

Processing the MED Reports at the District Level

1. When you receive the District MED report it will be an Excel Spreadsheet containing 4 tabs with the major portions of your report that looks like this (identifying characteristics of individual Members has been intentionally altered):

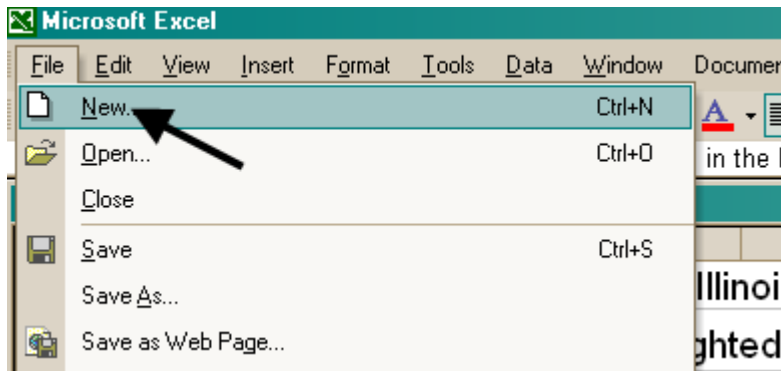
The 4 tabs are the major portions of the report:

- 1) New Members
- 2) Expiring Members
- 3) Prospective Members
- 4) Unassigned ZIP Codes in your District

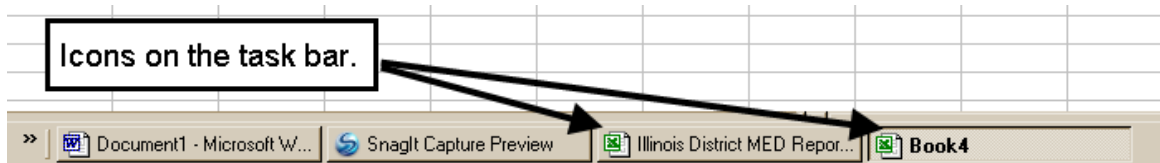
Chapter	Chp_Ovr	GW_ID	FIAME	LIAME	Address1	Address2	City	State	Zip	Country
L-A2		283175	DAVID	GRUNDER	PO BOX 81385		CHICAGO	IL	60681	USA
L-A2		283175	KEVIN	MOSE	17057 VOLLBRECHT RD.		SOUTH HOLLAND	IL	60473	USA
L-A2		283175-01	LETICIA	MOSE	17057 VOLLBRECHT RD.		SOUTH HOLLAND	IL	60473	USA
L-A2		283175-02	SHONEE	MOSE	17057 VOLLBRECHT RD.		SOUTH HOLLAND	IL	60473	USA
L-A2		283175-03	JOSHUA	MOSE	17057 VOLLBRECHT RD.		SOUTH HOLLAND	IL	60473	USA
L-A2	X	16005-03	ROBERTA	PERKINS	1781 WILLIAM DRIVE		ROMEDEVILLE	IL	60446	USA
L-B		260003	MICHAEL	RIFKIN	21740 N. 700 RD.		ADAIR	IL	61411	USA
L-C2		260004	TOM J.	HERNANDEZ	12508 W. GOLDMINE RD.		PEARL CITY	IL	61062	USA
L-D		260004	RICHARD	SIFFORD	RR 2 BOX 58		BETHANY	IL	61914	USA
L-D		260004-01	KIMBERLY	SIFFORD	RR 2 BOX 58		BETHANY	IL	61914	USA
L-D		260004-02	CHASE	SIFFORD	RR 2 BOX 58		BETHANY	IL	61914	USA
L-L							ROSCOE	IL	61073	USA
L-L							BYRON	IL	61010	USA
L-O							COLLINSVILLE	IL	62234	USA
L-Q							SESSER	IL	62884	USA
L-Q							SESSER	IL	62884	USA
L-S							NEWTON	IL	62448	USA
L-S							NEWTON	IL	62448	USA
L-S							NEWTON	IL	62448	USA
L-S							NEWTON	IL	62448	USA
L-S							NEWTON	IL	62448	USA
L-S							NEWTON	IL	62448	USA
L-S							NEWTON	IL	62448	USA
L-W		260099-01	PATRICIA	ELMORS	PO BOX 373		NEWTON	IL	62448	USA
L-W		260099	KEITH	ELMORS	800 S 12000 EAST RD		MOMENCE	IL	60954	USA
L-W		260099	DONNA	ZELINSKI	800 S 12000 EAST RD		MOMENCE	IL	60954	USA
L-Z2		160000	HILARIO	VALENTIN	203 W NORMAN ST		WHEELING	IL	60090	USA
N-N2	X	160000-03	KRISTIN	VALENTIN	603 W NORMAN ST		DANVILLE	IL	61832	USA

2. Once you have received the report MAKE A COPY OF THE FILE FOR SAFEKEEPING in the event of an error.
3. Now we will begin processing the report for the individual Chapters.

