



The Basic Report Option is in column format, which allows you to create a report that displays the information you need to see. The Basic Layout can be used for most reports.

Go to *Membership>Reports>Reports/Directory/Export>* on the Print Membership Reports screen choose the criteria for your report.

- Use the People, Giving/Pledging, and Accounts tabs to enter the criteria for the report.
- The Sort tab allows you to set the order the people appear on the people on the report. *Click Next.*

On the *Selections for Membership Report* screen at the bottom left, the people that meet your report criteria appear. Membership provides a default report called Basic Columnar Report or you may build a Basic Report of your own.

Basic Report – Basic Columnar Report

- Under *Options*, choose *Basic*.
- Choose the layout provided from in the drop box, *Basic Columnar Report*. This layout includes Name, Address and Home Phone.
- *Click Print*

Or

Basic Report – New Report

Allows you to create a layout that includes fields other than those included on the *Basic Columnar Report*, click the **NEW** button (after you choose the *Basic Columnar Report*). On the New Report Setup screen enter the *Report Name*.

Click OK

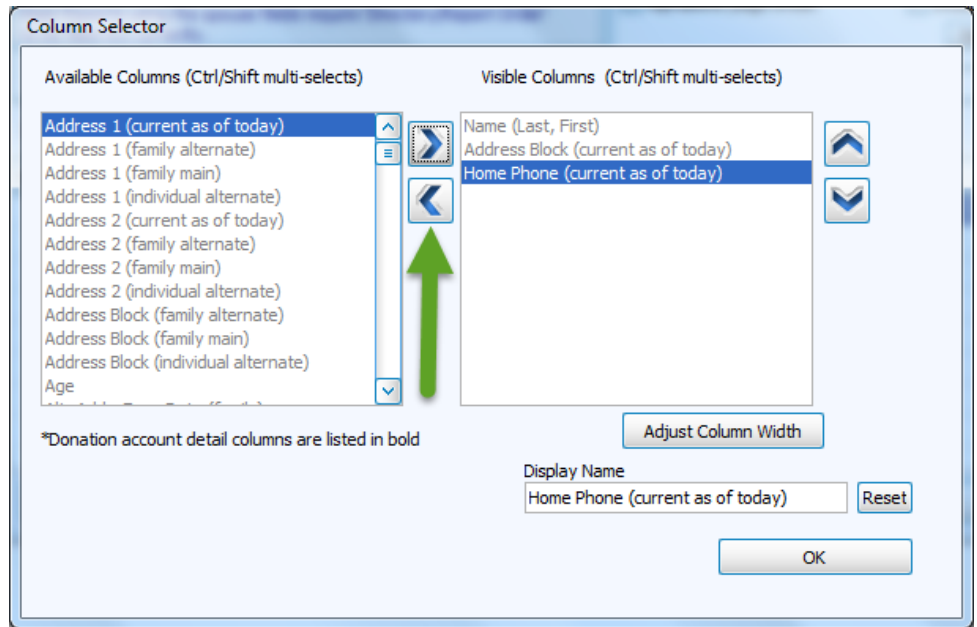
Print	Name
<input checked="" type="checkbox"/>	Jan K Adams
<input checked="" type="checkbox"/>	Lucy M Agler
<input checked="" type="checkbox"/>	Bill Albrecht
<input checked="" type="checkbox"/>	Susan Albrecht
<input checked="" type="checkbox"/>	Bertha L Allen
<input checked="" type="checkbox"/>	Samuel Allen
<input checked="" type="checkbox"/>	Karen Angelou
<input checked="" type="checkbox"/>	Richard Angelou
<input checked="" type="checkbox"/>	Carol Armstrong

****Name the report, specific to the fields you select. (For example if the report shows Status Codes, name the report, Status Report)****

The Report Name appears in the drop box. To select the fields for your report, click the *Select Fields* button and the Column Selector screen opens.

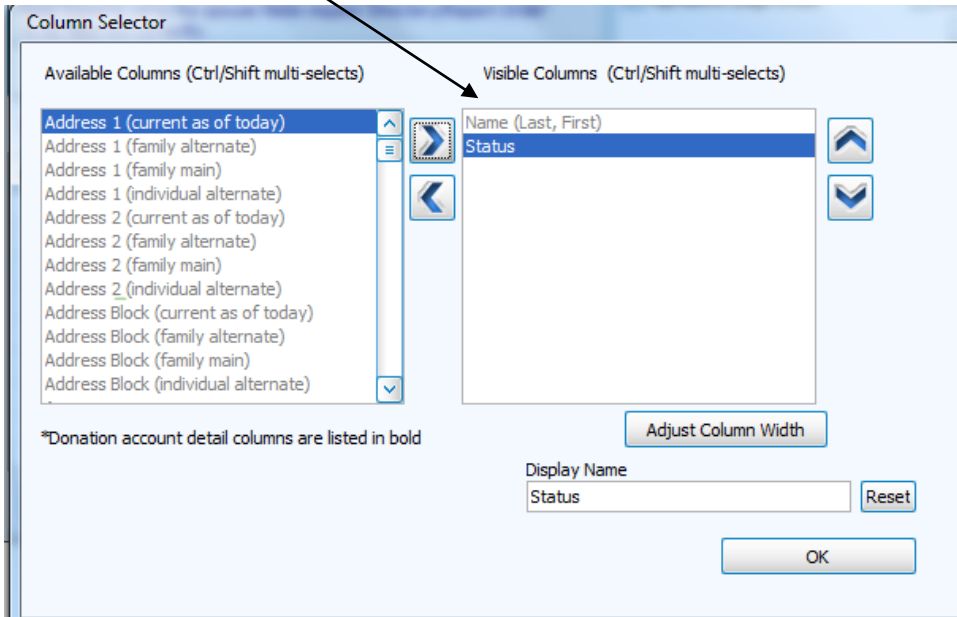
- Available Columns on the left are the possible fields available to appear on the report
- Visible Columns on the right are the fields that have been selected for the report.
- Use the left and right facing arrows in the middle to move the fields.

- Visible Columns, highlight the line(s) and click the arrow facing left to move the fields to the Available Columns.
- Under Available Columns, highlight each line you want to see on the report and use the right facing arrow to move to the Visible Columns.
- Once you have the fields you want to see listed under Visible Columns click OK.



- Click Print

Once a Basic Report is created it will be saved and may be selected from the drop box when selecting Basic Reports. This allows you to reuse layouts, without having to remake them each time, no matter what criteria you select on the previous screen.



Below is a sample of the Status Report.

Name (Last, First)	Status
Adams, Jan K	Active Member
Agler, Lucy M	Active Member
Albrecht, Bill	Active Member
Albrecht, Susan	Active Member
Allen, Bertha L	Active Member
Allen, Samuel	Inactive Member
Angelou, Karen	Active Member
Angelou, Richard	Active Member
Armstrong, Carol	Active Member
Armstrong, Chuck	Potential
Armstrong, Lita J	Active Member
Arnold, Barbara K	Active Member