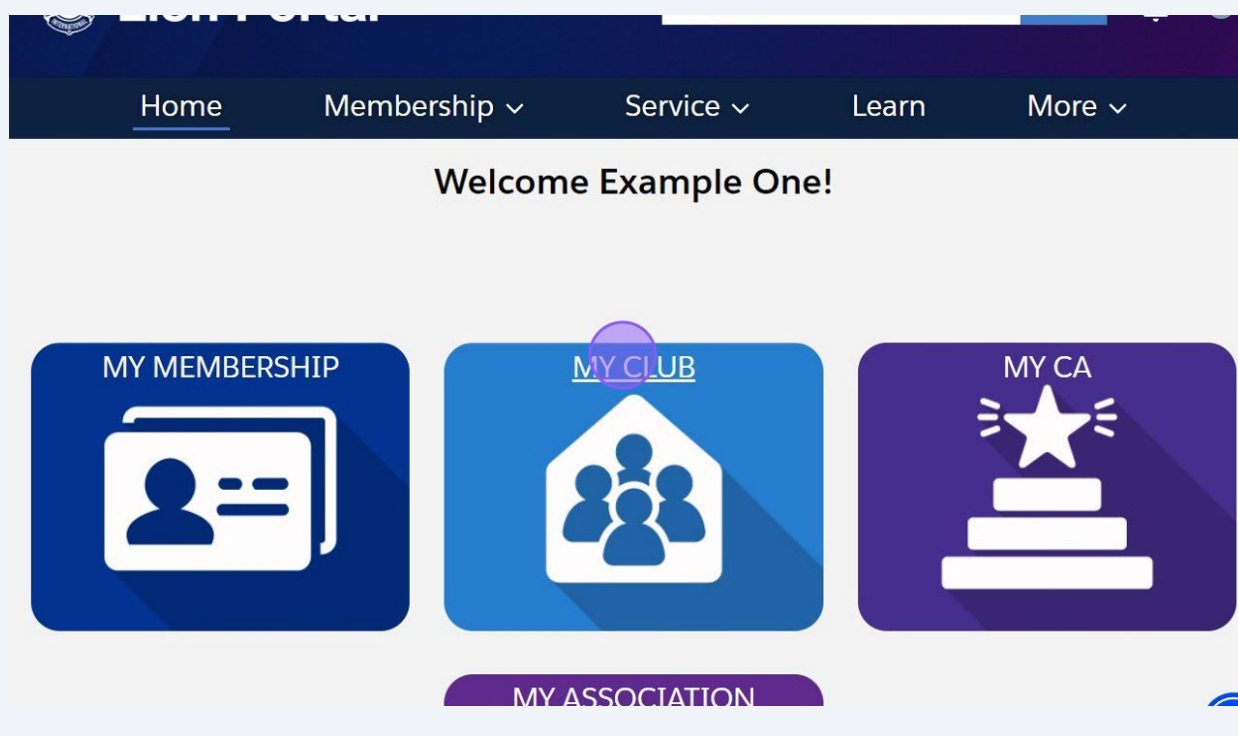


Åtgärd i klubb - Visa rapporter

Denna vägledning innehåller en process om åtkomst till och visning av rapporter i Lion Portal, vilket gör det enklare för användarna att hantera klubbens information på ett effektivt sätt. Genom att följa de beskrivna stegen kan användarna snabbt skapa och ladda ner rapporter i olika format såsom Excel och PDF. Genom att använda denna vägledning kan du öka din förståelse för klubbens resultat och effektivisera rapportering. Den är en värdefull resurs för alla som vill optimera sin klubbs verksamhet.

1 Logga in på Lion Portal lionportal.org

2 Klicka på "MIN KLUBB".



3 Klicka på "Åtgärd i klubb".

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 Naperville, Illinois 60565 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 Klicka på "Visa rapporter".

