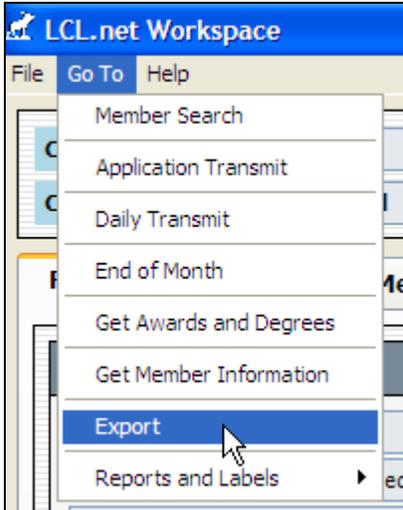


# Export to Excel



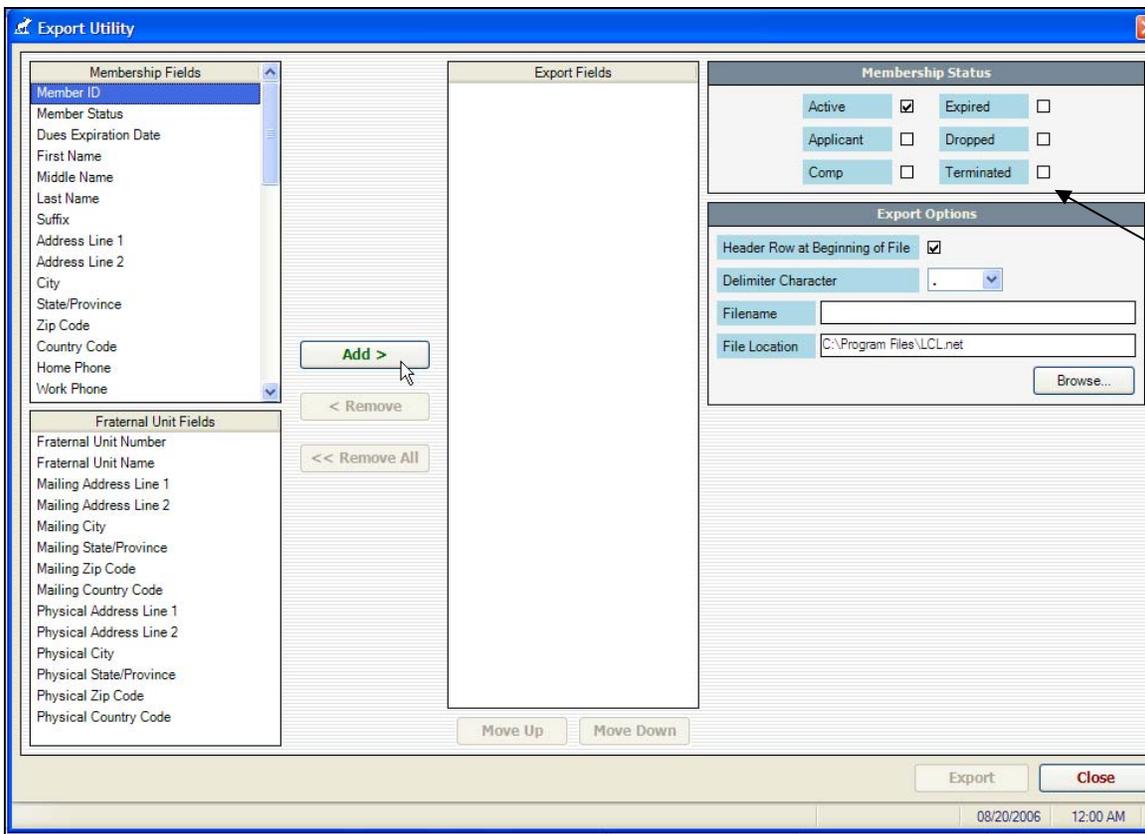
In LCL go to the Go To menu and select Export.



Select the items that you would like to have exported to the file. To select them you will click the item in the left hand portion entitled Membership Fields and then click the

