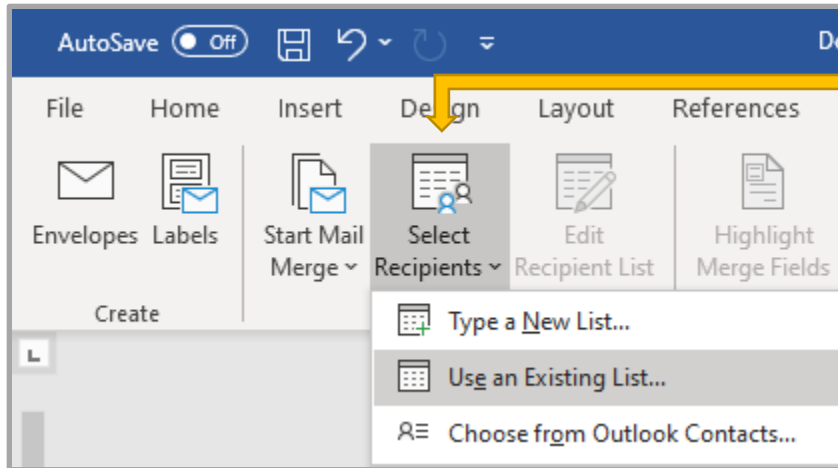
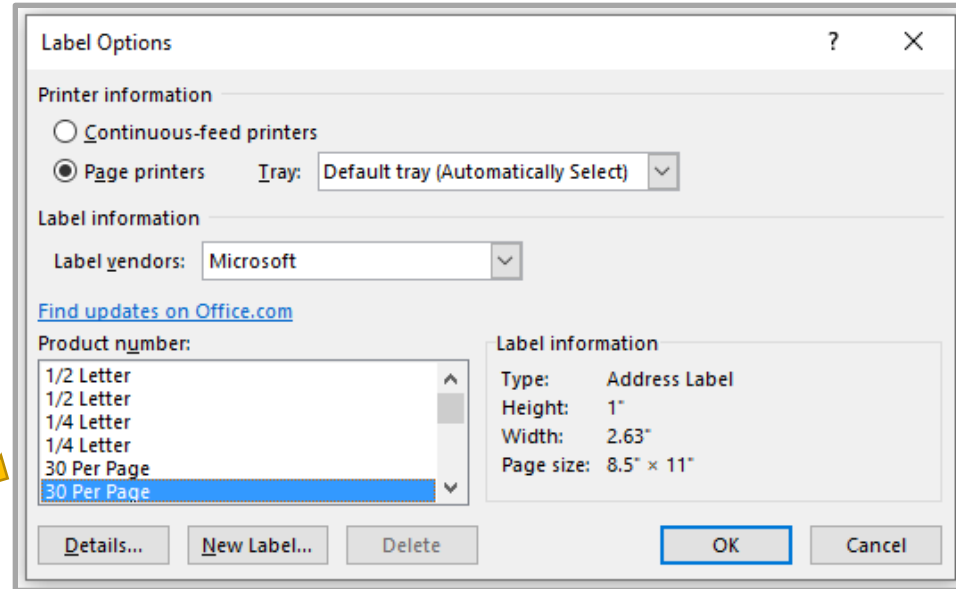
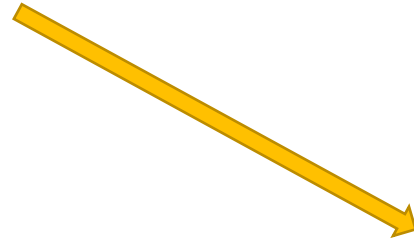
Labels is the option you will need for this exercise.



Label Vendors – Microsoft & Avery are the two most popular label formats.

