
Disabled American Veterans
Membership System User Manual
for
National Service Officers
and
Transition Service Officers

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Basic Web Application Usage

Full Screen Mode

The membership application user interface has been designed to take advantage of as much screen space as possible and minimize scrolling. This requires the internal user to be in Full Screen Mode. To enter Full Screen Mode strike <F11> on the keyboard. To leave Full Screen Mode strike <F11> again.

Tabbing

Navigation through the page can be accomplished through the use of the <TAB> key on the keyboard. In most cases tabbing is left to right, top to bottom and follows the same order as data entry would from printed forms.

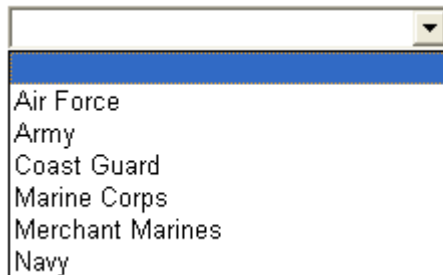
<TAB>	Move the cursor forward one screen element
<SHIFT><TAB>	Move the cursor backward one screen element

Pull Down Menus

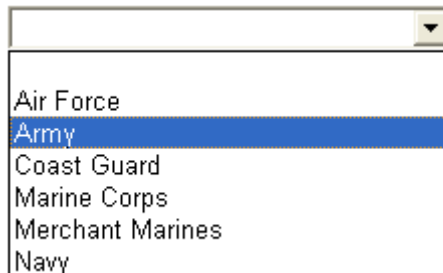
Pull down menus allow the user to select from a list of many options.



A pull down menu with no value selected.



A pull down menu with the list expanded.



A pull down list with the desired value selected.



A pull down list with the selection complete.

When selecting from long pull down menus, such as State or Country, it is possible to jump to the selected value using only the keyboard. For example, using the pull down menu above as an example we want to select Merchant Marines without using the mouse. With the cursor on the pull down menu hit the <M> key twice. The first strike of the <M> key brings up Marine Corps. The second strike of the <M> key brings up the next value in the list beginning with an 'M'. In our example this is Merchant Marines.

Also note that while on a pull down menu striking the <ENTER> key will not affect any buttons on the screen associated with the key. The user must tab out of the pull down menu before striking <ENTER>.

Radio Buttons

Radio buttons are used when selection values are unique. In other words, the user may only select one value in the list.

☒ Male ☐ Female ☐ Unknown

When the user tabs into a list of radio buttons they may move from button to button using the left and right arrow keys on the keyboard. To select a button press the <SPACE BAR> while the cursor is on the desired button.

WARNING: Once the user makes a selection in a list of radio buttons they will not be able to turn the selection off. They may change the selection to another button but will be required to have a selection.

Check Boxes

Check boxes are used when selection values can contain more than one value. In other words, the user may select as many of the check boxes as desired.

☒ Member
☐ Net Prospect

When the user tabs into a list of check boxes they may move from box to box using the <TAB> key. To select a box press the <SPACE BAR> while the cursor is on the desired box.

Calendars and Dates

Capturing dates correctly is very important to the system. When entering the date it must be in one of the following formats:

mm/dd/yyyy	eg: 03/23/2003
mmddyyyy	eg: 03232003

It may be useful to use the following keyboard shortcuts:

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

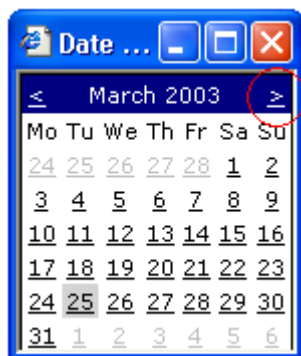
It is also possible to bring up a calendar in order to select the date. To bring up a calendar use the mouse to click on the calendar icon following the field. You may also tab out of the date field and onto the calendar icon and hit <ENTER> to open the calendar. The calendar icon is shown below.

Date of Birth 

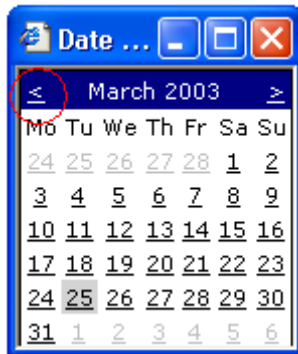
The following is an example of the calendar that appears:



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



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



To select the desired date simply click on the day.

Tool Tips

Almost every field in the application has an associated Tool Tip. Tool tips appear when the mouse is left to hover briefly over the field. The tool tip then appears revealing important information concerning the field. Move the mouse away from the field and the tool tip disappears.

Member Login

Overview

To access the Membership System, you need to go to the website address: www.davmembers.org. The following login screen will display:

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

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

A Message from DAV's National Leaders

Login

DAV Members - Login by entering your Membership Number and Password below.

- Your **Membership #** can be found on the mailing label of your DAV magazine as shown in the image below. You can also find your Membership Number on your DAV Membership Card.
- The default **Password** is your birthdate (MM/DD/YYYY), and you will be taken to a screen to change your password after you login for the first time.

Membership # Password

If you are NOT a DAV Member - Click one of the following links to fill out an application or select the "New Members" menu option on the left.

[Join the Disabled American Veterans](#) [Join the Disabled American Veterans Auxiliary](#)

***** CAR-RT LOT ** R-011
01001012345678
JOHN Q. SMITH *
3725 Alexandria PK
COLD SPRING, KY 41076-0301

Help

Usage

Type in your membership number and password. The default password is your birth date to be entered in the format 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.

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

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

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

User Information

*Note: If you have been taken to this page automatically, you **MUST** change your password.*

Membership # NTDVA\RDB02 Member ID 12401474
Date of Birth
Last Name Brossart First Name Ryan

Change Password

Passwords must be at least 6 characters long and can be any letter or number (but no special characters).
Passwords ARE case sensitive.