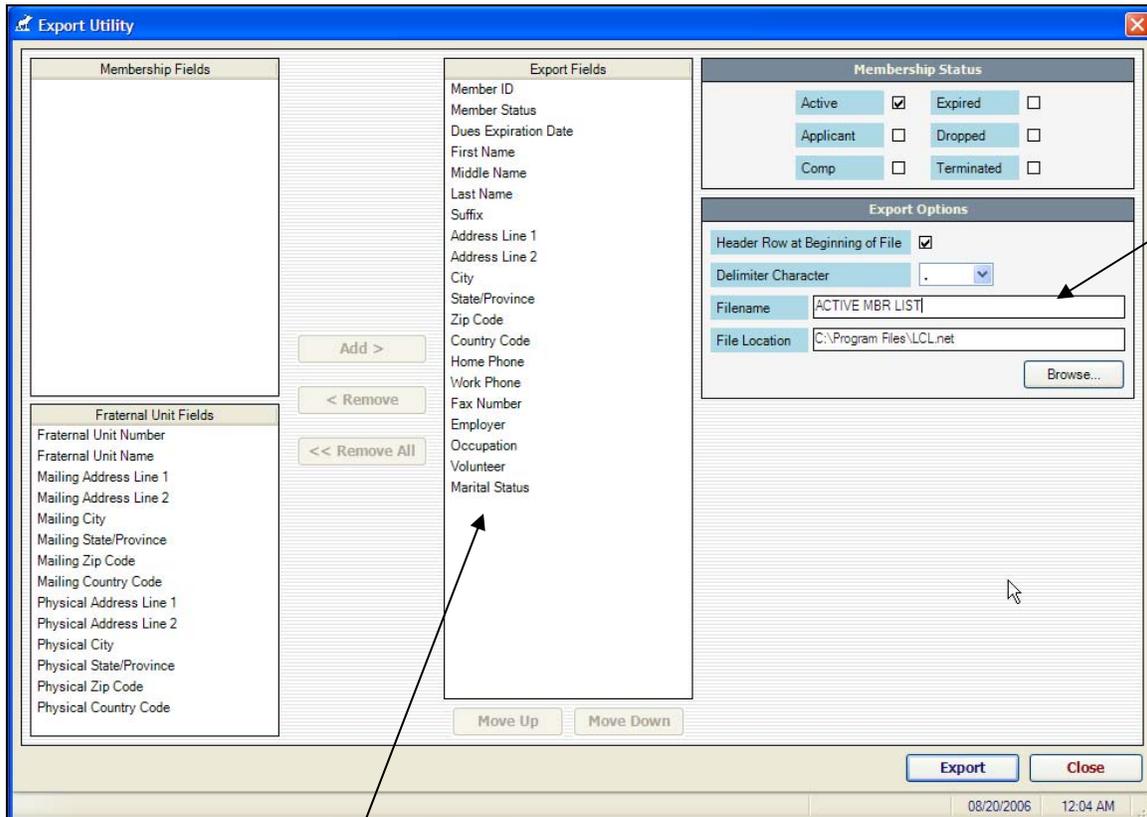


button to move it to the field entitled Export Fields.



Notice that you have the option to choose All Membership Status' or only a desired type.

Next it will be necessary to select the character type that you would like to separate the values in the downloaded file. It defaults to comma. This is called comma separated value.

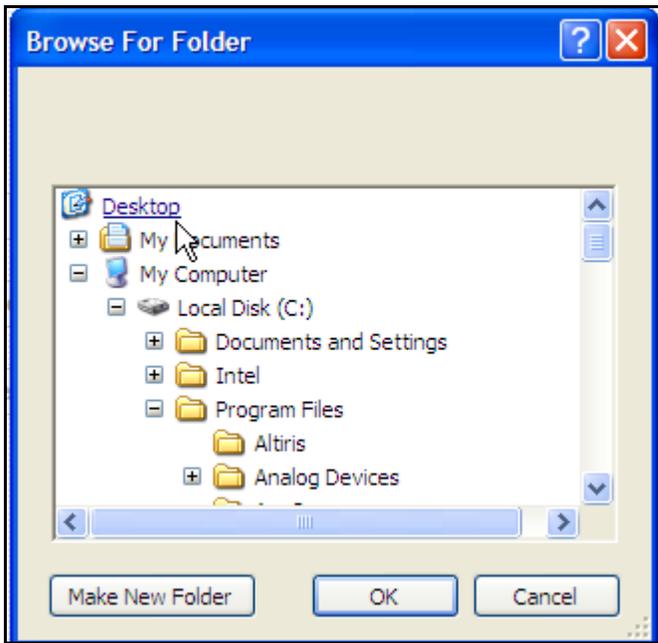


Notice that all fields were moved to the middle by clicking the ADD button.

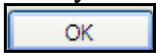
The next step is to enter the desired Filename.

Filename	ACTIVE MBR LIST
----------	-----------------

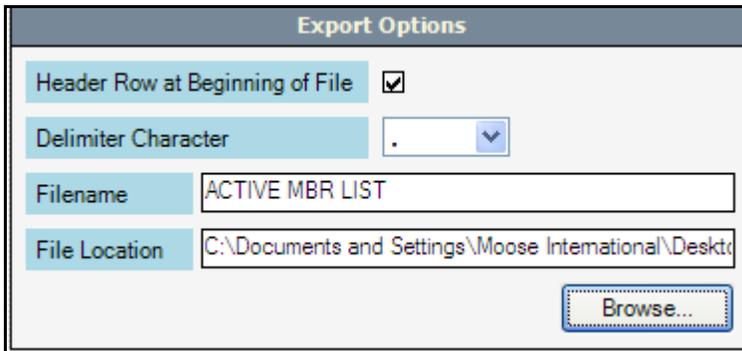
The next step is to identify the location that you wish the file to be saved to. The default is the LCL.net folder but this can be changed by selecting the **Browse...** button.



