

Creating Reports/Labels via LCL.WEB

Part I – LCL.Web

1. Log into LCL.Web
2. Click on Reports
3. Select Export



4. This example will be selecting members whose dues have expired.
5. From the box on the upper left hand side, select:
 - a. Dues Expiration Date
 - b. First Name
 - c. Last Name
 - d. Address 1
 - e. City
 - f. State/Province
 - g. Zip Code

Member Fields:

☐ Select All

☐	Suffix
☐	Full Name
☒	Address Line 1
☐	Address Line 2
☒	City
☒	State/Province
☒	Zip Code
☐	Country Code
☐	Home Phone
☐	Work Phone

Add >

Fraternal Unit Fields:

< Remove

6. Click Add>

7. This will move the items selected to the Report Fields

Report Export

Report Fields:

☒ Select All

☒ Dues Expiration Date
☒ First Name
☒ Last Name
☒ Address Line 1
☒ City
☒ State/Province
☒ Zip Code

Member Status:

☐ Active
☐ Application
☐ Deceased
☐ Dropped
☒ Expired
☐ Terminated

Export Options

Field delimiter ;
Header row at beginning of file ☒

Export Data

Move Up

Move Down

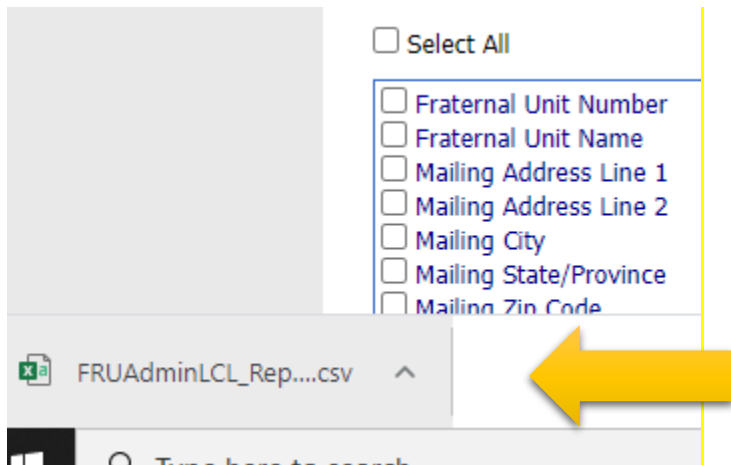
906-3658.

