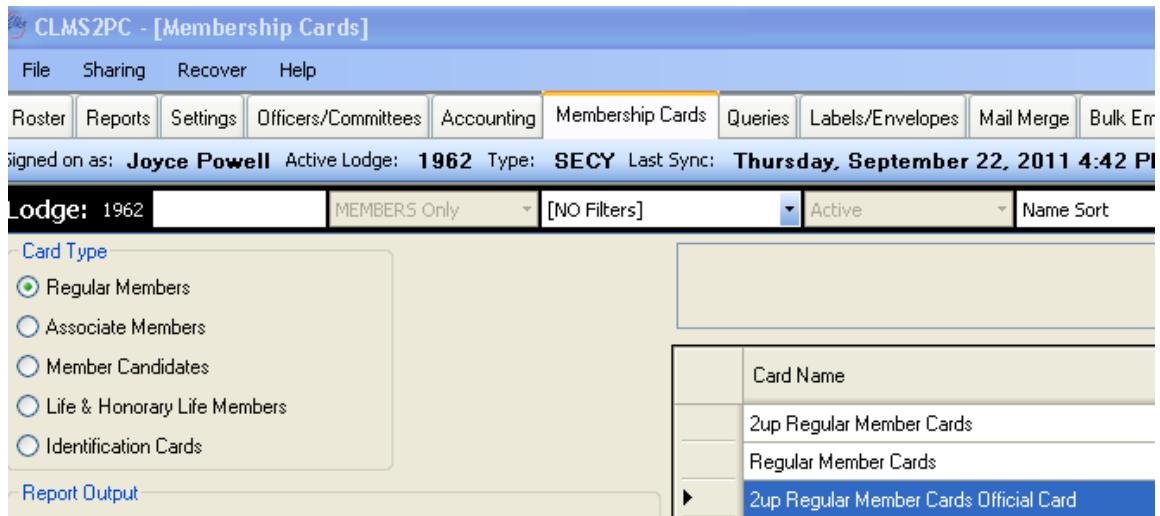


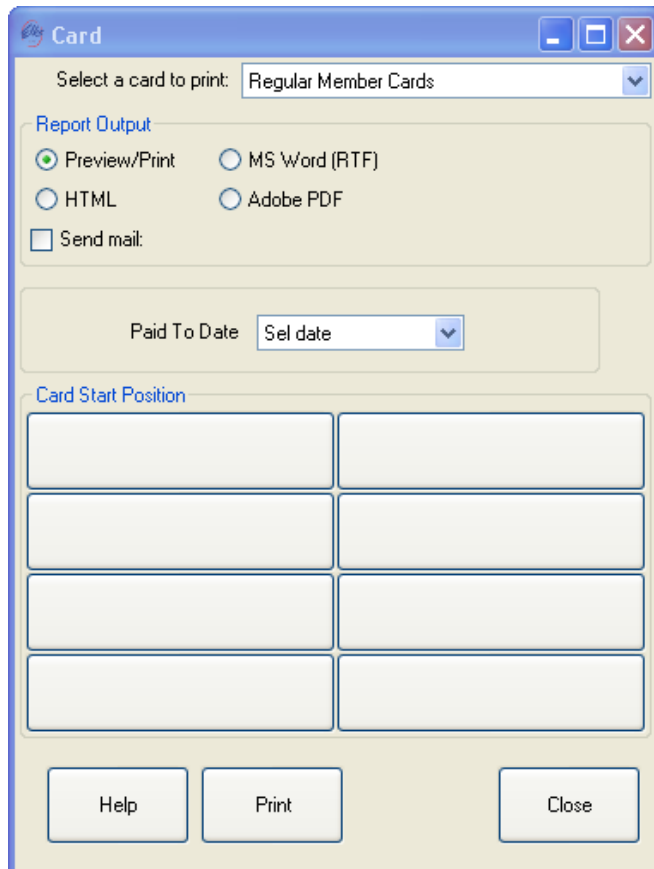
Setting Your Default Reports

Once you have made your own copies of reports/labels/cards and other such printable items you will may want to change the default to this newly created copy.

For instance below I have made a copy of the 2up Regular Membership Cards I would like this to be the default when printing membership cards. So that when I print from the roster it will automatically show this new card instead of the current default.



Before Making this change you will note that the default is Regular Member Cards.



To Change to your new stock.

1. Click the Settings Tab

CLMS2PC - [Settings]

File Sharing Recover Help

Roster Reports **Settings** Officers/Committees Accounting Membership Cards Queries Labels/Envelopes Mail Merge Bulk Email Help

Signed on as: **Joyce Powell** Active Lodge: **1962** Type: **SECY** Last Sync: **Thursday, September 22, 2011 4:42 PM**

Hasbrouck Heights Elks Lodge #1962

Lodge Info Dues/Fees Mailings Email Other Settings Custom Default Reports

Lodge Information

Default Values For Reports:

Year Starting April 1:

Reported Elks April 1:

Life Members April 1:

Lodge Name:

Lodge Address:

Lodge City:

Lodge Zip Code:

Lodge Phone:

Default Values for New Membership Records:

Lodge Name:

City & State:

Zip Code:

Area Code:

Exalted Ruler:

Secretary:

Default Values for Membership Cards:

Line 1 Lodge Name:

Line 2:

2. Click the Default Reports Tab and find the report/card/label/envelope etc. You wish to change.

Hasbrouck Heights Elks Lodge #1962

Lodge Info Dues/Fees Mailings Email Other Settings Custom **Default Reports**

	Report Type	Default Report
	Label	Address Labels 3 x 10
	Envelope	Envelope 10"
▶	Member Card	Regular Member Cards
	Associate Card	Associate Member Cards
	Candidate Card	Candidate Cards
	Life Card	Life Member Cards
	ID Card	ID Cards

3. Select the new default you want to set from the drop down for that report type.

Report Type	Default Report
Label	Address Labels 3 x 10
Envelope	Envelope 10"
Member Card	Regular Member Cards
Associate Card	2up Regular Member Cards
	2up Regular Member Cards Official Card
Candidate Card	Regular Member Cards
Life Card	Life Member Cards
ID Card	ID Cards

4. Make sure you click the Save button in the lower right hand corner of the Default Reports Tab otherwise your change will not be saved. You can also click the Revert button at any time to make the provided application report the default once more.



5. There you have it the process is the same for all the other types.