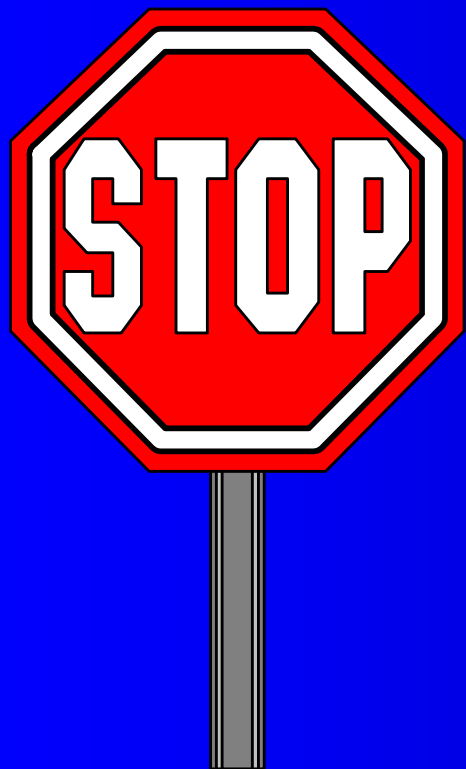


INTRODUCTION to AUXDATA

#8

How to use Excel to Print the Member Roster

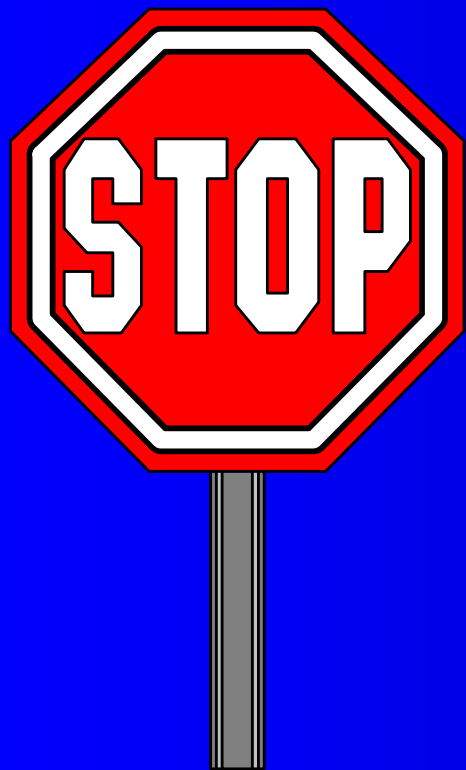


If you have not completed all steps in presentation **INTRODUCTION to AUXDATA #1 How to Load Citrix and INTRODUCTION to AUXDATA #2 How to Update your Personal**

Information, go back and complete the actions in those two presentations.

<http://www.auxservices.org/support/B&B.htm>

Otherwise, continue with this presentation



If you have not completed all steps in presentation **INTRODUCTION to AUXDATA #6** How to save a Report for use with Excel, go back and complete the actions in that presentation.

Otherwise, continue with this presentation

To print the Member Roster report, go to the location where it was stored, double click on its icon and the report will be opened by the Excel program.

Because of the size of the report, some adjustments are required for it to fit on the paper. These will be described in this “How To.”

The Excel report contains columns A through T.

14-11-member roster

A	B	C	D	E	F	G	H	I	J	K	L	M
Unit_No.	Emp ID	Base Enrollment Date	Last Name	First Name	MI	Suffix	Add 1	Add 2	City	State	Zip	Statu:
541411	1213713	2-Apr-03	BROWN,	BETTY			555 BACK ST		PODUNK	VA	22341	BQ
541411	1213714	1-Apr-03	BROWN,	BILL			555 BACK ST		PODUNK	VA	23341	BQ
541411	1213715	15-Feb-03	JONES,	PAUL	Q		123 MAIN ST		PODUNK	VA	22331	BQ
541411	1213716	16-May-03	JONES,	PAULA			123 MAIN ST		PODUNK	VA	22331	BQ
541411	1213717	11-Aug-03	SMITH,	JOHN	Q		567 SIDE ST		PODUNK	VA	22333	BQ
541411	1213718	1-Jun-03	SMITH,	MARY			567 SIDE ST		PODUNK	VA	22333	BQ

14-11-member roster

N	O	P	Q	R	S	T
Spouse	Occ	Email1	Email2	Phones	Offices	Comps
BILL				HOME: 7035551234,.....	FSO-MA,.....	
BETTY		brownbill@your.net		HOME: 0735551234, BUSI: 2021239999,.....	FSO-MT,.....	
PAULA		paulie@wayout.net		HOME: 7035553322, BUSI: 2022222222,.....	FC, FSO-AN, FSO-IS,.....	
PAUL		pjones@my.net		CELL: 8881215555,.....	FSO-PE,.....	
MARY		johns@my.net		FSO-CM, FSO-VE,.....	
JOHN				VFC, FSO-SR,.....	