Here you can choose the Desktop or another location to save the file to. Next select

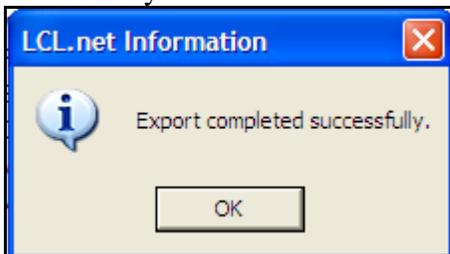


This will put the location into the File Location field.



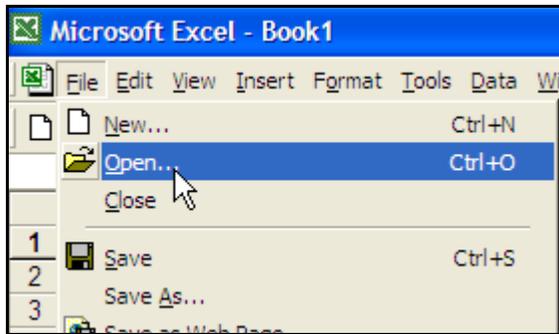
Now you can click the  button to export the file to the location you identified.

The following dialog box will appear telling you that the export has been completed successfully:

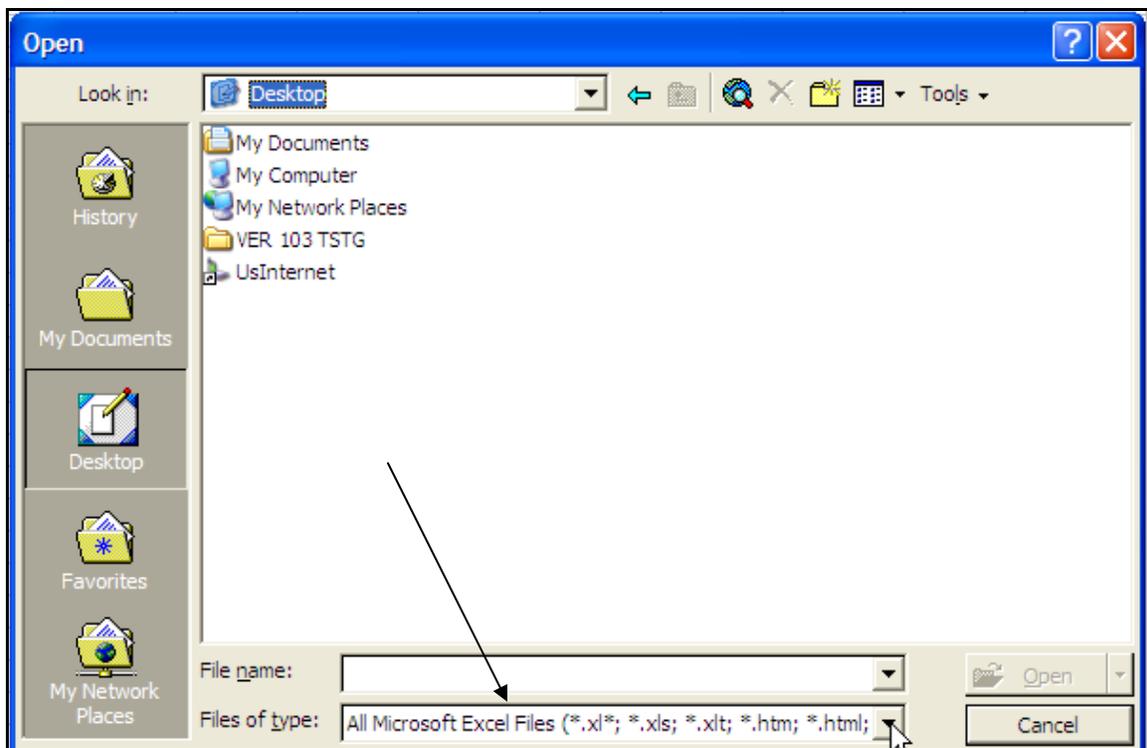


The file will now be on your desktop.

