How to Pull a Membership List for Newsletter Printer
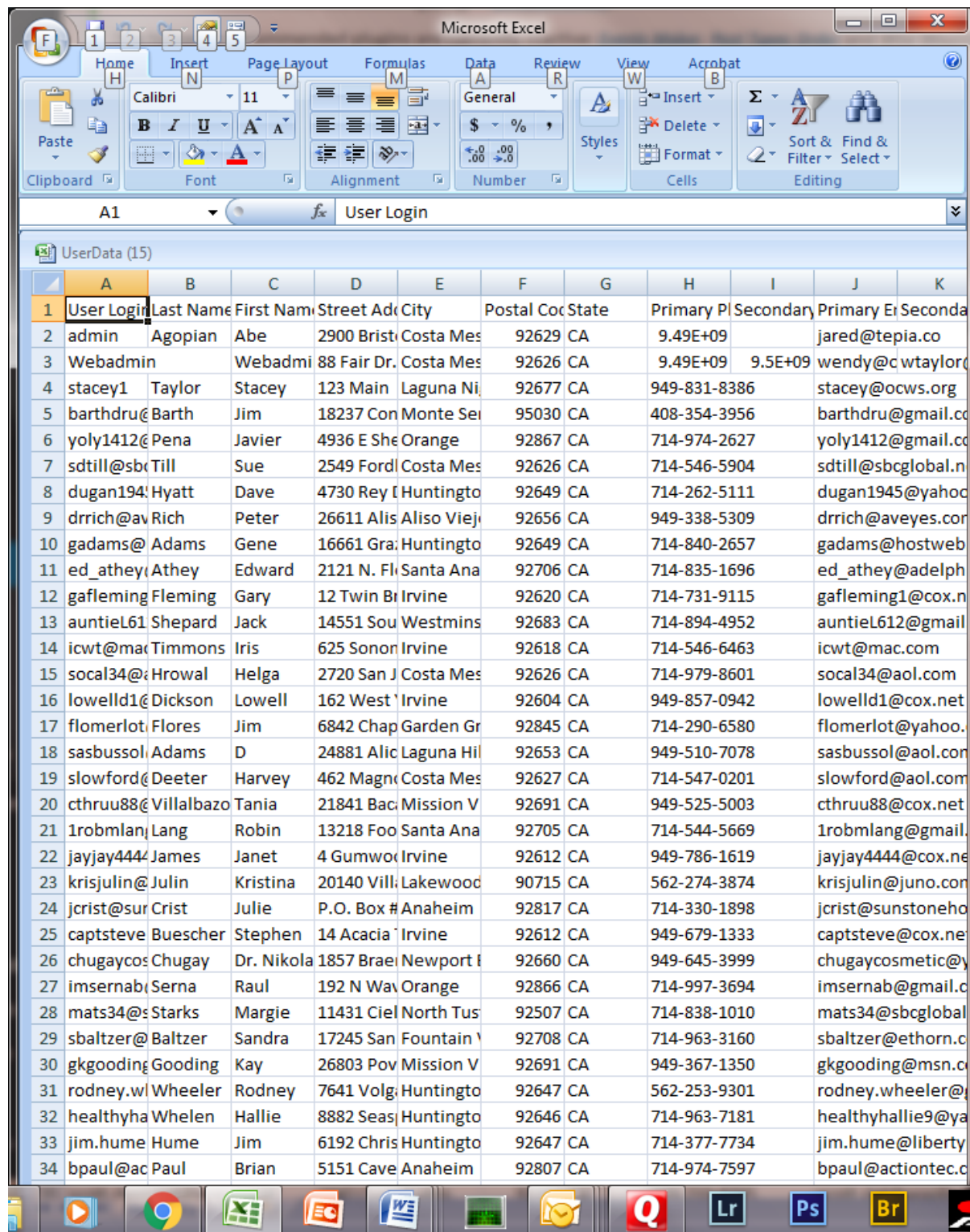
Step 1: Click on the Export OCWS option within the Dashboard's User section:

Example Excel output

Step 2: Cleanup the database. Administrator Users need to be deleted, admin, Webadmin & stacey1 from the top.