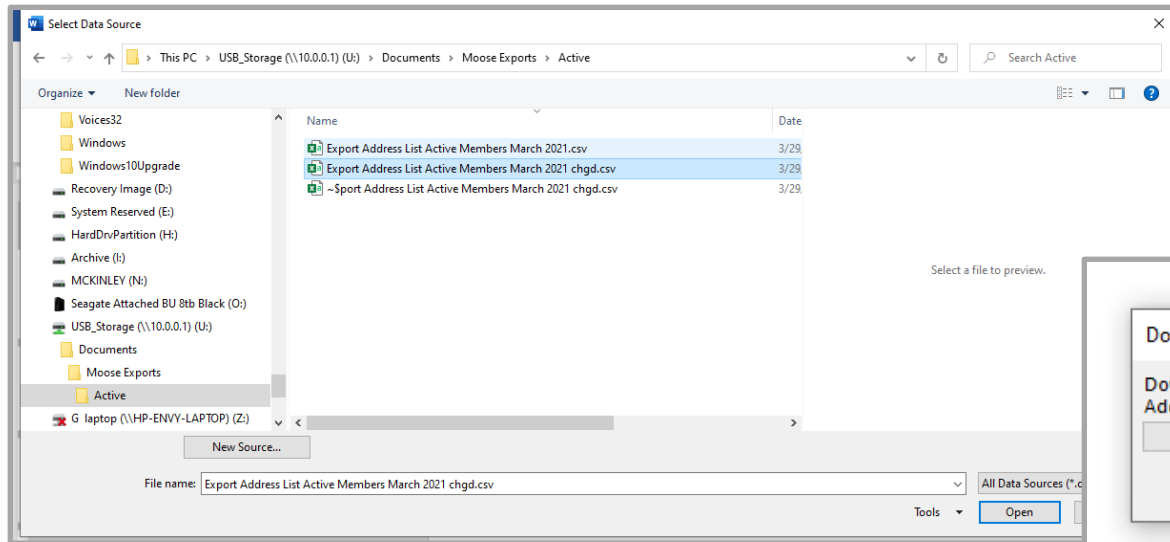
Microsoft Product Number “30 per page” is the same as Avery Label 5160

Select OK



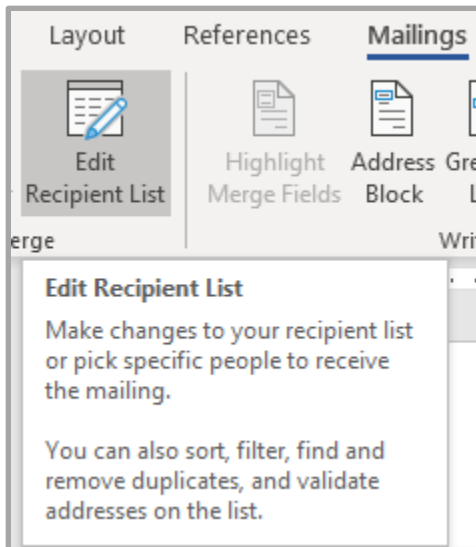
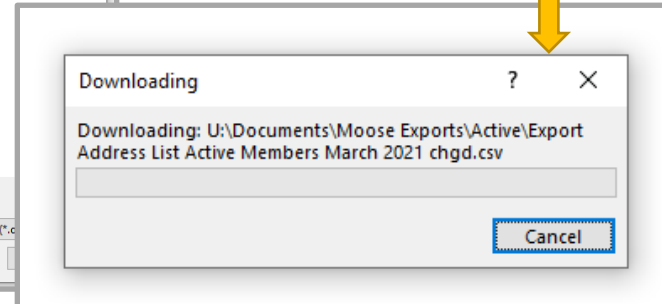
Select Recipients – Use an Existing List

You must know where you saved your exported file.

