

# Exporting Data for Church Directory

## Step 1



Click on Groups Keeper Icon.

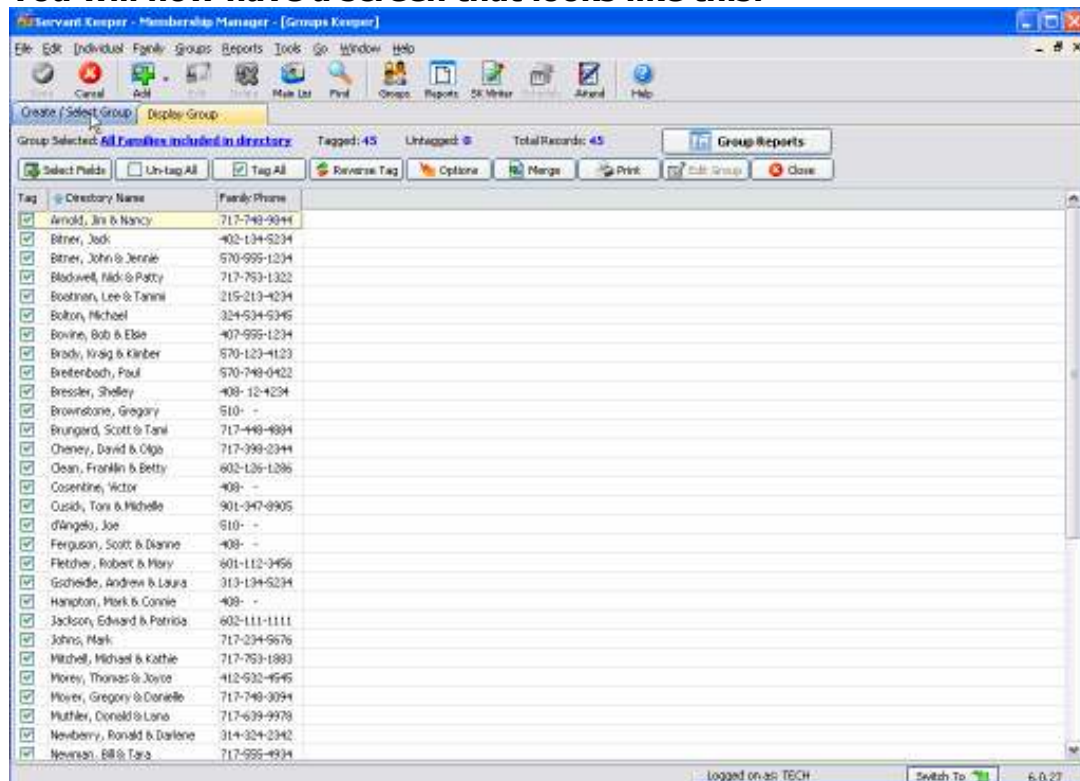
## Step 3

Click on the Group that you would like to have information for. A good choice for Directory information is "All Families Included in Directory"

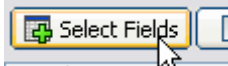


## Step 4

You will now have a screen that looks like this:

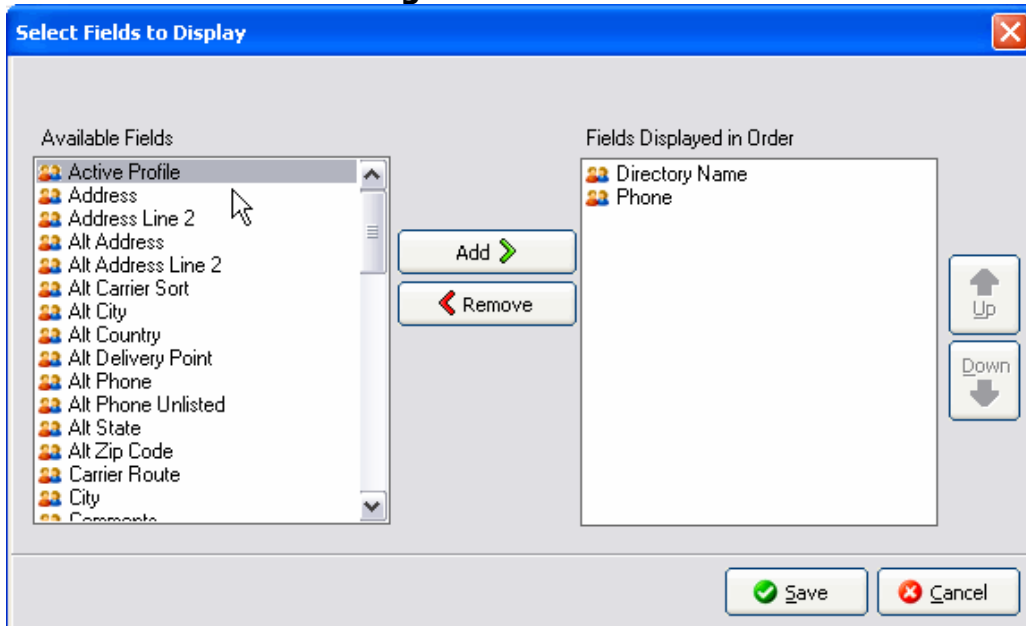


Click on [Select Fields].

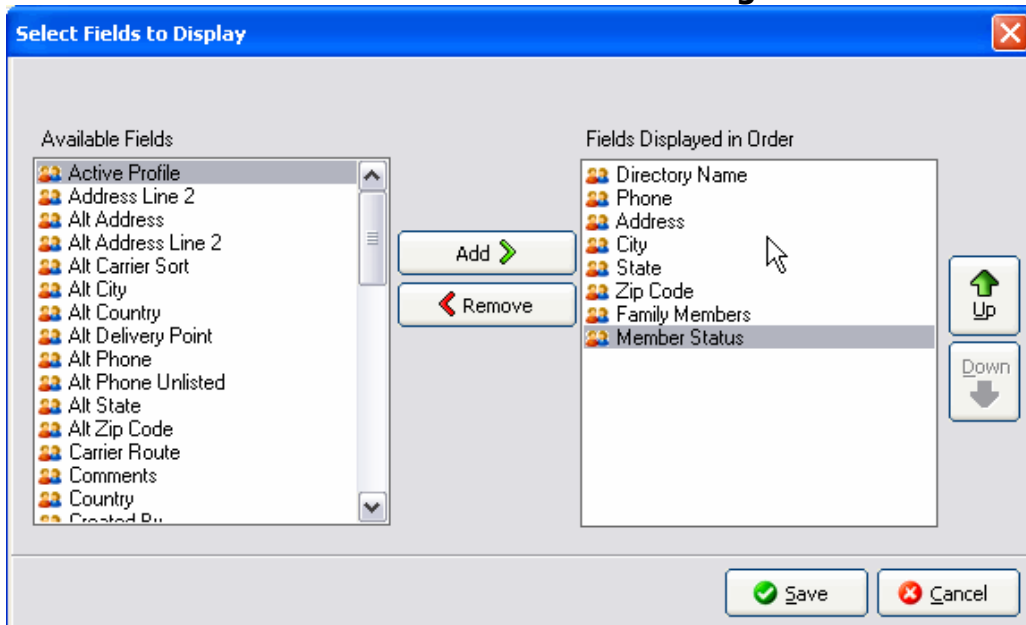


## Step 5

You will see the following window:



**In this window, select the fields that you need to provide to the Company that is creating your Directory. Simply Double-click on the field on the left and it will move over to the right hand side.**



**Click on [Save].**

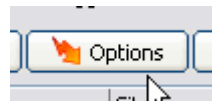
The information you selected will now appear:

The screenshot shows the 'Servant Keeper - Membership Manager - [Groups Keeper]' application. The interface includes a menu bar (File, Edit, Individual, Family, Groups, Reports, Tools, Go, Window, Help), a toolbar with icons for various actions, and a main data table. The table has columns for Tag, Checklist Name, Family Phone, Address, City, St., Zip Code, Family Members, and Family Status. The 'Group Selected' is 'All Families included in directory', with 45 tagged records and 0 untagged records. The 'Options' button is highlighted in the toolbar.

