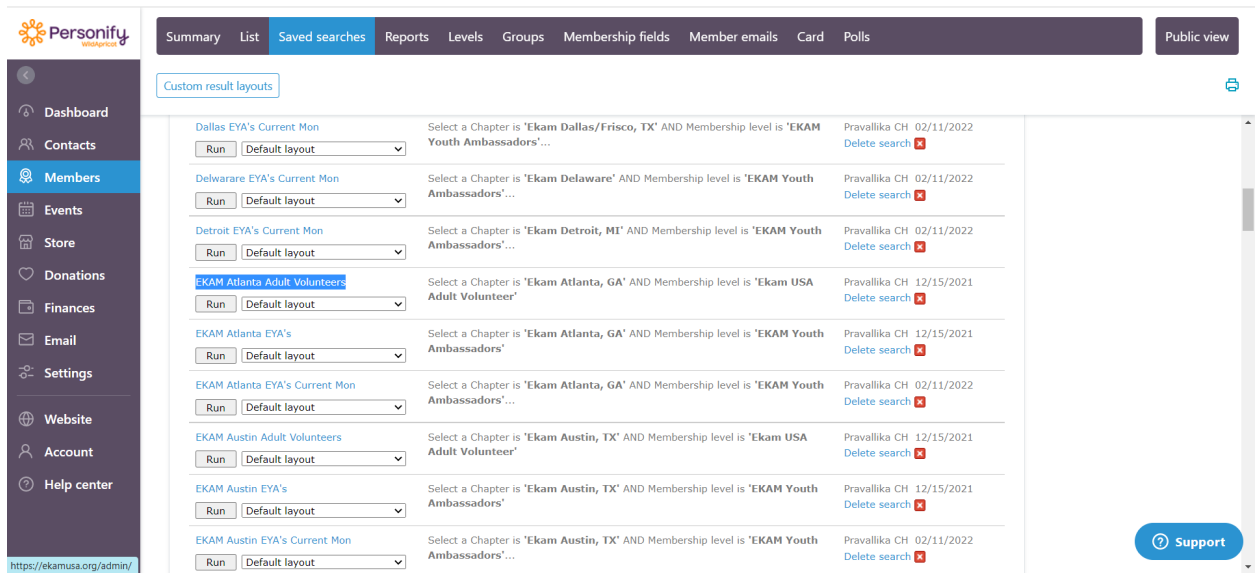


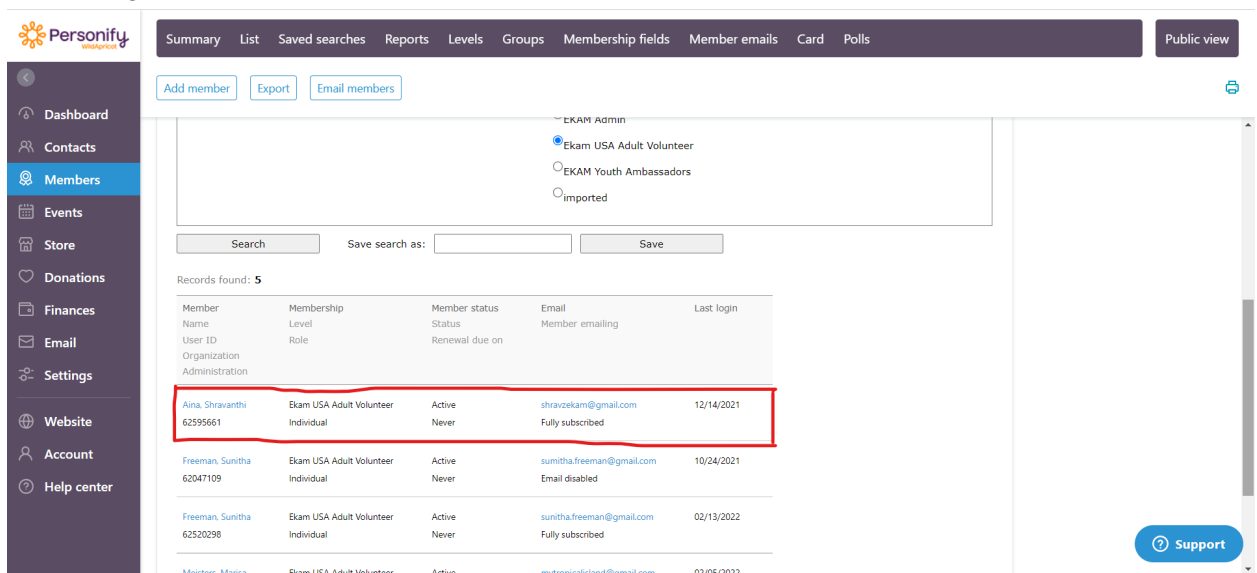
Steps to Generate Chapter Adult Volunteer Report

1. Login as admin
2. Goto Dashboard > Members > Saved searches
3. From all the Adult Volunteer chapters list select the required chapter for which you want to generate report, and click on Run
Ex: EKAM Atlanta Adult Volunteers



The screenshot shows the 'Saved searches' tab in the Personify dashboard. A list of searches is displayed, including 'Dallas EYA's Current Mon', 'Delaware EYA's Current Mon', 'Detroit EYA's Current Mon', 'EKAM Atlanta Adult Volunteers', 'EKAM Atlanta EYA's', 'EKAM Atlanta EYA's Current Mon', 'EKAM Austin Adult Volunteers', 'EKAM Austin EYA's', and 'EKAM Austin EYA's Current Mon'. The 'EKAM Atlanta Adult Volunteers' search is highlighted in blue. The 'Run' button is visible next to it.

4. Now all the selected chapter Adult Volunteers will be listed
5. You can click on each Adult Volunteers member to see the details, and also click on export to generate excel report for those members



The screenshot shows the 'Members' tab in the Personify dashboard. The 'EKAM Atlanta Adult Volunteers' search is selected. The 'Export' button is visible. A table of members is displayed, with the first row highlighted in red.

Member Name	Membership Level	Member status	Email	Last login
Aina, Shrawanthi 62595661	Ekam USA Adult Volunteer Individual	Active Never	shrawcekam@gmail.com Fully subscribed	12/14/2021
Freeman, Sunitha 62047109	Ekam USA Adult Volunteer Individual	Active Never	sumitha.freeman@gmail.com Email disabled	10/24/2021
Freeman, Sunitha 62520298	Ekam USA Adult Volunteer Individual	Active Never	sunitha.freeman@gmail.com Fully subscribed	02/13/2022
Meisters, Marisa	Ekam USA Adult Volunteer	Active	mvtrropicalsland@gmail.com	02/05/2022

