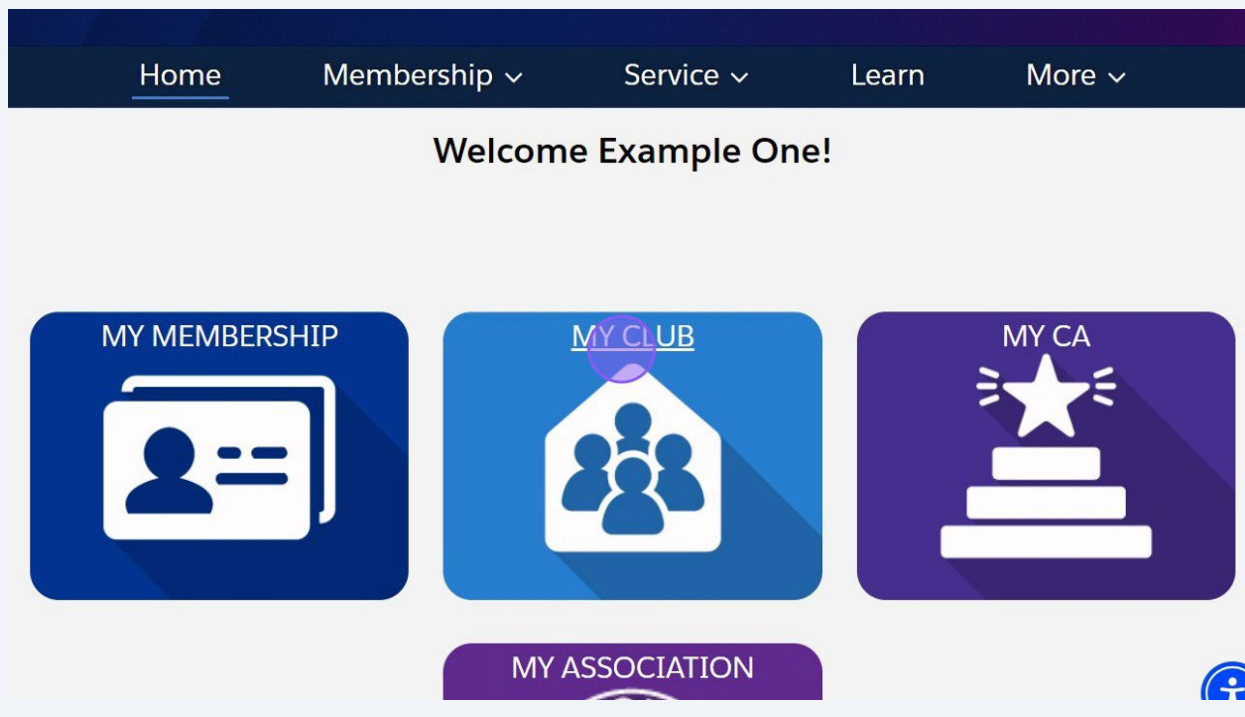


# Klubbens sida - Exportera data

I denna vägledning beskrivs en enkel metod att exportera viktig information om medlemmar och serviceaktiviteter från Lion Portal, vilket gör den till en användbar resurs för klubbens ledare och administratörer. Genom att följa de steg som beskrivs kan användarna enkelt komma åt och hantera viktig information om klubbens medlemmar och deras aktiviteter, vilket kan underlätta rapportering och analys. Vägledningen innehåller också tips om att optimera kompatibilitet med olika program, så att användarna kan använda exporterade data på ett effektivt sätt. Genom att gå igenom denna vägledning kan du effektivisera datahanteringen i klubben.

**1** Logga in på Lion Portal [lionportal.org](https://lionportal.org)

**2** Klicka på "MIN KLUBB".



### 3 Klicka på fliken "Exportera data".

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: Example Club For Training  
Parent Account: District 1 J  
Region or Zone: SE Zone 1  
Lion ID: 200158

Type: Lions Club  
Active Member Count: 56  
Club Specialty: Cultural  
Club Sub-Specialty: [info]

Member ... | Club Acti...

