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

# Table of Contents

Basic Web Application Usage	
Member Login	
Change Password	
Welcome	
Process DAV Application	
Chapter Proximity Lookup	
New Magazine Subscription	
Reports	
Payment Submission	
Maintain Member	
Maintain Department Information	
Department/Chapter Financial Report	
Department Officer Report	

## **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></tab>	Move the cursor forward one screen element
<shift><tab></tab></shift>	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.

	•
Air Force	
Army	
Coast Guard	
Marine Corps	
Merchant Marines	
Navy	

A pull down menu with the list expanded.

	-
Air Force	
Army	
Coast Guard	
Marine Corps	
Merchant Marines	
Navy	

A pull down list with the desired value selected.

Army

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
mmddyyyy	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	<b>—</b>
butto or birth	Ψľ

The following is an example of the calendar that appears:

<b>a</b>	Dat	e	. [			×
≤	N	larc	:h 2	003	3	≥
Мо	Τu	We	Τh	Fr	Sa	Su
<u>24</u>	<u>25</u>	<u>26</u>	27	<u>28</u>	1	2
		<u>5</u>				
<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	16
		<u>19</u>				
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	30
<u>31</u>	1	2	<u>3</u>	4	5	<u>6</u>

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

0	Dat	e	. [			×
≤	N	1arc	:h 2	003	3 (	≥
Mo	Τu	We	Тh	Fr	Sa	Su
24	<u>25</u>	<u>26</u>	27	<u>28</u>	1	2
3	<u>4</u>	<u>5</u>	<u>6</u>	Ζ	<u>8</u>	2
<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	16
<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	23
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>
<u>31</u>	1	2	3	4	5	<u>6</u>

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

<b>@</b> )	Dat	e	.[			×
<	N	larc	:h 2	003	3	≥
Mo	Τu	We	Τh	Fr	Sa	Su
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	1	2
		<u>5</u>				
10	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	16
17	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	23
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	30
<u>31</u>	1	2	<u>3</u>	4	5	<u>6</u>

To select the desired date simply click on the day.

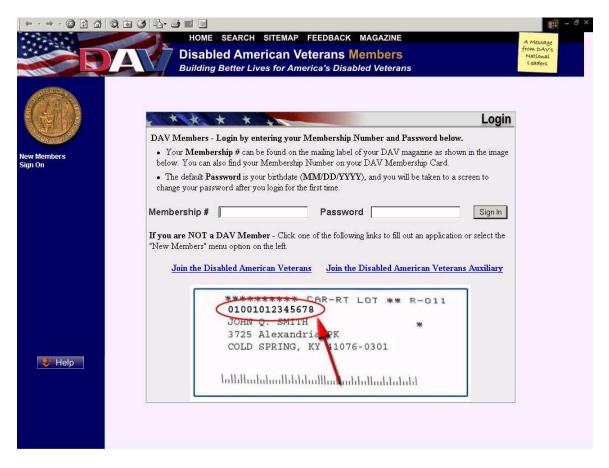
### **Tool Tips**

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: <u>www.davmembers.org</u>. 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.

Address 🚳 https://www.dav	members.org/Membership	/Wayspring/ExternalHelpFrame.aspx?/member	rship/(itpsfbaldenpwl45cgevxj45)/login.aspx		💌 🋃 Go 🛛 Links » 📆 🔹
	DA	Disabled A	RCH SITEMAP FEEDBAC American Veterans r Lives for America's Dis	Members	
		been taken to this page automati	ically, you MUST change your pass		
PORUOIT	Membership #	16155L007426	Member ID	1491159	
New Members Make/Receive Payments	Date of Birth Last Name	3/17/1953 Baskerville	First Name	Anthony	
Maintain Information Sign Off	Change Passw	ord			
	Passwords must b Passwords ARE o		an be any letter or number (but no :	special characters).	
	Old Password				
	New Password		Confirm New Password		
				Submit Back	
😻 Help					

#### 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.

		H Q I I I II II II HOME SEARCH SITEMAP FEEDBACK MAGAZINE	1 - 8 ×
		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		
		Use the menu on the left to navigate the site. Move the mouse over a menu item to see all associated topics. Click a select.	i topic to
Menu Items			
	Help		

## **Process DAV Application**

## Navigation

From the New Members menu, select Process Application DAV.

(+ • → - ③ ④ ♂	(), (), (), (), (), (), (), (), (), (),	- 8 ×
· · · · · · · · · · · · · · · · · · ·	HOME SEARCH SITEMAP FEEDBACK MAGAZINE	A Message
	Disabled American Veterans Members	from DAV'S National Leaders
THE ST	Building Better Lives for America's Disabled Veterans	
a contraction of the second seco		
New Members	Process Application DAV	
Request for Information Make/Receive Payments Maintain Information Sign Off	Process Application DAVA Find Chapter Proximity New Magazine Subscription	

### Overview

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

ess 🗟 https://www.dav	members.org/Membership/Wayspring/ExternalH					🗙 🋃 Go	Links »
A Past	- ALL ALL ALL ALL ALL ALL ALL ALL ALL AL		EMAP FEED				
		isabled Americ					
		ilding Better Lives	for America's	Disabled Veterans			
ATENICA	Application for Membership						
1000							
F-MAR	Title	×	Suffix	×			
CE VI	Last Name		First Name		Middle Name		
Of UD A	Street Address 1			Street Address 2			
Members	City		State	~	Zip (+4)		
lest for Information e/Receive Payments	Country	USA	*				
tain Information Off	Daytime Phone #		Email Address		Spouse's First Name		
011	Gender	MOFO	Date of Birth	D.	% of Disability		
	Date Enlisted	D D	Service Branch	×	Date Discharged		
	Rank		~	1			
	IReceive	🔲 VA Comp. 🔲 VA Pensio	on 🔲 Service Retirer	nent			
	Disabilities	Amputee Blind Hea	aring Impaired 🔲 Othe	er			
	Membership Eligibility	Disabled Gassed In	jured 🗌 Other 🔲 Pri	soner of War 🔲 Purple Heart 🗌 Wo	inded		
	Application Type	×	Department	×	Chapter Preference		
	Sponsor Membership #		Donor	Yes 🔿 No 💿	-		
	Secured by Othawte						
	Last Name		First Name		Middle Initial		
	(On Card)		(On Card)		(on Card)		
😻 Help	Amount		Card Type	×	Card #		
	Exp. Date						
	Address				Zip (+4)		
					-		
						Submit Ba	ack

### 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:

Address Thtps://www.dav	members.org/Membersh	Disa	Me search abled Amer	sitemap FEE	naspx EDBACK MAGAZ rans Membe a's Disabled Vet	ers		<b>v</b> 🄁 Go	Links » 📆 •
New Members Request for Information MakeRaceve Payments Maintain Information Sign Off	Membership A Membership # Last Name Street Address 1 City Country Daytime Plone # Gender Date Enlisted Rank IReceive Disabilities Membership	pplication Informat 1601910562506 Smith 123 Pretend Street Park Hills USA 859-123-4567 M 1///2003 E-4/Senior Airman	ion Verification Title First Name State Email Address Date of Birth Service Branch	Mr. Bob Street Address 2 KY myemail@luse.net 7/11/1967 Air Force	Suffix Middle Name Zip (+4) Spouse's First Name % of Disability Date Discharged	Not Found Joseph 41011 Suzy	l		
V Help	Application Type Department Sponsor Membership # Last Name (On Card) Amount Exp. Date Address	Membership Full Life KENTUCKY Smith \$250.00 07/07 123 Pretend Street	Chapter Preference Donor First Name (On Card) Card Type	19 N Bob MasterCard	Middle Initial (on Card) Card # Zip (+4)	J 5576-0001-4200-6654 41011			
					lf correct, c	lick -> OK Cancel			
E Done								💙 Interi	net

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.

↓ ← • → • ② ♪ ♂		(1) - B ×
Carl Passe	HOME SEARCH SITEMAP FEEDBACK MAGAZINE	A Message from DAV's
	Disabled American Veterans Members Building Better Lives for America's Disabled Veterans	National Leaders
	Building Better Lives for America's Disabled Veterans	
A CONTRACTOR OF	Chapter Proximity Lookup	
8(14))§	DAV © DAVA C	
	Zip Code Search Cancel	
New Members Request for Information Make/Receive Payments		
Maintain Information Sign Off		
Sign On		

#### 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:

		Buildin	Ied American Veterans Mem g Better Lives for America's Disabled N	/eterans		Leaders
	Chapter Proxi	mity Look	tup			
DA DA	V 🏵 DAVA 🔿					
	Zip Code	41076	Search Cancel			
ORCO S.	Zip Code	Ent	er Zip Code			
lembers						
st for Information	Chapter/Unit		Address	Phone #	Meeting Day and Time	
Receive Payments	Number	Members				
in Information ff	19	86	3725 Alexandria Pike , Cold Spring, KY 41076	859-441-5429	1. A.	
	148	8	8266 Alex Pike VFW, Alexandria, KY 41001	859-781-7956	1	X
	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	21	
	149	2	298 Prairie Drive, Louisville, KY 40223	502-939-1003	1.2.	
	155	2	Hwy 146 , Pendleton, KY 40068	502-743-5372		
	1	1	85 Amherst St , Buffalo, NY 14207	716-825-7731	1. C.	
	1	1	8040 Parallel Pkwy , Kansas City, KS 66110	913-334-6989	21	
	4	1	3011 Geo Washington , Wichita, KS 67210	316-684-4473	9	
	7	1	3901 N 70th St , Lincoln, NE 68501	402-821-3547	а С	
	11	1	219 S Betty Lane , Clearwater, FL 33576	727-796-3454	2	
	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	0	$\mathbf{M}$
	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	in and a second s	
😻 Help	47	1	722 Rose Rd , Somerset, KY 42501			
	63	1	Memory Ln Am Legion , Batavia, OH 45103	937-393-9219	in and a second s	
	89	1	810 Barret Ave , Louisville, KY 40204	812-283-3237		
					2	1

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.

		Disabled	EARCH SITEMAP	etera	ns Mem	bers	5		A Message from DAV's National Leaders
	Applicati # Copies Title Last Name	ion for Magazine Sul	Subscription Subscription Year( Suffix First Name			·	Middle Name		
New Members Request for Information Make:Receive Payments Maintain Information Sign Off	Contact Street Address 1 Street Address 2 City Country	Information 123 Street Cincinnati USA	1	_	State Home Phone	ОН		Zip (+4) 45;	236
😻 Help	Payment Last Name (On Card) Amount Exp. Date Address	Sklenky 15 123 Street	First Name (On Card) Card Type	Mikey		]	Middle Initial (on Card) Card # [	45236 Submi	it Cancel

#### 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:



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.