As you can see, the report is very long. If printed in Landscape format, it will take two pages.

The report contains the following fields:
Unit Number, EMPLID, Base Enrollment Date,
Last Name, First Name, Middle Initial, Suffix,
Address #1, Address #2, City, State, ZIP, Status,
Spouse Name, Occupation, Email #1, Email #2,
All Phone Numbers, Current Offices, and
Competencies (Qualifications).

You need to decide which is to be printed.

If you are printing a Flotilla Roster, the Unit number is not needed and could be dropped. In most cases, the Base Enrollment Date can be dropped.

Let's say the Names, Addresses, City, State, ZIP, Emails and Phone Numbers are desired.

To drop the undesired columns, click on the letter at the top of those columns to highlight the column. Then click on "Edit" on the top menu bar and click "Delete" on the drop down menu as shown in the following screen.

1. Click on "C."

The screenshot shows the Microsoft Excel interface. The 'Edit' menu is open, with the 'Delete' option circled in red. A red arrow points from the 'Delete' option in the menu to the 'C' column header in the spreadsheet. Another red arrow points from the text '1. Click on "C."' to the 'C' column header. The spreadsheet data is as follows:

	B	C	D	E
	Emp ID	Base Enrollment Date	Last Name	First Name
1	1213713	2-Apr-03	BROWN,	BETTY
1	1213714	1-Apr-03	BROWN,	BILL
1	1213715	15-Feb-03	JONES,	PAUL
1	1213716	16-May-03	JONES,	PAULA
1	1213717	11-Aug-03	SMITH,	JOHN
1	1213718	1-Jun-03	SMITH,	MARY

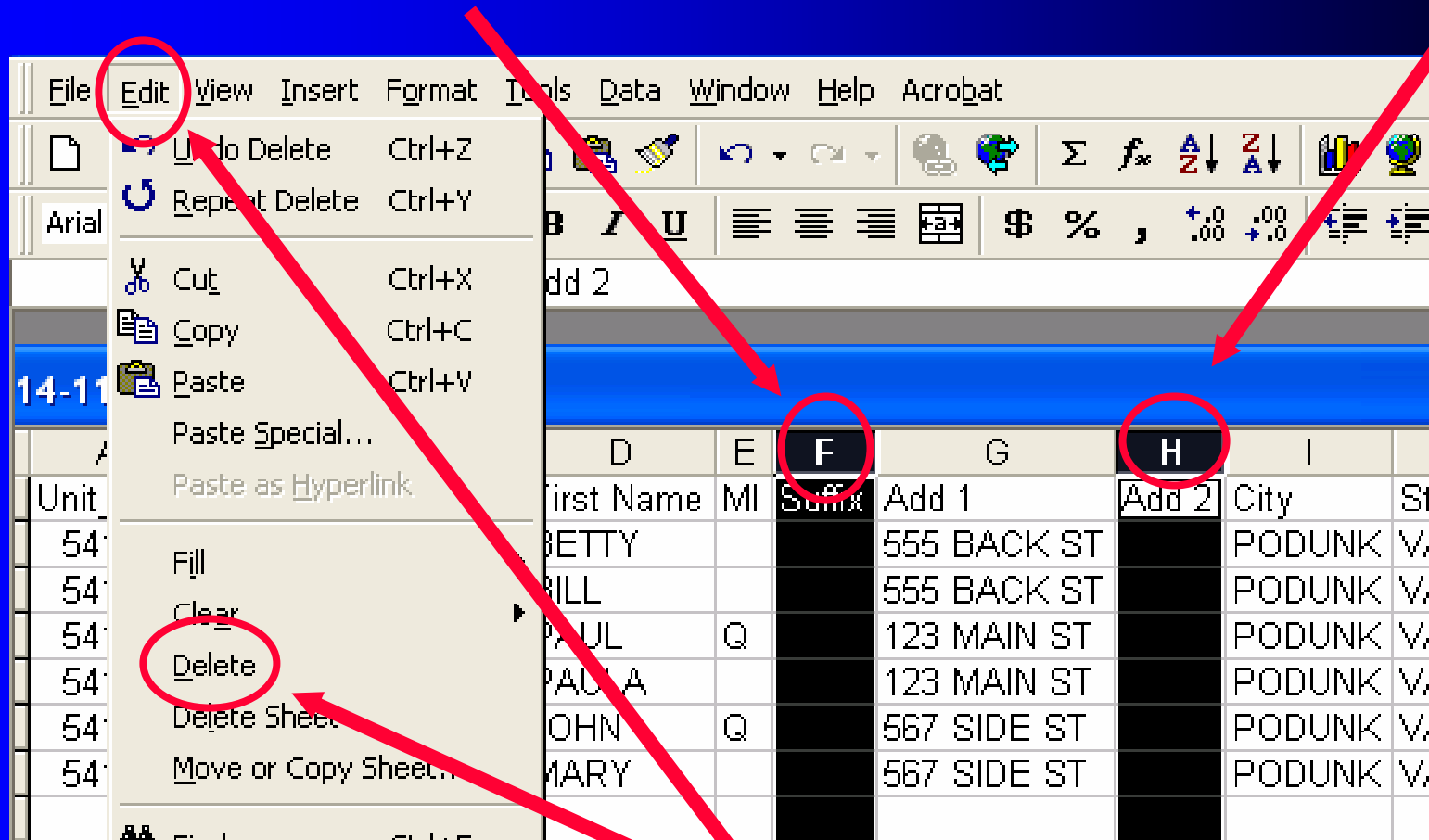
2. Click on "Edit" then "Delete."