8. At the top of the Report Fields, click on the Select All

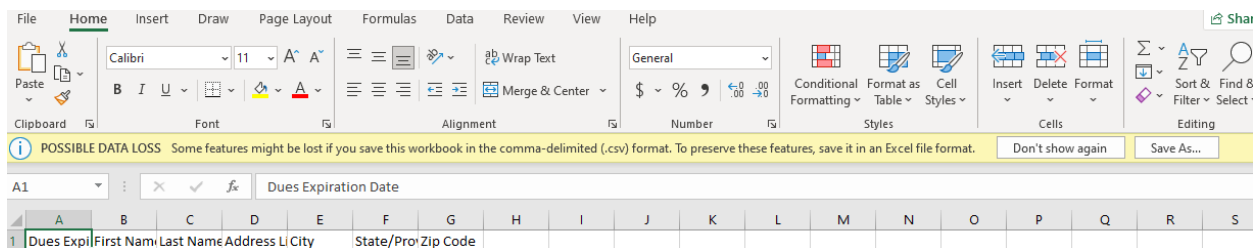
9. Under Member Status, select Expired

10. Click on Export Data

11. In the lower left hand corner of the screen, there will be a file

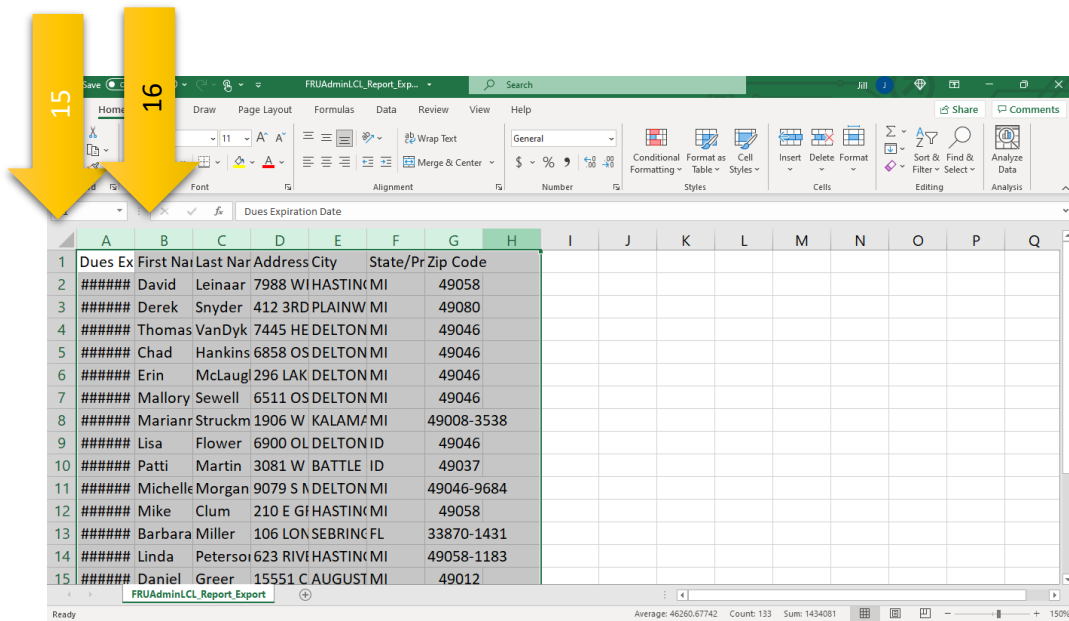


12. Click on the file to open

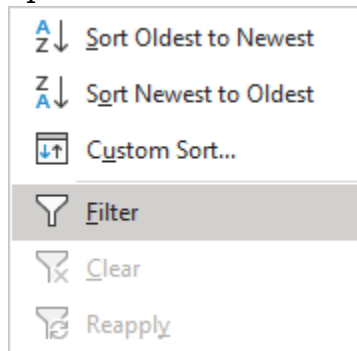


13. There may be a message about the file being corrupt. Click on “Don’t Show Again”

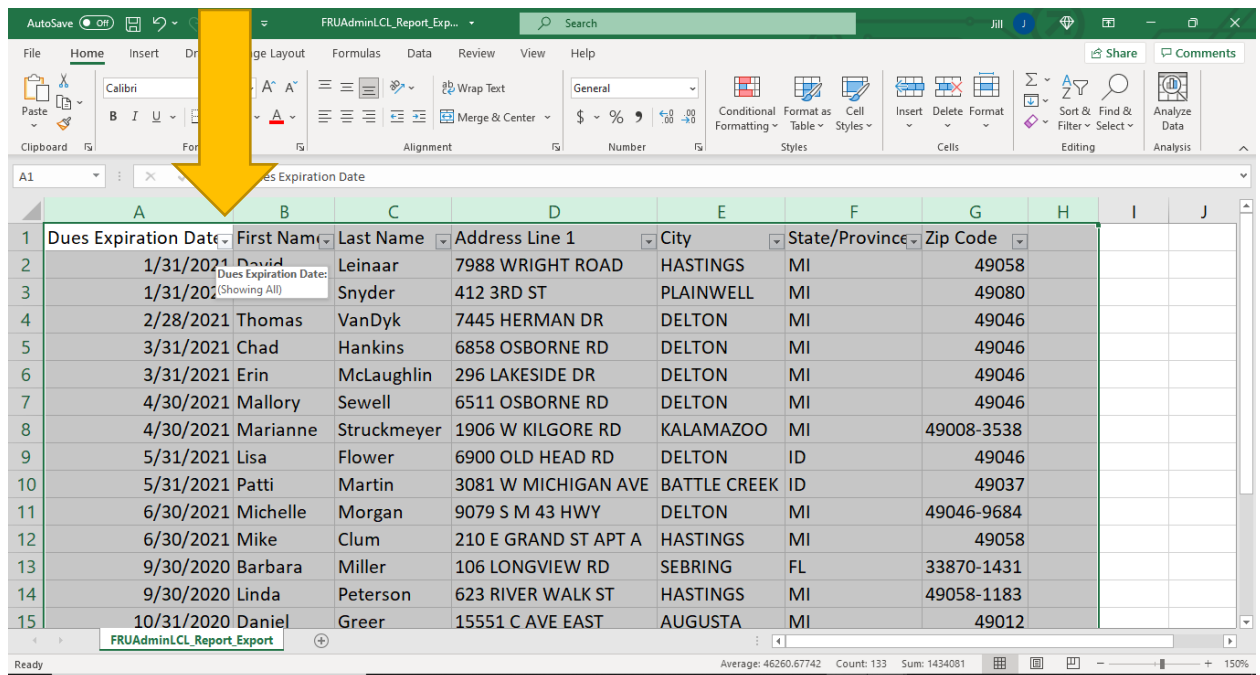
14. Typically the cell size is not wide enough to view the data



