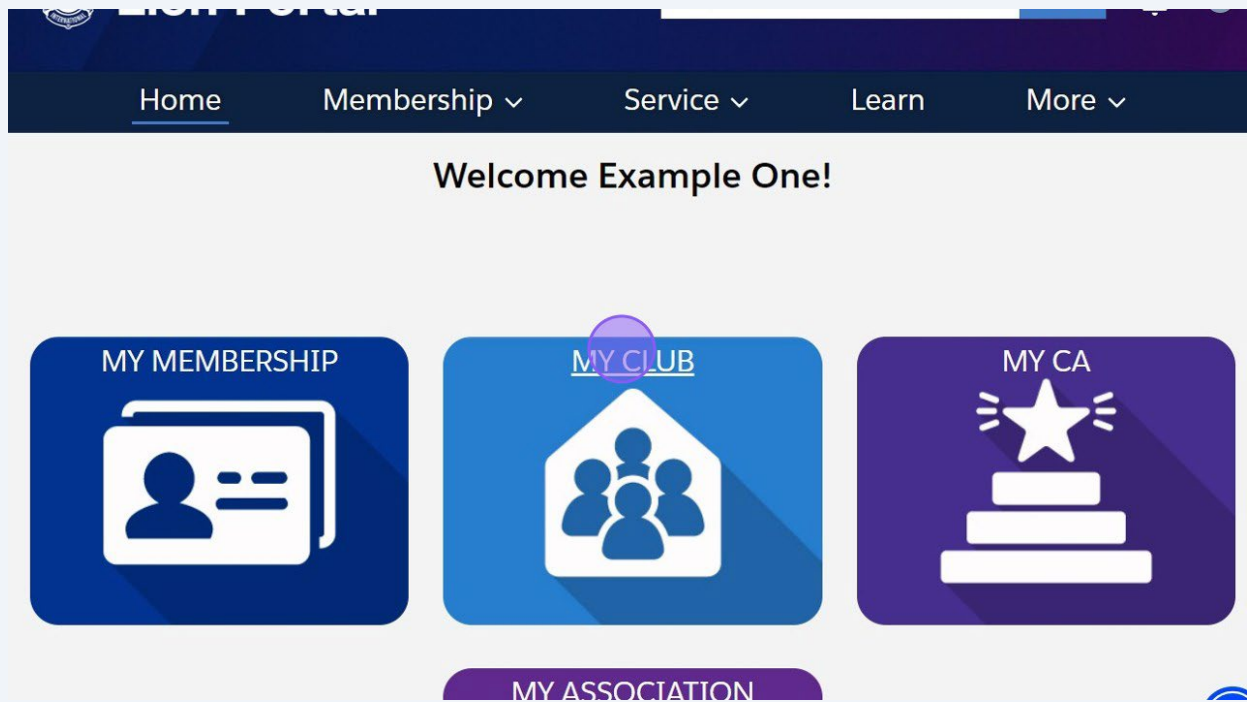


分会行动 - 查看报告

本指南提供存取和查看 Lion Portal（狮子会门户网站）中的报告之逐步流程，让用户能更轻松有效地管理分会的数据。通过遵循概述的步骤，用户可快速产生和下载各种格式的报告，包括 Excel 和 PDF。利用本指南可让您更加了解分会的表现，并简化提报的工作。对于任何想要改善分会运作的人来说，这是一项宝贵的资源。

1 登录 Lion Portal（狮子会门户网站） lionportal.org。

2 点选“我的分会”。



3 点选“分会行动”。

Home Membership Service Learn More

Account Example Club For Training + Follow

Account 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

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

Member ... Club Acti...

