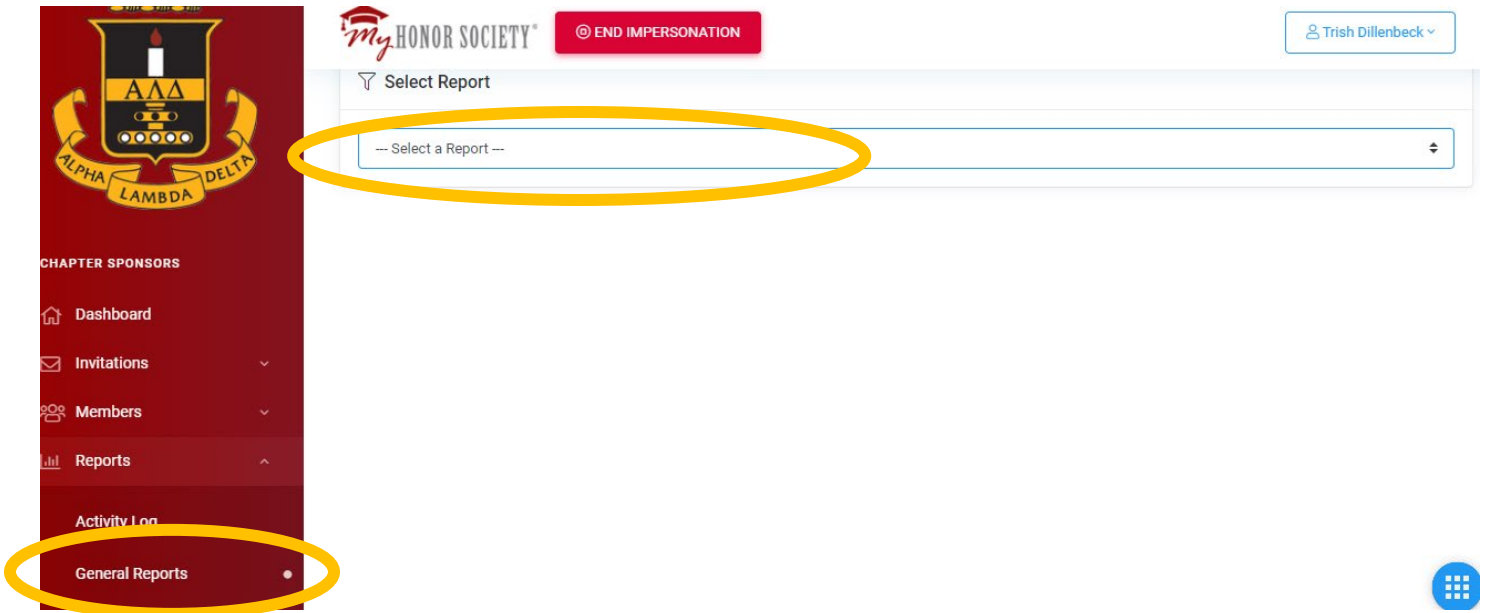


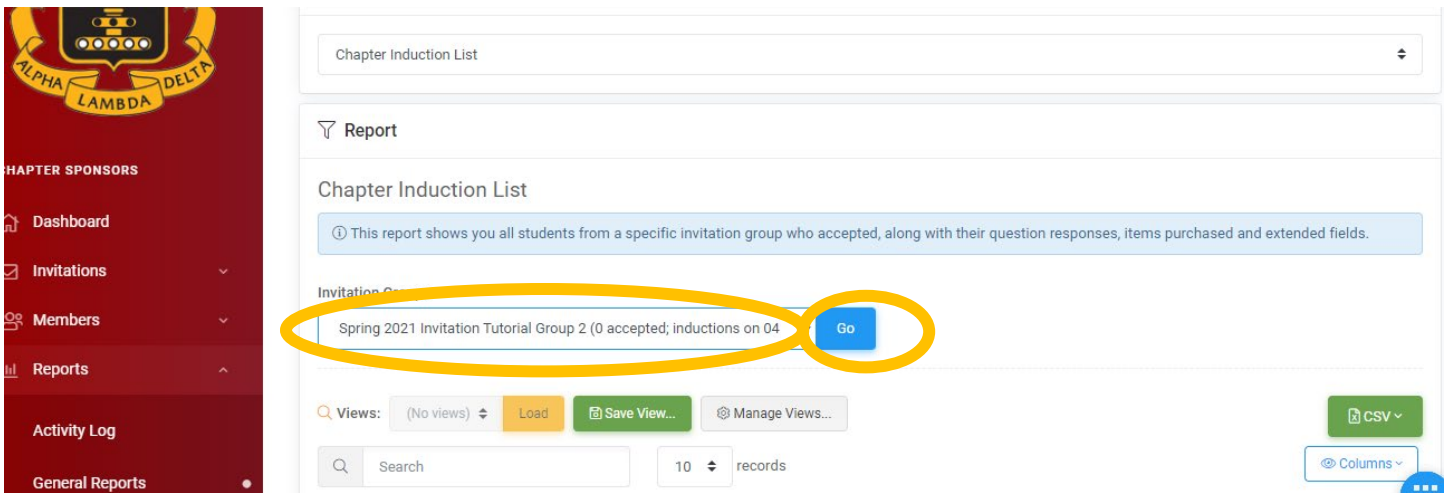
Downloading Your Induction List (MHS)

