

**Online services cheat sheet:  
Log in and data extract (Generate Lists of Alumnae)  
<http://alumnae.smith.edu/>**

**TO LOG IN**



Go to the “Alumnae Directory & Email” box, pictured above, which is in the upper left of the AASC website. If you have never logged on to the AASC site before, you will need to click on “New User” and follow the instructions.

If you haven’t logged on to the site after January 1, 2009, your username will be the same but you must enter your AV number for your password. You can choose a password after this first log in.

**HOW TO RUN A LIST OF ALUMNAE**

On the AASC home page, click on “Volunteers.” In the pull-down menu click on “Volunteer Connections.” (If you are already logged in, you will go directly to the page. If you are not logged in, there will be a log in box now.) This is the Harris Connect page; the AASC site is no longer visible:

On the left-hand side, under “Community Services,” click on “Data Extract” and you will see the following:

# Community Services

## Data Extract

Use this feature to export a text file containing records which match the given search criteria.

Select the type of data extract, file type and preferred delivery method below. If you'd like to see a list of the fields contained within a particular extract, select that type and click *Help*.

Once your choices have been made, click *Continue*.

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Extract type	<input type="text" value="Residence"/>	<input type="button" value="Help"/>
File type	<input type="text" value="Tab separated"/>	<input type="checkbox"/> Compress in ZIP format
Delivery method	<input checked="" type="radio"/> Download <input type="radio"/> Email	
<input type="button" value="Continue"/>		

### ***FIRST-TIME CLUB OFFICER DATA EXTRACT USERS***

“Extract Type”: Select Residence

“File Type” select Comma/quote CSV

“Delivery Method” select download

Click on continue

You will see

# Community Services

## Data Extract

Use this feature to export a text file containing records which match the given search criteria.

Now choose which records to extract using the criteria below. Then click on the *Search* button. You will be presented with the count of records which meet the given criteria.

### Smith College

Found 35 saved queries

Use the query named :

-OR- enter search criteria below

Preferred Class Year	equal to	<input type="text"/>	<a href="#">* Multi-values allowed</a>
City	equal to	<input type="text"/>	
State/Province	equal to	<input type="text"/>	<a href="#">* Multi-values allowed</a>
Country	equal to	-- Choose one or more -- <BLANK>	
Zip/Postal Code	equal to	<input type="text"/>	<a href="#">* Multi-values allowed</a>
Company Name	equal to	<input type="text"/>	
Job Title	equal to	<input type="text"/>	
Occupation	equal to	-- Choose one or more -- Accounting Administration - Social Sciences/Human Services	
Business City	equal to	<input type="text"/>	
Business State/Province	equal to	<input type="text"/>	<a href="#">* Multi-values allowed</a>
Business Country	equal to	-- Choose one or more -- <BLANK>	
Business Zip/Postal Code	equal to	<input type="text"/>	<a href="#">* Multi-values allowed</a>
Nickname	equal to	<input type="text"/>	

Ada Comstock Scholar	equal to	-- Choose one or more -- List only Ada Comstock Scholars					
Senior House	equal to	<input type="text"/>					
Club Designation	equal to	-- Choose one or more -- Akron, OH Alaska					
alum_degrees	equal to	<input type="text"/>					
Registered	All users						
<input type="checkbox"/> Registered	March	24	2009	thru	March	25	2009
Record Status	All records						
<input type="button" value="Search"/>							

\* This field allows multiple values separated by comma and range values separated by a dash. (e.g. 1975, 1980-1985, 1990)

Scroll down, and next to “Club Designation,” keep the “equal to” and use the drop-down menu next to it to choose the area for your club

Click on “search”

This should take you to “**Your search found x records**”

## Community Services

### Data Extract

Use this feature to export a text file containing records which match the given search criteria.

Your selection yielded the result below. Use the *Modify Search Criteria* button to change your selection or *Extract Data* to continue.

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**Smith College**

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**Your search found 62 records**

If you wish to store this query for future use, enter a descriptive name below, then click *Extract Data*.

Query name

**Query name: type in the name of your query for future use. Eg: Akron, OH Club**

Click on “extract data”

This should take you to “**Your data extract is complete**”

## Community Services

### Data Extract

Use this feature to export a text file containing records which match the given search criteria.

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**Smith College**

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You chose Download of 62 records

**Your data extract is complete**

To download the extract file **hold down the *SHIFT* key** and click on the link below.  
This will bring up the "Save File" dialog box of your browser.

To view the extract file, just click on the link below.  
This will open a new browser window.  
If you wish to save the file after viewing, simply choose *File*  
then *Save* from the browser menu.

[Download File](#)

Click on “download file” and you can save the excel spreadsheet on your computer.

This list can now be used to do a mail merge, to print out mailing labels.

You can sort data, delete/add columns, etc.

Scroll down and click on “Save List”

***IF YOU HAVE USED THIS DATA EXTRACT SERVICE BEFORE***, you can simply follow the same steps, but when you get to the “Data Extract” page,

You will select the query named and click on “go”. This will give you an up-to-date list. No need to enter “search criteria” Your list was saved under the name you gave it

## Community Services

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Preferred Class Year	<input type="text" value="equal to"/>	<input type="text"/>	<a href="#">* Multi-values allowed</a>
City	<input type="text" value="equal to"/>	<input type="text"/>	
State/Province	<input type="text" value="equal to"/>	<input type="text"/>	<a href="#">* Multi-values allowed</a>
Country	<input type="text" value="equal to"/>	<input type="text" value="-- Choose one or more --&lt;br&gt;&lt;BLANK&gt;"/>	<input type="button" value="Go"/>