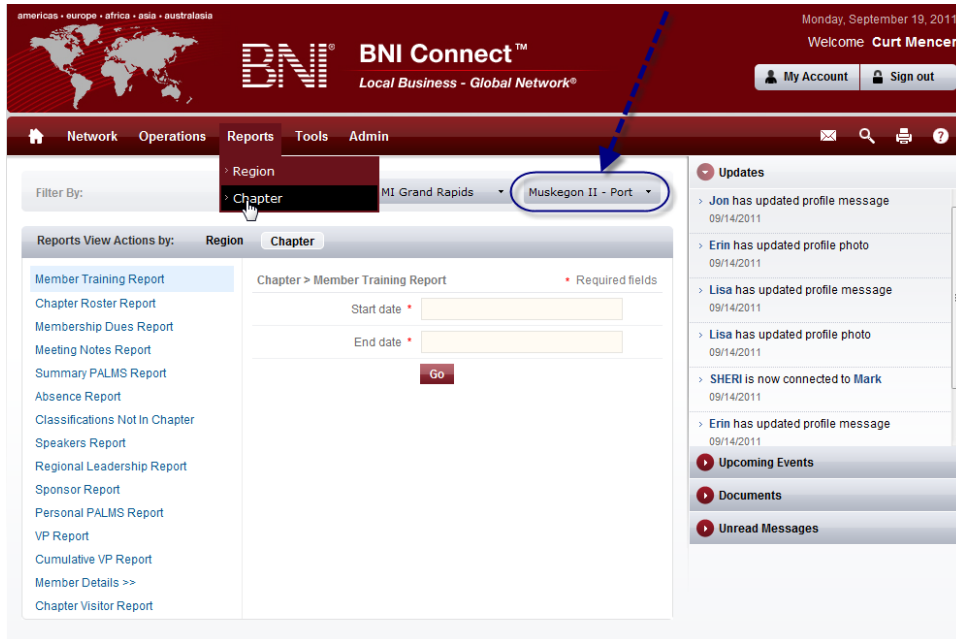
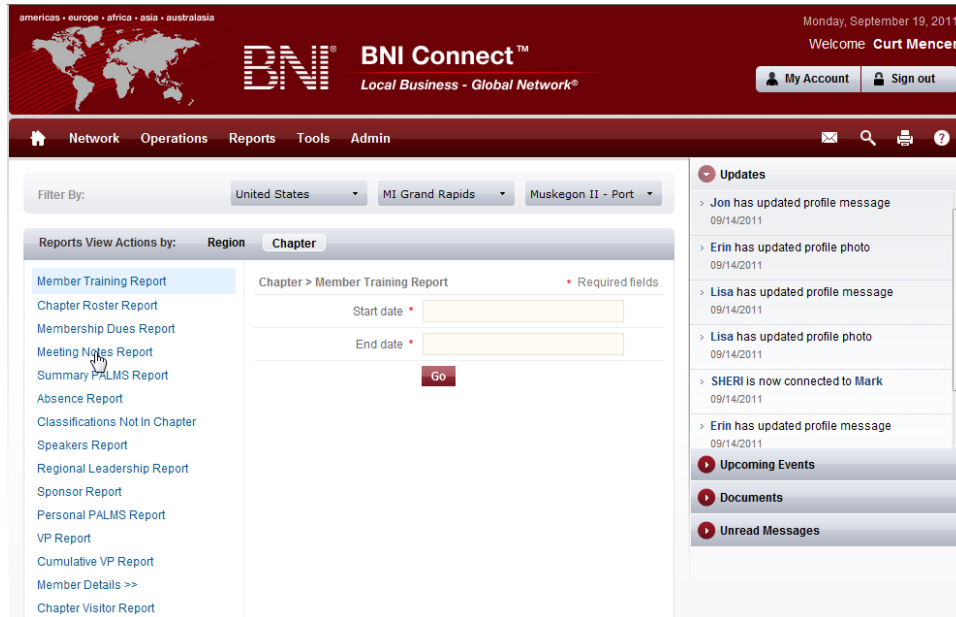


