

Running a Full Report

Step 1: Click on MemberDesq and then Members.

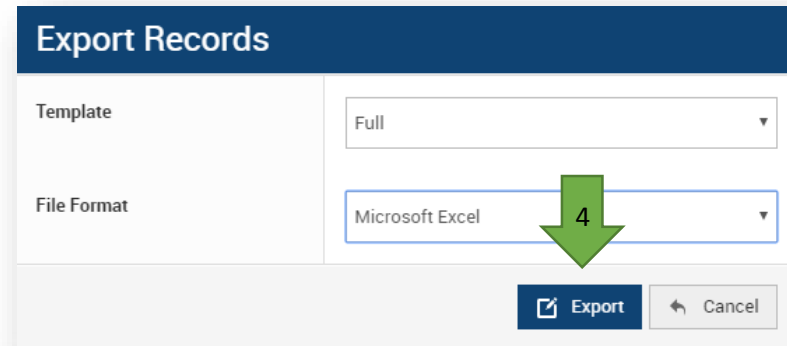
Step 2: Click on the **Actions** button at the top hand right corner of the Member Listing.

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

The screenshot shows the NE SPORT TECHNOLOGY interface. The top navigation bar includes icons for MemberDesq, EventDesq, ShopDesq, SportsDesq, Utilities, Administration, and Support. The left sidebar shows a 'NAVIGATION' menu with 'Members' selected. The main content area displays the 'Member Listing' table. The table has columns for Last Name, First Name, Email, Memberships, Status, and Financial Status. The 'Actions' column contains dropdown menus for each row. A search bar and a 'Show' dropdown are located above the table.

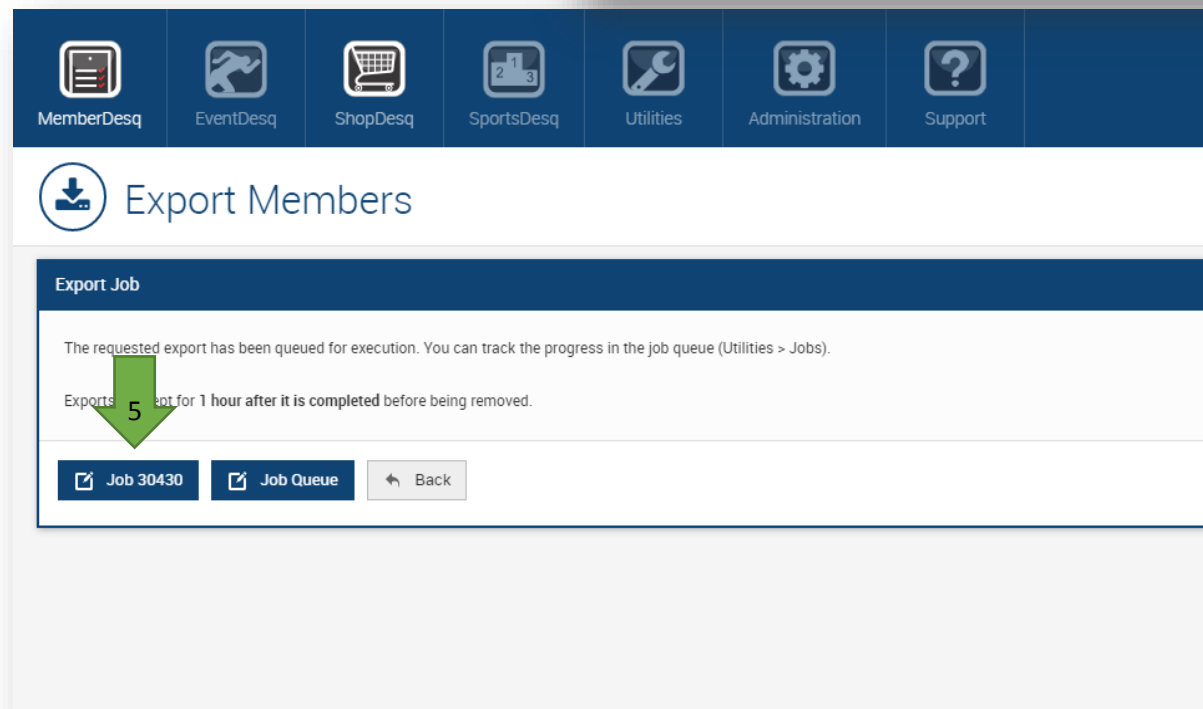
Last Name	First Name	Email	Memberships	Status	Financial Status	Actions
??	Caroline	mocini@163.com	Benalla Hockey Club	Online	No	Actions
1 Results	Maccabi	admin@hockeyvictoria.au	Maccabi Hockey Club	Inactive	No	Actions
1 Results	Eaglehawk	admin@hockeyvictoria.org.au	Eaglehawk Hockey Club	Inactive	No	Actions
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, change the template to Full and click export.




The 'Export Records' dialog box has a dark blue header. It contains two rows of controls: 'Template' with a dropdown menu set to 'Full', and 'File Format' with a dropdown menu set to 'Microsoft Excel'. A green arrow with the number '4' points to the 'File Format' dropdown. At the bottom right, there are two buttons: 'Export' (with a document icon) and 'Cancel' (with a back arrow icon).

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



The 'Export Members' page features a dark blue navigation bar with icons for MemberDesq, EventDesq, ShopDesq, SportsDesq, Utilities, Administration, and Support. Below the navigation bar is a white header with a download icon and the text 'Export Members'. The main content area has a dark blue header 'Export Job' and a white background with the following text: 'The requested export has been queued for execution. You can track the progress in the job queue (Utilities > Jobs). Exports are kept for 1 hour after it is completed before being removed.' A green arrow with the number '5' points to the 'Job 30430' button. At the bottom, there are three buttons: 'Job 30430' (with a document icon), 'Job Queue' (with a document icon), and 'Back' (with a back arrow icon).

Step 6: You will then be in the Job Screen, the status should read as succesful. To view the report, you will then click on one of the 2 links.



View Job

Job	
ID	30466
Title	Members (Full)
Type	Export
Progress	100%
Status	Success
Output	export.xls export.zip ← 6
Requested	20 July 2016 13:42:01
By	Matt Crawford
Started	20 July 2016 13:42:30
Duration	40 seconds
Ended	20 July 2016 13:43:10

☰ Listing

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