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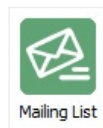
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## Exporting Membership Information on Back Office

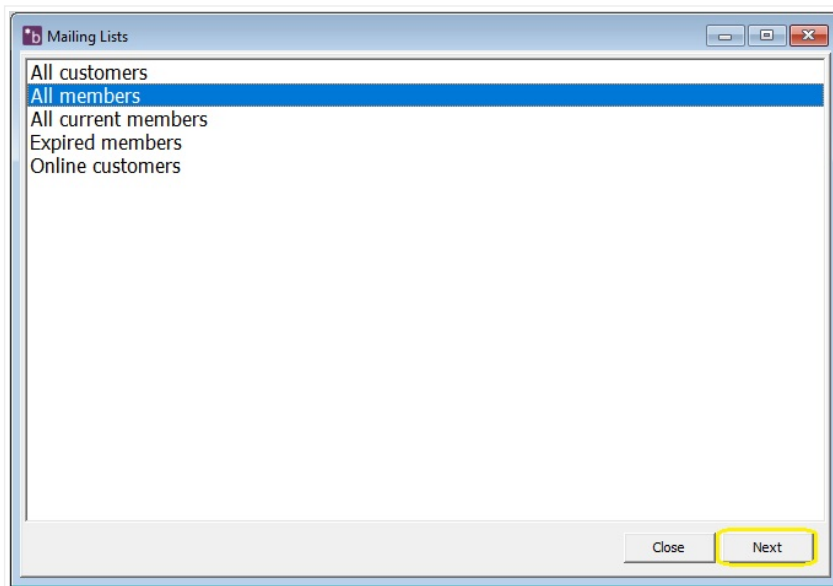
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Before you can do this, you will need to add a new menu option on Back Office called '**Mailing List**'. This will give you the information needed to export the file. To do this first, click [here](#).

1. Double click on the '**Mailing List**' icon.



2. Select '**All Members**' and then click '**Next**'.



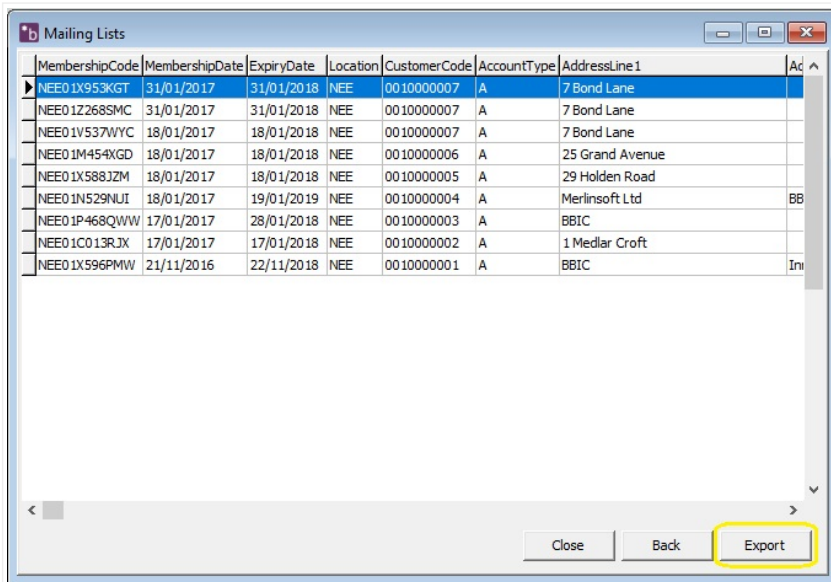
3. The next window will show your membership customers. Click '**Export**'.

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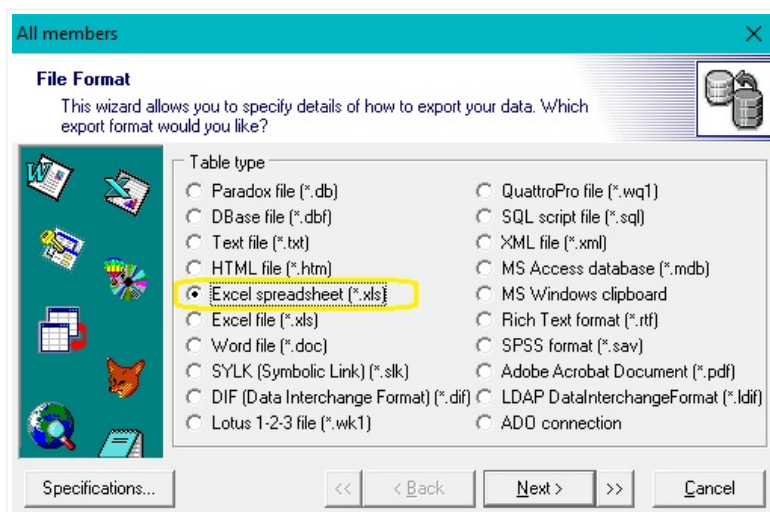
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MembershipCode	MembershipDate	ExpiryDate	Location	CustomerCode	AccountType	AddressLine1	Ad
NEE01X953KGT	31/01/2017	31/01/2018	NEE	0010000007	A	7 Bond Lane	
NEE01Z268SMC	31/01/2017	31/01/2018	NEE	0010000007	A	7 Bond Lane	
NEE01V537WYC	18/01/2017	18/01/2018	NEE	0010000007	A	7 Bond Lane	
NEE01M454XGD	18/01/2017	18/01/2018	NEE	0010000006	A	25 Grand Avenue	
NEE01X588JZM	18/01/2017	18/01/2018	NEE	0010000005	A	29 Holden Road	
NEE01N529NUI	18/01/2017	19/01/2019	NEE	0010000004	A	Merlinsoft Ltd	BB
NEE01P468QWW	17/01/2017	28/01/2018	NEE	0010000003	A	BBIC	
NEE01C013RJK	17/01/2017	17/01/2018	NEE	0010000002	A	1 Medlar Croft	
NEE01X596PMW	21/11/2016	22/11/2018	NEE	0010000001	A	BBIC	Inn