G · O · 🖹	e 🕼 🔎 🛧 (	🚱 🍰 🎍 🎽 Addr	ess 🕘 https://www.davmer	nbers.org/Membership/Wayspring	g/ExternalHelpFrame.asp 💙	] 🛃 Go 🛛 🥂 – 🗗 🗙
	A	HOME SEARCH Disabled Ame Building Better Live		Members		
	Note: Please disable a			e installed on your computer <mark>« browser.</mark>		Adobe Ger Adobe Reader
New Members Request for Information Make/Receive Payments Maintain Information Sign Off	Parameters Department Number Chapter Unit Number End Date	DAV O DAVA 42 - TEXAS		Generate		
V Heip						
ē						🥝 Internet

#### Usage

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

↓ • • → - ③ ② 집	0. 🖻 🎯 🖏	• 🖨 🖬 🖻	10 - 8 ×
	A	HOME SEARCH SITEMAP FEEDBACK MAGAZINE Disabled American Veterans Members Building Better Lives for America's Disabled Veterans	A Message from DAV's National Leaders
CALL COLOR	Generate Rep	ort	
	Report	Campaign Status	
New Members	Parameters	Chapter List Distribution Membership List Membership Standings	
Request for Information Make/Receive Payments Maintain Information Sign Off	Start Date Campaign Code	Population Summary Recruitment	
73	Net Prospect Flag		
			Generate

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.

	Di	HOME SEARCH SITEMA sabled American ilding Better Lives for A	Veterans	
New Members Request for Information	Note: Please disable all pop	ports, Adobe Reader 5 or highe p-up blockers or the report will Financial Report	A	
Make/Receive Payments Maintain Information Sign Off	Department Number Chapter Unit Number End Date			Generate

Department Annual Financial Report

		HOME SEARCH SITEMAP FEEDBACK MAGAZINE Disabled American Veterans Members Building Better Lives for America's Disabled Veterans
1253	Generate Report	
	Note: Please disable all	w reports, Adobe Reader 5 or higher is required to be installed on your computer.
lew Members Request for Information	Parameters	
Make/Receive Payments Maintain Information		DAV      DAVA
Sign Off	Department Number	34 - OHIQ
	Chapter Unit Number	103
	End Date	<b>D</b>
		Generate

#### Chapter Annual Financial Report

The report will generate in the following format:

		Annual Financial Report	
	Chapter #:	Chapter Name:	Department: ALABAMA (1
	Located at: , Alabama		
			unting Period From: 07/01/1993 to 06/30/199
		CASH (Liquid Assets) REPORT	
8	ginning Balance (Exchog Amou	t of Liquki Assets from Last Year's Report)	\$0.00
	This Year's Income or Receipts:		
	Dues (Per Capita from National NO	2	0.00
2.3.	Forget-Me-Not Drive Bingo (Gross Receipts)		0.00
4.	Thrift Store (Gross Receipts)		0.00
5.	BarlLounge (Gross Receipts)		0.00
6.	Interest & Dividend Income (Or	eching, Savings, C.D.'s Only)	0.00
7.	National Fundraising Program	(Departments Only)	0.00
8.	Increase in Market Value of Investr	tents on Line 26	0.00
9	During Accounting Period Other Income (Attach Schedule)		0.00
	10. income (Lines 1 thru 8)		\$0.00
			40.00
	If the total of lines 2 thru 9 e	ceeds \$300,000 the report must be audited by a CERTIFIED PU	IBLIC ACCOUNTANT.
	This Year's Expenses or Disburse	mants	
11	Salaries, Payroll Taxes & Employee		0.00
	Administrative Personnel Only	Artach Schedule)	
2	Conventions/Conferences/Seminar (Attach List Showing Names and Armo		0.00
13	Postage & Office Supplies		0.00
		f attach required service/charitable expenses schedule)	0.00
5.	Forget-Me-Not Expenses (Coat	of Drive Only)	0.00
16.	Bingo Expenses, Including Bingo S	alaries & Payroll Taxes (Amerin Schedule)	0.00
	Thrift Store Expenses, Including Th Payroll Taxes (Arach Schedule)		0.00
18.		art.cunge Salaries &	0.00
19.	Chapter Home/Department Hq. Exp	onses (Artach Schedule)	0.00
	Decrease in Market Value of Invest		0.00
	During Accounting Period		0.00
21.	Other (Amich Schedule)		\$0.00
	22. Expenses (Lines If thru 21)		40.00
E	ding Balance (Beginning Belan	ce Plus Line 10 minus line 22)	\$0.0
	Statement of Liquid Assets: ("See	definition below)	
23.	Checking Accounts/Cash on Hand		0.00
14.	Savings Accounts		0.00
25.	CD's		0.00
6.	Market Value of Investments	IS END OF ACCOUNTING PERIOD	0.00
	(Attack hereized list of stocks, bonds,	efc.)	0.00
	27. Total Liquid Assets (Li	(Strend Equal Amount es 23 thro 26) on Ending Salance Line)	\$0.00
	id amete are those amete which are rea	dily convertible to cash, and do not include real or physical property si t, complete and attach Other Assets Schedule to this report.	ach ar red

Disabled American Veterans

	Disabled American Veterans				
	Annual Financial Report				
Chapter #:	Chapter Name:	Department: ALABAMA (1)			
Located at: , Alabama		Accounting Period From: 07/01/1993 to 06/30/1994			
	Schedules				
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.

↓ • • • ◎ ② ③ ③	Q B 3 B 3		(m) - 日×
	Di	IOME SEARCH SITEMAP FEEDBACK MAGAZINE sabled American Veterans Members ilding Better Lives for America's Disabled Veterans	A Message from DAVIS National Leaders
	Generate Report Report Chapte Parameters	r List	
New Members Request for Information Make.Receive Payments Maintain Information Sign Off	Department Number Chapter Unit Status 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 following laber format.		
ihttp 🏄	os://www.davmembers.org/Membership/CE_Out	put/Chapter_Labels_20030724111617.PDF - Microsoft Int	ernet Explorer 📃	₽×
File	Edit View Favorites Tools Help			
] 🖛 Ва	ack 🕣 🔿 😦 😰 🖓 🔯 Search 🛛 😹 Favorite	s 🎯 History 🛛 🖏 🚽 📃		
Addres	ss 🙋 https://www.davmembers.org/Membership/CE_O	utput/Chapter_Labels_20030724111617.PDF		1
🖪	Save a Copy 🚔 Print 🥷 Email 🎁 Search 🚦	🕙 🔊 🔿 👔 💾 😤 Review & Comment 👻 🥖 Si	jn 🔹	
- M	🔲 🕂 Select Text 🔹 🔝	) 😑 118% 🔹 💿 📑 🛟		
Its Pages Levers Signatures Bookmarks	Andrew Haydu TUSCALOOSA #1 P.O. Box 20712 Tuscaloosa, AL 35402 Floyd Owens ALBERTVILLE #2 510 DARNELL ST Boaz, AL 35957 LIZARD STATE #3	Neal Schultz J PAUL PITTS #12 P.O. Box 681921 Prattville, AL 36068 Floyd Mc Cain BILL NICHOLS #13 4790 Highway 22 E Alexander City, AL 35010 Benjamin Rackley TUSKEGEE #14 PO Box 954 Tuskegee Inst, AL 36087	George Boyer HUNTSVILLE #26 P O Box 1327 Huntsville, AL 35807 John Carter A L MCLAUGHLIN #27 273 Hazelwood Dr Pell City, AL 35125 Burette Bodiford BLOUNT COUNTY #28 503 5TH STREET N Oneonta, AL 35121	

