



Events 7.0 Ability To Export Patron Information

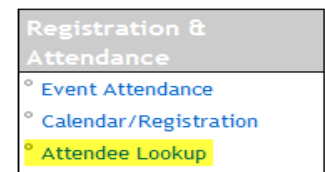
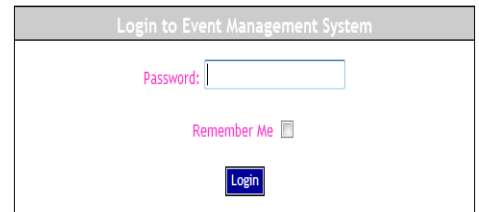
Overview:

The ability to export Event patron information into CSV (Comma Separated Value) was created to allow the staff user to export the patron information into a format that can be shared by other software programs with ease.

What Is: CSV - A file format used as a portable representation of a database. Each line is one entry or record and the fields in a record are separated by commas. Commas may be followed by arbitrary space and/or tab characters which are ignored. If field includes a comma, the whole field must be surrounded with double quotes.

How To Create:

1. **Login** at the All Branches (or main branch in single branch system) using any level of password or user name and password.
2. From the Event System Maintenance page **Select** "Registration & Attendance" – "Attendee Lookup".
3. **Set** your desired conditions



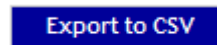
Example:

| SEARCH | |
|----------------------|-------------------------------------|
| First Name: | <input type="text"/> |
| Last Name: | <input type="text"/> |
| Phone Number: | <input type="text"/> |
| Library Card Number: | <input type="text"/> |
| Email: | <input type="text"/> |
| Confirmation Number: | <input type="text"/> |
| Show All Names: | <input checked="" type="checkbox"/> |

This is my condition for my report, but you can put in more specific conditions as needed.

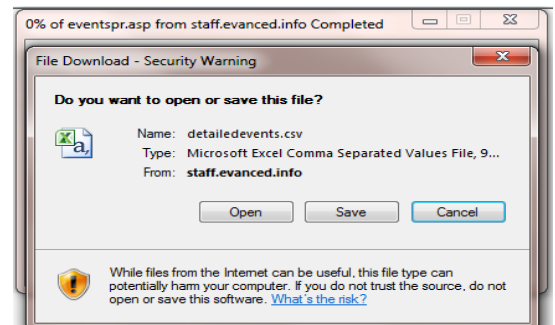
Search
Back to Maintenance Page
Export to CSV

4. **Select** "Export to CSV" from the bottom of the screen



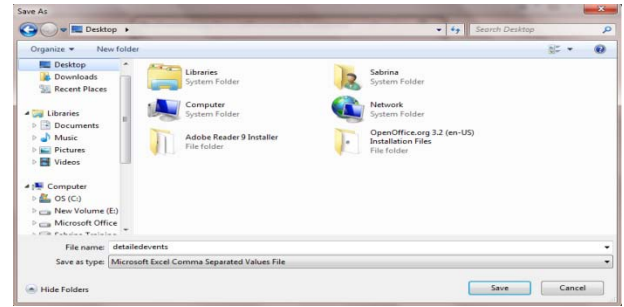
5. **Select** "Open" or "Save" when popup appears

Note: If your default on your computer is to open CSV files as an excel file this file will open in excel. If you don't want this to occur **Select** "Save". Save the file and open with NotePad or TextPad.

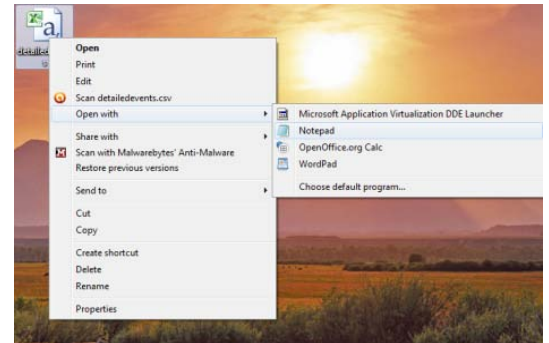


Events 7.0 Ability To Export Patron Information Continued

6. If you **Selected** “Save” continue with steps – **Save** your report somewhere on your computer



7. **Right Click** on the file – **Select** “Open With” – **Select** “Notepad”



Example:

```
eventattendees - Notepad
File Edit Format View Help
Item,Last Name,First Name,Card Number,Phone,Email,Last Event Date,Last No Show,Total No Shows,
1,Duck,Daisy,,123-4567,,,,,
2,Duck,Donald,,123-1234,duck@yahoo.com,7/9/2010,,
3,Duck,Donald,,123-4567,,7/23/2010,,
4,Duck,Louie,,123-1234,,8/31/2010,,
5,Mouse,Mickey,,123-1234,mmouse@yahoo.com,8/6/2010,,
6,Mouse,Mickey,,123-4567,mmouse@yahoo.com,6/25/2010,,
7,Mouse,Minnie,,123-1234,mmouse@yahoo.com,8/6/2010,,
8,Mouse,Minnie,,123-4564,mmouse@yahoo.com,7/23/2010,,
9,Mouse,Minnie,,123-1346,mmouse@yahoo.com,6/25/2010,,
10,White,Snow,,123-4567,swhite@yahoo.com,6/25/2010,,
11,White,Snow,,123-1234,,6/11/2010,,
```