Old Password

New Password Confirm New Password

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

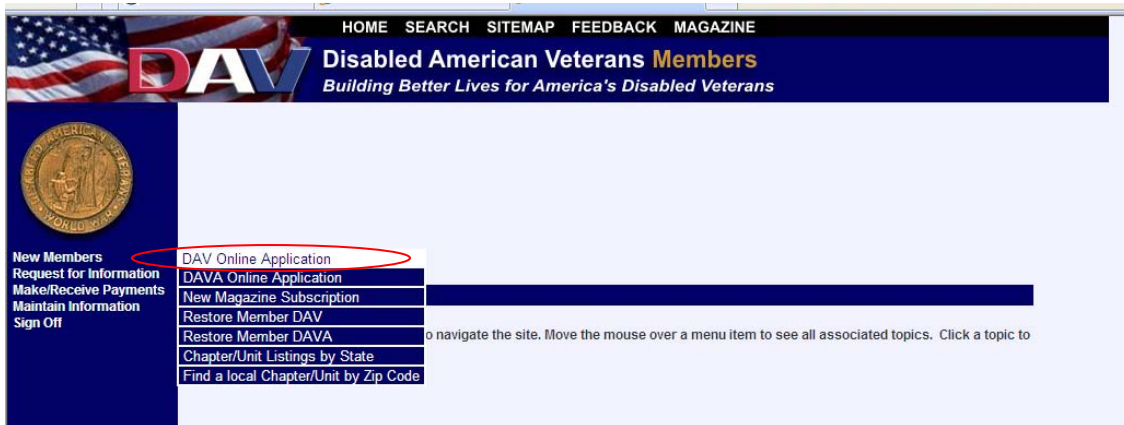
Once you have successfully logged in, the Welcome screen will display. On the left, in the blue you will be able to access Menu items.



DAV Online Application

Navigation

From the New Members menu, select DAV Online Application.



Overview

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

Application for Membership
Fields marked * require an entry.

Step 1 --- Your Information

Title

First Name *

Middle Name

Last Name *

Suffix

Street Address1 *

Street Address2

City *

State *

Zip (+4) *

Country

Daytime Phone

Email Address

Spouse's First Name

Gender * ☐ M ☐ F ☐ O

Date Of Birth (mm/dd/yyyy) *

Social Security #

Step 2 --- Membership Information

Service Branch

Date Enlisted (mm/dd/yyyy) *

Date Discharged (mm/dd/yyyy) *

Rank

Membership Eligibility ☐ Disabled ☐ Gassed ☐ Injured ☐ Other ☐ Prisoner of War ☐ Purple Heart ☐ Wounded

Disabilities ☐ Amputee ☐ Blind ☐ Hearing Impaired ☐ Other

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 Lookup by State screen is covered on page 17 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:

Membership Application Information Verification

Please review and verify the following membership application information is correct. If the information is correct click OK to submit, otherwise, click Cancel to return to previous screen to edit.

Step 1 --- Your Information	
Membership #:	1615512401454
Title:	2nd Lt.
First Name:	Sparky
Middle Name:	J
Last Name:	Anderson
Suffix:	
Street Address1 :	123 Memorial Pkwy.
Street Address2 :	
City:	Cold Spring
State:	KY
Zip (+4):	41076
Country:	USA
Daytime Phone:	
Email Address:	
Spouse's First Name:	
Gender:	M
Date Of Birth :	3/26/1985
Social Security #:	
Step 2 --- Membership Information	
Service Branch:	
Date Enlisted:	5/21/2000
Date Discharged:	6/5/2002
Rank:	
Membership Eligibility:	
Disabilities:	
I Receive:	
VA Claim #:	
% of Disability:	
Chapter Preference:	155
Department:	KENTUCKY
Sponsor Membership #:	
Donor:	N
Step 3 --- Payment Information	

Done

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

New Magazine Subscription

Navigation

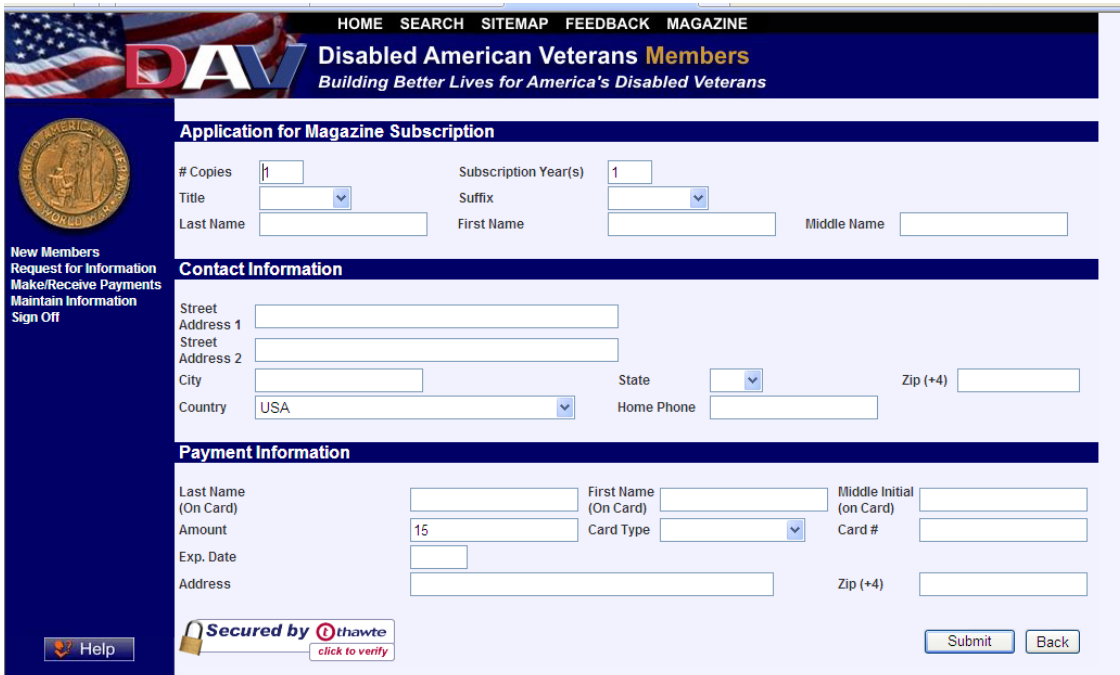
From the New Members menu, select New Magazine Subscription.



