
Disabled American Veterans
Membership System User Manual
for
Department and Chapter Officers

Table of Contents

<i>Basic Web Application Usage</i>	4
<i>Member Login</i>	8
<i>Change Password</i>	9
<i>Welcome</i>	10
<i>Process DAV Application</i>	11
<i>Chapter Proximity Lookup</i>	13
<i>New Magazine Subscription</i>	15
<i>Reports</i>	17
<i>Payment Submission</i>	28
<i>Maintain Member</i>	30
<i>Maintain Department Information</i>	34
<i>Department/Chapter Financial Report</i>	36
<i>Department Officer Report</i>	40

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.

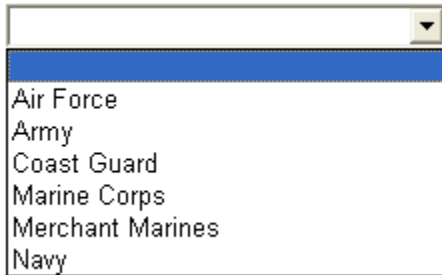
- | | |
|--------------|---|
| <TAB> | Move the cursor forward one screen element |
| <SHIFT><TAB> | Move the cursor backward one screen element |

Pull Down Menus

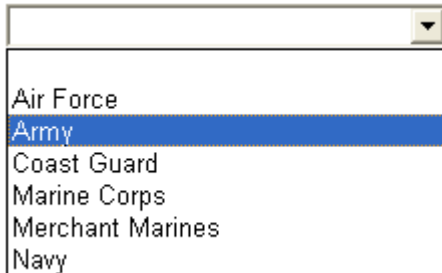
Pull down menus allow the user to select from a list of many options.



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

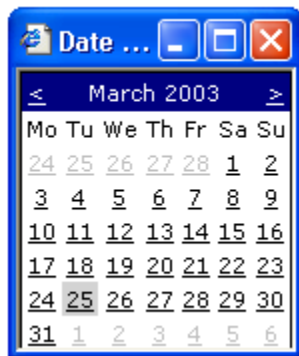
It may be useful to use the following keyboard shortcuts:

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

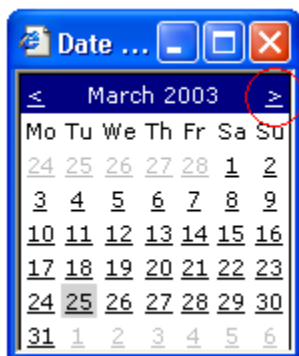
It is also possible to bring up a calendar in order to select the date. To bring up a calendar use the mouse to click on the calendar icon following the field. You may also tab out of the date field and onto the calendar icon and hit <ENTER> to open the calendar. The calendar icon is shown below.

Date of Birth 

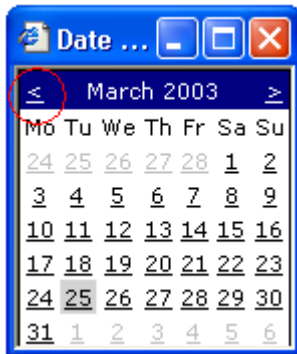
The following is an example of the calendar that appears:



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.

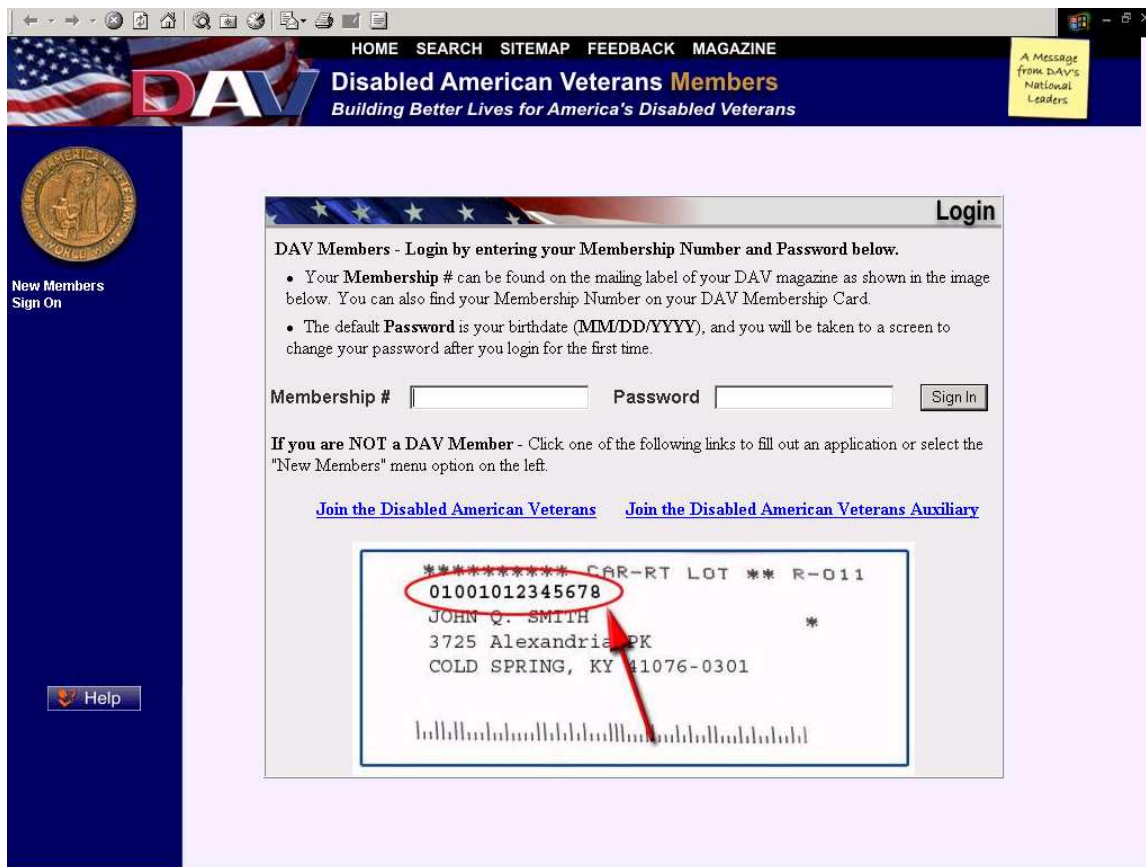
Tool Tips

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 (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 shows a web browser window displaying the DAV Members website. The address bar shows the URL: [https://www.davmembers.org/Membership/Wayspring/ExternalHelpFrame.aspx?membership\(\(tqsfbaldenpwH5cgevzj45\)/login.aspx](https://www.davmembers.org/Membership/Wayspring/ExternalHelpFrame.aspx?membership((tqsfbaldenpwH5cgevzj45)/login.aspx). The website header includes navigation links: HOME, SEARCH, SITEMAP, FEEDBACK, and MAGAZINE. The main banner features the DAV logo and the text "Disabled American Veterans Members Building Better Lives for America's Disabled Veterans".

On the left side, there is a vertical menu with the following options: New Members, Make Receive Payments, Maintain Information, and Sign Off. A "Help" button is located at the bottom of this menu.

The main content area is titled "User Information" and 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 information:

Membership #	18155L007426	Member ID	1491159
Date of Birth	3/17/1953	First Name	Anthony
Last Name	Baskerville		

Below the table is the "Change Password" section. It 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.

