



## PEOPLESOFT REPORTS – QUICK GUIDE

### MEMBERSHIP LISTS

Eight Membership Lists can be downloaded into an Excel format:

Advisor All: listing of each advisor in your state.

Advisor Email: listing of supplied advisors email addresses.

Carvoc Mail: Listing of addresses for Career Vocational Coordinators.

Counselor Mail: Listing of addresses of school counselors.

Princpl Mail: Listing of addresses for school principals.

Sprntndt Mail: Listing of addresses for school superintendents.

State All Mail: Listing of all educators.

Student Email: Listing of student emails.

**These lists will generate member data that has been entered into PeopleSoft to date.**

#### Menu Path: Membership System > Reports > Additional Reports

1. This brings you to the Query Manager page.
2. In the empty field type: FFA\_MEM
3. Click “search”.
4. There are eight different lists under this header. They process in the same way but each gives you different information. They are:
  - FFA\_MEM\_ADVISORS\_ALL – Advisor addresses
  - FFA\_MEM\_ADVISOR\_EMAIL – Advisors emails
  - FFA\_CARVOC\_MAIL – Career Vocational Coordinators addresses
  - FFA\_MEM\_COUNSELOR\_MAIL – School Counselors addresses
  - FFA\_MEM\_PRINCPL\_MAIL – School principals addresses
  - FFA\_MEM\_SPRNTNDT\_MAIL – School Superintendents addresses
  - FFA\_MEM\_STATE\_ALL\_MAIL – All educators
  - FFA\_MEM\_STUDENT\_EMAIL – Supplied student emails
5. Look for the report you would like to run. On the right side of that same line, click on the **blue** link labeled “RUN”.
6. Where it says “STATE ID” please enter either your STATE ID (EX: AR0000), to pull data for your whole state, or else enter a specific chapter number (EX: AR0004).
7. Click “view results”. This report takes a few minutes to download depending on the size of the file. **NOTE: The information looks like an Excel Spreadsheet however you are still in Microsoft Internet Explorer.**
8. You may download as an **Excel Spreadsheet** by double clicking mouse.
9. After you choose **Excel Spreadsheet**, go to file, save as, name the file and choose a location to save the file (i.e. to your desktop). **Note: Make sure that when you save the file the type is saved as Microsoft Excel workbook on the “save as” screen as default is as a Web Page.**
10. Close the Microsoft Internet Explorer window.
11. Open the file on your desktop, sort, send or view as desired.