

## Running a Basic Report

**Step 1:** Click on MemberDesq and then Members.

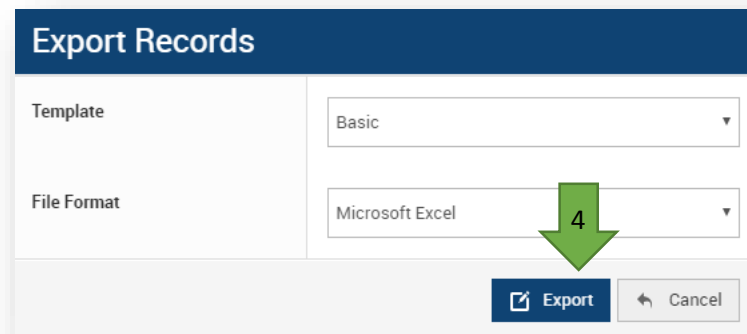
**Step 2:** Click on the **Actions** button at the top hand right corner of the Member Listing.

**Step 3:** A drop menu will appear, click Export.

The screenshot shows the NE SPORT TECHNOLOGY interface. At the top, there is a navigation bar with icons for MemberDesq, EventDesq, ShopDesq, SportsDesq, Utilities, Administration, and Support. A green arrow labeled '1' points to the MemberDesq icon. Below this is a sidebar with a 'Members' link, also indicated by a green arrow labeled '1'. The main content area is titled 'Member Listing' and features a table of member data. A green arrow labeled '2' points to the 'Actions' dropdown menu in the top right corner of the table.

| Last Name | First Name  | Email                       | Memberships                      | Status   | Financial Status |         |
|-----------|-------------|-----------------------------|----------------------------------|----------|------------------|---------|
| ??        | Caroline    | mocini@163.com              | Benalla Hockey Club              | Online   | No               | Actions |
| 1 Results | Maccabi     | admin@hockeyvictoria.au     | Maccabi Hockey Club              | Inactive | No               | Actions |
| 1 Results | Eaglehawk   | admin@hockeyvictoria.org.au | Eaglehawk Hockey Club            | Inactive | No               | Actions |
| 1 Results | Sandhurst   | admin@hockeyvictoria.org.au | Sandhurst Hockey Club Inc        | Inactive | No               | Actions |
| 1 Results | Senjuns     | admin@hockeyvictoria.org.au | Senjuns Hockey Club              | Inactive | No               | Actions |
| 1 Results | Pumas       | admin@hockeyvictoria.org.au | Pumas Hockey Club                | Inactive | No               | Actions |
| 1 Results | Eureka GCHC | admin@hockeyvictoria.org.au | Eureka & Golden City Hockey Club | Inactive | No               | Actions |
| 1 Results | Blaze       | admin@hockeyvictoria.org.au | Blaze Hockey Club                | Inactive | No               | Actions |
| 1 Results | Oldcats     | admin@hockeyvictoria.org.au | BobCats Hockey Club              | Inactive | No               | Actions |
| 1 Results | ACU         | admin@hockeyvictoria.org.au | ACU Hockey Club                  | Inactive | No               | Actions |

**Step 4:** A pop up window will appear, for this report the default settings are for a Basic Report. Then just click Export.