#### 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:

🖛 Back 🔹 🔿 🔹 🖓 🔞 Search 📷 F	avorites 🎯 Histor	ry 🔤 🗗 🗗				
ddress 🙋 https://www.davmembers.org/Membership	o/CE_Output/Chapte	er_List_200307241	11217.PDF			▼ 🖓 Go 🛛 Links ≫ 💐
📔 Save a Copy 🚔 Print   🤮 Email 👔 Sea	rch 🛛 🐯 🔊		Review & Comment	• 🖉 Sign 🔹		
🖑 🕅 Select Text 👻 🔝 🖉 🔹 📄	☐ ☐ ⊙ 9 <sup>r</sup>	1% - 🥶				
Cha	pter List					
ALAB	AMA					
			Officer to Receive	Mail		
	Phone	Location	Officer to Receive Name	Mail Address	City/State	Zip
Code Chapter Name			Name	Address		
Code Chapter Name 01000 ALABAMA *01001 TUSCALOOSA #1	Phone 256-232-0426 / 205-330-0406	Athens			Robertsdale, AL	Zip 36567 35402
01000 ALABAMA	256-232-0426	Athens Tuscaloosa	Name Carl Bailey Andrew Haydu	Address 18370 Sidney Ave		36567
01000 ALABAMA *01001 TUSCALOOSA #1	256-232-0426 205-330-0406	Athens Tuscaloosa Albertville	Name Carl Bailey	Address 18370 Sidney Ave P.O. Box 20712	Robertsdale, AL Tuscaloosa, AL	36567 35402
01000 ALABAMA *01001 TUSCALOOSA #1 *01002 ALBERTVILLE #2	256-232-0426 / 205-330-0406 / 256-593-6164 / 256-232-0426 /	Athens Tuscaloosa Albertville Athens	Name Carl Bailey Andrew Haydu	Address 18370 Sidney Ave P.O. Box 20712	Robertsdale, AL Tuscaloosa, AL Boaz, AL	36567 35402
01000 ALABAMA *01001 TUSCALOOSA #1 *01002 ALBERTVILLE #2 *01003 LIZARD STATE #3	256-232-0426 205-330-0406 256-593-6164	Athens Tuscaloosa Albertville Athens Birmingham	Name Carl Bailey Andrew Haydu Floyd Owens	Address 18370 Sidney Ave P.O. Box 20712 510 DARNELL ST	Robertsdale, AL Tuscaloosa, AL	36567 35402 35957
01000 ALABAMA *01001 TUSCALOOSA #1 *01002 ALBERTVILLE #2 *01003 LIZARD STATE #3 *01004 BIRMINGHAM #4	256-232-0426 / 205-330-0406 / 256-593-6164 / 256-232-0426 / 205-681-2352 /	Athens Tuscaloosa Albertville Athens Birmingham Foley	Name Carl Bailey Andrew Haydu Floyd Owens Charles Richmond	Address 18370 Sidney Ave P.O. Box 20712 510 DARNELL ST PO BOX 2721	Robertsdale, AL Tuscaloosa, AL Boaz, AL Birmingham, AL Elberta, AL	36567 35402 35957 35202 36530
01000 ALABAMA *01001 TUSCALOOSA #1 *01002 ALBERTVILLE #2 *01003 LIZARD STATE #3 *01004 BIRMINGHAM #4 *01006 KLUG SMITH #6	256-232-0426 / 205-330-0406 / 256-593-6164 / 266-232-0426 / 205-681-2352   251-988-1468   251-866-5743	Athens Tuscaloosa Albertville Athens Birmingham Foley Mobile	Name Carl Bailey Andrew Haydu Floyd Owens Charles Richmond Billie Wagner	Address 18370 Sidney Ave P.O. Box 20712 510 DARNELL ST PO BOX 2721 9310 Baypines Rd	Robertsdale, AL Tuscaloosa, AL Boaz, AL Birmingham, AL	36567 35402 35957 35202
01000 ALABAMA *01001 TUSCALOOSA #1 *01002 ALBERTVILLE #2 *01003 LIZARD STATE #3 *01004 BIRMINGHAM #4 *01006 KLUG SMITH #6 *01007 SHEHAN PAKE #7	256-232-0426 / 205-330-0406 256-593-6164 / 256-232-0426 / 205-681-2352   251-988-1468	Athens Tuscaloosa Albertville Athens Birmingham Foley Mobile Haleyville	Name Carl Bailey Andrew Haydu Floyd Owens Charles Richmond Billie Wagner James Jackson Dwight Thomas	Address 18370 Sidney Ave P.O. Box 20712 510 DARNELL ST PO BOX 2721 9310 Baypines Rd P.O. Box 1275	Robertsdale, AL Tuscaloosa, AL Boaz, AL Birmingham, AL Elberta, AL Semmes, AL Haleyville, AL	36567 35402 35957 35202 36530 36571
01000 ALABAMA *01001 TUSCALOOSA #1 *01002 ALBERTVILLE#2 *01003 LIZARD STATE #3 *01004 BIRMINGHAM #4 *01006 KLUG SMITH #6 *01007 SHEHAN PAKE #7 01008 FREE STATE #8	256-232-0426 / 205-330-0406 / 256-593-6164 / 266-232-0426 / 205-681-2352   251-988-1468   251-986-5743   205-486-5264	Athens Tuscaloosa Albertville Athens Birmingham Foley Mobile Haleyville Enterprise	Name Carl Bailey Andrew Haydu Floyd Owens Charles Richmond Billie Wagner James Jackson Dwight Thomas Phillip Doty	Address 18370 Sidney Ave P.O. Box 20712 510 DARNELL ST PO BOX 2721 9310 Baypines Rd P.O. Box 1275 2739 9th Ave	Robertsdaie, AL Tuscaloosa, AL Boaz, AL Birmingham, AL Elberta, AL Semmes, AL Haleyville, AL Enterprise, AL	36567 35402 35957 35202 36530 36571 35565
*01002 ALBERTVILLE #2 *01003 LIZARD STATE #3 *01004 BIRMINGHAM #4 *01006 KLUG SMITH #6 *01007 SHEHAN PAKE #7 01007 SPEE CTATE #9	256-232-0426 205-330-0406 256-593-6164 256-232-0426 205-681-2352 251-988-1468 251-988-1468 251-866-2564 334-347-4694	Athens Tuscaloosa Albertville Athens Birmingham Foley Mobile Haleyville Enterprise Russellville	Name Carl Bailey Andrew Haydu Floyd Owens Charles Richmond Billie Wagner James Jackson Dwight Thomas	Address           18370 Sidney Ave           P.O. Box 20712           510 DARNELL ST           PO BOX 2721           9310 Baypines Rd           P.O. Box 1275           2739 9th Ave           P O BOX 310972	Robertsdale, AL Tuscaloosa, AL Boaz, AL Birmingham, AL Elberta, AL Semmes, AL Haleyville, AL Enterprise, AL Phil Campbell, AL	36567 35402 35957 35202 36530 36571 35565 36331
*01002 ALBERTVILLE #2 *01003 LIZARD STATE #3 *01004 BIRMINGHAM #4 *01006 KLUG SMITH #6 *01007 SHEHAN PAKE #7 01008 FREE STATE #8 *01009 ENTERPRISE #9 *01010 TAYLOR #10	256-232-0426 205-330-0406 256-593-6164 256-232-0426 205-681-2352 251-988-1468 251-866-5743 205-486-2564 334-347-4694 205-993-4645 256-462-3083	Athens Tuscaloosa Albertville Athens Birmingham Foley Mobile Haleyville Enterprise Russellville Decatur	Name Carl Bailey Andrew Haydu Floyd Owens Charles Richmond Billie Wagner James Jackson Dwight Thomas Phillip Doty Phillip Doty	Address           18370 Sidney Ave           PO. Box 20712           510 DARNELL ST           PO BOX 2721           9310 Baypines Rd           PO. Box 1275           2739 9th Ave           PO BOX 310972           596 HYDE ROAD	Robertsdaie, AL Tuscaloosa, AL Boaz, AL Birmingham, AL Elberta, AL Semmes, AL Haleyville, AL Enterprise, AL	36567 35402 35957 365202 36530 36571 36565 36331 35581
*01002 ALBERTVILLE #2 *01003 LIZARD STATE #3 *01004 BIRMINGHAM #4 *01006 KLUG SMITH #6 *01007 SHEHAN PAKE #7 01008 FREE STATE #8 *01009 ENTERPRISE #9 *01010 TAYLOR #10 01011 W B HENDRIX #11	256-232-0426 205-330-0406 256-593-6164 256-232-0426 205-681-7352 251-988-1468 251-866-5743 205-486-2564 334-347-4694 205-993-4645	Athens Tuscaloosa Albertville Athens Birmingham Foley Mobile Haleyville Enterprise Russellville Decatur Montgomery	Name Carl Balley Andrew Haydu Floyd Owens Charles Richmond Billie Wagner James Jackson Dwight Thomas Phillip Doty Philip Doty Philip Doty Philip Doty Philip Wyatt Price Owens Neal Schultz	Address           18370 Sidney Ave           P.O. Box 20712           510 DARNELL ST           PO BOX 2721           9310 Baypines Rd           P.O. Box 1275           2739 9th Ave           P O BOX 310972           598 HYDE ROAD           3823 Nance Ford Rd           P.O. Box 681921	Robertsdale, AL Tuscaloosa, AL Boaz, AL Elberta, AL Semmes, AL Haleyville, AL Enterprise, AL Phil Campbell, AL Hartselle, AL Prattville, AL	36567 35402 35907 36530 36530 36571 35565 36331 35581 35640
Code Chapter Name 01000 ALABAMA '01001 TUSCALOOSA #1 '01002 ALBERTVILLE #2 '01003 LIZARD STATE #3 '01004 BIRMINGHAM #4 '01006 KLUG SMITH #6 '01007 SHEHAN PAKE #7 01008 ENTERPRISE #9 '01010 TAYLOR #10 01011 W B HENDRIX #11 '01011 2 J PAUL PITTS #12	256-232-0426 205-330-0406 256-593-6164 256-232-0426 205-681-2352 251-988-1468 251-988-1468 251-988-1468 205-496-2564 334-347-4694 205-993-4645 256-462-3083 334-358-1789	Athens Tuscaloosa Albertville Athens Birmingham Foley Mobile Haleyville Enterprise Russellville Decatur Montgomery Alexander City	Name Carl Balley Andrew Haydu Floyd Owens Charles Richmond Billie Wagner James Jackson Dwight Thomas Phillip Doty Phillip Doty Phillip Wyatt Price Owens	Address           18370 Sidney Ave           P.O. Box 20712           510 DARNELL ST           PO BOX 2721           9310 Baypines Rd           P.O. Box 1275           2739 9th Ave           P O BOX 310972           598 HYDE ROAD           3823 Nance Ford Rd	Robertsdale, AL Tuscaloosa, AL Boaz, AL Birmingham, AL Elberta, AL Semmes, AL Haleyville, AL Enterprise, AL Phil Campbell, AL Hartseille, AL	36567 35402 35957 36530 36571 35565 36331 35581 35640 35640 35640 35068
01000 ALABAMA *01001 TUSCALOOSA #1 *01002 ALBERTVILLE #2 *01003 LIZARD STATE #3 *01004 BIRMINGHAM #4 *01006 KLUG SMITH #6 *01007 SHEHAN PAKE #7 01008 FREE STATE #8 *01009 ENTERPRISE #9 *01010 TAYLOR #10 01011 W B HENDRIX #11 *01012 J PAUL PITTS #12 *01013 BILL NICHOLS #13	256-232-0426 / 205-330-0406 256-593-6164 256-232-0426 / 205-681-2352 251-988-1468 251-866-5743 205-486-2564 334-347-4694 256-462-3083 334-358-1789 256-896-4407 / 334-727-1057	Athens Tuscaloosa Albertville Athens Birmingham Foley Mobile Haleyville Enterprise Russellville Decatur Montgomery Alexander City Tuskegee	Name Carl Balley Andrew Haydu Floyd Owens Charles Richmond Billie Wagner James Jackson Dwight Thomas Phillip Doty Philip Wyatt Price Owens Neal Schultz Floyd Mc Cain	Address           18370 Sidney Ave           P.O. Box 20712           510 DARNELL ST           PO Box 2721           9310 Baypines Rd           P.O. Box 1275           2739 9th Ave           P O BOX 310972           598 HYDE ROAD           3823 Nance Ford Rd           P.O. Box 681921           4790 Highway 22 E	Robertsdale, AL Tuscaloosa, AL Boaz, AL Birmingham, AL Elberta, AL Semmes, AL Haleyville, AL Enterprise, AL Phil Campbell, AL Hartselle, AL Prattville, AL Alexander City, AL	36567 35402 35957 35202 36530 36571 35565 36331 35565 35581 35581 35640 35068 35010

**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.

← • → • 🙆 🐼 🖓	Q 🖻 🎯 🔤 🎒 🖬		- B ×
	Dis	DME SEARCH SITEMAP FEEDBACK MAGAZINE abled American Veterans Members ding Better Lives for America's Disabled Veterans	A Message from DAV's National Leaders
	Generate Report		
	Report Member	ship List	
Con Los da	Parameters		
New Members Request for Information Make/Receive Payments	Department Number	DAV C DAVA C Both C	
Maintain Information Sign Off	Chapter Unit Number Membership Type	All	
	Status Code	AI	
	Address Status Sort Order	All Member Name	
	Print Labels		
			Generate

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  $3 \times 10$  format, leave the check mark in the check box.

