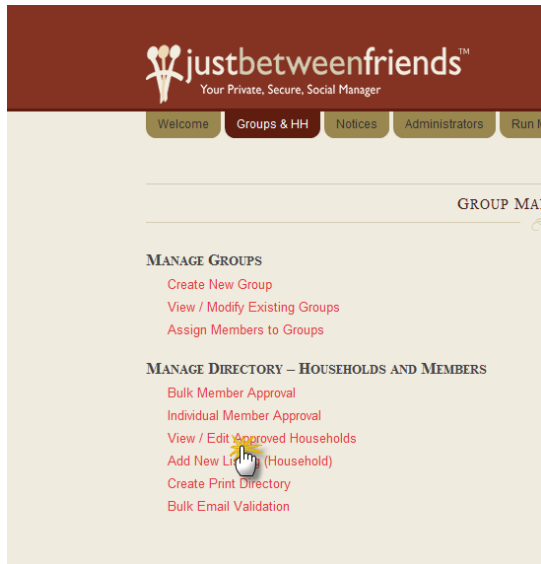


Print All Households in Group

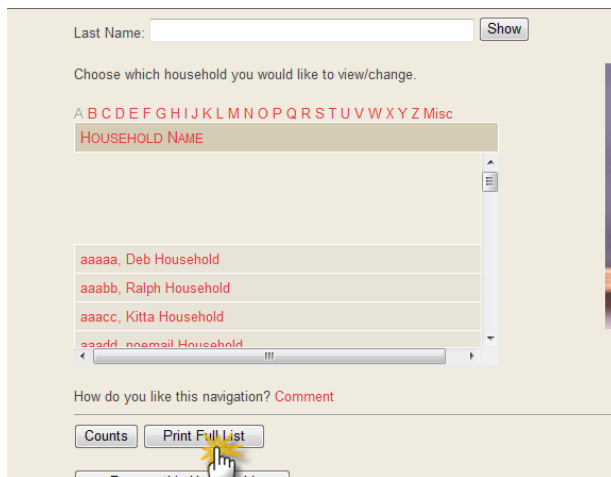
1. Log into your admin side of your Just Between Friends Account.
2. Click on the tab <Groups & HH>.



3. Select **View / Edit Approved Households** .



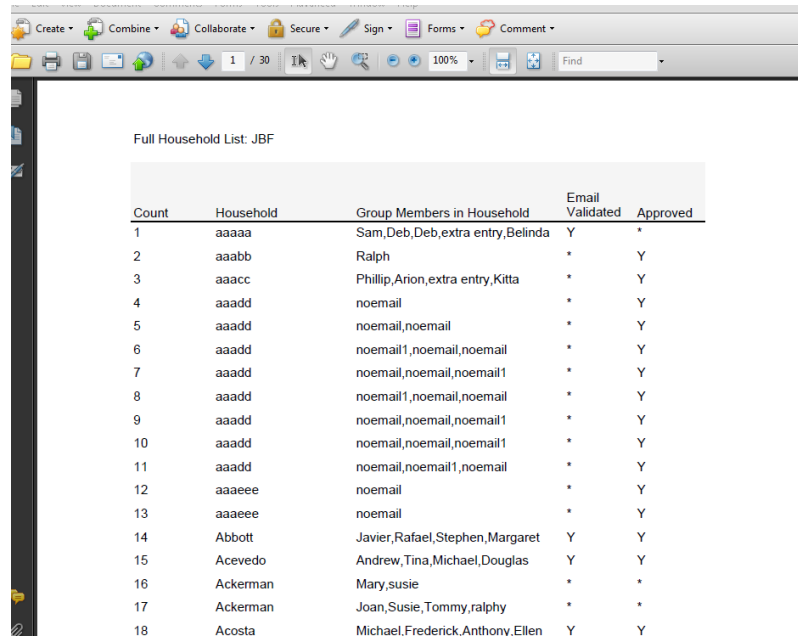
4. Scroll down just a little and see the button Print Full List. This button is under the list of households.



The screenshot shows a web interface for managing households. At the top, there is a search field labeled 'Last Name:' with a 'Show' button. Below this is a prompt: 'Choose which household you would like to view/change.' A dropdown menu is open, showing a list of households. The first item is 'HOUSEHOLD NAME'. Below it, several households are listed: 'aaaaa, Deb Household', 'aaabb, Ralph Household', 'aaacc, Kitta Household', and 'aaadd, noemail Household'. At the bottom of the interface, there are two buttons: 'Counts' and 'Print Full List'. A yellow starburst graphic is placed over the 'Print Full List' button. Below the buttons, there is a text prompt: 'How do you like this navigation? Comment'.

5. Click on this button and you will be asked to open or save a pdf file. Your computer may ask you if you wish to allow this file to be opened and the list is representative of the group or sub group you are administrating.
6. The resulting report
 - a. Counts the households in alphabetical order.
 - b. The individuals within the household are listed in the Group Members in Household column.
 - c. The Email Validated column indicates if the household has validated their email address.
 - i. If they have not they will not receive communication emails.
 - d. Approved tells you whether or not you have household left to approve into your group.
 - i. To approve households [click here](#) for instructions.

e. Here is an example of a portion of the report generated:



Full Household List: JBF

| Count | Household | Group Members in Household | Email Validated | Approved |
|-------|-----------|----------------------------------|-----------------|----------|
| 1 | aaaaa | Sam,Deb,Deb,extra entry,Belinda | Y | * |
| 2 | aaabb | Ralph | * | Y |
| 3 | aaacc | Phillip,Arion,extra entry,Kitta | * | Y |
| 4 | aaadd | noemail | * | Y |
| 5 | aaadd | noemail,noemail | * | Y |
| 6 | aaadd | noemail 1,noemail,noemail | * | Y |
| 7 | aaadd | noemail,noemail,noemail 1 | * | Y |
| 8 | aaadd | noemail 1,noemail,noemail | * | Y |
| 9 | aaadd | noemail,noemail,noemail 1 | * | Y |
| 10 | aaadd | noemail,noemail,noemail 1 | * | Y |
| 11 | aaadd | noemail,noemail 1,noemail | * | Y |
| 12 | aaaeae | noemail | * | Y |
| 13 | aaaeae | noemail | * | Y |
| 14 | Abbott | Javier,Rafael,Stephen,Margaret | Y | Y |
| 15 | Acevedo | Andrew,Tina,Michael,Douglas | Y | Y |
| 16 | Ackerman | Mary,susie | * | * |
| 17 | Ackerman | Joan,Susie,Tommy,ralphy | * | * |
| 18 | Acosta | Michael,Frederick,Anthonyv,Ellen | Y | Y |