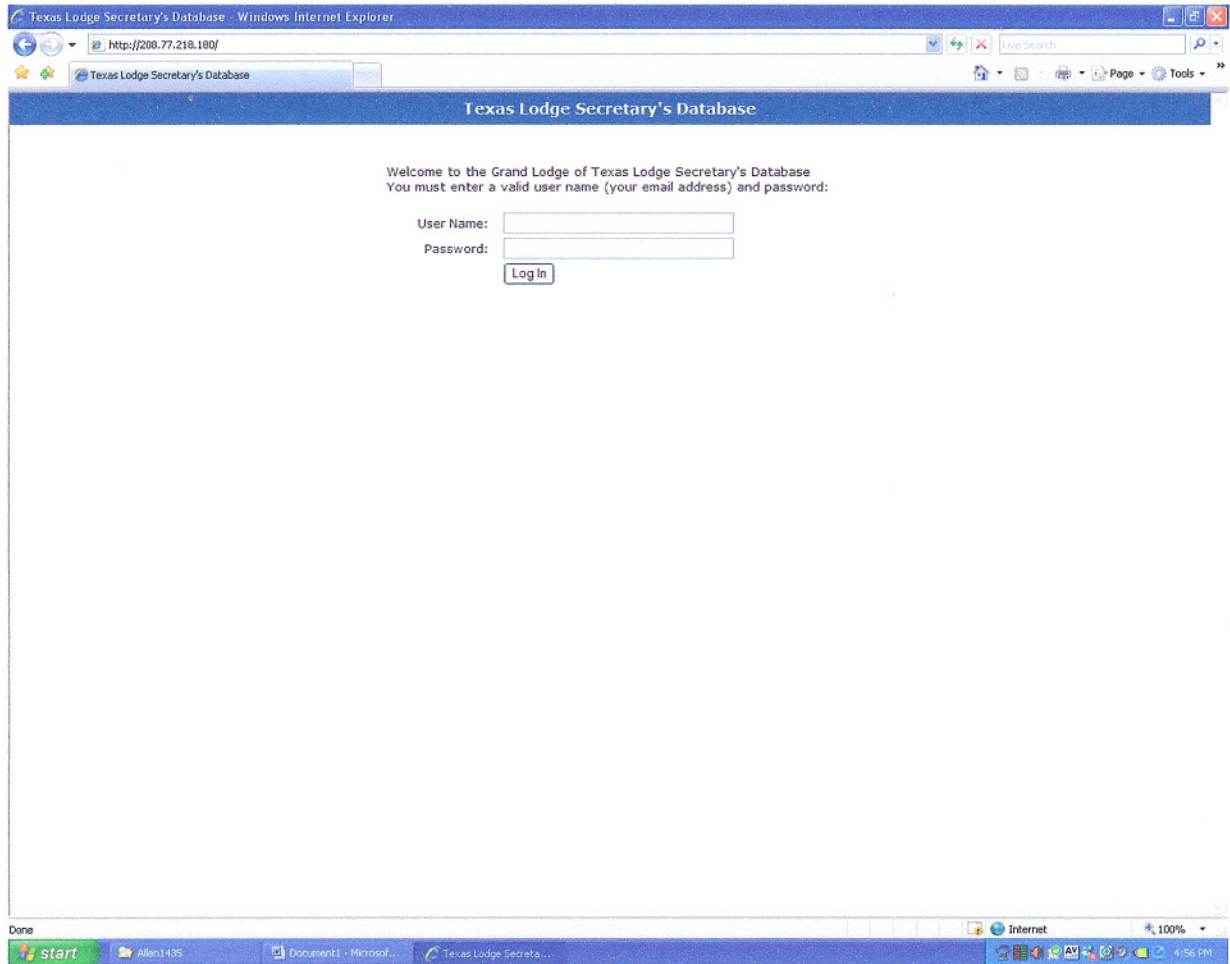


Lodge Record Keeping Import Texas Grand Lodge Information

Texas Grand Lodge Secretary's Database Import Function Example:

Go to <http://gltxonline.no-ip.org/>



Lodge Record Keeping Import Texas Grand Lodge Information

Enter your User Name and Password which you get from the Worshipful Grand Secretary Tommy Guest. Your next screen should be like the following:

The screenshot shows a web browser window titled "Texas GLDB - Lodge Page" with the URL "http://208.77.218.180/lodge.asp?id=1224". The page content is as follows:

Texas Lodge Secretary's Database

Log Out || Home -> Lodge Page

Lodge: Allen
Location: Allen, TX 75013
County: Collin

Lodge Officers

Enter search terms below to find lodge members:

Search by Name
Enter first and/or last names
Last Name:
First Name:
Match:

Lodge Status

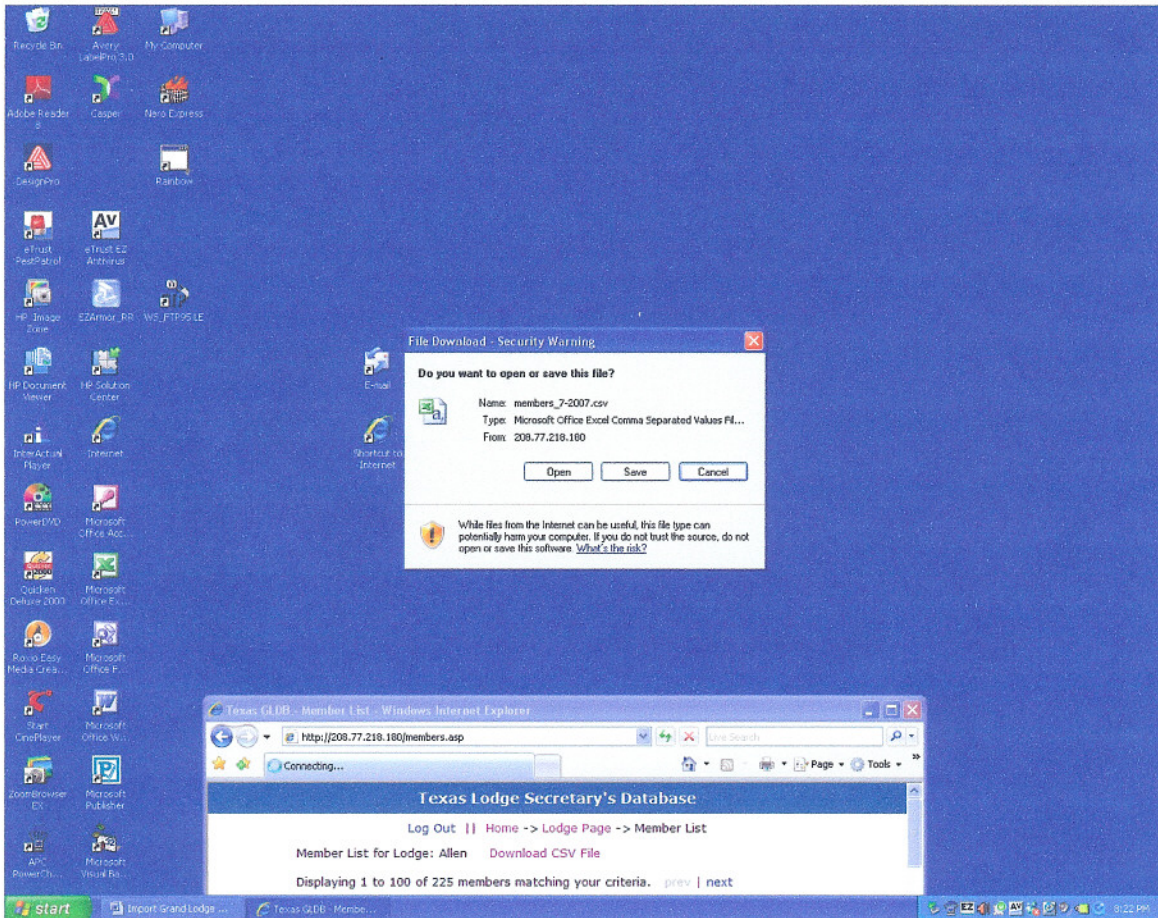
Member Number

show records per page
 or

The Windows taskbar at the bottom shows the Start button, taskbar buttons for "Allen1435", "Document1 - Microsof...", "Texas GLDB - Lodge...", "Allen1435 - Outlook E...", and "Re: (Spam?) Allen Lo...", and a system tray with the Internet icon, 100% zoom, and the time 4:56 PM.

