

ASMP Reporting Services

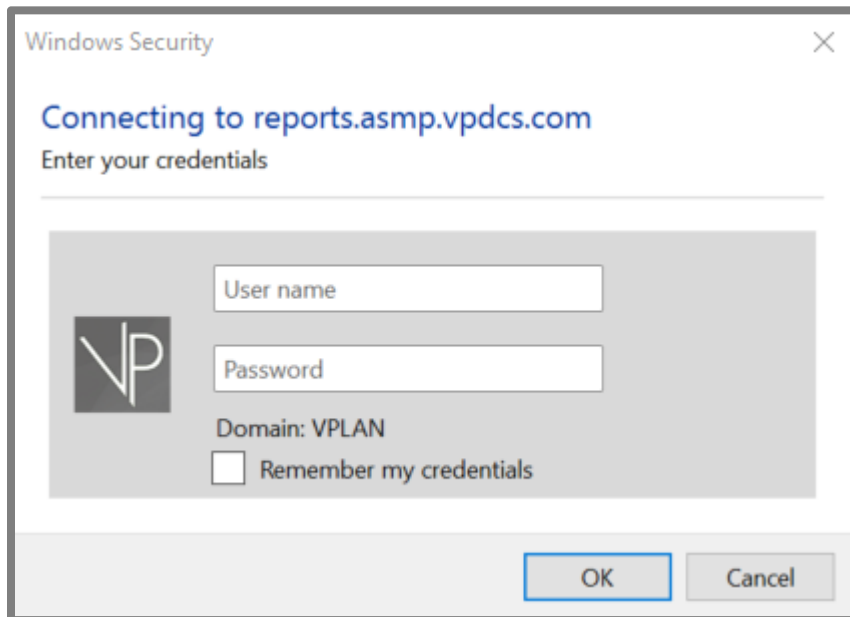
The following link will take you to ASMP Reporting Services:

http://reports.asmp.vpdcs.com/Reports_ASMP/Pages/Folder.aspx (ctrl + click)

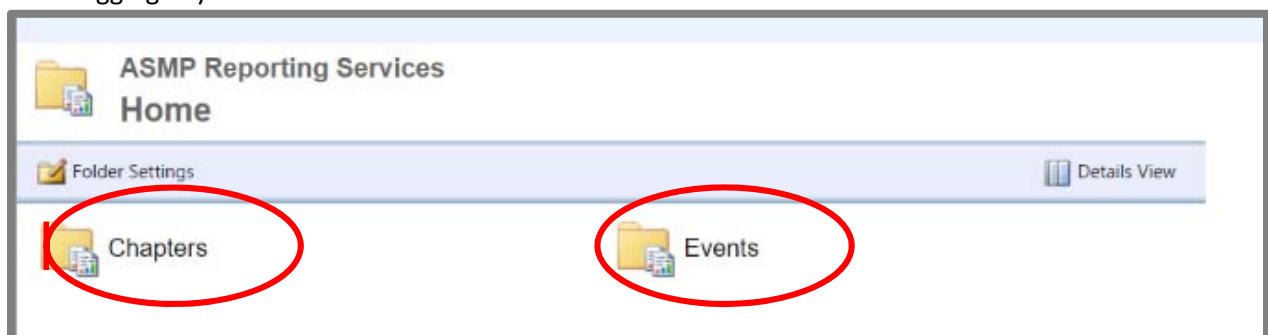
You will be prompted for your user name and password.

If you are having problems logging in, please note that some browsers require "VPLAN\" before your user name. For example, if your user name is ASMP, you will need to enter VPLAN\ASMP.

If you forgot your user name and password? Please contact ASMP@vpconnections.com

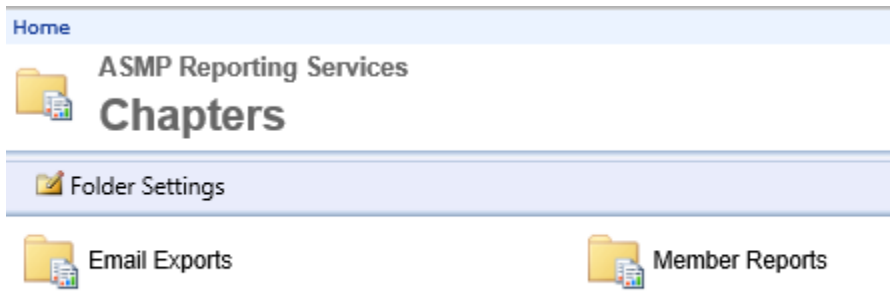


After logging in you will see two folders.