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	
Auth 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

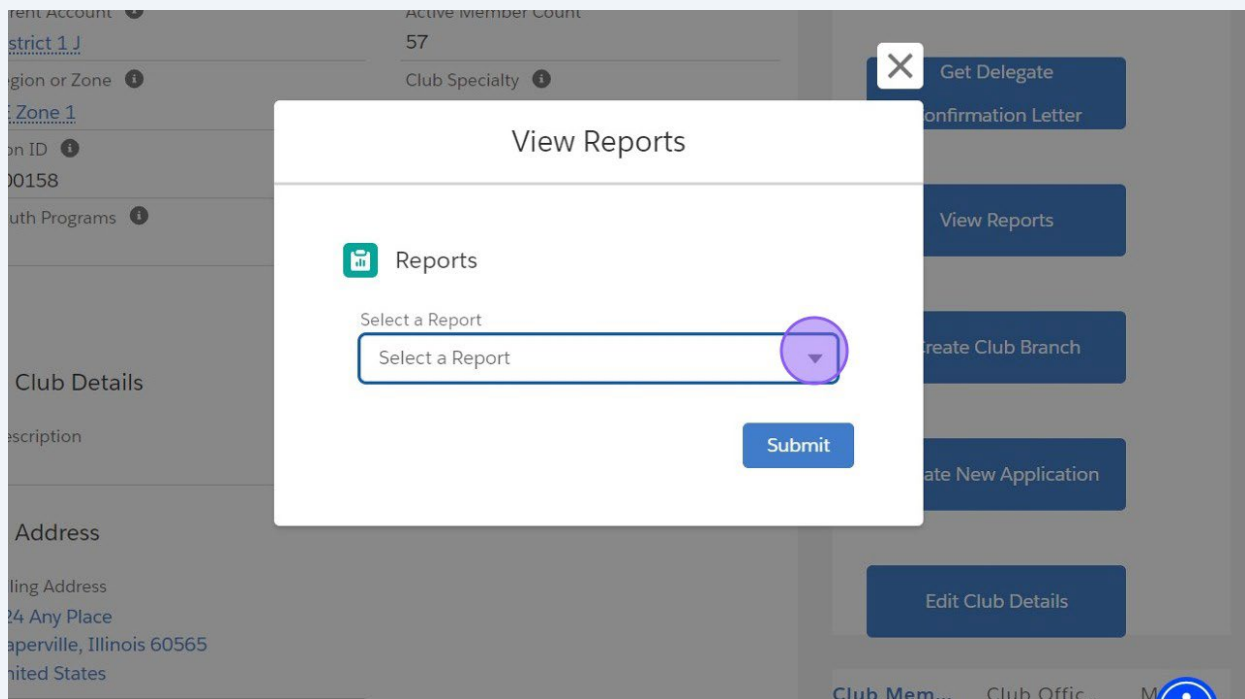
View Reports