	A	B	C	D	E	F	G	H	I	J	K
1	User Login	Last Name	First Nam	Street Ad	City	Postal Co	State	Primary Pl	Secondar	Primary E	Seconda
2	admin	Agopian	Abe	2900 Brist	Costa Mes	92629	CA	9.49E+09		jared@tepia.co	
3	Webadmin		Webadmi	88 Fair Dr.	Costa Mes	92626	CA	9.49E+09	9.5E+09	wendy@c	wtaylor(
4	stacey1	Taylor	Stacey	123 Main	Laguna Ni	92677	CA	949-831-8386		stacey@ocws.org	
5	barthdru(	Barth	Jim	18237 Con	Monte Ser	95030	CA	408-354-3956		barthdru@gmail.c	
6	yoly1412(	Pena	Javier	4936 E She	Orange	92867	CA	714-974-2627		yoly1412@gmail.c	
7	sdtill@sb(	Till	Sue	2549 Ford	Costa Mes	92626	CA	714-546-5904		sdtill@sbcglobal.n	
8	dugan194!	Hyatt	Dave	4730 Rey [	Huntingto	92649	CA	714-262-5111		dugan1945@yahoo	
9	drrich@av	Rich	Peter	26611 Alis	Aliso Viej	92656	CA	949-338-5309		drrich@aveyes.cor	
10	gadams@	Adams	Gene	16661 Gra	Huntingto	92649	CA	714-840-2657		gadams@hostweb	
11	ed_athey(	Athey	Edward	2121 N. Fl	Santa Ana	92706	CA	714-835-1696		ed_athey@adelph	
12	gafleming	Fleming	Gary	12 Twin Br	Irvine	92620	CA	714-731-9115		gafleming1@cox.n	
13	auntieL61	Shepard	Jack	14551 Sou	Westmins	92683	CA	714-894-4952		auntieL612@gmail	
14	icwt@ma(	Timmons	Iris	625 Sonon	Irvine	92618	CA	714-546-6463		icwt@mac.com	
15	socal34@;	Hrowal	Helga	2720 San J	Costa Mes	92626	CA	714-979-8601		socal34@aol.com	
16	lowelld1(	Dickson	Lowell	162 West '	Irvine	92604	CA	949-857-0942		lowelld1@cox.net	
17	flomerlot	Flores	Jim	6842 Chap	Garden Gr	92845	CA	714-290-6580		flomerlot@yahoo.	
18	sasbussol	Adams	D	24881 Alic	Laguna Hil	92653	CA	949-510-7078		sasbussol@aol.con	
19	slowford(	Deeter	Harvey	462 Magn	Costa Mes	92627	CA	714-547-0201		slowford@aol.com	
20	cthruu88(	Villalbazo	Tania	21841 Bac	Mission V	92691	CA	949-525-5003		cthruu88@cox.net	
21	1robmlan{	Lang	Robin	13218 Foo	Santa Ana	92705	CA	714-544-5669		1robmlang@gmail.	
22	jayjay444	James	Janet	4 Gumwo(	Irvine	92612	CA	949-786-1619		jayjay4444@cox.ne	
23	krisjulin@	Julin	Kristina	20140 Vill	Lakewood	90715	CA	562-274-3874		krisjulin@juno.con	
24	jcrist@sur	Crist	Julie	P.O. Box #	Anaheim	92817	CA	714-330-1898		jcrist@sunstoneho	
25	captsteve	Buescher	Stephen	14 Acacia	Irvine	92612	CA	949-679-1333		captsteve@cox.ne	
26	chugaycos	Chugay	Dr. Nikola	1857 Brae	Newport I	92660	CA	949-645-3999		chugaycosmetic@y	
27	imsernab(	Serna	Raul	192 N Wav	Orange	92866	CA	714-997-3694		imsernab@gmail.c	
28	mats34@s	Starks	Margie	11431 Ciel	North Tus	92507	CA	714-838-1010		mats34@sbcglobal	
29	sbaltzer@	Baltzer	Sandra	17245 San	Fountain '	92708	CA	714-963-3160		sbaltzer@ethorn.c	
30	gkgooding	Gooding	Kay	26803 Pov	Mission V	92691	CA	949-367-1350		gkgooding@msn.c	
31	rodney.wl	Wheeler	Rodney	7641 Volg	Huntingto	92647	CA	562-253-9301		rodney.wheeler@	
32	healthyha	Whelen	Hallie	8882 Seas	Huntingto	92646	CA	714-963-7181		healthyhallie9@ya	
33	jim.hume	Hume	Jim	6192 Chris	Huntingto	92647	CA	714-377-7734		jim.hume@liberty	
34	bpaul@ac	Paul	Brian	5151 Cave	Anaheim	92807	CA	714-974-7597		bpaul@actiontec.c	

