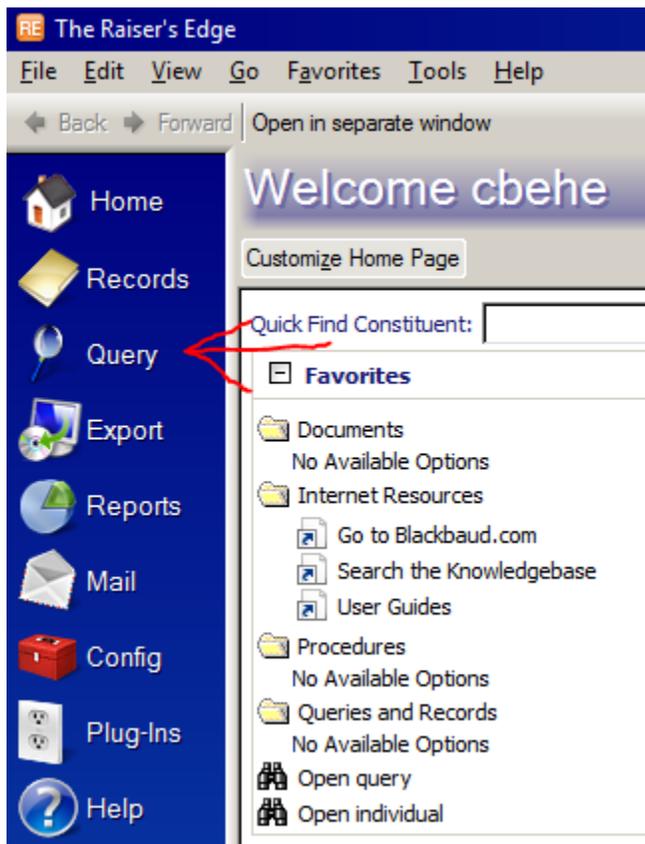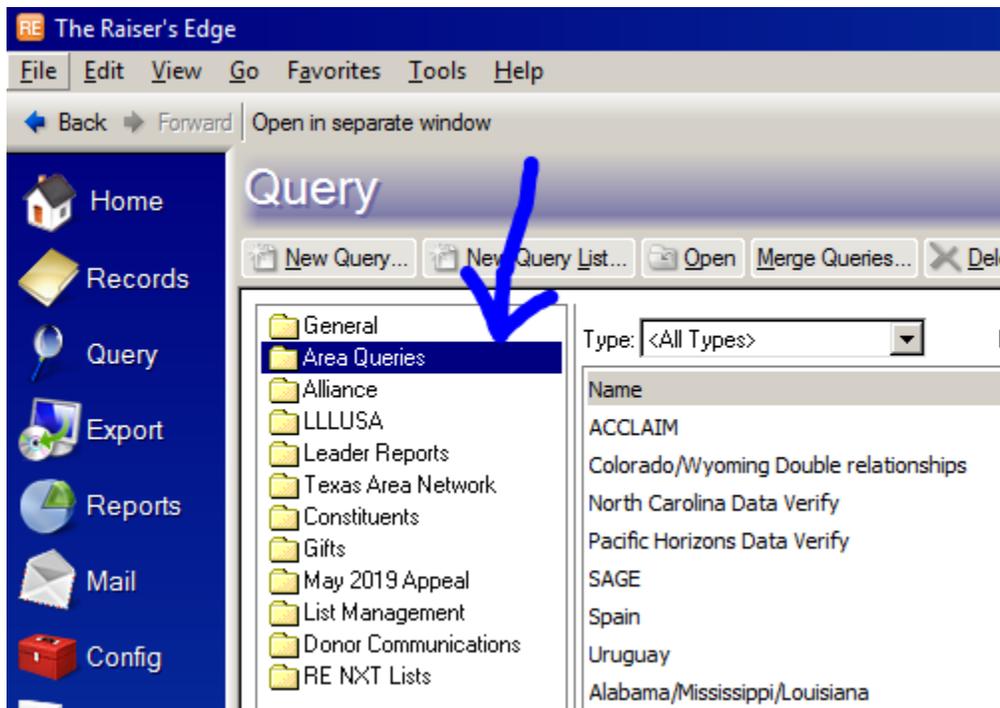# HOW TO DO A QUERY OF ACTIVE LEADERS