Create Club Branch

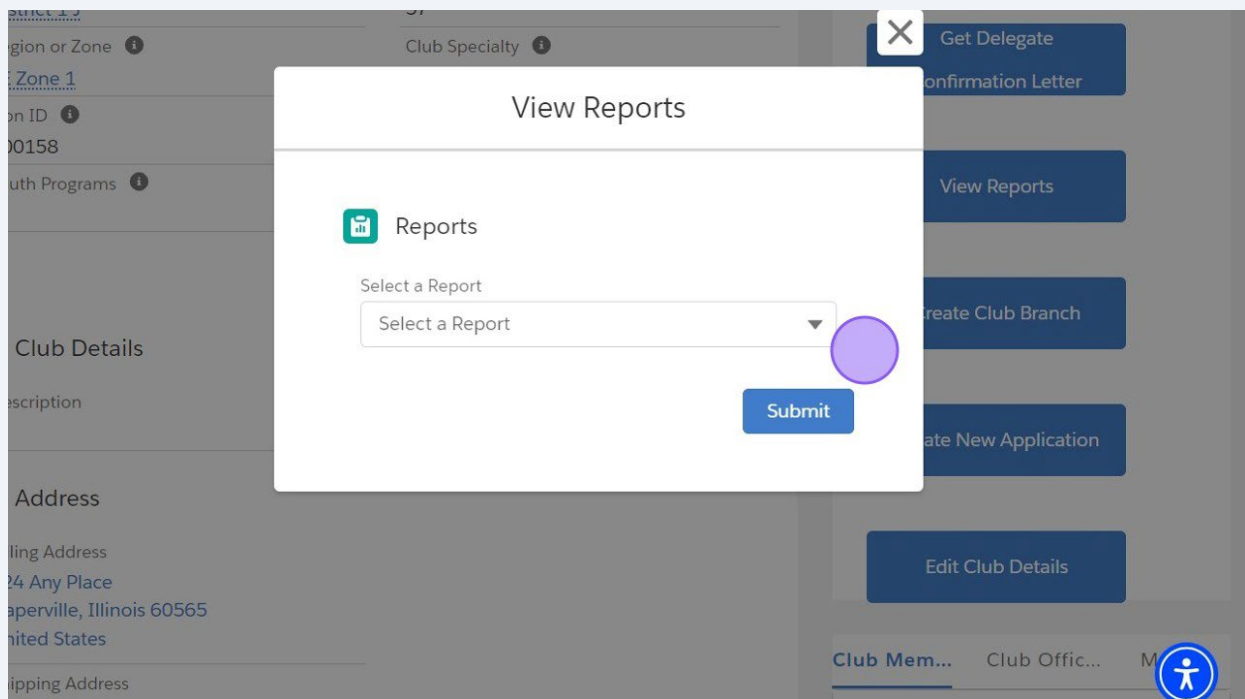
Create New Application

Edit Club Details

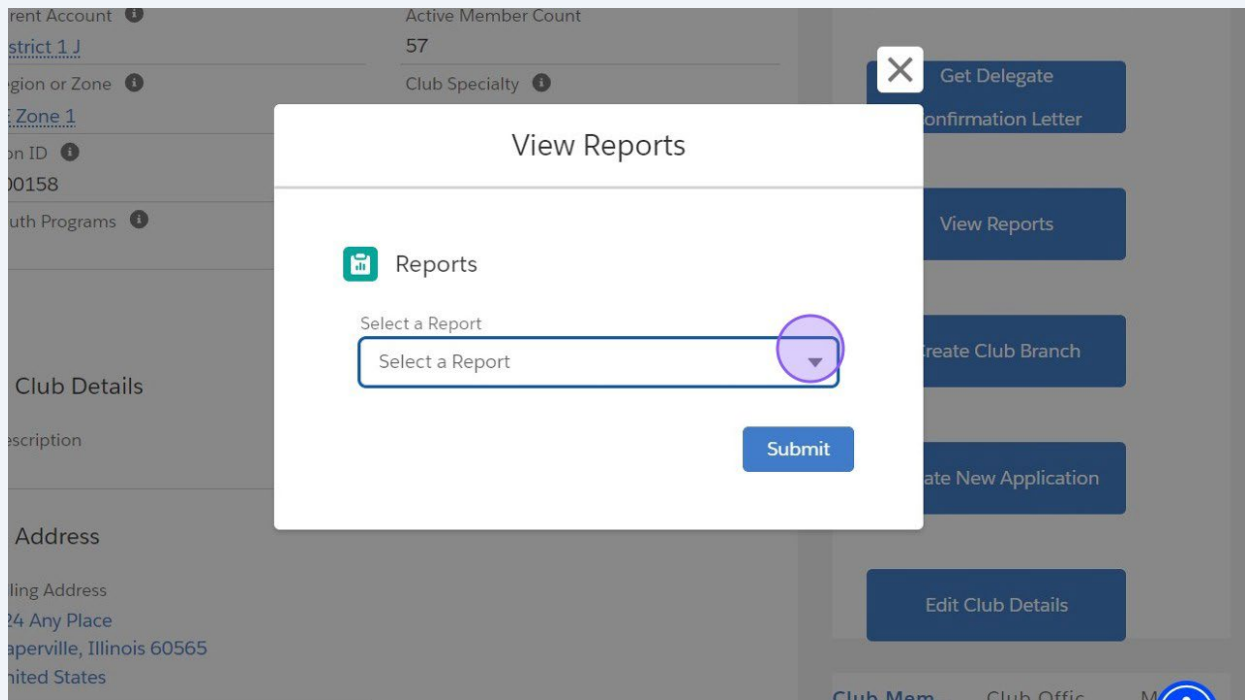
5 Klicka på "Välj en rapport".