The results.

14-11-member roster								
A	B	C	D	E	F	G	H	I
Unit_No.	Emp ID	Last Name	First Name	MI	Suffix	Add 1	Add 2	City
541411	1213713	BROWN,	BETTY			555 BACK ST		PODUNK
541411	1213714	BROWN,	BILL			555 BACK ST		PODUNK
541411	1213715	JONES,	PAUL	Q		123 MAIN ST		PODUNK
541411	1213716	JONES,	PAULA			123 MAIN ST		PODUNK
541411	1213717	SMITH,	JOHN	Q		567 SIDE ST		PODUNK
541411	1213718	SMITH,	MARY			567 SIDE ST		PODUNK

If there is no Suffix or a 2nd Address line, eliminate column "F" and "H." The required action to so this is shown on the next slide.

1. Click “F” then hold down the CTRL key & click “H.”



2. Click “File” then click “Delete.”

File Edit View Insert Format Tools Data Window Help Acrobat

100%

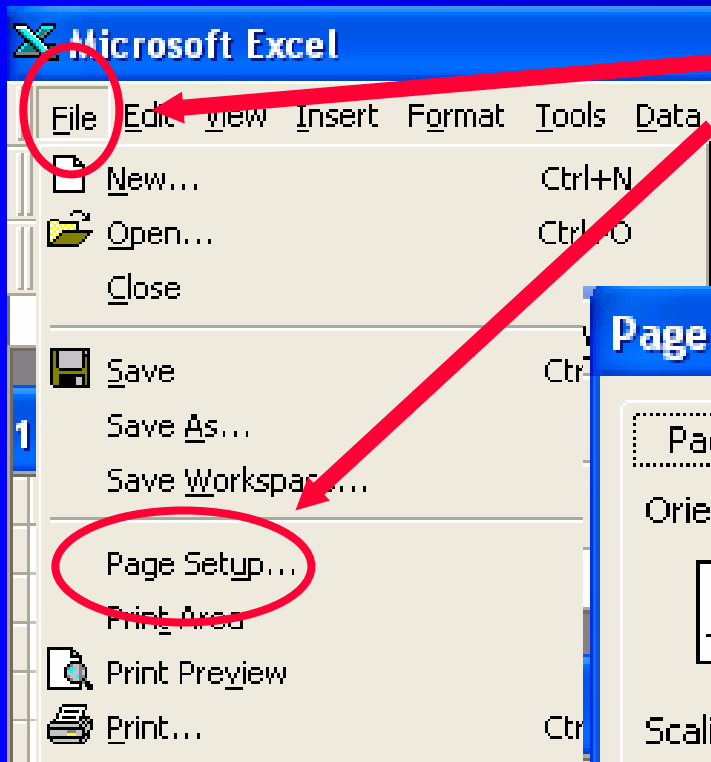
Arial 10 B I U

C10 =

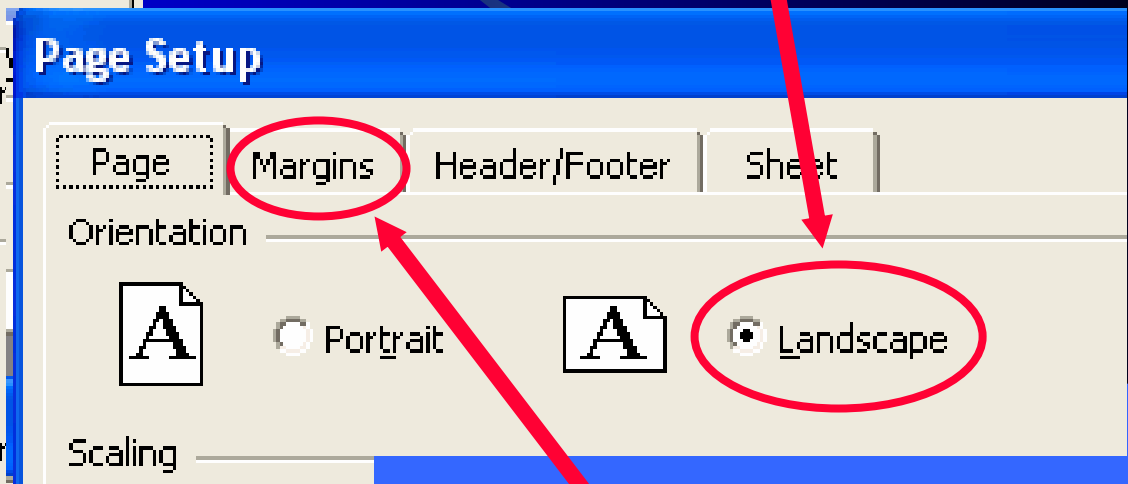
14-11-member roster

K	L	M	N	O	P	Q
Spouse	Occ	Email1	Email2	Phones	Offices	Comps
BILL				HOME: 7035551234,.....	FSO-MA,.....	
BETTY		brownbill@your.net		HOME: 0735551234, BUSI: 2021239999,.....	FSO-MT,.....	
PAULA		paulie@wayout.net		HOME: 7035553322, BUSI: 2022222222,.....	FC, FSO-AN, FSO-IS,.....	
PAUL		pjones@my.net		CELL: 8881215555,.....	FSO-PE,.....	
MARY		johns@my.net		FSO-CM, FSO-VE,.....	
JOHN				VFC, FSO-SR,.....	