## Building and Printing an "Ask Sheet" In BNI Connect (using the Meeting Notes Report and a PALMS Report)

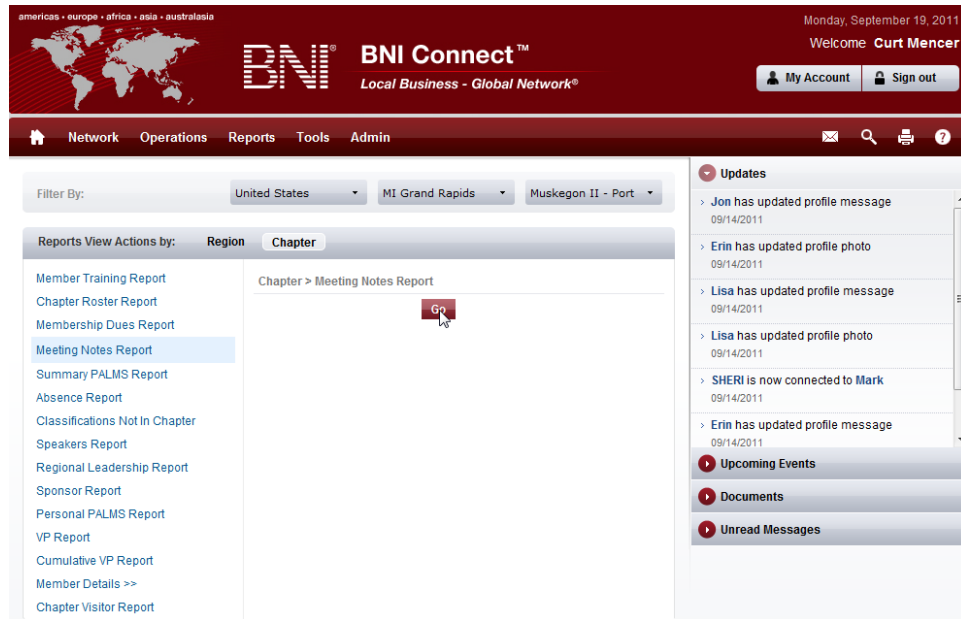
1. Under **"Reports"** click on **"Chapter"** Make sure your chapter name is visible in the chapter drop down.



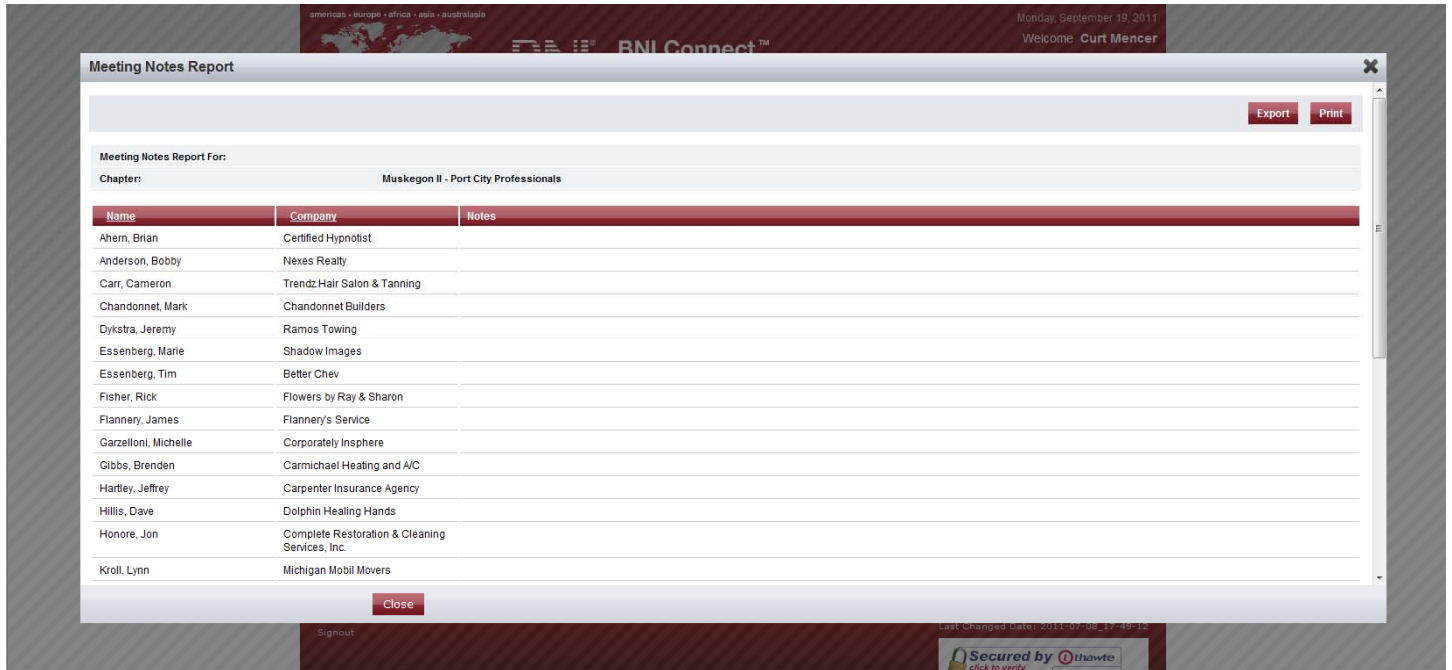
2. Under **Chapter** click on **"Meeting Notes Report"**