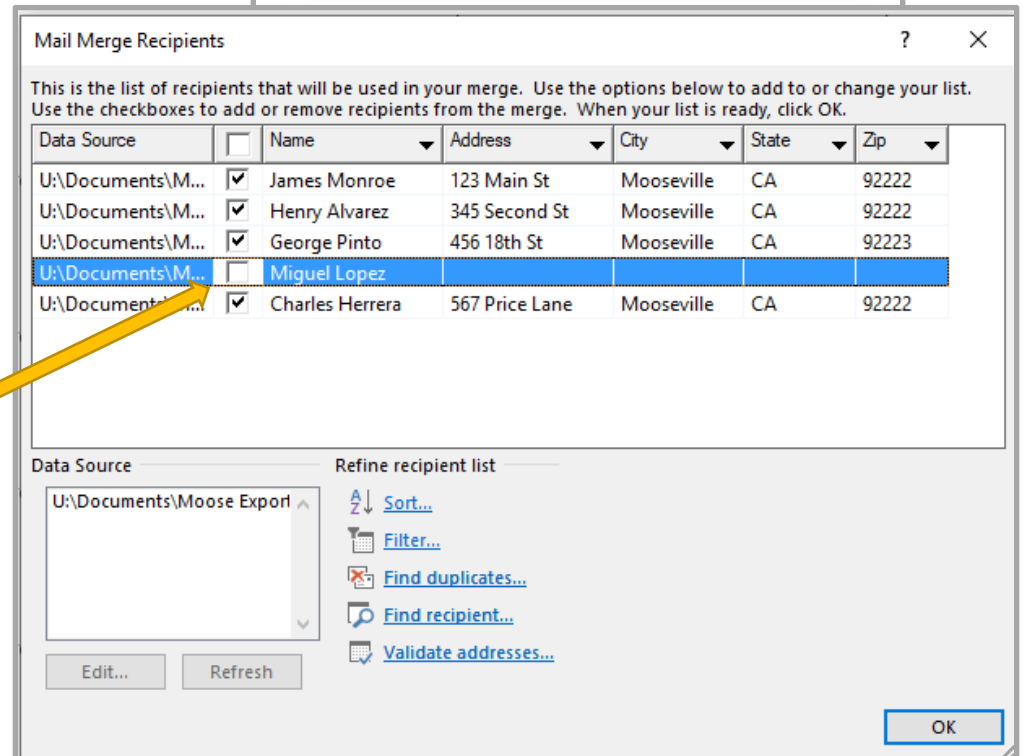


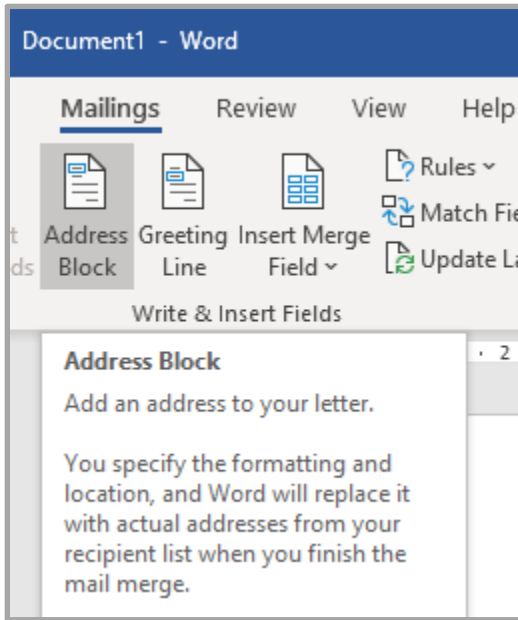
Select the file you wish to use to print your name & address labels.

This may take a while.

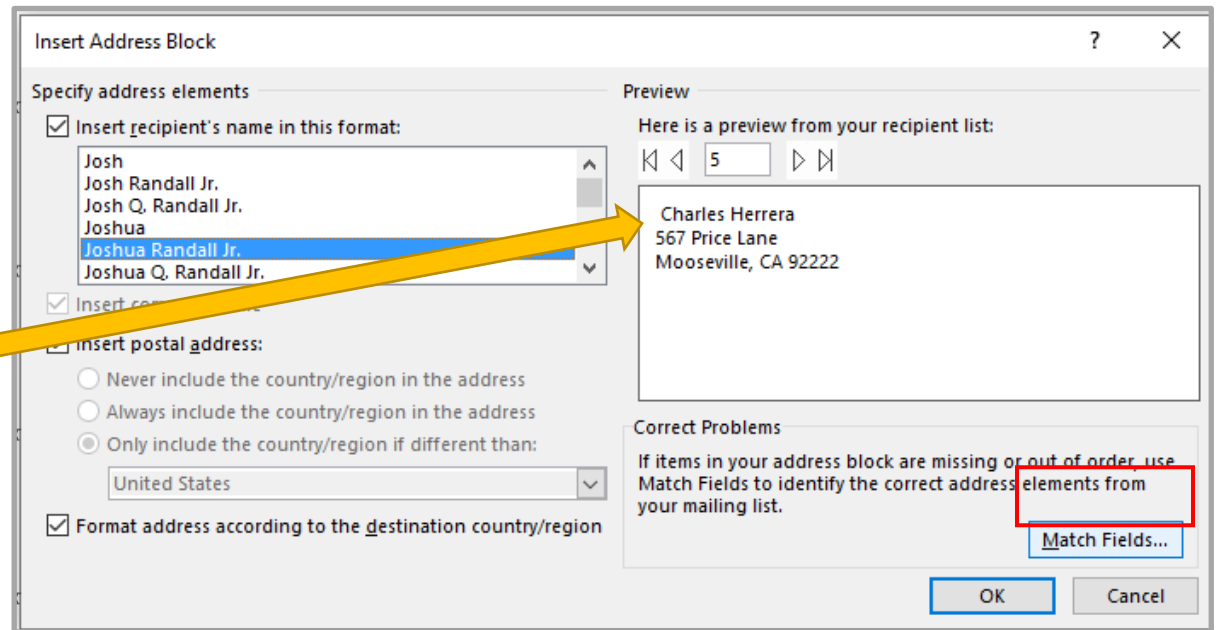


**Edit Recipient List**  
– To remove or add recipients. Removing those with no address will allow you to NOT print them a label.