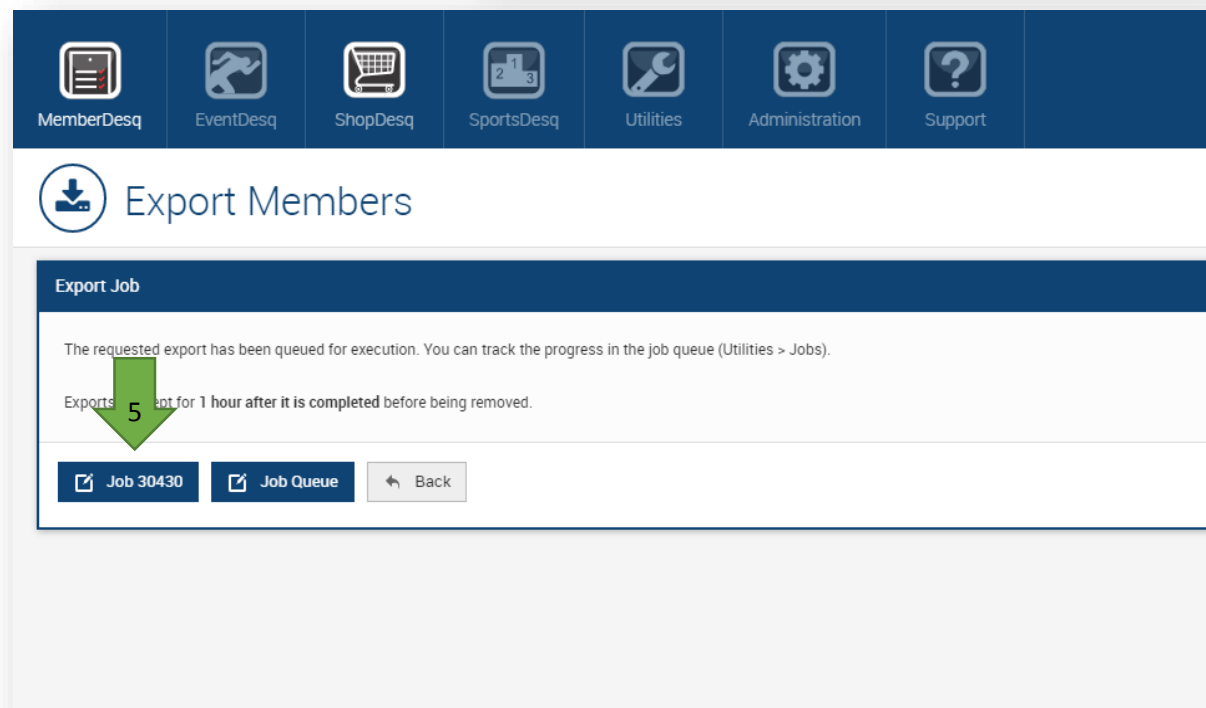


The 'Export Records' dialog box shows the following settings:

|             |                 |
|-------------|-----------------|
| Template    | Basic           |
| File Format | Microsoft Excel |

At the bottom right, there are two buttons: 'Export' (highlighted in blue) and 'Cancel' (grey). A green arrow with the number '4' points to the 'Export' button.

**Step 5:** A new window will now appear. Wait about 2-3 minutes and click on the Job Number button.




The 'Export Members' screen features a navigation bar with icons for MemberDesq, EventDesq, ShopDesq, SportsDesq, Utilities, Administration, and Support. Below the navigation bar is the 'Export Members' title and a sub-header 'Export Job'. The main content area contains the following text:

The requested export has been queued for execution. You can track the progress in the job queue (Utilities > Jobs).

Exports will be removed for 1 hour after it is completed before being removed.


At the bottom, there are three buttons: 'Job 30430' (highlighted in blue), 'Job Queue' (blue), and 'Back' (grey). A green arrow with the number '5' points to the 'Job 30430' button.

**Step 6:** You will then be in the Job Screen. To view the report, you will need to click on one of the 3 links.


View Job

| Job       |  |
|-----------|--|
| ID        | 30430  |
| Title     | Members (Basic)  |
| Type      | Export   |
| Progress  | 100%   |
| Status    | Success  |
| Output    | <a href="#">export.csv</a><br><a href="#">export.xls</a><br><a href="#">export.zip</a> |
| Requested | 20 July 2016 10:07:13  |
| By        | Matt Crawford  |
| Started   | 20 July 2016 10:07:13  |
| Duration  | 2917 seconds   |
| Ended     | 20 July 2016 10:55:50  |

☰ Listing



**Please Note:** You can filter out any information you don't need through the use of filters in excel.