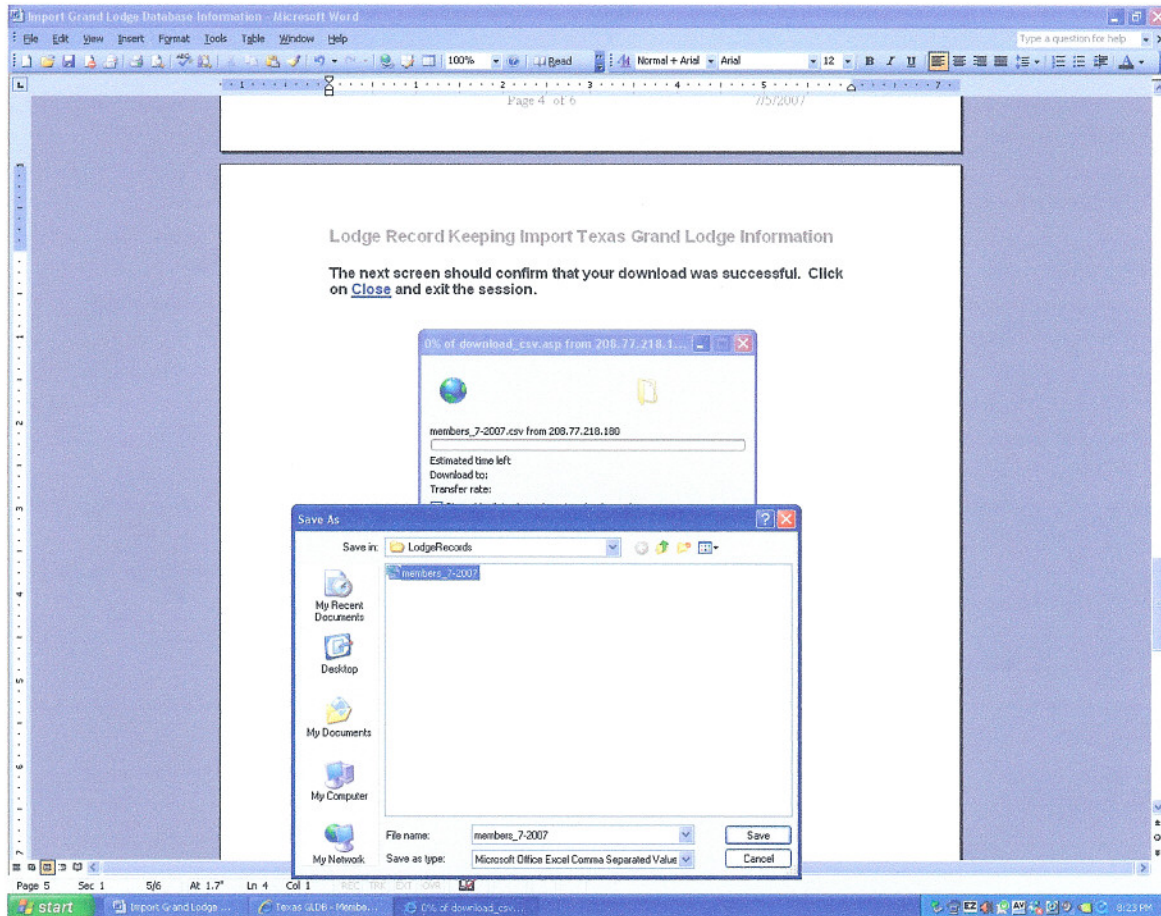
Lodge Record Keeping Import Texas Grand Lodge Information

Click on the [show all](#) button, click on [Download CSV File](#), click on [Save](#).