Manage Club Members

Manage Club Officers

**i** Tips! Vilka data som kan exporteras avgörs av vilken rapportlänk du har valt.

På klubbnivå är alternativen följande:

Kontaktinformation till medlem - Grundläggande kontaktinformation:

Medlemsnummer, namn, e-post, telefon, adress, namn på lokalt språk, adress, namn på make/maka/partner, medlemstyp, klubb, distrikt, multipeldistrikt för **alla** klubbmedlemmar.

Kontaktinformation till tjänstemän - Grundläggande kontaktinformation enligt tidigare beskrivning för aktiva tjänstemän med titel samt region och zon.

Detaljerad information om medlem - Grundläggande kontaktinformation, födelsedatum, yrke, kön, fadder, inträdesdatum (datum då du blev medlem).

Information om serviceaktivitet på klubbnivå - Aktivitetstyp (projekt, insamling, donation, möte), startdatum och slutdatum, titel, beskrivning, resultat (personer som har fått hjälp, arbetstimmar, insamlade medel, donerade medel), klubbens viktigaste aktivitet, klubb, distrikt, multipeldistrikt.

**4** Klicka på rapportdata att exportera. I detta exempel används: "Kontaktinformation till medlemmar".

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** Rapporten öppnas i en ny flik. Antalet rader som kommer att exporteras visas under "Totalt antal". Denna klubb har 56 medlemmar.

Home   Membership ▾   Service ▾   Learn   More ▾

Report: Accounts with Memberships and Contact  
**Member Contact Information**   Enable Field Editing   🔍   Add Chart   📄   🔄   Export

Member Listing of Name, Address, Email and Phone Numbers

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

Visa rapportdata med hjälp av rullningslisterna för att bläddra vertikalt och horisontellt. Klicka på "Filter" för att visa rapportfilter.

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

Filtren visas.

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 x

Account Id  
equals 001Nq00000M9viOIAR

8 Klicka på den här knappen för att stänga filterfönstret.

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

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

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

9 Klicka på "Exportera" för att påbörja processen.

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

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



Tips! För bästa kompatibilitet med de flesta program väljer du "Endast detaljer" och formatet .xlsx.