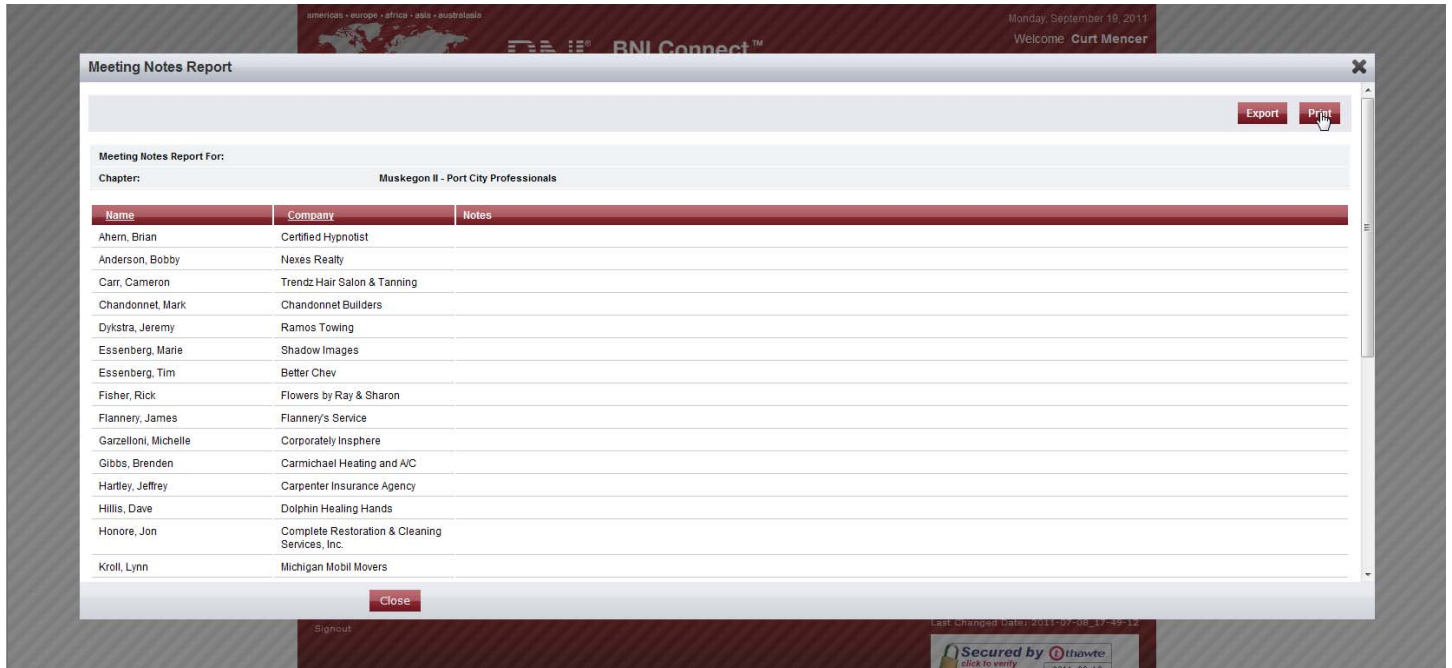
3. When the **Meeting Notes Report** loads, click "Go".



