When working your way through the manual, you will frequently need to carry out certain actions. Whenever a task is at hand, this is indicated in the following manner: references to text and/or buttons on screens are printed in *italics*, data that you have to enter yourself is printed in **bold**.

**Check UnionCard and Association fee possession**

**Step 1: Reports**

- From *Startscherm*, click *Reports*. 
Step 2A: Association fee report

- From the dropdown menu select *Organization name* - Geen geldige verenigingsheffing new.
- Click *Execute*.

The members in the list haven’t paid the Association fee.

Step 2B: UnionCard report

- From the dropdown menu select *Organization name* - Geen geldige campuscard of union card.
- Click *Execute*.
- The members in the list do not have purchased a CampsCard or UnionCard.
Step 3: Export results

- Right click anywhere on the *Results set*. 
- Select **Export data → Export to clipboard**.

- In the new window, select **Tab Separated Values (*.csv)**.

- Click **Ok**.

This way, you can export the complete list of members as well, by selecting **Verenigingen ledenlijst**.

You can now simply paste the data in an Excel sheet. For example; from this you can subtract the mail addresses, to mail the members to purchase the UnionCard or association fee.