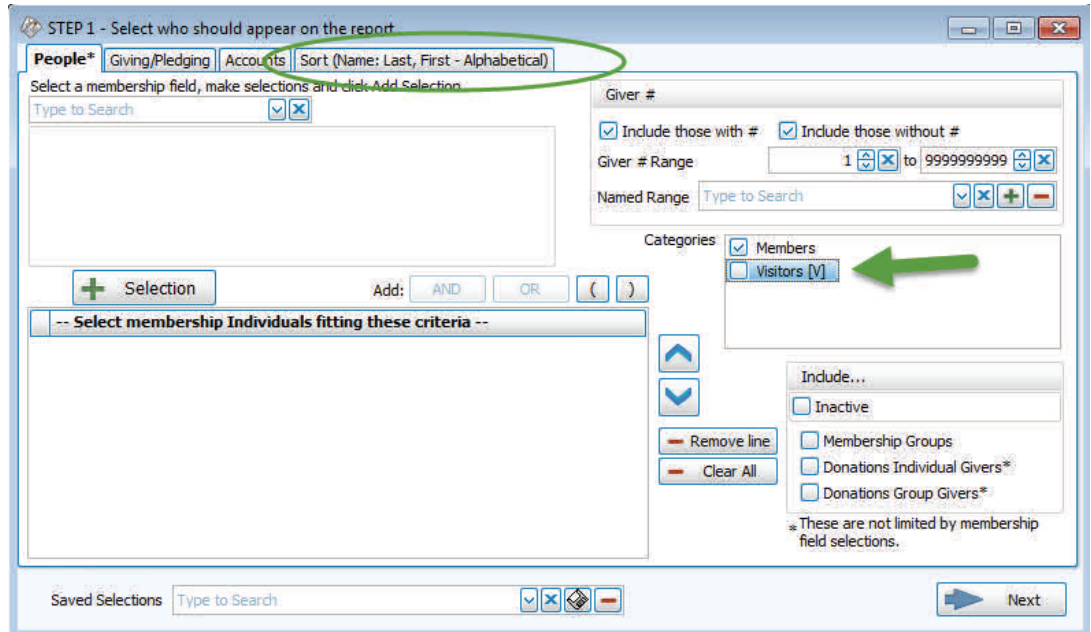


Go to *Membership>Reports*

### STEP 1

*People* tab - Visitors will be included by default. If you do not want Visitors included in your directory, remove the checkmark in the Visitors box at right.

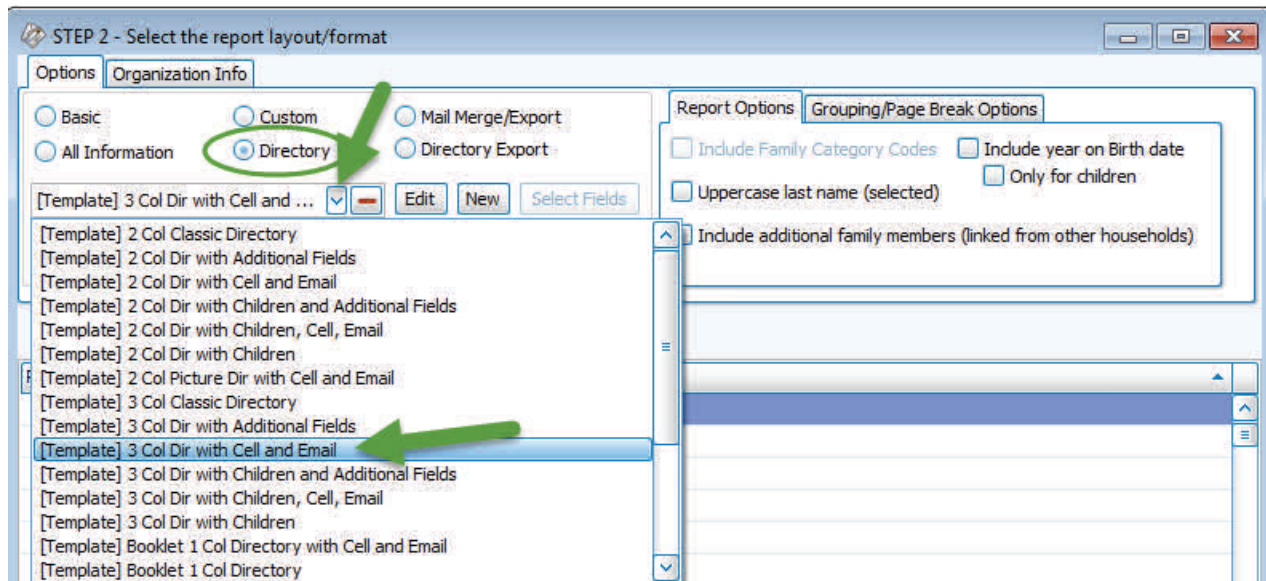
*Sort* Tab – In Sort Field 1 choose *Name: Last, First - Alphabetical* for an alphabetical sort. Click *Next*.