The report will generate in the following label format:

http:	s://www.davmembers.org/Membership/CE_Outj	out/Membership_Labels_20030724013510.PDF - Micros	oft Internet Explorer
File	Edit View Favorites Tools Help		
🖛 Ba	ick 🔹 🔿 😴 🚰 🔯 Search 👔 Favorite	s 🎯 History 🛛 🖏 🕶 🗐	
ddres	s 🛃 https://www.davmembers.org/Membership/CE_O	utput/Membership_Labels_20030724013510.PDF	💌 🔗 Go 🛛 Links 🎽 🖣
8	Save a Copy 🚔 Print 🍓 Email 🎁 Search 🛔	🕙 🕋 🧠 📄 📔 💾 Review & Comment 👻 🥖	Sign 🔻
9	] T Select Text - 🕼   🔍 - 🗋 🗋	O 118% • O P      O	
	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
1	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:

Method		Tools Help									
We a Copy       Print       Email       Search       Print       Print       Email       Search       Print       Print       Pri	ck - 🔿 - 🙆 👩 🖞	🖞 🔕 Search 🛛 📓 Favori	tes 🌀 History 🛛 🖓 🚽 🌌	1 🗉							
Image: Select Text +	; 🙋 https://www.davm	embers.org/Membership/CE_	Output/Membership_List_2003072	4014145.PDF						→  →  →  →  →  →  →  →  →  → → → → → →	Links »
Image: Select Text +	ave a Copy 🕒 Print	Ca. Email M Search		Review & Comment	i	🖉 Sian	•				
Member #         Membership List           01004L005085         Able, Richard C         209 Village St         Birmingham         AL 35242         \$0         Active           01004L005085         Able, Richard C         209 Village St         Birmingham         AL 35242         \$0         Active           01004L005283         Abrams, Jimmie L         726-7 St Thomas         Birmingham         AL 35214         \$0         Active           01004L005284         Acree, Wille         216 Memphis St         Birmingham         AL 35224         \$0         Active           01004L005284         Acree, Wille         216 Memphis St         Birmingham         AL 35224         \$0         Active           01004L005284         Acree, Wille         22599 State Highway 79         Birmingham         AL 35235         \$0         Active           01004L005384         Adons, Lucious T         PO Box 246         Pinson         AL 35172         \$0         Active           01004L005384         Adons, Lewis         22599 State Highway 79         Trafford         AL 35071         \$0         Active           01004L005040         Afan, Apha P         PO Box 649         Heleina         AL 35071         \$0         Active           01004L005040         Afan, Apha P	3.027			4	2	- origin					
ALABAMA - BIRMINGHAM #4           Member #         Member Name         Address         City         St         Zip         Home Phone         Bal Status           01004L005085         Able, Richard C         209 Village St         Birmingham         AL         35242         \$0         Active           01004L0050263         Abrams, Jimmie L         726-7 St Thomas         Birmingham         AL         35214         \$0         Active           01004L005278         Acree, Wille         216 Memphis St         Birmingham         AL         35214         \$0         Active           01004L005384         Adams, Lucious T         PO Box 246         Pinson         AL         35216         \$0         Active           01004L005384         Adams, Lucious T         PO Box 246         Pinson         AL         35172         \$0         Active           01004L005404         Afgin, Agha P         PO Box 649         Heleina         AL         35080         \$0         Active           01004L005040         Afers, John R         1128 Brookwood Ct         Gardendale         AL         35071         \$0         Active           01004L005893         Alford, Lee         1401 19th St SW         Birmingham         AL         35211         \$	[ T Select Text 👻 🊺	🔍 - 🗋 🗋	📄 😁 91% 🔹 😁								
ALABAMA - BIRMINGHAM #4           Member #         Member Name         Address         City         St         Zip         Home Phone         Bal Status           01004L005085         Able, Richard C         209 Village St         Birmingham         AL         35242         \$0         Active           01004L0050263         Abrams, Jimmie L         726-7 St Thomas         Birmingham         AL         35214         \$0         Active           01004L005278         Acree, Wille         216 Memphis St         Birmingham         AL         35214         \$0         Active           01004L005384         Adams, Lucious T         PO Box 246         Pinson         AL         35216         \$0         Active           01004L005384         Adams, Lucious T         PO Box 246         Pinson         AL         35172         \$0         Active           01004L005404         Afgin, Agha P         PO Box 649         Heleina         AL         35080         \$0         Active           01004L005040         Afers, John R         1128 Brookwood Ct         Gardendale         AL         35071         \$0         Active           01004L005893         Alford, Lee         1401 19th St SW         Birmingham         AL         35211         \$					_			_		_	
ALABAMA - BIRMINGHAM #4           Member #         Member Name         Address         City         St         Zip         Home Phone         Bal Status           01004L005085         Able, Richard C         209 Village St         Birmingham         AL         35242         \$0         Active           01004L0050263         Abrams, Jimmie L         726-7 St Thomas         Birmingham         AL         35214         \$0         Active           01004L005278         Acree, Wille         216 Memphis St         Birmingham         AL         35214         \$0         Active           01004L005384         Adams, Lucious T         PO Box 246         Pinson         AL         35216         \$0         Active           01004L005384         Adams, Lucious T         PO Box 246         Pinson         AL         35172         \$0         Active           01004L005404         Afgin, Agha P         PO Box 649         Heleina         AL         35080         \$0         Active           01004L005040         Afers, John R         1128 Brookwood Ct         Gardendale         AL         35071         \$0         Active           01004L005893         Alford, Lee         1401 19th St SW         Birmingham         AL         35211         \$											
ALABAMA - BIRMINGHAM #4           Member #         Member Name         Address         City         St         Zip         Home Phone         Bal Status           01004L005085         Able, Richard C         209 Village St         Birmingham         AL         35242         \$0         Active           01004L0050263         Abrams, Jimmie L         726-7 St Thomas         Birmingham         AL         35214         \$0         Active           01004L005278         Acree, Wille         216 Memphis St         Birmingham         AL         35214         \$0         Active           01004L005384         Adams, Lucious T         PO Box 246         Pinson         AL         35216         \$0         Active           01004L005384         Adams, Lucious T         PO Box 246         Pinson         AL         35172         \$0         Active           01004L005404         Afgin, Agha P         PO Box 649         Heleina         AL         35080         \$0         Active           01004L005040         Afers, John R         1128 Brookwood Ct         Gardendale         AL         35071         \$0         Active           01004L005893         Alford, Lee         1401 19th St SW         Birmingham         AL         35211         \$		Member	rship List								
Member #         Member Name         Address         City         St         Zip         Home Phone         Bal         Status           01004L005085         Able, Richard C         209 Village St         Birmingham         AL         35242         \$0         Active           01004L006223         Abrams, Jimmie L         726-7 St Thomas         Birmingham         AL         35214         \$0         Active           01004L005234         Adres, Vuille         216 Memphis St         Birmingham         AL         35214         \$0         Active           01004L0052341         Adams, Lucious T         PO Box 246         Pinson         AL         35216         \$0         Active           01004L005358         Adcock, Kenneth D         1048 Sharp Dr         Birmingham         AL         35172         \$0         Active           01004L005040         Afgan, Agha P         PO Box 649         Helena         AL         35071         \$0         Active           01004L005040         Afers, John R         1128 Brookwood Ct         Gardendale         AL         35071         \$0         Active           01004L005893         Alford, Lee         1401 19th St SW         Graysville         AL         35071         \$0         Active											
O1004L005085         Able, Richard C         209 Village St         Birmingham         AL         35242         \$0         Active           01004L005263         Abrams, Jimmie L         726-7 St Thomas         Birmingham         AL         35214         \$0         Active           01004L005263         Abrams, Jucious T         PO Box 246         Pinson         AL         35216         \$0         Active           01004L005284         Adams, Lucious T         PO Box 246         Pinson         AL         35226         \$0         Active           01004L005385         Adocok, Kenneth D         1048 Sharp Dr         Birmingham         AL         35216         \$0         Active           01004L005384         Adgan, Agha P         PO Box 649         Helena         AL         35172         \$0         Active           01004L005040         Afgan, Agha P         PO Box 649         Helena         AL         35071         \$0         Active           01004L005040         Afgan, Agha P         1128 Brookwood Ct         Gardendale         AL         35071         \$0         Active           01004L002056         Alexander, Loraine         680 10th St SE         Graysville         AL         35073         \$0         Active											
01004L006283         Abrams, Jimmie L         726-7 St Thomas         Birmingham         AL         35214         \$0         Active           01004L006283         Acree, Willie         216 Memphis St         Birmingham         AL         35214         \$0         Active           01004L006278         Acree, Willie         216 Memphis St         Birmingham         AL         35214         \$0         Active           01004L005281         Adams, Lucious T         PO Box 246         Pinson         AL         35235         \$0         Active           01004L005388         Adcock, Kenneth D         1048 Sharp Dr         Birmingham         AL         35172         \$0         Active           01004L005040         Afgan, Agha P         PO Box 649         Helena         AL         35071         \$0         Active           01004L005040         Afgan, Agha P         PO Box 649         Helena         AL         35071         \$0         Active           01004L005040         Afgan, Agha P         1128 Brookwood Ct         Gardendale         AL         35071         \$0         Active           01004L002056         Alexander, Loraine         680 10th St SE         Graysville         AL         35073         \$0         Active <tr< th=""><th></th><th>ALADAMA</th><th>- BIRMINGHAM #4</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></tr<>		ALADAMA	- BIRMINGHAM #4								
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         35126         \$0         Active           01004L005368         Adkins, Lewis         22599 State Highway 79         Trafford         AL         35172         \$0         Active           01004L005204         Afgan, Agha P         PO Box 649         Helena         AL         35070         \$0         Active           01004L005004         Akers, John R         1128 Brokwood Ct         Gardendale         AL         35071         \$0         Active           01004L005268         Akers, Ioraine         680 10th St SE         Graysville         AL         35073         \$0         Active           01004L005893         Alford, Lee         1401 19th St SW         Birmingham         AL         35211         \$0         Active	Member #			City	St	Zip	Home Phone	Bal	Status		
01004L002341         Adams, Lucious T         PO Box 246         Pinson         AL         35126         \$0         Active           01004L005358         Adcock, Kenneth D         1048 Sharp Dr         Birmingham         AL         35235         \$0         Active           01004L005364         Adins, 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         35073         \$0         Active           01004L002505         Akerander, Loraine         680 10th St SE         Graysville         AL         35073         \$0         Active           01004L005893         Alford, Lee         1401 19th St SW         Birmingham         AL         35211         \$0         Active		Member Name	Address				Home Phone				
O1004L005356         Adcock, Kenneth D         1048 Sharp Dr         Birmingham         AL         35235         \$0         Active           01004L005358         Addinins, Lewis         22599 State Highway 79         Trafford         AL         35172         \$0         Active           01004L005040         Afgan, Agha P         PO Box 649         Helena         AL         35080         \$0         Active           01004L005040         Akers, John R         1128 Brookwood Ct         Gardendale         AL         35071         \$0         Active           01004L005864         Alexander, Loraine         680 10th St SE         Grazyville         AL         35073         \$0         Active           01004L005893         Alford, Lee         1401 19th St SW         Birmingham         AL         35071         \$0         Active	01004L005085	Member Name Able, Richard C	Address 209 Village St	Birmingham	AL	35242	Home Phone	\$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           01004L005040         Afers, John R         1128 Brookwood Ct         Gardendale         AL         35071         \$0         Active           01004L005064         Alexander, Loraine         680 10th St SE         Grayswille         AL         35073         \$0         Active           01004L005893         Alford, Lee         1401 19th St SW         Birmingham         AL         35211         \$0         Active	01004L005085 01004L006263	Member Name Able, Richard C Abrams, Jimmie L	Address 209 Village St 726-7 St Thomas	Birmingham Birmingham	AL AL	35242 35214	Home Phone	\$0 \$0	Active Active		1
01004L003281         Adkins, Lewis         22599 State Highway 79         Trafford         AL         35172         \$0         Active           01004L005040         Afgan, Agha P         PO Box 649         Helena         AL         35080         \$0         Active           01004L005040         Akers, John R         1128 Brookwood Ct         Gardendale         AL         35071         \$0         Active           01004L002060         Akers, John R         1128 Brookwood Ct         Gardendale         AL         35073         \$0         Active           01004L002864         Akerander, Loraine         680 10th St SE         Graysville         AL         35073         \$0         Active           01004L005893         Alford, Lee         1401 19th St SW         Birmingham         AL         35211         \$0         Active	01004L005085 01004L006263 01004L006278	Member Name Able, Richard C Abrams, Jimmie L Acree, Willie	Address 209 Village St 726-7 St Thomas 216 Memphis St	Birmingham Birmingham Birmingham	AL AL AL	35242 35214 35224	Home Phone	\$0 \$0 \$0	Active Active 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           01004L002506         Akexander, Loraine         680 10th St SE         Graysville         AL         35073         \$0         Active           01004L005893         Alford, Lee         1401 19th St SW         Birmingham         AL         35211         \$0         Active	01004L005085 01004L006263 01004L006278 01004L002341	Member Name Able, Richard C Abrams, Jimmie L Acree, Willie Adams, Lucious T	Address 209 Village St 726-7 St Thomas 216 Memphis St PO Box 246	Birmingham Birmingham Birmingham Pinson	AL AL AL AL	35242 35214 35224 35126	Home Phone	\$0 \$0 \$0 \$0	Active Active Active 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	01004L005085 01004L006263 01004L006278 01004L002341 01004L005358	Member Name Able, Richard C Abrams, Jimmie L Acree, Willie Adams, Lucious T Adcock, Kenneth D	Address 209 Village St 726-7 St Thomas 216 Memphis St PO Box 246 1048 Sharp Dr	Birmingham Birmingham Birmingham Pinson Birmingham	AL AL AL AL	35242 35214 35224 35126 35235	Home Phone	\$0 \$0 \$0 \$0 \$0	Active Active Active Active 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	01004L005085 01004L006263 01004L006278 01004L002341 01004L005358 01004L003281	Member Name Able, Richard C Abrams, Jimmie L Acree, Willie Adams, Lucious T Adcock, Kenneth D Adkins, Lewis	Address 209 Village St 726-7 St Thomas 216 Memphis St PO Box 246 1048 Sharp Dr 22599 State Highway 79	Birmingham Birmingham Birmingham Pinson Birmingham Trafford	AL AL AL AL AL	35242 35214 35224 35126 35235 35172	Home Phone	\$0 \$0 \$0 \$0 \$0 \$0 \$0	Active Active Active Active Active Active		
01004L005893 Alford, Lee 1401 19th St SW Birmingham AL 35211 \$0 Active	01004L005085 01004L006263 01004L006278 01004L002341 01004L005358 01004L003281 01004L005040	Member Name Able, Richard C Abrams, Jimmie L Acree, Willie Adams, Lucious T Adock, Kenneth D Adkins, Lewis Afgan, Agha P	Address 209 Village St 726-7 St Thomas 216 Memphis St PO Box 246 1048 Sharp Dr 22599 State Highway 79 PO Box 649	Birmingham Birmingham Birmingham Pinson Birmingham Trafford Helena	AL AL AL AL AL AL	35242 35214 35224 35126 35235 35172 35080	Home Phone	\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Active Active Active Active Active Active Active Active		
	01004L005085 01004L006263 01004L006278 01004L002341 01004L003281 01004L003281 01004L005040	Member Name Able, Richard C Abrams, Jimmie L Acree, Willie Adams, Lucious T Adock, Kenneth D Adkins, Lewis Afgan, Agha P Akers, John R	Address 209 Village St 726-7 St Thomas 216 Memphis St PO Box 246 1048 Sharp Dr 22599 State Highway 79 PO Box 649 1128 Brookwood Ct	Birmingham Birmingham Birmingham Pinson Birmingham Trafford Helena Gardendale	AL AL AL AL AL AL	35242 35214 35224 35126 35235 35172 35080 35071	Home Phone	\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Active Active Active Active Active Active Active Active Active		
01004L006860 Allen, Fred M 6505 Montevallo Rd Centreville AL 35042 \$0 Active	01004L005085 01004L006263 01004L006278 01004L002341 01004L005358 01004L005308 01004L005040 01004L005004 01004L002056	Member Name Able, Richard C Abrams, Jimmie L Acree, Willie Adams, Lucious T Adcock, Kenneth D Adkins, Lewis Afgan, Agha P Akers, John R Alexander, Loraine	Address 209 Village St 726-7 St Thomas 216 Memphis St PO Box 246 1048 Sharp Dr 22599 State Highway 79 PO Box 649 1128 Brookwood Ct 680 10th St SE	Birmingham Birmingham Pinson Birmingham Trafford Helena Gardendale Graysville	AL AL AL AL AL AL AL	35242 35214 35224 35126 35235 35172 35080 35071 35073	Home Phone	\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Active Active Active Active Active Active Active Active Active 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.

