

As with any CataLister™ search, the Member Search Results pages allow you to click on a member to view more details or to edit or update member information. You can click on the following buttons located at the middle left of the screen to create an Excel spreadsheet: Mail List Excel, HH (Household) Mail List Excel, or Email List Excel.



- **Mail List Excel button** creates an Excel spreadsheet indicating the mailing addresses and phone numbers of each member within the search parameters.
- **HH Mail List button** creates an Excel spreadsheet indicating the mailing addresses and phone numbers of each member household within the search parameters. This option will list just the House Holder if both husband and wife appear in the search results.
- **Email List Excel** creates an Excel spreadsheet comprised of email addresses and home mailing addresses of each member within the search parameters.

When the security warning box appears, you can either click the **OPEN** or **SAVE** button. Clicking **OPEN** will open the spreadsheet within your browser. Clicking **SAVE** will cause a new "SAVE AS" window to appear. Choose a location on your computer to save the file and click on the **SAVE** button. A "DOWNLOAD COMPLETE" box will appear when the file has been transferred.



2. To search for members using the hobby search, simply click the link that reads: **Click for Hobby Search**. Select one or more hobbies and click the **SUBMIT** button to review the results.

If you select more than one hobby, the program will return all instances of each hobby. For instance, if you select BOWLING and GRANDPARENTING, the database will return members that have selected BOWLING but not GRANDPARENTING, members that have selected GRANDPARENTING but not BOWLING, as well as members that have selected both hobbies.

As with any CataLister™ search, the Member Search Results pages allow you to click on a member to view more details or to edit or update member information.

You can click on the following buttons to create an Excel spreadsheet: Mail List Excel, HH Mail List Excel, or Email List Excel.

	A	B	C	D	G	H	I	J	L
1	Catalister			11/4/2005	Total Records	2			
2									
3	Title	First Name	Middle	Last Name	Address	City	St	Zip	Phone
4	Mrs	Jane	Q.	Member	123 Fourth Street	Northbrook	IL	60062	
5	Mr	John	Q.	Member	123 Fourth Street	Northbrook	IL	60062	847-555-5555

This image is only an example of the Excel spreadsheet and represents a sample of the information provided by CataLister™. The data provided includes pertinent contact information for each member included in the search. The Household link (HH Mail List Excel) would only include Mr. John Q. Member's information, since he is the house holder for this family.

- To search for members using the interests search, simply click the link that reads: [Click for Interests Search](#). Select one or more interests and click the **SUBMIT** button to review the results.

If you select more than one interest, the program will return all instances of each interest. For instance, if you select ASTHMA and DIABETES, the database will return members that have selected ASTHMA but not DIABETES, members that have selected DIABETES but not ASTHMA, as well as members that have selected both interests.

As with any CataLister™ search, the Member Search Results pages allow you to click on a member to view more details or to edit or update member information.

You can click on the following buttons to create an Excel spreadsheet: Mail List Excel, HH Mail List Excel, or Email List Excel.

## G. Reports

The CataLister™ database provides you with the ability to prepare reports for Events Attendance, Events Revenue, Benefits, and Hobbies.

- Events Report Attendance** - The program automatically selects the prior month to date, however you can customize the report by changing the Start Date and End Date of your search. Use the format mm/dd/yyyy. Select from the Show Event Status dropdown to narrow your search. Click the **GO** button.

The screenshot shows the 'Events Attendance Report' section of the CataLister interface. It includes input fields for 'Start Date' (12/7/2005) and 'End Date' (1/6/2006), and a 'Show Event Status' dropdown menu currently set to 'All'. Below these are 'Go' buttons for the Events Attendance Report, Event Revenue Report, Benefit Report, and Hobby Report. A callout box highlights the 'Show Event Status' dropdown menu, which lists options: All, Active, Completed, Canceled, Postponed, and All. A 'TIP' box explains the status options: Active (Pending or ongoing event), Completed (Finished, over), Canceled (Admin canceled event), and Postponed (Rescheduled event).