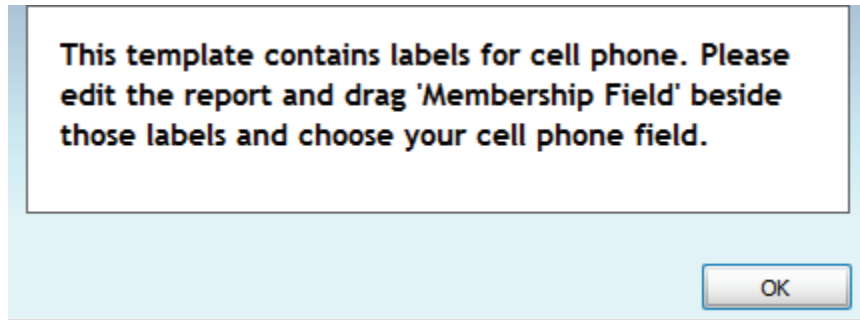
### STEP 2

*Options* tab - choose *Directory*. By selecting *Directory*, the program will only show those Individuals that have the *Include on Directory* box checked and *Directory/Report Order* filled in.

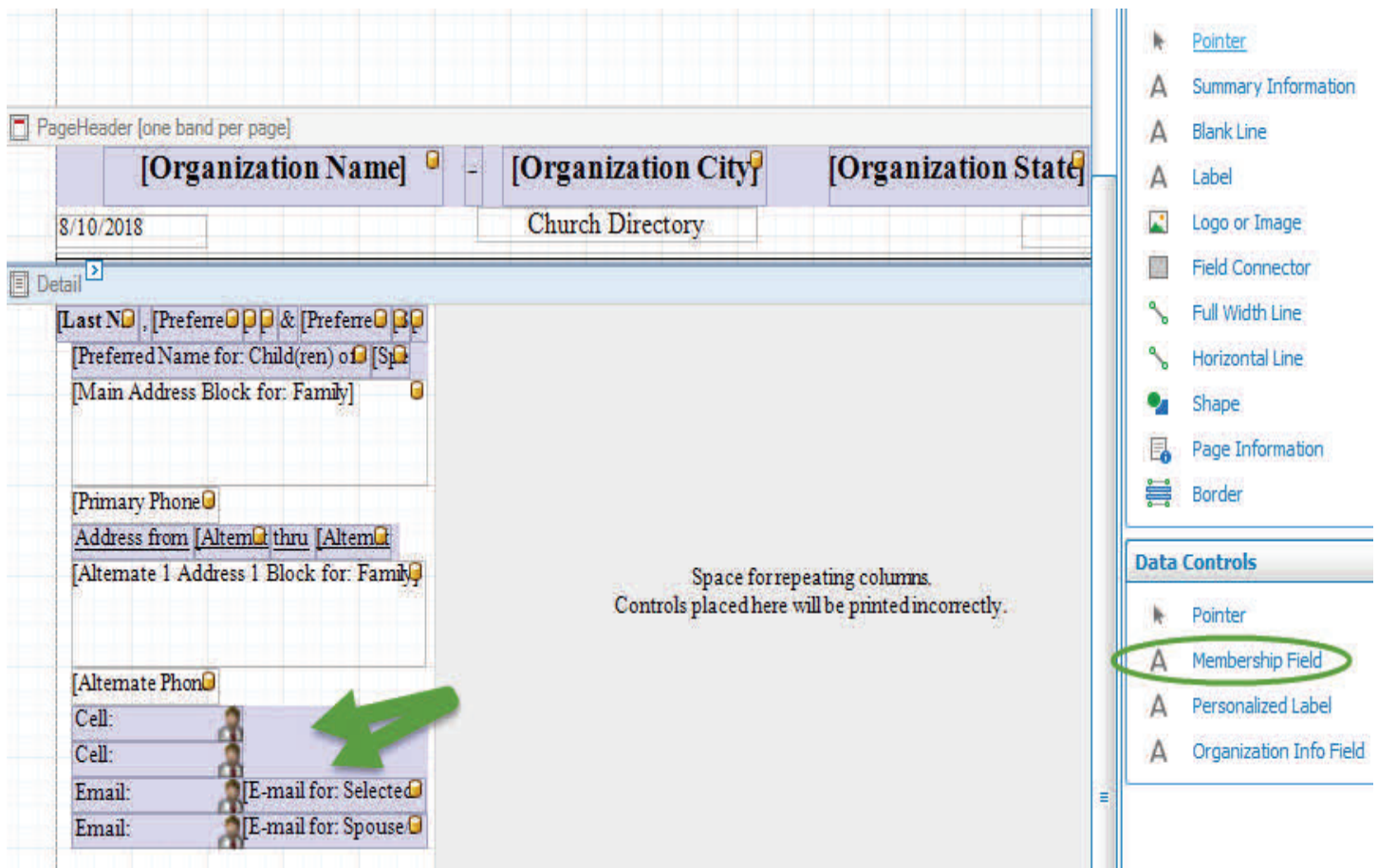
- Under *Directory*, click on the drop box, which shows multiple layout options. We recommend selecting one of the layouts that is closest to the directory you want and edit it to get all of the desired fields. The example shows [Template] 3 Column Directory with Cell and Email which includes adult and children's names, address, home phone, alternate address information and email as well as the option to add the cell phone.



The message below may appear which lets you know additional Membership fields need to be chosen. In this case, it's the cell phone.