↓ • • • ◎ ◙ ♂	0. 1	🗟 - 🥭 🔟 🖻	1 - 8 ×
1. Page 1	- CARGE	HOME SEARCH SITEMAP FEEDBACK MAGAZINE	A Message
	YAN	Disabled American Veterans Members	from DAV's National Leaders
		Building Better Lives for America's Disabled Veterans	
A States	Generate	Report	
	Report	Membership Standings	
Contra Contra	Paramete	ers	
New Members Request for Information		DAV C DAVA C Both C	
Make/Receive Payments Maintain Information			Generate

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:

🛃 https://www.davme	mbers.org/Membership/CE_Output/Membership_S	tandings_20030724020202.PDF			✓ ♂Go Links
e a Copy 🚔 Print	🤮 Email 🎁 Search 🛛 💯 🔊 🔿	👔 💾 Review & Comment 👻 🦕	🕖 Sign 👻		
🖪 Select Text 👻 🚺	💽 🔍 🗸 🍙 🗋 📄 🕒 118%	• 💿 📑 🔁			
	Membersh	ip Standings			
	As of 07/24/200	03			
Present		Life Member	Life	% of	Goal
	State	Population	Goal	Goal	Variance
Standing		6.0			
Standing		196			
	Over 35,000 Members				
Division I -	Over 35,000 Members MASSACHUSETTS	35,512	36,556	97.14%	-1,044
Division I -	Over 35,000 Members MASSACHUSETTS MICHIGAN	35,512 30,262	31,407	96.35%	-1,145
Division I - 1 2 3	Over 35,000 Members MASSACHUSETTS MICHIGAN NEW YORK	35,512 30,262 57,230	31,407 59,599	96.35% 96.03%	-1,145 -2,369
Division I - 1 2 3 4	Over 35,000 Members MASSACHUSETTS MICHIGAN NEW YORK PENNSYLVANIA	35,512 30,262 57,230 38,560	31,407 59,599 40,545	96.35% 96.03% 95.10%	-1,145 -2,369 -1,985
Division I - 1 2 3 4 5	Over 35,000 Members MASSACHUSETTS MICHIGAN NEW YORK PENNSYLVANIA CALIFORNIA	35,512 30,262 57,230 38,560 70,427	31,407 59,599 40,545 74,281	96.35% 96.03% 95.10% 94.81%	-1,145 -2,369 -1,985 -3,854
Division I - 1 2 3 4 5 6	Over 35,000 Members MASSACHUSETTS MICHIGAN NEW YORK PENNSYLVANIA CALIFORNIA OHIO	35,512 30,262 57,230 38,560 70,427 35,685	31,407 59,599 40,545 74,281 37,744	96.35% 96.03% 95.10% 94.81% 94.54%	-1,145 -2,369 -1,985 -3,854 -2,059
Division I - 1 2 3 4 5 6 7	Over 35,000 Members MASSACHUSETTS MICHIGAN NEW YORK PENNSYLVANIA CALIFORNIA OHIO FLORIDA	35,512 30,262 57,230 38,560 70,427 35,685 57,387	31,407 59,599 40,545 74,281 37,744 61,401	96.35% 96.03% 95.10% 94.81% 94.54% 93.46%	-1,145 -2,369 -1,985 -3,854 -2,059 -4,014
Division I - 1 2 3 4 5 6	Over 35,000 Members MASSACHUSETTS MICHIGAN NEW YORK PENNSYLVANIA CALIFORNIA OHIO FLORIDA NORTH CAROLINA	35,512 30,262 57,230 38,560 70,427 35,685 57,387	31,407 59,599 40,545 74,281 37,744 61,401 28,423	96.35% 96.03% 95.10% 94.81% 94.54% 93.46% 91.29%	-1,145 -2,369 -1,985 -3,854 -2,059 -4,014 -2,477
Division I - 1 2 3 4 5 6 7 7 8 9	Over 35,000 Members MASSACHUSETTS MICHIGAN NEW YORK PENNSYLVANIA CALIFORNIA OHIO FLORIDA NORTH CAROLINA TEXAS	35,512 30,262 57,230 38,560 70,427 35,685 57,387 25,946 48,707	31,407 59,599 40,545 74,281 37,744 61,401 28,423 53,366	96.35% 96.03% 95.10% 94.81% 94.54% 93.46% 91.29% 91.27%	-1,145 -2,369 -1,985 -3,854 -2,059 -4,014 -2,477 -4,659
Division I - 1 2 3 4 5 6 7 8	Over 35,000 Members MASSACHUSETTS MICHIGAN NEW YORK PENNSYLVANIA CALIFORNIA OHIO FLORIDA NORTH CAROLINA TEXAS	35,512 30,262 57,230 38,560 70,427 35,685 57,387	31,407 59,599 40,545 74,281 37,744 61,401 28,423	96.35% 96.03% 95.10% 94.81% 94.54% 93.46% 91.29%	-1,145 -2,369 -1,985 -3,854 -2,059 -4,014 -2,477
Division I - 1 2 3 4 5 6 7 7 8 9	Over 35,000 Members MASSACHUSETTS MICHIGAN NEW YORK PENNSYLVANIA CALIFORNIA OHIO FLORIDA NORTH CAROLINA TEXAS	35,512 30,262 57,230 38,560 70,427 35,685 57,387 25,946 48,707	31,407 59,599 40,545 74,281 37,744 61,401 28,423 53,366	96.35% 96.03% 95.10% 94.81% 94.54% 93.46% 91.29% 91.27%	-1,145 -2,369 -1,985 -3,854 -2,059 -4,014 -2,477 -4,659
Division I - 1 2 3 4 5 6 7 7 8 9 Division To	Over 35,000 Members MASSACHUSETTS MICHIGAN NEW YORK PENNSYLVANIA CALIFORNIA OHIO FLORIDA NORTH CAROLINA TEXAS	35,512 30,262 57,230 38,560 70,427 35,685 57,387 25,946 48,707	31,407 59,599 40,545 74,281 37,744 61,401 28,423 53,366	96.35% 96.03% 95.10% 94.81% 94.54% 93.46% 91.29% 91.27%	-1,145 -2,369 -1,985 -3,854 -2,059 -4,014 -2,477 -4,659

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

] ↓ • • • ◎ ② ③ ④	Q 🖻 🎯 🗗 🖉	) 🖬 🖻	- B ×
1. Page 1		HOME SEARCH SITEMAP FEEDBACK MAGAZINE	A Message
	YAN 27	Disabled American Veterans Members	from DAV'S National
		Building Better Lives for America's Disabled Veterans	Leaders
ACCHINE .	Generate Report		
CORDS -	1/		
	Report Po	opulation Summary	
OPLI ST	Parameters		
New Members		DAV 💿 DAVA C Both C	
Request for Information Make/Receive Payments	Department Number	All	
Maintain Information Sign Off			Generate
- Martin - Carlor			Generate

Enter the Department Number and click on Generate.

