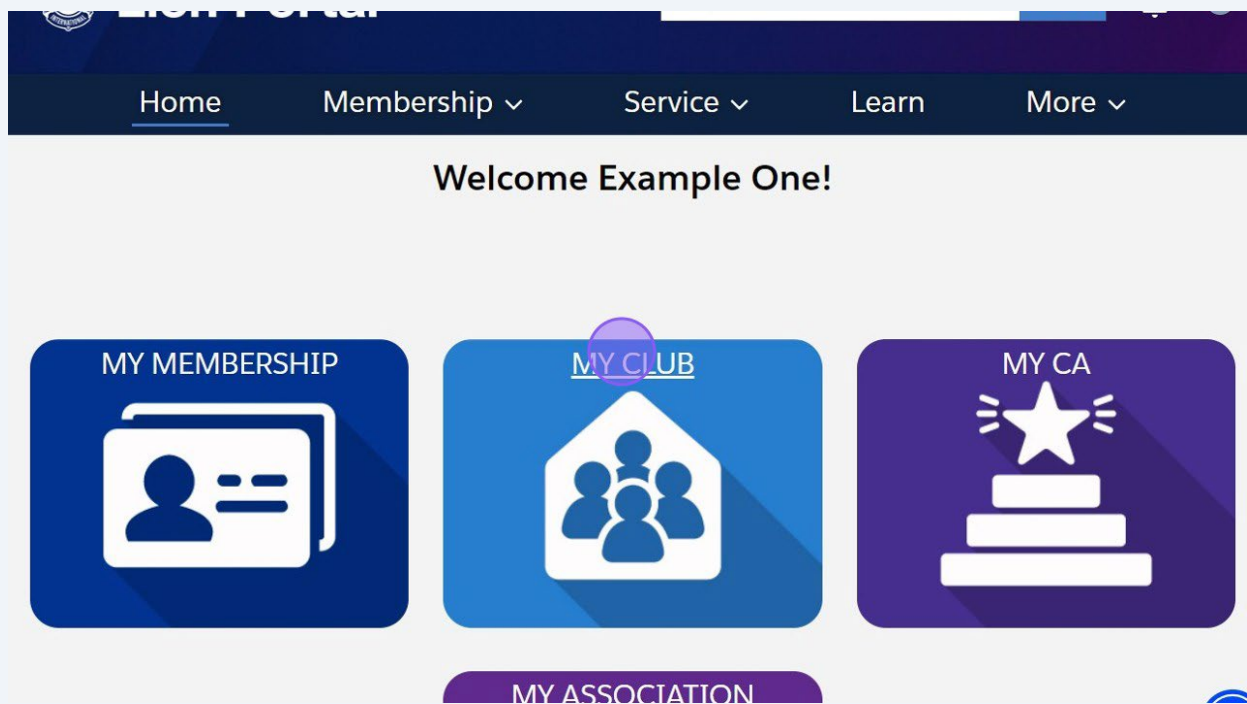


# Klubin toiminnot - Katsele raportteja Lion Portal

Tämä opas antaa vaiheittaiset ohjeet raporttien katseluun Lion Portalissa, helpottaen klubin tietojen hallintaa. Seuraamalla annettuja ohjeita käyttäjät voivat nopeasti luoda ja ladata raportteja eri formaateissa, ml. Excel ja PDF. Käyttämällä tätä opasta voit parantaa ymmärrystäsi klubin toiminnasta, ja johdonmukaistaa raportointitoimintoja. Tämä on arvokas resurssi jokaiselle, joka haluaa optimoida klubin toimintoja.

**1** Kirjautu Lion Portaliin [lionportal.org](https://lionportal.org)

**2** Klikkaa "MINUN KLUBINI"



### 3 Klikkaa "Klubin toiminnot"

Home Membership ▾ Service ▾ Learn More ▾

Account  
Example Club For Training + Follow

|         |            |        |  |                     |
|---------|------------|--------|--|---------------------|
| Club ID | Type       | Status | Billing Address  | Active Member Count |
| 00158   | Lions Club | Active | 124 Any Place<br>Naperville, Illinois 60565<br>United States | 57                  |

**Details** Data Export Club Statements Club Service Activities More

|                           |                      |
|---------------------------|----------------------|
| Club Name                 | Type ⓘ               |
| Example Club For Training | Lions Club           |
| Parent Account ⓘ          | Active Member Count  |
| strict 1 J                | 57                   |
| Region or Zone ⓘ          | Club Specialty ⓘ     |
| Zone 1                    | Cultural             |
| Club ID ⓘ                 | Club Sub-Specialty ⓘ |
| 00158                     |                      |

Member ... Club Acti...

