

Project Stay Active


You can find members that have recently moved into your zip code and connect with them to see if they may want to transfer to your post.

Enter the Zip Code – Only one Zip Code can be entered

Enter the Distance from the selected Zip Code – keep in mind there may be other posts in the area of consideration

Enter the number of days back the data goes, you can choose from 1-45 day back

Once all the items are entered select View Report



The screenshot shows a web form with a light beige background. It contains three input fields and one button. The first field is labeled 'Zip' and has a dropdown menu with the text '<Select a Value>'. The second field is labeled 'Distance' and contains the number '50'. The third field is labeled 'Days Back' and contains the number '30'. To the right of these fields is a button labeled 'View Report'.

When the report comes up

Zip: 55001 Distance: 50 Days Back: 45 View Report

1 of 2 7 100% Find | Next

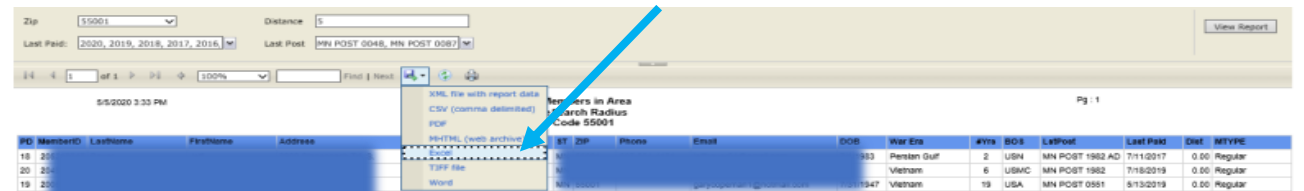
5/20/2020 3:23 PM Within Department of MN
Using the Last 45 Days of Data Pg: 1

MemberID	Current Post	Lat Pt	H Q	Date	BOB	LastName	FirstName	New	New City	ST	ZIP	Previous City, St, Zip	Yr #	Phone	Email
101921751	MN - 0334	2020	N	4/7/20	USMC	THOMPSON	KALVIN	217	SAINT PAUL	MN	55117	MINNEAPOLIS, MN 55418	30	763-232-1150 C	kalvin763@gmail.com

Export options: XML file with report data, CSV (comma delimited), PDF, HTML (web archive), Excel, TUFF file, Word

Sorting and Printing the Listing

On the Export drop down menu icon select Excel




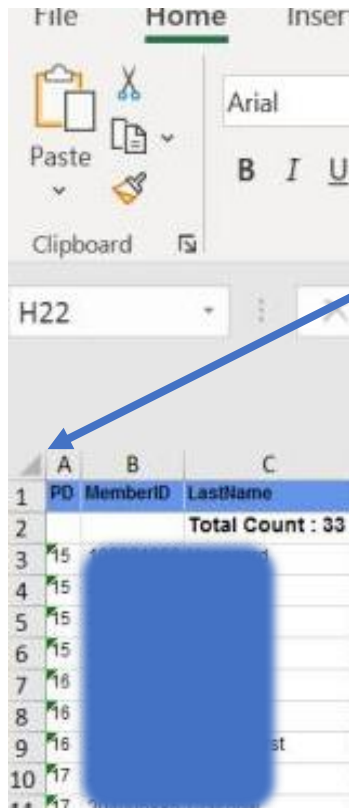
If you get another window that asks if you want to Open or Save the file – Open the file

You will need to Enable Editing once the spreadsheet comes up.

