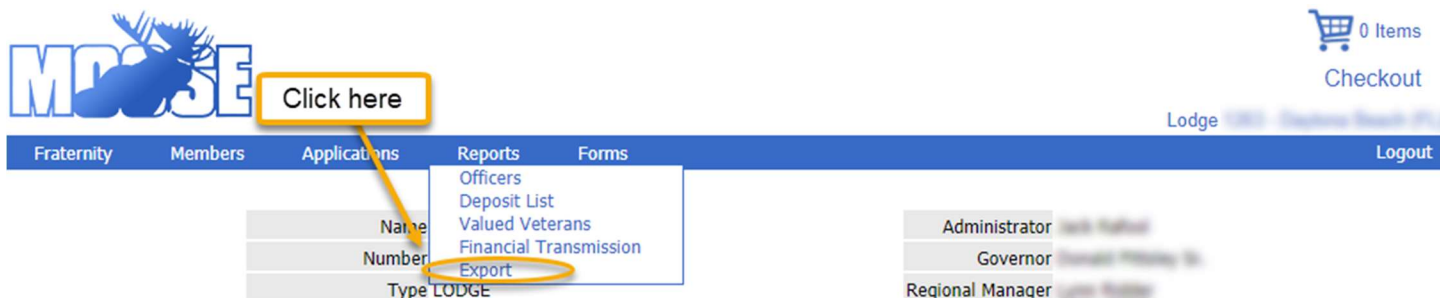


LCL Web Export Instructions

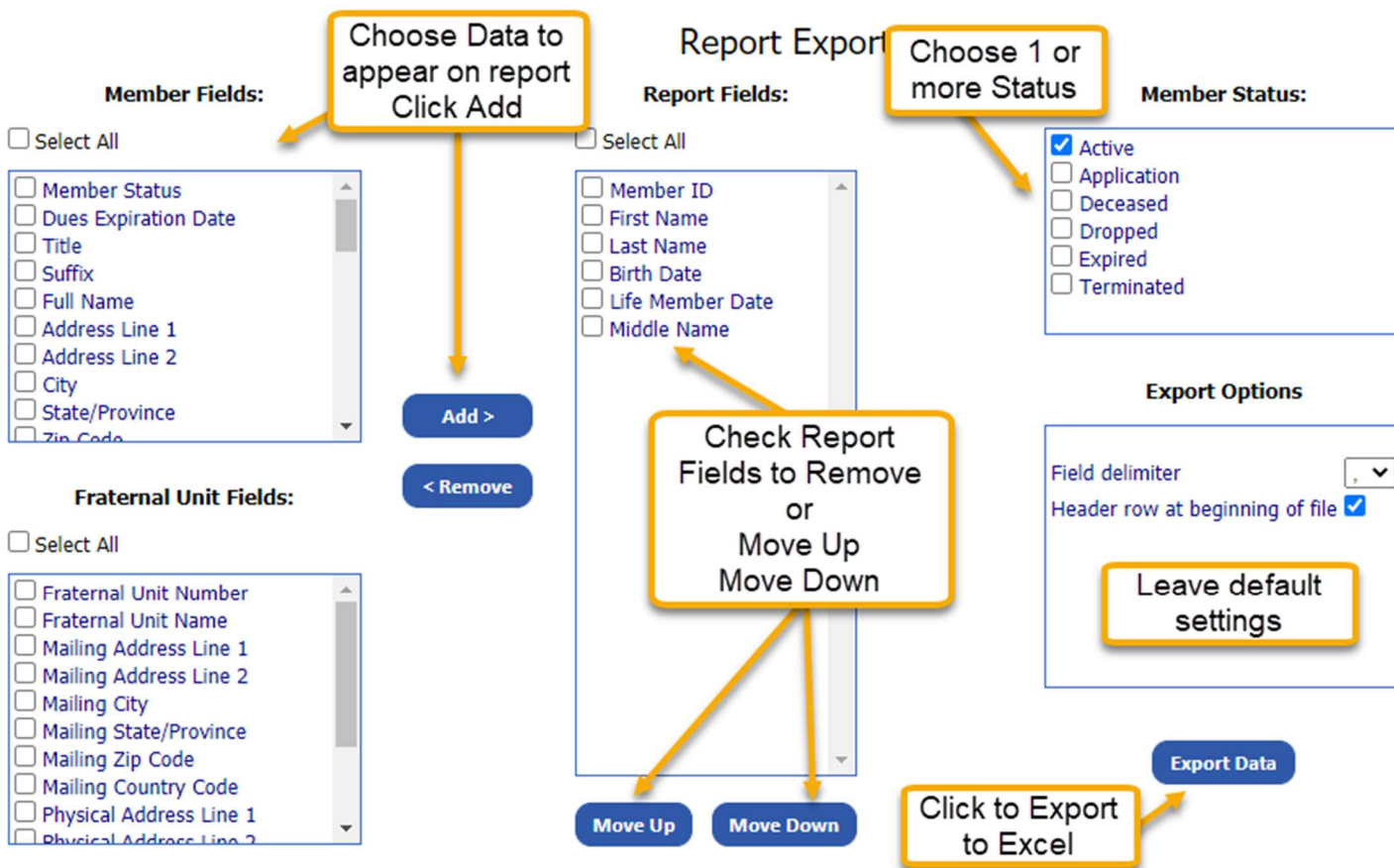
To perform an Export in LCL Web:

Follow the steps below to perform an Export in LCL Web:

1. Float your cursor over the Reports menu item on the Menu Ribbon and then click on the Export sub-menu

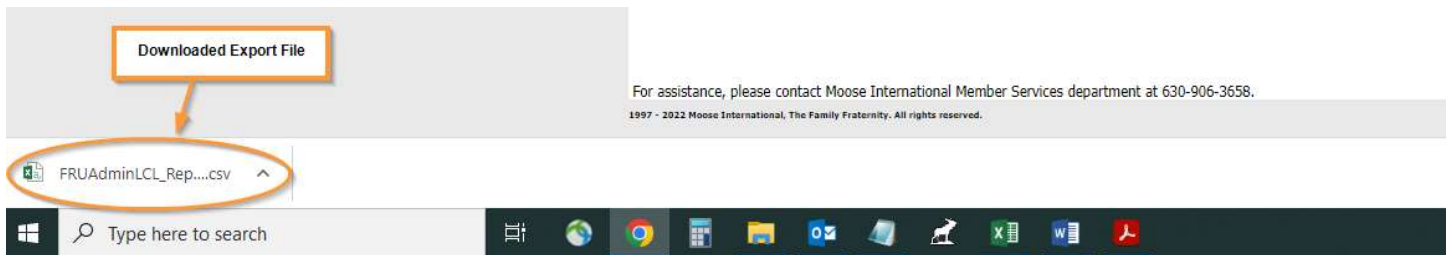


2. Click on the check box next to each of the applicable items in the **Member Fields** section of the Export.
 - a. You may click on the Select All check box if you want every item to show up on the export.



3. Click the **Add** button to add your choices to the **Report Fields** section of the export.
 - a. The **Report Fields** section shows which items have been chosen to appear on the final export.
4. Click on the check box next to each of the applicable items in the **Fraternal Unit Fields** section of the Export.
 - a. You may click on the Select All check box if you want every item to show up on the export.

5. Click the **Add** button to add your choices to the **Report Fields** section of the export.
 - a. The **Report Fields** section shows which items have been chosen to appear on the final export.
6. In the **Report Fields** section:
 - a. You can change the order of the items in the final Export by clicking the check box next to the item that you want to move and then clicking either **Move Up** or **Move Down** buttons below the **Report Fields** section.
 - b. You can remove items by clicking on the check box next to the item in the **Report Fields** section and then clicking on the **Remove** button.
7. Next choose a **Member Status** in the **Member Status** section by clicking on the check box next to the appropriate status.
8. Do not make changes in the **Export Options** section unless you have advanced knowledge of database exporting.
9. Once you have completed choosing what needs to be exported click on the **Export Data** button.
10. The downloaded export file will be found in the bottom left hand side of the screen.



11. Click on the file and it should open in Excel or another spreadsheet program.
12. Once in Excel or another spreadsheet program you will need to save the file to keep the information on your computer.

Note: The only way to print the report is to open the downloaded file. From there, the data can be sorted and manipulated any way you like.