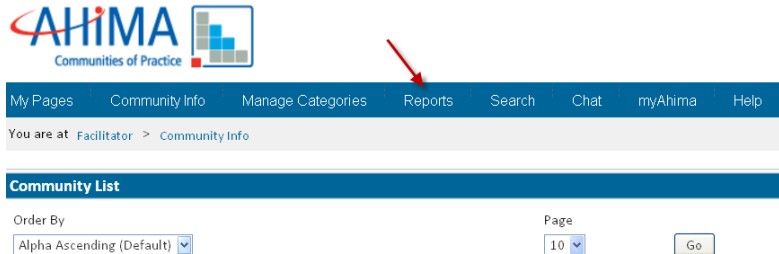




Facilitators—Member Reports and Community Members

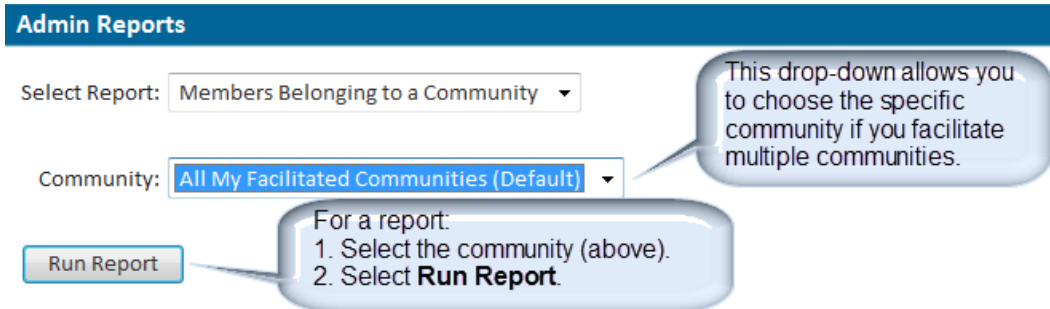
Member Report: Facilitators have access to the **Report** function.

1. In the top toolbar, click **Facilitator** and then **Reports** to access the report function.

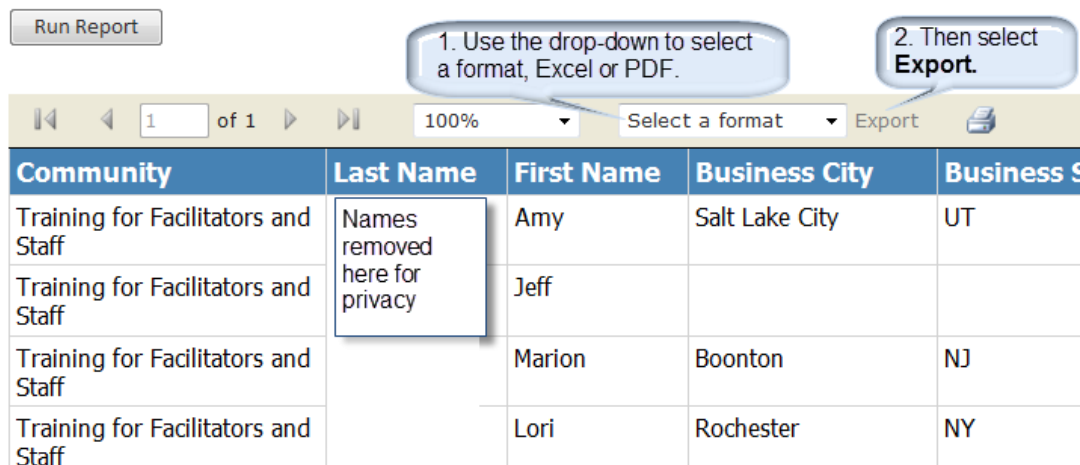


2. The available report is **Members Belonging to a Community**. This report provides a listing of the members of the community you facilitate. You will be able to download, save, and print this. You may save the report as an Excel file or PDF. The report includes the Community name, member last name, member first name, city, and state.

