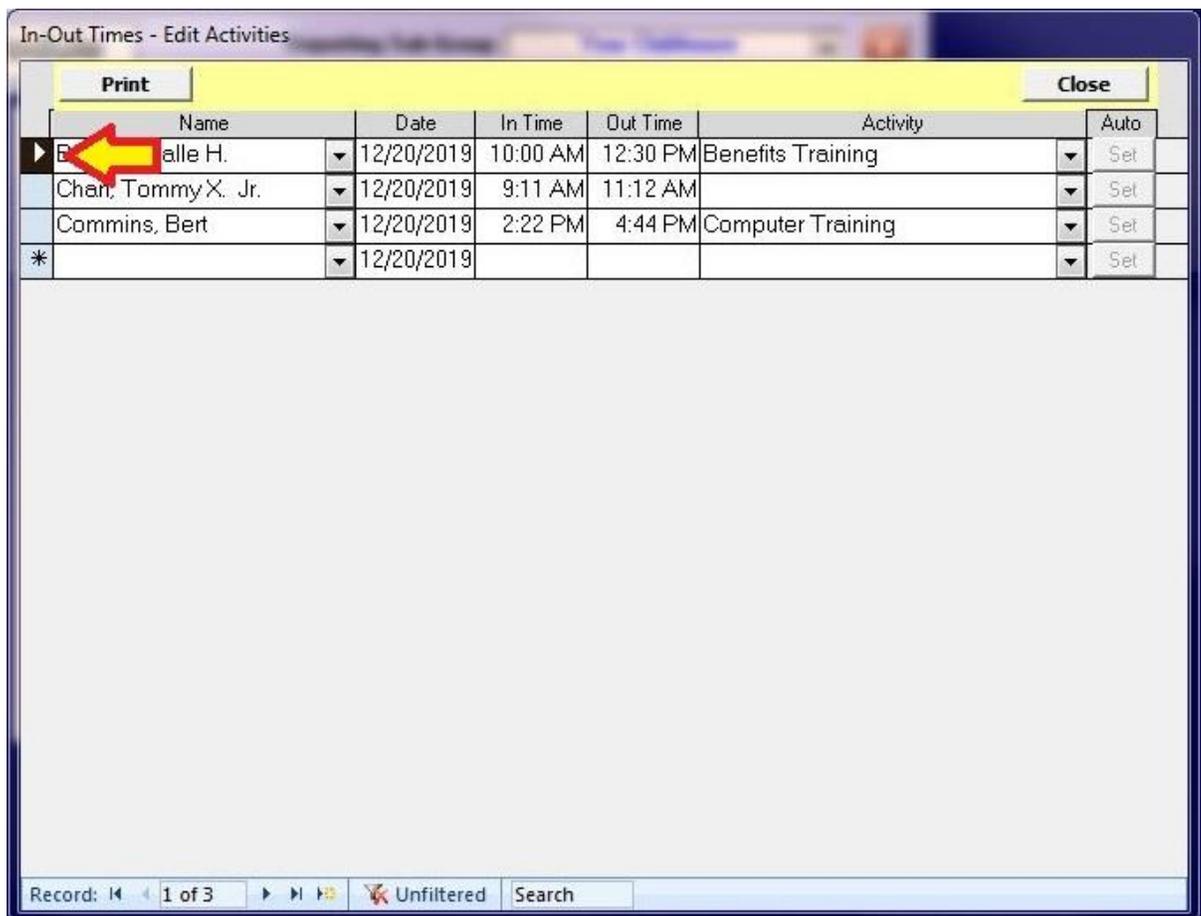


How to Export Attendance Data into Excel

To export attendance data from the The Clubhouse Database into an Excel spreadsheet:

- 1) Navigate to the Attendance Module.
- 2) Activate the 'Data Entry' panel.
- 3) Use the 'Find and Edit' capabilities to isolate the attendance records of interest.
 - a. . . . by attendance date,
 - b. . . . by data entry date,
 - c. . . . or, by member.
- 4) Click on the record selector of the first record that you wish to export (see figure 1).
 - a. The record selector is the small gray box just to the left of the name field.
 - b. When selected, the record selector will change colors (highlight).



The screenshot shows a window titled "In-Out Times - Edit Activities". At the top, there are "Print" and "Close" buttons. Below is a table with the following columns: Name, Date, In Time, Out Time, Activity, and Auto. The first row is highlighted in blue and has a red arrow pointing to a small gray box (the record selector) to its left. The data in the table is as follows:

| | Name | Date | In Time | Out Time | Activity | Auto |
|---|--------------------|------------|----------|----------|-------------------|------|
| ▶ | Balle H. | 12/20/2019 | 10:00 AM | 12:30 PM | Benefits Training | Set |
| | Chan, Tommy X. Jr. | 12/20/2019 | 9:11 AM | 11:12 AM | | Set |
| | Commins, Bert | 12/20/2019 | 2:22 PM | 4:44 PM | Computer Training | Set |
| * | | 12/20/2019 | | | | Set |

At the bottom of the window, there is a status bar with "Record: 1 of 3", "Unfiltered", and a "Search" field.

Figure 1

- 5) Holding down the Shift key, click on the record selector for the last record you wish to export (see figure 2).
 - a. The record selectors for all records to be exported should now be highlighted.

In-Out Times - Edit Activities

Print Close

| | Name | Date | In Time | Out Time | Activity | Auto |
|---|--------------------|------------|----------|----------|-------------------|------|
| ▶ | Ballon, Trialie H. | 12/20/2019 | 10:00 AM | 12:30 PM | Benefits Training | Set |
| ▶ | Chan, Tommy X. Jr. | 12/20/2019 | 9:11 AM | 11:12 AM | | Set |
| ▶ | Bert | 12/20/2019 | 2:22 PM | 4:44 PM | Computer Training | Set |
| * | | 12/20/2019 | | | | Set |

Record: 1 of 3 Unfiltered Search

Figure 2

- 6) Press [Ctrl]+C to copy the highlighted records.
- 7) Click on the spreadsheet where you want to transfer the records.
- 8) Press [Ctrl]+V to paste the records into Excel.
 - a. You may need to increase the width of some cells in order to see the values, rather than #####.