Manage Club Members

Manage Club Officers

4 点选“查看报告”。

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

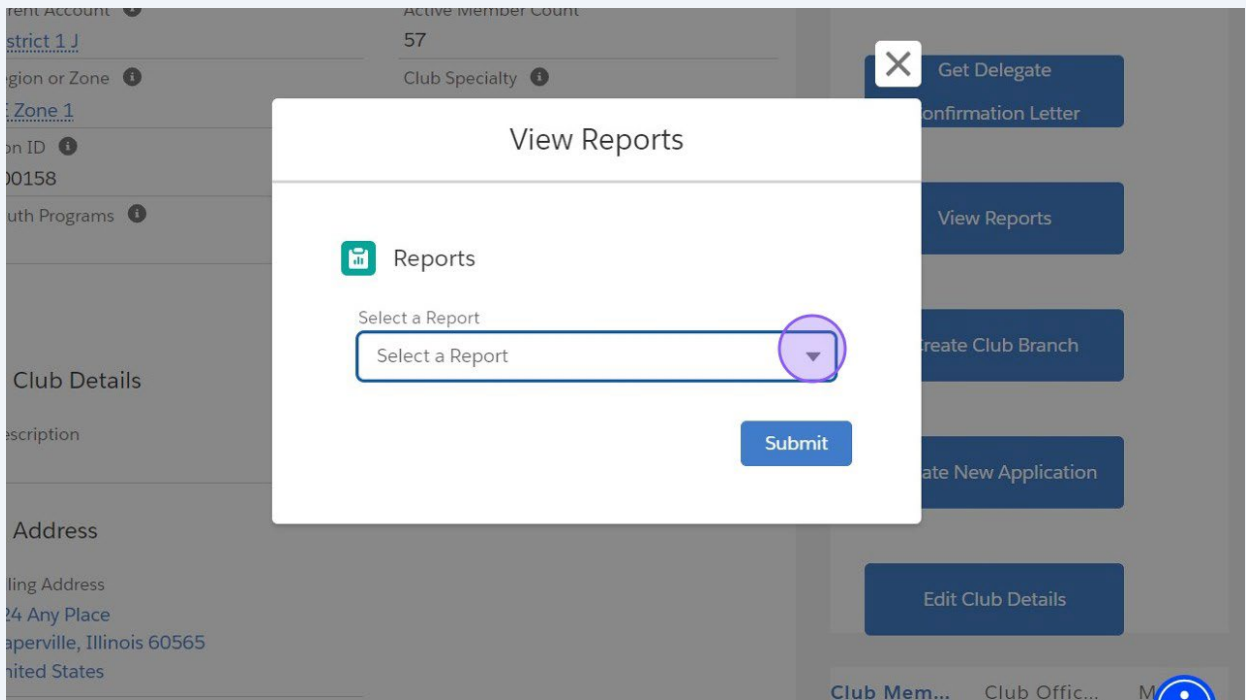
View Reports

Create Club Branch

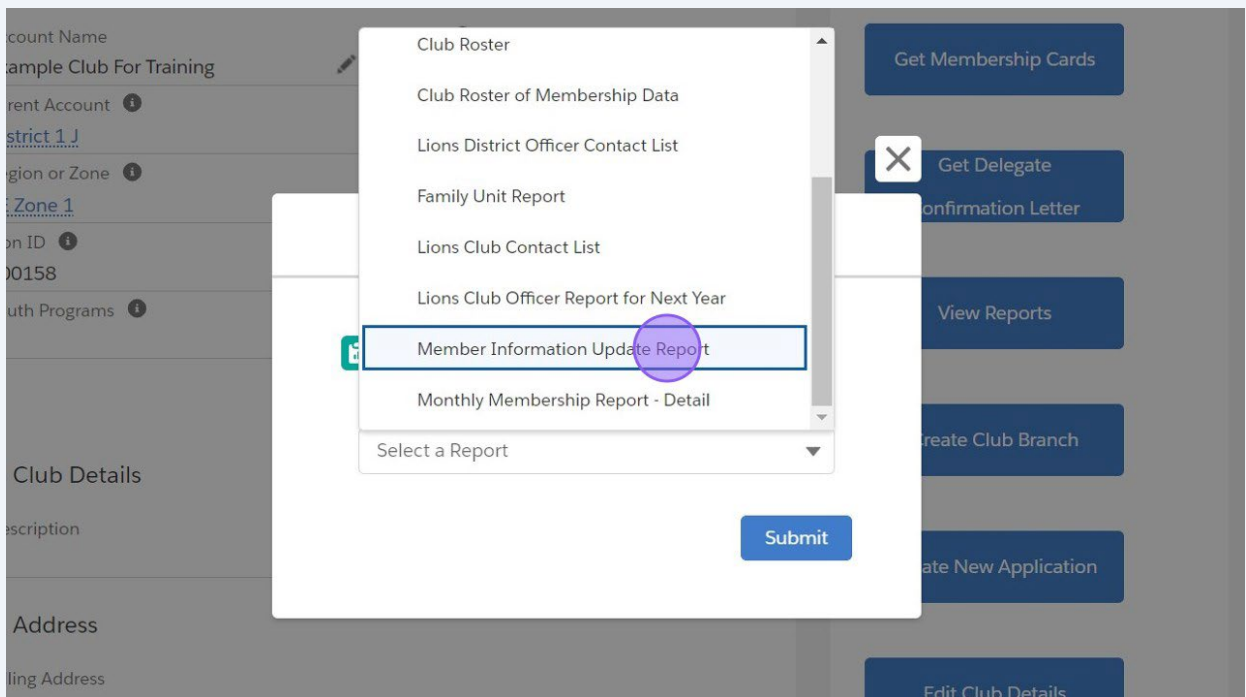
Create New Application

Edit Club Details

5 点选“选择报告”。



6 点选清单中的报告。





要诀！可用的分会级报告有：

- 分会成就
- 分会出席情况（Excel 选项）
- 分会会员月报表之历史
- 本年度狮子会干部报告（Excel 选项）
- 分会名册（Excel 选项）
- 分会会籍名册
- 狮子会区干部联络名单（Excel 选项）
- 家庭单位报告
- 狮子会联络人名单（Excel 选项）
- 明年狮子会干部报告（Excel 选项）
- 会员信息更新报告（需输入会员 id）

7

若所选报告需要输入其他信息，请输入报告所需的信息。

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

View Reports

Create Club Branch