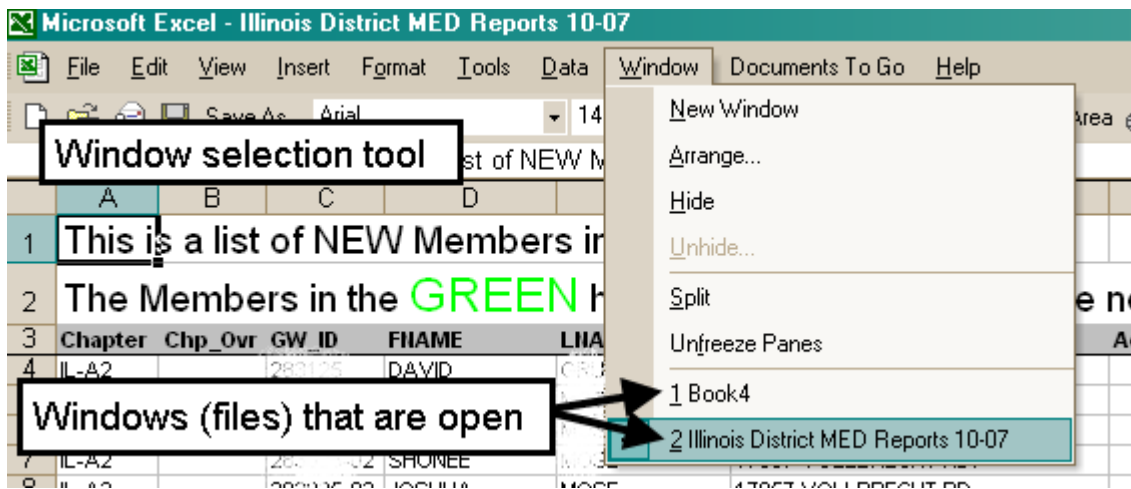
4. Open a new spreadsheet using the "New" selection under "File" in the menu bar.



