

Downloading Your Induction List (MHS)

An Alpha Lambda Delta Tutorial

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

The screenshot shows the MHS website interface. On the left is a sidebar with the 'my HONOR SOCIETY' logo and a list of navigation 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: --- Select a Report ---' is highlighted with a yellow circle. Below it is a button labeled 'Using the Filters'.

STEP 2: SELECT YOUR INVITATION GROUP AND CLICK GO.

The screenshot shows the 'Chapter Induction List' report interface. The 'Select report:' dropdown is set to 'Chapter Induction List Report'. Below it, the text reads: '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:' dropdown is set to 'Summer 16 Test Group (0 accepted; inductions on 10/10/20)' and is highlighted with a yellow circle. A 'Go' button is also highlighted with a yellow circle. Below the dropdown is a 'Views:' section with '(No views)' and a 'Load' button. There are 'Save View...' and 'Manage Views...' buttons. The 'Display' dropdown is set to '10' records per page. A 'Quick Filter:' input field is present. Below this is a table with columns: Member (First, Last, Accepted), Invitee Questions (Chapter Office, Attend Ceremony, ice cream, Frieb, Chapter T-Shirt, Phi Eta Sigma Dues, Phi Eta Sigma Comments), Items Purchased (Phi Eta Sigma Dues, Phi Eta Sigma Dues, Banquet Fee, T-shirt, T-shirt Comments, AAA Dues, cap), and Member Extended Fields (PES Member). The table currently shows 'No records to display'. Below the table is a 'Showing 0 records' message and a 'Using the Filters' button.

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STEP 3: TO EXPORT TO AN EXCEL SPREADSHEET, CLICK YOUR EXPORT TO CSV.




Chapter Sponsors

- Dashboard
- Chapter Profile
- Invitation Groups
- Message Templates
- Invitee Questions
- Invitee Items for Sale
- Invitee Items Purchased
- Sponsors
- Members
- Supply Requests
- Reports**
- Member Message
- Add Member Paying with

ALPHA LAMBDA DELTA

Reports

Select report: **Chapter Induction List Report**

Chapter Induction List

Choose Columns...

This report shows you all students from a specific invitation group who accepted, along with their question responses, items purchased and extended fields.

Invitation Group: **Summer 16 Test Group (0 accepted invitations on 10/10/2016)** | Go

Export to CSV | Export to XML

Views: (No views) | Load

Save View... | Manage Views...

Display 10 records per page

Quick Filter:

Member			Invitee Questions					Items Purchased							Member Extended Fields	
First	Last	Accepted	ChapterOffice	AttendCeremony	ice cream	Fries	Chapter T-Shirt	Phi Eta Sigma Dues	Phi Eta Sigma Dues Comments	Phi Eta Sigma Dues	Banquet Fee	T-shirt	T-shirt Comments	AAA Dues	cap	PESMember
No records to display																
Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...

Showing 0 records



Using the Filters