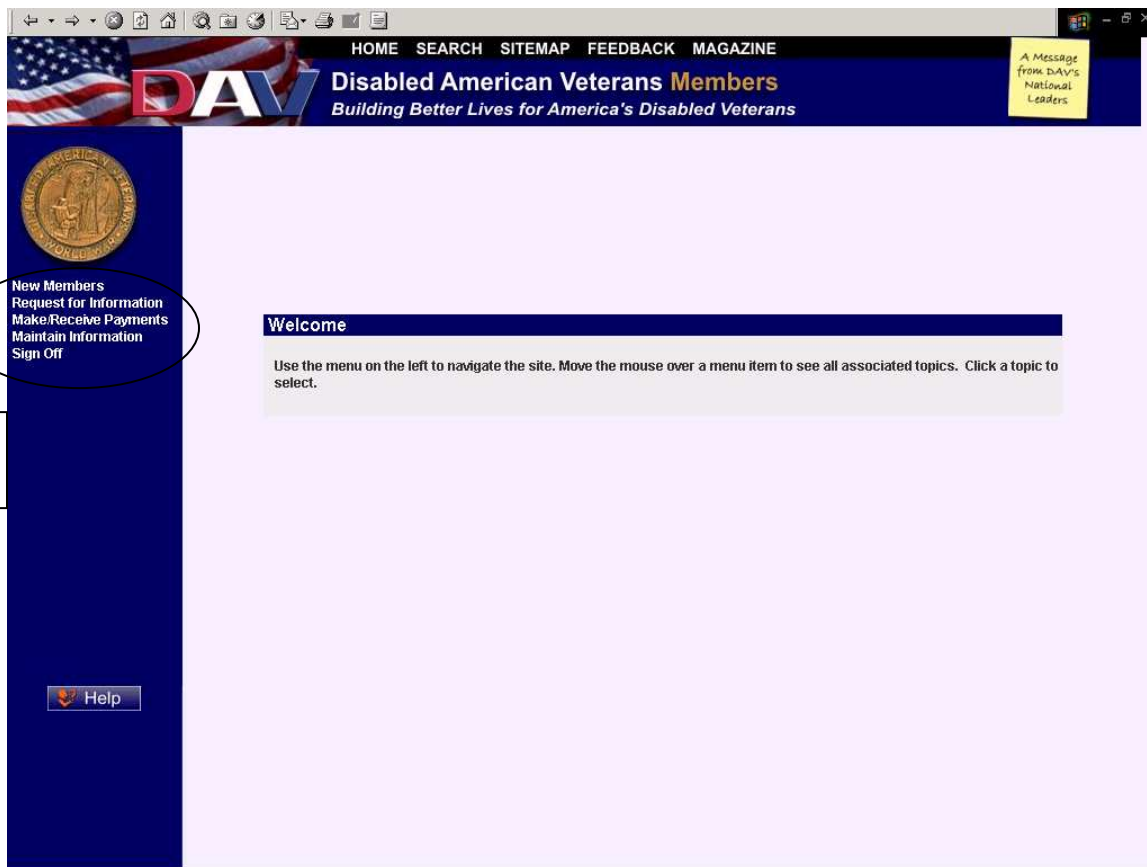
Usage

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.

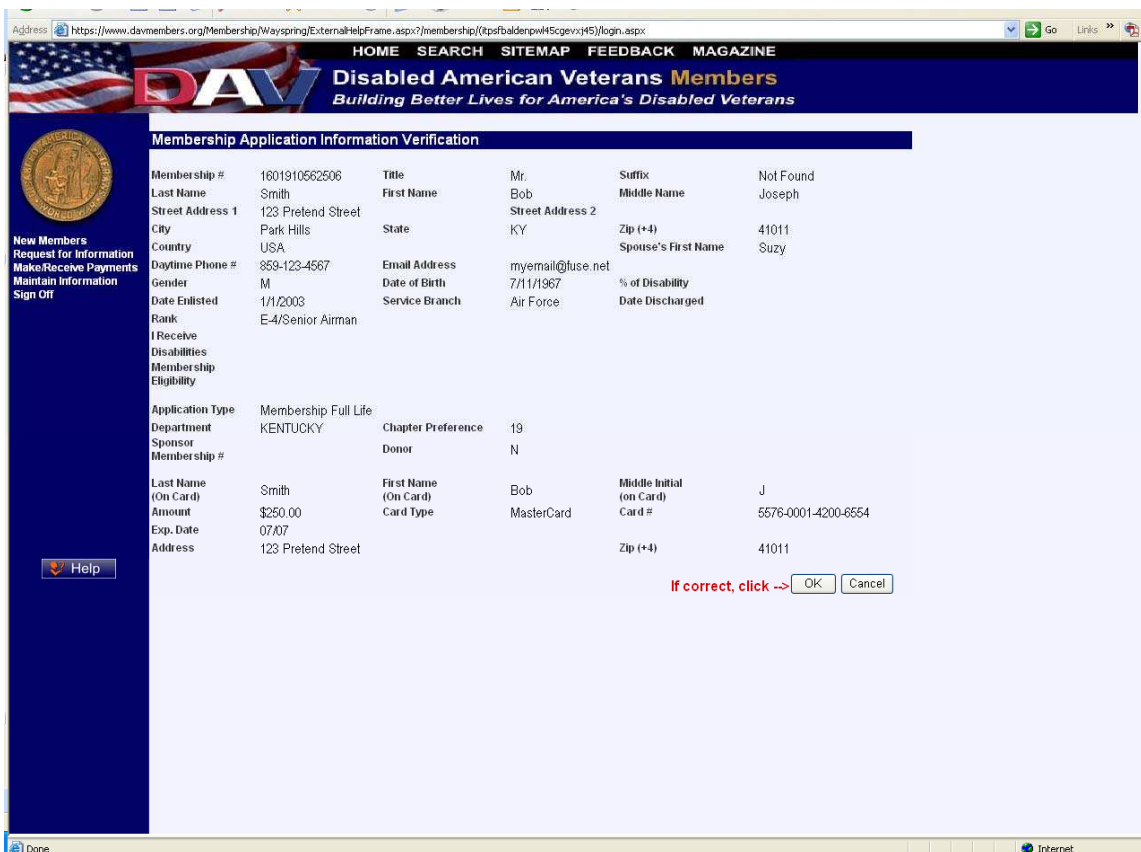
Usage

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:

The screenshot shows the DAV website interface. 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'. A search bar is present with the text 'Chapter Proximity Lookup' and 'DAV DAVA'. The search results are displayed in a table with the following columns: Chapter/Unit Number, Number of Members, Address, Phone #, and Meeting Day and Time. Each row in the table has a small envelope icon at the end, indicating an email link. A sidebar on the left contains links for 'New Members', 'Request for Information', 'Make/Receive Payments', 'Maintain Information', and 'Sign Off'. A 'Help' button is also visible in the sidebar.