The screenshot shows the DAV (Disabled American Veterans) Members website. The header includes navigation links: HOME, SEARCH, SITEMAP, FEEDBACK, and MAGAZINE. The main banner features the DAV logo and the text "Disabled American Veterans Members" and "Building Better Lives for America's Disabled Veterans". On the left, a sidebar menu lists options: New Members, Request for Information, Make/Receive Payments, Maintain Information, and Sign Off. The "New Magazine Subscription" option is highlighted with a red circle. A dropdown menu is open, showing options: DAV Online Application, DAVA Online Application, New Magazine Subscription (highlighted), Restore Member DAV, Restore Member DAVA, Chapter/Unit Listings by State, and Find a local Chapter/Unit by Zip Code. A small text box below the dropdown says: "To navigate the site, Move the mouse over a menu item to see all associated topics. Click a topic to

Overview

The purpose of this screen is to accept paid magazine subscriptions.



The screenshot shows the "Application for Magazine Subscription" form. The form is divided into three main sections: Application for Magazine Subscription, Contact Information, and Payment Information. The "Application for Magazine Subscription" section includes fields for # Copies (1), Subscription Year(s) (1), Title (dropdown), Suffix (dropdown), Last Name, First Name, and Middle Name. The "Contact Information" section includes fields for Street Address 1, Street Address 2, City, State (dropdown), Zip (+4), Country (USA), and Home Phone. The "Payment Information" section includes fields for Last Name (On Card), First Name (On Card), Middle Initial (on Card), Amount (15), Card Type (dropdown), Card #, Exp. Date, Address, and Zip (+4). A "Help" button is located at the bottom left. A "Secured by" logo with a padlock icon and the text "thawte" is visible, along with a "click to verify" link. "Submit" and "Back" buttons are at the bottom right.

Usage

Specify the number of copies, subscription duration in years, name, 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:

The screenshot shows the 'Application for Magazine Subscription Confirmation' form on the DAV website. The header includes navigation links: HOME, SEARCH, SITEMAP, FEEDBACK, and MAGAZINE. The DAV logo is prominently displayed with the tagline 'Building Better Lives for America's Disabled Veterans'. On the left, a sidebar lists options for new members: Request for Information, Make/Receive Payments, Maintain Information, and Sign Off, along with a 'Help' button. The form itself is divided into three main sections: 'Application for Magazine Subscription Confirmation', 'Contact Information', and 'Payment Information'. The 'Application' section contains fields for the number of copies (1) and subscription years (1), along with a title dropdown (Mr.) and name fields (Last Name: Ricardo, First Name: Ricky, Middle Name). The 'Contact Information' section includes address fields (Street Address 1: 123 Old St., City: Cold Spring, State: KY, Zip: 41076) and a home phone number (859-555-5555). The 'Payment Information' section shows the last name (Ricardo), first name (Ricky), middle initial, amount (\$15.00), expiration date (02/11), card type (Discover), and card number (4893-5200-0000-1036). At the bottom right, there are 'OK' and 'Back' buttons.

Application for Magazine Subscription Confirmation					
# Copies	1	Subscription Year(s)		1	
Title	Mr.	Suffix			
Last Name	Ricardo	First Name	Ricky	Middle Name	

Contact Information					
Street Address 1	123 Old St.				
Street Address 2					
City	Cold Spring	State	KY	Zip (+4)	41076
Country	USA	Home Phone	859-555-5555		

Payment Information					
Last Name (On Card)	Ricardo	First Name (On Card)	Ricky	Middle Initial (on Card)	
Amount	\$15.00	Card Type	Discover	Card #	4893-5200-0000-1036
Exp. Date	02/11				
Address	123 Old St.		Zip (+4)	41076	

OK Back

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

Restore Member DAV

Navigation

From the New Members menu, select Restore Member DAV.



Overview

The purpose of this screen is to restore members.

A screenshot of the "Restore Member" form on the DAV website. The form is titled "Restore Member" and includes a navigation bar with links: "New Members", "Request for Information", "Make/Receive Payments", "Maintain Information", and "Sign Off". The form contains various input fields and checkboxes for member information. Fields include: "Last Name", "First Name", "Middle Name", "Street", "Address 1", "Address 2", "City", "State", "Zip (+4)", "Country" (set to USA), "Date of Birth", "Date Enlisted", "Date Discharged", "Service Branch", "Rank", "VA Claim #", "SSN", "% of Disability", "Membership Type", "I Receive" (with checkboxes for VA Comp., VA Pension, Service Retirement), "Disabilities" (with checkboxes for Amputee, Blind, Hearing Impaired, Other), "Membership Eligibilities" (with checkboxes for Disabled, Gassed, Injured, Other, Prisoner of War, Purple Heart, Wounded), "Department", "Phone #", "Email Address", "Donor" (Yes/No), "Life Date", "Life Amount", "Total Paid", "Effective Balance", "Years of Membership", and "Total Distributed". There are also buttons for "Clear Form", "Submit", and "Back".

