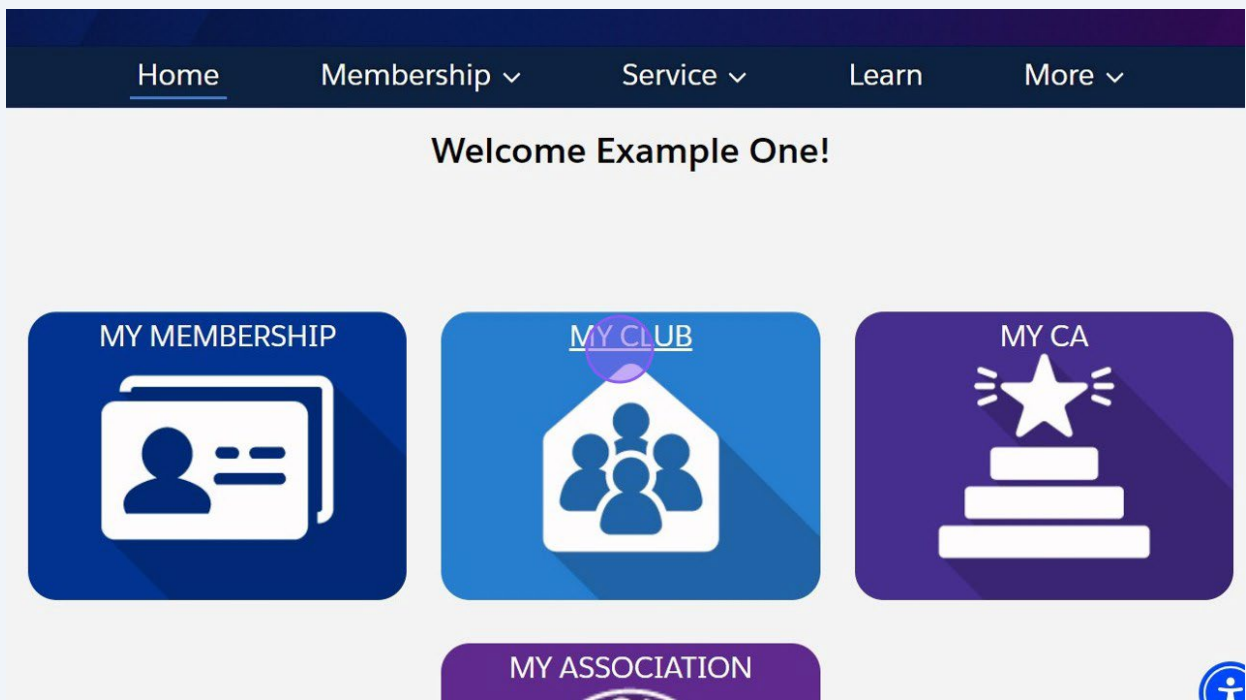


分会页面 - 输出信息

本指南提供了从 **Lion Portal** 输出重要会员和服务活动信息的简易方法，是分会领导人和行政人员的宝贵资源。通过遵循概述的步骤，使用者可轻易取得并操作有关分会会员及其活动的重要信息，有助于报告和分析。本指南还提供优化信息与各种电子表格程序兼容性的提示，确保使用者能有效地利用输出的信息。查看本指南将提高分会内数据管理的效率。

1 登入 **Lion Portal**（狮子会门户网站） lionportal.org

2 点此。



3 点选“信息输出”标签页

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

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

Account Name	Type
Example Club For Training	Lions Club
Parent Account	Active Member Count
District 1 J	56
Region or Zone	Club Specialty
SE Zone 1	Cultural
Lion ID	Club Sub-Specialty
200158	

Member ... | Club Acti...