Create New Application

Edit Club Details

Club Mem... Club Offic... M

View Reports

Reports

Select a Report

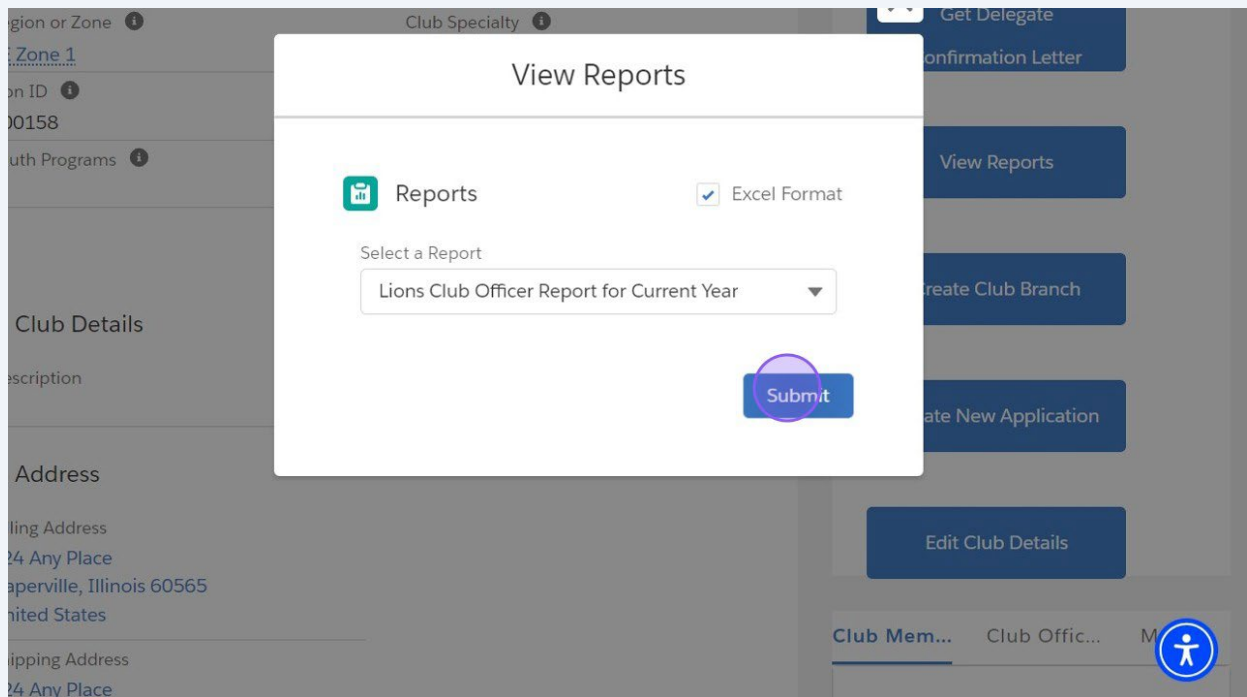
Member Information Update Report

Member IDs

Member IDs

Submit

8 有些报告提供“Excel 格式”。若要以 Excel 格式下载，请选择此选项。



i 要诀！该报告将以预览形式显示，并可以 .pdf 格式下载。若选择 Excel 选项，将显示「文件下载讯息」。

9

点选“首页”。

“分会行动 - 查看报告”快速指南到此结束。

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 in the center, and notification and user profile icons 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 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 page.

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