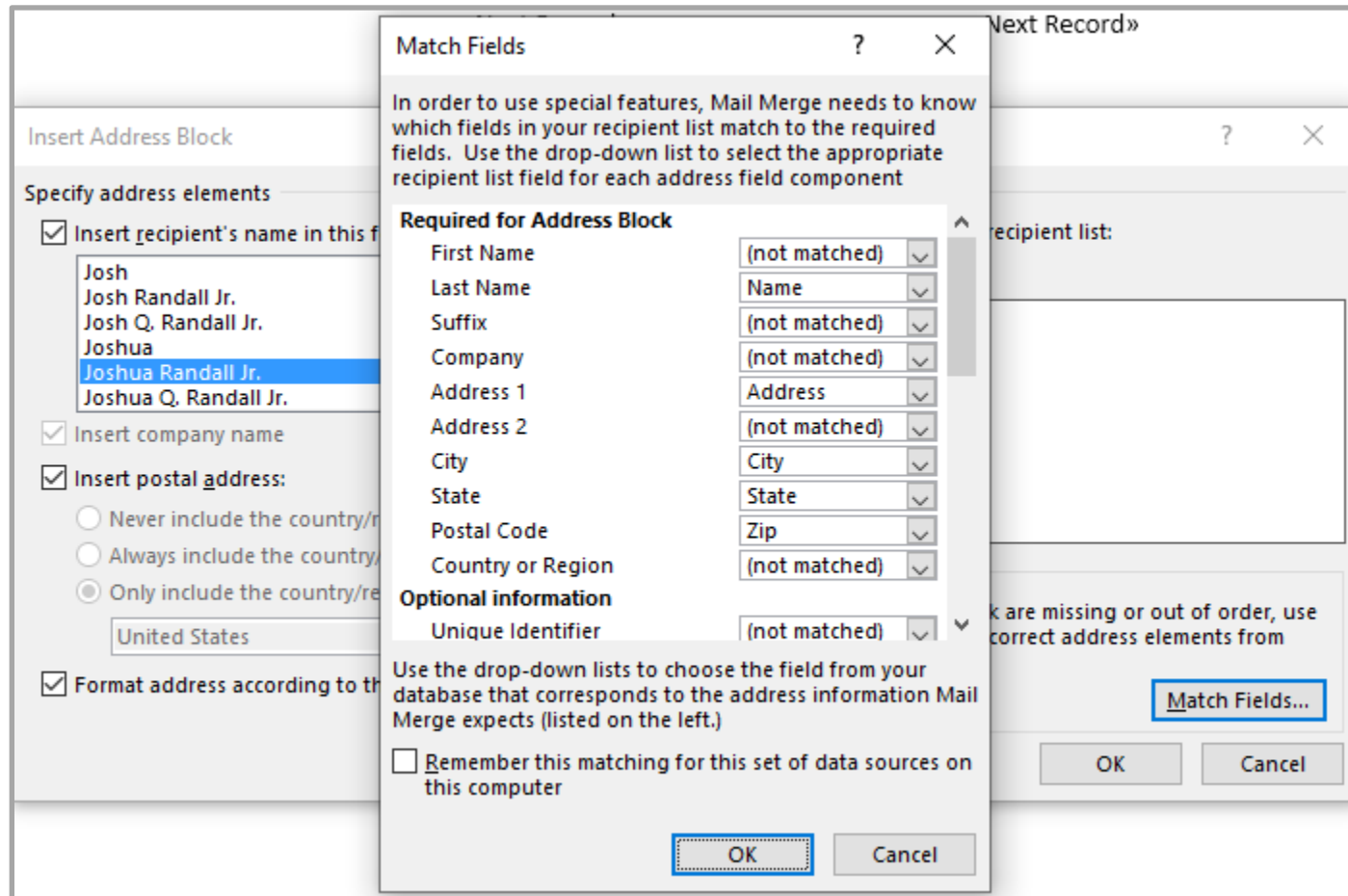


Address Block – This is a simple way to include all the fields for an address label.



It is a "Good Idea" to leave all the boxes checked on the left of the new screen. Your data is shown in the box to the right.

