
Disabled American Veterans
Membership System User Manual
for
National Service Officers
and
Transition Service Officers

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Basic Web Application Usage

Full Screen Mode

The membership application user interface has been designed to take advantage of as much screen space as possible and minimize scrolling. This requires the internal user to be in Full Screen Mode. To enter Full Screen Mode strike <F11> on the keyboard. To leave Full Screen Mode strike <F11> again.

Tabbing

Navigation through the page can be accomplished through the use of the <TAB> key on the keyboard. In most cases tabbing is left to right, top to bottom and follows the same order as data entry would from printed forms.

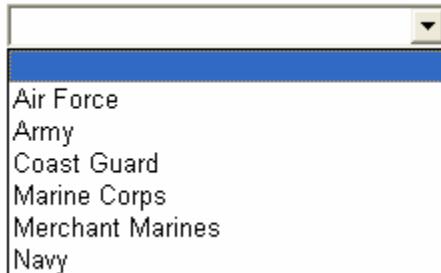
- | | |
|--------------|---|
| <TAB> | Move the cursor forward one screen element |
| <SHIFT><TAB> | Move the cursor backward one screen element |

Pull Down Menus

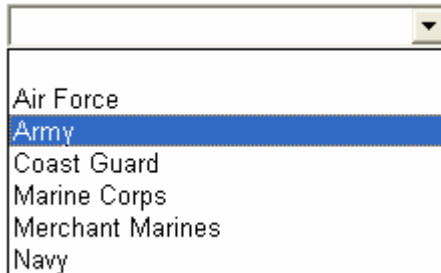
Pull down menus allow the user to select from a list of many options.



A pull down menu with no value selected.



A pull down menu with the list expanded.



A pull down list with the desired value selected.



A pull down list with the selection complete.

When selecting from long pull down menus, such as State or Country, it is possible to jump to the selected value using only the keyboard. For example, using the pull down menu above as an example we want to select Merchant Marines without using the mouse. With the cursor on the pull down menu hit the <M> key twice. The first strike of the <M> key brings up Marine Corps. The second strike of the <M> key brings up the next value in the list beginning with an 'M'. In our example this is Merchant Marines.

Also note that while on a pull down menu striking the <ENTER> key will not affect any buttons on the screen associated with the key. The user must tab out of the pull down menu before striking <ENTER>.

Radio Buttons

Radio buttons are used when selection values are unique. In other words, the user may only select one value in the list.

Male Female Unknown

When the user tabs into a list of radio buttons they may move from button to button using the left and right arrow keys on the keyboard. To select a button press the <SPACE BAR> while the cursor is on the desired button.

WARNING: Once the user makes a selection in a list of radio buttons they will not be able to turn the selection off. They may change the selection to another button but will be required to have a selection.

Check Boxes

Check boxes are used when selection values can contain more than one value. In other words, the user may select as many of the check boxes as desired.

Member
 Net Prospect

When the user tabs into a list of check boxes they may move from box to box using the <TAB> key. To select a box press the <SPACE BAR> while the cursor is on the desired box.

Calendars and Dates

Capturing dates correctly is very important to the system. When entering the date it must be in one of the following formats:

mm/dd/yyyy eg: 03/23/2003
mmdyyy eg: 03232003

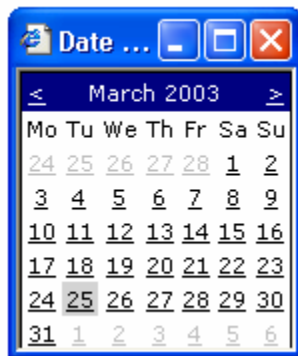
It may be useful to use the following keyboard shortcuts:

Today's Date	<>
Next Day	<+>
Previous Day	<->

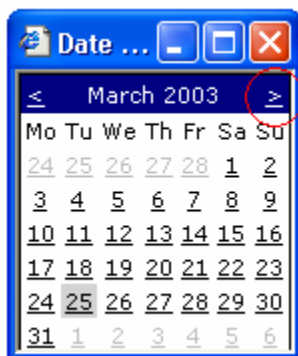
It is also possible to bring up a calendar in order to select the date. To bring up a calendar use the mouse to click on the calendar icon following the field. You may also tab out of the date field and onto the calendar icon and hit <ENTER> to open the calendar. The calendar icon is shown below.

Date of Birth 

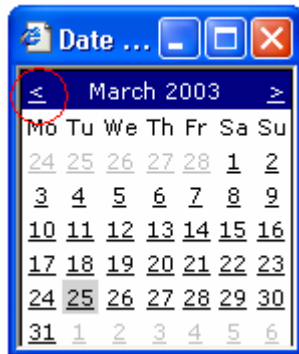
The following is an example of the calendar that appears:



To advance forward one month click on the arrow to the right of the Month and Year as shown below:



To go back one month click on the arrow to the left of the Month and Year as shown below:



To select the desired date simply click on the day.

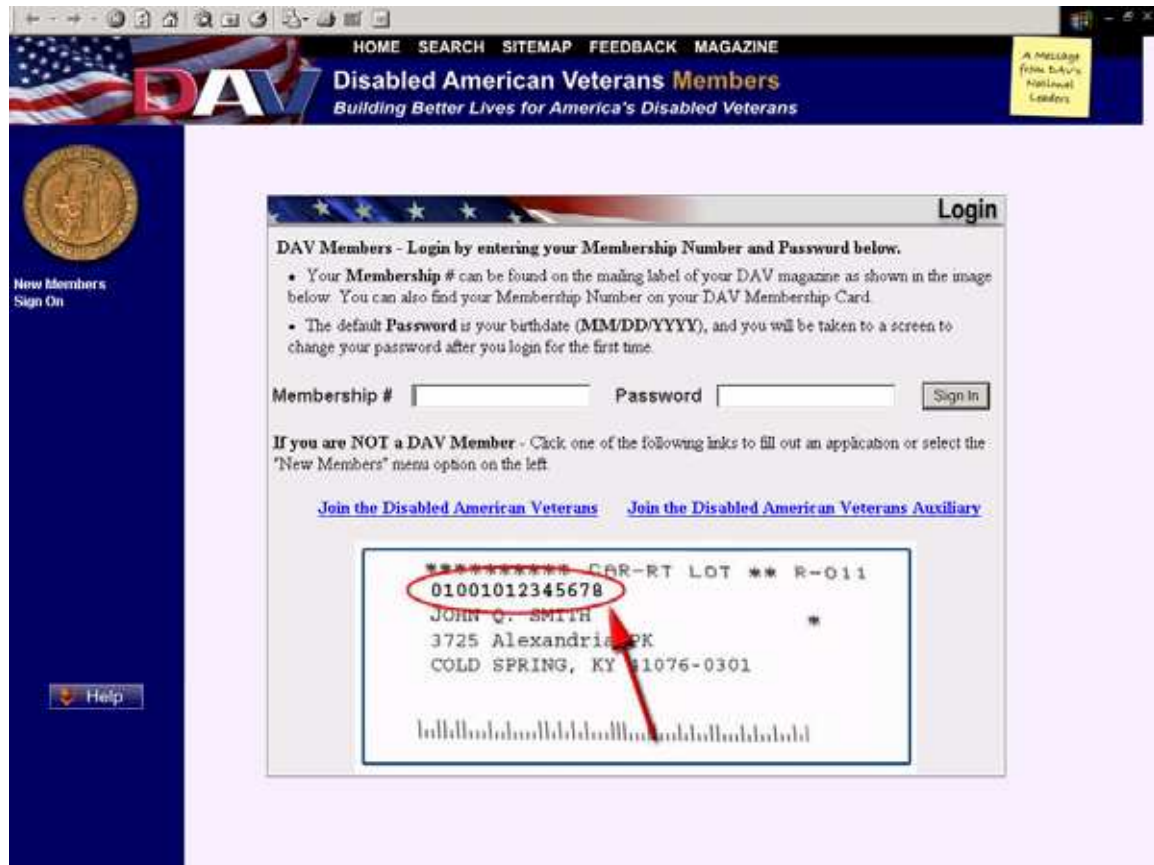
Tool Tips

Almost every field in the application has an associated Tool Tip. Tool tips appear when the mouse is left to hover briefly over the field. The tool tip then appears revealing important information concerning the field. Move the mouse away from the field and the tool tip disappears.