An Alpha Lambda Delta Tutorial

STEP 1: SIGN INTO MHS, CLICK ON “REPORTS” then “GENERAL REPORTS” (LEFT NAVIGATION BAR), AND SELECT THE “CHAPTER INDUCTION LIST.”



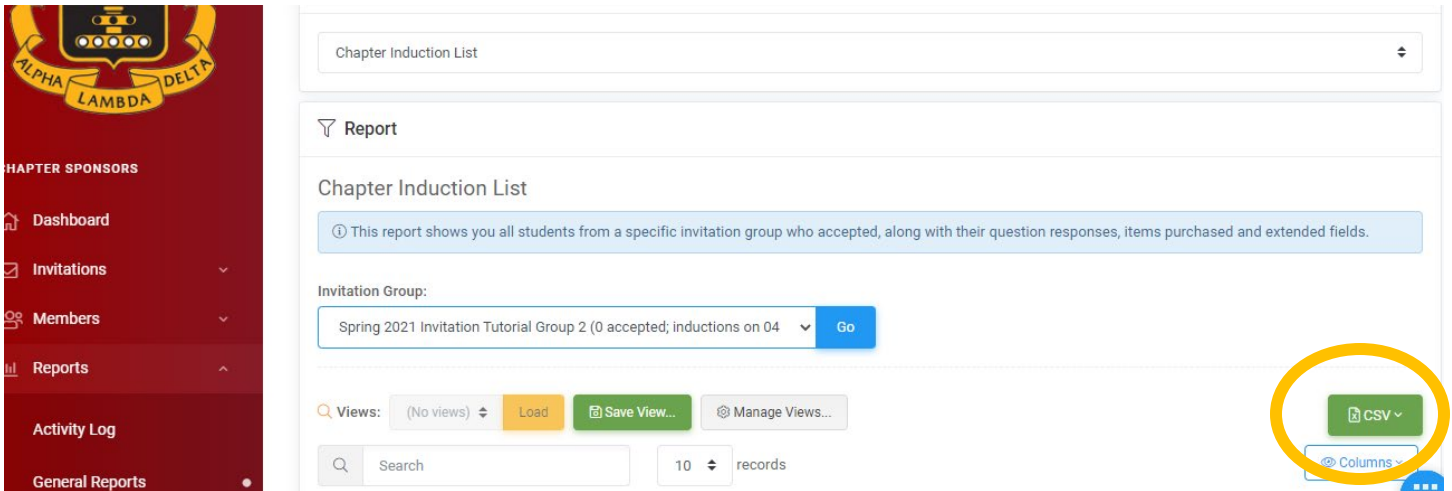
STEP 2: SELECT YOUR INVITATION GROUP AND CLICK GO.



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STEP 3: TO EXPORT TO AN EXCEL SPREADSHEET, CLICK THE CSV BUTTON IN GREEN.



The screenshot displays the MHS interface for the Alpha Lambda Delta chapter. On the left is a dark red sidebar with the chapter logo and navigation options: Dashboard, Invitations, Members, Reports, Activity Log, and General Reports. The main content area is titled 'Chapter Induction List' and includes a dropdown menu at the top set to 'Chapter Induction List'. Below this is a 'Report' section with a description: 'This report shows you all students from a specific invitation group who accepted, along with their question responses, items purchased and extended fields.' The 'Invitation Group' is set to 'Spring 2021 Invitation Tutorial Group 2 (0 accepted; inductions on 04)'. At the bottom of the report area, there are buttons for 'Views: (No views)', 'Load', 'Save View...', and 'Manage Views...'. A search bar and a '10 records' indicator are also present. A green 'CSV' button with a download icon is circled in yellow, and a 'Columns' dropdown menu is visible below it.

You are then given a choice of just the columns you see on the screen or all available. Make a choice and the file will download and appear in the bottom left corner of your screen. Click to open.