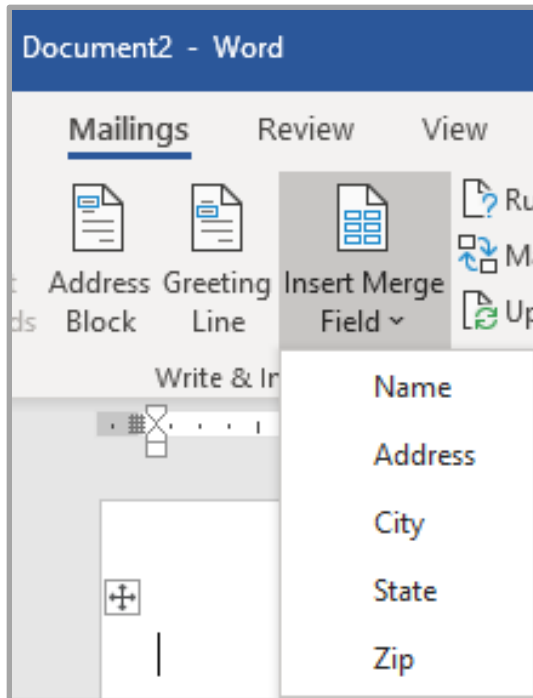
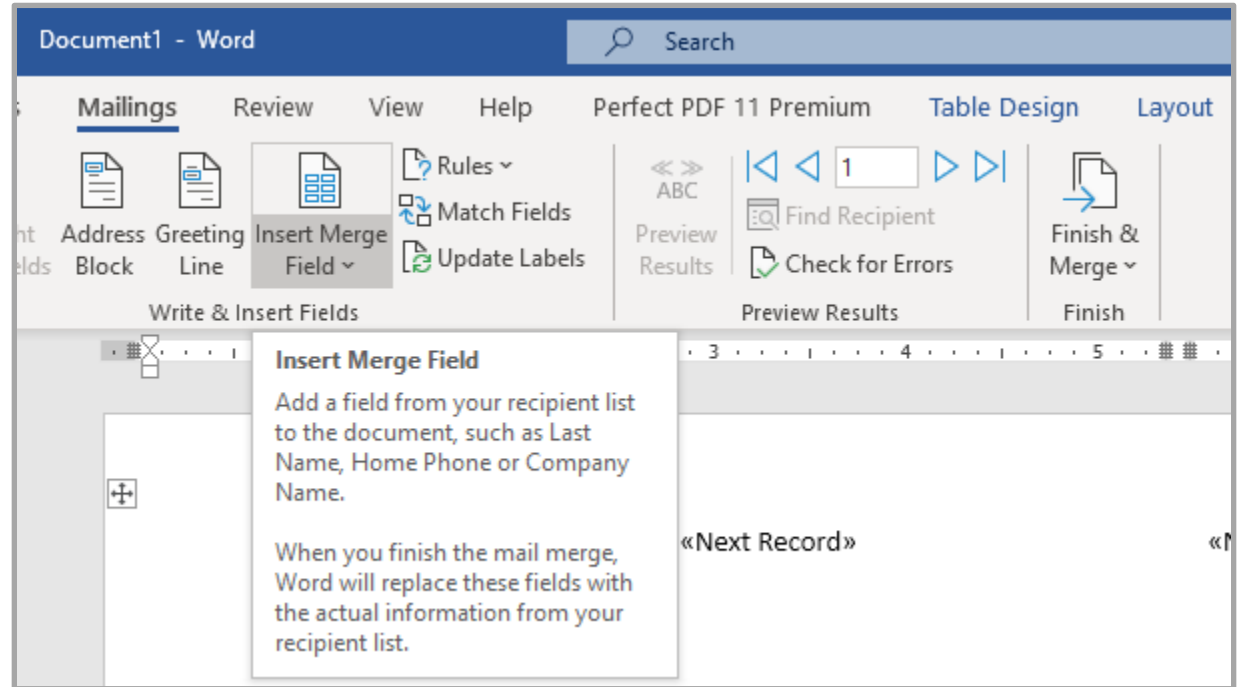
Match Fields – Could be necessary if you wish to use for a different report of label printing. Let us say you have a file that has five fields. It might be easier to use the “Address Block” then match your first field to the Name field.



Your second field to the “Address” field, third field to the “City” field, fourth field to the “State” Field and the fifth field to the “Zip” field.