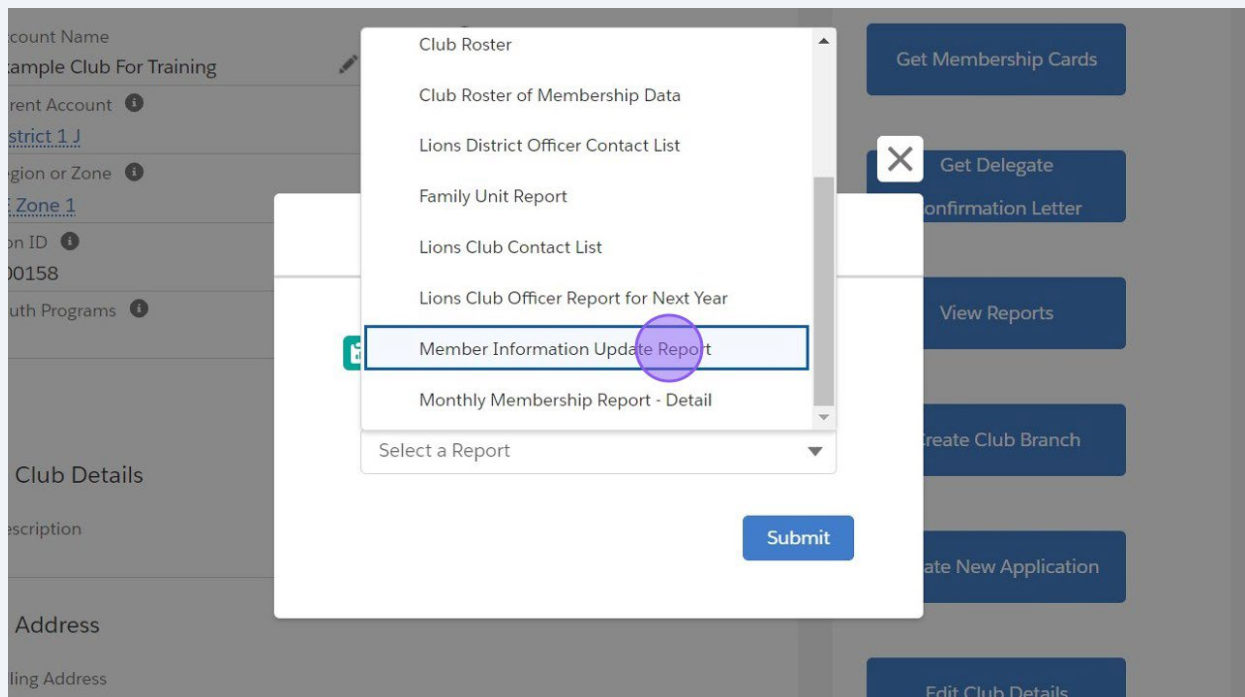
6 Välj rapporten i menyn med tillgängliga rapporter.



7 Klicka på "Välj en rapport".



8 Klicka på rapporten i listan.



9 Ange den information som krävs för rapporten.

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

Reports

Select a Report
Member Information Update Report

Member IDs
Member IDs

Submit

10 Vissa rapporter visas i Excel-format. Välj detta alternativ för att ladda ner till Excel.

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

Reports

Excel Format

Select a Report
Lions Club Officer Report for Current Year

Submit



Tips! Rapporten kommer att visas i förhandsgranskning och kan laddas ner i PDF-format. Om Excel-alternativet valdes visas "Meddelande om nedladdning av fil".

11 Klicka på "Hem".

Detta avslutar snabbvägledningen "Åtgärd i klubb - Visa rapporter".

The screenshot shows the Lion Portal interface. At the top, there is a dark blue header with the Lion Portal logo on the left, a search bar in the center, and notification and user icons on the right. Below the header is a navigation bar with links for Home, Membership, Service, Learn, and More. The main content area displays account information for 'Example Club For Training'. A table lists key details: Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (57). Below this, there 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 Club Details section.

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

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