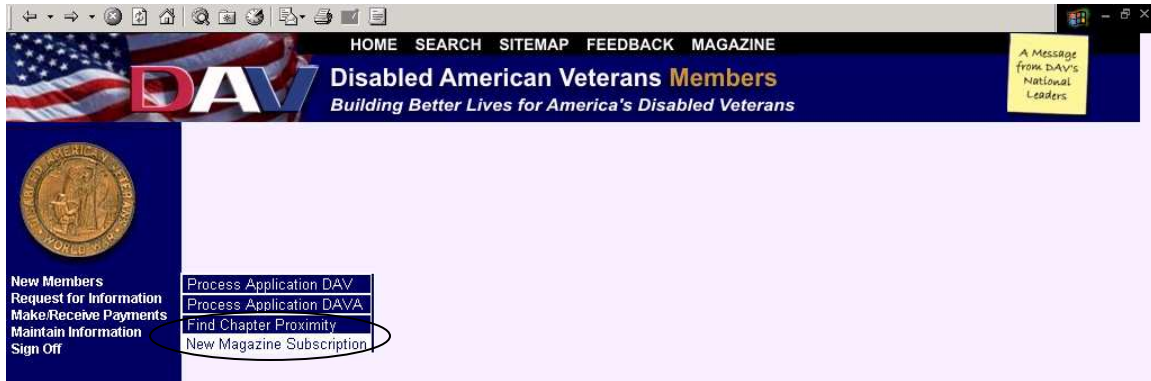
Chapter/Unit Number	Number of Members	Address	Phone #	Meeting Day and Time
19	86	3725 Alexandria Pike , Cold Spring, KY 41076	859-441-5429	
148	8	8266 Alex Pike VFW , Alexandria, KY 41001	859-781-7956	
1	3	717 W M L King 101ab , Cincinnati, OH 45220	513-257-5703	
103	2	San Antonio Church , Cincinnati, OH 45211	513-251-1470	
149	2	298 Prairie Drive , Louisville, KY 40223	502-939-1003	
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	913-334-6989	
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	219 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	
36	1	Jaycees Center , Waldorf, MD 20601	301-782-7872	
43	1	4810 S Laramie , Chicago, IL 60636	773-586-3870	
47	1	722 Rose Rd , Somerset, KY 42501		
63	1	Memory Ln Am Legion , Batavia, OH 45103	937-393-9219	
89	1	810 Barret Ave , Louisville, KY 40204	812-283-3237	

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

The screenshot shows the 'Application for Magazine Subscription' form. The form is divided into three main sections: Application for Magazine Subscription, Contact Information, and Payment Information. The form includes the following fields:

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

Buttons for 'Submit' and 'Cancel' are located at the bottom right of the form.

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:

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

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
Country	USA	Home Phone	513-931-8877
		Zip (+4)	45236

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			Zip (+4)	45236
Address	123 Street				

Help

OK Cancel

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

Reports

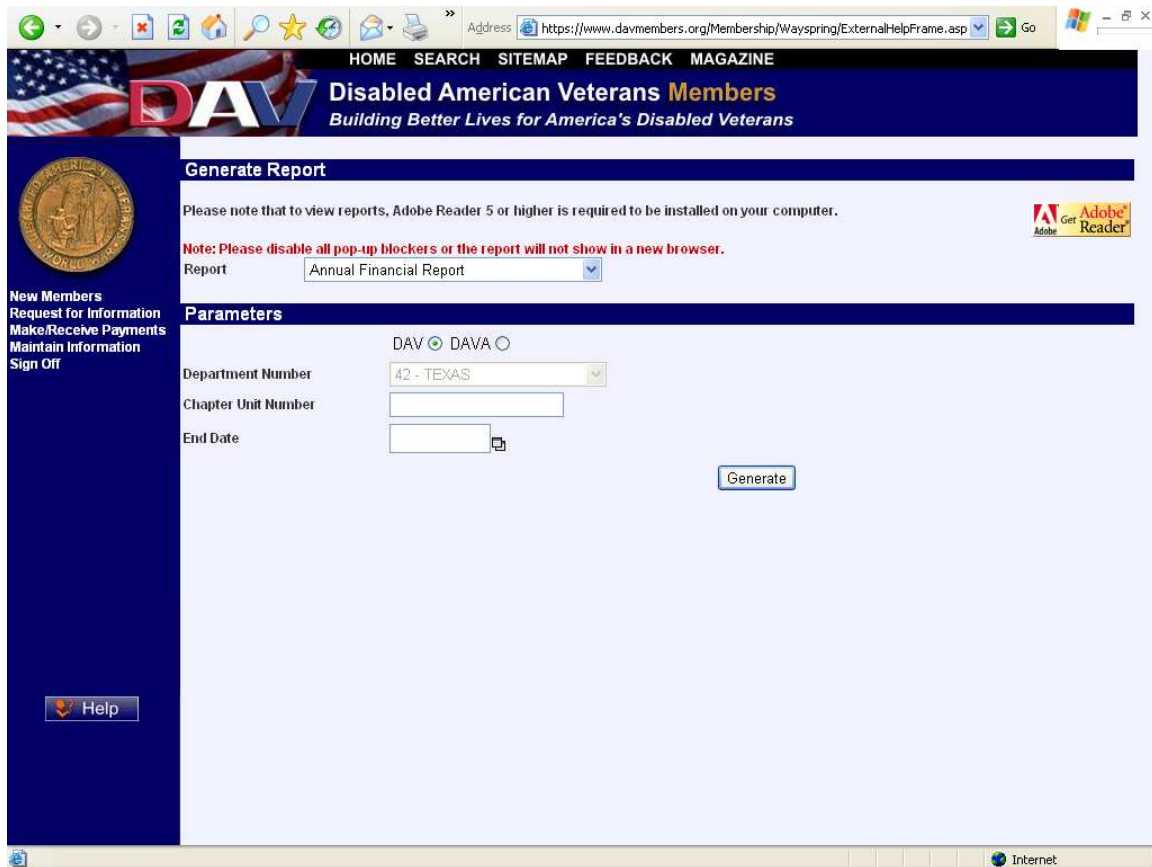
Navigation

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 pull down menu to display a list of report choices.

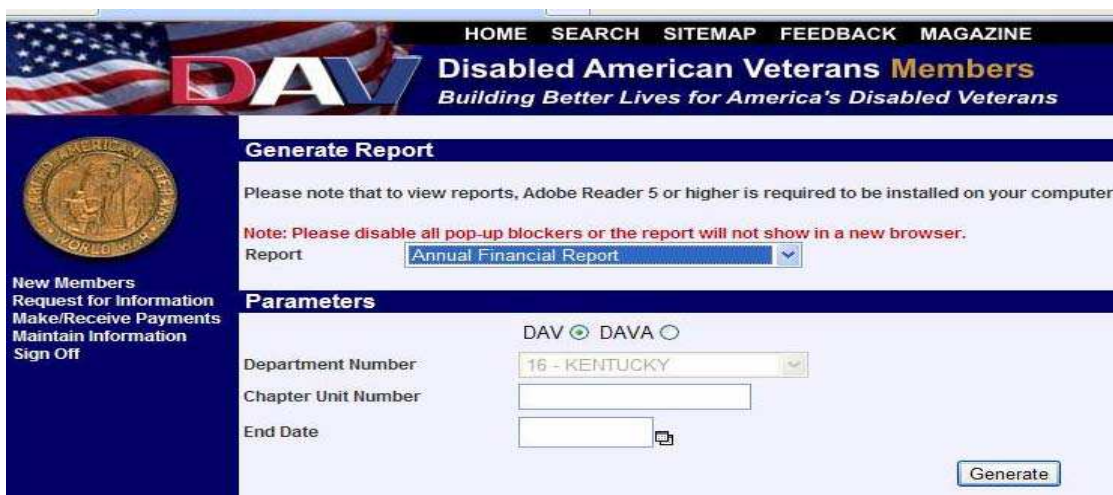


Select the Type of report you would like to run, fill in the required parameters and click on generate.

The following summary describes the reports in more detail:

Annual Financial Report -Displays the Department/Chapter Annual Financial Report to include all schedules.

The Chapter Unit Number is automatically entered for Chapters. Departments should leave the Chapter Unit Number blank to open the Department’s Annual Financial Report, or they may enter a Chapter Unit Number to open a specific Chapter’s Annual Financial Report. Enter the End Date (06/30/YYYY) for the report you wish to view then click on the Generate button. Once the report opens it can be printed.