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 Find a local Chapter/Unit by Zip Code by clicking on the Chapter Preference field label. (The use of the Find a local Chapter/Unit by Zip Code screen is covered on page 23 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:

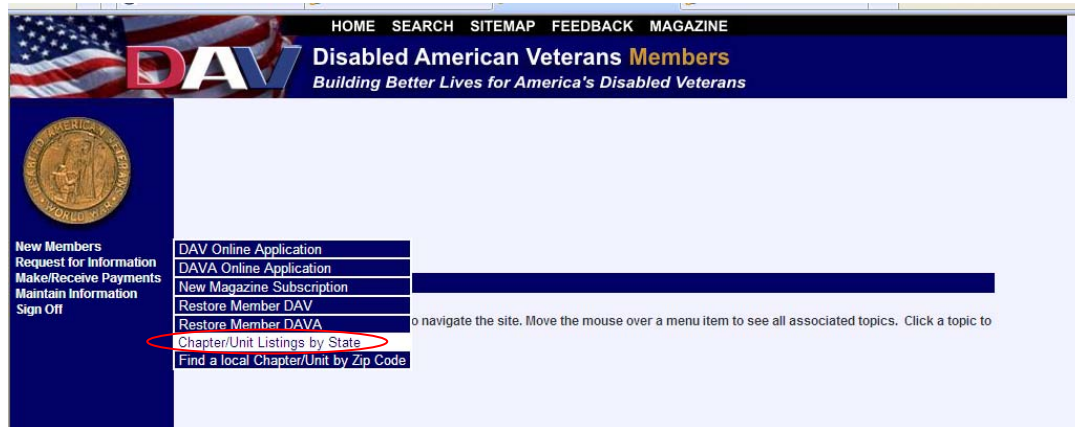
Restore Member Confirmation							
New Members Request for Information Make/Receive Payments Maintain Information Sign Off							
Process DAV Restore Confirmation							
Member ID#	12401477	DAV First Name	Erik	Membership #	1601912401477	Title	
Last Name	Canale	Middle Name		Street Address 1		Street Address 2	
Street Address 1	123 Random St.	State	KY	Zip (+4)	41076	Gender	Male
City	Cold Spring						
Country	USA	Date Enlisted		Service Branch		Date Discharged	
Date of Birth		% of Disability					
Rank							
Application Type	Membership Trial						
I Receive							
Disabilities							
Membership Eligibility							
Department	16 - KENTUCKY	Chapter	19				
Phone #		Email Address				Donor	N
Life Date	4/10/2000	Life Amount	40	Total Paid	50	Effective Balance	90
Years of Membership	5	Total Distributed	-40				
							OK Back

This confirmation screen provides an opportunity to verify the information prior to final submittal. Click on OK if the information is correct or click on Cancel to return to the previous screen to make edits. **Important Note:** You must click on OK in order to successfully submit the application into the system.

Chapter/Unit Listings by State

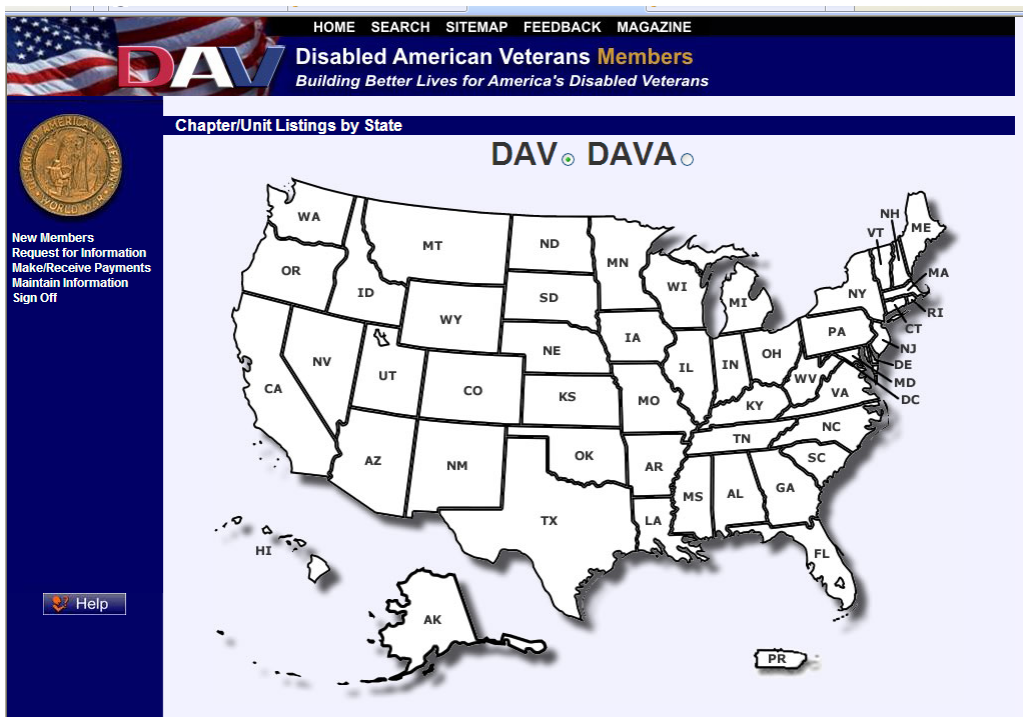
Navigation

From the New Members menu, select Chapter/Unit Listings by State.



Overview

The purpose of this screen is to display the chapters or units that have members residing in the selected state. The results of the screen can be used to place a member into a chapter/unit or to send meeting information via email.



Usage

Select whether to look for DAV Chapters or DAVA Units. Next, click the appropriate state. The result set is then displayed on the same page in the following format:

The screenshot displays the DAV website interface. At the top, there is a navigation bar with links: HOME, SEARCH, SITEMAP, FEEDBACK, and MAGAZINE. Below this is a banner for "Disabled American Veterans Members" with the tagline "Building Better Lives for America's Disabled Veterans". The main content area is titled "Chapter/Unit Listings by State" and includes a "Show Map" button. A table titled "Kentucky - Chapter Information" lists various chapters with columns for City, ZIP, Name, Address, Telephone, and Meeting Time. On the left side of the page, there is a sidebar with links for "New Members", "Request for Information", "Make/Receive Payments", "Maintain Information", and "Sign Off", along with a "Help" button.