Manage Club Members

Manage Club Officers

i 提示！可以输出的信息取决于选定的报告连结。

在分会层级，选项包括：

会员联络信息 - 基本联络信息：所有分会会员的会员号码、姓名、电子邮件、电话、地址、依地方语言显示的姓名、地址、配偶/同伴姓名、会籍类型、分会、区、复合区

干部联络信息 - 如前所述的基本联络信息，并附有干部职称、专区和分区

会员详细信息 - 基本联络信息、出生日期、职业、性别、辅导狮友、狮友加入日期（成为会员的日期）

分会层级服务活动信息 - 活动类型（方案、募款活动、捐款、会议）、开始和结束日期、标题、叙述、指标（服务人数、义工时间、募集的资金、捐赠的资金）、特色活动、分会、区、复合区。

4 点选欲输出的报告信息。本范例中使用：“会员联络信息”

Lion ID 200158	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Member Count 56
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Club Details **Data Export** Club Statements Club Service Activities More

If the selected report does not generate any results, it is due to data privacy restrictions.

Member Contact Information

Club Officer Contact Information

Member Detail Information

Club Level Service Activities Information

Member ... Club Acti...

Manage Club Members

Manage Club Officers

Manage Cub Club Leader

Manage Delegates

5 本报告将于新窗口中开启，欲输出的行数显示于“总记录”下。该分会有56名会员。

Home Membership ▾ Service ▾ Learn More ▾

Report: Accounts with Memberships and Contact
Member Contact Information
 Member Listing of Name, Address, Email and Phone Numbers

Enable Field Editing 🔍 Add Chart ⌵ ↻ Export

Total Records
56

Parent Multiple District ↑ ▾	Parent District ↑ ▾	Account Name ↑ ▾	Contact Member ID ▾	Contact: Salutation ▾	Cont
<input type="checkbox"/> Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550	-	Exan
			26691551	Mx.	Exan
			26691553	-	Exan

6

利用卷轴垂直和水平滚动，查看报告信息。点选“筛选器”以查看报告的筛选器。

Home Membership Service Learn More

Report: Accounts with Memberships and Contact
Member Contact Information
Member Listing of Name, Address, Email and Phone Numbers

Enable Field Editing Add Chart Filters Export

10 Records

Multiple District ↑	Parent District ↑	Account Name ↑	Contact Member ID	Contact: Salutation	Contact
Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550	-	Exan
			26691551	Mx.	Exan
			26691553	-	Exan

7

显示筛选器。

Member Contact Information
Member Listing of Name, Address, Email and Phone Numbers

10 Records

Multiple District ↑	Parent District ↑	Account Name ↑	Contact Member ID
Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550
			26691551
			26691553
			26691568
			26691562

Filters Close Filter Panel

Show Me
All accounts

Last Activity
All Time

Type
equals Alpha Leo Club, Leo Lions,
Lions Club, Omega Leo Club

Membership Status
equals Active Member

Linked Filters ×

Account Id
equals 001Nq00000M9viOIAR

8

点此按钮可关闭筛选器窗格。

Home Membership Service Learn More

Report: Accounts with Memberships and Contact
Member Contact Information
 Member Listing of Name, Address, Email and Phone Numbers

Enable Field Editing Search Add Chart Refresh Export

56 Records

Multiple District ↑	Parent District ↑	Account Name ↑	Contact M
Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550
			26691551
			26691553

Filters

Close Filter Panel

Show Me
All accounts

Last Activity
All Time

Type
equals Alpha Leo Club, Leo Lions, Lions Club, Omega Leo Club

Membership Status
equals Active Member

Linked Filters

Account Id
equals 001Nc00000M9viQIAR

9

点选“输出”开始此流程。

Home Membership Service Learn More

Report: Accounts with Memberships and Contact
Member Contact Information
 Member Listing of Name, Address, Email and Phone Numbers