5. Go back to the MED report by clicking on the appropriate icon on the task bar

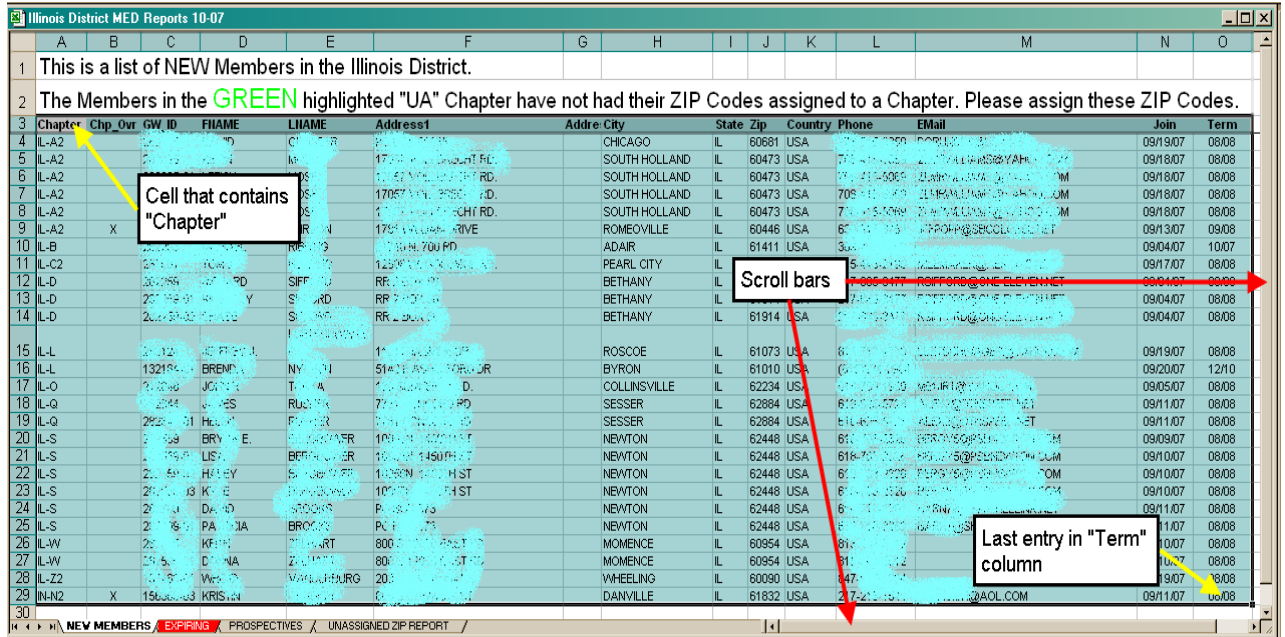


or by using the "Window" selection tool in the menu bar.

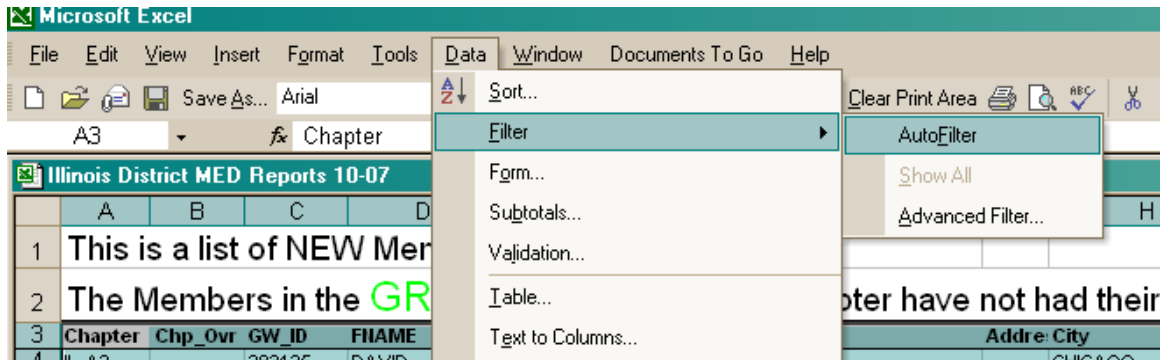


This is how you will navigate between files.

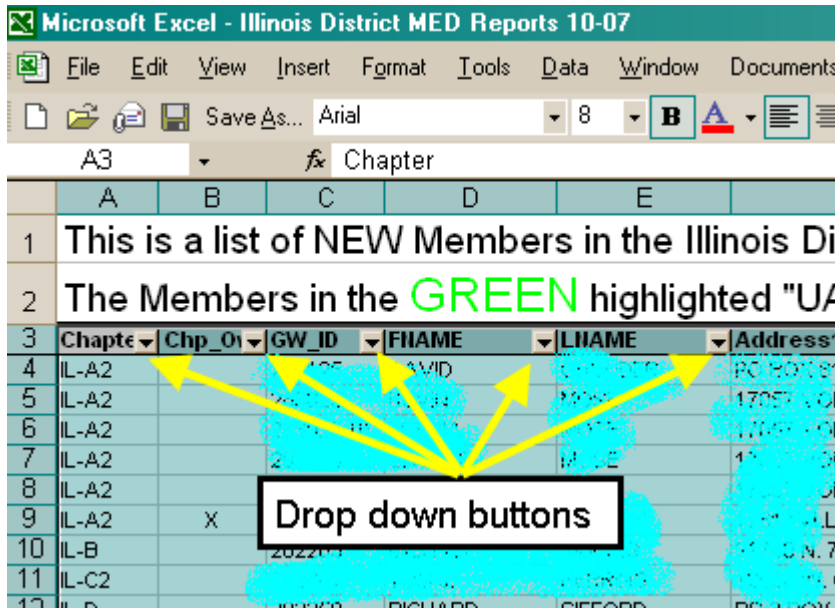
- Click on the cell that contains the word “Chapter”, then use the SCROLL BARS to move the sheet so you can get to the last entry in the “Term” column. Now hold down the “Shift” key and click on that last entry in the “Term” column. Everything on the spreadsheet (except some column headers) should be highlighted.