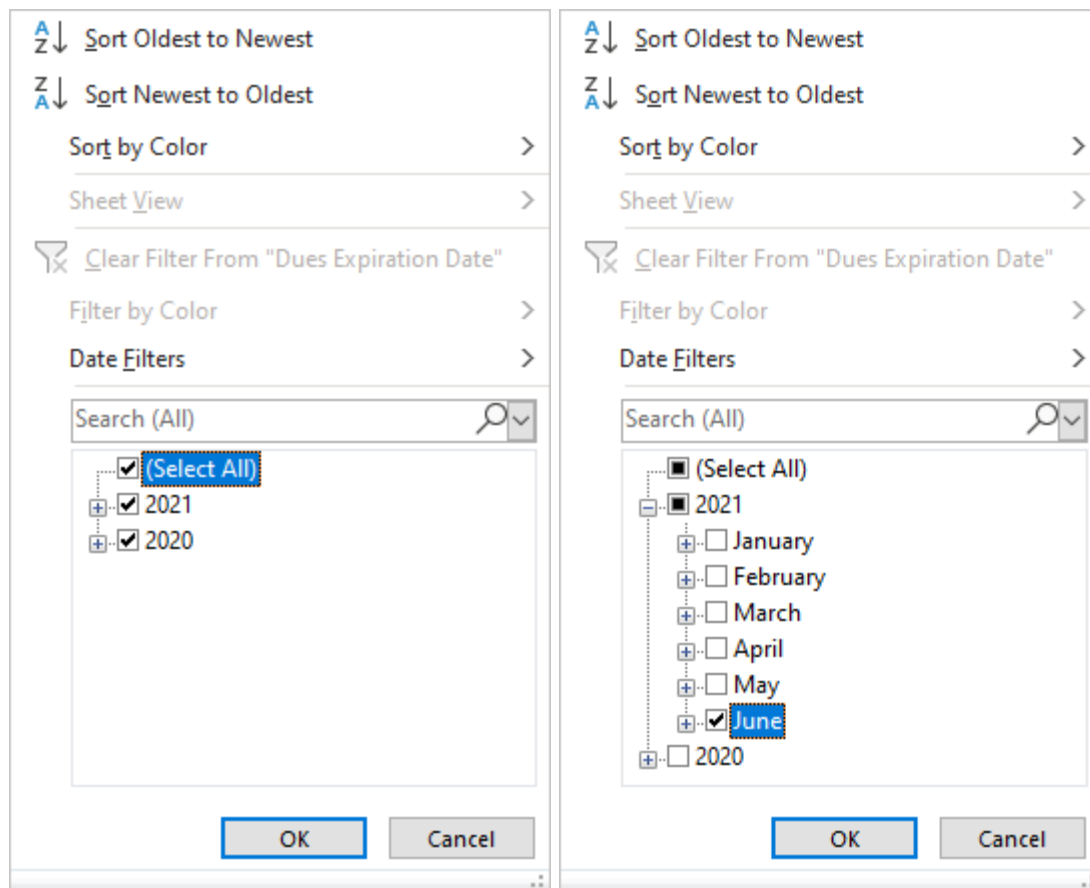
15. Click on the Arrow in the upper left hand corner (that will select the entire workbook)
16. Hover the mouse on the small line between the A and the B and double click. This will extend out the cells to view all the information
17. The Data will include ALL expired members, not just the particular month you are working on – so, you will have 12 months of information.
18. On the Right Hand Side of the Home tab is an option to Sort and Filter. Click on the icon. A drop down box will appear. Choose the option to Filter