Step 3: Cleanup the database. Remove all Memberships that have expired or are not members. Select AK "Membership Expiration Date" column and sort A-Z "Oldest to the Newest" with the "Expand the Selection" radio button selected (Use this same sort method with all other procedures described in this document.). Delete the top members that have expired. Their date will be prior to the current month and date. Also delete all members with "Not a Member" in this column.

Step 4: Cleanup the database. Eliminate all members that do not want the newsletter. This has to be coordinated between the Primary Member and the Secondary Member. If one of these members want a newsletter, they need to remain on the list. To determine this process, a double sort must be done on the "Prefer Communication" and the " Partner's Prefer Communication" columns. To make this process easier, move the "Partner's Prefer Communication" column (AE)next to the "Prefer Communication" column (P). Use a "Cut" from AE and "Insert Cut Cells" to column (Q). Note if the database changes these column heading identifiers may be different.

Step 5: Cleanup the database. Sort A-Z the "Prefer Communication" column. Now immediately repeat the sort on the "Partner's Prefer Communication" column. Expand these columns if you need to read them more clearly. First the listing will show "Both Paper and E-mail". If either of the members in a shared membership want a paper newsletter they stay in the database. If both indicate E-mail then delete these rows. See second screen shot below. Scroll through the database to determine which rows to delete. Select full screen to use the scroll bar to scroll through the database more easily.

	N	O	P	Q	R	S	T	U	V	
1	Is a Home	Name on I	Prefer Co	Partner's	Partner La	Partner Fi	Partner Ac	Partner's (	Partner's I	Pa
2	Yes	Michael D	Both Pape	Both Pape	Del Medic	Bonnie				CA
3	No	Aaron S.	Both Pape	Both Paper and E-mail						CA
4	No	Donna Ha	Both Pape	Both Paper and E-mail						CA
5	No	Ken Karns	Both Pape	Both Paper and E-mail						CA
6	No	Nancy Gol	Both Pape	Both Paper and E-mail						CA
7	No	Mike McC	Both Pape	Both Pape	Palacios	Philip				CA
8	No	Paul D.	Both Pape	Both Pape	Durning	Lois				CA
9	No	Rich	Both Pape	Both Pape	Puccini	Elaine	24821 Sau	Mission V	92692	CA
10	Yes	Raul Serna	Both Pape	Both Pape	Serna	Irene	192 N Wav	Orange	92866	CA
11	No	Rosemary	Both Pape	Both Pape	Zaidenber	Jay	1111Pacifi	Huntingto	92648	CA
12	Yes	Ken Bosha	Both Pape	Both Pape	Boshart	Lynn	5529 Larch	Rialto	92377	CA
13	Yes	Michael Sa	Both Pape	Both Paper and E-mail						CA
14	No	Linda Rov	Both Pape	Both Paper and E-mail						CA
15	Yes	Earl Ziema	Both Pape	Both Pape	Ziemann	Christina	606 Califo	Huntingto	92648	CA
16	No	Steve Cap	Both Pape	Both Paper and E-mail						CA
17	No	Roxanne [	Both Pape	Both Paper and E-mail						CA
18	Yes	Kate Sirbu	Both Pape	Both Paper and E-mail						CA
19	Yes	Sam Didde	Both Pape	Both Pape	Diddee	Shen				CA
20	No	Bill W.	Both Pape	Both Pape	West	Cyndy				CA
21	No	Diana Krei	Both Pape	Both Paper and E-mail						CA
22	No	Connie Tu	Both Pape	Both Paper and E-mail						CA

Step 6: Cleanup the database. Notice both members want email so delete these rows from the database.