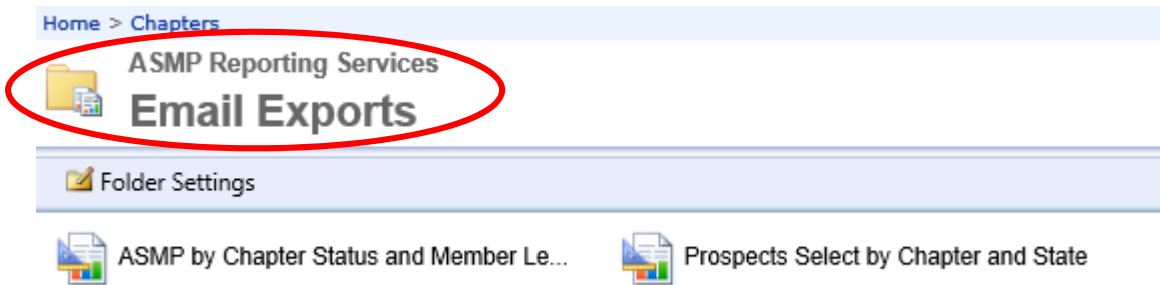
CHAPTERS FOLDER

Double click to open the **Chapters** folder. Inside the **Chapters** folder there are two more folders. The **Email Exports** folder contains two reports that are related to existing and pending members' emails.

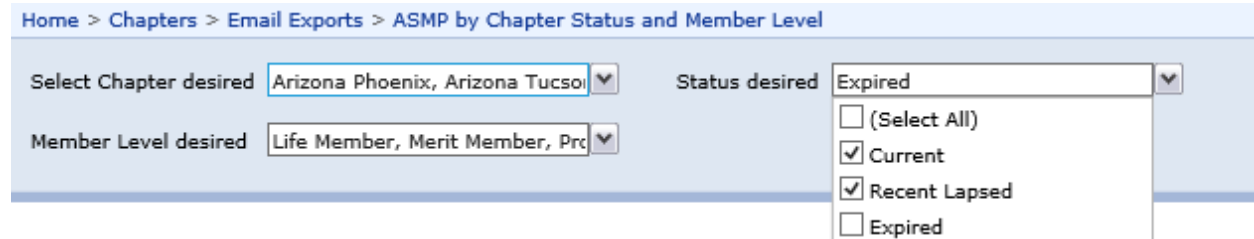


EMAIL EXPORTS

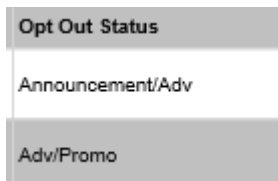
The **Email Exports** folder contains two reports that are related to existing members and prospect emails. Double click to open the **Email Exports** folder.



The **ASMP by Chapter Status and Member Level** report allows you to create lists of members' email addresses. You must select the Chapter, Member Level, and Status before generating the report. You may have multiple selections for each of these parameters as shown below.



The **ASMP by Chapter Status and Member Level** report also shows you if the member has opted out of any email communications. An example is below.



The **Prospects Select by Chapter and State** report allows you to create lists of prospective members' email addresses. You must select the State and Chapter parameters before generating the report. You may have multiple selections for each of these parameters as shown below.

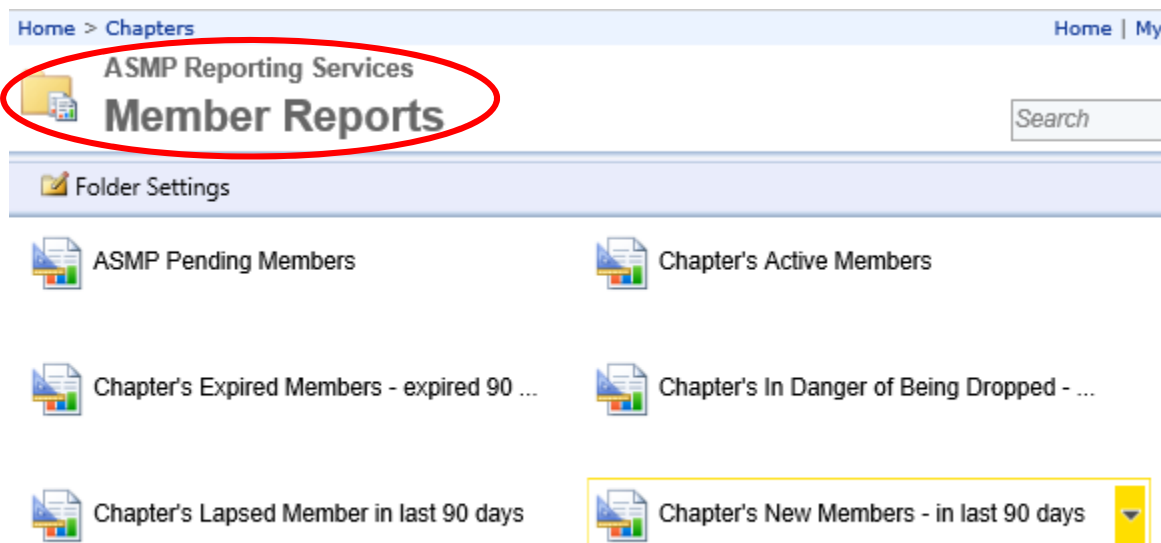
Home > Chapters > Email Exports > Prospects Select by Chapter and State