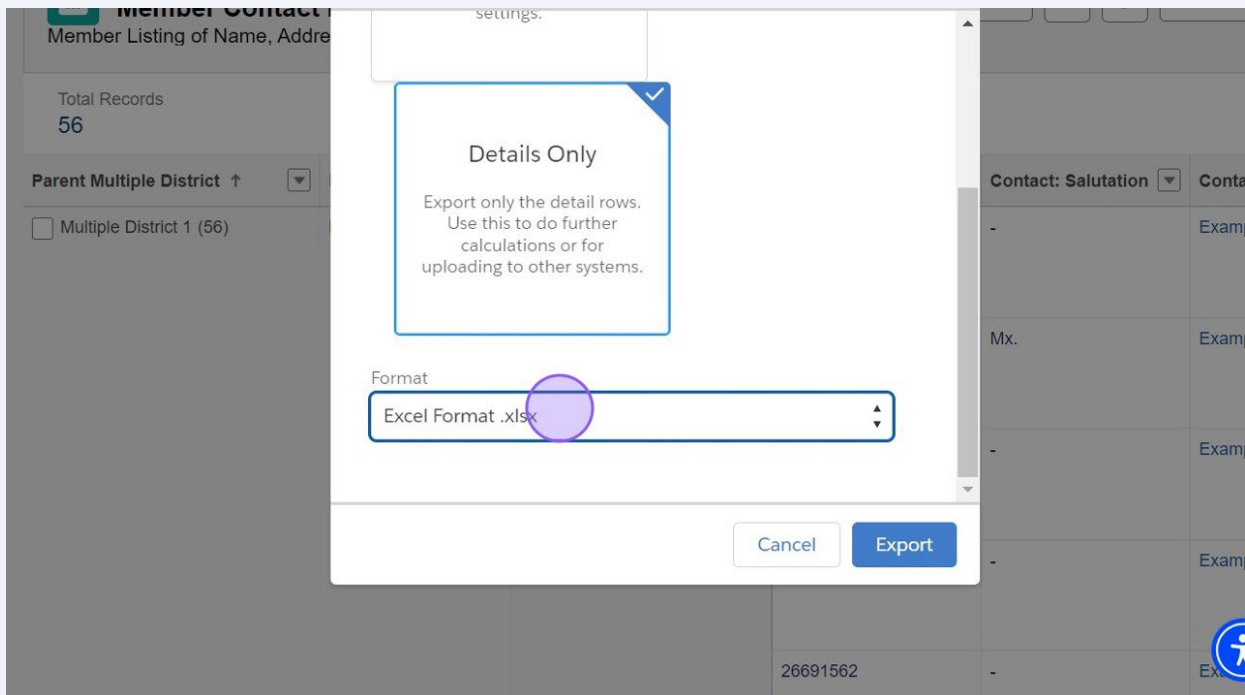
10

Klicka på "Exportera endast detaljraderna". Använd den för att göra ytterligare beräkningar eller för att ladda upp till andra system. Klicka på "Formaterad rapport" för att behålla grupperingar, delsummor och totalsummor.

The screenshot shows a software interface for 'Member Contact' with a modal dialog box open. The dialog box has two main sections: 'Formatted Report' and 'Details Only'. The 'Formatted Report' section says 'Export the report, including the report header, groupings, and filter settings.' The 'Details Only' section says 'Export only the detail rows. Use this to do further calculations or for uploading to other systems.' Below these sections is a 'Format' dropdown menu and two buttons: 'Cancel' and 'Export'. The background interface shows a table with columns for 'Contact: Salutation' and 'Exam', and a total record count of 56.