The report will display in the following format:

< + + - 🙆 🖉	화 🖓 📿 Search 📷	Favorites 🍏 Hi	story 🛛 🖏 🖓 🛛							
🕙 https://www.c	davmembers.org/Membershi	ip/CE_Output/DAV	/_Population_Summa	ry_20030724	020518.PDF				→  →  Go Go	Links 3
	Print 🥷 Email 🎁 Sea	arch ABC		D. Review	8 Comment	- 🔏 Sian	_			
	the second se						<u> </u>			
T Select Text 🔹	💽 🔍 • 🗋	Θ 🗋 🕒	91% - 🤇		<b>1</b>					
					-					_
	DA	/ Population	n Summary							
D			n Summary							
D		E REPORT				5-11 D-1-11 /				
D	Last Year's	TE REPORT (	Current Year			- Full Paid Lif	-			
D	STAT	E REPORT		Total	Goal	- Full Paid Lif Goal Pct	e Goal Var	Dept - Name		
<b>State</b> 001	Last Year's	TE REPORT (	Current Year				-	Dept - Name ALABAMA		
	Last Year's Total Members	TE REPORT	Current Year Life Members	Total	Goal	Goal Pct	Goal Var	•		

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

↓ + + + ③ ♪ △	Q ⊇ 3  2- 3 ■ H	SEARCH SITEMAP FEEDBACK MAGAZINE	- 8 ×
		abled American Veterans Members ding Better Lives for America's Disabled Veterans	A Message from DAV's National Leaders
CHILE	Generate Report		
	Report Recruitr	rent 💌	
ORLE C	Parameters		
New Members Request for Information Make/Receive Payments Maintain Information Sign Off	Department Number Sort Order	DAV © DAVA O All Member Name	
	Membership Year Source Code Employee Id		
	Minimum DAV Recruited Minimum DAVA Recruited		
			Generate

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:

	rch 📓 Favorites 🏼 🕥 History								
https://www.davmembers.org/N	1embership/CE_Output/Recruitm	ent_Report_QA	_200307240	21108.PDF					→ <sup>→</sup> Go Link
ve a Copy 🚔 Print 🍳 Email	📸 Search 🛛 💇 🔊 🤈	9 B I 9	Review	8. Comment 👻	n 🖉 Sign	•			
T Select Text 🔹 🚺					Acres 1				
Ti seleci text 🔹 🛄 🔜 🦄		•••							
D/	Recruitment Repor	t							
	Alpha Name Sequence								
			мемв	ERS	D/	AVA ME	MBER	. 1	
		Year-To		ENJ			-To-Date	3	Avail.
Member Name	Membership #	Part	Full	Total	Ann	Part	Full	Total	Points
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 Bailey, Carl L	01026L002601 01045L002452	0	0	0	0	0	0	0	3
Baker, William J	01009L005747	4	1	5	ő	õ	ŏ	õ	6
Ball, Earl	01087L005728	Ó	Ó	ŏ	õ	õ	õ	ŏ	ĭ
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 01075L005083	0	0	0	0	0	0	0	0
Berger, Karl R Black, Billy R	01012L000248	0	ò	ò	0	0	0	0	4
Blankenship, William	01012L000248	ő		3	Ő	ö	ő	ŏ	11
Boyer, George N	01026L002387	1	3 2	3	ŏ	õ	õ	õ	36
Bracken, Vernon E	01087L005715	0	0	õ	0	0	0	ō	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 Cargo, David M	01012L005389 01002L004684	2	1	3	0	0	0	0	5 2
Gargo, David W	01031L000001	0	Ö	0	0	0	0	0	21
Carter Jeffery G	01027L000102	ő	2	2	0	ő	ő	ő	18
Carter, Jeffery G Carter, John A	01011L004852	ő	0	õ	Ő	õ	õ	ŏ	14
Carter, John A				12	õ	õ	õ		22
	01024L005516	7	5	12	U			0	

## **Payment Submission**

## Navigation

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

↓ • • → • 🕲 🗗 🖄	Q 🖬 🎯 🖪 - 🎒 🖬			1 - 8 ×
14,2225	HIN H	OME SEARCH SITEMAP FEI	EDBACK MAGAZINE	A Message
		sabled American Vete		from DAV'S National Leaders
	Bui	Iding Better Lives for Americ	a's Disabled Veterans	CENNERS
New Members Request for Information				
	Payment Submission	>		
Sign Off				

#### Overview

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

↓ • • → · 🕲 🖉 🖓	Q B 3 B.	· 🎒 🔟 📃						-	- & ×
	A	HOME SEARCH S Disabled Amer Building Better Live	ican Vete	rans Memi	bers			A Message from DAV's National Leaders	
	Credit Card Pa	ayment Submission							
New Members Request for Information Make Receive Payments Maintain Information Sign Off	Last Name (on Card) Amount Exp. Date Address		First Name (on Card) Card Type	[		Middle Initial (on Card) Card # Zip (+4)			1
	Beneficiary Membership # Campaign Code								
							Su	bmit Ca	ncel
V Help									

### 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:

		HOME SEARCH SEAR	ican Vete	rans Memb	ers	A Message from Davis National Leaders
New Members Request for Information Make.Receive Payments Maintain Information Sign Off	Membership # Last Name (on Card) Arnount Exp. Date Address Beneficiary	ment Confirmation 010018002163 Smith \$ 150.00 11/05 1234 Pretend Street	First Name (on Card) Card Type	Bob MasterCard	Middle Initial (on Card) Card # Zip (+4)	A 5435000263006554 41011
	Membership # Campaign Code	None				OK Cancel

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.

Address 🕘 https://www.dav	members.org/Meml	bership/Wayspring/ExternalHelpFran	ne.aspx?/membe	rship/(itpsfbal	denpwl45cgevxj45)/log	jin.aspx				💌 🛃 Go	Links » 📆 •
		Disa	bled A	meri		EDBACK MAGA rans Memb a's Disabled Ve	pers				
New Members	Member Information         Member Information         Title       Adderma         Last Name       Baskerin         Date of Birth       3/17/15         Nickname       Spoitse         Spoitse       Date of Birth         Start of Service       2/15/7         Englishing       Eiglishing         Date of Birth       2/15/7         Era       Vietn         Receive       EV2         Eligishing       Did         Congo       Granda         Navy ExpeditionaryMarim       Cuba         Cuba       Indian Oce         Other Medals:       Army Occup. of	Formation for Anthony E Alderman V Baskerville 3/17/1953 D	Suffix Suffix First Name Gender Ethnicity	- 42009L	×	Donor Middle Name Marital Status	No Unknown				
Make/Receive Payments Maintain Information Sign Off	Spouse Last Name Spouse Date of Birth	<b>cord:</b> Vietnam, 04/15/1971	Spouse First Name			Spouse Middle Name					
					Service Branch	👻 Ei	nd of Service	1/15/1974 🗗			
	Era	Vietnam		*	Rank		~				
	l Receive	🗹 VA Comp 🔲 VA Pensi	on 🔲 Service	Retirement	Disability	Amputee Blind	🗌 Hearing In	npaired 🗹 Other			
	Eligibility	Disabled Gassed [	] Injured 🔲 C	)ther 🔲 Pri:	soner of War 🔲 Pu	urple Heart 🔲 Wounded	I				
	Armod Foroog F		Cam	ipaign/Expec	lition Medals Award	led					
	1	-		_	Persian 🗖	Quemov 🗖 El	Taiwan				
			Mayague:	z 🛄 Panam		Matsu Isl. Salvador S		🗌 Vietnam/Thailar	nd		
			20000 12 100		6 <b>50 5367785<u>1</u>70</b>	17 1594 17 50 AUG					
		idian Ocean/Iran 🛄 Lebanon	🗌 Libya 🛄 P	anama 🛄 F	Persian Gulf 🛄 Irar	iian/Yemen/Indian Ocea	n				
😻 Help	🗌 Army Occu	up. of Army Occup. of Berlin Ger	Army Occup. many	of 📃 Arr Japan	ny Occup. of 🔲 C Meda			Navy Occup. o Trieste	of		
							Nex	t Update			

#### 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:

ど 🛃 G0	Links 🎽 📆 🔹
	<b>Landa</b> a a

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:

Address 🗿 https://www.da	vmembers.org/Mem	bership/Wayspring/ExternalHelpFra	ame.aspx?/member	rship/(itpsfbalo	denpwl45cgevxj45	5)/login.aspx					💌 🛃 Go	Links » 📆 •
A Patie		НО	ME SEAF	CH SI	TEMAP	FEEDBACK	MAG	AZINE				
and a state		Disa	abled A	merio	can Ve	terans I	/lemi	bers				
						rica's Disa						
										14		15
New Members MakeReceive Payments Maintain Informative, Sign Off	Member Inf	formation for Anthony	Baskerville	- 42009L0	025378							
S CLERKS	Title	Alderman 💌	Suffix	-	~	Don	or	No				
	Last Name	Baskerville	First Name	Anthony	1050		ile Name					
COR LO 1	Date of Birth	3/17/1953	Gender	MOFO	uО	Mar	ital Status	Married	~			
New Members	Nickname		Ethnicity		~				6000			
		L		L								
	Spouse Last Name	Smith	Spouse First Name	Suzy		Spo	use Ile Name	Marie				
	Comment	12/25/1960	rii st name	2		MIG	ne name				)	
	Corvice Red	cord: Vietnam, 04/15/1971	~									
	Start of Servic	e 4/15/1971 🖳			Service Brai	nch	× ₽	End of Son in	1715/1974 🗗			
	Era	Vietnam		*	Rank			1	•			
	I Receive	🗹 VA Comp 🔲 VA Pen	sion 🔲 Service	Retirement	Disability	Amputee	e 🔲 Blind	🔲 Hearing	Impaired 🗹 Other			
	Eligibility	🗖 Disabled 🔲 Gassed	🗌 Injured 🔲 O	ther 🔳 Pris	soner of War	Purple Heart	Wounde	d				
	Armod Forcos I	Expeditionary Medal:	Cam	paign Exped	lition Medals Av	warded						
	1				Persian	Quemoy	EI	Taiwan	-			
		Grenada 🗌 Lebanon 🔲 Liby	a 🛄 Mayague:	z 🗌 Panam	a Gulf	and Matsu Isl.			Vietnam/Thailand			
		iary/Marine Corps Medal:										
		idian Ocean/Iran 🔲 Lebanon	Libya P	anama 🔲 P	Persian Gulf 📃	] Iranian/Yemen/Ir	ndian Oce	an				
	Other Medals:											
😻 Help	Austria	up. of Army Occup. of Berlin G	JArmy Occup. ermany	of 🛄 Am Japan		_ Chinese Servic /ledal	ce 🛄 Na Austria		f 🔲 Navy Occup. of Trieste			
									ext Update			
								146	opuare			