Member Login

Overview

To access the Membership System, you need to go to the website address: www.davmembers.org. The following login screen will display:



Usage

Type in your membership number and password. The default password is your birth date to be entered in the format MM/DD/YYYY, and you will be taken to a screen to change your password for the first time. If you are not a member, clicking on the Join the Disabled American Veterans link will take you to a membership application.

Change Password

Overview

You will be prompted with this screen automatically the first time you login so that you can change your default password to a new unique password. You may also access this screen from the Maintain Information menu if you decide to change your password again.

The screenshot displays the 'Change Password' interface on the DAV website. At the top, there is a navigation bar with links for HOME, SEARCH, SITEMAP, FEEDBACK, and MAGAZINE. Below this is the DAV logo and the text 'Disabled American Veterans Members Building Better Lives for America's Disabled Veterans'. The main content area is divided into two sections: 'User Information' and 'Change Password'. The 'User Information' section contains a red note: 'Note: If you have been taken to this page automatically, you MUST change your password.' Below the note is a table of user details:

Membership #	16156L007426	Member ID	1491159
Date of Birth	3/17/1963	First Name	Anthony
Last Name	Backer		

The 'Change Password' section includes the following instructions: 'Passwords must be at least 6 characters long and can be any letter or number (but no special characters). Passwords ARE case sensitive.' There are three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. At the bottom right of the form are 'Submit' and 'Back' buttons.

Usage

To change your password, type your passwords in the required fields and press Submit. Note: Passwords must be at least 6 characters long and can be letters or numbers, but no special characters. **Passwords are case sensitive.**

Welcome

Overview

Once you have successfully logged in, the Welcome screen will display. On the left, in the blue you will be able to access Menu items.



Process DAV Application

Navigation

From the New Members menu, select Process Application DAV.



Overview

The purpose of this screen is to facilitate the process of entering membership applications for DAV.

A screenshot of the 'Application for Membership' form on the DAV website. The form is titled 'Application for Membership' and contains various input fields and checkboxes. On the left side, there is a sidebar with a 'New Members' menu and a 'Secured by eTrust' logo. The form fields include: Title, Last Name, Street Address 1, City, Country (USA), Daytime Phone #, Gender (M, F, O), Date Enlisted, Rank, Hobbies, Disabilities (Armed, Blind, Hearing Impaired, Other), Membership Eligibility (Disabled, Gassed, Injured, Other, Prisoner of War, Purple Heart, Wounded), Application Type, Department, Sponsor Membership #, Last Name (on Card), Amount, Exp. Date, Address, Suffix, First Name, Middle Name, Street Address 2, Zip (+4), Email Address, Date of Birth, Service Branch, Spouse's First Name, % of Disability, Date Discharged, and a 'Check Reference' checkbox. At the bottom right, there are 'Submit' and 'Back' buttons.

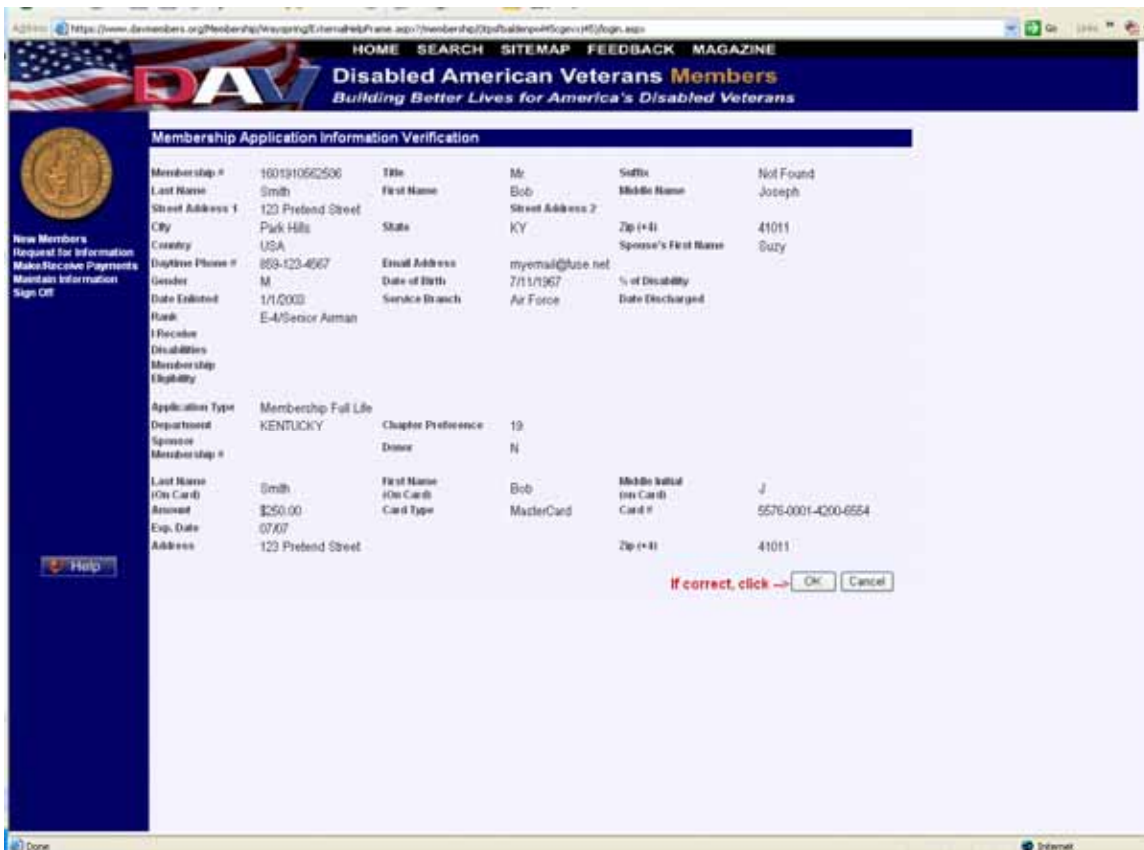
Usage

Type all member information in the appropriate fields. The pull-down menu for Rank is determined by the Service Branch selected.

If the applicant does not know the Chapter Number, they may perform a Chapter Proximity Lookup by clicking on the Chapter Preference field label. (The use of the Chapter Proximity Lookup screen is covered on page 13 in this manual.) Once they have determined the Chapter number using the lookup function, they can return to the application by clicking the back button on their browser and enter it in the appropriate field.