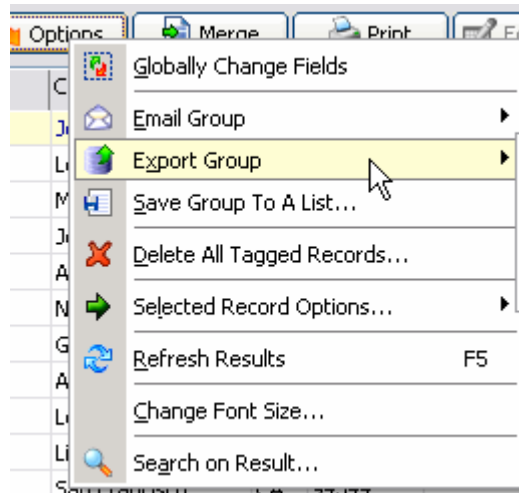
Tag	Checklist Name	Family Phone	Address	City	St.	Zip Code	Family Members	Family Status
<input checked="" type="checkbox"/>	Arnold, Jim & Nancy	717-748-9944	300 Front Street	Jersey Shore	PA	17740	Tonny	Active Member
<input checked="" type="checkbox"/>	Bitner, Jack	402-134-5234	302 Hogan Blvd	Lod-Haven	PA	17745	Joyce	Visitor
<input checked="" type="checkbox"/>	Bitner, John & Jennie	570-995-1234	302 Hogan Blvd APT1	Hill Hall	PA	17751	Emily	Hyper-active
<input checked="" type="checkbox"/>	Bladwell, Nick & Patty	717-753-1322	795 Maple Ave	Jersey Shore	PA	17740-1...	Christian, Heather	Active Member
<input checked="" type="checkbox"/>	Boatman, Lee & Tanni	215-213-4034	44 Reed St	Avis	NC	08995-3...	Tiffany	Active Member
<input checked="" type="checkbox"/>	Bolton, Michael	324-534-5345	1234 South St	Nashville	TN	37202-1...		Just on Easter and Christmas
<input checked="" type="checkbox"/>	Bovine, Bob & Elsie	407-995-1234	10 Cowpath Rd	Green Acres	PA	18006	Rash	Rev Worker
<input checked="" type="checkbox"/>	Brady, Krag & Kimber	570-123-4123	3314 Coyote Ave.	Avis	PA	17022-1...	Jared, Conlie, Luke, Isaac	Active Member
<input checked="" type="checkbox"/>	Breiterbach, Paul	570-748-0422	2480 S Jones St.	Lod-Haven	PA	17745		Active Member
<input checked="" type="checkbox"/>	Bressler, Shelley	408-12-4284	1544 North 1st Street	Linden	PA	17702		Active Member
<input checked="" type="checkbox"/>	Brownstone, Gregory	510- -	56 E Fifth St	San Francisco	CA	94644		
<input checked="" type="checkbox"/>	Brungard, Scott & Tani	717-448-8894	85 Chung Rd	Avis	PA	17721-1...		
<input checked="" type="checkbox"/>	Cheney, David & Olga	717-398-2344	346 Front Street	Jersey Shore	PA	17740-1...	Abigail, Bethany	Active Member
<input checked="" type="checkbox"/>	Dean, Franklin & Betty	602-126-1286	123 Cactus Rd	Jersey Shore	PA	17740-1...	Babie	Just on Easter and Christmas
<input checked="" type="checkbox"/>	Cosentino, Victor	408- -	534 Applegate Way	Philadelphia	PA	19096		Active Member
<input checked="" type="checkbox"/>	Cusick, Toni & Michelle	901-347-8905	195 Woods Rd	Avis	PA	17721		Active Member
<input checked="" type="checkbox"/>	d'Angelo, Joe	510- -	123 This Is A Pain Street	Forget It	FL	99999		
<input checked="" type="checkbox"/>	Ferguson, Scott & Dianne	408- -	13344 Flower Blvd	Lod-Haven	PA	17745		
<input checked="" type="checkbox"/>	Fletcher, Robert & Mary	601-112-3456	1234 Orange Ave	Phoenix	PA	89051-1...	Susan	Just on Easter and Christmas
<input checked="" type="checkbox"/>	Goehde, Andrew & Laura	313-134-5234	234 Pearl Street	Avis	PA	17735-1...	Aidan	Rev Worker
<input checked="" type="checkbox"/>	Hampton, Mark & Connie	408- -	1234 Fort Rd	Waterville	PA	17742		
<input checked="" type="checkbox"/>	Jackson, Edward & Patricia	602-111-1111	1234 Main St	Phoenix	AZ	85021-1...	Heredith	Active Member
<input checked="" type="checkbox"/>	Johns, Mark	717-234-5676	1234 Jack St	Phoenix	PA	17740-3...		
<input checked="" type="checkbox"/>	Mitchell, Michael & Kathie	717-753-1883	5 Garth Rd	Avis	PA	17721-1...	Karis, Jared	Active Member
<input checked="" type="checkbox"/>	Morey, Thomas & Joyce	412-532-4545	233 Mountain Ave	Linden	PA	17742-3...	Sabrina	
<input checked="" type="checkbox"/>	Morey, Gregory & Danielle	717-748-3094	455 Highland St	Lod-Haven	PA	17745-1...	Laurel, Meredith	Active Member
<input checked="" type="checkbox"/>	Muthler, Donald & Lana	717-639-9978	895 Fourth Street	Avis	PA	17721-1...		
<input checked="" type="checkbox"/>	Newberry, Ronald & Darlene	314-324-2342	1234 Manhattan Ave.	St. Louis	MO	63125-1...		Rev Worker
<input checked="" type="checkbox"/>	Newman, Bill & Tara	717-995-4934	3342 Slunk Hollow	Jersey Shore	PA	17740-1...	Mark	Active Member