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:

⇔ • ⇒ - 🙆 🗿 🖓	0. 1 3 2	y- 🎒 🔟 📃				1 - 8 ×
	A	Disabled Am	erican Veter	DBACK MAGAZINE ans Members 's Disabled Veteran	S	A Message from DAV's National Leaders
ALCHIC V	- Contact 800	01475				
SCI225	Street Address 1	123 Street		Street Address 2		
S ADIA S	City	Cincinnati	State	OH 💌	Zip (+4)	45236
	Country	USA		•	Address Type	Home
CALOUR CONTRACT	Start Date		End Date		Fax	
New Members Request for Information	Home Phone		Work Phone		Mobile	
Make/Receive Payments Maintain Information	E-Mail				Preferred Method of Contact	Mail 💌
Sign Off	Addrees Status	Claimed 🗾			Delete Contact	
	+ New Conta	ict				
		-			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:

	Q 🖻 🎯 🖥	r 🥭 🖬 🗐				19 - B ×
	A	Disal	ARCH SITEMAP FEE Died American \ ng Better Lives for Ar	/eterans Auxi	liary Members	A Message from DAVA's National Leaders
AMERICAN	- New Conta	<u>:t</u>				
S CONS	Street Address 1			Street Address 2		
H H H	City		State	AA 💌	Zip (+4)	
ALL STREET	Country	USA		•	Address Type	Other 💌
AILIAN	Start Date		End Date		Fax	
New Members Request for Information	Home Phone		Work Phone		Mobile	
Make/Receive Payments Maintain Information	E-Mail				Preferred Method of Contact	Mail
Sign Off	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:

	A Constant of the sear of the search of	A Mesage from DAV's National Leaders			
New Members Request for Information Make/Receive Payments Maintain Information	Status Type Active Account Type Membership Trial Card Issue Date Convention Bound No Sponsor ID #	Inactive Date Card Expiration Date Convention Date Years of Membership (	Years D	Issue Card	
Maintain Information Sign Off	Transfer to Department 16-DEPT OF KENTUCKY	Transfer to Chapter/Unit	Transfer Request Date 07/01/2003	Transfer Statu: Pending	s Transfer
	Last Payment Date Total Paid Life Date Amount Discounted	0.00 04/24/2003 0.00	Last Payment Amount Payment Status Life Amount Amount Forgiven # of Remaining Payments	0.00 0.00 0.00 0	Method of Payment Prepaid # of years Balance 0.00 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.

1 Alian	Maintain De	epartme	ent Inforn	nation							
	Department Status Employer ID (E	:IN)	DEPT OF ALABAMA Active 63-0421186		Status Reason		Initial Load				
ew Members equest for Information lake/Receive Payments laintain Information	Charter Date Street Address 1	PO BOX	1054		Constitution Appro	wal Date	Bylaws Aj	oproval Dat	e		
ign Off	Street Address 2 City Country	Athens USA			State AL	]	Zip (+4)		35611		
	Phone E-Mail	256-232-	0426		Fax		Preferred Me of Contact	thod	Paper 💌		
	Officer to Rec Membership #		0100180	02163							
	Last Year Membership This Year Convention Fe	e	20452 \$0	This Year Goal Last Activity Da		14144 8/22/ 	4	Next Year Convention	Fee Update	\$0 Cancel	
😻 Help											

### Usage

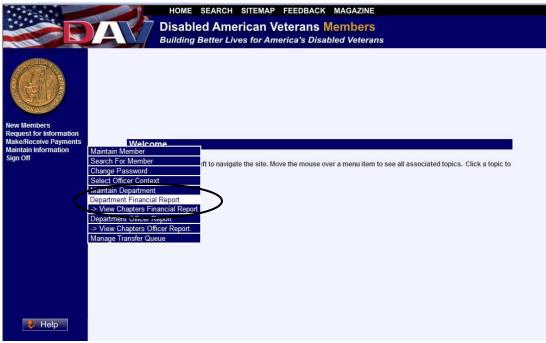
You may make edits to the information by typing in the appropriate fields and pressing Update. When adding foreign addresses set the State to 'XX' and the Zip Code to '00000'.

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).

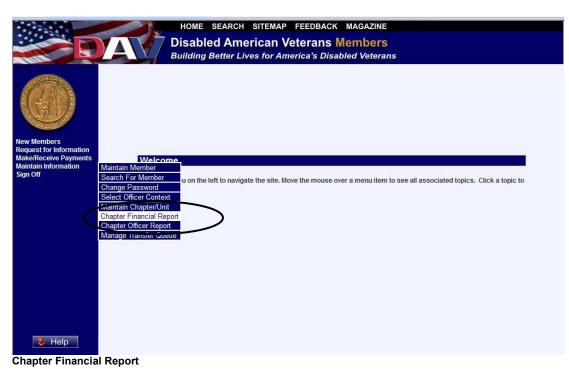
## **Department/Chapter Financial Report**

#### 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.







### 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.

New Members   Request for Information   Make/Receive Payments   Maintain Inform	ation   Sign Off	
Department Annual Financial Report - In Process		
Department 16		
Accounting Period From 7/1/ 2005 To 6/30/ 2006	View Previous Report	06/30/2006
	Check Accounting Dates	6/ 10
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 I 10. Total Income (Lines 1 Thru 9)	Income, ETC.) 444.00	
This Year's Expenses or Disbursements:		
11. Salaries, Payroll Taxes & Employee Benefits for Administrative Personnel Only (Co 12. Convention/Conferences/Seminars (Complete Schedule)	omplete Schedule) 0.00 0.00	
3. Postage & Office Supplies		
4. Service/Charitable (Complete Schedule)	0.00	
5. Forget-Me-Not Expenses (Cost of Drive Only)		
16. Bingo Expenses, Including Bingo Salaries & Payroll Taxes (Complete Schedule)	0.00	

Department Financial Report

## $Membership\ System\ User\ Manual-Officers$

NO STATE	HOME S	EARCH SITEMAP FEEDB	ACK MAGAZINE			
	Disable	d American Veterar	s Members			
	Building B	etter Lives for America's	Disabled Veterans			
New Members   Request for Informatio	n   Make/Receive Paymer	nts   Maintain Information   Sign Of	f		[	😢 Help
Chapter Annual Financial Rep	oort - In Process				, e	
Chapter Number 103	Chapter Name	H F GROTE JR #103	Department		34	
Accounting Period From 7/1/ 2004	To	6/30/ 2005	View Previous Re	eport	06/30/2005	
			Check Ac	counting Dates	)	~
Beginning Balance (Ending Amount of I	iquid Assets from Last Year's	Report)			1	
					-	
This Year's Income or Rece	eipts:		6			
1. Dues (Per Capita From National HQ)				.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 (Checkin	ig, Savings, C.D.'s Only)					
7. National Fundraising Program (Depa	rtments Only)					
8. Increase in Market Value of Investm	ents on Line 26 During Ac	counting Period				
9. Other Income (Complete Schedule) 10. Total Income (Lines 1 Thru 9)	Example: Member Donations,	Refunds, Fundraising Income, ETC.)	<u>0.</u>	00	76	
This Year's Expenses or Di 11. Salaries, Payroll Taxes & Employee 12. Convention/Conferences/Seminars (	Benefits for Administrativ	e Personnel Only (Complete Sched		<u>00</u> 00		
13. Postage & Office Supplies	complete scheudie)		<u>u.</u>	00		
14. Service/Charitable (Complete Sched	ule)		0.1	00		
15. Forget-Me-Not Expenses (Cost of Dri	and the second se					
16. Bingo Expenses, Including Bingo Sal 17. Thrift Store Expenses, Including Thr 18. Bar/Lounge Expenses, Including Bar	ift Store Salaries & Payrol	Taxes (Complete Schedule)	<u>6.</u>	00 00 00		×
a na se anna an a			ther Assets Schedule	Sa	ve Submit	Back

#### **Chapter Financial Report**

#### Usage

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

	A	Disabled	ARCH SITEMAP FEEDBACK American Veterans Fer Lives for America's Disa	Nembers	
			Maintain Information   Sign Off		💱 Help
Chapter Annual Fir	nancial Report	t - In Process			
Chapter Number	42	Chapter Name	GRAND PRAIRIE #42	Department	42
Accounting Period From	7/1/	То	6/30/	View Previous Report Check Accounting Dates	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.