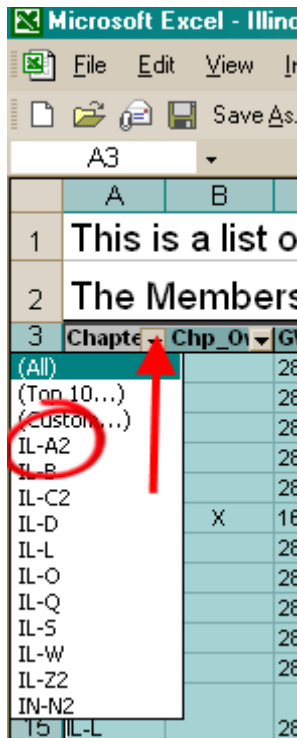
- In the menu bar select “Data”, “Filter”, “Auto-Filter”.



- The spreadsheet will now have small drop down buttons at the top of each column:



- Click on the drop down selection button in the "Chapter" column and select the first Chapter (Chapter IL-A2 in this example).



10. You'll notice all of the other data gets hidden from view.

	A	B	C	D
1	This is a list of NEW Members in t			
2	The Members in the GREEN hig			
3	Chapte	Chp_01	GW_ID	FIAME
4	IL-A2		2000	DAVID
5	IL-A2		2000	DAVID
6	IL-A2		2000	DAVID
7	IL-A2		2000	DAVID
8	IL-A2		2000	DAVID
9	IL-A2	X	1800	ROBERT
30				
31				
32				
33				
34				
35				
36				

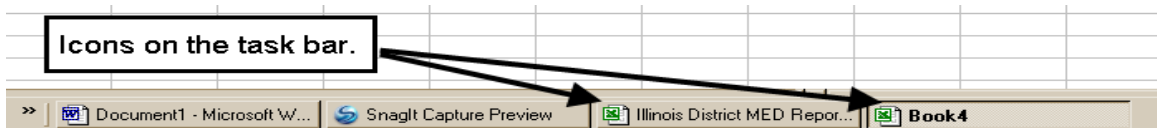
11. Click on the first ROW for the spreadsheet (Row 1), then use the SCROLL BARS (if needed) to move the sheet so you can get to the last ROW of data. Now hold down the “Shift” key and click on that last ROW of data (Row 9 in this example). Everything with data on the spreadsheet should be highlighted.

	A	B	C	D	E
1	This is a list of NEW Members in the Illinois				
2	The Members in the GREEN highlighted				
3	Chapte	Chp_01	GW_ID	FIAME	LNAME
4	IL-A2		2000	DAVID	ROBERT
5	IL-A2		2000	DAVID	ROBERT
6	IL-A2		2000	DAVID	ROBERT
7	IL-A2		2000	DAVID	ROBERT
8	IL-A2		2000	DAVID	ROBERT
9	IL-A2	X	1800	ROBERT	ROBERT
30					
31					

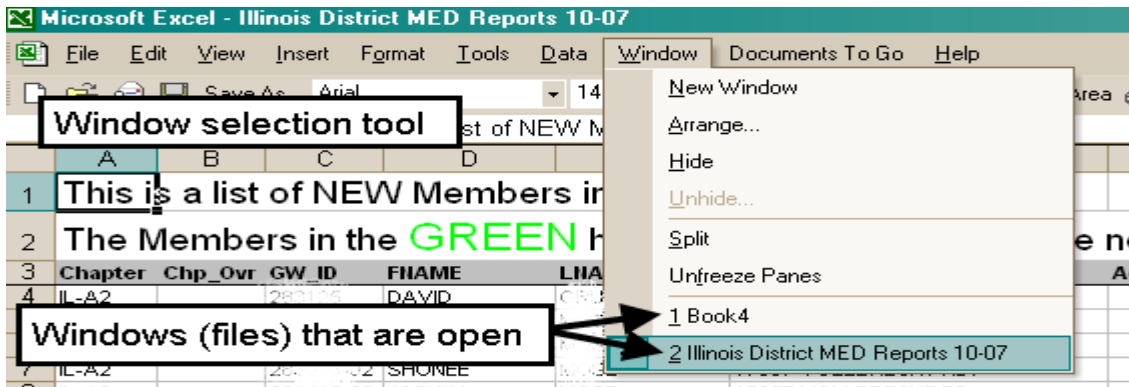
12. Right click in the highlighted area and select “Copy”.



