



Roster Report or Directory Export



Directory **REPORTS**:

1. Click Contacts
2. Select all of your active contacts (or filter for a specific group)
3. Click Reports and choose one of these reports.
 - Selected Call List Enhance
 - Selected Directory – 3 col
 - Selected Directory Households

Directory **EXPORT** – often used when working with a directory company:

1. Click **Families** and change the view to **Directory Export - active contacts by household**
2. Click **Actions** and choose **Export**. It should open into Excel. If not you'll find it in your downloads folder.
3. Delete the first 4 columns. They are always garbage.
4. Use Excel's **Text to Columns** feature to split the **Heads first names** column into two columns (Steps A-G below) and to split the **Minor Children first names** column into separate columns (Steps I-VII).

To split the Heads first names into separate columns:

- A. Insert 2 blank columns before column c.
- B. Highlight column b
- C. Click the Data ribbon and choose Text to columns
- D. Put a dot next to Delimited and click Next
- E. Check mark Comman and click Next and then Finish.
- F. The wife will be in column B.
- G. The husband will be in Column C. Column D will probably be blank but I always insert an extra. Check it over. If it is blank trash it.

To split the Minor Children first names into separate columns:

- I. Scan down the spreadsheet and see how many people are in the family with the most kids.
- II. Insert that many blank columns Plus 1 before column f. So if the longest has 4 kids, insert 5.
- III. Highlight column e
- IV. Click the Data ribbon and choose Text to columns
- V. Put a dot next to Delimited and click Next
- VI. Check mark Comman and click Next and then Finish.
- VII. The kids will be in the columns that you just added. One of the columns will probably be blank. Check it over. If it is blank trash it.