

Steps to Generate Chapter EYA's Report

1. Login as admin
2. Goto Dashboard > Members > Saved searches
3. From all the EYA chapters list select the required chapter for which you want to generate report, and click on Run

Ex: EKAM Atlanta EYA's, EKAM Boston EYA's

Personify workspace interface showing the 'Member list' page. The 'Saved searches' tab is active, displaying a list of saved searches for EKAM Atlanta EYA's, EKAM Austin EYA's, and EKAM Bakersfield EYA's. Each search entry has a 'Run' button and a 'Delete search' link.

Search name	Search parameters	Created by
EKAM Atlanta EYA's	Select a Chapter is 'Ekam Atlanta, GA'	Pravallika CH 09/11/2021
Run	Default layout	Delete search
EKAM Austin EYA's	Select a Chapter is 'Ekam Austin, TX'	Pravallika CH 09/14/2021
Run	Default layout	Delete search
EKAM Bakersfield EYA's	Select a Chapter is 'Ekam Bakersfield, CA'	Pravallika CH 09/14/2021
Run	Default layout	Delete search

4. Now all the selected chapter EYAs will be listed
5. You can click on each EYA member to see the details, and also click on export to generate excel report for those members

Personify workspace interface showing the 'Export' button highlighted. Below the search filters, a table lists members found for the search 'EKAM Atlanta EYA's'. The table includes columns for Member Name, Membership Level, Member status, Email, and Last login.

Member Name	Membership Level	Member status	Email	Last login
Chaita, Sreeja	EKAM Youth Ambassadors	Active	sreejachaita@gmail.com	11/14/2021
Dhivakar, Ritvik	EKAM Youth Ambassadors	Active	ritvikdhivakar@gmail.com	10/24/2021