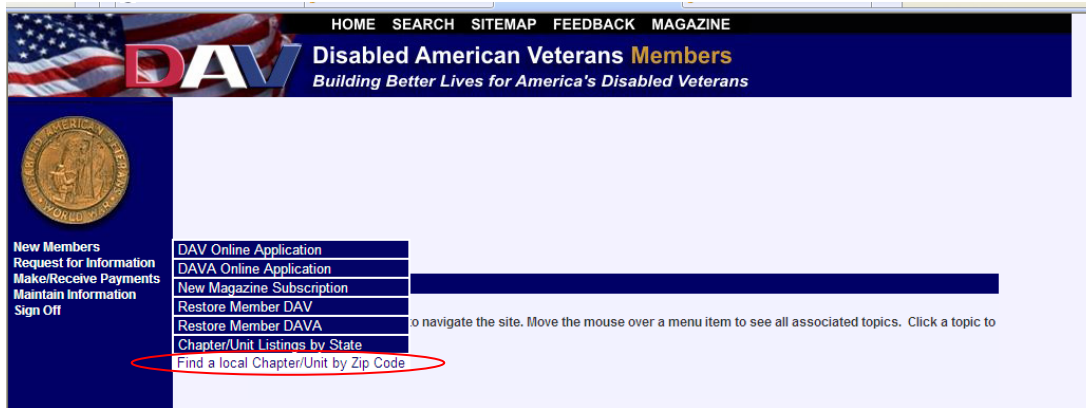
		CITY	ZIP	NAME	ADDRESS	TELEPHONE	MEETING TIME
Map	Website	Alexandria	41001	ALEXANDRIA #148	3205 US 27 VFW	859-781-7956	1st Wednesday, 7:00 PM
Map	Website	Auxier	41602	BIG SANDY #18	Auxier Volunteer Fire Dept	606-889-8629	1st 3rd Friday, 6:00 PM
Map	Website	Beaver Dam	42320	OHIO COUNTY #11	124 Young St Wagon Wheel	270-274-3584	2nd Monday, 6:30 PM
Map	Website	Belfry	41514	BELFRY #141	Belfry Courthouse	304-475-4760	3rd Saturday, 2:00 PM
Map	Website	Benton	42025	BENTON #118	Mike Miller Park	270-354-6393	3rd Friday, 1:00 pm
Map	Website	Berea	40403	R BAILEY MEM #160	Sr Citizens Center on Jefferson St	859-986-5357	2nd Tuesday, 6:30 PM
Map	Website	Booneville	41314	OWSLEY COUNTY #21	Owsley Co Courthouse	606-593-6423	1st Monday, 7:00 PM
Map	Website	Brownsville	42210	WAND B DOYLE #32	123 Washington Street	270-597-3133	1st Thursday, 6:00 PM
Map	Website	Cold Spring	41076	NORTHERN KENTUCKY #19	3725 Alexandria Pike	859-491-4415	3rd Tuesday, 7:00 PM
Map	Website	Columbia	42728	ADAIR COUNTY #72	Basement of Chamber of Commerce Building	270-384-3594	5th Monday, 6:30 PM
Map	Website	Corbin	40701	CORBIN #22	Darrell Lane	606-549-5722	2nd Tuesday, 6:00 PM
Map	Website	Cumberland		MOUNTAIN TRAILS #53	VFW	606-848-0555	1st Tuesday, 7:00 PM
Map	Website	Dawson Springs	42408	DAWSON SPRINGS #163	Dawson Springs Community Center	270-797-8605	4th Monday, 7:00 PM
Map	Website	Elizabethtown	42701	ELIZABETHTOWN #3	404 S Mulberry St	270-769-1083	2nd Thursday, 7:00 PM
Map	Website	Falmouth	41040	FALMOUTH #26	Subway Shelby St	859-654-3483	2nd Friday, 7:00 PM
Map	Website	Franklin	42134	FRANKLIN #125	823 N Main St VFW	270-586-8916	1st Monday, 7:00 PM
Map	Website	Ft Campbell	42223	SCREAMING EAGLES #101	Sportmans Lodge	931-552-9208	3rd Wednesday, 6:00 PM
Map	Website	Glasgow	42141	GLASGOW #20	DAV Clubhouse Hwy 1297 Old B G Rd	270-361-9010	4th Tuesday, 6:00 PM
Map	Website	Grayson	41164	GRAYSON #147	Hood St Senior Center	606-286-0505	2nd Tuesday, 6:00 PM
Map	Website	Hazard	41702	HAZARD #64	165 Industrial Dr	606-439-3812	1st Friday, 6:00 PM
Map	Website	Hindman	41822	KNOTT COUNTY #171	Highway 550 South	606-642-3038	1st Thursday, 7:00 PM

Contact information is provided, as well as meeting time and address. To view the individual site's website, click the Website link. To view a map of the office's location, click the Map link.

Find a local Chapter/Unit by Zip Code

Navigation

From the New Members menu, select Find a local Chapter/Unit by Zip Code.



Overview

The purpose of this screen is to display the chapters or units that have members residing in the zip code entered. The results of the screen can be used to place a member into a chapter or to send meeting information via email.



Usage

Select whether to look for DAV Chapters or DAVA Units. Enter the zip code and click on Search (the zip code is required). The result set is then displayed on the same page in the following format:

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

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

Find a local Chapter/Unit by Zip Code

DAV ☒ DAVA ☐

Zip Code

	Chapter/Unit Number	Number of Members	Address	Phone #	Meeting Day and Time	
Website	155	1948	8733 LaGrange Rd , Smithfield, KY 40068	502-743-5312	1st Monday, 7:00 PM	
Website	89	1355	810 Barret Ave , Louisville, KY 40204	812-283-3237	2nd Tuesday, 6:30 PM	
Website	19	750	3725 Alexandria Pike , Cold Spring, KY 41076	859-491-4415	3rd Tuesday, 7:00 PM	
Website	156	660	230 Freedom Way , Radcliff, KY 40160	270-351-3666	4th Thursday, 7:30 PM	
Website	149	529	10880 Hwy 44 E East Bowling Ctr , Mt Washington, KY 40047	502-492-1598	2nd Wednesday, 7:00 PM	
Website	162	258	Science Hill , Science Hill, KY 42553	606-379-0100	5th Thursday, 7:30 PM	
Website	150	227	702 Front St , Vanceburg, KY 41179		2nd Tuesday, 7:00 PM	
Website	148	110	3205 US 27 VFW , Alexandria, KY 41001	859-781-7956	1st Wednesday, 7:00 PM	
Website	26	75	Subway Shelby St , Falmouth, KY 41040	859-654-3483	2nd Friday, 7:00 PM	

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

Clicking on the email icon (envelope at the end of each row) brings up the name of the office in an email:

Disabled American Veterans Chapter Information - Message (HTML)

Message Insert Options Format Text

Paste

Clipboard

Basic Text

Address Book Check Names Include Options Proofing

To:

Cc:

Subject: Disabled American Veterans Chapter Information

HENRY COUNTY

Simply address the email to the desired recipient and send the email.