Enable Field Editing Search Add Chart Refresh Export

56 Records

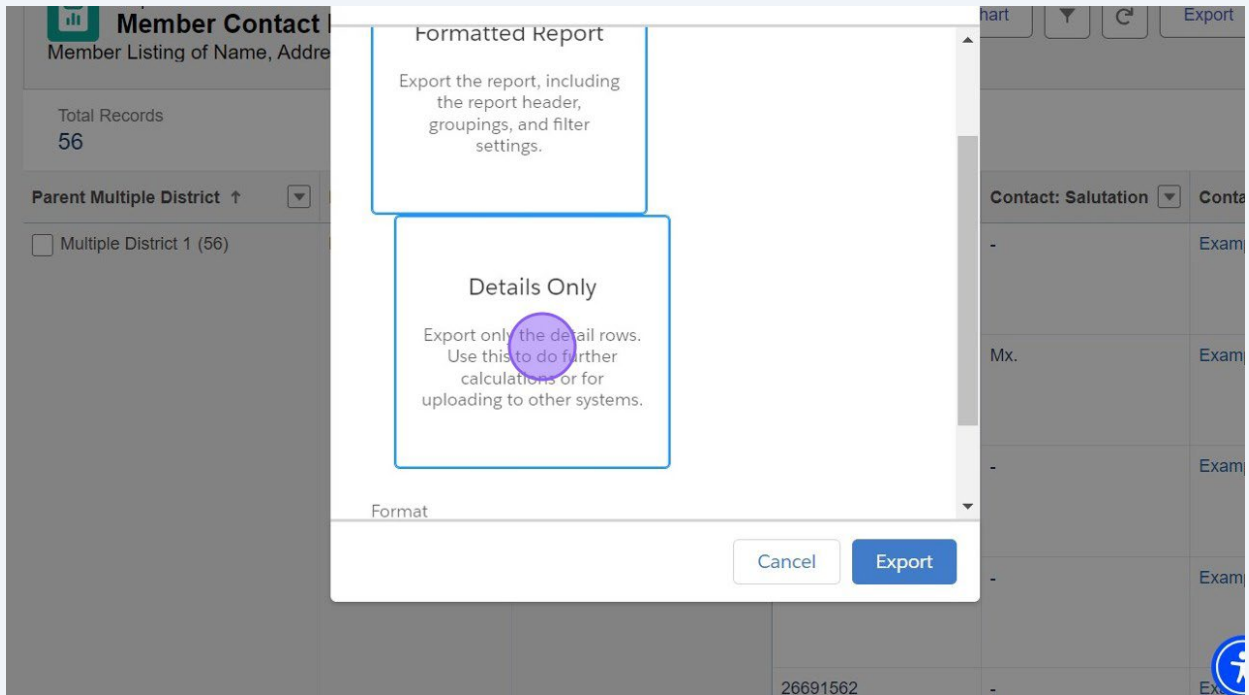
Multiple District ↑	Parent District ↑	Account Name ↑	Contact Member ID	Contact: Salutation	Contact: Name
Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550	-	Example
			26691551	Mx.	Example
			26691553	-	Example