Department Annual Financial Report

Chapter Annual Financial Report

The report will generate in the following format:

DAV Disabled American Veterans	
Annual Financial Report	
Chapter #:	Chapter Name:
Located at : Alabama	Department: ALABAMA (1)
Accounting Period From: 07/01/1993 to 06/30/1994	
<u>CASH (Liquid Assets) REPORT</u>	
Beginning Balance	\$0.00
<i>(Ending Amount of Liquid Assets from Last Year's Report)</i>	
This Year's Income or Receipts:	
1. Dues (Per Capita from National HQ)	0.00
2. Forget-Me-Not Drive	0.00
3. Bingo (Gross Receipts)	0.00
4. Thrift Store (Gross Receipts)	0.00
5. Bar/Lounge (Gross Receipts)	0.00
6. Interest & Dividend Income (Checking, Savings, C.D.'s Only)	0.00
7. National Fundraising Program (Departments Only)	0.00
8. Increase in Market Value of Investments on Line 26 During Accounting Period	0.00
9. Other Income (Attach Schedule)	0.00
10. Income (Less 7 thru 9)	\$0.00
If the total of lines 2 thru 9 exceeds \$300,000 the report must be audited by a CERTIFIED PUBLIC ACCOUNTANT.	
This Year's Expenses or Disbursements:	
11. Salaries, Payroll Taxes & Employee Benefits for Administrative Personnel Only (Attach Schedule)	0.00
12. Conventions/Conferences/Seminars (Attach List Showing Names and Amounts)	0.00
13. Postage & Office Supplies	0.00
14.4 Service/Charitable (Complete and attach required service/charitable expenses schedule)	0.00
15. Forget-Me-Not Expenses (Cost of Drive Only)	0.00
16. Bingo Expenses, Including Bingo Salaries & Payroll Taxes (Attach Schedule)	0.00
17. Thrift Store Expenses, including Thrift Store Salaries & Payroll Taxes (Attach Schedule)	0.00
18. Bar/Lounge Expenses, Including Bar/Lounge Salaries & Payroll Taxes (Attach Schedule)	0.00
19. Chapter Home/Department Hq. Expenses (Attach Schedule)	0.00
20. Decrease in Market Value of Investments on Line 26 During Accounting Period	0.00
21. Other (Attach Schedule)	0.00
22. Expenses (Lines 11 thru 21)	\$0.00
Ending Balance	\$0.00
<i>(Beginning Balance Plus Line 10 minus line 22)</i>	
Statement of Liquid Assets: (*See definition below)	
23. Checking Accounts/Cash on Hand	0.00
24. Savings Accounts	0.00
25. CD's	0.00
26. Market Value of Investments AS END OF ACCOUNTING PERIOD (Attach Itemized list of stocks, bonds, etc.)	0.00
27. Total Liquid Assets (Lines 23 thru 26) <i>(Should Equal Amount on Ending Balance Line)</i>	\$0.00
<i>*Liquid assets are those assets which are readily convertible to cash, and do not include real or physical property such as real estate or furniture and fixtures. If applicable, complete and attach Other Assets Schedule to this report.</i>	



Disabled American Veterans

Annual Financial Report

Chapter #:
Located at: , Alabama

Chapter Name:

Department: ALABAMA (1)

Accounting Period From: 07/01/1993 to 06/30/1994

Schedule

Other Income

Total Other Income 0.00

Chapter 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.

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

Report: Chapter List

Parameters

DAV DAVA Both

Department Number: All

Chapter Unit Status: All

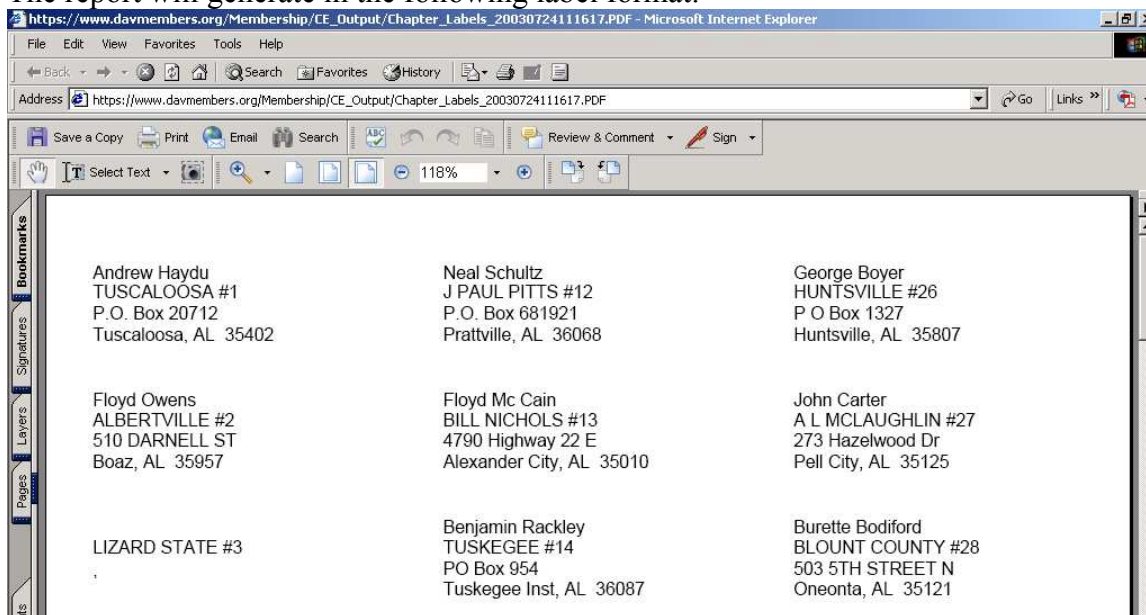
Goal Percent:

Print Labels:

Generate

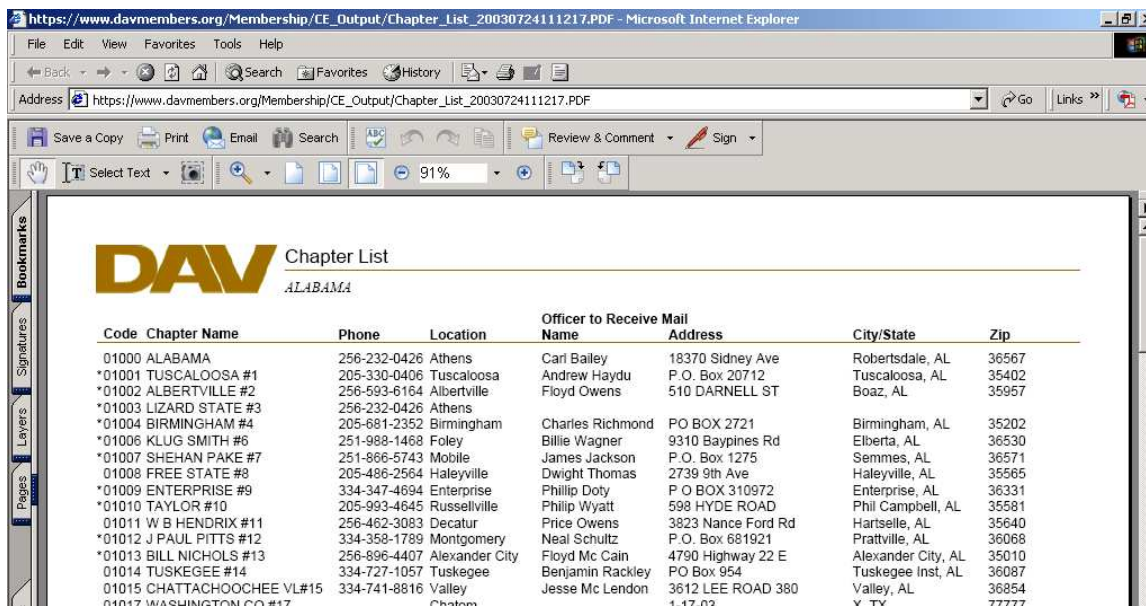
Enter the Department Number and select Chapter Unit Status using the dropdown arrow. To print labels, leave the check mark in the check box.