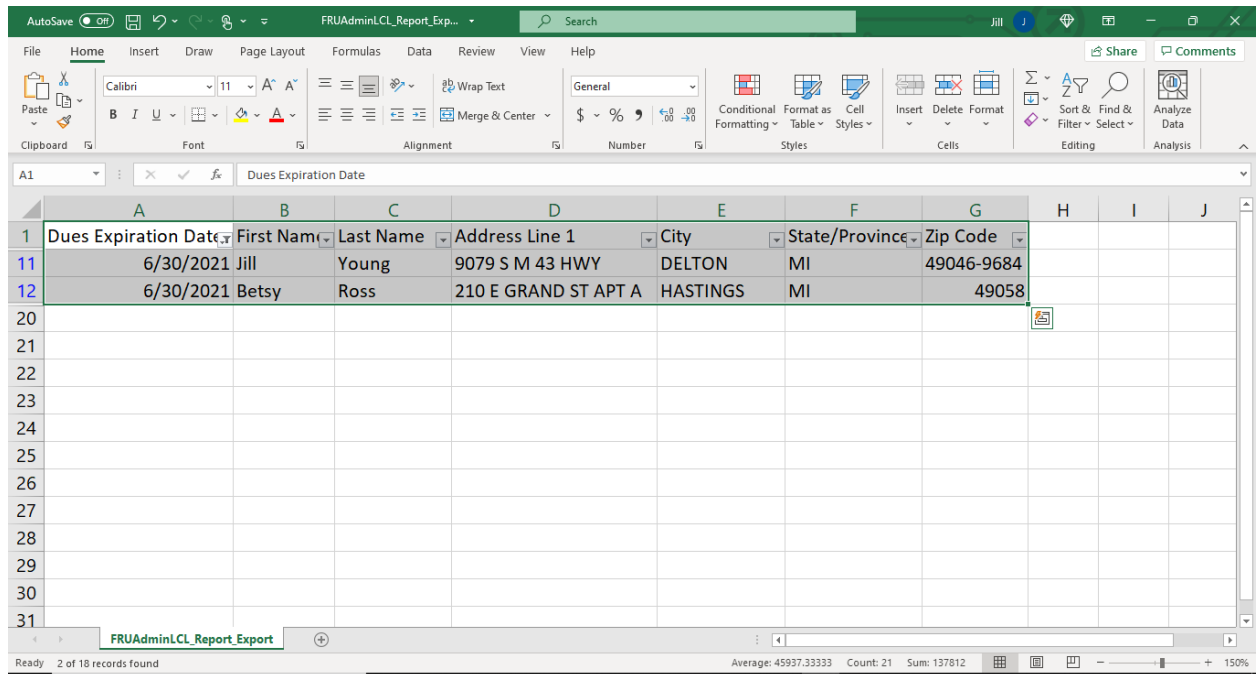
19. Once you select that, there will be arrows next to the top row of each cell