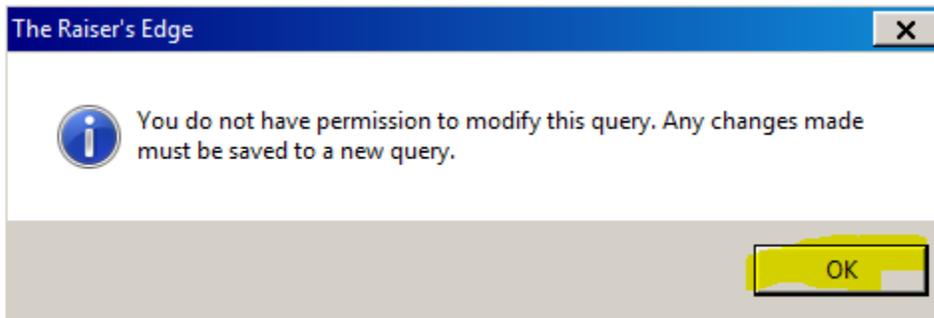When you are logged into Raiser's Edge navigate to "Query"

Click on Area Queries, as seen here:

HOW TO DO A QUERY OF ACTIVE LEADERS

In the Area Queries folder, you will find pre-made queries for Active Leaders in all Areas/entities
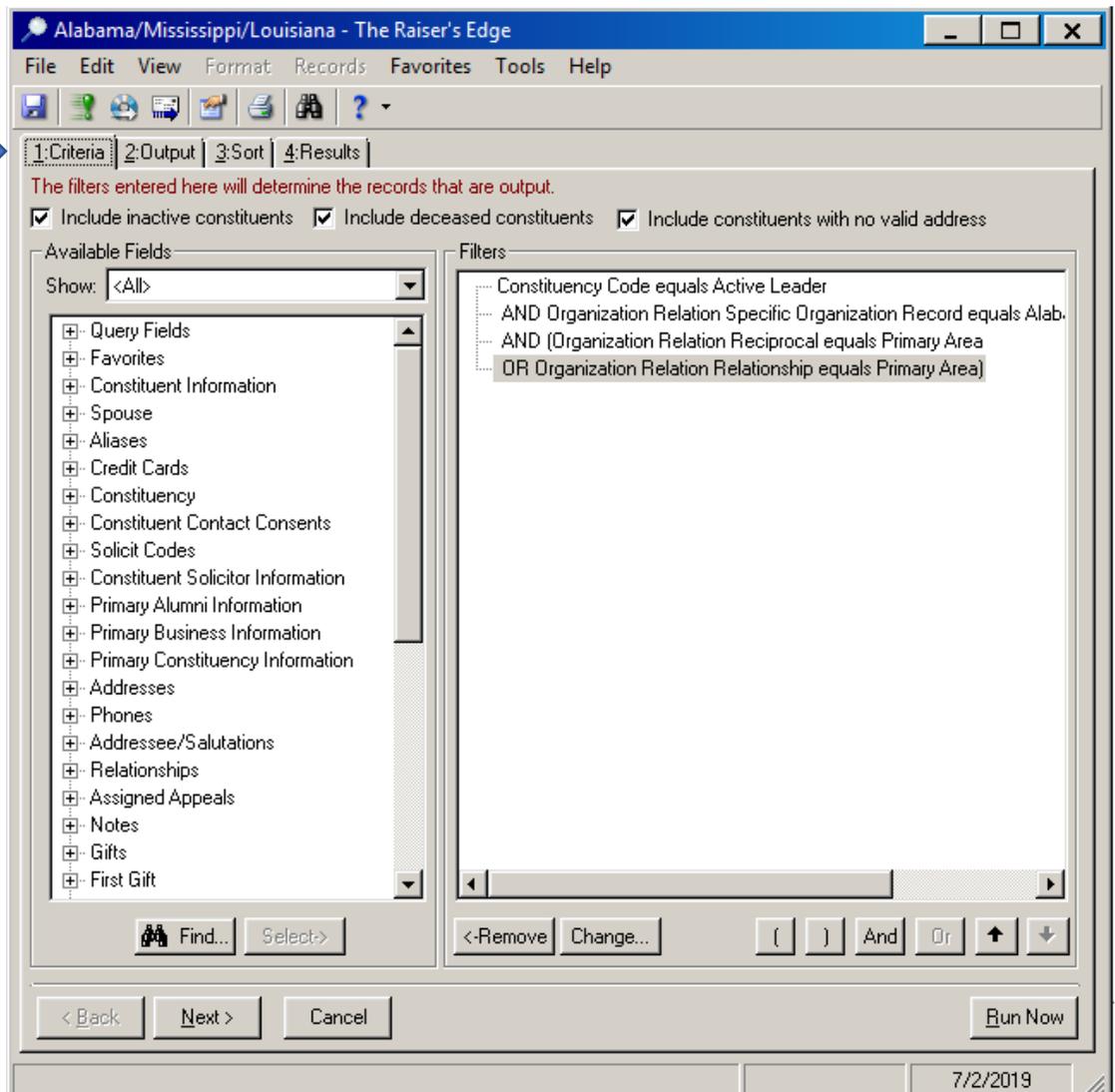
When you click on the Area query you can encounter this box:

That is fine, click on OK.

TIP: If you want to change the query make your edits and then on File and Save As with a unique name

This is what the inside of the query looks like:

This is the Criteria Tab.

This makes up how it will find the people who will make up the list you want to see.

I have it set to see Active Leaders related to the specific record for the Area Alabama/Mississippi/Lousiana

The Leaders connected to Al/Ms/La have their relationships set as reciprocal to their Primary Area.

Since the query is pre-made like this you don't need to make any changes to the Criteria

HOW TO DO A QUERY OF ACTIVE LEADERS

This is the Output Tab.

This makes up how you will see your list.

Choose from the list in the left panel and double click on them to move over to the right-side panel.

Here I've chosen Name and Email.

Helpful tip: if you want to see a list of emails navigate to Phones, Specific Phones, and then to Email. Choose Email Number.

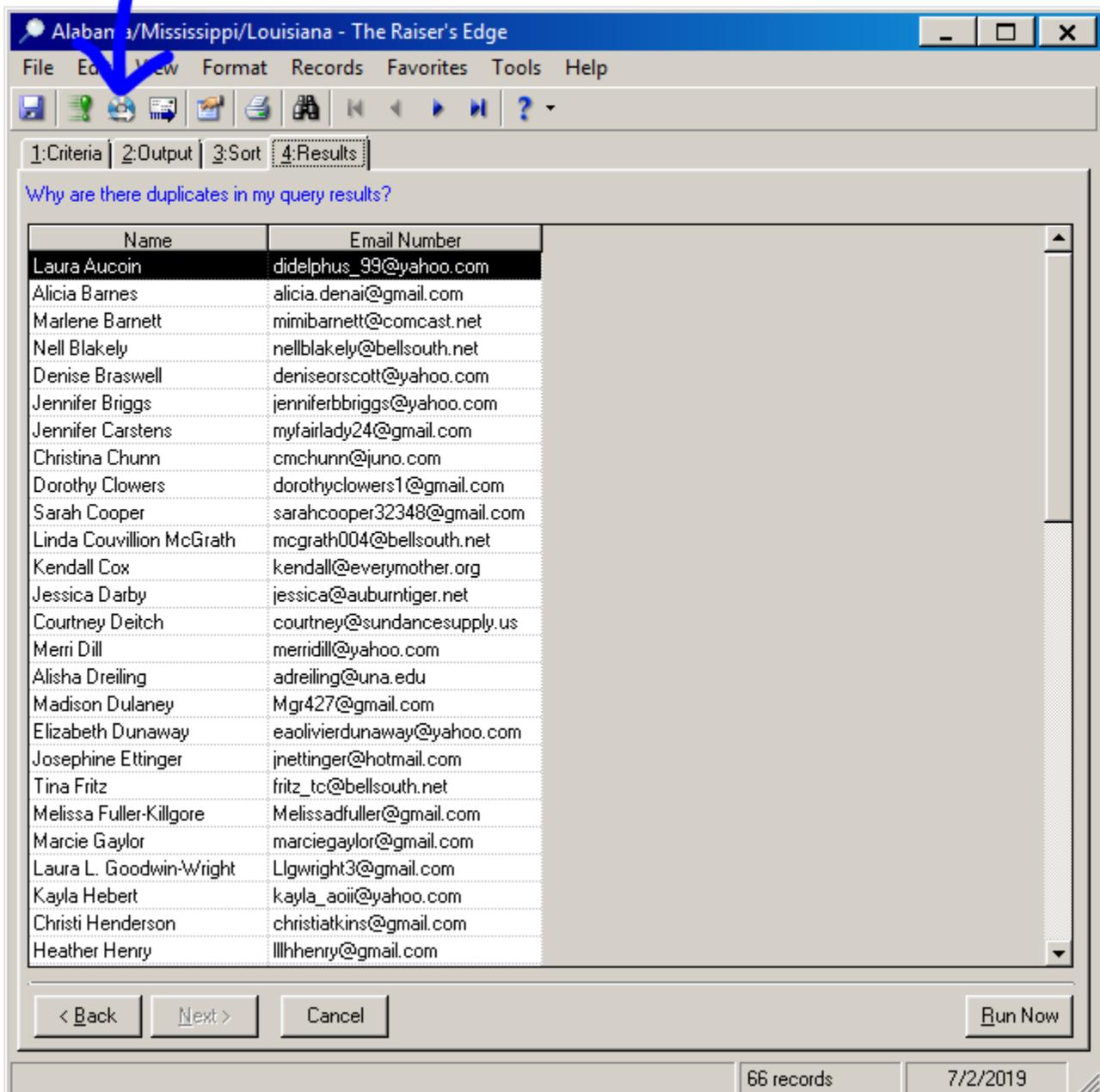*Raiser's Edge sees email addresses as Phones.*

HOW TO DO A QUERY OF ACTIVE LEADERS

You can choose how to sort your results from the Sort Tab and see all the list of results on the Results Tab

This is the Results Tab.

Here is the list. You can export the list by clicking on the little CD icon
You can also open up individual Leader profiles by double clicking on each entry below.