Manage Club Members

Manage Club Officers

### 4 Klikkaa "Katso Raportit"

|                           |                            |
|---------------------------|----------------------------|
| Club Name                 | Type ⓘ                     |
| Example Club For Training | Lions Club                 |
| Parent Account ⓘ          | Active Member Count        |
| strict 1 J                | 57                         |
| Region or Zone ⓘ          | Club Specialty ⓘ           |
| Zone 1                    | Cultural                   |
| Club ID ⓘ                 | Club Sub-Specialty ⓘ       |
| 00158                     |                            |
| Club Programs ⓘ           | Specialty Description ⓘ    |
|                           | Arts and Entertainment     |
|                           | Charter Established Date ⓘ |
|                           | 7/1/2010                   |

Club Details

|             |         |
|-------------|---------|
| Description | Website |
|             |         |

Address

|                 |
|-----------------|
| Billing Address |
|                 |

Get Membership Cards

Get Delegate Confirmation Letter

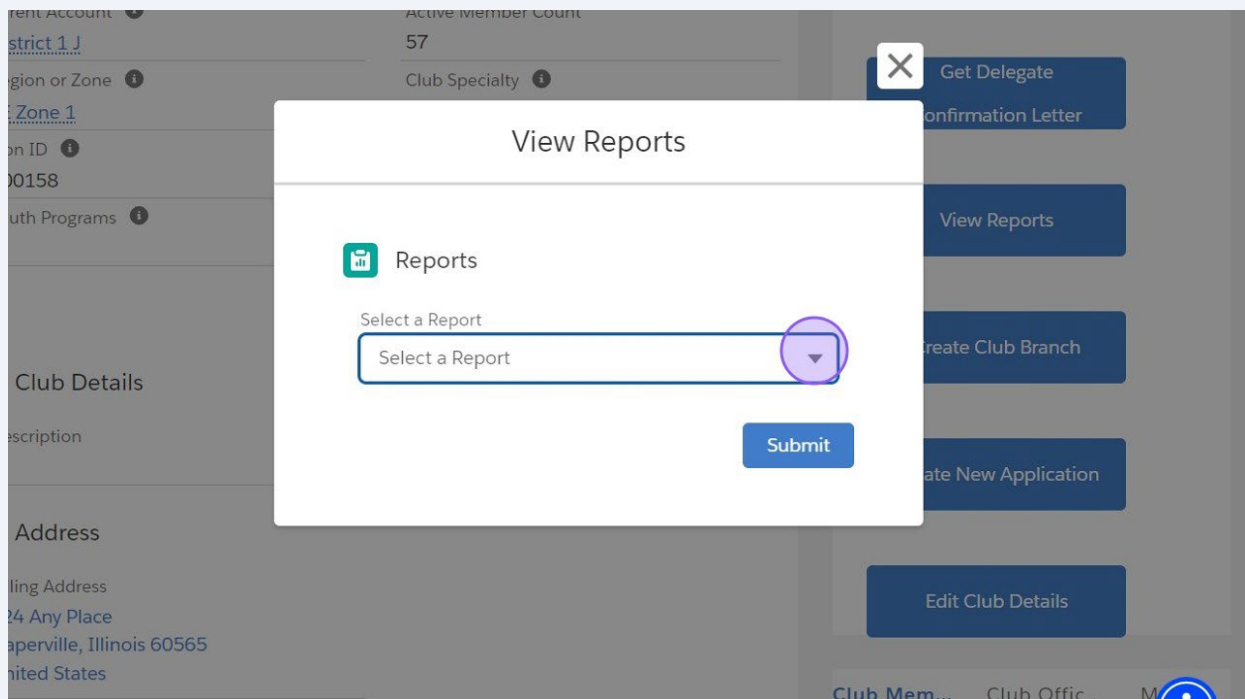
View Reports

Create Club Branch

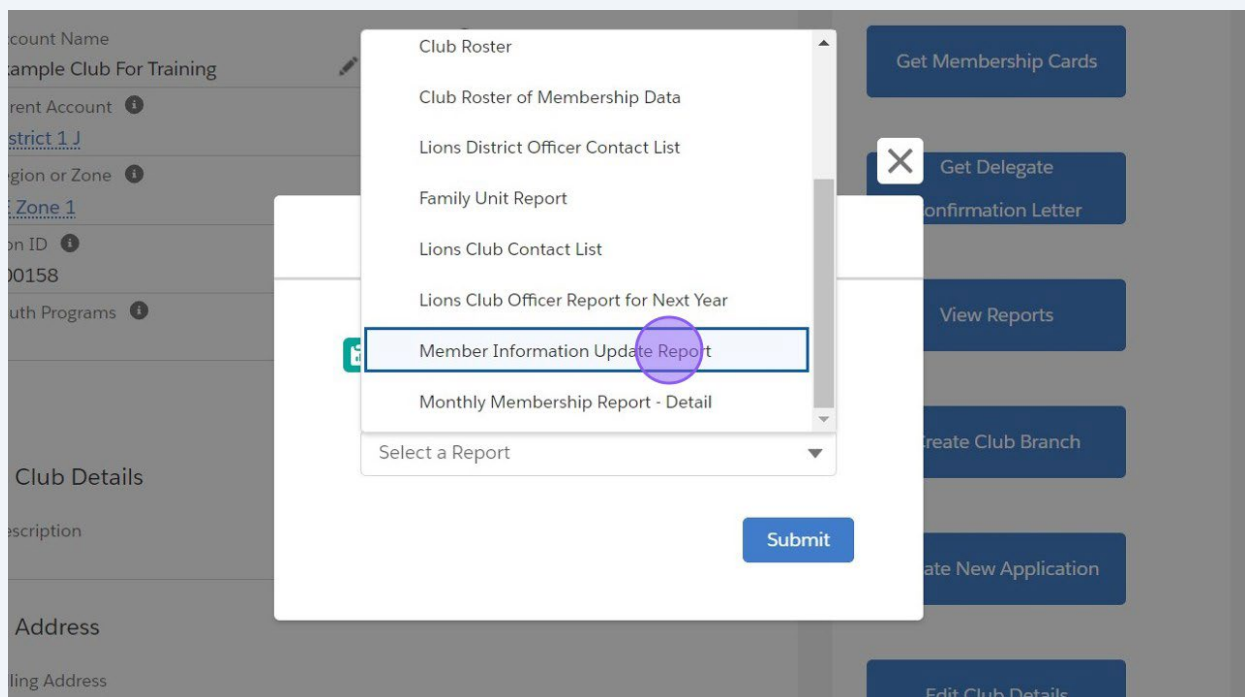
Create New Application

Edit Club Details

## 5 Klikkaa "Valitse raportti"



## 6 Valitse haluamasi raportti listalta.





## Vinkki! Klubitason raportteja ovat:

- Klubien saavutuksia
- Klubin osallistuminen (Excel optio)
- Klubin kuukausittainen raportointihistoria
- Lionsklubien virkailijaraportti kuluvalta vuodelta (Excel optio)
- Klubin jäsenluettelo (Excel optio)
- Lista klubin jäsentiedoista (Excel optio)
- Lionnspiirin virkailijoiden yhteystietolista (Excel optio)
- Perheyksikön raportti
- Lionsklubin yhteystietolista (Excel optio)
- Lionsklubien virkailijaraportti ensivuodelle (Excel optio)
- Jäsentietojen päivittämisraportti (vaatii jäsennumeron)

## 7

Jos lisätietoja tarvitaan valittuun raporttiin syötä vaaditut tiedot.

Region or Zone SE Zone 1

Lion ID 200158

Youth Programs

Club Details

Description

Address

Billing Address  
124 Any Place  
Naperville, Illinois 60565  
United States

Shipping Address  
124 Any Place

View Reports

Get Delegate

Confirmation Letter

Create Club Branch

Create New Application

Edit Club Details

Club Mem... Club Offic... M