When adding foreign addresses set the State to 'XX' and the Zip Code to '00000'.

Once all information has been entered, click on submit to submit the application information. A confirmation screen will display:



Click on OK if the information is correct or click on Cancel to return to the previous screen to make edits.

Chapter Proximity Lookup

Navigation

From the New Members menu, select Find Chapter Proximity.



Overview

The purpose of this screen is to display the chapters or units that have members residing in the zip code entered. The results of the screen can be used to place a member into a chapter or to send meeting information via email.



Usage

Select whether to look for DAV Chapters or DAVA Units, enter the zip code and click on Search.

Zip code is required.

The result set is then displayed on the same page in the following format:

Chapter Proximity Lookup

Zip Code:

Chapter Unit Number	Number of Members	Address	Phone #	Meeting Day and Time
19	88	3725 Alexandria Pike , Cold Spring, KY 41076	859-441-5429	
148	0	8298 Alex Pike VFW , Alexandria, KY 41001	859-781-7956	
1	3	717 W M L King 101ab , Cincinnati, OH 45220	513-267-5703	
109	2	San Antonio Church , Cincinnati, OH 45211	513-251-1470	
149	2	298 Prairie Drive , Louisville, KY 40223	502-893-1003	
155	2	Hwy 146 , Pendleton, KY 40068	502-743-5372	
1	1	85 Amherst St , Buffalo, NY 14207	716-825-7731	
1	1	8040 Parallel Pkwy , Kansas City, KS 66110	913-334-8989	
4	1	3011 Geo Washington , Wichita, KS 67210	316-684-4473	
7	1	3901 N 70th St , Lincoln, NE 68501	402-821-3547	
11	1	213 S Betty Lane , Clearwater, FL 33576	727-796-3454	
13	1	140 Corey Ave , St Petersburg Bch, FL 33706	727-398-6009	
19	1	2079 12 Mile Rd , Berkley, MI 48072	248-547-8847	
26	1	Dairy Queen US 27 , Falmouth, KY 41040	859-472-1067	
26	1	Jaycees Center , Waldorf, MD 20601	301-782-7872	
43	1	4810 S Laramie , Chicago, IL 60636	773-596-3870	
47	1	722 Rose Rd , Somerset, KY 42501		
83	1	Memory Ln Am Legion , Batavia, OH 45103	937-393-9219	
89	1	810 Barrel Ave , Louisville, KY 40204	812-263-3237	

Clicking on the email icon (envelope at the end of each row) brings up the meeting time and location information in an email.

Disabled American Veterans Chapter Information

To:

Cc:

Subject: Disabled American Veterans Chapter Information

NORTHERN KENTUCKY 19
 3725 Alexandria Pike
 Cold Spring, KY 41076
 859-441-5429

Meeting Day and Time: 3rd Tuesday, 7:00 PM

Simply address the email to the desired recipient and send the email.

New Magazine Subscription

Navigation

From the New Members menu, select New Magazine Subscription.



Overview

The purpose of this screen is to accept paid magazine subscriptions.

 A screenshot of the 'Application for Magazine Subscription' form. The form is divided into three main sections:

- Application for Magazine Subscription:** Includes fields for '# Copies' (set to 1), 'Subscription Year(s)' (set to 1), 'Title' (dropdown), 'Suffix' (dropdown), 'Last Name' (Sklenky), 'First Name' (Mikey), and 'Middle Name'.
- Contact information:** Includes 'Street Address 1' (123 Street), 'Street Address 2', 'City' (Cincinnati), 'State' (OH), 'Country' (USA), 'Home Phone', and 'Zip (+4)' (45236).
- Payment Information:** Includes 'Last Name (On Card)' (Sklenky), 'First Name (On Card)' (Mikey), 'Middle Initial (on Card)', 'Amount' (15), 'Card Type' (dropdown), 'Card #', 'Exp. Date', 'Address' (123 Street), and 'Zip (+4)' (45236).

 At the bottom right, there are 'Submit' and 'Cancel' buttons. A 'Help' button is located at the bottom left.

Usage

Specify the number of copies, subscription duration in years, address and credit card information. When adding foreign addresses set the State to 'XX' and the Zip Code to '00000'.

When finished entering all information, click on Submit. A confirmation screen will display:

Application for Magazine Subscription Confirmation

# Copies	1	Subscription Year(s)	1
Title	Mr	Suffix	Not Found
Last Name	Sklenky	First Name	Mikey
		Middle Name	

Contact Information

Street Address 1	123 Street				
Street Address 2					
City	Cincinnati	State	OH	Zip (+4)	45236
Country	USA	Home Phone	513-931-8877		

Payment Information

Last Name (On Card)	Sklenky	First Name (On Card)	Mikey	Middle Initial (on Card)	
Amount	\$15.00	Card Type	MasterCard	Card #	5467001123434576
Exp. Date	11/05				
Address	123 Street		Zip (+4)	45236	

OK Cancel

Click on OK if the information is correct, or click on Cancel to return to the previous screen to make edits.