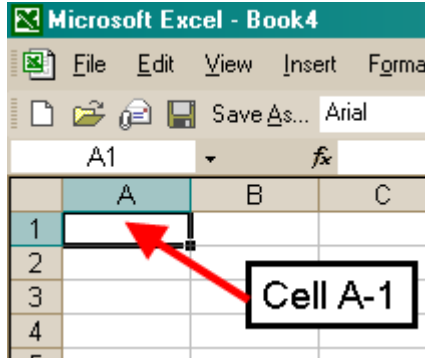
13. Click on the new file you opened in Step 4 by clicking on the appropriate icon on the task bar



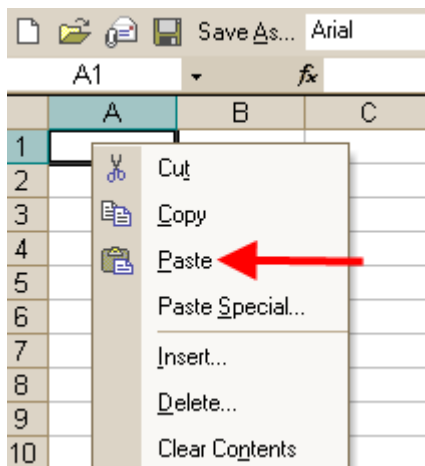
or by using the “Window” selection tool in the menu bar.



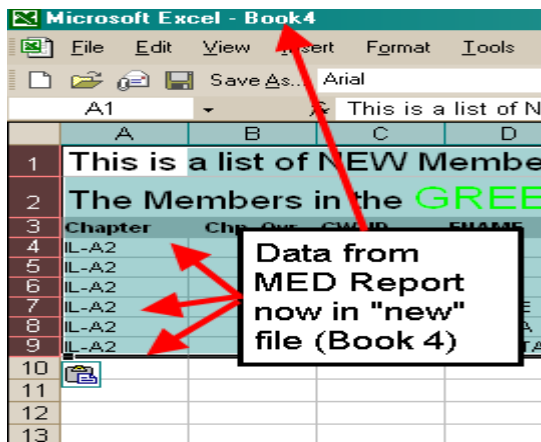
14. Click on cell A-1



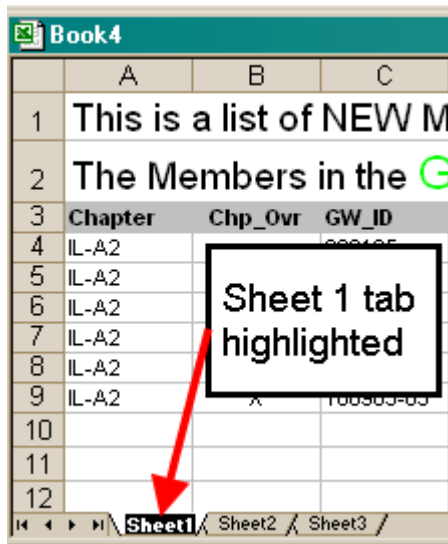
15. Right click and select "Paste".



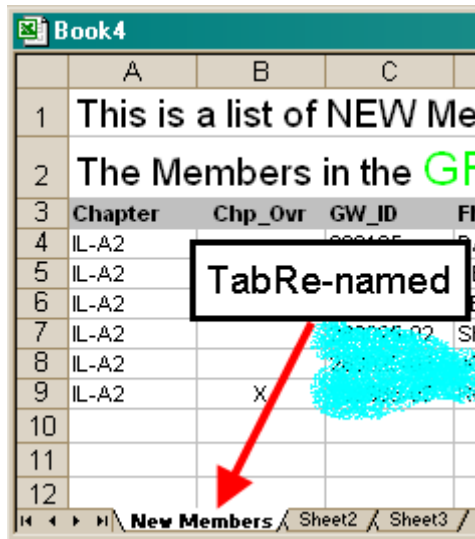
16. The data from the MED Report will now appear in your "new" file.



