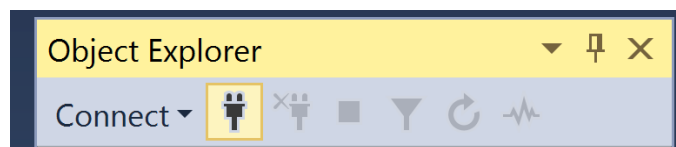


How to retrieve your database tables using Sequel Server Management Studio:

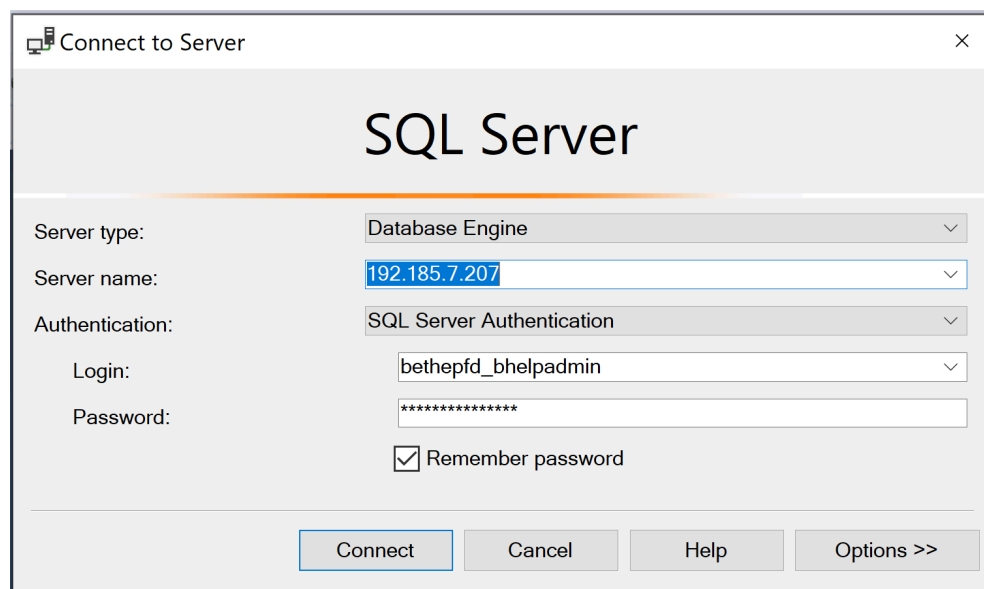
1. Google Download Sql Server Management Studio (free), download it, install it, and run:



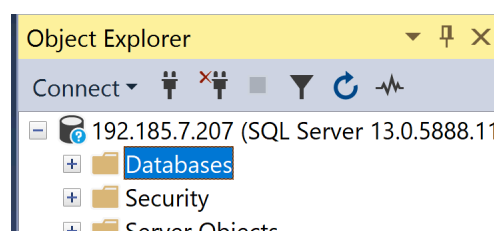
2. Click the Connect plug icon:



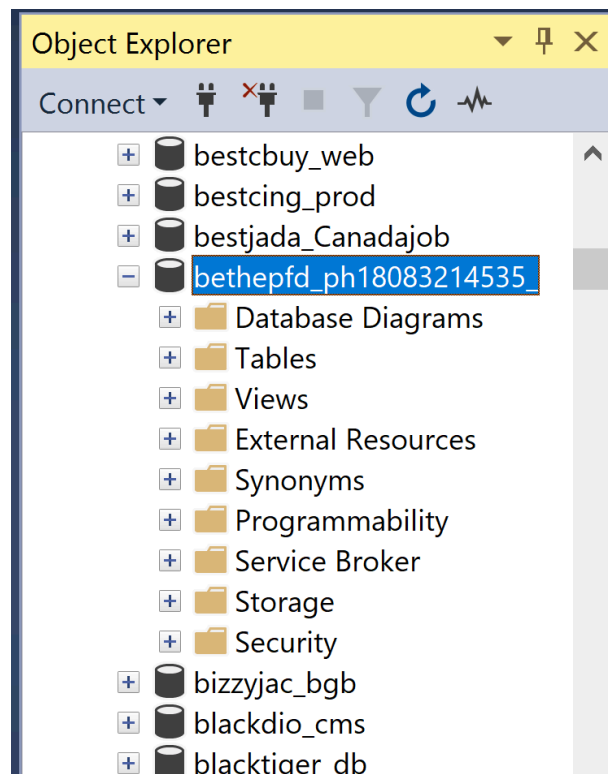
3. Complete the resulting connect screen with your Server name, Login, and Password:



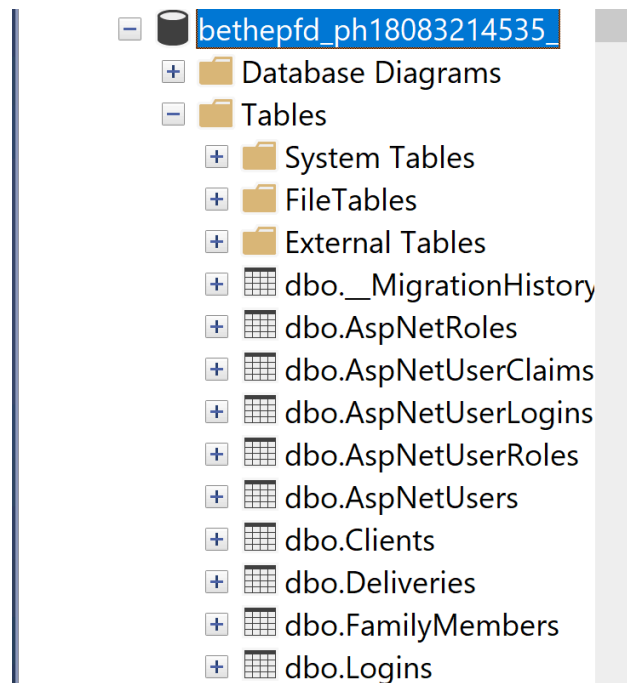
4. Click the Databases “+” sign.



5. Your database is on a shared site. Scroll down until you find your database's name:

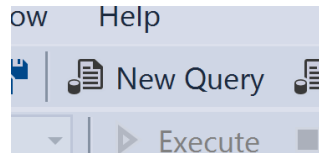


6. Click the Tables folder:

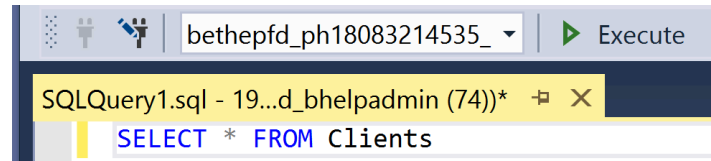


You are interested the AspNetUsers (volunteers), Clients, Deliveries, and Family Members.

7. Click the New Query icon:



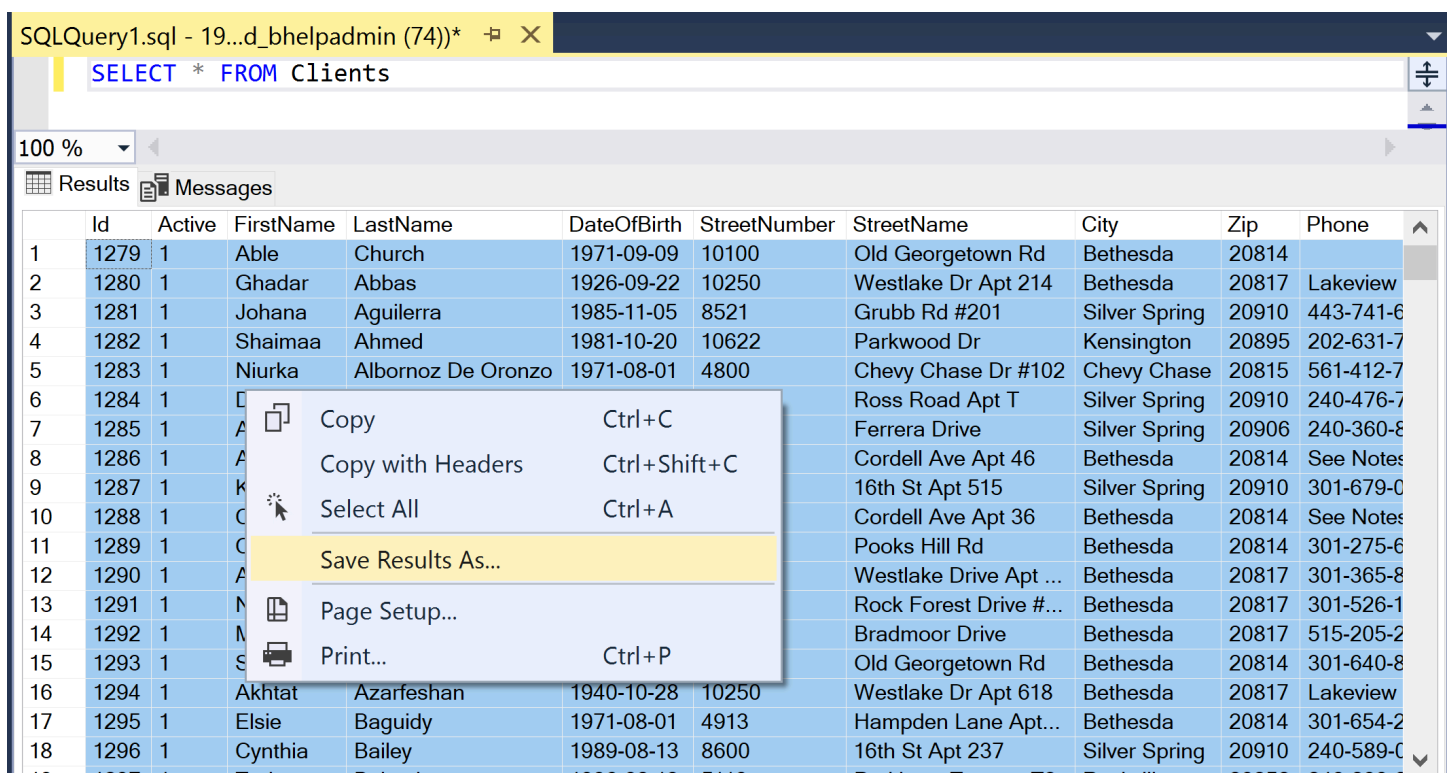
8. Enter “SELECT * FROM Clients”. (the * means ‘all fields’):