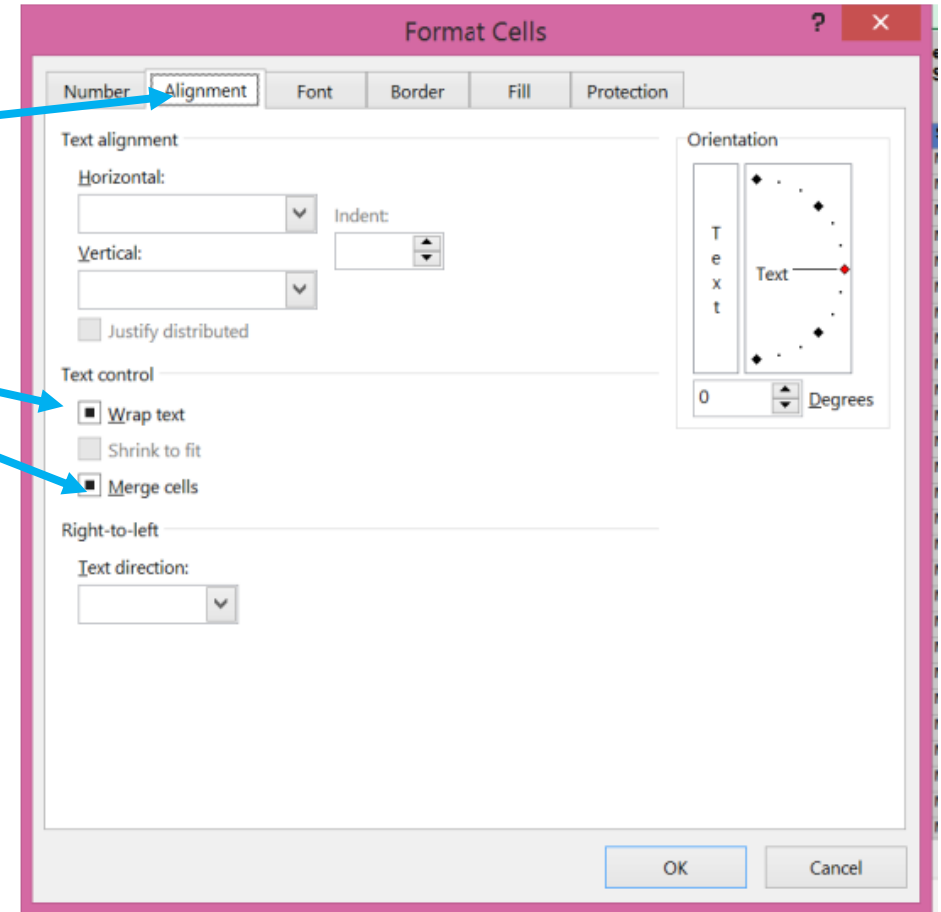



Manipulating the File

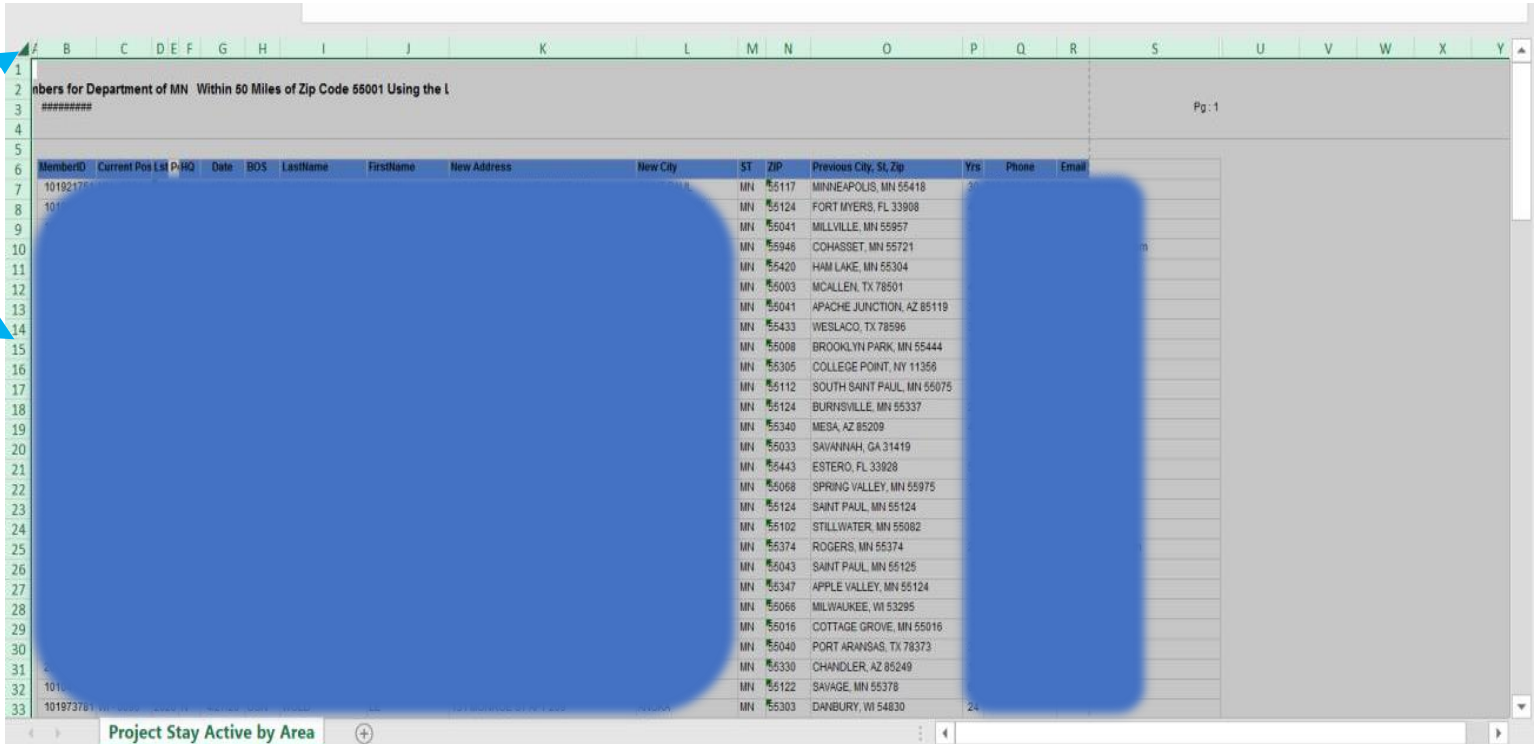
- Highlight the whole page(Select the  in the upper left-hand corner of the spreadsheet)



