



Vision Computer Programming Services, Inc.

801 2nd Street North, Suite A Safety Harbor, FL 34695

888-425-6964 email@visioncps.com www.visioncps.com

Birthday List & Certificates

1. From the Main Menu, click on Reports
2. Select the Members 2 tab
3. Click on the Birthdays Report
4. On the Universal Selection Engine choose “who” you want to show on the report
 - a. Enrolled at least one day between mm/dd/yyyy to mm/dd/yyyy
 - b. Attended at least one day between mm/dd/yyyy to mm/dd/yyyy
 - c. Or any other criteria needed
 - d. Click the Print USE Selections on Rpt checkbox at the bottom of the screen so your choices on the Universal Selection Engine will be available at a later time
5. Click Continue
6. Choose Birthdays Between
7. Type in any Custom Birthday Phrase
8. Choose Sort by option
9. Choose desired Calculate Age option
10. Choose to show B'day as month day year or month day
11. Choose to show or not show phone number using checkbox
12. Optionally fill in a Report Subtitle

Birthdays Report

82 Members are currently selected on the Universal Selection Engine.
5 selected Members have birthdays in the below month-day range

Choose Birthday Date Range

Birthdays Between: MM/DD
07/01 and 07/31

Type Your Custom Birthday Phrase Here (for Certificate)

Happy Birthday
from
After School Care Company
of Anytown

Choose Picture (for Certificate)

Click on the button to choose a picture from the Logos folder or choose your own picture on your computer.

Calculate Age

As of Last birthday As of Today
 As of Next birthday As of Today (with decimals)

Show B'day as

MM/DD/YYYY
 MM/DD

Show Phone Numbers on Report:

Report Subtitle (optional):

Make Menu Favorite Preview Report Print Report Mailing Labels Preview Certificate Print Certificate Export to Excel Grouping Tool Close Close to Main Menu

13. Click Preview Report or Print Report

Vision's Membership Registration
Birthdays Report

Memb #	Name	Birthdate	Age
1	Aaron, Brandy	07/04	10
13	Close, Gideon	07/23	10
28	Harris, Tania	07/12	15
46	Nash, Jaqueline	07/30	16
55	Preston, Caleb	07/30	10

Total Birthdays for All Units: 5

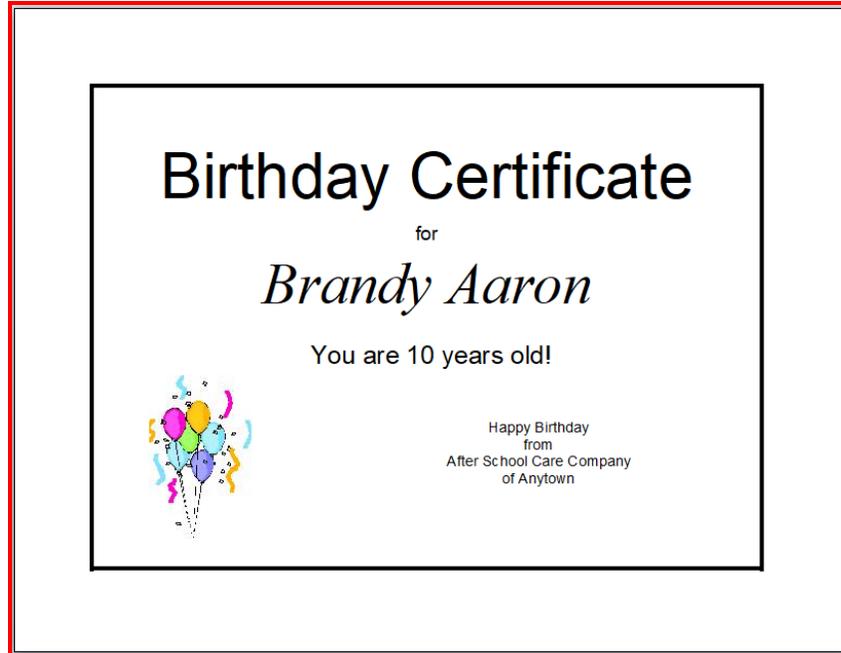
USE Section Criteria Selected on USE

Time Frame : All Members

The report lists the members with their date of birth and age.

If you wish to print Birthday Certificates:

- Optional: Choose a Picture for Certificates by clicking the Choose Picture button – this can be any Jpeg or Bitmap image (including clipart) you have available on your computer
- Optional: Fill in a Custom Birthday Phrase
- Click Preview Certificate or Print Certificate



The Member Tracking System will print one certificate for each member chosen on the report