

# How to Search SOS by Age and Member Type

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## Part 1: Create the Query

- 1: From the General Family screen, select Reports and Labels.
- 2: Under Print What, be sure the first option is selected, **Entire Membership**
- 3: Under Print How, select **List format**
- 4: Click on Search Options Tab, then select the **Member Type's** needed in the report.
- 5: Click on Age and enter an age from and to.
- 6: Click back on the Print Options Tab and click on the Items to show.
- 7: click **Print Preview**. This will render the report to the screen
- 8: Once the details are on the preview screen, you can print one page or a range of pages. (See options on right side of screen)

If you maintain same query, you can print labels, and / or write letters, or export the data to the same set of people.

Suggestions:

- 1: Be sure that all of the DOB, on the Family Screen is completed.  
If any of the DOB is missing, then that record(s) will not be part of the query results.
- 2: Run the Global Updates Option, Refresh Ages.

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)

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