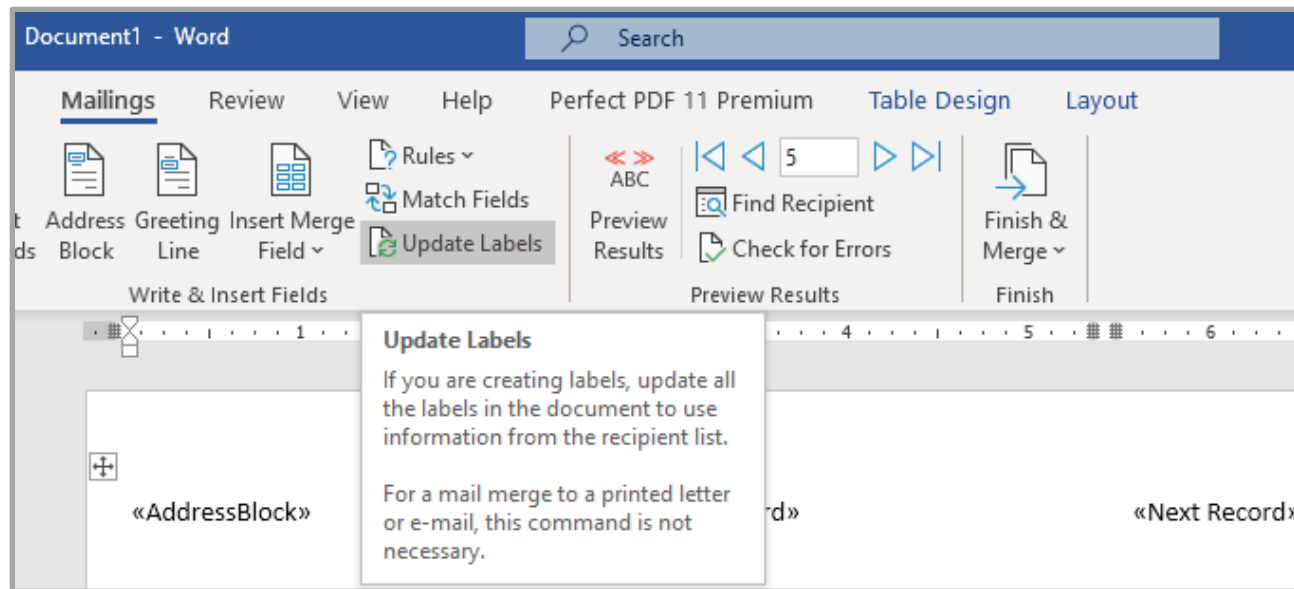
Other Reports/Labels may need to use “Insert Merge Field.”

You can choose where to insert each one. You will need to copy for each label.

