

1: Click on Committees icon (or press F5)

Alternatively: Management, then Committees (or use the F5 Hot Key)

The screenshot shows the 'MEMBERSHIP' software window. The menu bar includes File, View, Accounting, Management, Membership, Relationships, Company, Reports, Scheduling, Administration, and Help. The toolbar contains various icons for navigation and actions. The main window is divided into several sections:

- Member #:** BATC1771 (with a search button)
- Member Type:** Family
- Member Attributes:** 1st yr no dues, Executive Board, third party billing
- Family List:** John Bryon, Shirley Bryon, Benjamin Bryon, Daniel Bryon
- Member Information:** Title (Mr./Mrs.), First Name (John/Shirley), Middle Name, Last Name (Bryon), Family Name (Bryon)
- Correspondence:** Family Address (8 Dartmouth Road, Los Angeles, CA 90059), Address, City/St/Zip (Los Angeles, CA 90059), Country (United States), Tel (973)736-7299
- Family Mailing:** Family Email (donbryon@comcast.net), 2nd Family Email (shirleybryon@aol.com), Combo Mailing Label (Mr. & Mrs. John Bryon), Combo Letter Salutation (John and Shirley)

At the bottom, a red error message reads: "Data Entry is Required for Fields Labeled in Red". Below this, the date "03/26/2009" and time "1 Nisan 5769" are displayed. Buttons for "Add Member", "Update", and "Cancel" are visible at the bottom right.

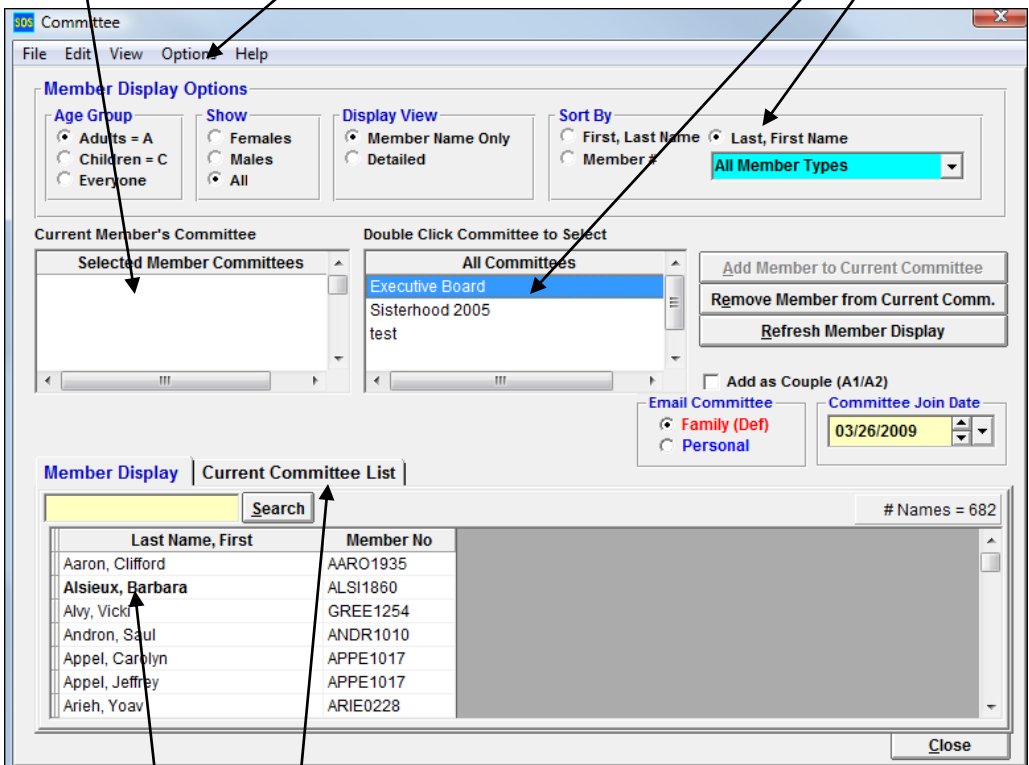
Please note, there is another option to add a member to a committee directly from the general family screen. (See last page of this help file)

- 2: Double click an Activity to make it current. Then on Member Display
- 3: Click on the Member Display Tab.
- 4: Highlight a Member by double clicking on the Name
- 5: Click on the Add Member to Current Activity.
- 6: On the Activity window, there is an option that allows you to add a member as A1 and A2 (if there is an A2). Your reports, letters, labels etc will now display both A1 and A2.
- 7: When you double click on a name, all the activities that the member is on, will be displayed.
- 8: Click File Print or Press F4 to print.

Lists all Activities the selected member is part of.