Reports

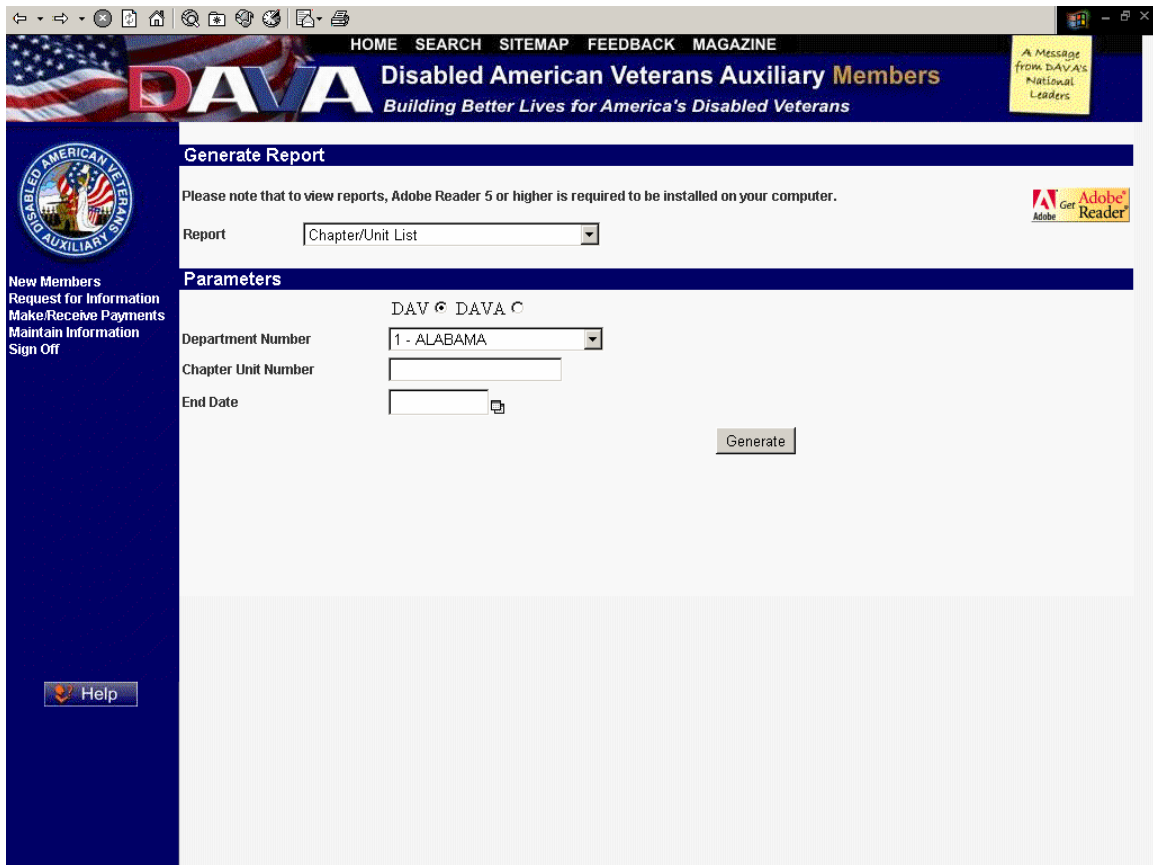
Navigation

From the Request for Information Menu, select Reports.



Overview

The purpose of this screen is to generate a variety of reports based on certain criteria entered.



Usage

Click on the Report dropdown menu to display a list of report choices.

The screenshot shows the 'Generate Report' interface on the DAVA website. At the top, there is a navigation bar with links for HOME, SEARCH, SITEMAP, FEEDBACK, and MAGAZINE. Below this is the DAVA logo and the tagline 'Building Better Lives for America's Disabled Veterans'. A sidebar on the left contains links for 'New Members', 'Request for Information', 'Make/Receive Payments', 'Maintain Information', and 'Sign Off'. The main content area is titled 'Generate Report' and includes a note: 'Please note that to view reports, Adobe Reader 5 or higher is required to be installed on your computer.' The 'Report' dropdown menu is open, displaying a list of report types. The 'Chapter/Unit List' option is selected and highlighted. Other options include HSC Recruitment, Membership List, Membership Standings, NSO Recruitment, Population Summary, Recruitment, and TSO Recruitment. Below the dropdown are input fields for 'Department Number', 'Chapter Unit Number', and 'End Date', along with a 'Generate' button.

Select the Type of report you would like to run, fill in the required parameters and click on generate.

The following summary describe the reports in more detail:

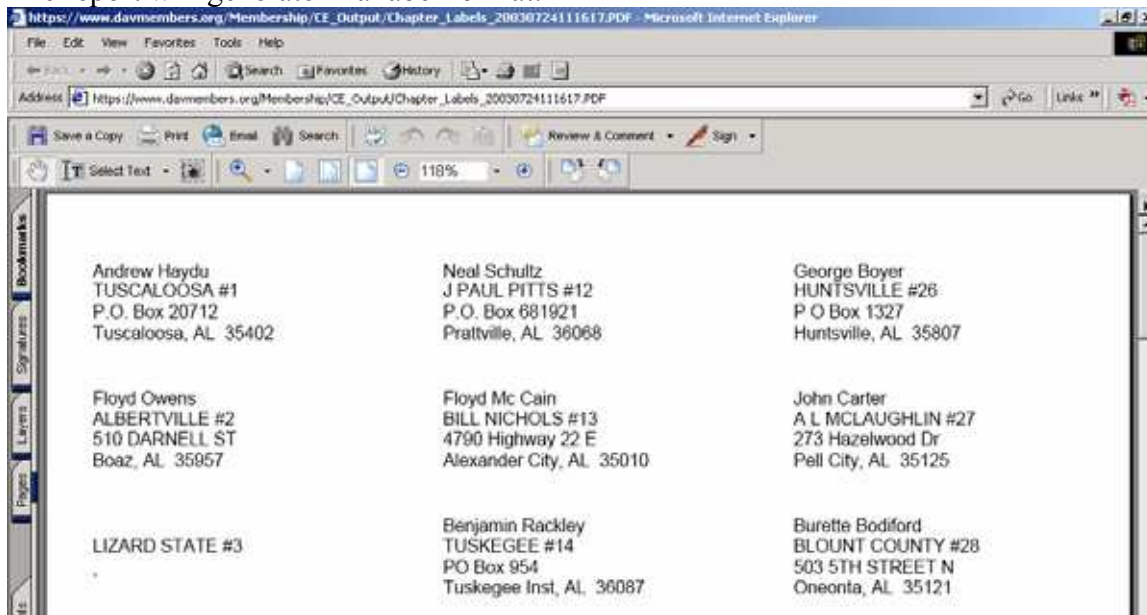
Chapter/Unit List - Displays a list of all chapters by department. Allows the user to specify chapters with all statuses, or only those with a specified status, such as Active, suspended, On Hold, etc.

The screenshot shows the 'Generate Report' interface with the 'Chapter/Unit List' report selected. The 'Department Number' dropdown is set to '25 - MONTANA', and the 'Chapter/Unit Status' dropdown is set to 'All'. The 'Print Options' dropdown is set to 'Chapter Labels 3x10 (Avery 5160)'. A warning message at the bottom of the page reads: 'Adobe Reader 6 is now required when printing labels. After you "Generate" a report for Avery labels, select "Print" then change Page Scaling to "None"'. The 'Generate' button is visible at the bottom right of the form area.

Select Chapter Unit Status using the dropdown arrow.

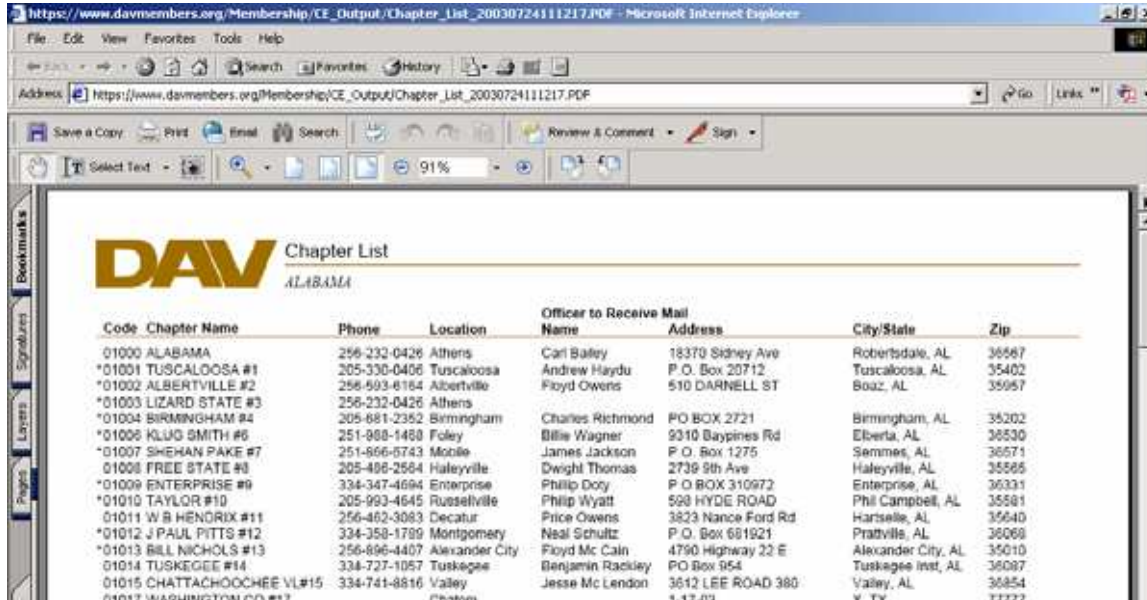
To print labels, select the type of labels desired from the Print Options dropdown menu.