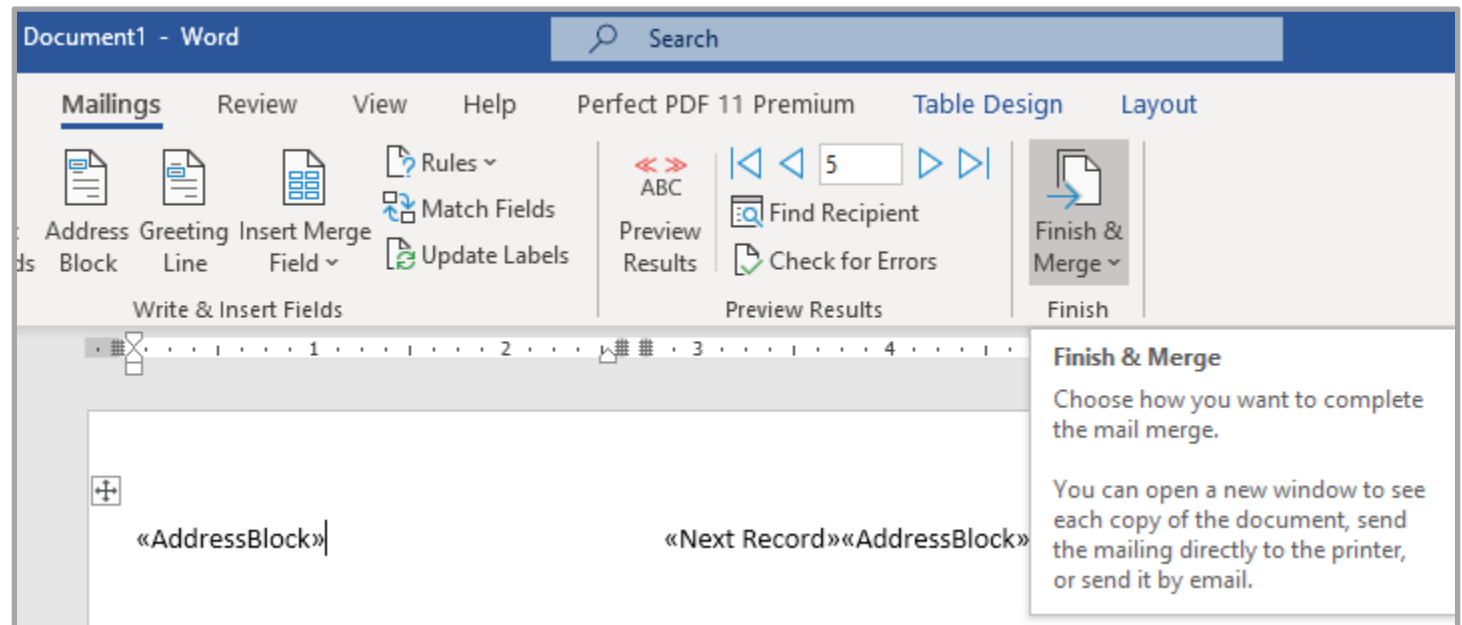




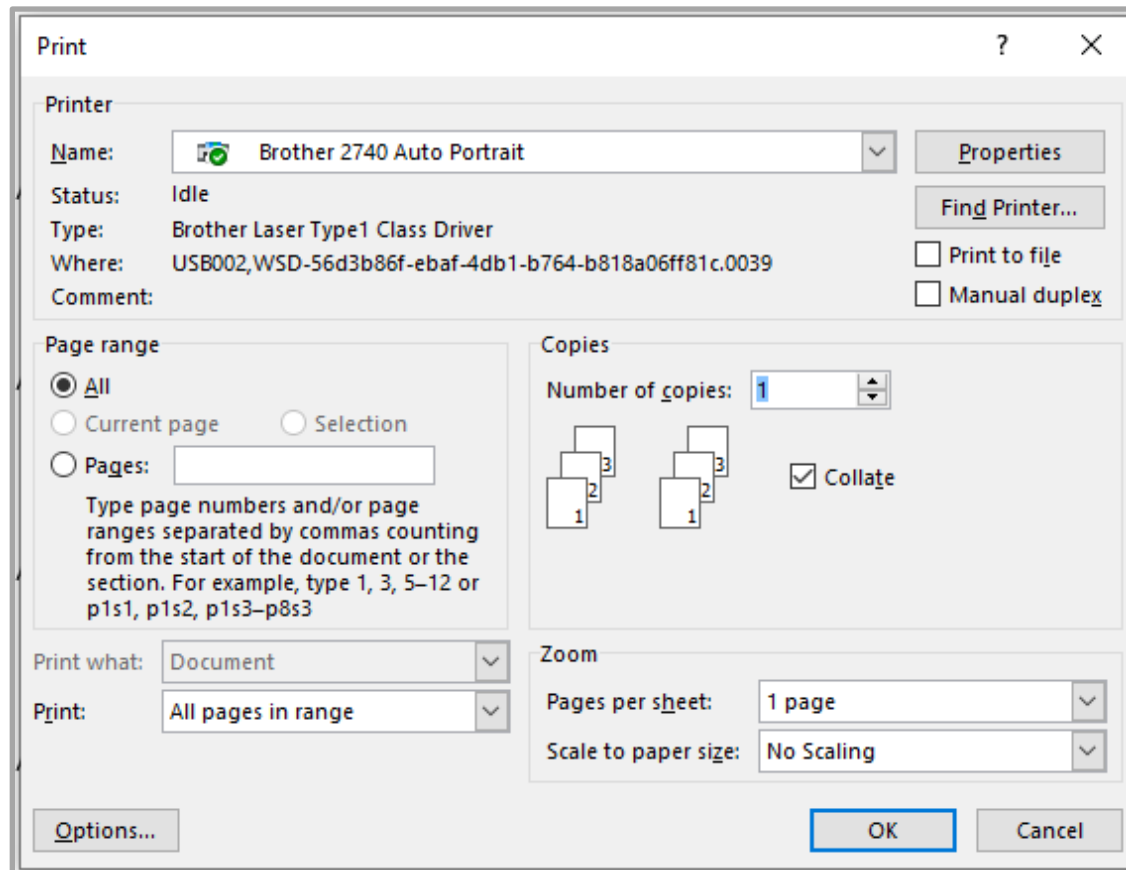
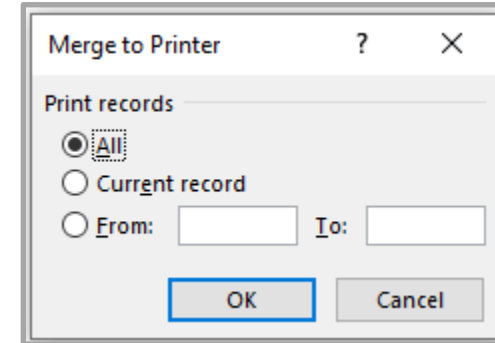
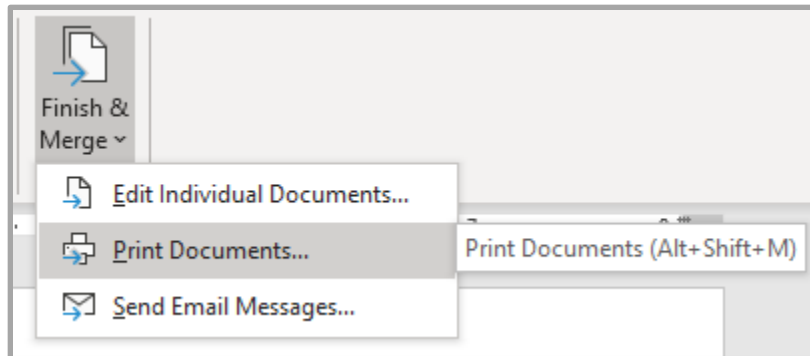
Next step is “Update Labels”.