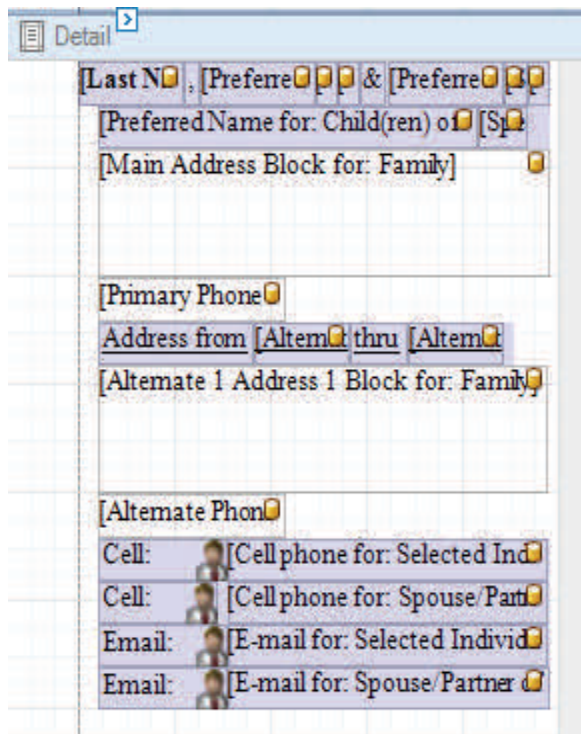
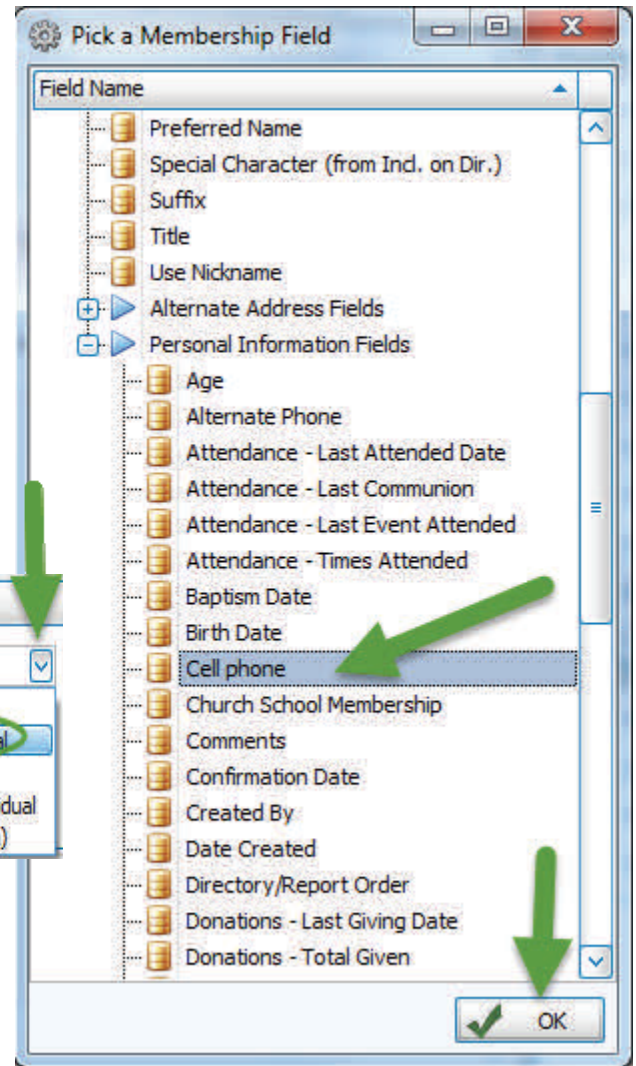
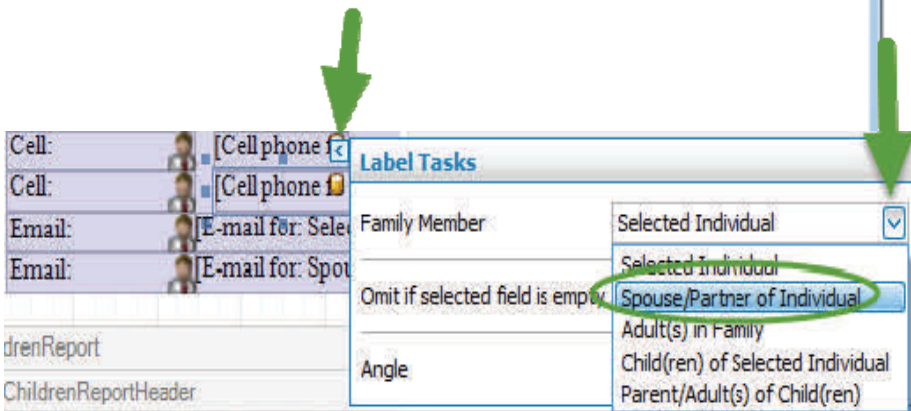
After the directory layout is selected, click the *Edit* button. The *Report Designer* will open. This is where the directory is built! The green arrows indicate where the *Cell Phone* fields need to be added.



To add the **Membership Field** of *Cell Phone*.

- Under *Data Controls* on the right side of the screen, click on *Membership Field* and drag to the empty space beside cell phone.
- *Pick a Membership Field* box appears.

