

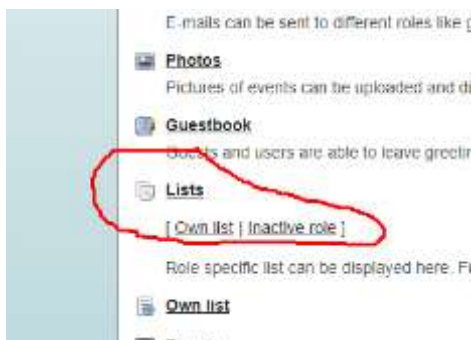
Printing membership list to pdf-file

Copy membership list to Excel

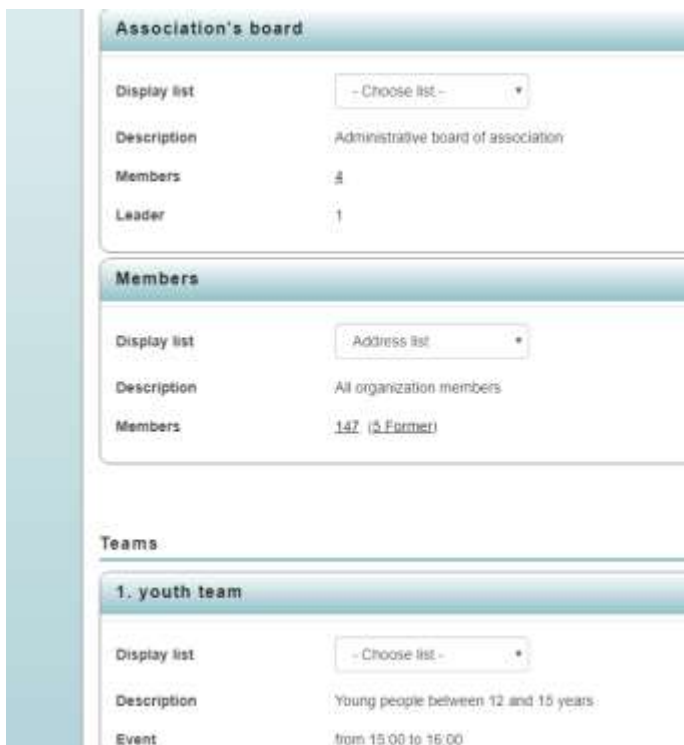
Example and data is from the ADMIDIO demo account

Log in as Admin

Choose lists



Choose Address list (MEMBERS)



Choose "Print preview"

Members - Address list

Back Full screen **Print preview** Additional functions- Export to ...

Filter Members in period: 14.05.2018 to 14.05.2018 Only show former members OK

General

Show 25 entries Search:

No.	Surname	First name	Birthday	Street	Postal code	City
1	Ahrens	Dagmar	14.05.1993	Blumenwiese 23	12345	Müllerhausen
2	Allegre	Dagobert	02.01.1968	Blumenwiese 24	12345	Müllerhausen
3	Appel	Daisy	03.01.1968	Blumenwiese 25	12345	Müllerhausen
4	Arndt	Dakota	04.01.1968	Blumenwiese 26	12345	Müllerhausen

You will then see a html-list on the screen.

Members - Address list
General - Active Members

No.	Surname	First name	Birthday	Street	Postal code	City
1	Ahrens	Dagmar	14.05.1993	Blumenwiese 23	12345	Müllerhausen
2	Allegre	Dagobert	02.01.1968	Blumenwiese 24	12345	Müllerhausen
3	Appel	Daisy	03.01.1968	Blumenwiese 25	12345	Müllerhausen
4	Arndt	Dakota	04.01.1968	Blumenwiese 26	12345	Müllerhausen
5	Baade	Dale	05.01.1968	Blumenwiese 27	12345	Müllerhausen
6	Bachmann	Dallas	06.01.1968	Blumenwiese 28	12345	Müllerhausen
7	Bälerle	Damasus	09.01.1968	Blumenwiese 31	4711	Bergdorf
8	Barbosa	Dafin	07.01.1968	Blumenwiese 29	12345	Müllerhausen
9	Baumgarten	Dallon	08.01.1968	Blumenwiese 30	4711	Bergdorf
10	Becker	Damien	11.01.1968	Blumenwiese 33	12345	Müllerhausen
11	Begunk	Damion	12.01.1968	Blumenwiese 34	12345	Müllerhausen
12	Behrke	Damon	13.01.1968	Blumenwiese 35	12345	Müllerhausen
13	Behrend	Dan	14.01.1968	Blumenwiese 36	12345	Müllerhausen
14	Bender	Dania	15.01.1968	Blumenwiese 37	12345	Müllerhausen
15	Benn	Dania	16.01.1968	Blumenwiese 38	12345	Müllerhausen
16	Bensien	Daniel	17.01.1968	Blumenwiese 39	12345	Müllerhausen
17	Berodt	Daniela	18.01.1968	Blumenwiese 40	12345	Müllerhausen
18	Besemann	Daniela	19.01.1968	Blumenwiese 41	12345	Müllerhausen