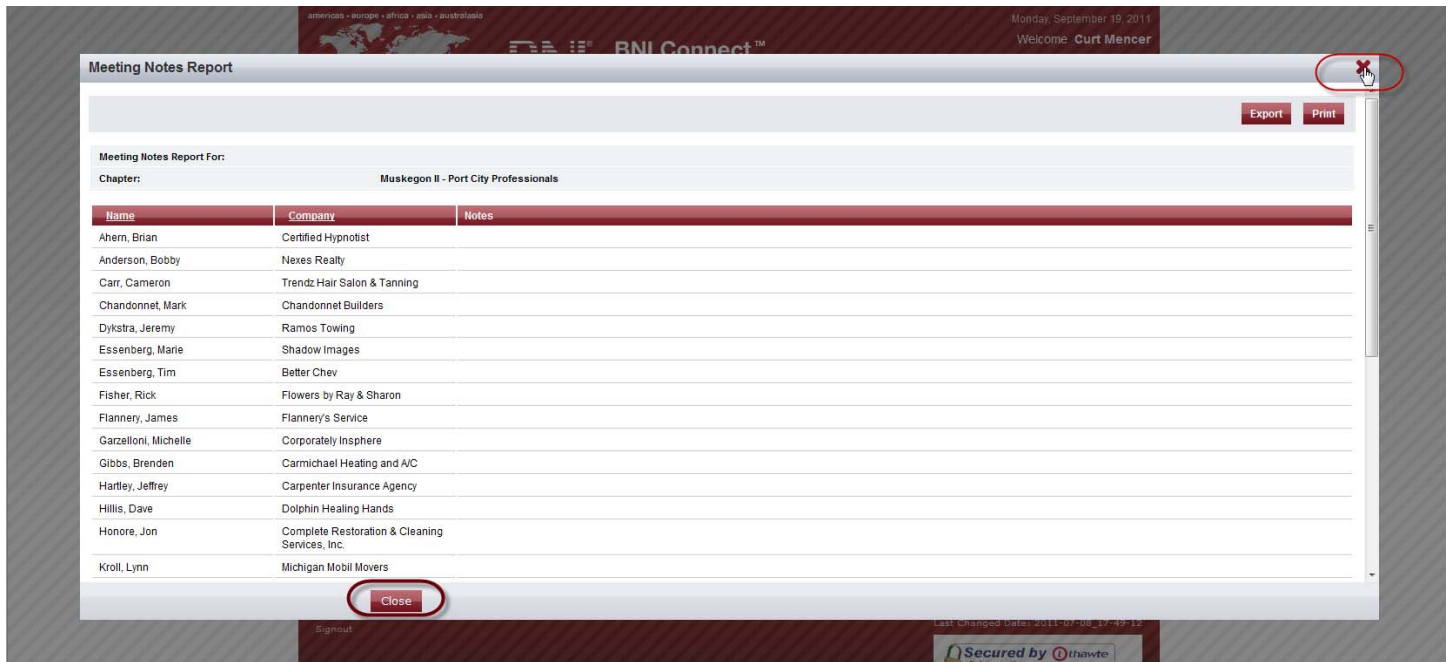
4. The report will display...