9. Click the “Execute” icon:



10. Click the Results spreadsheet symbol, or in the top left corner of the results to select All of the results (they turn blue). Right-click in the blue area and choose “Save Results As...”:



When prompted by your PC, choose where to download the results and name the file “Clients”. Click Save.

Now you have the Clients “Alpha List” in a CSV file:

+

Sheet 1

	A	B	C	D	E	F	G	H	I	J	K
	Clients										
1	1279	1	Able	Church	1971-09-09	10100	Old Georgetown Rd	Bethesda	20814		Janitor, weekly food donation
2	1280	1	Ghadar	Abbas	1926-09-22	10250	Westlake Dr Apt 214	Bethesda	20817	Lakeview manager – see Notes	Brenda 301-469-6927 OR 240-381-9840
3	1281	1	Johana	Aguilerra	1985-11-05	8521	Grubb Rd #201	Silver Spring	20910	443-741-6345	Referred by Mrs. Haza MCPS, 240 506-9009
4	1282	1	Shaimaa	Ahmed	1981-10-20	10622	Parkwood Dr	Kensington	20895	202-631-7134	Referred by Mrs. Haza MCPS, 240 506-9009. PLEASE DO NOT
5	1283	1	Niurka	Albornoz De Orc	1971-08-01	4800	Chevy Chase Dr #102	Chevy Chase	20815	561-412-7017	Referred by Mrs. Haza MCPS, 240 506-9009
6	1284	1	Delmira	Aleman	1985-08-13	2427	Ross Road Apt T	Silver Spring	20910	240-476-7154	
7	1285	1	Ana	Alvarado	1989-08-13	3938	Ferrera Drive	Silver Spring	20906	240-360-8577	
8	1286	1	Arelly	Alveraz	1958-08-13	4715	Cordell Ave Apt 46	Bethesda	20814	See Notes	At door call: 301-986-8780 and press “0” – that is the front
9	1287	1	Kenneth	Anderson	1980-08-13	8600	16th St Apt 515	Silver Spring	20910	301-679-0411	Tell Client their information must be verified before scheduled
10	1288	1	Carmen	Angel	1968-08-13	4715	Cordell Ave Apt 36	Bethesda	20814	See Notes	At door call: 301-986-8780 and press “0” – that is the front
11	1289	1	Crasean	Antwine	1971-11-01	3	Pooks Hill Rd	Bethesda	20814	301-275-6049	
12	1290	1	Alejandra	Aponte	1971-08-01	10512	Westlake Drive Apt 103	Bethesda	20817	301-365-8731	Lashawn from HOC, 571-348-2548
13	1291	1	Natalie	Aravena	1968-08-13	6417	Rock Forest Drive #405	Bethesda	20817	301-526-1645	

Repeat for tables AspNetUsers, Deliveries, and FamilyMembers.