The report will generate in the following label format:



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

The report will generate in the following format:



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	01004L006860 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	Able, Richard C	209 Village St	Birmingham	AL	35242		\$0	Active
01004L006263	Abrams, Jimmie L	726-7 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	Afgan, Agha P	PO Box 649	Helena	AL	35080		\$0	Active
01004L005004	Akers, John R	1128 Brookwood Ct	Gardendale	AL	35071		\$0	Active
01004L002056	Alexander, Loraine	680 10th St SE	Graysville	AL	35073		\$0	Active
01004L005893	Alford, 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

Report:

Parameters

DAV DAVA Both

New Members
Request for Information
Make/Receive Payments
Maintain Information

No parameters, other than if the report is for DAV or DAVA or both are required. Simply click on Generate.

The report will display in the following format:

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					

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

Report: Population Summary

Parameters: DAV DAVA Both

Department Number: All

Generate

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

Enter the Department Number and click on Generate.

The report will display in the following format:

The screenshot shows a Microsoft Internet Explorer browser window displaying a PDF report. The report title is 'DAV Population Summary STATE REPORT'. The report contains a table with the following data:

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.

The screenshot shows the 'Generate Report' form on the DAV website. The form includes a navigation bar with links for HOME, SEARCH, SITEMAP, FEEDBACK, and MAGAZINE. The main heading is 'DAV Disabled American Veterans Members Building Better Lives for America's Disabled Veterans'. The form has a 'Report' dropdown menu set to 'Recruitment'. Under the 'Parameters' section, there are several input fields and dropdown menus:

- Department Number: All
- Sort Order: Member Name
- Membership Year: (empty)
- Source Code: All
- Employee Id: (empty)
- Minimum DAV Recruited: (empty)
- Minimum DAVA Recruited: (empty)

A 'Generate' button is located at the bottom right of the form.

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:

DAV Recruitment Report
Alpha Name Sequence

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
Altman, Millard	01087L005766	0	0	0	0	0	0	0	1
Bagley, Aniceto 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
Ball, 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	01038L004836	0	0	0	0	0	0	0	1
Bates, Walter F	01006L003759	0	1	1	0	0	0	0	11
Beaty, William C	01040L003233	0	0	0	0	0	0	0	0
Berger, Karl R	01075L005083	0	1	1	0	0	0	0	4
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
Bray, Max E	01053L004810	0	0	0	0	0	0	0	2
Brouillette, Paul E	01024L001869	1	0	1	0	0	0	0	3
Brubaker, John G	01002L004699	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, Jeffery 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

Payment Submission

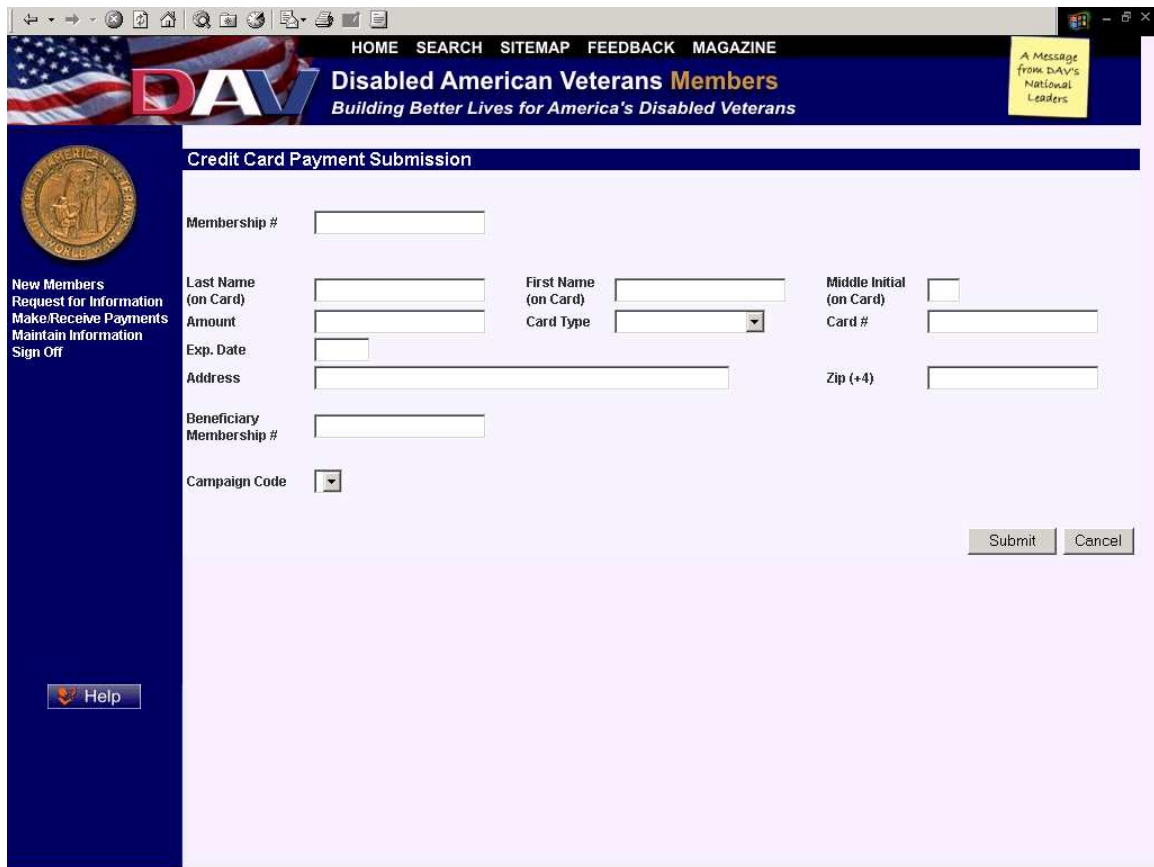
Navigation

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.



Usage

Enter the Membership number 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:

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				

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 any member information.

The screenshot displays the 'Member Information for Anthony Baskerville - 42009L025378' form. The form is organized into several sections:

- Personal Information:** Title (Alderman), Suffix, Donor (No), Last Name (Baskerville), First Name (Anthony), Middle Name, Date of Birth (3/17/1953), Gender (M), Marital Status (Unknown), Nickname, Ethnicity.
- Spouse Information:** Spouse Last Name, Spouse First Name, Spouse Middle Name, Spouse Date of Birth.
- Service Record:** Vietnam, 04/15/1971. Fields include Start of Service (4/15/1971), Service Branch, End of Service (1/15/1974), Era (Vietnam), Rank, and I Receive (VA Comp, VA Pension, Service Retirement).
- Eligibility:** Disability (Amputee, Blind, Hearing Impaired, Other), Eligibility (Disabled, Gassed, Injured, Other, Prisoner of War, Purple Heart, Wounded).
- Armed Forces Expeditionary Medal:** Campaign Expedition Medals Awarded (Congo, Grenada, Lebanon, Libya, Mayaguez, Panama, Persian Gulf, Quemoj and Matsu Isl, EI, Taiwan Straits, Vietnam/Thailand).
- Navy Expeditionary/Marine Corps Medal:** Cuba, Indian Ocean/Iran, Lebanon, Libya, Panama, Persian Gulf, Iranian/Yemen/Indian Ocean.
- Other Medals:** Army Occup. of Austria, Army Occup. of Berlin, Army Occup. of Germany, Army Occup. of Japan, Chinese Service Medal, Navy Occup. of Austria, Navy Occup. of Trieste.