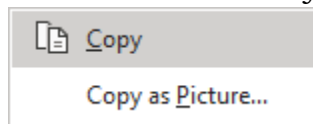
20. Click on the Dues Expiration Arrow



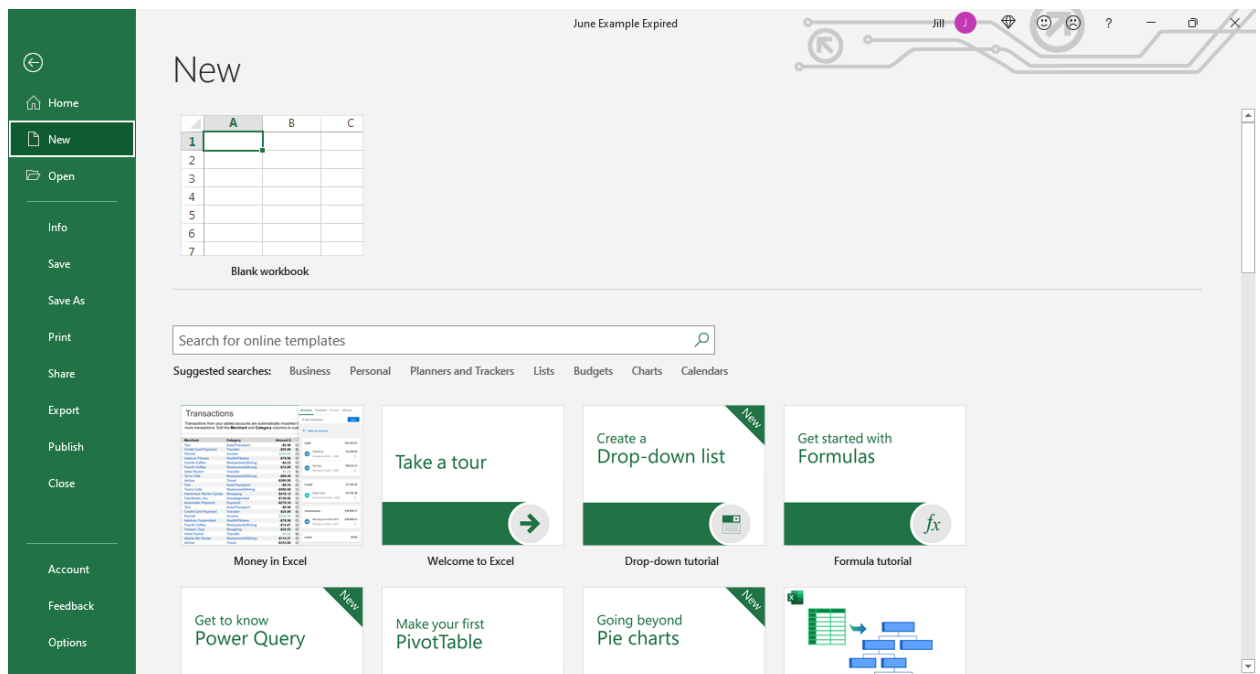
21. Uncheck the Select All Box
22. Click on the "+" sign of the year you are working in (in our example it is 2021). This will open up the 'month' option. Again, we are working on June. Select June. (NOTE: This will put a black square in the box by the Select All and the Year selected. This is ok)
23. This will "filter" the data out for the specific month selected, leaving – in this example – only June of 2021



24. Highlight the data (and the heading). Click on the Copy Icon (or hold the control key down on the keyboard and hit the letter “C”)



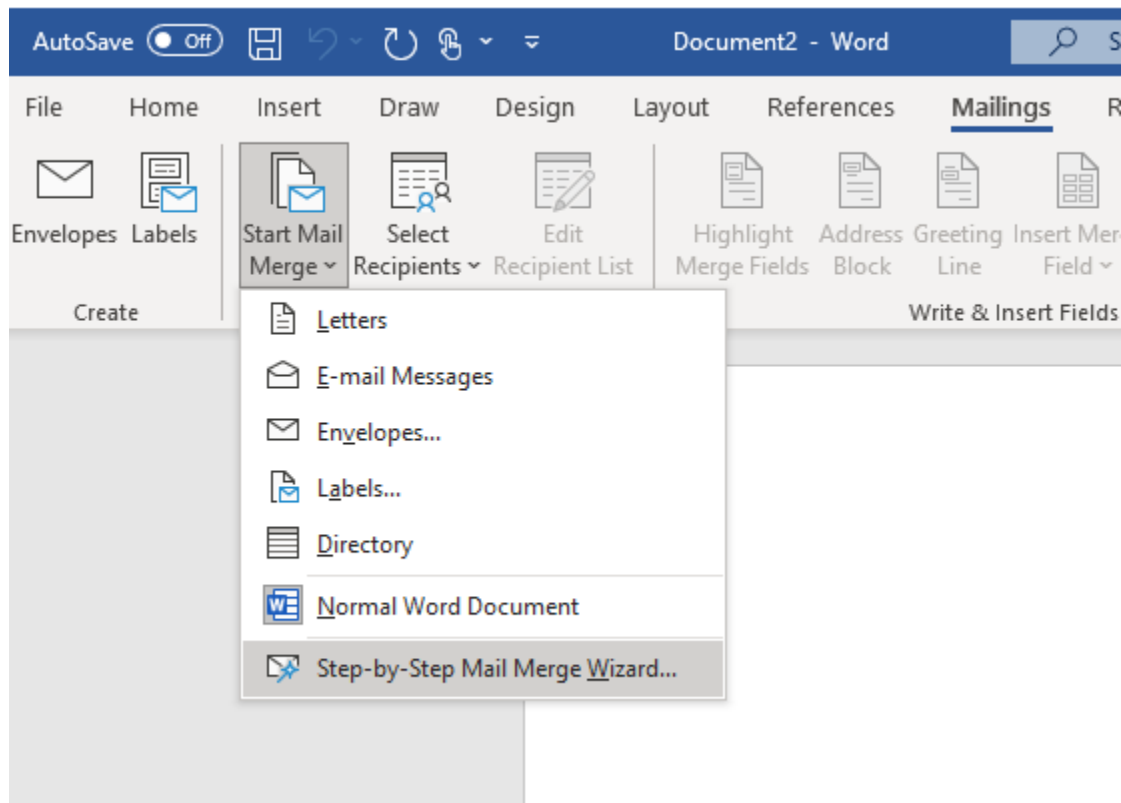
25. Click on File in the Upper right hand corner. Select New (blank workbook)