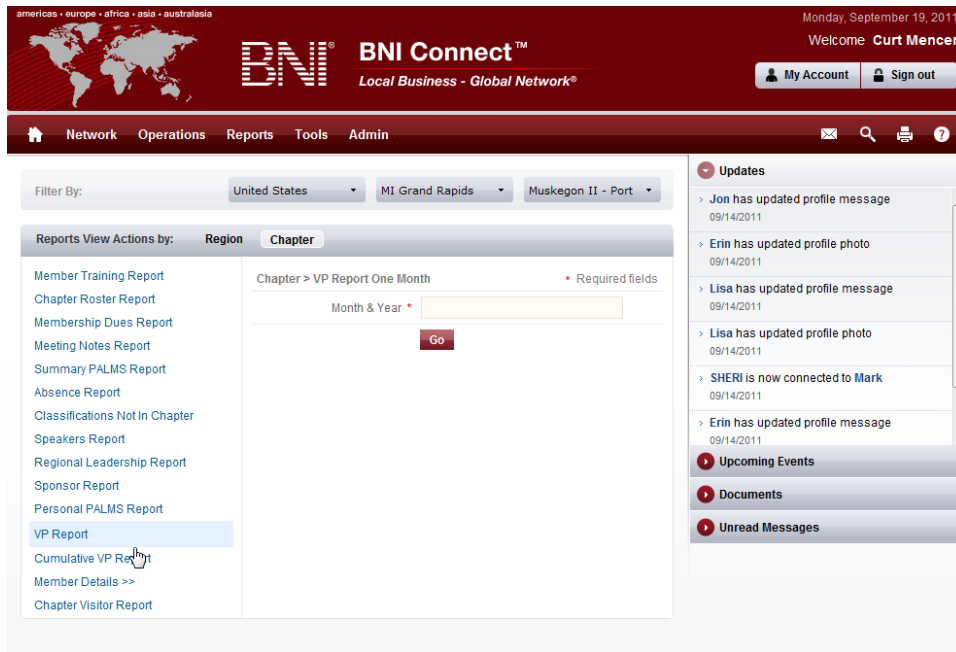
5. Click on **"Print."** By following your printer's specific instructions, you can print as many reports as you need for your chapter in either 'portrait' or 'landscape mode. You will now have an **Ask Sheet** with a blank back.



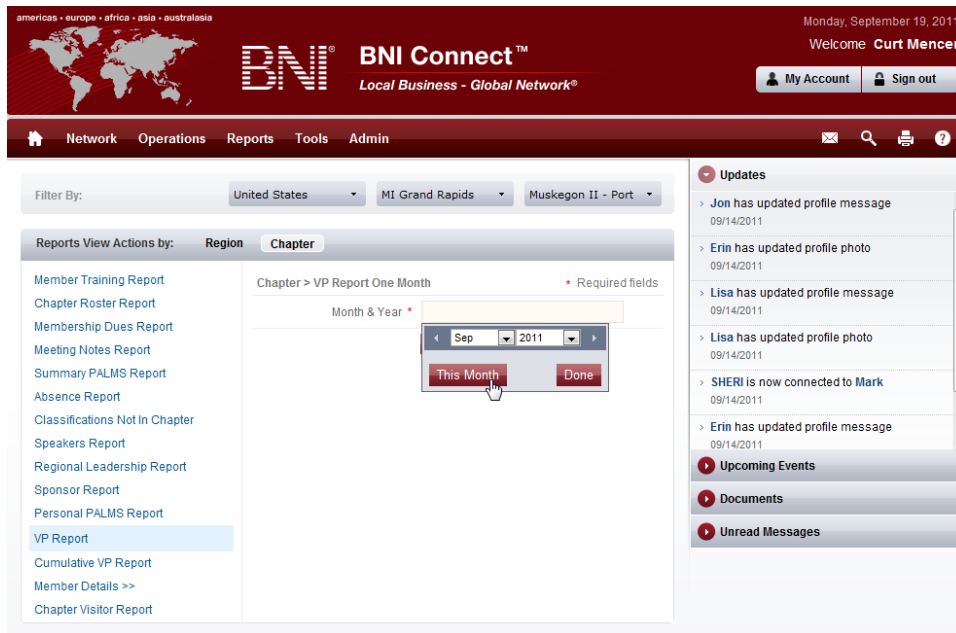
6. Close the report by clicking the **"X"** in the upper right hand corner or **"Close"** at the bottom of the report.