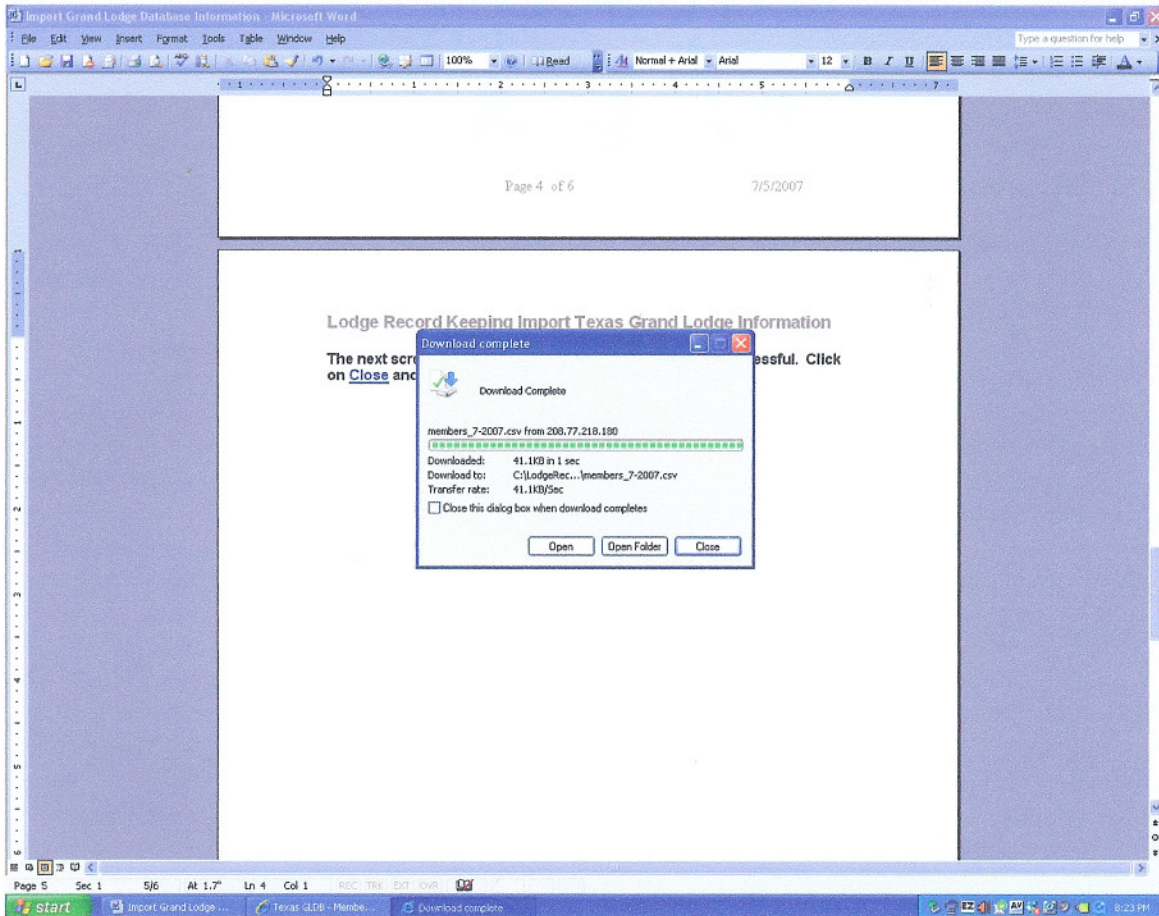
Lodge Record Keeping Import Texas Grand Lodge Information

After clicking on [Save](#), navigate to the directory where you want to save your file. In this case I selected **C:\LodgeRecords**, then click on [Save](#). (Be careful to note where you saved the file). This is the file you want to import into the software using the **BACKUP/RESTORE/REPAIR DATABASE/TX GL IMPORT AND EXPORT Function**.



