

# How to quickly create a member list

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Objective: To print a list of the active members to include A1 and A2 names, addresses and telephone number. Time to read on print, should be about 2 minutes.

- 1: Open Reports and Labels by any of the following methods;
  - Click on the Reports and labels Button
  - Press the F4 Hot key
  - Click Reports menu, then Reports and Labels.
- 2: In Reports and Labels do the following:
  - Under Print What, click A1 and A2 Adult Combo
  - Under Print How, be sure List format is checked
  - Under Sort By, click on Last Name
- 3: Click on the Search options tab.
  - Check Member Type, and then click on Active (your member type name(s) may vary)
- 4: Click back to the Print options screen.
  - At the bottom, click on print preview

This renders your report to the screen.

5: When the list appears, click on the next, previous, last buttons to scroll through the report on screen.

6: Click Print Page to print the current page to your default printer

7: Click on Print Range to print a range of pages and multiple copies.

8: Click on Special to create a PDF compatible file.

There are many more options, such as multiple member types, print labels, letters, envelopes, export the data to mail merge with Microsoft Word.

SOS continues to be enhanced through user comments and ideas. Please email your suggestions to [SoSSupport@ansintech.com](mailto:SoSSupport@ansintech.com)

For more details about SOS visit our web site at  
[www.ansintech.com](http://www.ansintech.com)