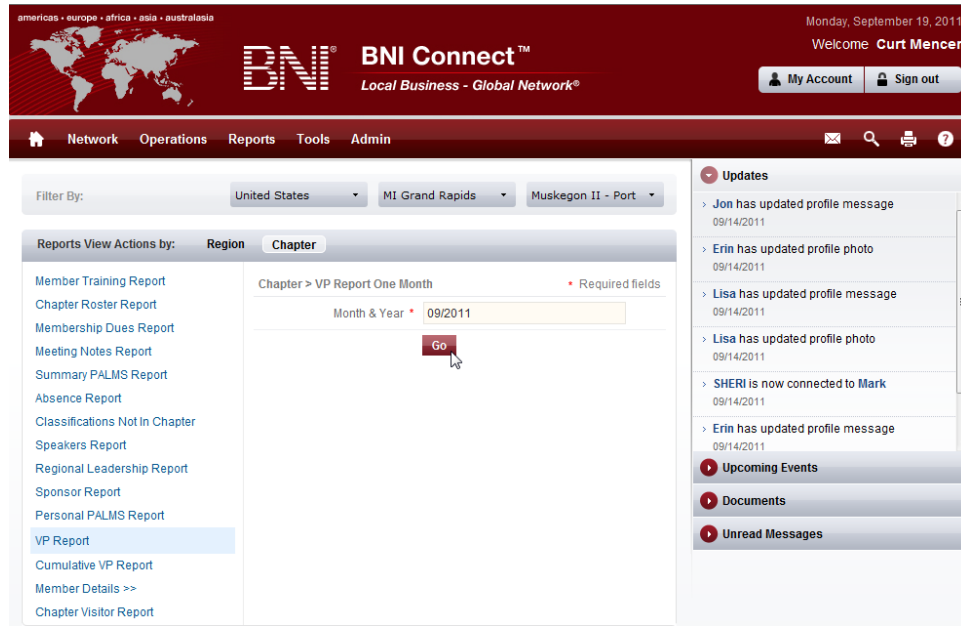
7. To add a **PALMS Report** to your **Ask Sheet**, click on **"VP Report"**.



8. When the report loads, set the date of the report by clicking in the **box to the right of Month & Year** and the clicking on **"This Month"** and then clicking on **"Done"**. The current month and year will display.



9. When the date range has been set, click on "GO".



10. The report will display.

Name	Ren. Date	2011-09-07							2011-09-14							Totals								
		GI	GO	RI	RO	V	A	1-2-1	GI	GO	RI	RO	V	A	1-2-1	GI	GO	GT	RI	RO	RT	V	A	1-2-1
Annette Vida	06/12	2	1	1	1	0	P	0	1	2	0	2	0	P	1	3	3	6	1	3	4	0	0	1
Bobby Anderson	10/11	0	0	0	0	0	A	0	0	1	0	0	0	L	0	0	1	1	0	0	0	0	1	0
Brenden Gibbs	06/12	0	0	0	0	0	A	0	0	1	1	0	0	P	0	0	1	1	1	0	1	0	1	0
Brian Ahern	06/12	0	0	0	2	0	P	0	2	1	0	1	0	P	1	2	1	3	0	3	3	0	0	1
Cameron Carr	05/12	2	1	1	1	0	P	0	1	0	5	2	0	P	0	3	1	4	6	3	9	0	0	0
Cathy Morin	11/11	0	1	2	2	0	P	0	1	0	2	3	0	P	0	1	1	2	4	5	9	0	0	0
Curt Mencer	07/12	1	1	1	0	0	P	0	0	0	0	0	0	S	0	1	1	2	1	0	1	0	0	0
Dave Hillis	06/11	0	2	3	2	0	P	0	3	2	2	2	0	P	0	3	4	7	5	4	9	0	0	0
Don Vanderkooi	04/12	1	0	0	1	0	S	0	3	1	0	2	0	P	0	4	1	5	0	3	3	0	0	0
Eloy Martinez	11/11	2	0	1	0	0	P	0	3	2	1	1	0	P	0	5	2	7	2	1	3	0	0	0
Erin VanderWier	11/11	2	0	0	0	0	L	0	2	0	2	1	0	P	0	4	0	4	2	1	3	0	0	0
Fredric Reinecke	02/12	0	1	1	0	0	L	0	1	0	0	0	0	P	1	1	1	2	1	0	1	0	0	1
Gary Spencer	01/12	1	0	3	0	0	P	0	1	0	1	2	0	P	0	2	0	2	4	2	6	0	0	0
Gerald Leffring	11/11	1	1	0	0	0	P	0	3	1	0	0	0	P	0	4	2	6	0	0	0	0	0	0