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.

A screenshot of the DAV Members website's 'Generate Report' screen. The header and navigation bar are identical to the previous screenshot. The left sidebar menu is also present. The main content area is titled 'Generate Report' and includes a note about Adobe Reader 5 or higher being required. Below this, there is a 'Report' dropdown menu currently set to 'Chapter/Unit List'. A 'Parameters' section follows, containing a radio button for 'DAV' (selected) and 'DAVA', a 'Department Number' dropdown set to '1 - ALABAMA', and input fields for 'Chapter Unit Number' and 'End Date'. A 'Generate' button is located at the bottom right of the parameters section.

Usage

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

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

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

Generate Report

Please note that to view reports, Adobe Reader 5 or higher is required to be installed on your computer.

Note: Please disable all pop-up blockers or the report will not show in a new browser.

Report: Chapter/Unit List

Parameters

Department Number:

Chapter Unit Number:

End Date:

Generate

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

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

The following summaries describe the reports in more detail:

Chapter/Unit List - Displays a list of all chapters by department. The report allows the user to specify chapters with all statuses, or only those with a specified status, such as Active, suspended, On Hold, etc.

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

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

Generate Report

Please note that to view reports, Adobe Reader 5 or higher is required to be installed on your computer.

Note: Please disable all pop-up blockers or the report will not show in a new browser.

Report: Chapter/Unit List

Parameters

DAV ☒ DAVA ☐

Department Number: 1 - ALABAMA

Chapter/Unit Status: All

Goal Percent:

Print Options: Chapter Labels 3x10 (Avery 5160)

Generate

Adobe Reader 6 is now required when printing labels.

Please disable all pop-up blockers.

After you "Generate" a report for Avery labels, select "Print" then change Page Scaling to "None"

Help

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

MEMBERSHIP SYSTEM USER MANUAL – NSO's AND TSO's

Select Chapter Unit Status using the dropdown arrow. To print labels, select the type of labels desired from the Print Options dropdown menu.

The report will generate in a label format:

Nelson Ortiz
TUSCALOOSA #1
448 65th Street HWY 69 South
Tuscaloosa, AL 35405

ALBETVILLE #2

LIZARD STATE #3

Waldrell Thomas
BIRMINGHAM #4
PO Box 2721
Birmingham, AL 35202

Patrick Reddy
KLUG SMITH #6
16541 Brigadoon Trl
Gulf Shores, AL 36542

Deborah Walker
SHEHAN PAKE #7
PO Box 6872
Mobile, AL 36608

Dwight Thomas
FREE STATE #8
2739 9th Ave
Haleyville, AL 35565

Robert McVickar
ENTERPRISE-COFFEE CO #9
PO Box 310972
Enterprise, AL 36331

Philip Wyatt
TAYLOR #10
598 Hyde Rd
Phil Campbell, AL 35581

For report format, select Chapter List Report from the Print Option dropdown list.

The report will generate in the following format:

Code	Chapter Name	Phone	Location	Officer to Receive Mail Name	Address	City/State	Zip
01000	ALABAMA	205-681-2352	Athens	A-Charles Richmond	7536 Misty Ln	Pinson, AL	35126
*01001	TUSCALOOSA #1	205-247-4862	Tuscaloosa	A-Nelson Ortiz	448 65th Street HWY 69 South	Tuscaloosa, AL	35405
*01002	ALBETVILLE #2		Alberville				
*01003	LIZARD STATE #3		Athens				
*01004	BIRMINGHAM #4	205-251-6221	Birmingham	A-Waldrell Thomas	PO Box 2721	Birmingham, AL	35202
*01006	KLUG SMITH #6	251-943-6328	Foley	A-Patrick Reddy	16541 Brigadoon Trl	Gulf Shores, AL	36542
*01007	SHEHAN PAKE #7	251-478-5080	Mobile	A-Deborah Walker	PO Box 6872	Mobile, AL	36608
*01008	FREE STATE #8	205-486-2954	Haleyville	A-Dwight Thomas	2739 9th Ave	Haleyville, AL	35565
*01009	ENTERPRISE-COFFEE CO #9	334-475-4191	Enterprise	A-Robert McVickar	PO Box 310972	Enterprise, AL	36331
*01010	TAYLOR #10	205-993-4645	Russellville	A-Philip Wyatt	598 Hyde Rd	Phil Campbell, AL	35581
*01011	W B HENDRIX #11	256-773-3697	Decatur	C-Gordon Horton	PO Box 2925	Decatur, AL	35602
*01012	J PAUL PITTS #12	334-271-5077	Montgomery	C-Willie Scott	PO Box 242994	Montgomery, AL	36124
*01013	BILL NICHOLS #13	256-839-5784	Alexander City	A-Bruce Pearson	5905 Pearson Chapel Rd	Alexander City, AL	35010
*01014	TUSKEGEE #14	334-727-1057	Tuskegee	C-Benjamin Flackley	PO Box 954	Tuskegee Inst, AL	36587
*01015	CHATTANOOCHEE VAL#15	706-773-1607	Valley	A-George Williams	1814 25th St SW	Lanett, AL	36863
*01017	WASHINGTON CO #17		Chilton		1-17-03	X, TX	77777
*01018	FRANK L BRADFORD #18		Arab	A-Bruce Niemeyer	PO Box 512	Arab, AL	35016
*01020	PIKE COUNTY #20	334-908-8879	Troy	C-Jerry Trotter	91 County Road 1158	Troy, AL	36079
*01021	E J KIRKPATRICK#21	256-447-8590	Piedmont	C-Floyd Smith	615 Philadelphia Church Rd	Piedmont, AL	36272
*01024	ANNISTON #24	256-992-3411	Anniston	T-Conrad Inamorati	51 Sulphur Springs Rd	Lincoln, AL	35096
*01025	PRATTVILLE #25	334-365-1155	Prattville	A-Jerry Suibzy	PO Box 680562	Prattville, AL	36067
*01026	HUNTSVILLE #26	256-259-3820	Huntsville	C-Robert Mellett	1808 Edwin St	Scottsboro, AL	35768
*01027	A L McLAUGHLIN #27	205-338-8556	Pell City	C-Margaret Rose	900 Pine Knoll Dr	Pell City, AL	35128
*01028	BLOUNT COUNTY #28	205-681-2352	Oneonta	A-Charles Richmond	7536 Misty Ln	Pinson, AL	35126
*01031	MARNGO COUNTY #31	334-289-1251	Demopolis	C-Chester Belcher	PO Box 191	Demopolis, AL	36732
*01032	CLARKE COUNTY #32	251-743-2174	Grove Hill	A-Homer Williams	6 Erika St	Monroeville, AL	36460
*01033	CHILTON COUNTY #33	205-688-1194	Clanton	C-Clifton Blum	PO Box 2556	Clanton, AL	35046
*01034	MT VERNON #34	251-679-0415	Mt Vernon	C-Albert Tarver	9390 Lawishe Ave	Creola, AL	36525
*01035	LEO DUBOSE #35	251-679-2984	Axiss	C-James Matney	405 Norton Ave	Saraland, AL	36571
*01038	ARTHUR B KOSKOW #38	251-456-3451	Prichard	A-Donald Barton	PO Box 13114	Eight Mile, AL	36663
*01039	HI JACKSON #39	256-259-3820	Scottsboro	C-Robert Mellett	1808 Edwin St	Scottsboro, AL	35768