Then “Finish & Merge”.

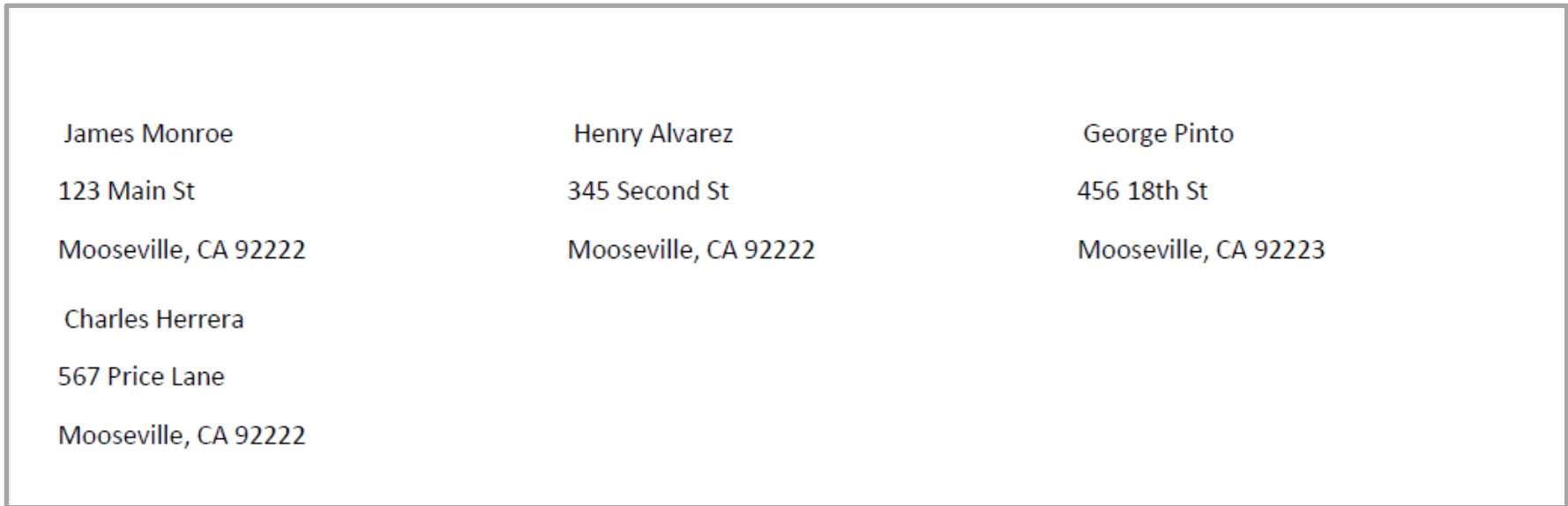


Finish & Merge brings you to the printing portion. This will print all that you checked earlier.



Normal Windows Print Windows appears so that you can choose which printer you would like to print the labels with.

Sample of the Labels that printed. FYI – If you plan to use the same names and report save to a PDF.



Time to Save your file.

File Name



Choose a Location.



SAVE – More Options will enable you to choose a different location

