



PEOPLESOFT REPORTS – QUICK GUIDE

MEMBERSHIP COUNTS

This report will provide you with your membership totals to date. There are two reports; one gives just the state total and the second gives totals broken down by chapter.

Menu Path: Membership System > Reports > Membership Counts

1. Enter your Run Control ID – The first time you run this report you will need to create a Run Control ID (a “name”) to identify the process you will be using. Use the “Add a New Value” tab when you first start. In the blank space type, “memcounts” and then hit add. This will “name” this roster process. Next time you run this report you can just enter “memcounts” in the Run Control ID field in “Find an Existing Value” and hit search. Any “name” will work, use whatever name you will remember for that report.
2. Click the yellow SAVE button when the next screen appears.
3. Enter the your State ID (EX: AR0000) in the State ID box.
4. Click yellow RUN button in the upper right corner.
5. When new screen appears, you can choose which report you would like to run (Counts by State, membership totals for the state as a whole or Counts by Chapter, membership totals broken down by chapter for your whole state). Place a check mark in the preceding box for the report you want and specify the TYPE as Web and FORMAT as PDF. You can also select a different format (HTM, XLS, etc...) using the FORMAT drop down list.
6. Click yellow OK box.
7. Once returned to the previous screen, click the blue link PROCESS MONITOR in the upper right corner.
8. Once in the Process Monitor screen, click the yellow REFRESH button (top right) until the Run Status says SUCCESS (middle right).
9. Click the blue DETAILS link next to SUCCESS.
10. Once the new screen appears, click the blue VIEW LOG/TRACE link.
11. When the next screen appears, click the blue FFA3005_?????.pdf link. Note: if you chose a different FORMAT select the link with that extension (HTM, XLS, etc...).

A PDF copy of your report should appear shortly. This can be saved and printed. To print, use the print icon on the PDF screen.