The report will generate in a label format:



For report format, select Chapter List Report from the Print Option dropdown list.

The report will generate in the following format:



HSC Recruitment – This report shows Hospital Service Coordinators recruitment totals.

Select the desired Sort Order for the data, enter a desired Membership Year and click on Generate.

The report will display in the following format:

Member Name	Membership #	DAV MEMBERS			DAVA MEMBERS				Avail Points (Updated Monthly)
		Part	Full	Total	Ann	Part	Full	Total	
Adkins, Claud L.	400030.002733	1	14	15	0	0	0	0	106
Alvarado, Valerie A.	421870.024737	31	16	47	0	0	0	0	141
Ankenbauer, William	150030.003059	0	0	0	0	0	0	0	38
Arnold, Clifford	100010.047379	0	0	0	0	0	0	0	2
Balbak, Michael	370340.014492	0	0	0	0	0	0	0	6
Baker, John J.	420280.024435	1	3	4	0	0	0	0	42
Baker, Mack N.	270120.002036	17	24	41	0	1	0	1	211
Bendall, Margy A.	010760.00481	12	3	15	0	0	0	0	74
Banks, Charles G.	341420.000340	4	3	7	0	0	0	0	41
Banks, Ronald J.	250170.001982	0	0	0	0	0	0	0	1
Banta, John	040050.032515	22	33	55	0	0	0	0	157
Barnett, Robert D.	120080.007455	2	0	2	0	0	0	0	10
Beene, Robert G.	420120.024234	0	0	0	0	0	0	0	34
Berry, Vanessa J.	421570.020366	89	59	148	0	1	1	2	14
Berryman, Eric D.	210130.018749	6	8	14	0	0	0	0	114
Bouffette, Chris M.	290010.000275	9	20	29	0	0	0	0	98
Brennan, Margot A.	070010.001568	4	2	6	0	0	0	0	16
Brenton, Lloyd L.	090910.010130	12	56	68	0	0	0	0	514
Brown, Clarence	290160.008873	0	2	2	0	0	0	0	9
Brown, Clarence	100100.007130	6	2	8	0	0	0	0	29
Bullard, Bobby J.	390440.003718	19	18	37	0	0	0	0	199
Burns, Michael B.	040020.047322	23	18	41	0	1	0	1	142
Buller, Richard W.	020010.004102	15	30	45	1	0	0	1	155
Catagnan, John J.	170370.002644	8	8	14	0	0	0	0	42
Campbell, Ronald S.	410700.004782	26	12	38	0	0	0	0	151
Carahan, Patricia L.	420470.022901	8	0	8	0	0	0	0	33
Clements, Sheila M.	340010.00797	18	5	23	0	0	0	0	80
Cobb, Truman	410080.003772	10	1	11	0	0	0	0	52
Crook, Marie E.	140200.020284	9	5	13	0	0	0	0	44
Cumlar, David A.	420140.025350	39	46	85	0	2	1	1	741

Membership List - Displays a listing of all memberships, along with the member's current address, phone number, balance due, and membership status in a specified department/chapter.

Enter the Department Number, the Chapter Unit Number, and select the Membership Type and Membership Status desired from the dropdown menus, or if you would like all types, leave the field as 'All'. Select the Address Status from the dropdown menu, if desired, and select the order in which you would like the information to display, (i.e. by membership number or alphabetical order etc.) and click on Generate. To print labels in a 3 x 10 format, leave the check mark in the check box.

The report will generate in the following label format:

01004L005085 Richard C Able 209 Village St Birmingham, AL 35242	01004L005860 Fred M Allen 6505 Montevallo Rd Centreville, AL 35042	01004L006191 Le Roy A Arceneaux 2113 Grayson Valley Dr Birmingham, AL 35235
01004L006263 Jimmie L Abrams 726-7 St Thomas Birmingham, AL 35214	01004L006601 Johnny J Allen 4320 Pulaski St Birmingham, AL 35217	01004L006706 William D Aspray 308 W Glenwood Dr Birmingham, AL 35209
01004L006278 Willie Acree 216 Memphis St Birmingham, AL 35224	01004L003270 Wallace O Allison PO Box 727 Cropwell, AL 35054	01004L005736 James D Austin 128 Auburn Rd Indian Spgs, AL 35124

For report format, uncheck Print Labels by clicking in the check box.

The report will generate in the following format:

Member #	Member Name	Address	City	St	Zip	Home Phone	Bal	Status
01004L005085	Abbe, Richard C	209 Village St	Birmingham	AL	35242		\$0	Active
01004L006263	Abrams, Jimmie L	720-7 St Thomas	Birmingham	AL	35214		\$0	Active
01004L006278	Acree, Willie	216 Memphis St	Birmingham	AL	35224		\$0	Active
01004L002341	Adams, Lucious T	PO Box 246	Pinson	AL	35126		\$0	Active
01004L005358	Adcock, Kenneth D	1048 Sharp Dr	Birmingham	AL	35235		\$0	Active
01004L003281	Adkins, Lewis	22599 State Highway 79	Trafford	AL	35172		\$0	Active
01004L005040	Atgan, Agha P	PO Box 649	Helena	AL	35000		\$0	Active
01004L005004	Akers, John R	1128 Brockwood Ct	Gardendale	AL	35071		\$0	Active
01004L002056	Alexander, Lorane	680 10th St SE	Graysville	AL	35073		\$0	Active
01004L005893	Afford, Lee	1401 19th St SW	Birmingham	AL	35211		\$0	Active
01004L006860	Allen, Fred M	6505 Montevallo Rd	Centreville	AL	35042		\$0	Active
01004L006601	Allen, Johnny J	4320 Pulaski St	Birmingham	AL	35217		\$0	Active

Membership Standings - Displays a list of all departments, and which division they belong to, based upon number of memberships. Division 1 - Over 35,000 members. Division 2 - 18,000 - 34,999 members. Division 3 - 10,000 - 17,999 members. Division 4 - 5,000 - 9,999 members. Division 5 - Under 5,000 members.

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

DAV Disabled American Veterans Members
Building Better Lives for America's Disabled Veterans

A Message from DAV's National Leaders

Generate Report

Please note that to view reports, Adobe Reader 5 or higher is required to be installed on your computer.

Report:

Parameters

New Members
Request for Information
Make/Receive Payments
Maintain Information
Sign Off

Get Adobe Reader

No parameters, simply click on Generate.

The report will display in the following format:

DAV Membership Standings
As of 07/24/2003

Present Standing	State	Life Member Population	Life Goal	% of Goal	Goal Variance
Division I - Over 35,000 Members					
1	MASSACHUSETTS	35,512	36,556	97.14%	-1,044
2	MICHIGAN	30,262	31,407	96.35%	-1,145
3	NEW YORK	57,230	59,599	96.03%	-2,369
4	PENNSYLVANIA	38,560	40,545	95.10%	-1,985
5	CALIFORNIA	70,427	74,281	94.81%	-3,854
6	OHIO	35,685	37,744	94.54%	-2,059
7	FLORIDA	57,387	61,401	93.46%	-4,014
8	NORTH CAROLINA	25,946	28,423	91.29%	-2,477
9	TEXAS	48,707	53,366	91.27%	-4,659
Division Totals		399,716	423,322	94.42%	-23,606
Division II - 18,000 To 34,999 Members					

NSO Recruitment – This report shows National Service Officer recruitment totals.