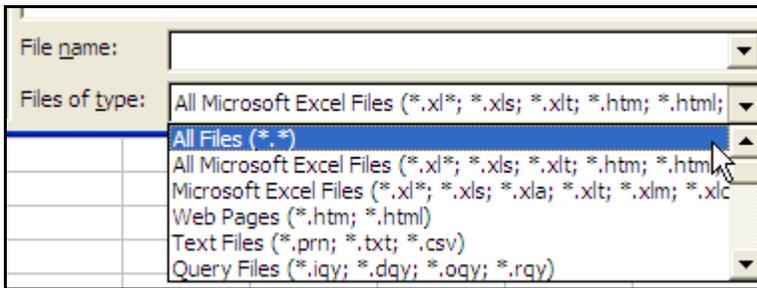
Next open Excel and choose File, Open from the menu bar.



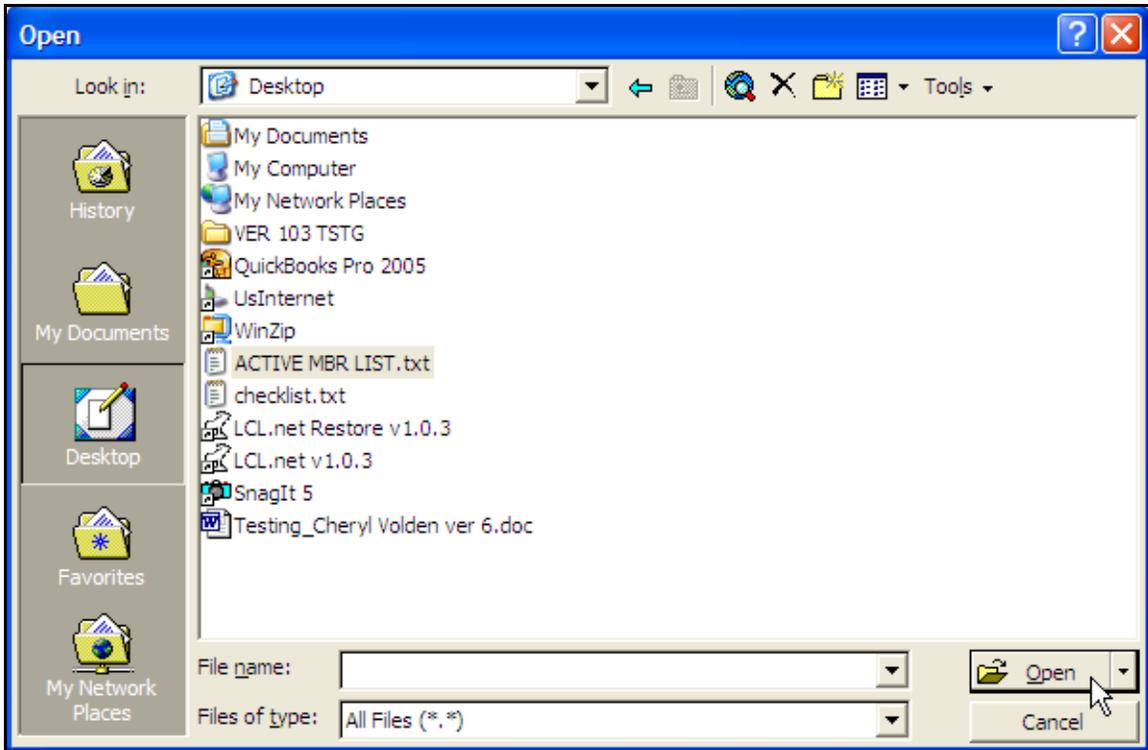
The following dialog box will appear to ask you where you want to get the file to open FROM.

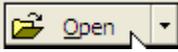


It will be necessary to file the file in the location you identified when you did the export in LCL. Since I chose the desktop I must go there to find it. Excel automatically defaults to its known file types. It will be necessary to change this field to read the file that is on your desktop. This can be done by selecting the drop down arrow next to the Files of Type field and choosing All Files (\*.\*)