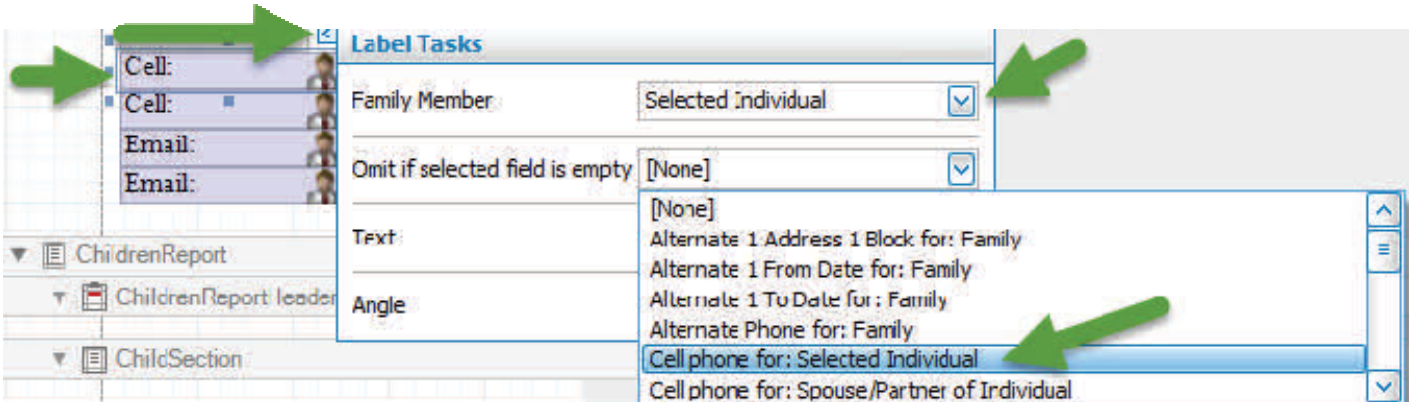
- Scroll down to Cell Phone, highlight and click OK.
- When a **Membership Field** is added to the layout, it defaults to the *Selected Individual* or the Primary Person in the family.
- Repeat to add the Cell Phone for Spouse/Partner.
- On the second line for Cell Phone, click on the **Membership Field** for Cell Phone . A small arrow appears, right click on the arrow. Label Tasks will open, change Family Member to *Spouse/Partner of Individual*



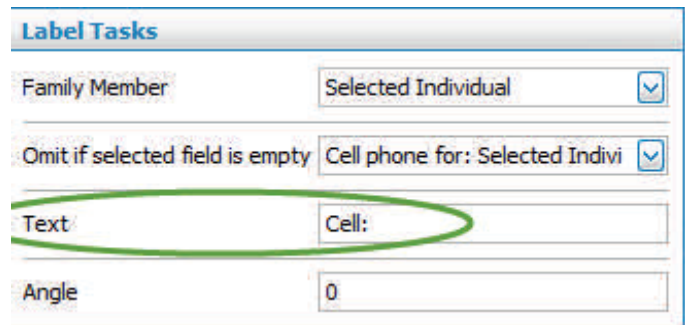
The cell phone fields now show Cell phone for: Selected Individual and Cell phone for: Spouse/Partner.



To link the Cell label to the Cell phone field, click on the first Cell and an arrow appears, then click on the arrow to open Label Tasks.

