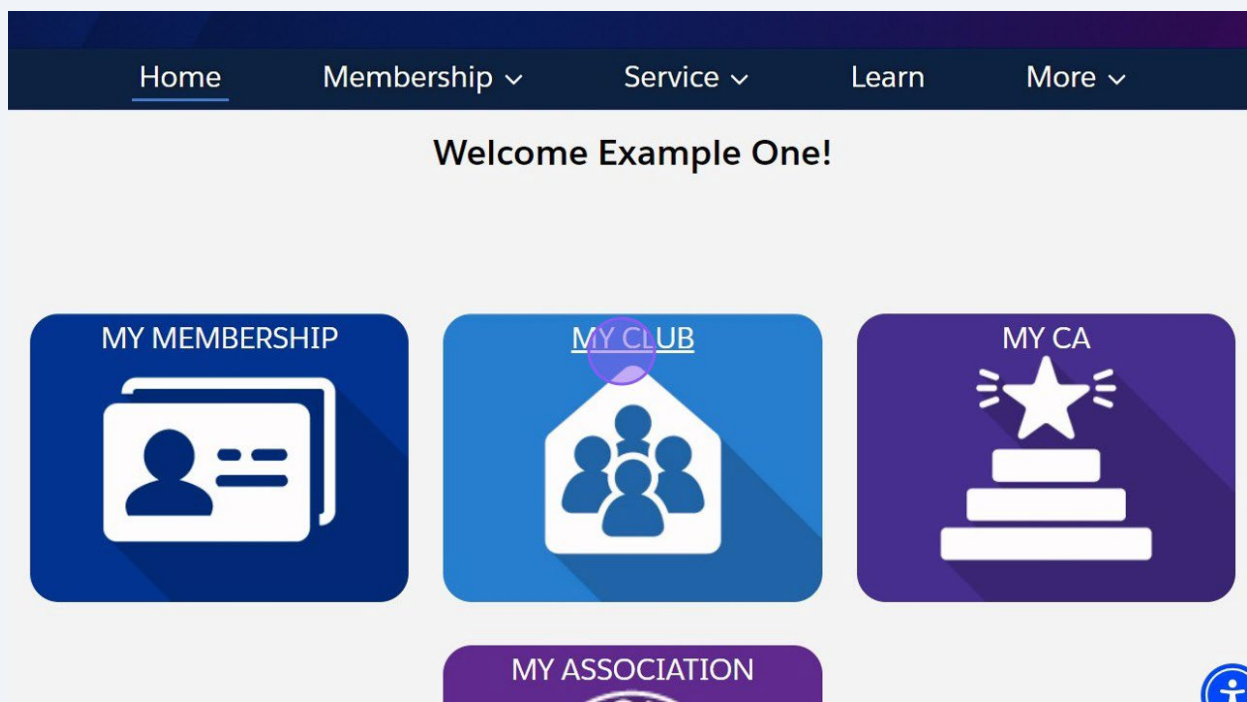


本指南提供了從 **Lion Portal** 輸出重要會員和服務活動資料的簡易方法，是分會領導人和行政人員的寶貴資源。透過遵循概述的步驟，使用者可輕易取得並操作有關分會會員及其活動的重要資訊，有助於報告和分析。本指南還提供優化資料與各種試算表程式相容性的提示，確保使用者能有效地利用輸出的資料。查看本指南將提高分會內資料管理的效率。

1 登入 Lion Portal（獅子會門戶網站） lionportal.org

2 點此。



3 點選「資料輸出」標籤頁

The screenshot shows the website navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below the navigation bar, there is an account header for 'Example Club For Training' with a '+ Follow' button. A summary table displays key information:

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

Below the summary table, the 'Club Details' section is active, with the 'Data Export' tab highlighted. The 'Data Export' tab shows a list of fields for export, including Account Name, Parent Account, Region or Zone, Lion ID, Type, Active Member Count, Club Specialty, and Club Sub-Specialty. To the right, there are buttons for 'Manage Club Members' and 'Manage Club Officers'.

