

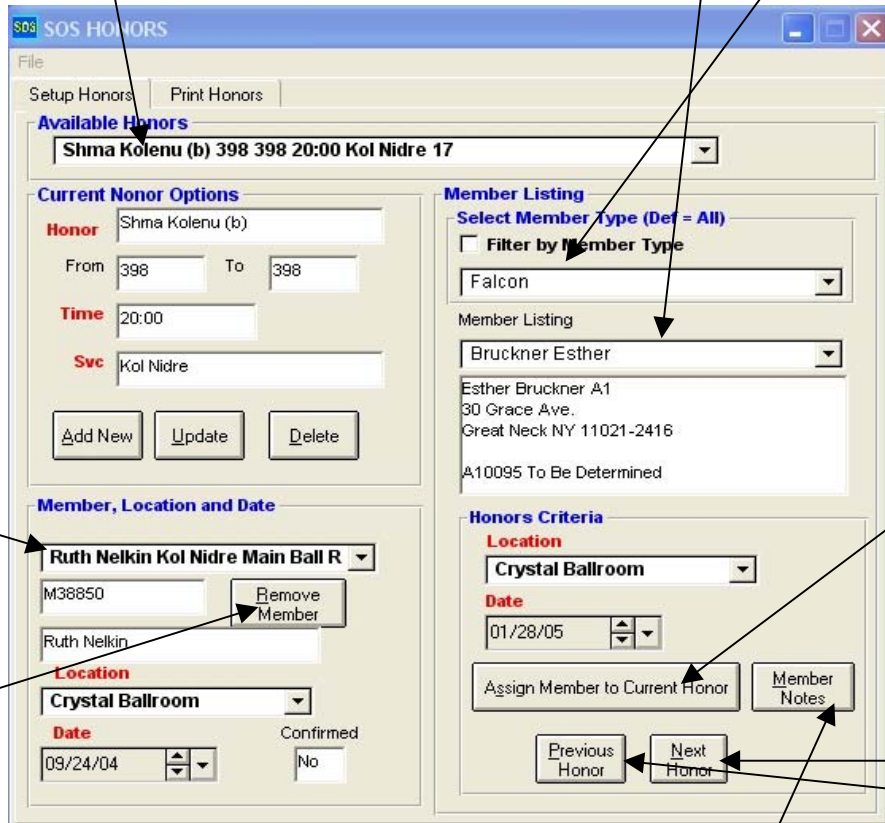
How to use the SOS Honors Module

July 2005

Purpose: To allow the organization to Add new Honors and assign an honor to any member. By a location, Date and Honor name.

Lists all Available Honors. (Direct import from customer file.) You can select any honor by clicking in the list or use the Next and Previous buttons

The listing shows all of the available member types. The Module opens with all members and all member types. Click the Filter by Member Type and select a Member type. The member List will automatically resort with only members based on the selected Member Type. Member List will display all A1, A2 and Children.



Displays the member associated with the selected Honor

Use this button to remove the member from the current Honor

Use this button to assign the current member to the current honor based on the selected Location and Date

These buttons move the Honors list Next and Previous

This button displays the individual member Notes. Same as the Family Screen

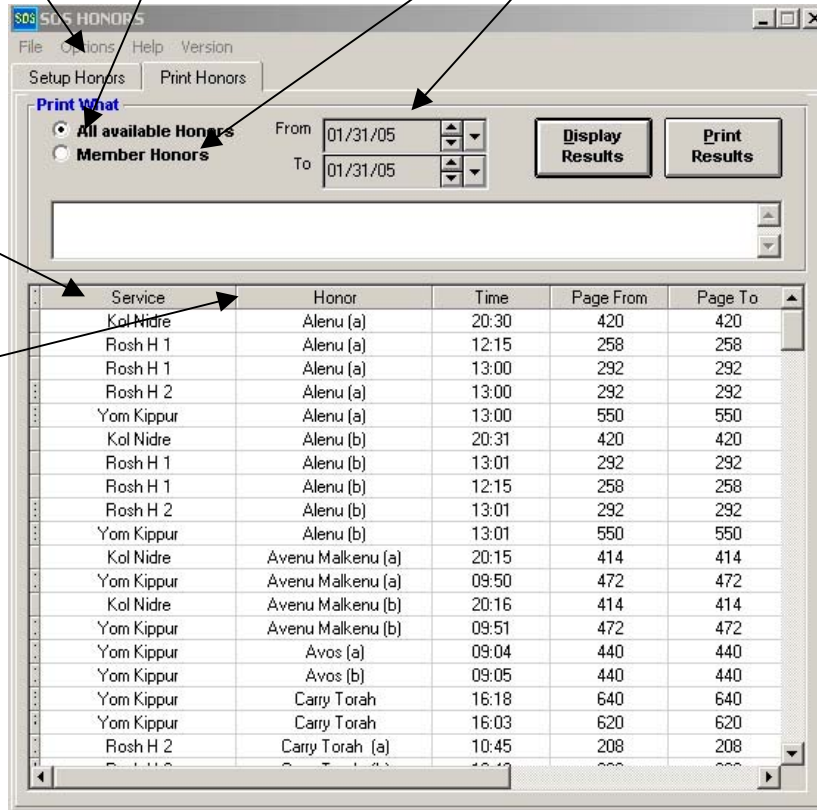
Print Existing Honors

Click options then Export to create Excel file

Click this option to print a list of available honors

Click this option to print honors assigned to members. If you leave the dates to be the same, all honors are printed. Set a date range and honors are printed within the selected dates.

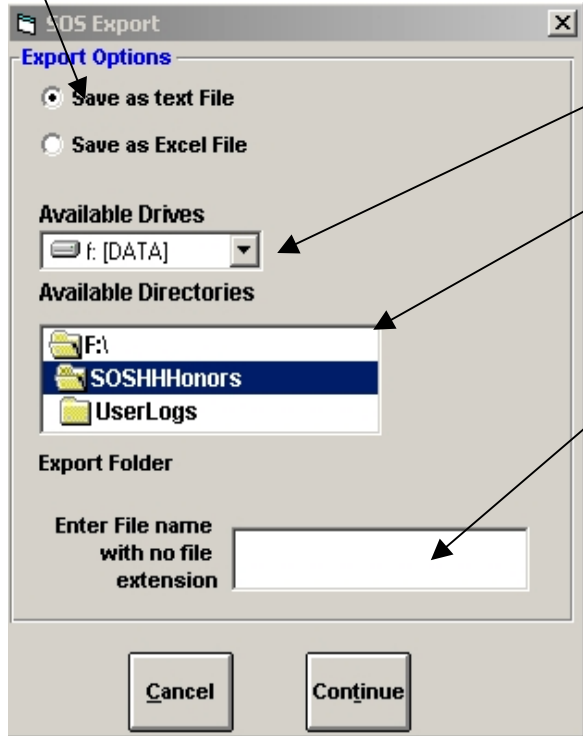
Click on the top of the columns to resort. Click on vertical bar between columns to resize column



Export to a text file or to an Excel file

You can select either Save as text file or Excel file and determine which folder to save the file in.

Text files can be merged with Microsoft Word or any of the Microsoft Office Products



Use these options to determine the folder where to save the file.

Enter the file name without any file extension. SOS will automatically add the correct extension.

SOS continues to be enhanced through user comments and ideas. Please email your suggestions to SoSSupport@ansintech.com or SoSrequest@ansintech.com

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

SOS how to use the SOS Honors Module Type last reviewed July 2005
Technical support toll free number is 1-866-322-4530

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