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

DAVA Disabled American Veterans Auxiliary Members
Building Better Lives for America's Disabled Veterans

Generate Report

Please note that to view reports, Adobe Reader 5 or higher is required to be installed on your computer.

Report:

Parameters

Sort Order:

Membership Year:

Promotions Only:

Select the desired Sort Order for the data, enter a desired Membership Year and click on Generate.

The report will display in the following format:

Member Name	Membership #	DAV MEMBERS			DAVA MEMBERS				Avail Points (Updated Monthly)	
		Year-To-Date Part	Year-To-Date Full	Year-To-Date Total	Year-To-Date Annual	Year-To-Date Part	Year-To-Date Full	Year-To-Date Total		
AL - Montgomery, Alabama										
Hoffman, Kent A.	01012L006849	102	97	199	0	0	0	0	547	
Pace, Sharon J.	05014L013583	96	100	196	0	0	2	2	478	
Tucker, Thomas	01025L002223	88	128	216	0	0	0	0	595	
Office Totals:	3	286	305	591	0	0	2	2	1,610	
AR - N. Little Rock, Arkansas										
Dorcy, Russell T.	03005L005439	2	3	5	0	0	0	0	34	
Elli, Robert W.	03007L003553	12	13	25	0	0	0	0	162	
Gray, Gary B.	03007L008273	41	45	86	0	1	1	2	474	
Smith, Andrew T.	03010L005177	51	60	111	0	0	1	1	330	
Office Totals:	4	106	121	227	0	1	2	3	1,000	
AZ - Phoenix, Arizona										
Ebala, James C.	030012570928	8	6	14	0	0	0	0	242	
Kidd, Paul K.	03007L002995	0	1	1	0	0	0	0	4	
Lambert, Charles E.	02020L011580	18	34	52	0	0	0	0	203	
Mills, Michael G.	020015689907	5	12	17	0	0	0	0	56	
Szrogham, Tamara K.	020200606050	5	16	21	0	0	0	0	233	
Sunday, Kirby	020342599529	8	30	38	0	0	0	0	176	
Office Totals:	8	44	99	143	0	0	0	0	864	

Population Summary - Displays a list of the current membership counts for a specified department, and all of its chapters.

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

DAV Disabled American Veterans Members
Building Better Lives for America's Disabled Veterans

A Message from DAV's National Leaders

Generate Report

Please note that to view reports, Adobe Reader 5 or higher is required to be installed on your computer.

Report:

Parameters

DAV DAVA

Department Number:

New Members
Request for Information
Make/Receive Payments
Maintain Information
Sign Off

No parameters, simply click on Generate.

The report will display in the following format:

State	Last Year's	Current Year			Full Paid Life			Dept - Name
	Total Members	Members	Life Members	Total	Goal	Goal Pct	Goal Var	
001	21,063	6,118	13,076	19,194	14,524	90.03%	-1,448	ALABAMA
State Final	21,063	6,118	13,076	19,194	14,524	90.03%	-1,448	

Recruitment Report - Displays a list of recruiters in a given department and chapter, for a specified fiscal year.

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

DAV Disabled American Veterans Members
Building Better Lives for America's Disabled Veterans

A Message from DAV's National Leaders

Generate Report

Please note that to view reports, Adobe Reader 5 or higher is required to be installed on your computer.

Report:

Parameters

Department Number:

Sort Order:

Membership Year:

Source Code:

Employee ID:

Minimum DAV Recruited:

Minimum DAVA Recruited:

This report has options for specifying a source code, such as NSO Promo, Presep Program, etc. It has further options for specifying to retrieve for a supplied Employee Id, Minimum DAV members recruited, and/or Minimum DAVA members recruited. Finally, it allows for multiple sorting options -- Member Name, Membership Number, and Total Recruits.

Select the desired parameters using the dropdown arrows and click on Generate.

The report will display in the following format:

The screenshot shows a web browser window displaying a PDF report titled "DAV Recruitment Report" with the subtitle "Alpha Name Sequence". The report is a table with columns for Member Name, Membership #, DAV MEMBERS (Year-To-Date Part, Full, Total), DAVA MEMBERS (Year-To-Date Ann, Part, Full, Total), and Avail. Points. The data is sorted alphabetically by member name.

Member Name	Membership #	DAV MEMBERS			DAVA MEMBERS				Avail. Points
		Year-To-Date Part	Year-To-Date Full	Year-To-Date Total	Year-To-Date Ann	Year-To-Date Part	Year-To-Date Full	Year-To-Date Total	
Adkison, James M	01021L000062	0	0	0	0	0	0	0	5
Alman, Millard	01087L005766	0	0	0	0	0	0	0	1
Bagley, Antceto I	01026L002601	0	0	0	0	0	0	0	3
Bailey, Carl L	01045L002452	0	0	0	0	0	0	0	3
Baker, William J	01009L005747	4	1	5	0	0	0	0	6
Bail, Earl	01087L005728	0	0	0	0	0	0	0	1
Barbee, Reginald H	01011L005160	0	0	0	0	0	0	0	15
Barton, Donald A	01038L004536	0	0	0	0	0	0	0	1
Bates, Walter F	01006L003759	0	1	1	0	0	0	0	11
Beatty, William C	01040L003233	0	0	0	0	0	0	0	4
Berger, Karl R	01075L005093	0	1	1	0	0	0	0	6
Black, Billy R	01012L000248	0	0	0	0	0	0	0	6
Blankenship, William	01011L005085	0	3	3	0	0	0	0	11
Boyer, George N	01026L002387	1	2	3	0	0	0	0	36
Bracken, Vernon E	01087L005715	0	0	0	0	0	0	0	42
Braxton, Leroy	01087L005143	0	0	0	0	0	0	0	2
Bridg, Max E	01053L004810	0	0	0	0	0	0	0	2
Brouillette, Paul E	01024L001929	1	0	1	0	0	0	0	3
Brubaker, John G	01002L004899	0	0	0	0	0	0	0	1
Burgess, Bruce W	01012L005389	2	1	3	0	0	0	0	5
Cargo, David M	01002L004684	0	0	0	0	0	0	0	2
Carter, Jeffrey G	01031L000001	0	0	0	0	0	0	0	21
Carter, John A	01027L000102	0	2	2	0	0	0	0	18
Carter, Mack L	01011L004852	0	0	0	0	0	0	0	14
Carter, Warren G	01024L005516	7	5	12	0	0	0	0	22

TSO Recruitment – This report shows Transitional Service Officer recruitment totals.

The screenshot shows the "Generate Report" form on the DAVA website. The form includes a navigation bar with links for HOME, SEARCH, SITEMAP, FEEDBACK, and MAGAZINE. The main heading is "DAVA Disabled American Veterans Auxiliary Members Building Better Lives for America's Disabled Veterans". Below the heading, there is a "Generate Report" section with a dropdown menu set to "TSO Recruitment". A note states: "Please note that to view reports, Adobe Reader 5 or higher is required to be installed on your computer." To the right of this note is an "Adobe Reader" logo. Below the report selection, there is a "Parameters" section with a "Sort Order" dropdown set to "Member Name", a "Membership Year" input field, and a "Promotions Only" checkbox which is currently unchecked. A "Generate" button is located at the bottom right of the form.