26. Right click in Cell A1 and select paste.
27. Exit (or close) the file once it is saved

Word Mailing Labels

28. Open Microsoft Word.
29. Click on Mailings
30. Select Start Mail Merge
31. Select Step by Step Mail Merge Wizard



32. A box will open on the right hand side of the document

33. Select Labels and click Next.

Mail Merge

Select document type

What type of document are you working on?

☐ Letters

☐ E-mail messages

☐ Envelopes

☒ Labels

☐ Directory

Labels

Print address labels for a group mailing.

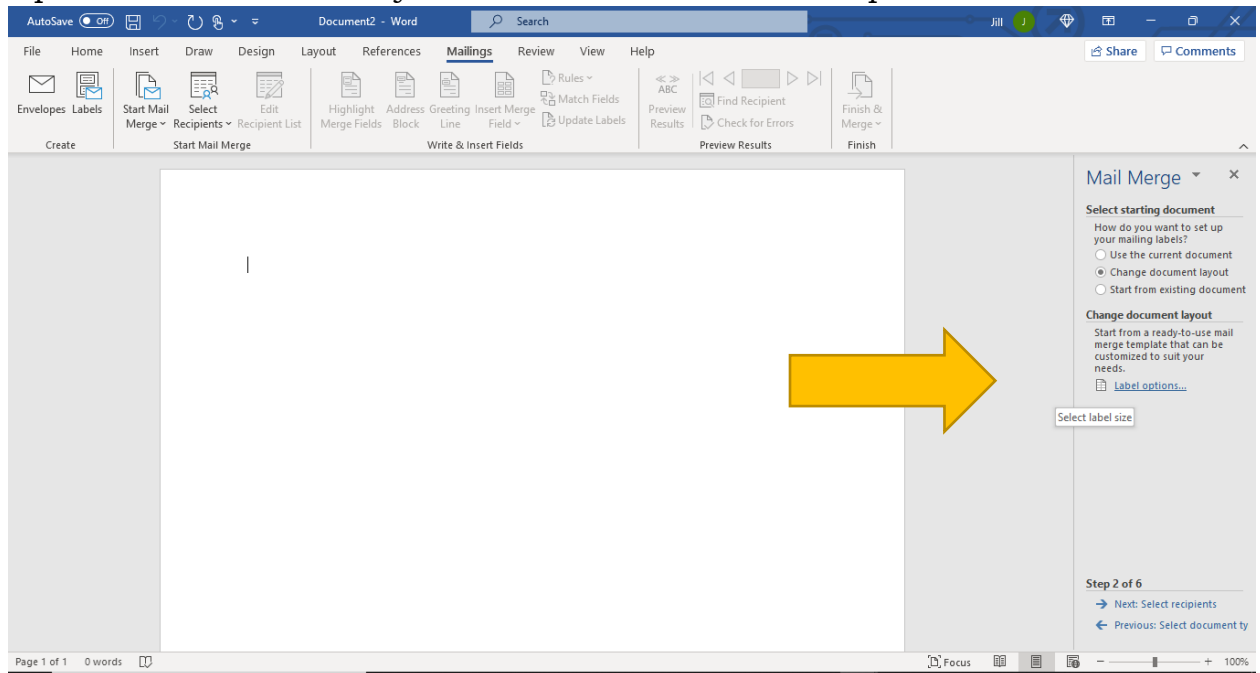
Click Next to continue.

