Commissioner Corner

Great Salt Lake Council
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Details to capture data from MLS for LDS units

On Your Mark

Step 1

Log into the Stake MLS system and create a custom report.

Define report criteria as all males with ages greater than 6 and less than 19.

Then select the following four fields to show on the report in this order –

Full Name
Birthdate
Age
Ward

Save the report format

Now run the report.

Step 2

With the report on the screen, first sort the Birthdate column by clicking on the header. Then sort by Ward.

The result should display young men from oldest (18) to youngest (7) segmented by ward.

Step 3

Now we want to capture the report data to a buffer.

This is done by holding down the **Control**, **Shift**, and **C** keys with one hand while selecting the first record on the report with the mouse. Hold the **left mouse button** and drag the cursor down to the bottom of the report (*note – the report will need to scroll within the window to the end and it will not appear to be highlighted during this process*). Do not release the keys or the mouse button until the bottom is reached.

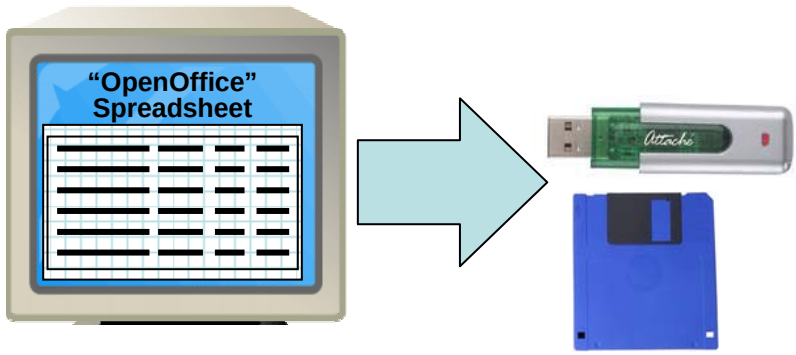
Step 4

Open the spreadsheet program on the church computer, typically called OpenOffice.

Highlight the first cell in upper left corner. Press the right mouse button and select Paste.

The buffered MLS data should drop into the spreadsheet.

Now save as an Excel file. It could be temporarily placed on the desktop. (must choose Excel type from pull down list on the SaveAs screen).



Step 5

The final step is to transfer the Excel file to another computer where the Membership Inventory Tool is located. Use a floppy disk or USB thumb drive depending on the requirement of the other computer.