HSC Recruitment – This report shows Hospital Service Coordinators recruitment totals.

Generate Report

Report: HSC Recruitment

Parameters

Sort Order: Member Name

Membership Year:

Promotions Only: ☐

Select the desired Sort Order for the data, enter a desired Membership Year and click on Generate.

The report will display in the following format:

DAV HSC Recruitment Report
Alpha Name Sequence for Fiscal Year 2004/2005

Member Name	Membership #	DAV MEMBERS			DAVA MEMBERS				Avail Points (Updated Monthly)
		Part	Year-To-Date	Total	Ann	Part	Year-To-Date	Total	
Alvarado, Valente A.	42187L024737	53	14	67	0	1	0	1	0
Antee, George W.	17030L002090	0	0	0	0	0	0	0	0
Baikie, James N.	05007L018335	7	4	11	0	0	0	0	24
Bailey, Linda L.	410241406269	0	0	0	0	0	0	0	4
Baker, John J.	420032451082	0	0	0	0	0	0	0	42
Baker, Vana N.	27012L002336	0	5	5	0	0	0	0	323
Bandili, Margy A.	01076AL00481	11	4	15	0	0	0	0	108
Barrett, Robert D.	12008L007455	1	0	1	0	0	0	0	20
Beene, Robert G.	42012L024234	0	0	0	0	0	0	0	34
Berryman, Eric D.	21013L016749	5	3	8	0	1	5	6	0
Blevins, Gleda	161051517612	0	0	0	0	0	0	0	2
Branford, Donald C	3403910616807	0	0	0	0	0	0	0	0
Brenton, Lloyd L.	090131247662	10	10	20	0	0	0	0	366
Burns, Michael B.	040952774217	5	4	9	0	0	0	0	166
Campbell, Ronald S.	41070L004762	12	1	13	0	0	0	0	34
Carbone, John S.	06005307259	0	0	0	0	0	0	0	0
Camahan, Patrick L.	42047L022901	0	4	4	0	0	0	0	47
Carney, Michael E	1500711983767	0	0	0	0	0	0	0	0
Carroll, Robert V.	45044L006738	0	0	0	0	0	0	0	0
Clements, Sheila M.	34001AL007797	9	1	10	0	1	1	2	106
Cleveland, Arthur L.	02002L010642	1	0	1	0	0	0	0	0
Collins, James F	0201410629071	0	0	0	0	0	0	0	0
Crook, Marie E.	14020AL00284	0	3	3	0	0	0	0	52
Davis, Patricia	480191832571	0	0	0	0	0	0	0	8
Davis, Shirley Regan.	10009AL00429	0	0	0	0	0	0	0	26
Deininger, John D.	09083L028788	0	0	0	0	0	0	0	233
Demorest, John P.	210041751944	3	2	5	0	0	0	0	43
Dempsey, Virginia	29014360265	1	0	1	0	0	0	0	5
Docter, David E	2301710691381	0	0	0	0	0	0	0	0
Drye, Wilbur A.	32012L009540	0	0	0	0	0	0	0	0
Dunnagan, David A.	05025L013016	8	7	15	0	0	0	0	5
Ferguson, James L.	0900410587433	0	0	0	0	0	0	0	0
Flack, Derek M.	210141774827	0	0	0	0	0	0	0	19

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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.

The screenshot shows the DAV Disabled American Veterans Members website. The header includes navigation links: HOME, SEARCH, SITEMAP, FEEDBACK, MAGAZINE. The main title is "DAV Disabled American Veterans Members" with the tagline "Building Better Lives for America's Disabled Veterans".

Generate Report

Please note that to view reports, Adobe Reader 5 or higher is required to be installed on your computer.

Note: Please disable all pop-up blockers or the report will not show in a new browser.

Report:

Parameters

Note: The information on this report is refreshed every night. Changes that have been made today to Member's records will not be available until tomorrow.