Continue the same process to eliminate the Occupation (Occ), Email2, and Comps columns.



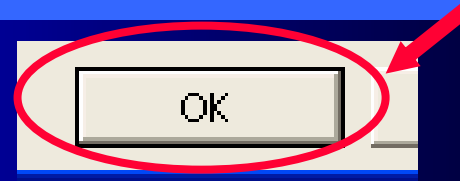
Click "File" and "Page Setup." Click "Landscape."



Click "Margins" then reduce margins to smallest allowed and click "OK."



You may be limited in size



The final report now fits on one page.

Unit No.	Emp ID	Last Name	First Name	MI	Addr	City	State	Zip	State	Spouse	Email	Phones	Offices
54141	12137	BROWN,	BETTY		555 BAC KST	PO DUNK VA	22341	80	BILL			HOME:7036551234,....	F00-MA,.....
54141	12137	BROWN,	BILL		555 BAC KST	PO DUNK VA	23341	80	BETTY	brownb1@your.net		HOME:0736551234, BUSI:2021239999,....	F00-MT,.....
54141	12137	JONES,	PAUL	Q	123MAIN ST	PO DUNK VA	22331	80	PAULA	paule@wayout.net		HOME:7036553322, BUSI:2022222222,....	FC, F00-AM, F00-IB,.....
54141	12137	JONES,	PAULA		123MAIN ST	PO DUNK VA	22331	80	PAUL	plora@my.net		CELL:8881215555,....	F00-PE,.....
54141	12137	SMITH,	JOHN	Q	557 SID EST	PO DUNK VA	22333	80	MARY	john@my.net		F00-OM, F00-VE,.....
54141	12137	SMITH,	MARY		557 SID EST	PO DUNK VA	22333	80	JOHN			VFC, F00-GR,.....

Click “File” and “Print” to print this report.

For the “How To” Library:

<http://www.auxservices.org/support/B&B.htm>

If you have any
questions, contact your
FSO-IS or SO-IS.

Good Luck!