Department Officer Report - None       Department			R	Disabled Building Be	etter Lives for A	Veterans Mer	nbers		A Message from Davis National Leaders
Department     DEPT OF ALABAMA       Date		for the second second	an the gas interest		ts   Maintain Inform	ation   Sign Off			🐉 Help
Date of Annual Election  Location - City Athens  Date of Annual Election  Address of Regular Meetings  123 Main Street  City, ST Zip Athens  Athen   Athens  Athens  Athen    Athen	the second s	cer Repor							
Location - City Athens Date of Annual Election Date of Annual Election City Athens Date of Annual Election City ST Zip Athens 123 Main Street Date of Installation City ST Zip Athens Date of Installation City ST Zip Athens City Time [7:30 PM Day Tuesday ] Athens City ST Zip Athens Date of Installation City ST Zip Athens City City City City City City City City									
Date of Annual Election     Date of Installation       Address of Regular Meetings     123 Main Street     Employer ID# (EIN)     630421186       City, ST Zip     Athens     AL     12345     Charter Date       City, ST Zip     Athens     AL     12345     Charter Date       Time & Day of Regular Meetings     Time [7:30 PM] Day Tuesday     Constitution Approval Date     Constitution       Note Site Address     Week of Month I 1st IZ 2nd 3rd 4th 5th     Bylaw Approval Date     Current Report I       Officers Elected for Year     Beginning     Ending     Current Report I       Officers Elected for Year     Beginning     Ending     Current Report I       Officers Elected for Year     Beginning     Ending     Current Report I       Officers Elected for Year     Beginning     Ending     Current Report I       Officers Elected for Year     Beginning     City     State     Zip       Officers Elected for Year     State     Zip     City     State     Zip       Officers Elected for Year     Fax     Telephone     Fax     Zip       Officers Elected for Year     Fax     Telephone     Fax     Zip       City     State     Zip     City     State     Zip       City     State     Zip     City <td< td=""><td></td><td></td><td></td><td>Ð</td><td></td><td></td><td></td><td></td><td></td></td<>				Ð					
Address of Regular Meetings     123 Main Street     Employer U# (EIN)     630421186       City, ST Zip     Athens     AL ■ 12345     Charter Date       City, ST Zip     Time     7.30 PM     Day Tuesday     Constitution       Regular Meetings     Week of Month □ 1st ♥ 2nd □ 3rd □ 4th □ 5th     Approval Date     View Previous Report     Current Report ♥       Officers Elected for Year     Beginning □ Ending     Egislative Chairman     Membership ½     Current Report ♥       Officers Elected for Year     Beginning □ Ending     Egislative Chairman     Membership ½     Current Report ♥       Officers Elected for Year     Beginning □ Ending     Egislative Chairman     Membership ½     Current Report ♥       Officers Elected for Year     Beginning □ Ending     Egislative Chairman     Membership ½     Current Report ♥       Officers Elected for Year     Beginning □ Ending     Egislative Chairman     Membership ½     Current Report ♥       State     Zip     City     State     Zip     City     State     Zip       City     State     Zip     City     State     Zip     City     State     Zip       City     State     Zip     City     State     Zip     City     State     Zip       Storder     Fax     Email     Email <td>_ocation - City</td> <td></td> <td>Athens</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	_ocation - City		Athens						
City, ST Zip       Athens       AL       12345       Charter Date         Time & Day of Regular Meetings       Time 7:30 PM       Day       Tuesday       Constitution         Regular Meetings       Week of Month 1 tst P 2nd 3rd 4 th 1 5 th       Approval Date       Plaw Approval Date         Week of Month 1 tst P 2nd 3rd 4 th 1 5 th       Beginning       Ending       View Previous Report       Current Report         Ontimender       Membership #        Heinbership #       Membership #       Important Report         Commander       Membership #        Name       Please enter a Membership Number.       Mailing Address         City       State       Zip       City       State       Zip         City       <	Date of Annual Election Address of Regular Meetings City, ST Zip			Ð			Employer ID# (EIN)		
Time & Day of Regular Meetings Time 7:30 PM Day Tuesday Constitution   Regular Meetings Week of Month 1 st V 2nd 3rd 4th 5th   Approval Date Week of Month 1 st V 2nd 3rd 4th 5th   Week of Month 1 st V 2nd 3rd 4th 5th Approval Date   Others Elected for Year Beginning Ending Constitution Approval Date   Commander Membership # Constitution Commander Membership #   Commander Please enter a Membership Number. Name Please enter a Membership Number.   Mailing Address State Zip City State Zip   City State Zip <			123 Ma	iin Street					
Time & Day of tegular Meetings     Time 7:30 PM     Day     Tuesday     Constitution Approval Date       Week of Month □ 1st ₩ 2nd □ 3rd □ 4th □ 5th Week of Month □ 1st ₩ 2nd □ 3rd □ 4th □ 5th     Bytaw Approval Date     Evicew Previous Report     Current Report ♥       Week Ste Address     Beginning □ Ending □     Ending □     Heinbership #     Import №       Commander     Membership #     Import №     Membership #     Import №       Aaling Address     Mailing Address     Mailing Address     Telephone     Fax       State     Zip     City     State     Zip       Commander     Membership #     Membership #     Import №       Aaling Address     Membership #     Import №     Import №       Sty     State     Zip     City     State     Zip       Commander     Membership #     Membership #     Import №     Import №       Sty     State     Zip     City     State     Zip       City     Fax <td>Athens</td> <td></td> <td>AL - 12345</td> <td></td>			Athens		AL - 12345				
Membership #     Beginning     Ending     View Previous Report     Current Report       Commander     Membership #     Edistative Chairman     Membership #     Image: Current Report     Image: Current Report       Name     Please enter a Membership Number.     Name     Please enter a Membership Number.     Mailing Address       City     State     Zip     City     State     Zip       Telephone     Fax     Telephone     Fax     Telephone     Fax       Sr. Vice     Membership #     Membership     Membership #     Image: Current Report       Commander     Membership #     Membership     Fax     Zip       Sr. Vice     Membership #     Membership     Membership #     Image: Current Report       Commander     Name     Please enter a Membership Number.     Name     Please enter a Membership Number.       Mailing Address     City     State     Zip     Zip       City     State     Zip     City     State     Zip       Edelphone     Fax     Telephone     Fax     Zip						5th			
Wiew Previous Report     Current Report       Commander     Membership #       Commander     Membership #       Aame     Please enter a Membership Number.       Mailing Address     Mailing Address       City     State       City     State       Commander     Fax       Telephone     Fax       Fielphone     Fax       Commander     Membership Mumber.       Mailing Address     Telephone       Commander     Membership #       Commander     Membership #       Commander     Membership Mumber.       Kalling Address     Mailing Address       Commander     Membership Mumber.       Mailing Address     Mailing Address       City     State       City     S	Neb Site Address						Bylaw Appro	oval Date	
Commander         Membership #         Legislative Chairman         Membership #         Image: Chairman         Membership #         Image: Chairman         Please enter a Membership Number.         Mailing Address           Atailing Address         State         Zip         City         State         Zip           City         State         Zip         City         State         Zip           Felephone         Fax         Telephone         Fax         Fax         Fax           Mailing Address         City         State         Zip         City         State         Zip           Sr. Vice         Membership #         Membership         Membership #         Image: City         State         Zip           Sr. Vice         Membership #         Membership Membership Membership Member.         Name         Please enter a Membership Number.         Mailing Address           City         State         Zip         City         State         Zip           City         Fax         Telephone         Fax         EMail           State         Zip         City         State         Zip           City         Fax         Telephone         Fax         State         Zip           Statig         State <td>Officers Elected for Y</td> <td>'ear</td> <td>Beainni</td> <td>na Enc</td> <td>tina</td> <td></td> <td></td> <td></td> <td>Current Report 🔻</td>	Officers Elected for Y	'ear	Beainni	na Enc	tina				Current Report 🔻
Name     Please enter a Membership Number.       Mailing Address     Mailing Address       Zily     State     Zip       Telephone     Fax     Telephone       Sr. Vice     Membership #     Fax       Sr. Vice     Membership Number.     Name       Please enter a Membership Number.     Name       Virg     State     Zip       City     State     Zip       State     Zip     City       State     Zip     Fax       State     Zip     Fax       State     Zip     Fax       State     Sirvice     Membership #       Ommander     Please enter a Membership Number.     Fax       Mailing Address     Sirvice     Membership #       State     Zip     Sirvice     Membership #       State     Zip     Kame     Please	Commander	Member					Membership #		
Mailing Address Try State Zip City State Zip Fax Elephone Fax EMail Sr. Vice Membership # Membership # Sr. Vice Membership # Sr. Vice Membership # Sr. Vice Membership # State Zip City State Zip City State Zip Elephone Fax EMail St Junior Vice Membership # State State Stat	lame	Please	enter a Mer	nbership Number			Please enter a Mer	mbership Nu	mber
Fax     Telephone     Fax       Mail     EMail       Sr. Vice     Membership #       Commander     Membership #       Please enter a Membership Number.     Membership Membership Number.       tame     Please enter a Membership Number.       Atling Address     Mailing Address       Zity     State       Zip     City       State     Zip       State     State       Stating Address     Email       Zity     Fax       State     State       State     Zip       Mailing Address     Mailing Address       State     Zip	failing Address			ine of only in an ine of the		Mailing Address		ing or only in a	
Mail     EMail       Kr. Vice commander     Membership #       Jame     Please enter a Membership Number.       talling Address     Mailing Address       ity     State     Zip       elephone     Fax     Telephone       Statil     EMail       statil     EMail       statil     EMail	15				Zip				Zip
rr. Vice Membership # Membership Membership # Membership # Membership # Membership # Membership Number. Tailing Address Tailin				Fax				Fax	
Kommander     Member Ship #       fame     Please enter a Membership Number.       faling Address     Name       faling Address     Mailing Address       ity     State     Zip       relephone     Fax     Telephone       stati     Fax     Telephone       state     Service     Membership #       formander     Membership #     Membership #       state     Service     Membership #       formander     Fax     Service       formander     Membership #     Membership #       state     Service     Membership #       formander     Membership #     Membership #       formander     Please enter a Membership Number.     Name       failing Address     Mailing Address       itiv     State     Zip	Mail					EMail			
tailing Address ty State Zip City State Zip elephone Fax Telephone Fax Mail St Junior Vice Membership # Service Membership Number. st Junior Vice Membership Number. Name Please enter a Membership Number. taling Address tw State Zip City State Zip		Member	<u>ship #</u>				<u>Membership #</u>		
tailing Address       Mailing Address       ty     State     Zip     City     State     Zip       ty     Fax     Telephone     Fax     Fax     Fax       Mail     EMail     EMail     Fax     Fax     Fax       st Junior Vice     Membership #     Officer     Membership #     City     Service       ommander     Please enter a Membership Number.     Name     Please enter a Membership Number.     Imailing Address       tailing Address     State     Zip     City     State     Zip	ame	Please	lease enter a Membership Number.			Name	Please enter a Membership Number.		
Fax     Telephone     Fax       Mail     EMail       st Junior Vice     Membership #       ommander     Membership #       ommander     Please enter a Membership Number.       name     Please enter a Membership Number.       talling Address     Name       tiv     State	lailing Address					Mailing Address			
Mail     EMail       st Junior Vice ommander     Membership #     Service Officer     Membership #       atame     Please enter a Membership Number.     Name     Please enter a Membership Number.       talling Address     Mailing Address     State     Zip					Zip				Zip
st Junior Vice Membership # Service Membership # Officer Membership # Officer Analysis Analys	18			Fax		18		Fax	
Membership #         Officer         Membership #           Jame         Please enter a Membership Number.         Name         Please enter a Membership Number.           Jalling Address         Mailing Address         State         Zip	Mail					EMail			
Name         Please enter a Membership Number.           Mailing Address         Mailing Address           Mailing Address         Mailing Address           State         Zip         State         Zip		Member	ship #				<u>Membership #</u>		
Aailing Address Citv State Zip Citv State Zip		Please	enter a Mer	nbership Number		Ender State Stat	Please enter a Mer	mbership Nu	mber
City State Zip City State Zip		. 10000	erner a mor	ne erenip Humeet.			, to do o offici a mor	ne erenip riu	
	litv			State	Zip			State	Zip

### 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.