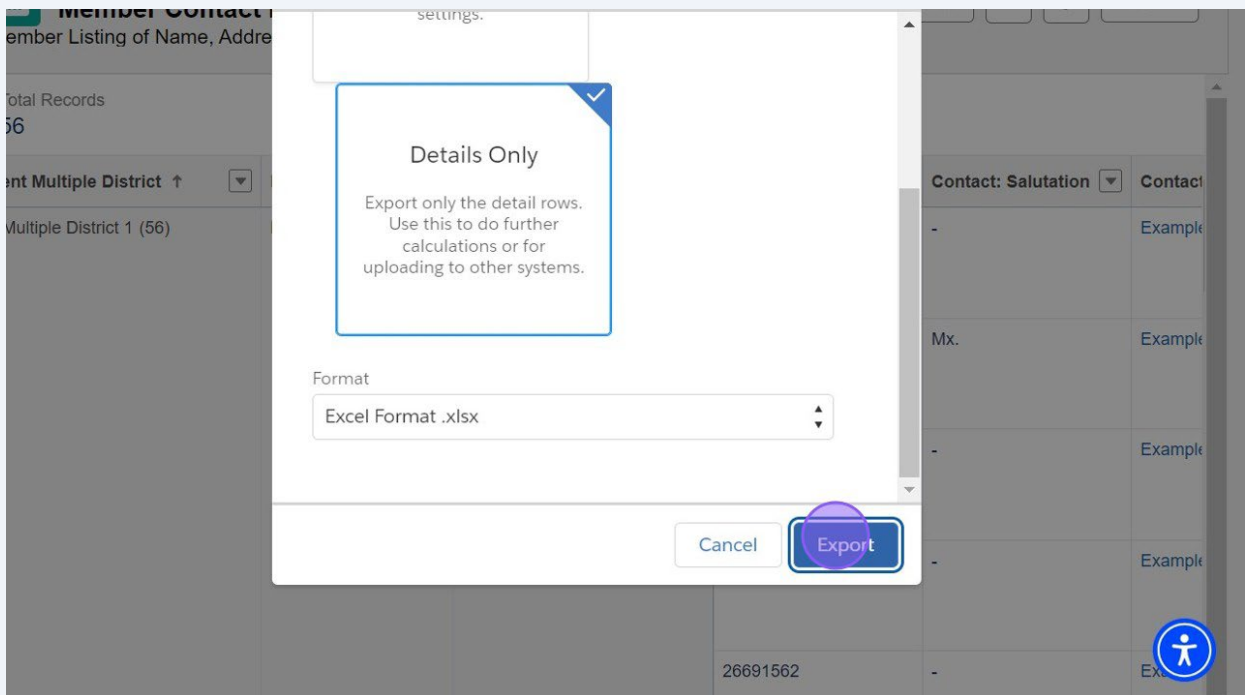
11

Klicka på den här menyn och välj formatet .xlsx för största möjliga kompatibilitet. Andra alternativ är: Kommaavgränsad .csv eller äldre Excel .xls



12

Klicka på "Exportera".



### 13 Webbläsaren visar när nedladdningen är klar.

The screenshot shows a web browser window with the URL `lionsinternational.my.site.com/s/report/000Ns00004EpRnMAK/officer-contact-information?reportFilters=%5B%7B%22column%22%3A%22...`. The page header includes the Lion Portal logo and navigation tabs: Home, Membership, Service, Learn, and Open Folder Location. The main content area displays a report titled "Report: Accounts with Officer Title Assignments and Member Officer Contact Information" with the subtitle "Officer Titles Including Name, Address, Email and Phone Numbers". A table with columns for Parent Multiple District, Parent District, Account Name, Member: Last Name (Local), Member: Local Address, and Type is visible. A file download dialog box is open, showing a list of files including "Officer Contact Information-2024-09-08-10-30-40.xls", "ScribeHow Example - ClubLevel-ReportDataFromTheLionPortal\_.pdf", "Attachments\_2024-08-09.zip", "ScribeHow Example - UploadingImagesforClubServiceActivities.pdf", "Wine Basket For Auction-005Ns00001kZgXIAU-ai44pftu.jpg", and "Scribe\_3.3.5 (3).msi". A callout box labeled "Open File" points to the first file in the dialog.

### 14 Klicka på länken Klubbnamn ("Kontonamn") för att återgå till din klubbs sida eller stäng den nyöppnade fliken.

The screenshot shows the same Lion Portal interface, but with a different report titled "Report: Accounts with Memberships and Contact Member Contact Information" and the subtitle "Member Listing of Name, Address, Email and Phone Numbers". The table has columns for Parent Multiple District, Parent District, Account Name, Contact Member ID, Contact: Salutation, and Contact: Phone Number. The first row of data shows "Multiple District 1 (56)", "District 1 J (56)", and "Example Club For Training (56)". A purple circle highlights the "Example Club For Training (56)" link in the Account Name column. The top navigation bar includes Home, Membership, Service, Learn, and More.

Parent Multiple District	Parent District	Account Name	Contact Member ID	Contact: Salutation	Contact: Phone Number
Multiple District 1 (56)	District 1 J (56)	<a href="#">Example Club For Training (56)</a>	26691550	-	Example
			26691551	Mx.	Example
			26691553	-	Example
			26691568	-	Example

**15** Klicka på "Hem" för att återgå till startsidan.

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 the account name 'Example Club For Training' with a '+ Follow' button. Below this is a table with the following data:

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 two tabs: 'Club Details' and 'Member ...'. The 'Club Details' tab is active and shows fields for 'Account Name' (Example Club For Training), 'Parent Account', 'Type' (Lions Club), and 'Active Member Count'. A 'Manage Club Members' button is visible in the 'Member ...' tab area.

**16** Detta avslutar snabbvägledningen "Klubbens sida - Exportera data".

The screenshot shows the 'Lion Portal' home page for a club. The navigation menu at the top includes 'Home' (underlined), 'Membership', 'Service', 'Learn', and 'More'. The main heading reads 'Welcome Example One!'. Below the heading are four large, colorful buttons: 'MY MEMBERSHIP' (dark blue), 'MY CLUB' (medium blue), 'MY CA' (purple), and 'MY ASSOCIATION' (dark purple). The 'MY ASSOCIATION' button features the Lions Club logo. In the bottom right corner, there is a purple circular button and a blue circular button with a person icon.