11. Click on **"Print."** By using the backs of the reports you printed above and following your printer's specific instructions, you can print as many reports as you need for your chapter in either 'portrait' or 'landscape mode. You will now have an **Ask Sheet** with a **Palms Report** for the month including this summary at the bottom.

Member Name	Ren. Date	GI	GO	RI	RO	V	A	1-2-1	GI	GO	RI	RO	V	A	1-2-1	GI	GO	RI	RO	RT	V	A	1-2-1	TYFCB	
James Flannery	06/12	0	1	3	2	0	P	0	2	0	4	4	0	P	0	2	1	3	7	6	13	0	0	0	
Janet Schmidt	08/11	1	0	0	0	0	P	0	1	0	0	2	0	P	1	2	0	2	0	2	2	0	0	1	
Jared Plemmon	01/12	2	2	3	1	0	P	0	0	4	0	3	0	P	0	2	6	8	3	4	7	0	0	0	
Jeffrey Hartley	04/13	0	0	1	1	0	P	0	1	1	0	2	0	P	0	1	1	2	1	3	4	0	0	0	
Jennie Naffie	08/13	1	0	5	3	0	P	0	1	2	7	1	0	P	0	2	2	4	12	4	16	0	0	0	
Jenny McNeill	11/11	2	0	0	0	0	L	0	2	0	0	0	0	L	0	4	0	4	0	0	0	0	0	0	
Jeremy Dykstra	05/12	0	1	0	0	0	P	0	0	2	1	1	0	P	0	0	3	3	1	1	2	0	0	0	
Jon Honore	12/11	2	0	1	2	0	P	0	1	0	0	1	0	P	0	3	0	3	1	3	4	0	0	0	
Kathi Upman	11/11	3	0	4	1	0	P	0	2	1	2	0	0	P	0	5	1	6	6	1	7	0	0	0	
Lisa Panozzo	12/11	1	0	0	0	0	S	0	3	1	0	1	0	P	0	4	1	5	0	1	1	0	0	0	
Lynn Kroll	02/12	0	0	0	0	0	A	0	1	0	1	0	0	P	0	1	0	1	1	0	1	0	1	0	
Marie Essenberg	09/11	1	3	0	1	0	P	0	0	0	0	0	0	A	0	1	3	4	0	1	1	0	1	0	
Mark Chandonnet	05/12	1	0	2	0	0	P	0	0	0	0	0	0	A	0	1	0	1	2	0	2	0	1	0	
Michelle Garzelloni	12/12	1	1	0	0	0	P	0	0	0	1	0	0	S	0	1	1	2	1	0	1	0	0	0	
Randy Yeager	06/12	0	1	0	1	0	P	0	1	1	0	0	0	L	0	1	2	3	0	1	1	0	0	0	
Rick Fisher	05/12	3	0	1	0	0	P	0	1	1	4	0	0	P	0	4	1	5	5	0	5	0	0	0	
Tim Essenberg	10/11	3	1	1	2	0	P	0	1	0	0	0	0	P	0	4	1	5	1	2	3	0	0	0	
Ward Van Dam	06/12	2	0	0	0	0	P	0	0	1	0	0	0	S	0	2	1	3	0	0	0	0	0	0	
DNL Visitor	0	0	0	0	0	0	P	0	0	0	0	0	0	P	0	0	0	0	0	0	0	0	0	0	
<b>Weekly Total</b>		<b>35</b>	<b>18</b>	<b>34</b>	<b>23</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>38</b>	<b>25</b>	<b>34</b>	<b>31</b>	<b>0</b>	<b>2</b>	<b>4</b>										
<b>Month To Date</b>		<b>35</b>	<b>18</b>	<b>34</b>	<b>23</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>73</b>	<b>43</b>	<b>68</b>	<b>54</b>	<b>0</b>	<b>5</b>	<b>4</b>										
<b>Cumulative Total</b>																<b>73</b>	<b>43</b>	<b>116</b>	<b>68</b>	<b>54</b>	<b>122</b>	<b>0</b>	<b>5</b>	<b>4</b>	
<b>TYFCB</b>																									