Buttons for 'Next' and 'Update' are located at the bottom right of the form.

Usage

Enter any changes to a member 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. 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:

The screenshot shows the 'Add Spouse' form in a web browser. The browser address bar shows the URL: https://www.davmembers.org/Membership/Wayspring/ExternalHelpFrame.aspx?membership/(tspfaldenpw45cgev:145)/login.aspx. The page header includes 'HOME SEARCH SITEMAP FEEDBACK MAGAZINE' and the DAV logo with the text 'Disabled American Veterans Members Building Better Lives for America's Disabled Veterans'. The form is titled 'Add Spouse' and contains the following fields:

- Is spouse a member of DAV/DAVA?** (Radio buttons for Yes and No)
- Spouse Information:** Last Name, First Name, Middle Name, Title, Suffix, Date of Birth, Gender (M, F, U, O), Ethnicity.
- Contact:** Street Address 1 (1139 Eads Rd), City (Verona), State (KY), Zip (+4) (41092-9320), Country (USA), Home Phone.

Buttons for 'Add' and 'Back' are located at the bottom right of the form. A 'Help' button is in the bottom left corner.

Once all spousal 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 spousal information:

The screenshot shows the 'Member Information for Anthony Baskerville - 42009L025378' form. The browser address bar shows the URL: https://www.davmembers.org/Membership/Wayspring/ExternalHelpFrame.aspx?membership/(tspfaldenpw45cgev:145)/login.aspx. The page header is identical to the previous screenshot. The form displays the following information:

- Member Information:** Title (Alderman), Suffix, Donor (No), Last Name (Baskerville), First Name (Anthony), Middle Name, Date of Birth (3/17/1953), Gender (M, F, U, O), Marital Status (Married), Nickname, Ethnicity.
- Spouse Information:** Spouse Last Name (Smith), Spouse First Name (Suzy), Spouse Middle Name (Marie), Spouse Date of Birth (12/25/1960).
- Service Record:** Vietnam, 04/15/1971, Service Branch, End of Service (1/15/1974).
- Other Information:** Era (Vietnam), Rank, I Receive (VA Comp, VA Pension, Service Retirement, Disability, Amputee, Blind, Hearing Impaired, Other), Eligibility (Disabled, Gassed, Injured, Other, Prisoner of War, Purple Heart, Wounded).
- Armed Forces Expeditionary Medal:** Congo, Grenada, Lebanon, Libya, Mayaguez, Panama, Persian Gulf, Quemoj and Matsu Isl., EI, Taiwan Straits, Vietnam/Thailand.
- Navy Expeditionary/ Marine Corps Medal:** Cuba, Indian Ocean/Iran, Lebanon, Libya, Panama, Persian Gulf, Iranian/Yemen/Indian Ocean.
- Other Medals:** Army Occup. of Austria, Army Occup. of Berlin, Army Occup. of Germany, Army Occup. of Japan, Chinese Service Medal, Navy Occup. of Austria, Navy Occup. of Trieste.

Buttons for 'Next' and 'Update' are located at the bottom right of the form. A 'Help' button is in the bottom left corner. A black oval highlights the 'Spouse' section.

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 8001475

Street Address 1: 123 Street Street Address 2:

City: Cincinnati State: OH Zip (+4): 45236

Country: USA Address Type: Home

Start Date: End Date: Fax:

Home Phone: Work Phone: Mobile:

E-Mail: 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 second page is for editing contact information. 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 Mikey Sklenky - Membership # 8002163 - Dept 1 - Chap 1 **010018002163**

Status Type Active Inactive Date Years Delinquent
 Account Type Membership Trial
 Card Issue Date Card Expiration Date
 Convention Bound No Convention Date Re-Issue Card
 Sponsor ID # Years of Membership 0

Transfer Request

Transfer to Department	Transfer to Chapter/Unit	Transfer Request Date	Transfer Status
16 - DEPT OF KENTUCKY	19	07/01/2003	Pending

Member Payment

Last Payment Date		Last Payment Amount	0.00	Method of Payment	
Total Paid	0.00	Payment Status		Prepaid # of years	
Life Date	04/24/2003	Life Amount	0.00	Balance	0.00
Amount Discounted	0.00	Amount Forgiven	0.00		
		# of Remaining Payments	0		

Make Payment

Previous Update

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

You can click on Make Payment to access the Payment Submission screen. (See page 25 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.

Maintain Department Information

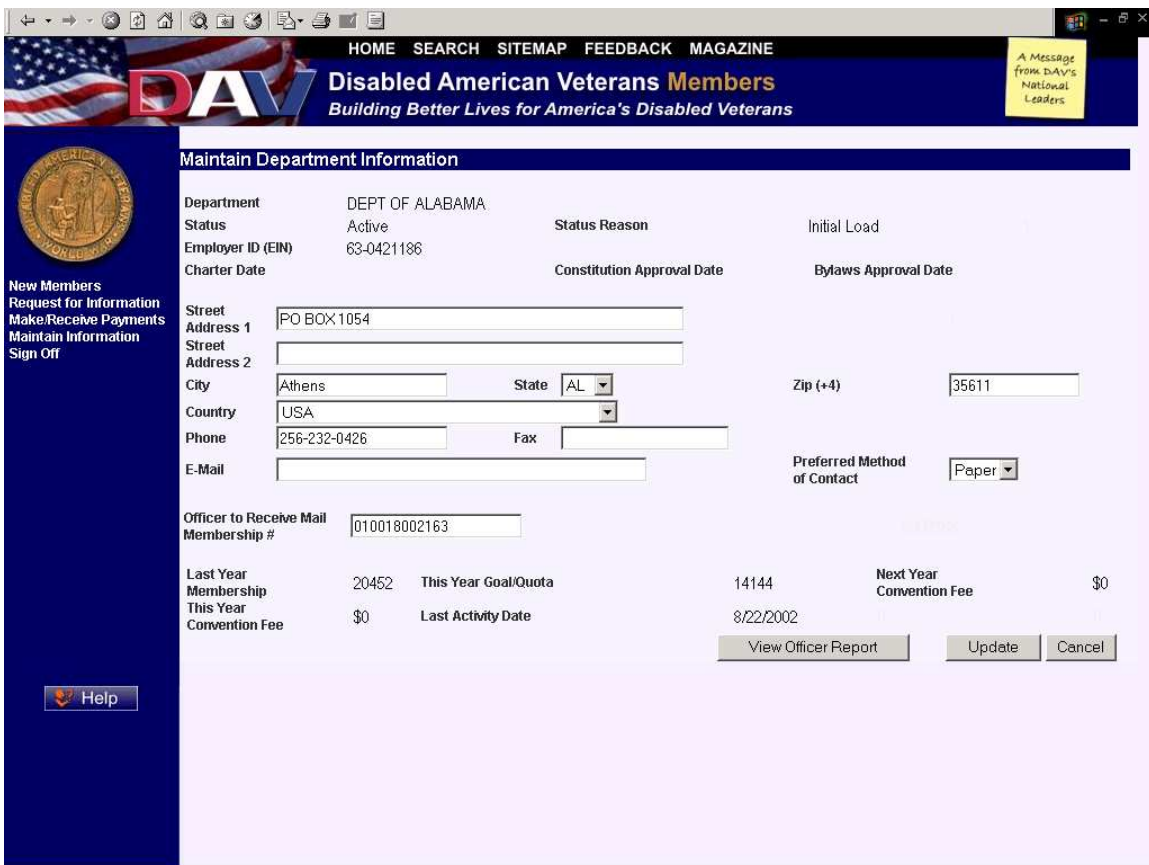
Navigation

From the Maintain Information menu, select Maintain Department.