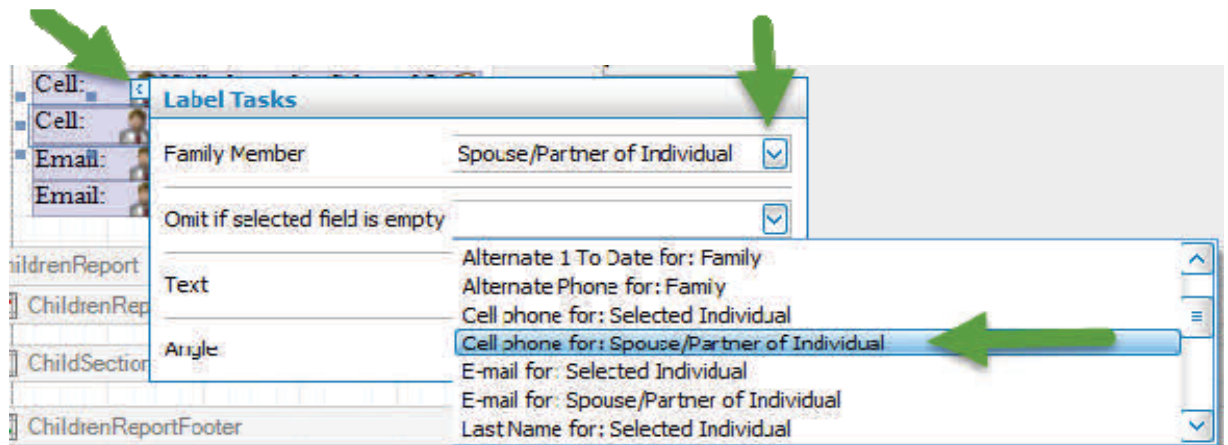


- Family Member should be Selected Individual
- Omit if selected field is empty field, choose Cell Phone for: Selected Individual. This setting tells the layout that if there is no cell phone, it will omit the name and the label for Cell Phone.



- Text displays the label of Cell on the directory.
- Angle should remain 0.

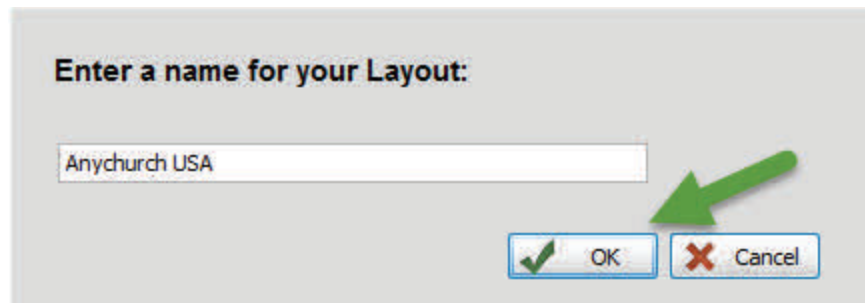
- Select the second Label for Cell Phone and click the small right facing arrow to open the Label Tasks window



- Family Member should be Spouse/Partner of Individual
- Omit if selected field is empty field, choose Cell Phone for: Spouse/Partner of Individual. This setting tells the layout that if there is no cell phone, it will omit the name and the label for Cell Phone.
- Text displays the label of Cell on the directory.
- Angle should remain 0.

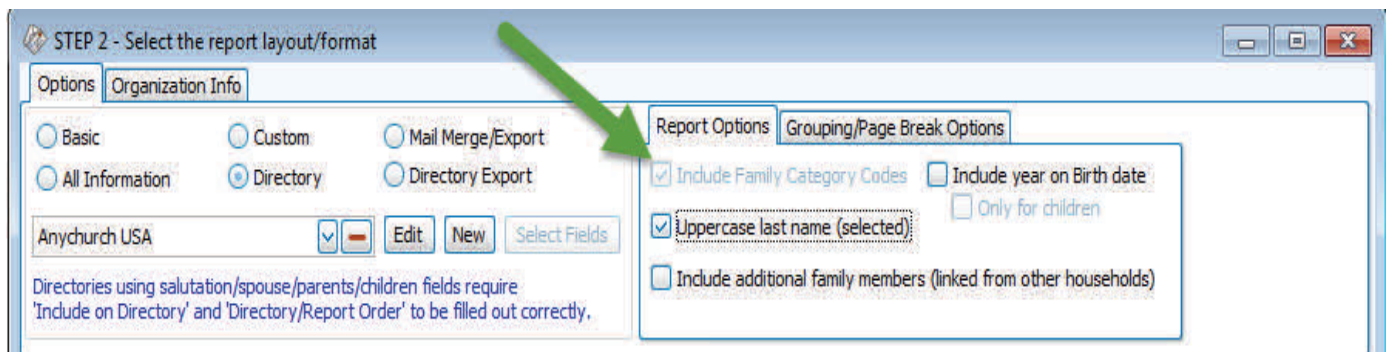
Once you have your layout setup, go up to the top left and click the Save As button.

- Enter a name for the new layout and click OK
- Exit out of Report Designer by clicking on the X at the top right of the screen.



The saved Directory layout will now be listed in the drop box for use in the future when Directory is selected.

There are additional *Report Options* to choose from listed at the top right.



Click *Print* at the bottom right and a *Preview* of your Directory will appear.