	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
147	No	Cheryl T.	Paper	Both Pape	Tarkanian	Mike	15452 Not	Westmins	92683	CA	7.15E+09		beehappy	beehappybu
148	No	John Robe	Paper	Both Paper and E-mail						CA				
149	No	Walter R.	Paper	Both Paper and E-mail						CA				
150	No	Janice Ber	Paper	Both Paper and E-mail						CA				
151	No	Laurie P.	Paper	Both Paper and E-mail						CA				
152	No	John E.	Paper	Both Pape	Edwards	Zina				CA	714-315-3394		zeenichka	edwards_ St
153		Nicholas N	Email	Email	Faurer	Joy								
154		Larry G.	Email	Email	Reyes	Luis								
155		Linden K.	Email	Email	Martin	Peggy								
156		Robert R.	Email	Email	Romano	Germaine								
157	avid)/Hair	David M.	Email	Email	McCann	Joan								
158	cord.	Lisa B.	Email	Email	Bowyer	Quinn								
159	r	Michael F.	Email	Email	Farnham	Ana								
160		Steven C.	Email	Email	Colgrove	Suzanne								
161		Greg R.	Email	Email	Risling	Cathy								
162		Lynea L.	Email	Email	Landeis	Ron								
163		Robert Z.	Email	Email	Clauss	Christina								
164		Paul H.	Email	Email	Haussler	Elise								
165		Bob C.	Email	Email	Carey	Katy								
166		James C.	Email	Email	Clauss	Pamela								
167		Gary F.	Email	Email	Fleming	Janice								
168		Helga H.	Email	Email	Pehrson	Maia								
169		Roger M.	Email	Email	Mattar	Janice								
170		Vernon S.	Email	Email	Steger	Verna								
171		Steffan A.	Email	Email	Attardo	Margaret								
172		Jim L.	Email	Email	Lytthans	Lynette								
173		Kathy K.	Email	Email	Kramer	Jim								
174		Robert L. S	Email	Email	Schneider	Jane								
175	s	Vito C.	Email	Email	Castellanc	Gini								
176		John M.	Email	Email		Courtney								
177		Russ T.	Email	Email	Dyer	Linda								
178	Yes	Lloyd Cork	Both Pape	E-mail	Corbett	Elizabeth	2716 N. Lo	Orange	92867	CA	714-342-6	714-974-7	lizmcorbett@gmail.c	Re
179	No	Linda Wild	Both Pape	E-mail	Wilde	Bob	25471 Cha	Laguna Hil	92653	CA	949-322-8664		hdwild@cox.net	Ma
180	No	Carolyn Re	Both Pape	E-mail	Redding	William	28 CALLE A	SAN CLEM	92673	CA	9.49E+09		wmredding@cox.ne	Re

Step 7: Cleanup the database. Single memberships will only have their selection in one column. Delete all with Email listed.

N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
411 No	Arthur M.	Both Paper and E-mail											
412 Yes	Chuck S.	Both Paper and E-mail											
413	Leah B.	Email											
414	Ruth D.	Email											
415	Vicki V.	Email											
416	Steve S.	Email											
417	Karen R.	Email											
418 ;e Real Est	Victoria R.	Email											
419	Kristin S.	Email											
420	Barry T.	Email											
421 gr	D A.	Email											
422 otor corp	Flavia D.	Email											
423 ec.	Jacqueline	Email											
424	Kay G.	Email											
425	Kevin S.	Email											
426	Patricia W	Email											
427	Jan B.	Email											
428	Linda B.	Email											
429	Less S.	Email											
430 /ice	Greg C.	Email											
431	Tom N.	Email											
432	Anthony [	Email											
433	Ron N.	Email											
434 No	Nancy Bar	E-mail											
435 No	Janet R.	E-mail											
436 No	Judy D.	E-mail											
437 No	Lora C.	E-mail											
438 Yes	Megan M.	E-mail											
439 No	Juliann D.	E-mail											
440 No	Kathy Krie	E-mail											
441 Yes	Don Marsl	E-mail											
442 No	Sha R.	E-mail											
443 No	Mo Naragl	E-mail											
444 No	Lorraine H	E-mail											

