

How to Find Members with Duplicate Bronze Medallion Awards

Use the Report Template

Save the Report Template .xml file on your computer

Surfguard: LSH Menu > Reports > Custom

Click **Choose File** and upload the saved template

Click **Go**

Run the Custom Report

General Details: - Tick boxes on LHS Member ID, First Name Last Name

Organisation Membership Details: Status – highlight Active

Awards: - Award Name highlight Bronze Medallion and tick Award Number on LHS

Report Output: Scroll to bottom select Downloadable CSV (Excel Format) & Click Display Report

Custom Reports @ Surf Life Saving NSW

Report Title:

Select All Columns

Un-Select All Columns

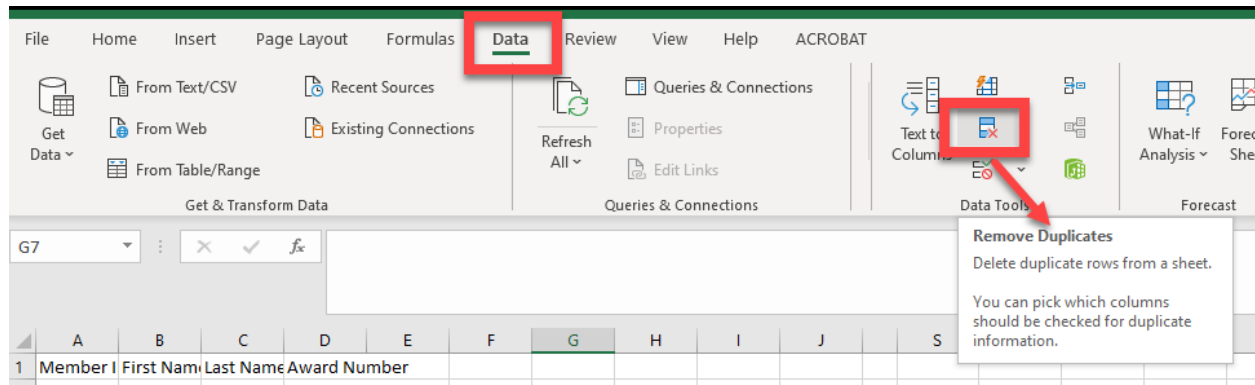
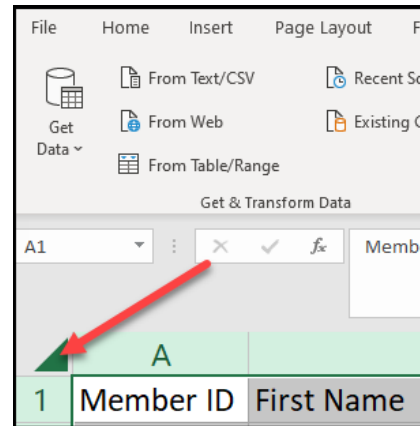
Show All Sections

Hide All Sections

Include Column?	Sort Order (not column order)	Column Header	Selection Criteria
<div><div><div><input type="checkbox"/> General Details</div><div>Show General Details</div></div></div>			
<input checked="" type="checkbox"/>		Member ID:	Member ID: <input type="text"/>
<input checked="" type="checkbox"/>		First Name:	First Name: <input type="text"/>
<input checked="" type="checkbox"/>		Last Name:	Last Name - From: <input type="text"/> To: <input type="text"/>
<div><div><div><input type="checkbox"/> Organisation Membership Details</div><div>Show Organisation Membership Details</div></div></div>			
<input type="checkbox"/>		Status:	Status: <div>Active Archived Deceased Expelled Suspended</div>
<div><div><div><input type="checkbox"/> State Based Details</div><div>Show State Based Details</div></div></div>			
<div><div><div><input type="checkbox"/> Emergency Contact Details</div><div>Show Emergency Contact Details</div></div></div>			
<div><div><div><input type="checkbox"/> Emergency Contact Home Address</div><div>Show Emergency Contact Home Address</div></div></div>			
<div><div><div><input type="checkbox"/> Emergency Contact Phone Numbers</div><div>Show Emergency Contact Phone Numbers</div></div></div>			
<div><div><div><input type="checkbox"/> Enrolment Source Company Details</div><div>Show Enrolment Source Company Details</div></div></div>			
<div><div><div><input type="checkbox"/> Source Company Business Address</div><div>Show Source Company Business Address</div></div></div>			
<div><div><div><input type="checkbox"/> Source Company Postal Address</div><div>Show Source Company Postal Address</div></div></div>			
<div><div><div><input type="checkbox"/> Source Company Contact Person</div><div>Show Source Company Contact Person</div></div></div>			
<div><div><div><input type="checkbox"/> Mailing Groups</div><div>Show Mailing Groups</div></div></div>			
<div><div><div><input type="checkbox"/> Officers</div><div>Show Officers</div></div></div>			
<div><div><div><input type="checkbox"/> Awards</div><div>Show Awards</div></div></div>			
<input type="checkbox"/>		Award Name:	<div>Branch Patrol Captain of the Year Branch Patrol of the Year Branch Presidents Award Branch Prominent Service Branch Rescue of the Year Branch Services Team of the Year Branch Support Operations Member of the Year Branch Support Services of the Year Branch Surf Sport Team of the Year Branch Trainer of the Year Branch Volunteer of the Year Branch Youth Athlete of the Year Branch Youth Lifesaver of the Year Branch Youth Volunteer of the Year Bronze Medallion</div>
<input checked="" type="checkbox"/>		Award Number:	Award Number: <input type="text"/>

Excel Report

1. Remove top 4 rows of excel report
2. Expand columns so you can view all data
3. **Remove duplicates based on Award number**
Select all cells on worksheet (Image Right)
Click Data (Image Below)
Click **Remove Duplicates** icon



On next screen the default display will have all Columns ticked

1. Make sure **My Data has headers** is ticked
2. Click **Unselect All**
3. Tick only **Award Number**
4. Click **OK**

Create Pivot table

Highlight all cells

Click **Insert**

Click **Pivot table** icon (not anything in the drop down the actual icon)

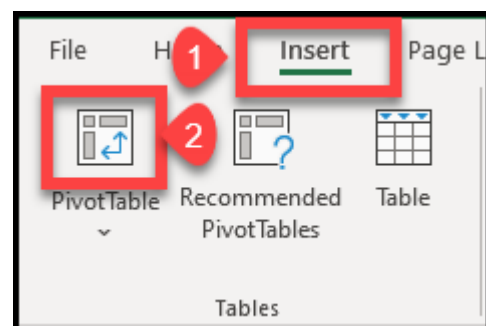
Next screen click **OK**

Pivot table filters display right of screen

Move **Member ID** under Rows

Move **Award Number** under Values

Pivot the displays



How to find members with more than 1 Bronze Medallion in pivot table

Click any of the values under the **Count of Award Number** column

Click **Data**

Click **Z to A** next to sort

Count of Award Number column will then show members who have more than 1 Bronze Medallion in their Award Details