Step 1 of 6

→

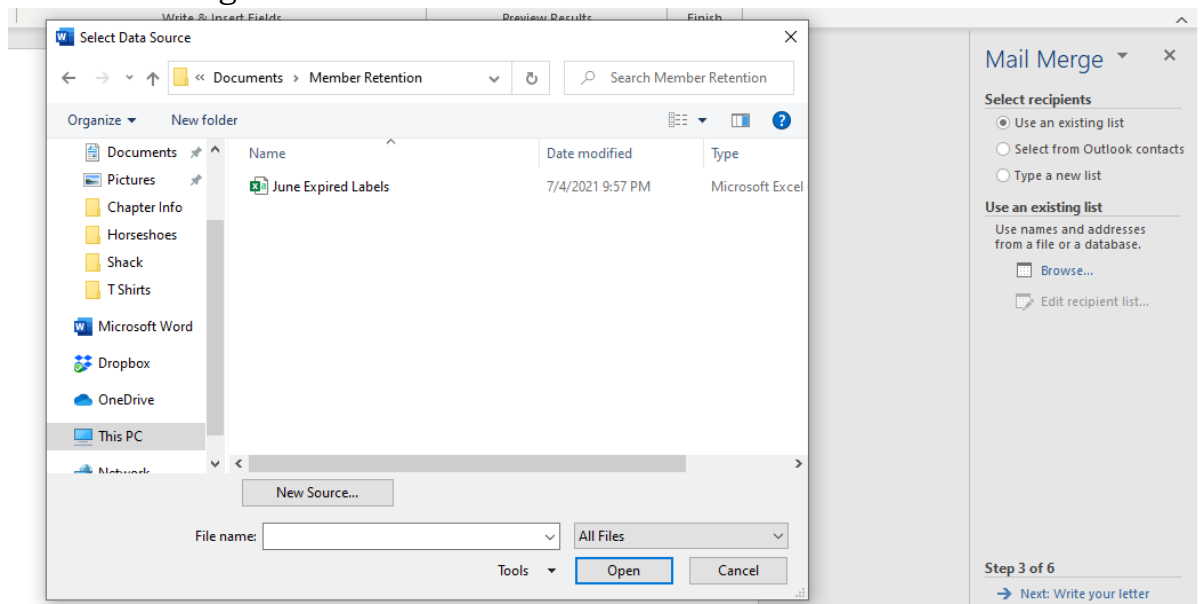
Next: Starting document

34. On Step 2, select Change Document Layout and select Label Options. Select the Avery Label Number. In this example it is 8160



35. Click Next.

36. On Step 3, select Recipients (from an existing list). Click Browse. Select the Expired List that was previously saved. Click Open. Click Next to Arrange Labels.



37. Select Address Block and click OK.

Insert Address Block

Specify address elements

☒ Insert recipient's name in this format:

Josh
Josh Randall Jr.
Josh Q. Randall Jr.
Joshua
Joshua Randall Jr.
Joshua Q. Randall Jr.

☒ Insert company name

☒ Insert postal address:

☐ Never include the country/region in the address
☐ Always include the country/region in the address
☒ Only include the country/region if different than:

United States

☒ Format address according to the destination country/region

Preview

Here is a preview from your recipient list:

Jill Young
9079 S M 43 HWY
DELTON 49046-9684

Correct Problems

If items in your address block are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.

Match Fields...

OK Cancel

AutoSave Document2 - Word

File Home Insert Draw Design Layout References Mailings Review View Help Table Design Layout

Envelopes Labels Start Mail Merge Select Recipients Edit Recipient List Highlight Merge Fields Address Block Greeting Line Insert Merge Field Match Fields Update Labels Preview Results Find Recipient Check for Errors Finish & Merge

«AddressBlock» «Next Record»«AddressBlock» «Next Record»«AddressBlock»

«Next Record»«AddressBlock» «Next Record»«AddressBlock» «Next Record»«AddressBlock»

«Next Record»«AddressBlock» «Next Record»«AddressBlock» «Next Record»«AddressBlock»

«Next Record»«AddressBlock» «Next Record»«AddressBlock» «Next Record»«AddressBlock»

«Next Record»«AddressBlock» «Next Record»«AddressBlock» «Next Record»«AddressBlock»

Mail Merge

Arrange your labels

If you have not already done so, lay out your label using the first label on the sheet.

To add recipient information to your label, click a location in the first label, and then click one of the items below.

Address block...
Greeting line...
Electronic postage...
More items...

When you have finished arranging your label, click Next. Then you can preview each recipient's label and make any individual changes.

Replicate labels

You can copy the layout of the first label to the other labels on the page by clicking the button below.

Update all labels

Step 4 of 6

Next: Preview your labels
Previous: Select recipients

38. Click on Update all labels and click next

39. Click Next on Step 5

40. Step 6 is the Final Step – Click Print