Use Option to directly enter a New Committee

Displays all Activities.



Enter name and click search to find member. Use sort option.

Displays Member database

Click here to display Members in current Activity

Click Close Button, to exit. Allows fast re-opening of committees' window.

From the File Print menu, you have the following options:

- 1: Print a List of the members for the Current Activity
Print Labels or
Print Letters or
Email Committee Members of the Current Activity.
- 2: Print a List of All Members with All Activities or
Print Labels or
Print Letters
- 3: Print a List of Members Not Associated with the Current Activity or
Print Labels or
Print Letters

You can also Export any of the lists to be imported to Excel, Word or Access.

The screenshot shows the 'Print Committee' dialog box with the following sections and callouts:

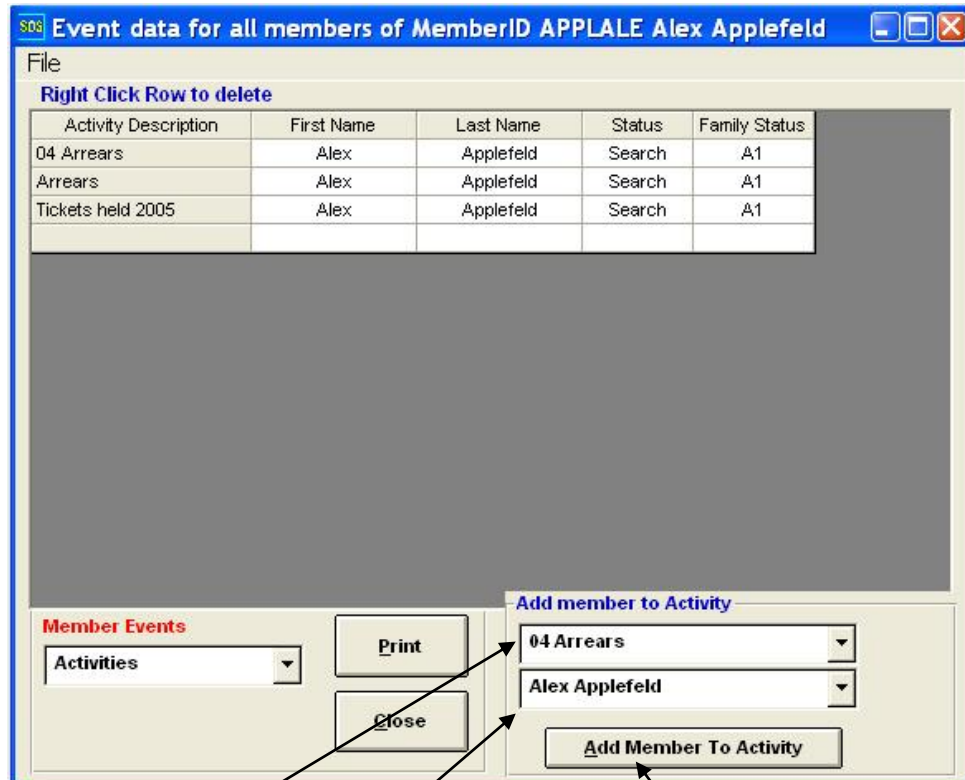
- Select what to print.** (Callout pointing to the 'Print What' section):
 - Members Associated with Selected Committee
 - All Members Associated with All Committees
 - One Letter Per Family for Members associated with Selected Committee
 - Members Not Associated with selected Committee
- Select the fields to print** (Callout pointing to the 'Display What' section):
 - Member #
 - Member Name
 - Address
 - Telephone
 - Email
 - Activity
 - Date Join Act
- Select sort option** (Callout pointing to the 'Sort by' section):
 - Member #
 - Last Name
 - Activity
 - Zip Code
- Select how to print.** (Callout pointing to the 'Print How' section):
 - List Format
 - Labels
 - Letters
- After you make your selection, click print preview.** (Callout pointing to the 'Print Preview' button)

Other visible options in the dialog include:

- Export:** Yes No
- Orientation:** Landscape Portrait Print Envelopes
- Address / Letter Salutation Option:** Mr. Bob Jones (dropdown), Main Screen Letter Salutation (dropdown)
- Letter Date and Subject:** 03/26/2009 (dropdown), 1 Nisan 5769 (text), Include Hebrew Date
- Executive Board:** Executive Board (text field)
- Buttons:** Store Query, Document Editor, Print Preview

Alternative method to add a Member to a committee:

From the General family screen, or the Family Members screen select View, then Member Events. The following screen appears:



Lists all available committees / activities

Lists all members of the current family

After you make your selection, click here to add the member to the activity

For more details about SOS visit our web site at www.ansintech.com

Technical support toll free number is 1-866-322-4530

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