Select the desired Sort Order for the data, enter a desired Membership Year and click on Generate.

MEMBERSHIP SYSTEM USER MANUAL – NSO'S AND TSO'S

The report will display in the following format:

Member Name	Membership #	DAV MEMBERS			DAVA MEMBERS				Avail Points (Updated Monthly)	
		Part	Full	Total	Ann	Part	Full	Total		
CA - Miramar Mas, California (TSO)										
Lee, Suey M.	04002L037362	6	6	14	0	0	0	0	62	
Milafsky, Allan R.	04002L087659	0	3	3	0	0	0	0	10	
Office Totals:	2	6	9	17	0	0	0	0	72	
DC - Washington, D.C.										
Smith, Lionel C.	16155L009480	6	15	21	0	0	0	0	120	
	45010L000049									
Office Totals:	1	6	15	21	0	0	0	0	120	
GA - Decatur, Georgia										
Walker, Kimberly M.	100016049113	6	3	9	0	0	0	0	24	
Office Totals:	1	6	3	9	0	0	0	0	24	
HI - Honolulu, Hawaii (TSO)										
Gelola, Larry K.	66001L003753	5	1	6	0	0	0	0	10	
Office Totals:	1	5	1	6	0	0	0	0	10	
KY - Fort Knox, Kentucky (TSO)										
Spencer, William E.	13016L007545	1	2	3	0	0	0	0	4	
Office Totals:	1	1	2	3	0	0	0	0	4	
MO - Fort Leonard Wood, Missouri (TSO)										
Chambers, Kenneth	24017L006204	0	0	0	0	0	0	0	2	
Office Totals:	1	0	0	0	0	0	0	0	2	
NC - Camp Lejeunem, North Carolina (TSO)										
Diaz, Hector E.	32016L012135	5	3	8	0	0	0	0	21	
Office Totals:	1	5	3	8	0	0	0	0	21	

Payment Submission

Navigation

From the Make/Receive Payments menu, select Payment Submission.



Overview

The purpose of this screen is to accept payments against one or more memberships held by a single member.

A screenshot of the 'Credit Card Payment Submission' form. The form includes the following fields and options:

- Membership #: 25019L001997
- thawte SECURE SITE click to verify
- Last Name (on Card): [Text Box]
- First Name (on Card): [Text Box]
- Middle Initial (on Card): [Text Box]
- Amount: [Text Box]
- Card Type: [Dropdown Menu]
- Card #: [Text Box]
- Exp. Date: [Text Box]
- Address: [Text Box]
- Zip (+4): [Text Box]
- Beneficiary Membership #: [Text Box]
- Sponsor ID or #: [Text Box]
- Campaign Code: [None]
- Submit button
- Help button

Usage

Enter the Membership number, name, amount and credit card information. The Beneficiary Membership number is optional and allows one person to pay for another

person's membership. In the future, the Campaign code will allow you to enter the code located on mailings and dues notices. Once the information is complete, click on Submit.

A confirmation screen will display:

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

DAV Disabled American Veterans **Members**
Building Better Lives for America's Disabled Veterans

A MESSAGE from DAV's National Leaders

Credit Card Payment Confirmation

Membership #	010018002163				
Last Name (on Card)	Smith	First Name (on Card)	Bob	Middle Initial (on Card)	A
Amount	\$ 150.00	Card Type	MasterCard	Card #	5435000263006554
Exp. Date	11/05				
Address	1234 Pretend Street			Zip (+4)	41011
Beneficiary Membership #					
Campaign Code	None				

OK Cancel

New Members
Request for Information
Make/Receive Payments
Maintain Information
Sign Off

Click on OK if information is correct or click on Cancel to return to the previous screen to make edits.

Maintain Member

Navigation

From the Maintain Information menu, select Maintain Member.



Overview

The purpose of this screen is to maintain and update your own member information.

 A screenshot of the DAV website showing the "Member Information for Robert T. Dewenter - 340928092514" form. The form is divided into several sections:

- Personal Information:** Title (dropdown), Suffix (dropdown), Donor (No), Last Name (Dewenter), First Name (Robert), Middle Name (T.), Date of Birth (3/15/1964), Gender (M F U C), Marital Status (Unknown), Nickname (text), Nationality (dropdown).
- Spouse Information:** Spouse Last Name, Spouse First Name, Spouse Middle Name, Spouse Date of Birth.
- Service Record:** A dropdown menu currently shows "Not Found, 08/21/1983".
- Service Details:** Start of Service (8/21/1983), Service Branch (Coast Guard), End of Service (8/21/1987), Era (dropdown), Rank (E-5/Petty Officer Second Class).
- Benefits and Disability:** I Receive (checkboxes for VA Comp, VA Pension, Service Retirement), Disability (checkboxes for Amputee, Blind, Hearing Impaired, Other), Eligibility (checkboxes for Disabled, Gassed, Injured, Other, Prisoner of War, Purple Heart, Wounded).

 At the bottom right of the form are "Next" and "Update" buttons.

Usage

Enter any changes to your profile by typing them in, or click on the arrow adjacent to the field to access a dropdown list of choices.

To switch between a member's service records, use the Service Record dropdown. To add a new Service Record, select New from the Service Record dropdown list.

When changing the Marital Status to married, the Add Spouse screen will display, allowing the operator to enter the spouse information.

This is the Add Spouse screen:

Once all spouse information is complete, click on the Add button to add the information to the Member's profile. The following screen will display, reflecting the updated spouse information:

From this Member Information screen, clicking on the Next button takes the operator to the second page of Maintain Member, which will display contact information.

The contact screen displays in the following format:

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

DAV Disabled American Veterans **Members**
Building Better Lives for America's Disabled Veterans

A Message from DAV's National Leaders

- Contact 8045435

Street Address 1: 1800 Provincetown Rd Street Address 2: []

City: Centerville State: OH Zip (+4): 45459-3438

Country: USA Address Type: Home

Start Date: [] End Date: [] Fax: []

Home Phone: 937-433-4834 Work Phone: [] Mobile: []

E-Mail: bdewenter@davmail.org Preferred Method of Contact: Mail

Address Status: Claimed Delete Contact

+ New Contact

Previous Next Update

You may correct any contact information and click Update.

To add a new contact, Click on the New Contact (see circled item above) and the New Contact screen will display:

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

DAVA Disabled American Veterans **Auxiliary Members**
Building Better Lives for America's Disabled Veterans

A Message from DAV's National Leaders

- New Contact

Street Address 1: [] Street Address 2: []

City: [] State: AA Zip (+4): []

Country: USA Address Type: Other

Start Date: [] End Date: [] Fax: []

Home Phone: [] Work Phone: [] Mobile: []

E-Mail: [] Preferred Method of Contact: Mail

Address Status: Claimed [Insert Contact](#) [Cancel Insert](#)

Previous Next Update

When you have finished entering all contact information, click on Insert Contact and then click on Update. Click on Next to access the last page of Maintain Member.