Lodge Record Keeping Import Texas Grand Lodge Information

The next screen should confirm that your download was successful. Click on [Close](#) and exit the session.

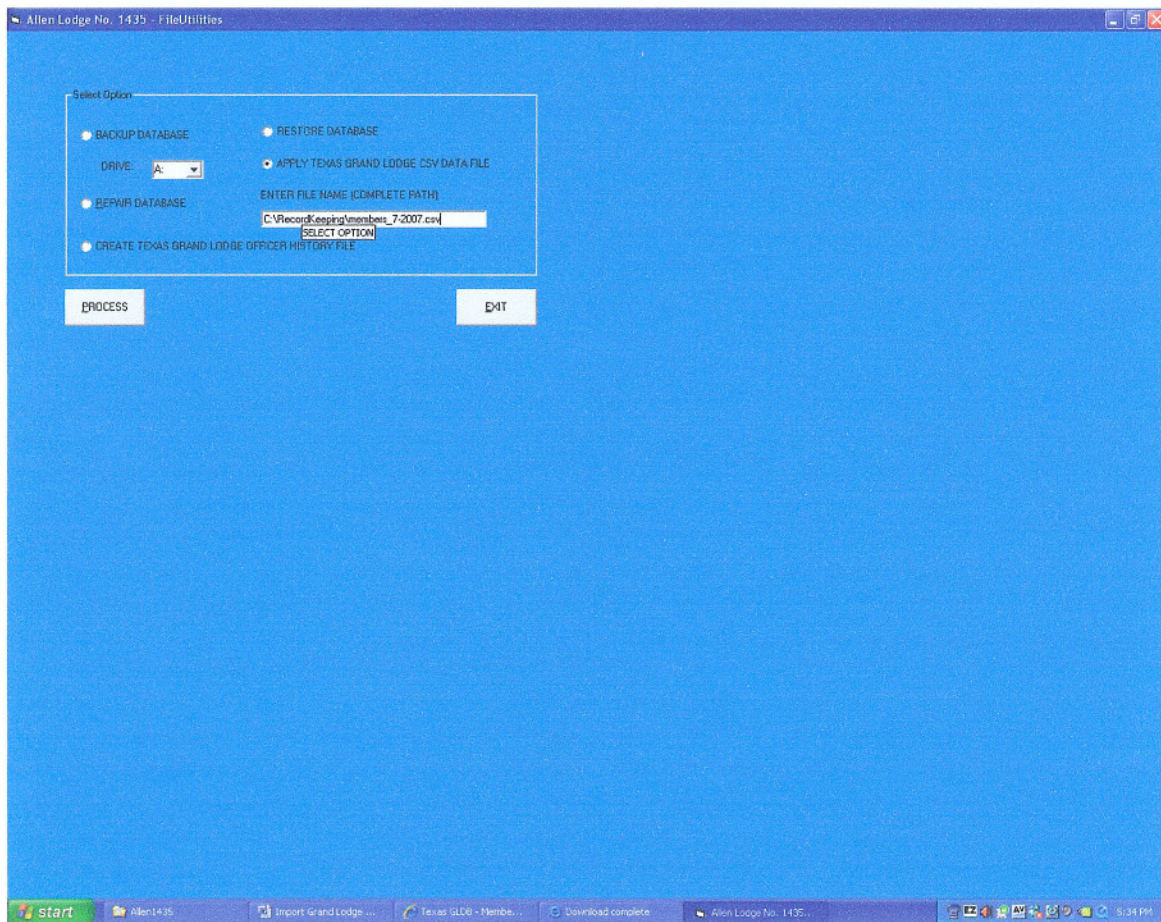


Lodge Record Keeping Import Texas Grand Lodge Information

As shown above I imported our Lodge's information and saved it in C:\RecordKeeping as **members_7-2007.csv**.

When using the software's import function you must specify the complete file name including the path and the dataset's extension. It is in our case:

C:\RecordKeeping\members_7-2007.csv



Click on **PROCESS**, answer any questions and your database will be loaded/updated. If you are using Release 3.5.4 or higher you can bypass printing the list of members you imported.