Overview

The purpose of this screen is to maintain department information.



Usage

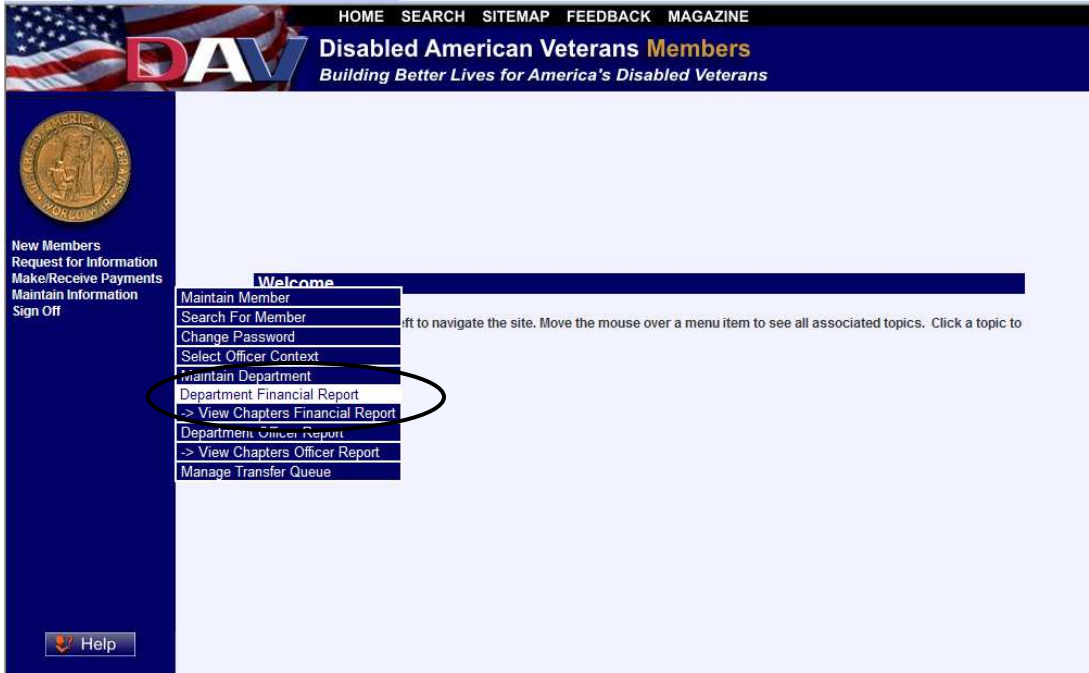
You may make edits to the information by typing in the appropriate fields and pressing Update. When adding foreign addresses set the State to 'XX' and the Zip Code to '00000'.

The View Officer Report button will bring up the officer report associated with the department. The most recent report is displayed and the user may select other reports on record through the View Previous Reports pull down on the Officer Report. (See page 35 in this manual for details on using the Department Officer Report).

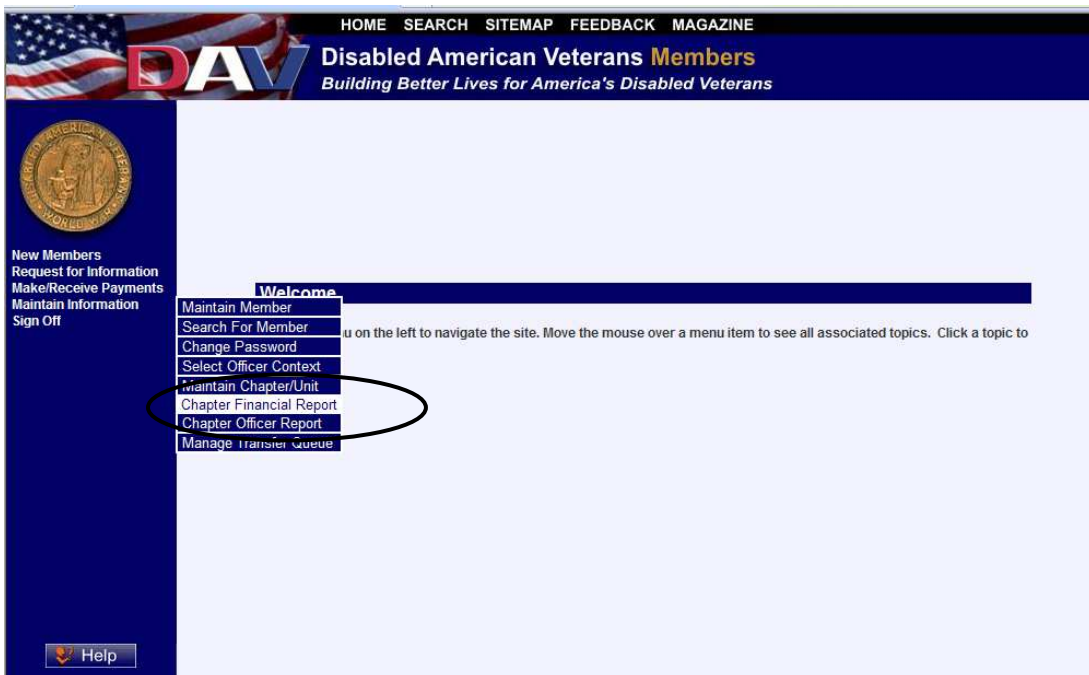
Department/Chapter Financial Report

Navigation

From the Maintain Information menu, select Department/Chapter Financial Report. Only the Department/Chapter Commander, Adjutant and Treasurer have permissions to submit the Financial Report online.



Department Financial Report



Chapter Financial Report

Overview

The purpose of this screen is to capture the information submitted for Department or Chapter Financial Reports into the Membership System.

The online report follows the layout and order of the printed form.

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

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

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

Department Annual Financial Report - In Process

Department: 16

Accounting Period From: 7/1/2005 To: 6/30/2006 View Previous Report: 06/30/2006

Beginning Balance (Ending Amount of Liquid Assets from Last Year's Report): 1,677,354.00

This Year's Income or Receipts:

1. Dues (Per Capita From National HQ)	
2. Forget-Me-Not Drives	
3. Bingo (Gross Receipts)	
4. Thrift Store Income	
5. Bar/Lounge (Gross Receipts)	
6. Interest & Dividend Income (Checking, Savings, C.D.'s Only)	
7. National Fundraising Program	
8. Increase in Market Value of Investments on Line 26 During Accounting Period	
9. Other Income (Complete Schedule) (Example: Member Donations, Refunds, Fundraising Income, ETC.)	444.00
10. Total Income (Lines 1 Thru 9)	

This Year's Expenses or Disbursements:

11. Salaries, Payroll Taxes & Employee Benefits for Administrative Personnel Only (Complete Schedule)	0.00
12. Convention/Conferences/Seminars (Complete Schedule)	0.00
13. Postage & Office Supplies	
14. Service/Charitable (Complete Schedule)	0.00
15. Forget-Me-Not Expenses (Cost of Drive Only)	
16. Bingo Expenses, Including Bingo Salaries & Payroll Taxes (Complete Schedule)	0.00
17. Thrift Store Expenses, Including Thrift Store Salaries & Payroll Taxes (Complete Schedule)	0.00