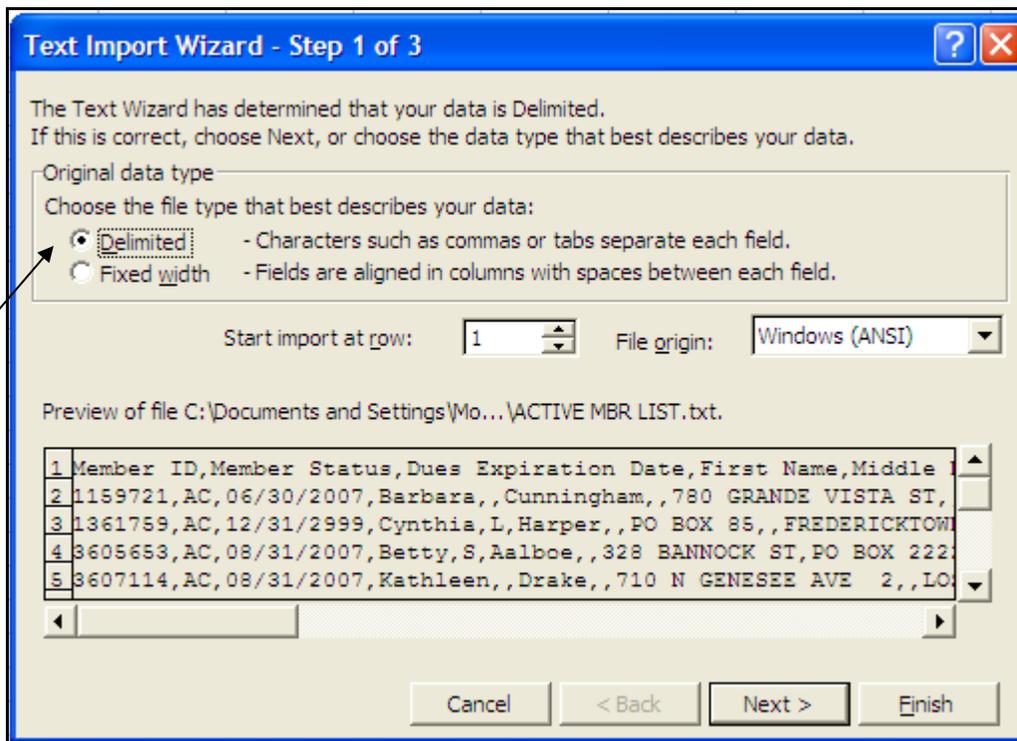


Notice that now all files are displayed in the window.



Next select the file that you exported and click  to open the file.

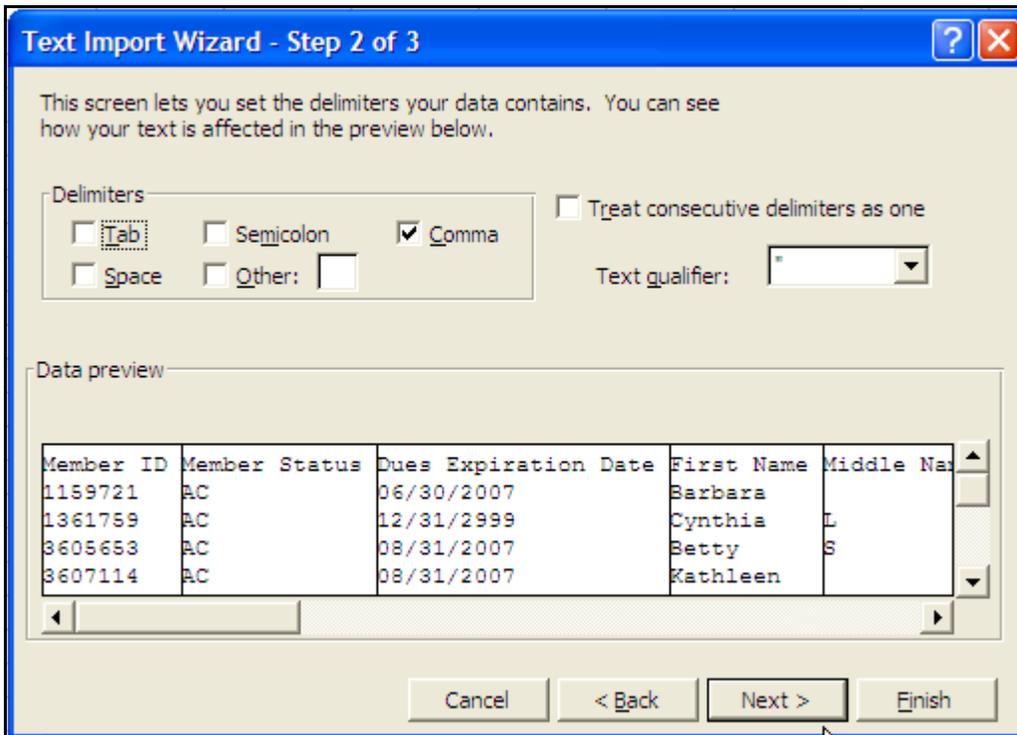
The following window will appear to allow you to tell Excel how to separate the fields that have been downloaded through the export.



Step one requires that you tell Excel what type of characters or spacing is contained within the file that it must use to break the data into columns of data. Allow it to stay selected as Delimited and click .

