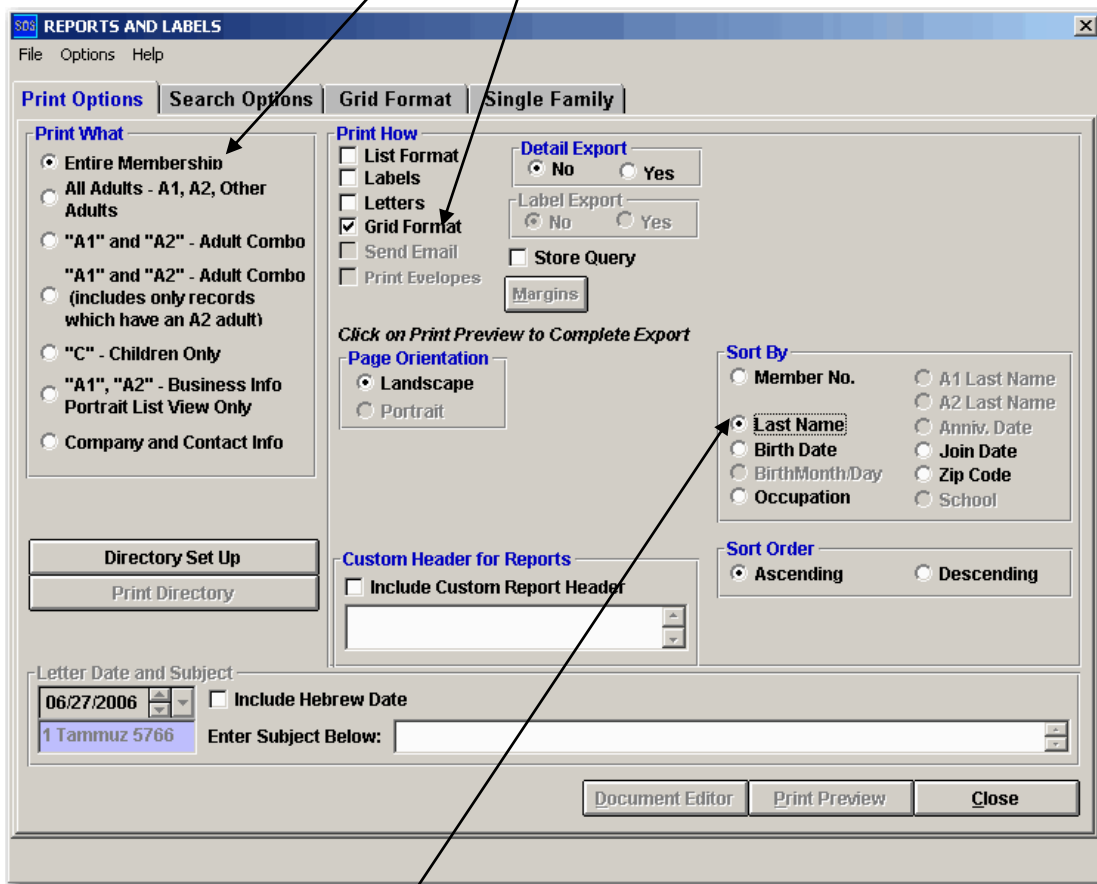


How to use the Grid Report in Reports and Labels

This SOS Quick Tip is designed to help you understand the flexibility of the Grid format for printing reports and selecting only the fields needed.

In this example, we'll show you how to prepare a list of Active Members, in zip code 02000 to 02200 and the A1 member only sorted by Last Name. You will also want to select the fields to be displayed.

- 1: Click on Reports and Labels (or use the F4 Hot key)
- 2: Select Entire Membership (in the Print What Option)
- 3: Select Grid format (in the Print How Option)



- 4: Click on one of the Sort by options.
For example if you want to have everyone listed by Last Name, then click on the Last Name option.