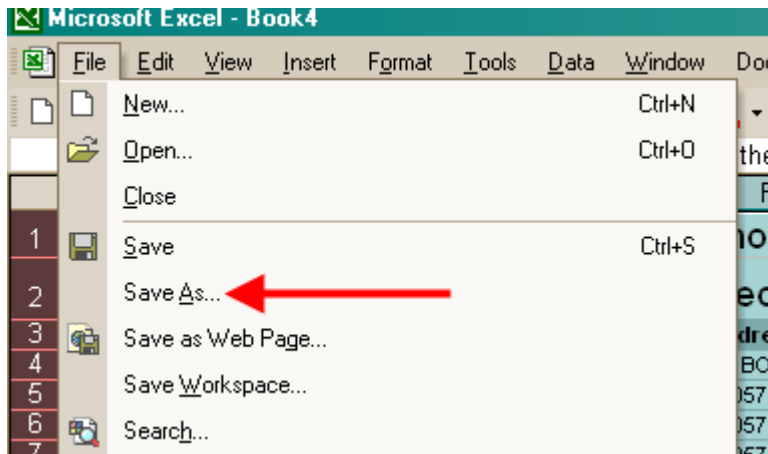
17. Next, double click on the “Sheet 1” tab to highlight the tab name (Sheet 1).



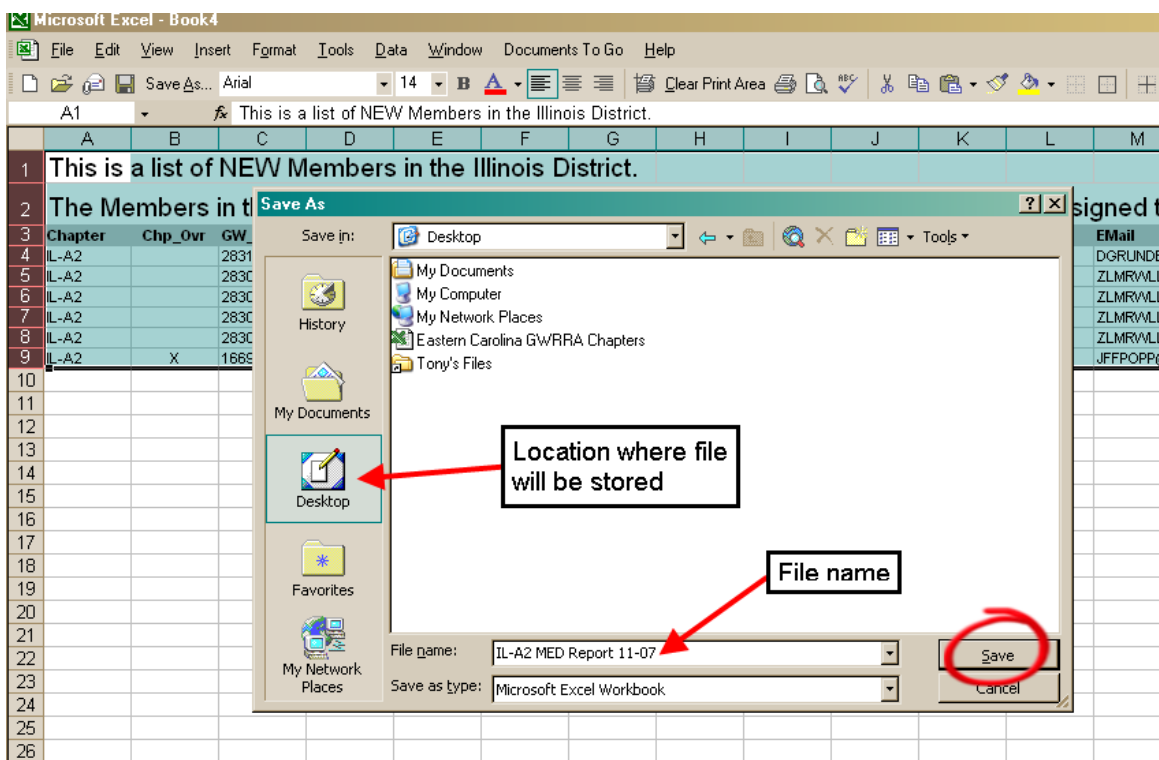
18. Type in a new tab name – I suggest using the same tab names from the District MED Report for consistency, and press “Enter”.



19. Before we go any further, let's save the "new" file. Select "File", "Save as"



20. Select the location you'll save the file in ("Desktop" in this example) and give the file a new name ("IL-A2 MED Report 11-07" in this example) and click on the "Save" button.



21. Repeat Step 9 through Step 18 for the Expiring Members, New Prospects and Unassigned ZIP Codes. Create new sheets as need in your spreadsheet and remember – SAVE OFTEN !!!
22. Once you've completed the 4 sheets for a Chapter, close the Chapter file and open a new file for the next Chapter. Then go through steps XXX through XXX for the new Chapter. Continue the process until you have created a file for each Chapter in your District.
23. The last step is to send each Chapter their Report.