

# MbrDB V2.0

Updates to:  
Navigation  
Reminders  
Reports

# Navigation

Home Add New Mbr Mbr Info EDInfo Solicit Reminders Reports MCID Lookup

Session user logged in: dave.klinzman@yahoo.com  
Security level: admin

## Membership Home Page

Logout Admin

Welcome to the Membership Database System (MbrDB). This page will briefly describe the facilities available for administration of this membership clicking the main menu tabs at the top of this page.

**The membership database contains all the information regarding the contacts, members, volunteers and donors of the organization. It is not to be sold or shared and is for the exclusive use of the organization.**

Access to all the facilities of the system are provided on the main menu located at the top of each page. An individual member's information may be members unique Member/Contact Identifier (MCID) in the filter area on the far right. Entry of a blank filter value will provide the option to do a more email or address information.

The membership database is organized using a unique Member/Contact Identifier (MCID). The MCID is comprised of 3 letters (usually the first 3 letters of the member's last name) and 3 digits (usually the first 3 digits of the member's street address). When adding a new MCID a check is made to determine if it is unique. If it is not unique, the system will prompt the user to enter a new MCID.

# New Mbr Info Tabs

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## Member Information for Louise Abbott(ABB17)

[Main](#) [Funding](#) [Correspondence](#) [Notes](#) [Summary](#)



### Contact Information

First:	<input type="text" value="Louise"/>	Last:	<input type="text" value="Abbott"/>
Label Line:	<input type="text" value="Louise Abbott"/>	Corr. Sal:	<input type="text" value="Louise"/>
Org:	<input type="text" value="Organization"/>	Addr Line:	<input type="text" value="1748 Los Osos Valley Rd."/>
City:	<input type="text" value="Los Osos"/>	State:	<input type="text" value="CA"/>
Phone:	<input type="text" value="805-534-1490"/>	Zip:	<input type="text" value="93402"/>
		Email:	<input type="text" value="Email"/>

# Mbr Info Funding & Corr. Tabs

[Home](#) [Add New Mbr](#) [Mbr Info](#) [EDInfo ▾](#) [Solicit ▾](#) [Reminders ▾](#) [Reports ▾](#)

Funding Log for **ABB17** [\(Add new record\)](#)

Edit	RecNo	Purpose	Program	Campaign	DonDate	ChkNbr	Amou
	6437	Dues		11-12	2012-12-13	6512	200.00
	4171	Food/Med			2011-10-09		21.23

Total of all donations: \$221.23

# Mbr Info Summary

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Member Information for Louise Abbott(ABB17)

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**Funding**  
Last Dues Date: 2012-12-13  
Last Dues Amount: \$200.00  
Last Non-Dues Date: 2011-10-09  
Last Non-Dues Purpose: Dues  
Last Non-Dues Amount: \$21.23

**Correspondence**  
Date of Last Corr: 2013-11-03  
Last Correspondence Type: RenewalReminder

[Print MCID Summary Report](#)

# Reminders

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1-Member

Latest First

## List of 37 Members with expired memberships

Notices sent since 2014-04-05 00:00:00 not listed.

MCID	Name	E-Mail?	Mail?	Purpose	Last Paid	Amount	Inactive?	Rem Cnt.	LastReminder
<a href="#">BET18</a>	Joanne Bettencourt	<input type="checkbox"/>	<input type="checkbox"/>	Dues	2013-04-29	25.00	<input type="checkbox"/>	2	2014-04-04
<a href="#">MAR27A</a>	Jackie Marcus	<input type="checkbox"/>	<input type="checkbox"/>	Dues	2013-04-27	20.00	<input type="checkbox"/>	2	2014-04-04
<a href="#">CAR12A</a>	Roger Carver & Marlene Carver	<input type="checkbox"/>	<input type="checkbox"/>	Dues	2013-04-25	100.00	<input type="checkbox"/>	2	2014-04-04
<a href="#">MCC70</a>	Yvonne McCoy	<input type="checkbox"/>	<input type="checkbox"/>	Dues	2013-04-23	25.00	<input type="checkbox"/>	2	2014-04-04
<a href="#">IAN190</a>	Vicki & Matt Ianson	<input type="checkbox"/>	<input type="checkbox"/>	Dues	2013-04-23	40.00	<input type="checkbox"/>	2	2014-04-04
<a href="#">ENR097</a>	Diane Enos Business Services	<input type="checkbox"/>	<input type="checkbox"/>	Dues	2013-02-07	100.00	<input type="checkbox"/>	2	2014-04-04
<a href="#">BLA61A</a>	Richard Blake & Arleen Blake	<input type="checkbox"/>	<input type="checkbox"/>	Dues	2013-02-07	50.00	<input type="checkbox"/>	2	2014-04-04
<a href="#">WOO49</a>	Edwin N. & Caroline Woods	<input type="checkbox"/>	<input type="checkbox"/>	Dues	2013-02-05	200.00	<input type="checkbox"/>	2	2014-04-04
<a href="#">FIT56</a>	John FitzRandolph	<input type="checkbox"/>	<input type="checkbox"/>	Dues	2012-12-20	15.00	<input type="checkbox"/>	2	2014-04-04

# Reports

The screenshot displays the Membership Database System (MbrDB) interface. At the top, a navigation bar includes links for Home, Add New Mbr, Mbr Info, EDInfo, Solicit, Reminders, and Reports. The Reports menu is currently open, showing a list of available reports. The main content area on the left shows the user is logged in as dave.klinzman@yahoo.com with admin security level. Below this is the 'Membership Home Page' with a welcome message and a warning about the database's exclusive use. A 'Logout' button and an 'Admin' button are also present. The bottom of the page features a 'GPL License' section with copyright information for Pragmatic Computing, 2013.

Home Add New Mbr Mbr Info EDInfo Solicit Reminders Reports MCID Lookup

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Security level: admin

## Membership Home Page

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**The membership database contains all the information regarding the contact information of the organization. This information is not to be sold or shared and is for the exclusive use of the organization.**

Access to all the facilities of the system are provided on the main menu located at the top of this page. The members unique Member/Contact Identifier (MCID) in the filter area on the far right. The email or address information.

The membership database is organized using a unique Member/Contact Identifier (MCID). The MCID is a 4 digit string (usually the first 2 digits of the members street address.) When adding a new member, a 4 digit string to make it unique. After an MCID has been successfully entered a data entry form can be used to associate all information pertaining to it.

Administrative functions are provided to authorized users that will allow maintenance of the database.

Security levels are assigned when a new user is registered. When a user successfully logs out, the system will require a new login session to be established.

### GPL License

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- In-Progress Reminders
- Donor Top Ten Report
- New Supporters by Date Range
- List All Members by Status
- Funding Paid Report
- Funding Drill Down Report
- Membership Drill Down Report
- Membership Exception Report
- Subscribing Members Report
- Correspondence Drill Down
- Correspondence Followup Report
- Print Labels on Criteria
- Transaction Log Report
- Transactions Summary Report
- Inactive MCID Report
- Mail Log Viewer
- Server Log Viewer
- Monthly Report
- DB Summary Report
- About MbrDB