

Running an Active Subscriptions Report

Step 1: Click on MemberDesq and then Members.

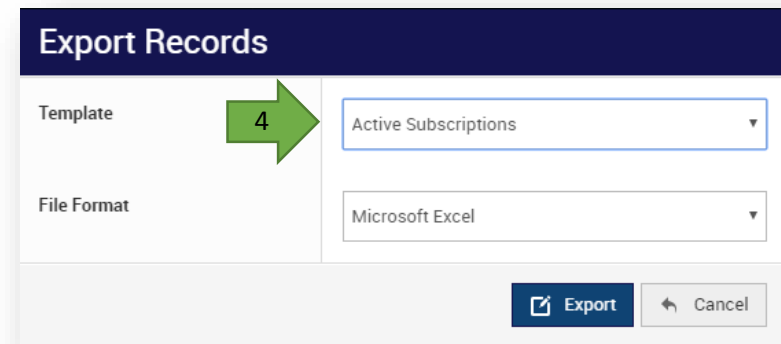
Step 2: Click on the **Actions** button at the top hand right corner of the Member Listing.

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' page with a table of members. The table has columns for Last Name, First Name, Email, Memberships, Status, and Financial Status. An 'Actions' dropdown menu is visible in the top right corner of the table.

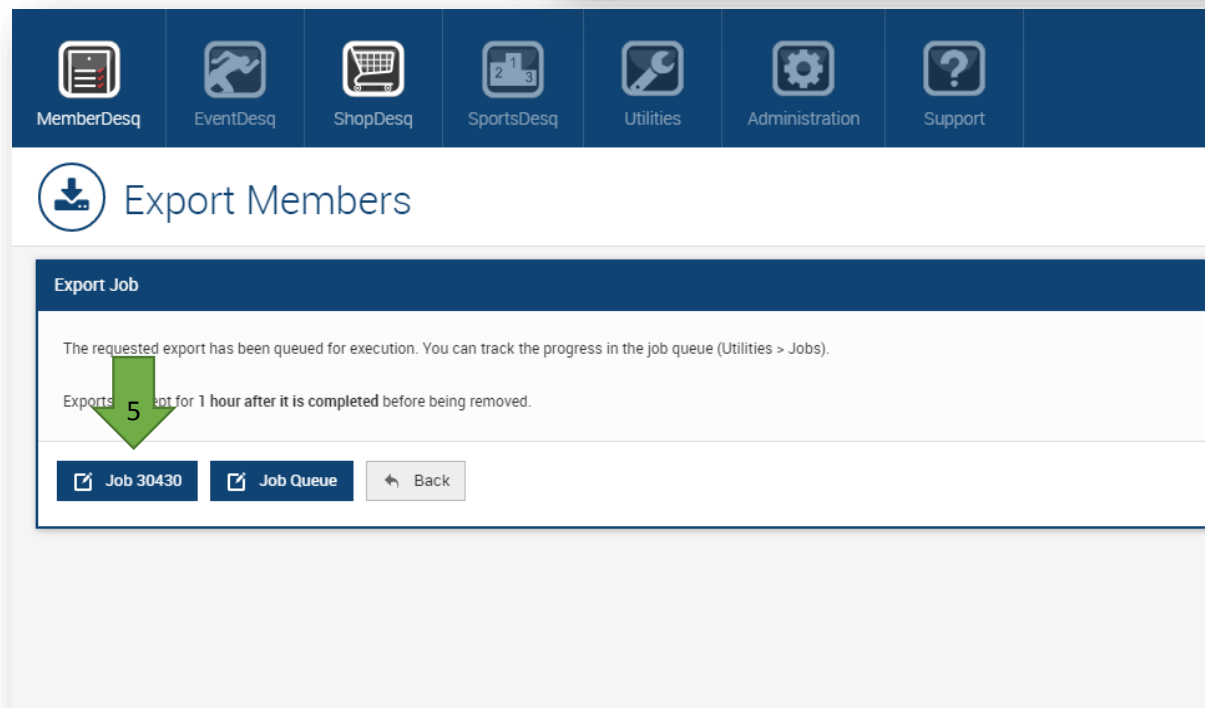
Last Name	First Name	Email	Memberships	Status	Financial Status	Actions
??	Caroline	mocini@163.com	Benalla Hockey Club	Online	No	Actions
1 Results	Maccabi	admin@hockeyvictoria.au	Maccabi Hockey Club	Inactive	No	Actions
1 Results	Eaglehawk	admin@hockeyvictoria.org.au	Eaglehawk Hockey Club	Inactive	No	Actions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



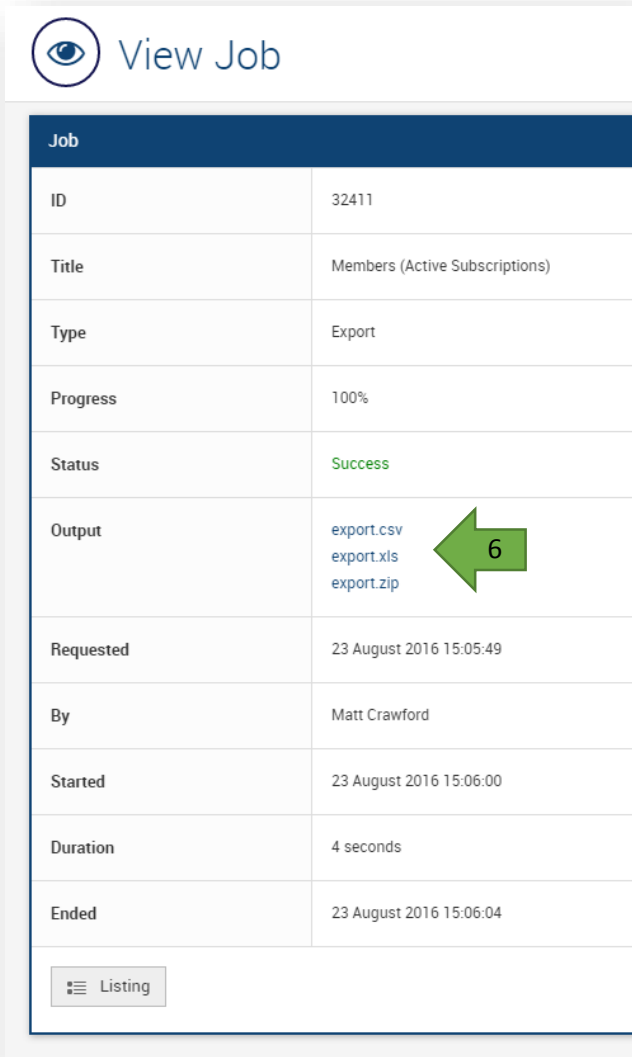
The 'Export Records' dialog box has a dark blue header. It contains two dropdown menus: 'Template' set to 'Active Subscriptions' and 'File Format' set to 'Microsoft Excel'. A green arrow with the number '4' points to the 'Template' dropdown. At the bottom right, there are 'Export' and 'Cancel' buttons.

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 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 a message: '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.' A green arrow with the number '5' points to the 'Job 30430' button. At the bottom, there are buttons for 'Job 30430', 'Job Queue', and 'Back'.

Step 6: You will then be in the Job Screen, the status should read as successful. To view the report, you will then click on one of the 3 links.



View Job

Job	
ID	32411
Title	Members (Active Subscriptions)
Type	Export
Progress	100%
Status	Success
Output	export.csv export.xls export.zip
Requested	23 August 2016 15:05:49
By	Matt Crawford
Started	23 August 2016 15:06:00
Duration	4 seconds
Ended	23 August 2016 15:06:04

Listing

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