

How to Search SOS by Age and member Type

January 2005

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 or SoSrequest@ansintech.com

For more details about SOS visit our web site at
www.ansintech.com

SOS how to print members by age and member Type last reviewed January 2005 Technical support toll free number is 1-866-322-4530

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