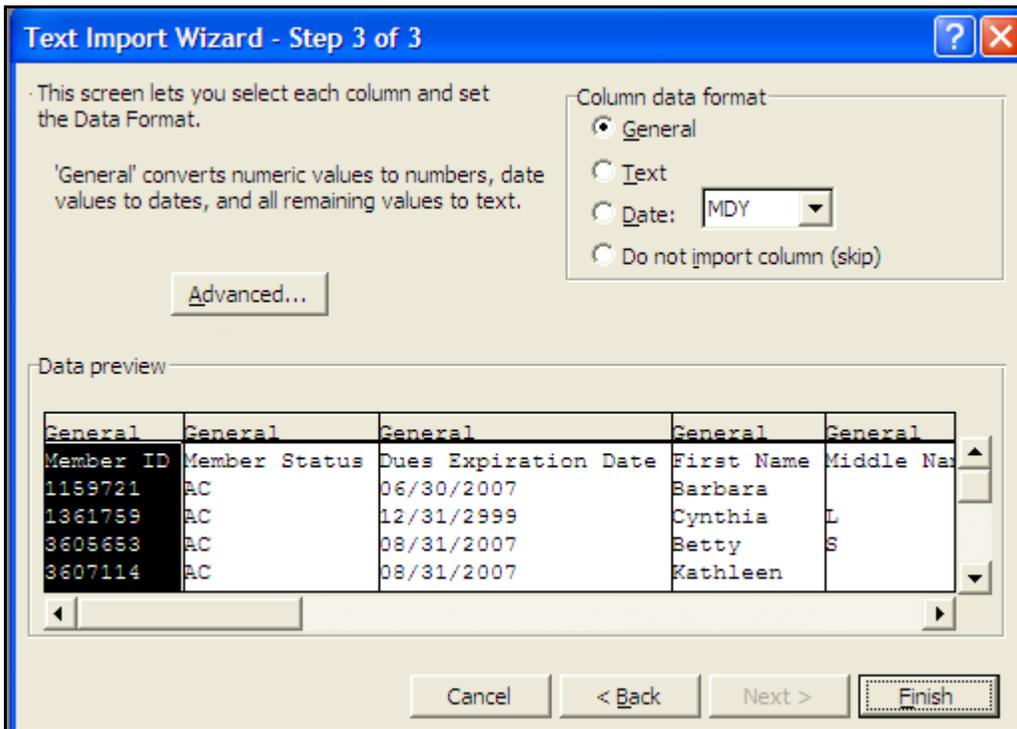
Next you must tell Excel what character is dividing the string of data. We know it is a Comma because that is the character defaulted in the Export Utility in LCL. (Plus you can see it in the screen capture above—a comma is separating each column of data in the file). So click in the box that says Comma and uncheck the TAB box.

Notice that the data has now be separated into separate columns of data rather than the previous display that showed the commas.



Choose .

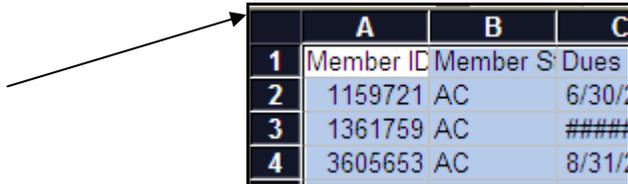
The next step is to decide if you want the data to be brought into Excel as a data field or as some other type of field. This is important for knowing how the data is going to be read in Excel.



For instance the zip code might not format or be brought over properly if it is not identified as a “TEXT” field rather than a “GENERAL” field.

Now click  to bring the data into the spreadsheet.

The data will now need to be formatted by column and “made pretty”



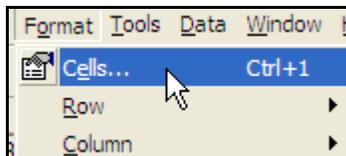
	A	B	C
1	Member ID	Member S	Dues
2	1159721	AC	6/30/2
3	1361759	AC	#####
4	3605653	AC	8/31/2

Click in the top corner box of Excel to highlight the entire spreadsheet. Now double

click  at the end of the first column where your cursor will turn into a + bar so you can increase the column size for each column’s full width of data.