## Step 6

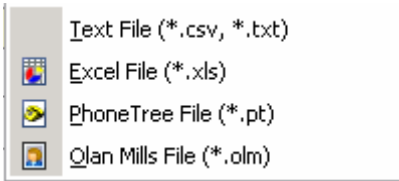
Click on [Options].



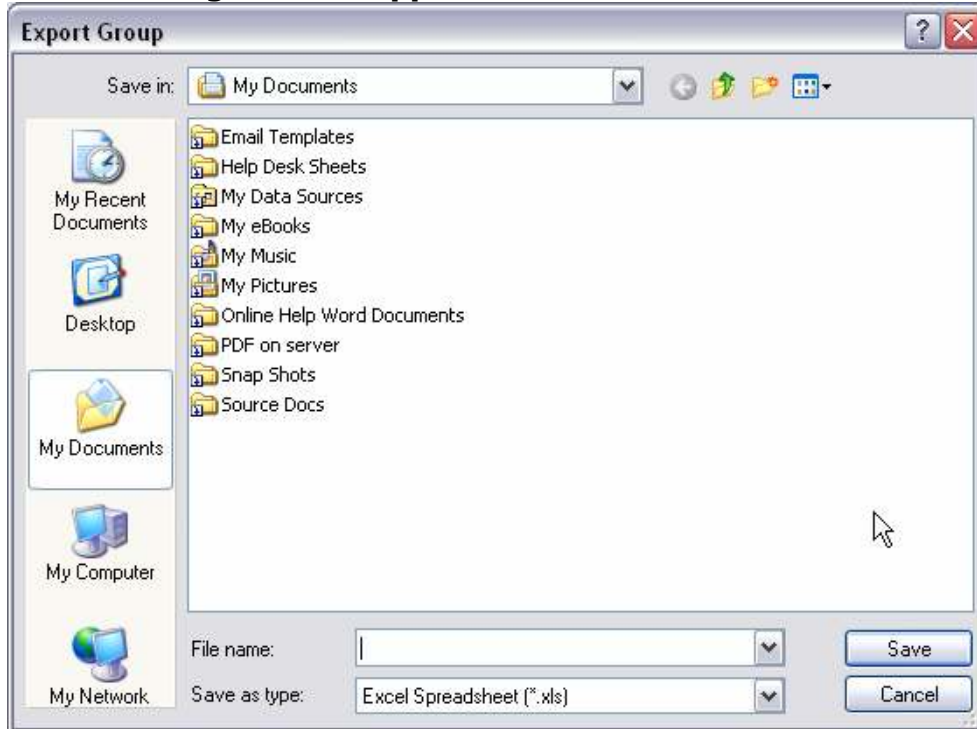
Click on [Export Group].



**Click on the format in which you need to export the data:**

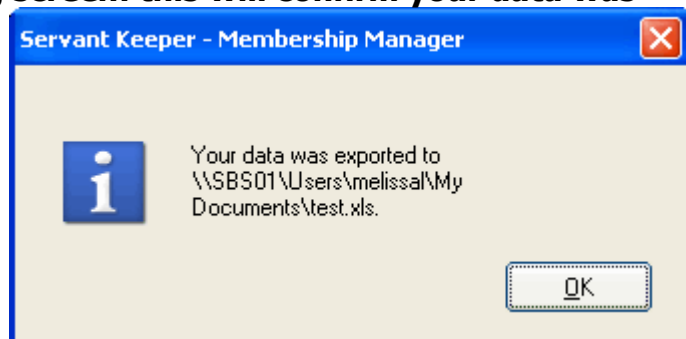


**The following box will appear:**



**Choose the location to save your file and name the file. Click [Save].**

**You will see the following screen: this will confirm your data was exported correctly.**



## **Step 7**

**Your data will now be in the format that you need in the location where you saved it. Simply burn the file to a CD or attach to an email.**