4. You need to select a format to export the file, you may use whichever format you prefer. We use 'Excel Spreadsheet.\*xls'. Click 'Next'.



**All members**

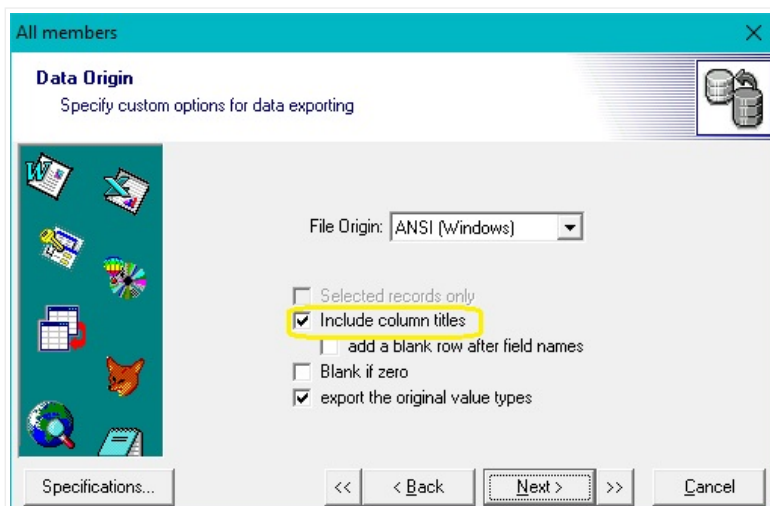
**File Format**  
This wizard allows you to specify details of how to export your data. Which export format would you like?

**Table type**

- ☐ Paradox file (\*.db)
- ☐ DBase file (\*.dbf)
- ☐ Text file (\*.txt)
- ☐ HTML file (\*.htm)
- ☒ Excel spreadsheet (\*.xls)
- ☐ Excel file (\*.xls)
- ☐ Word file (\*.doc)
- ☐ SYLK (Symbolic Link) (\*.slk)
- ☐ DIF (Data Interchange Format) (\*.dif)
- ☐ Lotus 1-2-3 file (\*.wk1)
- ☐ QuattroPro file (\*.wq1)
- ☐ SQL script file (\*.sql)
- ☐ XML file (\*.xml)
- ☐ MS Access database (\*.mdb)
- ☐ MS Windows clipboard
- ☐ Rich Text format (\*.rtf)
- ☐ SPSS format (\*.sav)
- ☐ Adobe Acrobat Document (\*.pdf)
- ☐ LDAP DataInterchangeFormat (\*.ldif)
- ☐ ADO connection

Specifications... << < Back Next > >> Cancel

5. Make sure the 'Include Column Titles' check box is ticked. Click 'Next'.



**All members**

**Data Origin**  
Specify custom options for data exporting

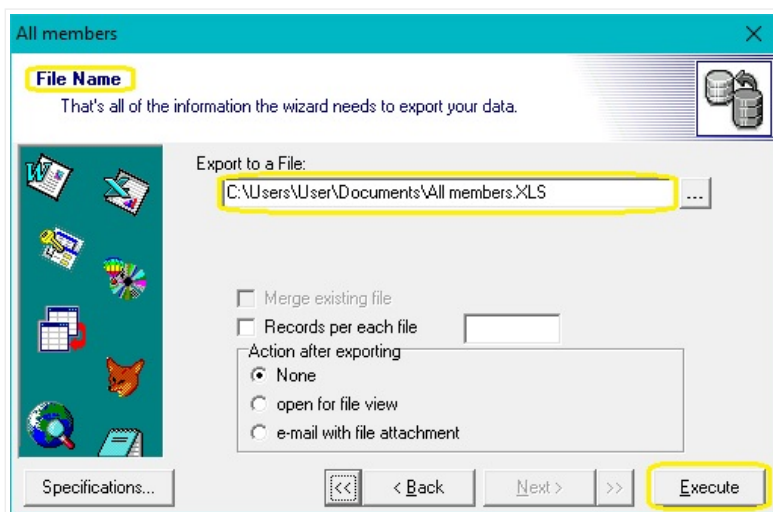
File Origin: ANSI (Windows)

- ☐ Selected records only
- ☒ Include column titles
  - ☐ add a blank row after field names
- ☐ Blank if zero
- ☒ export the original value types

Specifications... << < Back Next > >> Cancel

6. Click 'Next' through the next four, till you get to the last page; 'File Name'.

Make a note of where the document will be saved and then click 'Execute'.



7. Once this has been done, you will be able to open the file and access the information required.

Was this article helpful?   0 out of 0 found this helpful

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