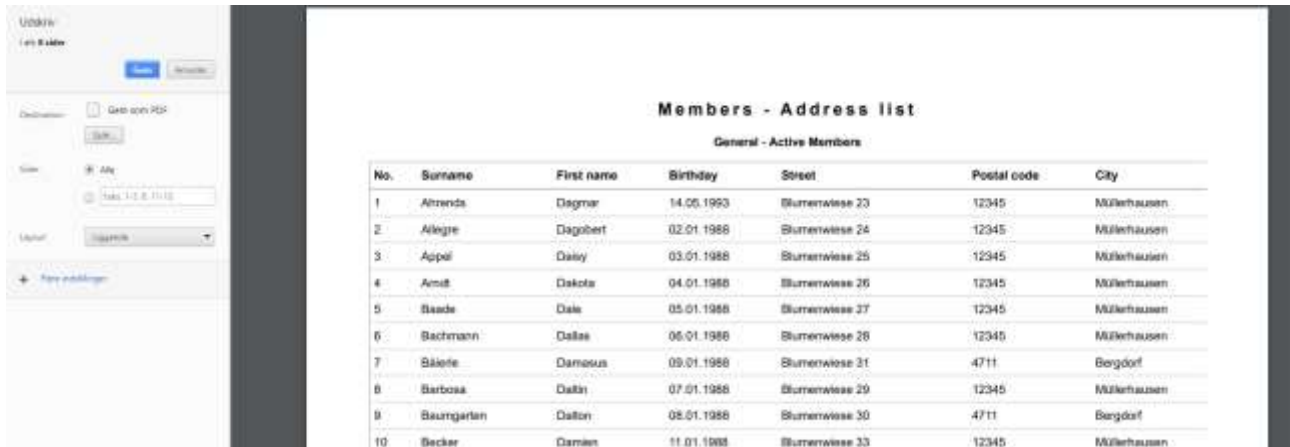
You can now :

1 - print to pdf.

In the browser choose the print-function. In this example is used Chrome.

In the browser (Chrome) you right-click and choose “Print”

You will then see something like this :



The screenshot shows a web browser interface. On the left, a print dialog is open, displaying options for destination (e.g., 'Save as PDF'), page range (1-10), and a 'Print' button. On the right, a table titled 'Members - Address list' is displayed, containing 10 rows of member data.

No.	Surname	First name	Birthday	Street	Postal code	City
1	Ahrends	Dagmar	14.05.1993	Blumenwiese 23	12345	Müllerhausen
2	Akingre	Dagobert	02.01.1988	Blumenwiese 24	12345	Müllerhausen
3	Appel	Daisy	03.01.1988	Blumenwiese 25	12345	Müllerhausen
4	Arndt	Dakota	04.01.1988	Blumenwiese 26	12345	Müllerhausen
5	Baade	Dale	05.01.1988	Blumenwiese 27	12345	Müllerhausen
6	Bachmann	Dallas	06.01.1988	Blumenwiese 28	12345	Müllerhausen
7	Bäcke	Damasus	09.01.1988	Blumenwiese 21	4711	Bergdorf
8	Barboza	Dakin	07.01.1988	Blumenwiese 29	12345	Müllerhausen
9	Baumgarten	Dalton	08.01.1988	Blumenwiese 30	4711	Bergdorf
10	Becker	Damen	11.01.1988	Blumenwiese 33	12345	Müllerhausen

In destination you choose “save as PDF” or you pdf-printer device.

That is all - next page is how to insert in a spreadsheet.

2 – copy to excel.

In the html-list, you “mark” the data.

Members - Address list
General - Active Members

No.	Surname	First name	Birthday	Street	Postal code	City
1	Abrams	Dagmar	14.06.1983	BlumenWiese 20	12345	Mörfrahausen
2	Alayra	Dagobert	22.01.1988	BlumenWiese 24	12345	Mörfrahausen
3	Agnet	Daisy	23.01.1988	BlumenWiese 25	12345	Mörfrahausen
4	Amst	Dakota	24.01.1988	BlumenWiese 26	12345	Mörfrahausen
5	Atade	Dair	25.01.1988	BlumenWiese 27	12345	Mörfrahausen
6	Bachmann	Diana	26.01.1988	BlumenWiese 28	12345	Mörfrahausen
7	Bäcker	Damianus	29.01.1988	BlumenWiese 31	12111	Seybold
8	Barbosa	Daffin	27.01.1988	BlumenWiese 29	12345	Mörfrahausen
9	Bastropatten	Daffin	30.01.1988	BlumenWiese 30	12111	Seybold
10	Böcker	Damian	11.01.1988	BlumenWiese 35	12345	Mörfrahausen
11	Bogunk	Damian	12.01.1988	BlumenWiese 34	12345	Mörfrahausen
12	Berke	Damian	13.01.1988	BlumenWiese 30	12345	Mörfrahausen
13	Berreed	Das	14.01.1988	BlumenWiese 36	12345	Mörfrahausen
14	Bender	Dana	15.01.1988	BlumenWiese 37	12345	Mörfrahausen
15	Bern	Dania	16.01.1988	BlumenWiese 38	12345	Mörfrahausen
16	Bersent	Dante	17.01.1988	BlumenWiese 39	12345	Mörfrahausen
17	Berndt	Daniela	18.01.1988	BlumenWiese 40	12345	Mörfrahausen
18	Bernhardt	Daniela	19.01.1988	BlumenWiese 41	12345	Mörfrahausen
19	Bicahn	Daniela	20.01.1988	BlumenWiese 42	12345	Mörfrahausen
20	Bieber	Daniela	21.01.1988	BlumenWiese 43	12345	Mörfrahausen

You then press CTRL-C and the data will be copied to the clipboard.

In Excel (or another spreadsheet) You press CTRL-V or choose a function to insert data.

That should be all.

You can make a pdf with all lists and print that can be directed to a printer.

You can copy data to a spreadsheet with all lists that can be previewed on the screen in a html-table.