**View Reports**

**Reports**

Select a Report

Member Information Update Report

Member IDs

Member IDs

Submit

**8** Jotkut raportit ovat saatavilla "Excel-formaatissa". Valitse tämä vaihtoehto jos haluat ladata raportin Exceliin.

The screenshot shows a web application interface. A modal dialog titled "View Reports" is centered on the screen. Inside the dialog, there is a "Reports" icon, a checked "Excel Format" checkbox, and a dropdown menu labeled "Select a Report" with the option "Lions Club Officer Report for Current Year". A "Submit" button is located at the bottom right of the dialog. The background is a blurred view of the application's main content area, showing a sidebar with "Club Details" and "Address" sections, and a main area with buttons like "View Reports", "Create Club Branch", and "Edit Club Details".



Vinkki! Raportti tulee esikatseltavaksi ja voidaan ladata .pdf muodossa. Jos Excel vaihtoehto on valittuna "asiakirjan latausviesti" tulee näkyviin.

9 Klikkaa

Tähän päättyy "Klubin toiminnot - Katsele raportteja" -

The screenshot displays the Lion Portal interface. At the top, there is a dark blue header with the 'Lion Portal' logo on the left, a search bar with the text 'Search' and a 'Search' button, and a notification bell and user profile icon on the right. Below the header is a navigation menu with 'Home' (highlighted with a purple circle), 'Membership', 'Service', 'Learn', and 'More'. The main content area shows the account details for 'Example Club For Training'. A table lists key information: Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (57). Below the table are tabs for 'Club Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Club Details' tab is active, showing fields for 'Account Name' (Example Club For Training), 'Parent Account', 'Type' (Lions Club), and 'Active Member Count'. A blue button labeled 'Get Membership Cards' is visible on the right side of the details section.

| Lion ID | Type       | Status | Billing Address  | Active Member Count |
|---------|------------|--------|--|---------------------|
| 200158  | Lions Club | Active | 124 Any Place<br>Naperville, Illinois 60565<br>United States | 57                  |

| Account Name              | Type                |
|---------------------------|---------------------|
| Example Club For Training | Lions Club          |
| Parent Account            | Active Member Count |