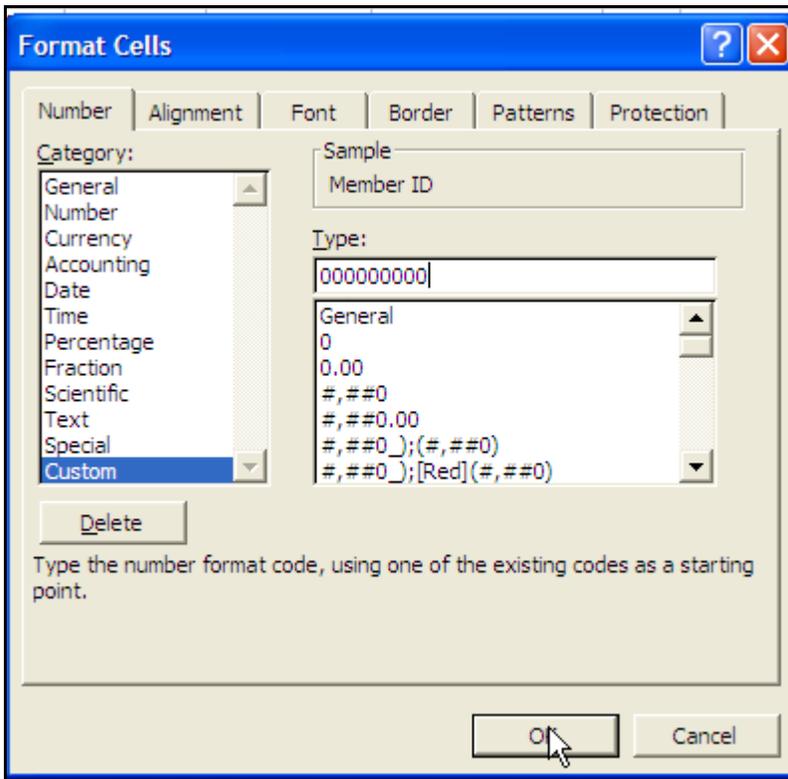
Notice that the data is now wide enough for you to see all the data contained in the fields.

To fully display a 9 digit MID for each member go to the top of the Excel screen and select Format, Cells....



Click the Header Field for the Member ID Column.

Select Custom and enter 000000000 in the Type field. This tells Excel that you wish the column to be fully populated with a full nine digits and it will zero fill the column of data to ensure that it is populated with 9 digits.

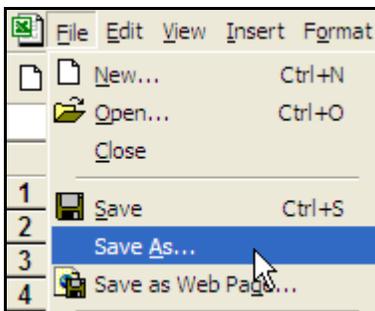


Click OK to populate the field using the custom settings.

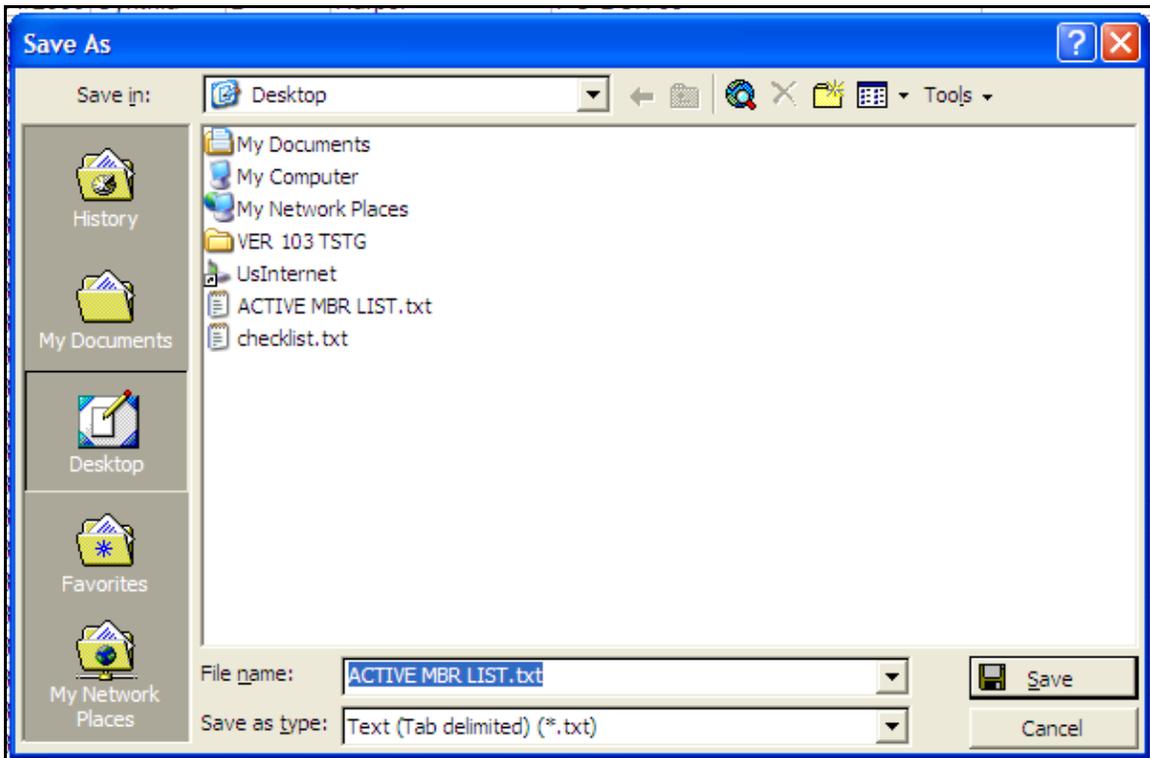
	A	M
1	Member ID	M
2	001159721	A0
3	001361759	A0
4	003605653	A0
5	002607111	A0

When you are ready to save the file it must be saved in an Excel format.

