

Eagle Rosters: Print

Requirement You can print a list of NESAs members or a list of Eagle Scouts in your council from the PAS database, providing you have a registration role. Your system administrator can assign this role.

Procedure Complete the following steps to generate Eagle rosters.

Step	Action
1	Select Membership Reports , then Lists . Select Eagle Roster Report .
2	Click the Eagle Roster tab and choose either Eagle or NESA report.
3	Choose the report type: <ul style="list-style-type: none">• Current will list all Eagle Scouts currently residing in your council even if the Eagle was earned in another council.• Original will list only those Eagle Scouts who earned their awards in your council. This also gives you the option to include ineligible volunteers. Eagle and NESA members will be listed even if they do not have a current BSA registration.
4	Click on the Other tab. <ul style="list-style-type: none">• Include Deceased? Include anyone in the PAS database marked as deceased. Otherwise, the list will be created for only living Eagle Scouts.• Create File? Export data for use in another software program, such as Access or Excel, for mailing labels or analysis. This file includes only those records with complete addresses.• Include No Mail? Include Eagle Scouts whose records have been marked not to receive mail (No Mail flag set to Yes).
Notes: <ul style="list-style-type: none">• Where it exists, address data and telephone numbers will be included on the report except for those marked deceased or no mail; when these items are selected, the report will be printed with no address data to comply with requested administrative restrictions.• If you choose the deceased and no mail options, an easier way to export to a file is to use the Export feature in the Crystal toolbar (see next page).• A registration expiration data for NESAs members who are not Life members will also be included.	
5	Click the Note tab and enter any identifying information for the report. This information will appear in the repository to help you identify the report.
6	Click the Create Report button.
7	To check the status of the report, click the Status button. When the status shows Finished , go to the repository to select the report. See Generating the Report on the next page.

Searching for Older Eagle Records

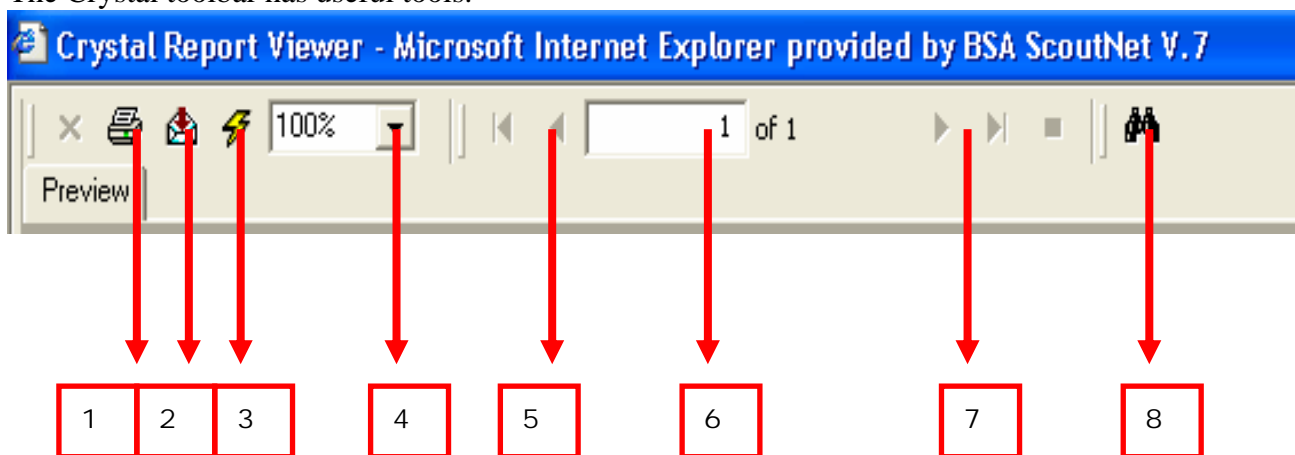
Many of the older Eagle archive records have no address data associated with them. In addition, the middle initial is converted as part of the first name field, and the suffix (Jr., Sr., or III) becomes part of the last name field. Keep this in mind if you intend to search for a person who became an Eagle prior to 1988. Use the percent sign (%) as a wild card when searching. You may wish to correct these old name anomalies within PAS for your own convenience.

Generating the Report

Crystal reports are sent to the repository immediately. When you click on the report in the repository, an hourglass indicates that it is being generated. When completed, the report appears in the Crystal Report Viewer.

You can print the entire report or specific sections of the reports by clicking the printer icon in the Crystal toolbar. A sample of the Crystal toolbar used in navigating this report appears below and an explanation follows. .

The Crystal toolbar has useful tools.









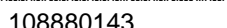
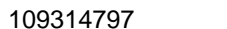
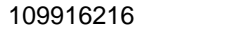

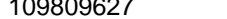
Item	Description
1	Print the report.
2	Export the report to one of several formats, including Word, Excel, and Acrobat.
3	Refresh this view.
4	Change the magnification for this view. Use the down-pointing arrow to select from several options, including a set percentage or a particular width. Zooming in is especially helpful when reading graphical data.
5	Return to the beginning of the report or to the previous page
6	View the current page number and the number of pages in the report.
7	Advance to the next page or to the end of the report.
8	Find a word or phrase in this report.

The Preview tab serves no purpose for Eagle rosters.

Nation's Best Council
Eagle/NESA Roster Report

Options:

COUNCIL: Nation's Best Council
EAGLE OR NESA: Eagle
REPORT TYPE: Original Council Report
DECEASED: Omit Deceased Eagles
INELIGIBLE: Omit Ineligible Volunteers
NO-MAIL: Omit Eagles CNCLth 'No-Mail' Flag

Person ID	Name Address Phone	Eagle Council	Current Council	Board of Review Date	Eagle Unit	Eagle City Eagle State	Birth Date Age	Eagle / NESA Expire Date
 108878855	Vincent Aber	629	629	12/17/1959	Troop 160	Nation's Best CNC		Eagle
 109330815	John Abraham	629	629	04/23/1964	Troop 2195	Nation's Best CNC		Eagle
 109915985	Brian Abrams	629	629	11/27/1940	Troop 182	Nation's Best CNC		Eagle
 108879800	Kyle Adam	629	629	12/20/1955	Troop 2188	Nation's Best CNC		Eagle
 108879814	Zach Adam	629	629	04/09/1959	Troop 2091	Nation's Best CNC		Eagle
 109918726	George Adams	629	629	01/17/1945	Troop 155	Nation's Best CNC		Eagle
 108880143	HenryAdams	629	629	12/01/1959	Troop 2124	Nation's Best CNC		Eagle
 109314797	Sam Adams	629	629	09/19/1963	Troop 592	Nation's Best CNC		Eagle
 109916216	Walt Adams	629	629	03/08/1938	Troop 22	Nation's Best CNC		Eagle
 108880569	Bruce Adaminski	629	629	10/23/1950	Troop 171	Nation's Best CNC		Eagle
 109809627	John Adamson	629	629	06/16/1925	Troop 60	Nation's Best CNC		Eagle