Step 8: Cleanup the database. Once all the rows are deleted that want E-mail. Cleanup the columns. All columns are deleted except those needed for mailing by the Printer. Last Name, First Name, Street Address, City, Postal Code, State Partner's Last Name and Partner's First Name will remain in the cleaned database. At the writing of this document 500 members remained in the database, 501 rows.

| Home | Insert | Page Layout | Formulas | Data | Review | View | Acrobat |

I1

UserData (15)

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Street Add	City	Postal Cod	State	Partner La	Partner First Nam	
2	Del Medic	Michael	16581 War	Huntingto	92649	CA	Del Medic	Bonnie	
3	Shemansk	Aaron	14 monarc	dana poin	92629	CA			
4	Harvey	Donna	127 Apole	Balboa Isl	92662	CA			
5	Karns	Ken	88 Fair Dri	Costa Mes	92626	CA			
6	Goldman	Nancy	24061 Nut	Laguna Ni	92677	CA			
7	McCormic	Mike	3602 S. Pa	San Pedro	90731	CA	Palacios	Philip	
8	Durning	Paul	2919 Cimn	Fullerton	92835	CA	Durning	Lois	
9	Puccini	Richard	24821 Sau	Mission V	92692	CA	Puccini	Elaine	
10	Serna	Raul	192 N Wav	Orange	92866	CA	Serna	Irene	
11	Zaidenber	Rosemary	1111 Pacif	Huntingto	92648	CA	Zaidenber	Jay	
12	Boshart	Kenneth	5529 Larch	Rialto	92377	CA	Boshart	Lynn	
13	Salas	Michael	2310 Fairh	Newport I	92660	CA			
14	Rovito	Linda	14 Rossan	Irvine	92620	CA			
15	Ziemann	Earl	606 Califo	Huntingto	92648	CA	Ziemann	Christina	
16	Capps	Steve	19301 Surf	Huntingto	92648	CA			
17	Dillon	Ruxandra	21762 Eve	Lake Fores	92630	CA			
18	Sirbu	Kathleen	19006 Can	Trabuco C	92679	CA			
19	Diddee	Sameer	173 Guine	Irvine	92620	CA	Diddee	Shen	
20	West	William	630 Lakevi	Costa Mes	92626	CA	West	Cyndy	
21	Kreinbring	Diana	1435 Dave	Pasadena	91107	CA			
22	Tupper	Connie	147 Orang	Irvine	92618	CA			
23	Ocampo	Sophie	14182 Alta	Westmins	92683	CA	Ocampo	David	
24	Frey	Kathleen	6 Tivoli	Aliso Viej	92656	CA			
25	Mattos	Shell	P O Box 23	Newport I	92625	CA			
26	Nieto	Michael	16691 Gra	Huntingto	92649	CA	Nieto	Syliva	
27	Alcaraz	Marianne	9136 San L	Riverside	92508	CA	Alcaraz	Art	
28	Luebke	Sandra	9 Hancock	Laguna Ni	92677	CA	Luebke	Randy	
29	Nass	Brenna	549 Wyclif	Irvine	92602	CA	Smedley	Randy	
30	Schneider	Gary	3010 Park	Newport I	92660	CA	Bredfeldt	Barbara	
31	Laguna	Rachel	2558 San J	Corona De	92625	CA			
32	Douglas	Pamela	136 Aveni	Laguna Wo	92637	CA			
33	Prochison	Jill	P O Box 56	La Mirada	90637	CA	Di Costanz	Patty	
34	Davis	Ann	IP O Box 3	Mission V	92690	CA	Persaud	Sarla	

Ready   100%

Step 9: Save the database and send to the Printer.