State Chapter

- (Select All)
- Alaska
- Arizona Phoenix
- Arizona Tucson
- Atlanta/Southeast
- Austin/San Antonio
- Baltimore
- ...

MEMBER REPORTS

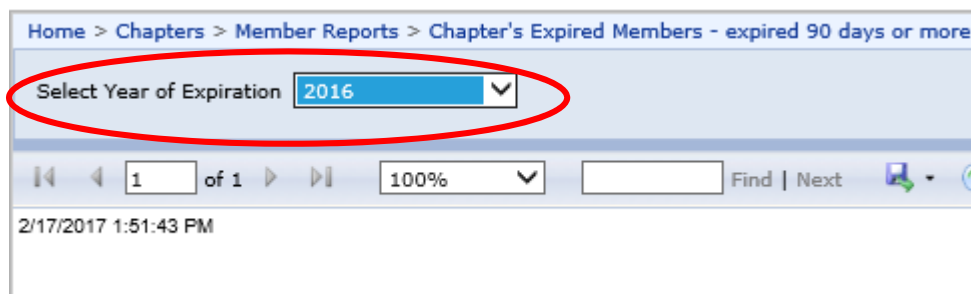
The six reports in this folder let you look at Chapter membership in a multitude of ways.



The **ASMP Pending Members** report shows the status for all ASMP pending members. Professional members on this report may be missing their two sponsors or chapter approval. You might use this to help new members move through the approval process.

The **Chapter's Active Members** report shows all active members for the chapter.

The **Chapter's Expired Members – expired 90 days or more ago** report shows all members who have expired 90 or more days prior to the report run date. You can filter by year as shown below. You might use this to contact expired members. This report is your best resource to boost membership.



The **Chapter's in Danger of Being Dropped – Expire in next 90 days** report shows everyone whose membership for that chapter will expire within the next 90 days. You might reach out to these members and urge them to renew ASAP.

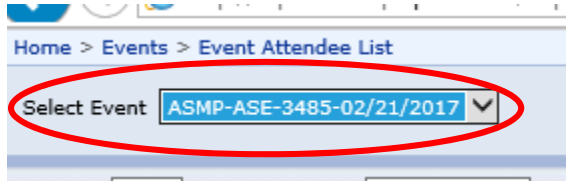
The **Chapter's Lapsed Member in last 90 days** report shows everyone whose membership for that chapter has expired within the last 90 days. You might reach out to these members to ensure they don't expire.

The **Chapter's New Members -- in last 90 days** report shows all new members in the last 90 days. You might use this report to welcome new members.