12. Close the report by clicking the **"X"** in the upper right hand corner or **"Close"** at the bottom of the report.

Parameters  
 Chapter: Muskegon II - Port City Professionals  
 Month/Year: 09/2011

(GI = Given Inside, GO = Given Outside, GT = Given Total, RI = received Inside, RO = Received Outside, RT = Received Total, A = Attendance, V = Visitors, 1-2-1 = 121's, TYFCB = Thank You for Closed Business)

Name	Ren. Date	2011-09-07							2011-09-14							Totals									
		GI	GO	RI	RO	V	A	1-2-1	GI	GO	RI	RO	V	A	1-2-1	GI	GO	RI	RO	RT	V	A	1-2-1		
Annette Vida	06/12	2	1	1	1	0	P	0	1	2	0	2	0	P	1	3	3	6	1	3	4	0	0	1	
Bobby Anderson	10/11	0	0	0	0	0	A	0	0	1	0	0	0	L	0	0	1	1	0	0	0	0	1	0	
Brenden Gibbs	06/12	0	0	0	0	0	A	0	0	1	1	0	0	P	0	0	1	1	1	0	1	0	1	0	
Brian Ahern	06/12	0	0	0	2	0	P	0	2	1	0	1	0	P	1	2	1	3	0	3	3	0	0	1	
Cameron Carr	05/12	2	1	1	1	0	P	0	1	0	5	2	0	P	0	3	1	4	6	3	9	0	0	0	
Cathy Morin	11/11	0	1	2	2	0	P	0	1	0	2	3	0	P	0	1	1	2	4	5	9	0	0	0	
Curt Mencer	07/12	1	1	1	0	0	P	0	0	0	0	0	0	S	0	1	1	2	1	0	1	0	0	0	
Dave Hillis	06/11	0	2	3	2	0	P	0	3	2	2	2	0	P	0	3	4	7	5	4	9	0	0	0	
Don Vanderkooi	04/12	1	0	0	1	0	S	0	3	1	0	2	0	P	0	4	1	5	0	3	3	0	0	0	
Eloy Martinez	11/11	2	0	1	0	0	P	0	3	2	1	1	0	P	0	5	2	7	2	1	3	0	0	0	
Erin VanderWier	11/11	2	0	0	0	0	L	0	2	0	2	1	0	P	0	4	0	4	2	1	3	0	0	0	
Fredric Reinecke	02/12	0	1	1	0	0	L	0	1	0	0	0	0	P	1	1	1	2	1	0	1	0	0	1	
Gary Spencer	01/12	1	0	3	0	0	P	0	1	0	1	2	0	P	0	2	0	2	4	2	6	0	0	0	
Gerald Letfring	11/11	1	1	0	0	0	P	0	3	1	0	0	0	P	0	4	2	6	0	0	0	0	0	0	

