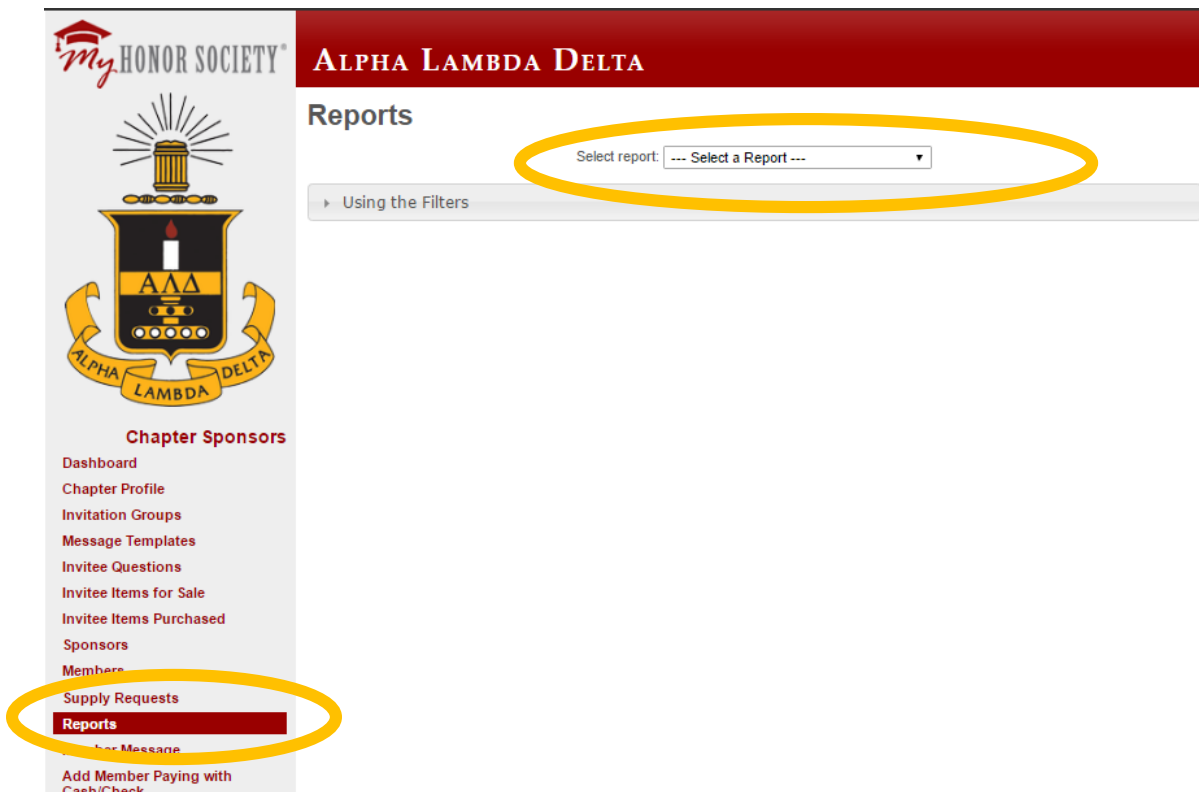


Accessing a Current Membership List (MHS)

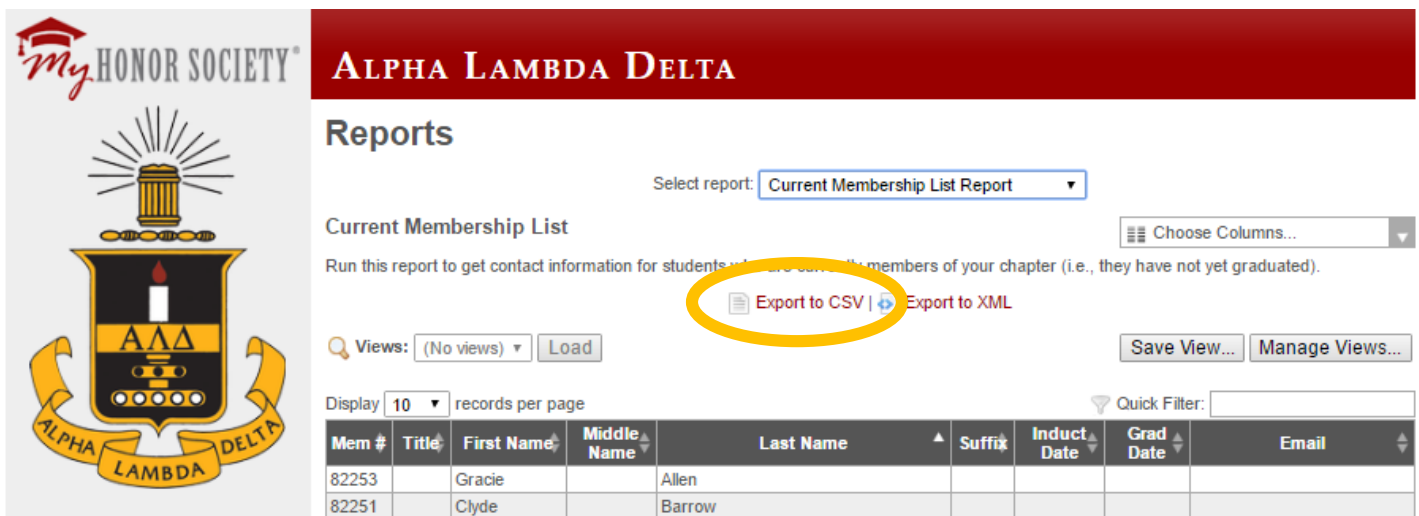
An Alpha Lambda Delta Tutorial

STEP 1: SIGN INTO MHS, CLICK ON "REPORTS" (LEFT NAVIGATION BAR), AND SELECT THE "CURRENT MEMBERSHIP LIST REPORT."



The screenshot shows the Alpha Lambda Delta MHS interface. On the left is a navigation menu with the following items: Dashboard, Chapter Profile, Invitation Groups, Message Templates, Invitee Questions, Invitee Items for Sale, Invitee Items Purchased, Sponsors, Members, Supply Requests, **Reports** (highlighted with a yellow circle), Member Message, and Add Member Paying with Cash/Check. The main content area has a red header with "ALPHA LAMBDA DELTA" and a "Reports" section. A dropdown menu labeled "Select report:" is open, showing "--- Select a Report ---" (highlighted with a yellow circle). Below the dropdown is a button labeled "Using the Filters".

STEP 2: TO EXPORT TO AN EXCEL SPREADSHEET, CLICK YOUR EXPORT TO CSV.



The screenshot shows the Alpha Lambda Delta MHS interface with the "Current Membership List" report selected. The "Select report:" dropdown is set to "Current Membership List Report". Below the dropdown is a "Choose Columns..." dropdown. The report description reads: "Run this report to get contact information for students who are currently members of your chapter (i.e., they have not yet graduated)." Below this is a yellow circle highlighting the "Export to CSV" button, with "Export to XML" next to it. There are also "Save View..." and "Manage Views..." buttons. Below the buttons is a "Views:" section with "(No views)" and a "Load" button. A "Display" section shows "10 records per page" and a "Quick Filter:" input field. At the bottom is a table with the following data:

Mem #	Title	First Name	Middle Name	Last Name	Suffix	Induct Date	Grad Date	Email
82253		Gracie		Allen				
82251		Clyde		Barrow				