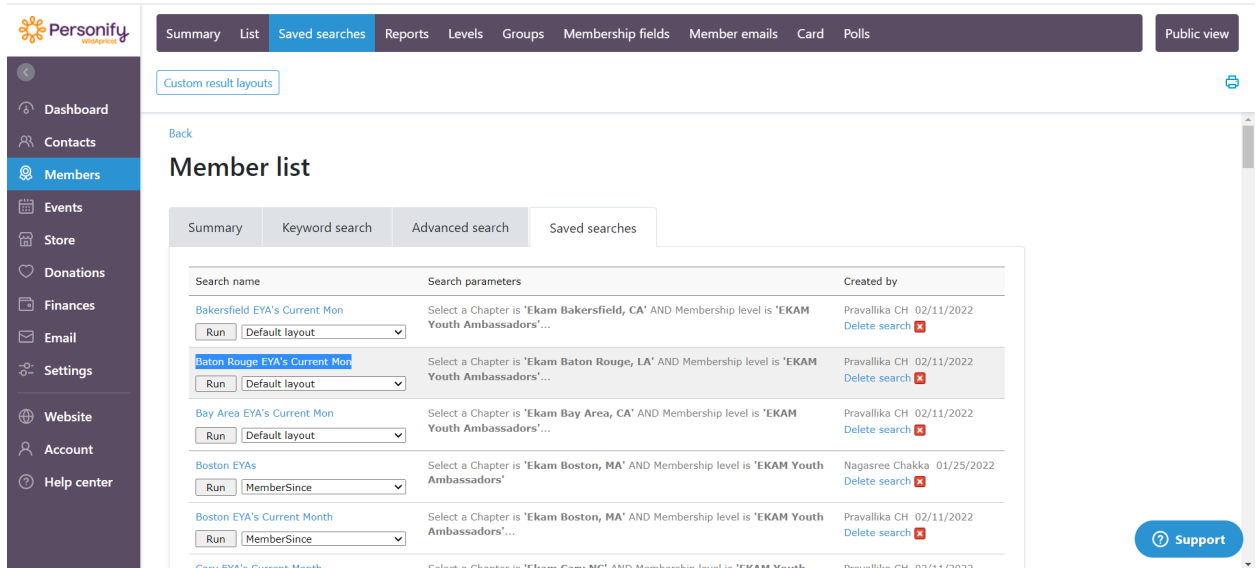


Steps to Generate Current Month EYAs Report

1. Login as admin
2. Goto Dashboard > Members > Saved searches
3. From all the Current Month EYAs chapters list select the required chapter for which you want to generate report, and click on Run
Ex: Baton Rouge EYA's Current Mon



Personify

Summary List **Saved searches** Reports Levels Groups Membership fields Member emails Card Polls Public view

Custom result layouts

Back

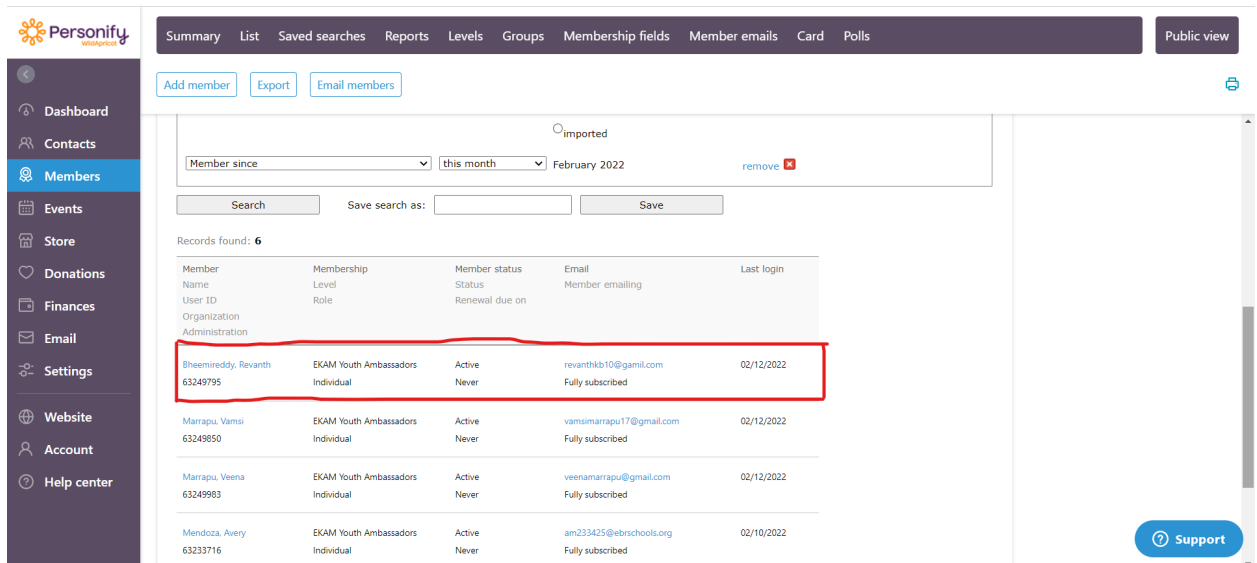
Member list

Summary Keyword search Advanced search Saved searches

Search name	Search parameters	Created by
Bakersfield EYA's Current Mon	Select a Chapter is 'Ekam Bakersfield, CA' AND Membership level is 'EKAM Youth Ambassadors'...	Pravallika CH 02/11/2022 Delete search
Baton Rouge EYA's Current Mon	Select a Chapter is 'Ekam Baton Rouge, LA' AND Membership level is 'EKAM Youth Ambassadors'...	Pravallika CH 02/11/2022 Delete search
Bay Area EYA's Current Mon	Select a Chapter is 'Ekam Bay Area, CA' AND Membership level is 'EKAM Youth Ambassadors'...	Pravallika CH 02/11/2022 Delete search
Boston EYAs	Select a Chapter is 'Ekam Boston, MA' AND Membership level is 'EKAM Youth Ambassadors'...	Nagasree Chakka 01/25/2022 Delete search
Boston EYA's Current Month	Select a Chapter is 'Ekam Boston, MA' AND Membership level is 'EKAM Youth Ambassadors'...	Pravallika CH 02/11/2022 Delete search
Carv EYA's Current Month	Select a Chapter is 'Ekam Carv, NC' AND Membership level is 'EKAM Youth Ambassadors'...	Pravallika CH 02/11/2022 Delete search

Support

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



Personify

Summary List Saved searches Reports Levels Groups Membership fields Member emails Card Polls Public view

Add member Export Email members

Imported

Member since this month February 2022 [remove](#)

Search Save search as: Save

Records found: 6

Member Name User ID Organization Administration	Membership Level Role	Member status Status Renewal due on	Email Member emailing	Last login
Bheemreddy, Revanth 63249795	EKAM Youth Ambassadors Individual	Active Never	revanthk10@gmail.com Fully subscribed	02/12/2022
Marrapu, Vamsi 63249850	EKAM Youth Ambassadors Individual	Active Never	vamsimarrapu17@gmail.com Fully subscribed	02/12/2022
Marrapu, Veena 63249983	EKAM Youth Ambassadors Individual	Active Never	veenamarrapu@gmail.com Fully subscribed	02/12/2022
Mendoza, Avery 63233716	EKAM Youth Ambassadors Individual	Active Never	am233425@ebschools.org Fully subscribed	02/10/2022

Support