i 提示！可以輸出的資料取決於選定的報告連結。

在分會層級，選項包括：

會員聯絡資料 - 基本聯絡資料：所有分會會員的會員號碼、姓名、電子郵件、電話、地址、依地方語言顯示的姓名、地址、配偶/同伴姓名、會籍類型、分會、區、複合區

幹部聯絡資訊 - 如前所述的基本聯絡資訊，並附有幹部職稱、專區和分區

會員詳細資料 - 基本聯絡資料、出生日期、職業、性別、輔導獅友、獅友加入日期（成為會員的日期）

分會層級服務活動資料 - 活動類型（方案、募款活動、捐款、會議）、開始和結束日期、標題、敘述、指標（服務人數、義工時間、募集的資金、捐贈的資金）、特色活動、分會、區、複合區。

4 點選欲輸出的報告資料。本範例中使用：「會員聯絡資料」

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 本報告將於新視窗中開啟，欲輸出的行數顯示於「總記錄」下。該分會有56名會員。

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

利用捲動軸垂直和水平滾動，查看報告資料。點選「篩選器」以查看報告的篩選器。

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

顯示篩選器。

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 點此按鈕可關閉篩選器窗格。

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

Add Chart

Export

56 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

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 點選「輸出」開始此流程。

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

Add Chart

Export

56 Records

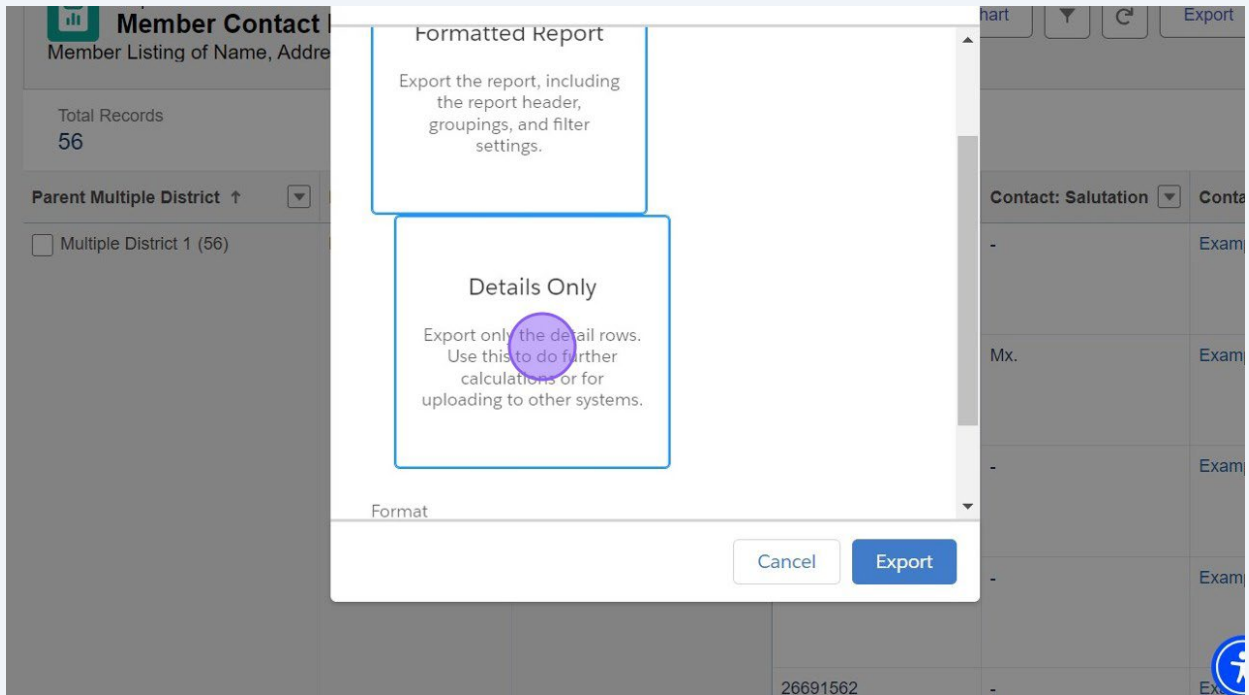
Multiple District ↑	Parent District ↑	Account Name ↑	Contact Member ID	Contact: Salutation	Contact: Email
Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550	-	Example
			26691551	Mx.	Example
			26691553	-	Example