This is the last page of Maintain Member:

DAV Disabled American Veterans Members
Building Better Lives for America's Disabled Veterans

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

A Message from DAV's National Leaders

Membership Status For Robert Dewenter - Membership # 6092514 - Dept. 34 - Chap 92 **340928092514**

Status Type Active Inactive Date Years Delinquent 0
 Account Type Membership Full Life
 Card Issue Date 04/27/2004 Card Expiration Date
 Convention Bound No Convention Date
 Sponsor ID or # Years of Membership 2

Re-Issue Card Name Change 2
 Balance Paid In 2

Transfer Request

Transfer to Department Transfer to Chapter/Unit Transfer Request Date Transfer Status

Member Payment

Last Payment Date		Last Payment Amount	0.00	Method of Payment	
Total Paid	0.00	Payment Status		Prepaid # of years	
Life Date	01/13/2004	Life Amount	150.00	Balance	0.00
Amount Discounted	150.00	Amount Forgiven	0.00		
		# of Remaining Payments	12		

You can request a transfer from one chapter to another chapter from this screen by selected the desired department from the dropdown menu.

You can click on Make Payment to access the Payment Submission screen. (See page 28 of this manual for details regarding Payment Submission.)

Clicking on the Previous button takes the operator to the previous page of Maintain Member.

When finished entering all information, press Update to submit and update the member information.

Search for Member

Navigation

From the Maintain Information menu, select Search For Member.

Overview

The purpose of this screen is to search for a member.

Usage

Input any known information and click on Search. Note that you do not need to input all information, but the more definitive the information, the more specific your results will be. You may also perform a “wild card search” by using an asterisk (*) in the name fields if you are unsure of the spelling of the name. Ex: you can type in Anders* for the last name if you do not know if the spelling is Andersen or Anderson. The results will be any names that start with Anders. Note also that this search screen is not case sensitive.

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

DAV Disabled American Veterans Members
Building Better Lives for America's Disabled Veterans

A Message from DAV's National Leaders

Search Criteria

DAV DAVA

Membership # Last Name First Name

Social Security # Date of Birth

City State Zip (+4)

Department Chapter/Unit #

Previous Membership # Member ID VA Claim #

New Members
Request for Information
Make/Receive Payments
Maintain Information
Sign Off

The results of this search will display in the following format:

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

DAV Disabled American Veterans Members
Building Better Lives for America's Disabled Veterans

A Message from DAV's National Leaders

New Members | Request for Information | Make/Receive Payments | Maintain Information | Sign Off

Search Results - 31

Member ID	Last Name	First Name	Membership #	Previous Membership #	Date of Birth	City	State	Chapter/Unit
1956227	Anders	Theodore	25005L001883		12/22/1920	Seeley Lake	MT	5
1951368	Andersen	Richard	25008L001523	25003L002352		Butte	MT	8
1947116	Anderson	Allan	25003L001896		2/6/1914	Culbertson	MT	3
1951822	Anderson	Andrew	25002L000773		3/20/1946	Helena	MT	2
1950456	Anderson	Archie	25008L000829	25014L001736	3/9/1920	Havre	MT	8
1953917	Anderson	Arlo	25008L001487		8/1/1971	Manhattan	MT	8
1947950	Anderson	Charles	25002L002675		1/11/1933	Great Falls	MT	2
3049855	Anderson	Daniel	25003T001913		4/26/1939	Massena	WA	3

The Member ID column displays the Member ID in a hyperlink format (see circled item above) which you can click on to access that particular member's record. Once you have located the record you desire, you can make changes to the member's information as described on pages 30 – 33 in this manual.

Maintain Disaster Fund

Navigation

From the Maintain Information menu, select Maintain Disaster Fund.



Overview

The purpose of this screen is to determine whether or not a veteran has received a disaster payment.



Usage

The operator may jump directly to the desired draft by entering the draft number and clicking on the Go button associated with Search for Draft.

If the draft number is not known, then clicking on the Go button associated with Search for Draft brings up the search screen:

Search for Disaster Fund Draft

New Members | Request for Information | Make/Receive Payments | Maintain Information | Sign Off

Search Criteria

Draft # Begin Date End Date

Amount Status NSO Office

Member ID VA Claim #

Last Name First Name

Address

City State Zip (+4)

Type in the appropriate field whatever information you have, and click on the Search button. Note: you can search using one field or you can search using multiple fields to help narrow your search.

Once you have clicked on Search, if there are records available, they will display in the following format:

Search for Disaster Fund Draft Results

New Members | Request for Information | Make/Receive Payments | Maintain Information | Sign Off

Search Results - 8

Draft #	Date	Amount	Status	NSO Office	VA Claim Number	Last Name	First Name	City	State
1000	4/22/2003	100	Granted	Montgomery, Alabama	0	Mc Coy	Roger	Peebles	OH
1002	4/22/2003	0	Void	Montgomery, Alabama					
1003	4/22/2003	0	Issued	Montgomery, Alabama					
1004	4/22/2003	0	Issued	Montgomery, Alabama					
1005	4/22/2003	0	Issued	Montgomery, Alabama					
2006	12/22/2000	500	Cleared	Montgomery, Alabama	418621395	Roberts	Stanley	Tuscaloosa	AL
2007	12/29/2000	500	Cleared	Montgomery, Alabama	27308571	Haydu	Andrew	Tuscaloosa	AL
4973	1/11/2002	1000	Cleared	Montgomery, Alabama	5224764	Christian	John	Montgomery	AL

To view a particular record, click on the draft number associated with that record.

A draft with a Cleared status will only display in read only format shown below. This means that no edits can be made to this record.

Maintain Disaster Fund Draft

New Members | Request for Information | Make/Receive Payments | Maintain Information | Sign Off

Disaster Fund Draft Information

Draft record is displayed as read only. Changes can not be made

Draft #

Draft # 2006 Draft Date 12/22/2008 Status Cleared

Amount 500.00 Verified Date 1/5/2001 Cleared Date 1/2/2001

NSO Office 1 - Montgomery, Alabama Approved By

Reason Code Tornado

Disaster Description Tornado

Use Code Other

Loss Description

Member ID 1321499 Social Security # 418-62-1395 VA Claim # 418621395

Last Name Roberts First Name Stanley Middle Name

Street Address 1 215 Revere Rd Street Address 2

City Tuscaloosa State AL Zip (+4) 35415

Country USA

If the draft has a status of Void, it will also be in a read only format. You can make edits to any drafts with a status of Issued or Granted.

To move to another draft without going back to the intro or search screens enter the draft number in the Draft # field and click on the Quick Search button.

An issued draft will display in the following format:

Complete the following draft information:

- Draft Date
- Amount the draft is issued for
- Approved by (the NSO officer who completed the draft – you can use the drop down menu to select one.)
- Reason Code
- Disaster Description (up to 255 characters)
- Use Code
- Loss Description (up to 255 characters)
- Member ID (**leave blank – this is not the membership number**)
- Social Security Number (optional; if available, enter using dashes)
- VA Claim # (optional; if available, enter without using dashes)
- Last Name (of payee)
- First Name (of payee)
- Middle Name (of payee)
- Street Address
- City
- State
- Zip

Once you have entered all available information, click on the Update button.

When adding foreign addresses set the State to 'XX' and the Zip Code to '00000'.