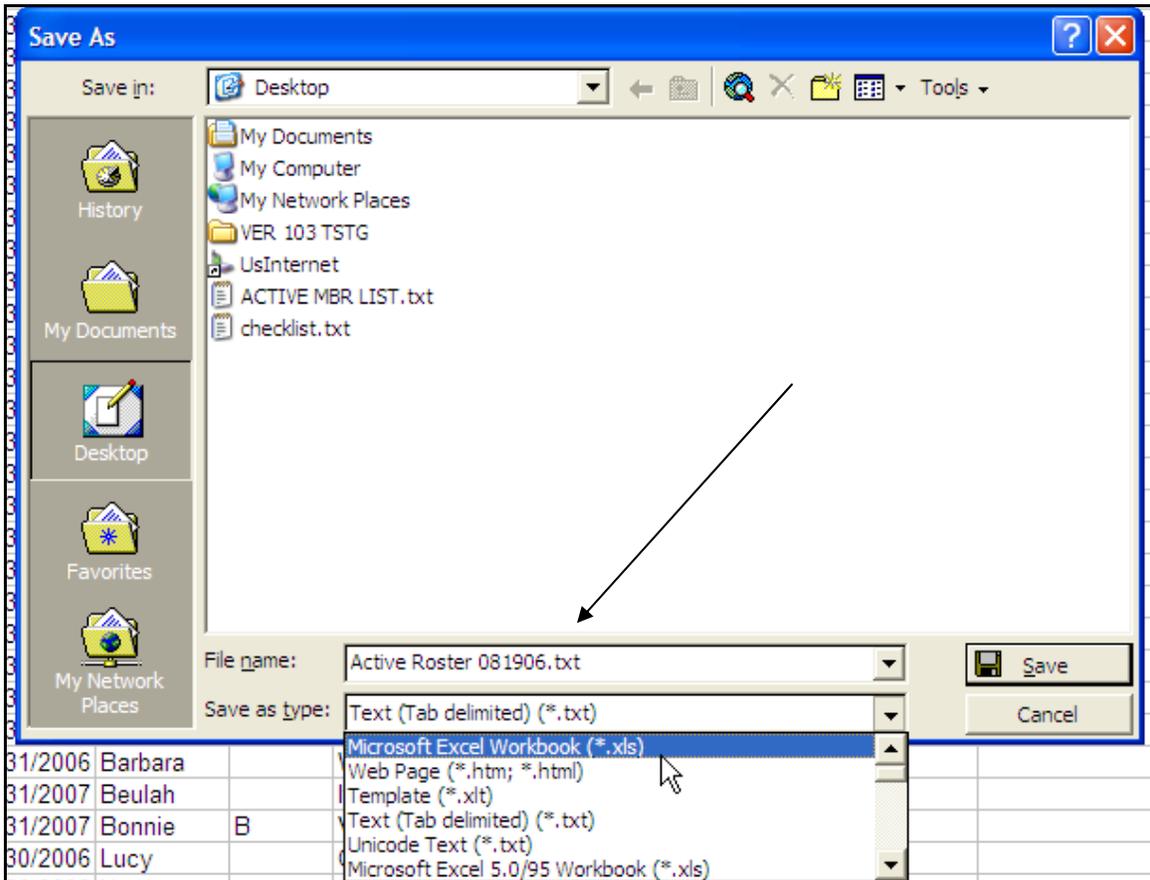
Go to the Excel menu bar and choose File, Save As...



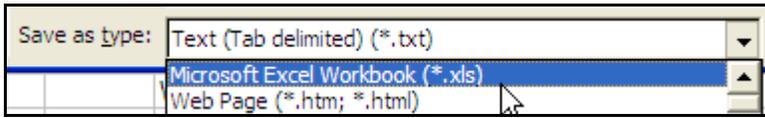
The following dialog box will appear asking you where you want to save it and as what file type.



Choose a name that is desirable to you.

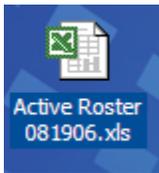


Also ensure that the “Save as type” is selected as Microsoft Excel Workbook so that the proper extension will be showing on the file.



Also ensure that the “Save in:” which is the location that you want the file saved to is correct.

The file will now be saved in that location with the new name and as an Excel file.



This is the icon on my desktop.

I now have the new and improved Active Roster saved in Excel.