3. To access a report:
 1. Select the community
 2. Click **Run Report**



3. Choose a format for the report (Excel or PDF) and then click **Export** or print.

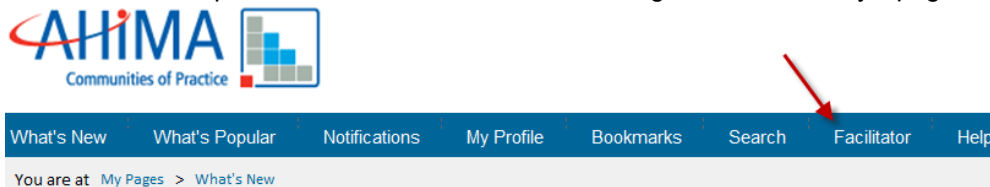


- Example of a report in Excel format. (Last names removed for member privacy.) You can also export this list from the Community Members module at the bottom of your Facilitator Page.

	A	B	C	D	E	F	G	H	I	J
1	Community Members									
2	Community	Last Name	First Name	Business City	Business State					
3	ACE: Action Community for Excellence		Patricia							
4	ACE: Action Community for Excellence		Joana	Pensacola	FL					
5	ACE: Action Community for Excellence		Smita	Arlington Heights	IL					
6	ACE: Action Community for Excellence		Maxwell	Boston	MA					
7	ACE: Action Community for Excellence		Norma	Missoula	MT					
8	ACE: Action Community for Excellence		Maria	El Segundo	CA					
9	ACE: Action Community for Excellence		Gary	Harrisburg	PA					

Finding Members of a Community

- Click the **Facilitator** link in the top toolbar either from the Personal Page or a community's page.



- You will be taken to the **Community List and Community Members** page. Scroll down to see the list with Community Members.

Community List

Order By: Alpha Ascending (Default) | Page: 10 | Go

Name	Type	Facilitators	Member Status
AHIMA	Public	Lynette Czarkowski Rachel Travis	Member
ICD-10 Implementation	Public	Kathryn DeVault Anita Majerowicz	Member
Student	Public	Benjamin Reed Lynette Czarkowski	Member
Studying for the CCS	Public	Christina Benjamin Heather Rich	Member
Training for Facilitators and Staff	Private	Carolyn Guyton-Ringbloom Allison Vance	Member Active

1 Total:5 communities

Community Members

View: Members (Default) | Community: All My Facilitated Communities (Default) | Order By: Alpha Ascending (Default) | Page: 10 | Go

Last First Community Role Status View

- In the Community Members section, select the **Community** filter and choose the community from which you would like the member list. Changing the page from 10 per page to 50 per page, then press **Go**. (Last names removed for privacy.)

Community Members

View: Members (Default) | Community: All My Facilitated Communities (Default) | Order By: Alpha Ascending (Default) | Page: 10 |

Last	First	Community	Role	Status	View
Penny		State Leaders & House of Delegates	Member	Member	
Mervat		State Leaders & House of Delegates	Member	Member	
Dega		State Leaders & House of Delegates	Member	Member	
Geraldine		State Leaders & House of Delegates	Member	Member	
Beth		State Leaders & House of Delegates	Member	Member	

4. A list of the members will appear. You may review the list in this format or select **Community Member List Export** for a report.

Community Members

View: Members (Default) | Community: All My Facilitated Communities (Default) | Order By: Alpha Ascending (Default) | Page: 10 |

Last	First	Community	Role	Status	View
Penny		State Leaders & House of Delegates	Member	Member	
Mervat		State Leaders & House of Delegates	Member	Member	
Dega		State Leaders & House of Delegates	Member	Member	
Geraldine		State Leaders & House of Delegates	Member	Member	
Beth		State Leaders & House of Delegates	Member	Member	
Linda		State Leaders & House of Delegates	Member	Member	
Nikki		State Leaders & House of Delegates	Member	Member	
Richard		State Leaders & House of Delegates	Member	Member	
Jill		State Leaders & House of Delegates	Member	Member	
Muriel		State Leaders & House of Delegates	Member	Member	

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... Last Total: 3034 members

[Community Members List Export](#)

5. When you choose the **Community Members List Export**, the Community Members listing appears. You have three options with the report. You may select a format (Excel or PDF) to save to your computer or print out. See Member Report step 3.