提示！為了與多數試算表程式達到最佳相容性，請選擇「僅限詳細資料」和 .xlsx 格式。

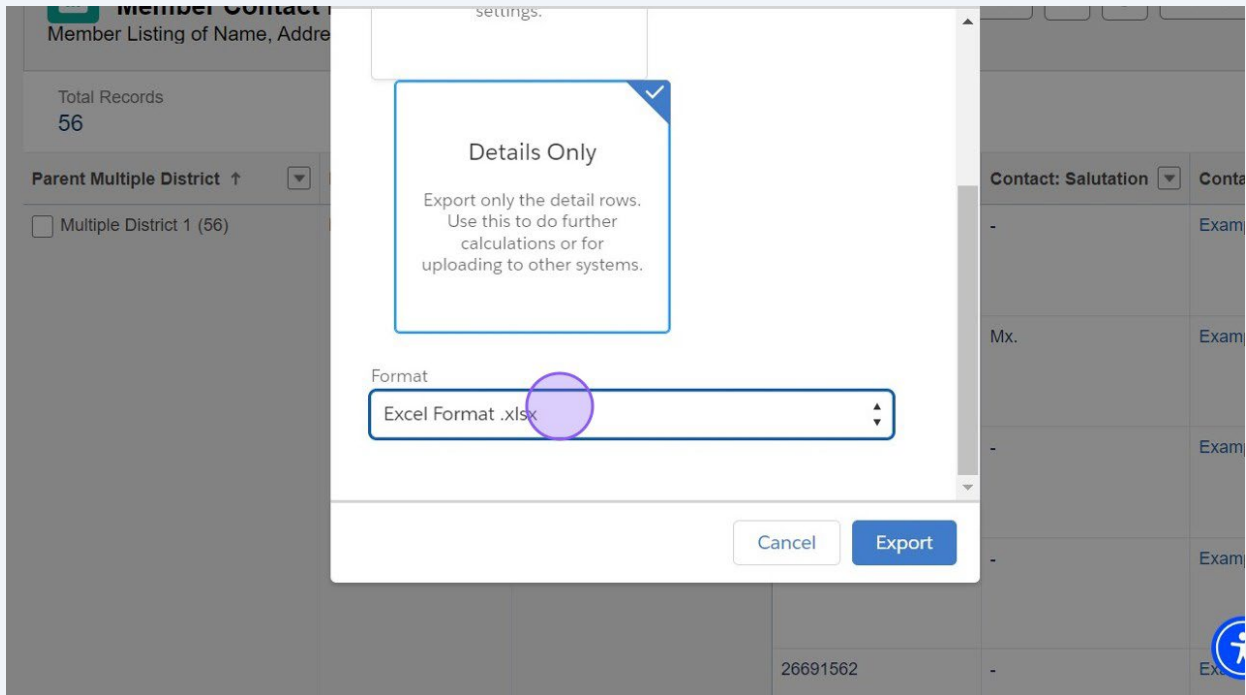
1

點選「僅輸出詳細資料行。用此來進一步運算或上傳到其他系統中。」點選「格式化報表」可保留分組、小計和總計。



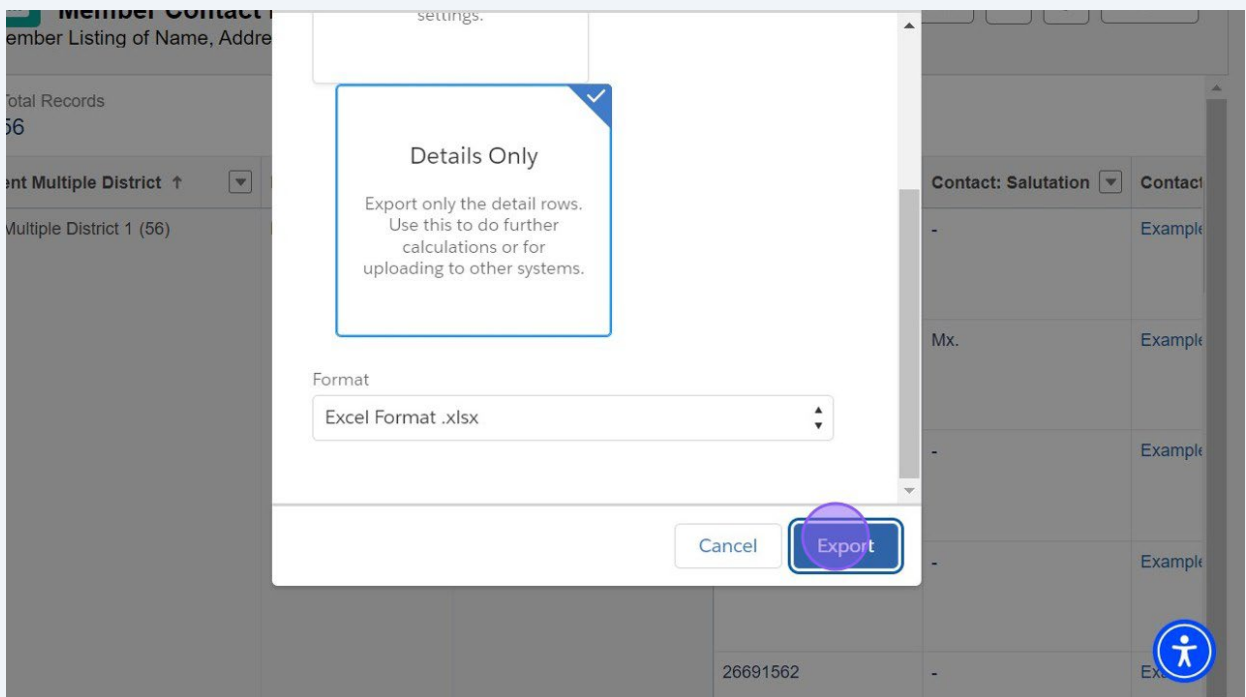
1

點此下拉式清單並選擇 **.xlsx** 格式，以取得相容性最佳的格式。其他格式選項包含：逗號分隔的 **.csv**；舊版 Excel **.xls**



12

點選「輸出」



13 瀏覽器會在下載完成後顯示。

The screenshot shows the Lion Portal interface with a report titled "Officer Contact Information" displayed. A file download menu 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". The report table below the menu is partially visible.

Parent Multiple District	Parent District	Account Name	Member: Last Name (Local)	Member: Local Address	Type
Multiple District 1 (7)	District 1 J (7)	BURR RIDGE-HINSDALE-...			Lion
			olk		Lion
			ach		Lions Club

1 點選分會（「帳戶」）名稱連結，返回貴分會的頁面，或關閉新開啟的標籤頁。

The screenshot shows the Lion Portal interface with a report titled "Member Contact Information" displayed. The report shows a list of member contact information. The "Account Name" column contains a link "Example Club For Training (56)" which is circled in purple. The table below is a detailed view of the member contact information.

Parent Multiple District	Parent District	Account Name	Contact Member ID	Contact: Salutation	Contact: Phone Number
Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550	-	Exan
			26691551	Mx.	Exan
			26691553	-	Exan
			26691568	-	Exan

15 點選「首頁」返回登陸頁面。

The screenshot shows the 'Lion Portal' interface. At the top, there is a search bar and a user profile icon. Below the navigation bar, the account name 'Example Club For Training' is displayed with a '+ Follow' button. A table provides 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, 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 'Manage Club Members' button is visible on the right.

16 「分會頁面 - 輸出資料」快速指南到此結束

The screenshot shows the home page of the Lion Portal. The navigation bar includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. A welcome message 'Welcome Example One!' is displayed. Below the message, there are four main navigation 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). A user profile icon is visible in the bottom right corner.