- Right click any place on the spreadsheet, select “Format Cells” and a new window will pop up, select “Alignment” at the top of the box
- Clear all the boxes in the “Text Control” area



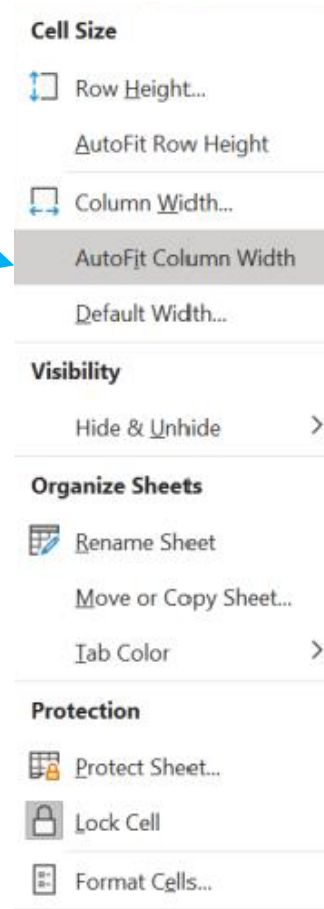
- Put your Curser on the row of number and right click, Select Row Height and set it to 14.4
- Delete Rows 1-6
- Delete Columns E, A
- Select the  again and go to Format at the top of the page




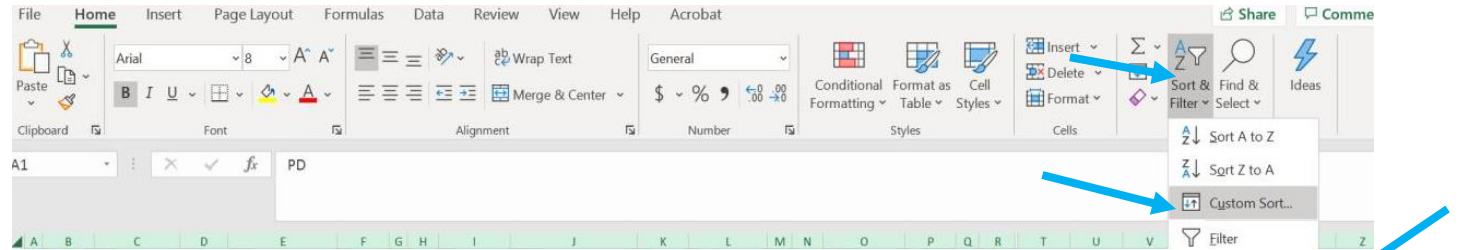
MemberID	Current Pos	LSI	P-HQ	Date	BOS	Lastname	Firstname	New Address	New City	ST	ZIP	Previous City, St, Zip	Yrs	Phone	Email
10192175										MN	55117	MINNEAPOLIS, MN 55418			
10192175										MN	55124	FORT MYERS, FL 33908			
10192175										MN	55041	MILLVILLE, MN 55957			
10192175										MN	55946	COHASSET, MN 55721			
10192175										MN	55420	HAM LAKE, MN 55304			
10192175										MN	55003	MCALLEN, TX 78501			
10192175										MN	55041	APACHE JUNCTION, AZ 85119			
10192175										MN	55433	WESLACO, TX 78596			
10192175										MN	55008	BROOKLYN PARK, MN 55444			
10192175										MN	55305	COLLEGE POINT, NY 11358			
10192175										MN	55112	SOUTH SAINT PAUL, MN 55075			
10192175										MN	55124	BURNSVILLE, MN 55337			
10192175										MN	55340	MESA, AZ 85209			
10192175										MN	55033	SAVANNAH, GA 31419			
10192175										MN	55443	ESTERO, FL 33928			
10192175										MN	55068	SPRING VALLEY, MN 55975			
10192175										MN	55124	SAINT PAUL, MN 55124			
10192175										MN	55102	STILLWATER, MN 55082			
10192175										MN	55374	RODGERS, MN 55374			
10192175										MN	55043	SAINT PAUL, MN 55125			
10192175										MN	55347	APPLE VALLEY, MN 55124			
10192175										MN	55066	MILWAUKEE, WI 53295			
10192175										MN	55016	COTTAGE GROVE, MN 55016			
10192175										MN	55040	PORT ARANSAS, TX 78373			
10192175										MN	55330	CHANDLER, AZ 85249			
10192175										MN	55122	SAVAGE, MN 55378			
10192175										MN	55303	DANBURY, WI 54830			

Select AutoFit Column Width

Your Spreadsheet is now ready to manipulate



- Select the  again and go to Sort & Filter at the top of the page
- Select Custom Sort



- Check the box labeled My Data has Headers
- Select the fields you would like to sort