Department Financial Report

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

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

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

Chapter Annual Financial Report - In Process

Chapter Number: 103 Chapter Name: H F GROTE JR #103 Department: 34

Accounting Period From: 7/1/2004 To: 6/30/2005 View Previous Report: 06/30/2005

Beginning Balance (Ending Amount of Liquid Assets from Last Year's Report)

This Year's Income or Receipts:

1. Dues (Per Capita From National HQ)	2.00
2. Forget-Me-Not Drives	1.00
3. Bingo (Gross Receipts)	1.00
4. Thrift Store Income	
5. Bar/Lounge (Gross Receipts)	
6. Interest & Dividend Income (Checking, Savings, C.D.'s Only)	
7. National Fundraising Program (Departments Only)	
8. Increase in Market Value of Investments on Line 26 During Accounting Period	
9. Other Income (Complete Schedule) (Example: Member Donations, Refunds, Fundraising Income, ETC.)	0.00
10. Total Income (Lines 1 Thru 9)	

This Year's Expenses or Disbursements:

11. Salaries, Payroll Taxes & Employee Benefits for Administrative Personnel Only (Complete Schedule)	0.00
12. Convention/Conferences/Seminars (Complete Schedule)	0.00
13. Postage & Office Supplies	
14. Service/Charitable (Complete Schedule)	0.00
15. Forget-Me-Not Expenses (Cost of Drive Only)	
16. Bingo Expenses, Including Bingo Salaries & Payroll Taxes (Complete Schedule)	0.00
17. Thrift Store Expenses, Including Thrift Store Salaries & Payroll Taxes (Complete Schedule)	6.00
18. Bar/Lounge Expenses, Including Bar/Lounge Salaries & Payroll Taxes (Complete Schedule)	0.00

Chapter Financial Report

Usage

To view previously submitted reports, select the desired report period from the View Previous Report dropdown menu:

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

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

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

Chapter Annual Financial Report - In Process

Chapter Number: 42 Chapter Name: GRAND PRAIRIE #42 Department: 42

Accounting Period From: 7/1/ To: 6/30/ View Previous Report: Current Report

Click for a listing of all financial reports on the Membership System. Click on an accounting period ending date to view that financial report.

To begin a new Annual Financial Report, be sure Current Report appears in the View Previous Reports box.

Type in the accounting year and click on the Check Accounting Dates button. Provided that the accounting period is correct, the Annual Financial Report-In Process page will appear and allow for information to be entered. You may click on the Financial Report Instruction box to download a complete set of instructions.

The Beginning Balance is brought forward from the last approved report on the Membership System.

All lines that require a schedule are identified by a dollar amount link that, when clicked on, will open the corresponding schedule. When finished entering items and amounts on the schedule, click on the Save button located at the bottom right of the schedule page. The total for the schedule will be brought forward into the financial report on that line.

Record any fixed assets, such as real estate, furniture, vehicles, and inventory by clicking on the Other Assets Schedule button at the bottom of the page.

If Membership numbers are not known for the Audit Committee, click on the Membership # link to execute a Search for Member.

Clicking on the Save button at the bottom of the page saves the report in its current state without approval. This is useful if the operator needs to leave a report incomplete and will be coming back to work on it later.

Clicking on the Submit button enters a completed report into the Membership System for review by National Headquarters. It is important that your report is accurate and complete before the Submit button is clicked. Once a report has been submitted it cannot be changed.

Once a report has been approved, it may be viewed by selecting it from the View Previous Report dropdown menu. The report will be displayed as read-only on the screen.

To print the complete financial report, please refer to the Reports section of this manual.

Department Officer Report

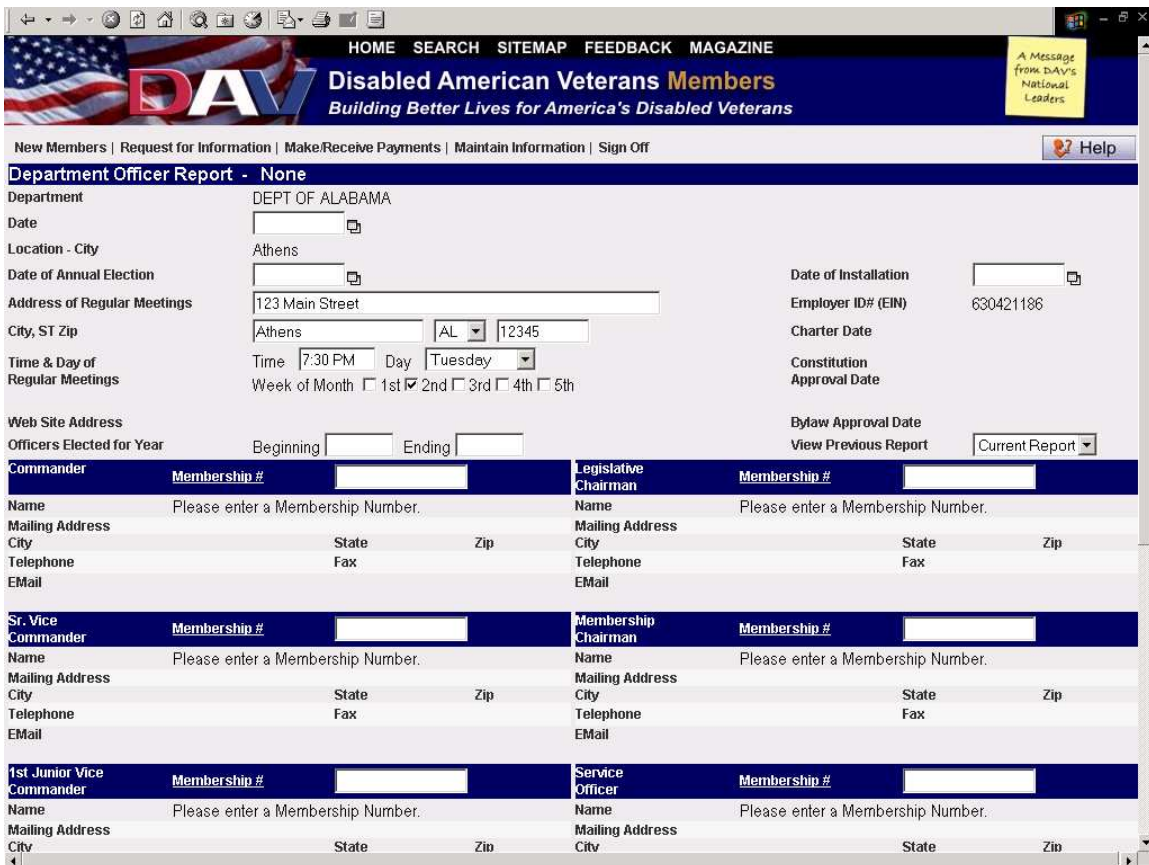
Navigation

From the Maintain Information menu, select Department Officer Report.



Overview

The purpose of this screen is to capture the information submitted on the Department Officer Report.



Usage

In most cases the operator will enter a report in its entirety. However, it is possible to save a partially completed report. Use the Save button at the bottom of the screen for this purpose. When the operator returns to the report all of the previously entered information is present.

When entering officers it is only necessary to enter their Membership #. If the number is not known, the operator may look up the member by clicking on the Membership # field label for the desired officer position. This will take the operator to the Search for Member screen. Once the appropriate member is found, clicking on their ID will return that users information to the Officer Report.

The Unlock button is used to allow modification of an approved report. The Force Approve button is used to accept a report that is in violation of the business rules.