Alabama/Mississippi/Louisiana - The Raiser's Edge

File Edit View Format Records Favorites Tools Help

1:Criteria | 2:Output | 3:Sort | 4:Results

Why are there duplicates in my query results?

Name	Email Number
Laura Aucoin	didelphus_99@yahoo.com
Alicia Barnes	alicia.denai@gmail.com
Marlene Barnett	mimibarnett@comcast.net
Nell Blakely	nellblakely@bellsouth.net
Denise Braswell	deniseorscott@yahoo.com
Jennifer Briggs	jenniferbbriggs@yahoo.com
Jennifer Carstens	myfairlady24@gmail.com
Christina Chunn	cmchunn@juno.com
Dorothy Clowers	dorothyclowers1@gmail.com
Sarah Cooper	sarahcooper32348@gmail.com
Linda Couvillion McGrath	mcgrath004@bellsouth.net
Kendall Cox	kendall@everymother.org
Jessica Darby	jessica@auburntiger.net
Courtney Deitch	courtney@sundancesupply.us
Merri Dill	merridill@yahoo.com
Alisha Dreiling	adreiling@una.edu
Madison Dulaney	Mgr427@gmail.com
Elizabeth Dunaway	eaolivierdunaway@yahoo.com
Josephine Ettinger	jnettinger@hotmail.com
Tina Fritz	fritz_tc@bellsouth.net
Melissa Fuller-Killgore	Melissadfuller@gmail.com
Marcie Gaylor	marciegaylor@gmail.com
Laura L. Goodwin-Wright	Llgwright3@gmail.com
Kayla Hebert	kayla_aoii@yahoo.com
Christi Henderson	christiatkins@gmail.com
Heather Henry	lllhhenry@gmail.com

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66 records   7/2/2019