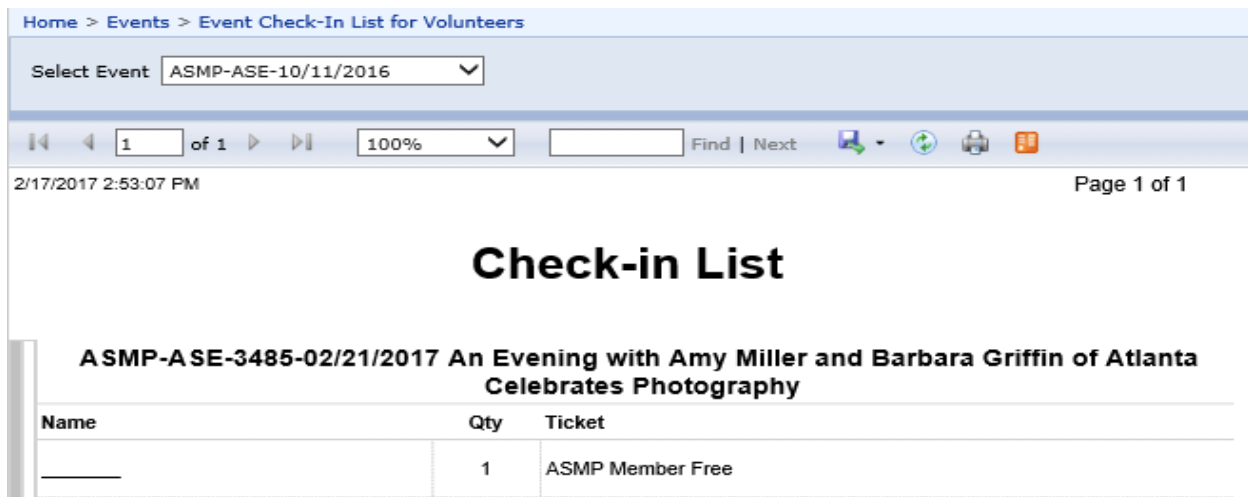
EVENTS FOLDER

Double click to open the **Events** folder. Inside the **Events** folder there are three reports relating to chapter events.

The **Event Attendee List** shows all the registered attendees for a chapter event. A drop down allows you to filter by event.



The **Event Check-In List for Volunteers** is a check-in list for use in registering attendees at events. Use the drop down to select the event.



Name	Qty	Ticket
_____	1	ASMP Member Free

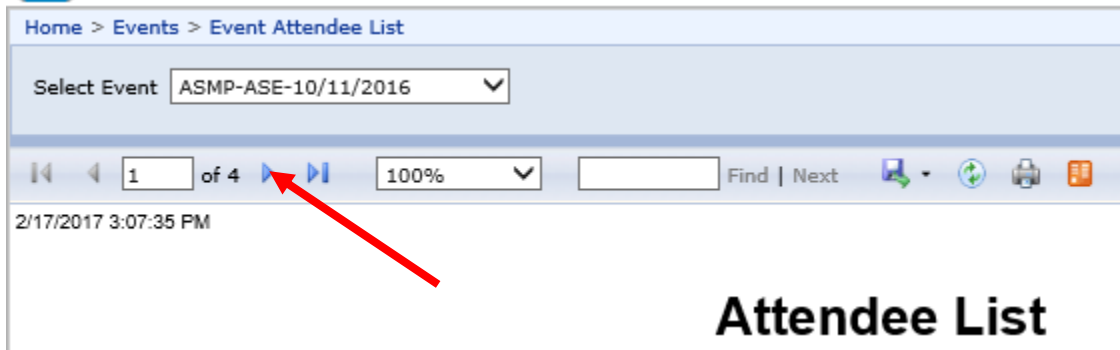
The **Event Income** report shows the revenue generated by the event. The report lists all of the pricing tiers. Use the drop down to select the event.



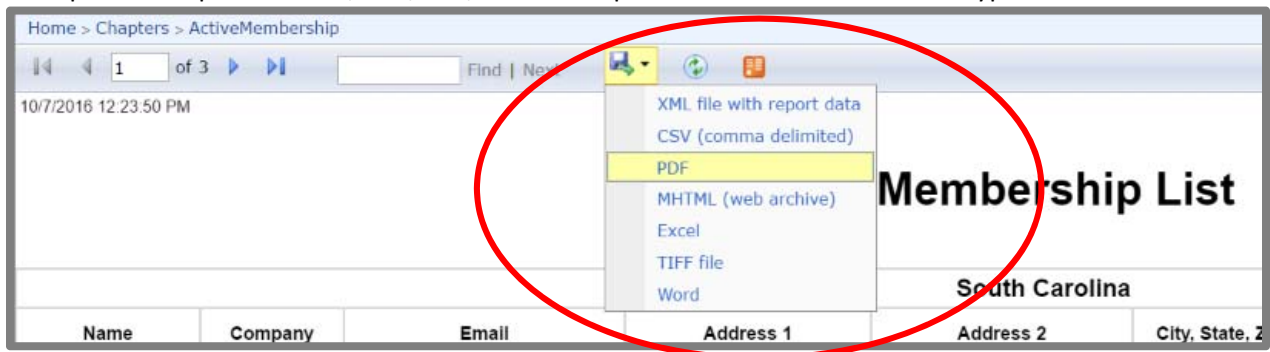
Session / Price Description	Number of Registrations	Income
-----------------------------	-------------------------	--------

GENERAL TIPS ON HOW TO USE THE REPORTING TOOL

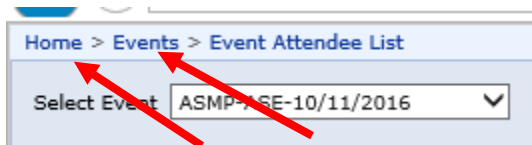
Press the arrow key to move to the next page of a report.



To export the report to Excel, PDF, etc., click the export button and choose a file type.



To go back to the previous folder or the Home screen, click where you would like to go.



To exit Reporting Services, click the x in the upper right hand corner.