提示！为了与多数电子表格程序达到最佳兼容性，请选择“仅限详细信息”和 .xlsx 格式。

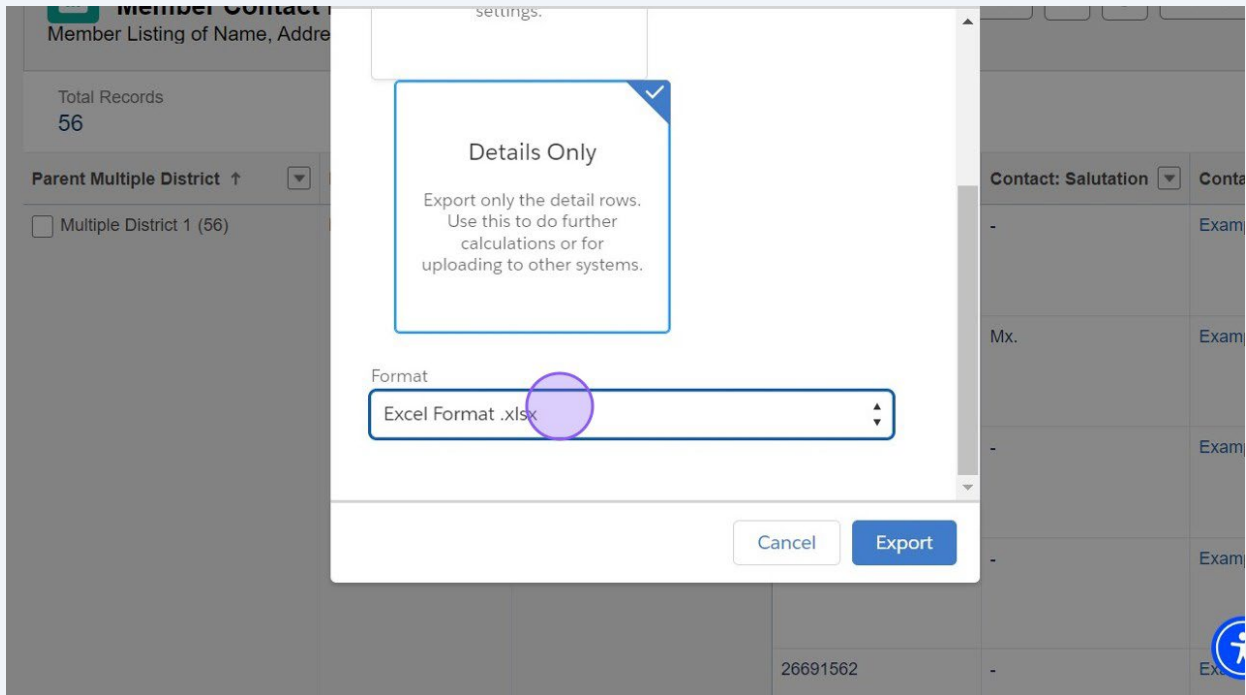
1

点选“仅输出详细信息行。用此来进一步运算或上传到其他系统中。”点选“格式化报表”可保留分组、小计和总计。



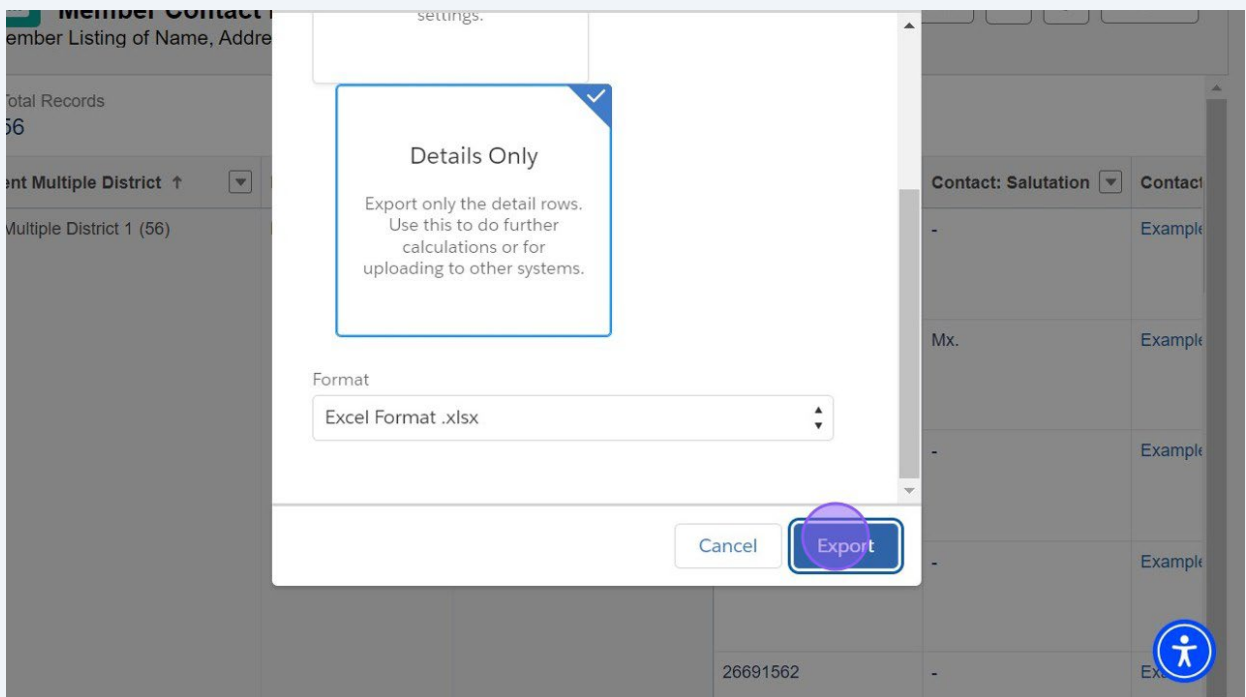
1

点此下拉式清单并选择 **.xlsx** 格式，以取得兼容性最佳的格式。其他格式选项包含：逗号分隔的 **.csv**；旧版 **Excel .xls**

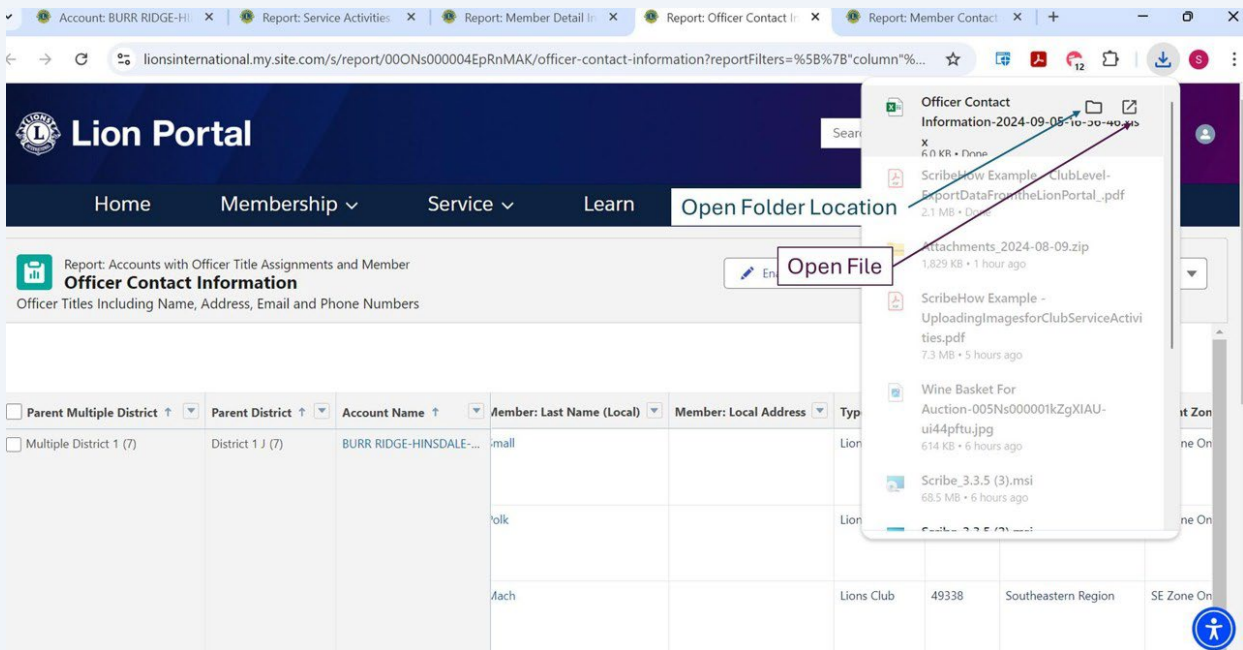


12

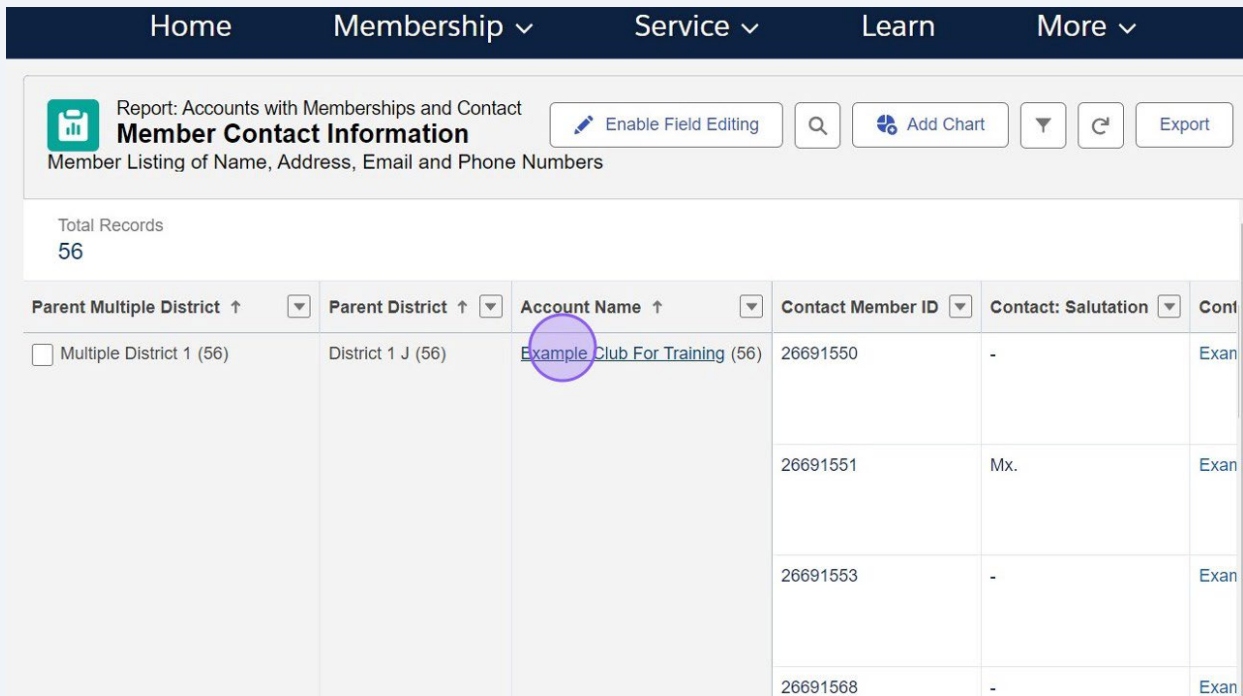
点选“输出”



13 浏览器会在下载完成后显示。



1 点选分会（「账户」）名称连结，返回贵分会的页面，或关闭新开启的标签页。



15 点选“首页”返回登陆页面。

The screenshot shows the 'Lion Portal' interface. At the top, there is a search bar and a user profile icon. Below the search bar is a navigation menu with 'Home' (highlighted), 'Membership', 'Service', 'Learn', and 'More'. The main content area displays account information for 'Example Club For Training' with a '+ Follow' button. A table lists club details:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

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 'Manage Club Members' button is visible on the right.

16 “分会页面 - 输出信息”快速指南到此结束

The screenshot shows the 'Welcome Example One!' dashboard. At the top is a navigation menu with 'Home' (underlined), 'Membership', 'Service', 'Learn', and 'More'. Below the navigation is a large 'Welcome Example One!' message. The dashboard features four main action buttons: 'MY MEMBERSHIP' (with a person icon), 'MY CLUB' (with a house and people icon), 'MY CA' (with a star and podium icon), and 'MY ASSOCIATION' (with the Lions Club logo). In the bottom right corner, there are two circular icons: a purple one and a blue one with a person icon.