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5: Click on the **Search options Tab**

6: Click on **Member Types** and select Active (This may vary depending on your situation)

7: Click **Zip Code** and enter from 02000 to 02200

8: Click on **Family Status** and select A1

The screenshot shows the 'REPORTS AND LABELS' application window. The 'Search Options' tab is selected. The 'Detailed List of Search Filters' section contains the following options:

- Member # From
- Member L Name
- Home City Like
- Zip Code From 02000 To 02400
- Birthmonth/Day From
- Age From
- Anniv. From
- Anniv. Month / Day
- Join Date From
- Resign Date From
- Gender
- Occupation
- Public School
- Pub. School Grade
- Members with Multiple Home Addresses Using Address Dates
- Only Members Wishing to Receive Mailings
- Marital Status
- Family Status A1
- Renew Date From

The 'Do a Quick Search (Uncheck for Detailed Search)' section is unchecked. The 'User Defined field Search(Grid Only)' section is unchecked. The 'Check/Uncheck here to view Member Type' section has 'Member Type' checked and 'Member Category' unchecked. The 'Member Types' list is expanded, showing the following options:

Member Type
<input checked="" type="checkbox"/> Active Member
<input type="checkbox"/> Catering Client
<input type="checkbox"/> Deceased
<input type="checkbox"/> DELETE
<input type="checkbox"/> HHTICKETS

The 'Filter by State(s)/Province(s)' section is unchecked.

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9: Click on Grid Format

10: Under Field name, select the following Fields

First Name, Last Name, IndividualMailLabel, Status, Addr1, City, State, Zip, Salutation, MemType, then click Run and the Excel Type grid will populate.

Select Fields

Click on Run, to display Results

Click Here to Export Results. See next page

Field Name	Member#	Firstname	LastName	Indivmailla	Status	Addr1	City
<input type="checkbox"/>	BAKER	Irvin	Baker	Mr. Irvin	A1	33 Bernard	Allston
<input type="checkbox"/>	BAKER	Cynthia	Baker	Cynthia	A2	33 Bernard	Allston
<input type="checkbox"/>	BAKERST	Stephen	Baker		A1	45 East	Boston
<input type="checkbox"/>	BAKERST	Susan	Baker		A2	45 East	Boston
<input type="checkbox"/>	BERGERC	Chaim	Berger		A1	222	Allston
<input type="checkbox"/>	BERGERC	Rachel	Berger		A2	222	Allston
<input type="checkbox"/>	BERRYR	Ronda	Berry		A1	57 East	BOSTO
<input type="checkbox"/>	BERRYR	Steven	Berry		A2	57 East	BOSTO
<input type="checkbox"/>	BETA	Julie	Goldberg		A1	1551 West	Baltimc
<input type="checkbox"/>	BRAUN_E	Phyllis	Burdette	None	A1	68 East	Chicag
<input type="checkbox"/>	BURDETT	Phyllis	Burdette		A1	30 Main	Baltimc
<input type="checkbox"/>	BYRON	John	Byron	John Byron	A1	205	Chicag
<input type="checkbox"/>	BYRON	Paula	Byron	Paula	A2	205	Chicag
<input type="checkbox"/>	CAPLHYL	Harry	Caplan	Harry	A1	59 Joes	Baltimc
<input type="checkbox"/>	CAPLHYL	Joanna	Caplan	Joanna	A2	59 Joes	Baltimc
<input type="checkbox"/>	CAPLHYL	Bryan	Lazero	Bryan	C	59 Joes	Baltimc
<input type="checkbox"/>	CARAME	Eliz	Carey	Ms. Eliz	A1	67A Shore	Portlan
<input type="checkbox"/>	CARAME	Howard	Frank	Mr.	A2	67A Shore	Portlan
<input type="checkbox"/>	CARAME	Jesse	Carey	Jesse	C	67A Shore	Portlan
<input type="checkbox"/>	CHANGEN	Samuel	Changenu		A1	main	Boston
<input type="checkbox"/>	CIONPHI	Philip	Cioni	Mr. Philip	A1	586 Falls	Philade

Total Found: 117

11: You can click on any of the top of the columns and the grid will be automatically resorted.

12: You now have a file, based on your query, that you can Mail Merge with Microsoft Word, Import to Excel or import to Access or most other Windows based programs.