DAV ☒ DAVA ☐

Report Groupings:

Department Number:

Chapter/Unit Number:

Membership Type:

Status Code:

Address Status:

Sort Order:

Minimum Balance Due:

Maximum Balance Due:

Print Labels: ☒ (Avery 5160)

Adobe Reader 6 is now required when printing labels.

Please disable all pop-up blockers.

After you "Generate" a report for Avery labels, select "Print" then change Page Scaling to "None"

Enter the Department Number, the Chapter Unit Number, and select the Membership Type and Membership Status desired from the dropdown menus, or if you would like all types, leave the field as 'All'. Select the Address Status from the dropdown menu, if desired, and select the order in which you would like the information to display, (i.e. by membership number or alphabetical order etc.) and click on Generate. To print labels in a 3 x 10 format, leave the check mark in the check box.

MEMBERSHIP SYSTEM USER MANUAL – NSO's AND TSO's

The report will generate in the following label format:

0100311138006
Bobbie G. Aaron
39 Evans Cir
Jasper, AL 35501-8739

010211345008
James Aaron Jr
511 Greenwood Ave
Gadsden, AL 35903-3257

0100911147972
Joseph R Aaron
PO Box 651
Daleville, AL 36322-0651

0107611713393
Larry J Aaron
6771 County Road 310
Crane Hill, AL 35053-4341

010121348691
James R. Abbott
170 Poplar St
Prattville, AL 36066-5314

010098087496
Edward G. Abbott
PO Box 153
Daleville, AL 36322-0153

01003L009215
Grady D. Abbott
7263 County Road 75
Bridgeport, AL 35740-6409

0101211960147
SSgt Jeremy Richard Abbott
130 Primrose Dr
Prattville, AL 36067-2616

010031356127
Jimmie L. Abbott
250 J St
Ohathee, AL 36271-8123

0100411720550
01004110527428
0101211006442
Unknown Zone

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

The report will generate in the following format:

DAV MEMBERSHIP LIST BY DAV-DEPT
Department Of AL&AMV
Ordered by Member Name

Membership #	Member Name	Address	City	St	Zip	Home Phone	Bal	Status	Age	Yrs of Svc
0100311138006	T. Aaron, Bobbie G.	39 Evans Cir	Jasper	AL	35501 8739		250.00	Inactive	0	3
010211345008	F. Aaron, James	511 Greenwood Ave	Gadsden	AL	35903 3257	(256) 543-3451		Active	61	7
0100911147972	F. Aaron, Joseph R	PO Box 651	Daleville	AL	36322 0651	(334) 709-4125		Active	63	3
0107611713393	F. Aaron, Larry J	6771 County Road 310	Crane Hill	AL	35053 4341	(256) 739-6802		Active	60	3
010121348691	F. Abbott, James R.	170 Poplar St	Prattville	AL	36066 5314			Active	72	9
010098087496	F. Abbott, Edward G.	PO Box 153	Daleville	AL	36322 0153	(334) 255-1527		Active	61	6
01003L009215	F. Abbott, Grady D.	7263 County Road 75	Bridgeport	AL	35740 6409			Active	78	16
0101211960147	F. Abbott, Jeremy Richard	130 Primrose Dr	Prattville	AL	36067 2616	(334) 491-0841		Active	29	2
010031356127	F. Abbott, Jimmie L.	250 J St	Ohathee	AL	36271 8123			Active	74	14
0100911720550	F. Abbott, Michael H.	106 E Kingswood Dr	Enterprise	AL	36330 4119	(334) 347-2282		Active	67	3
0100410527428	P. Abdulah, Abdourahim M.	415 6th Ter W	Birmingham	AL	35204 3617		140.00	Inactive	65	4
01012L006443	F. Abdur-Rasid, Elbert	7018 Oak Side Ct	Montgomery	AL	36117 7626			Active	55	11
010261200616	T. Abercrombie, Daniel	207 Rivershore Dr	Huntsville	AL	35811 8078	(256) 851-1760	180.00	Inactive	61	1
010118079993	F. Abercrombie, Larry R.	2914 Carlington Dr SW	Decatur	AL	36003 1194	(256) 351-2911		Active	62	6
010941348173	F. Abercrombie, Wm F.	County Road 27 1266	Louisville	AL	36048			Active	77	20
0101511153601	T. Abernathy, Charles O.	PO Box 1032	Lanett	AL	36863 1032		180.00	Inactive	72	3
01076L004733	F. Abernathy, Jimmy D.	PO Box 240	Riverside	AL	35135 0240			Active	56	7
01012L002076	F. Abernathy, John E.	17 Mountain Oaks Dr	Carrollton	GA	30116 6022			Active	46	9
010031346178	F. Abernathy, Robert G.	2400 Cowen Cir	Guntersville	AL	35976 2222			Active	64	9
01012L005314	F. Abernathy, Raymond H.	2322 Oakcrest Dr	Palm Springs	CA	92254 5022			Active	91	13
01004L005085	F. Able, Richard C.	1577 Berry Rd	Birmingham	AL	35226 3214			Active	79	38
01015L000005	F. Abner, Thomas B.	1974 23rd Ave SW	Lanett	AL	36863 5006			Active	87	36
0101510610748	F. Abney, Forrest E.	1818 26th St	Valley	AL	36854 2751	(334) 499-2230		Active	77	4
010128137795	F. Abram, Henry	4135 Clanton Dr	Millbrook	AL	36054 3548			Active	88	6
010351365346	F. Abrams, Cleveland	PO Box 99	Mo Intosh	AL	36553 0099			Active	99	26
010031369369	F. Abrams, Fred D.	3511 W Main St	Whistler	AL	36612 1308			Active	82	8
01004L006263	F. Abrams, Jimmie L.	726-7 St Thomas	Birmingham	AL	35214			Active	56	13
01013L002942	F. Abrams, John A.	520 Fontby Rd	Wetumpka	AL	36092 6447			Active	62	31
01003L007750	F. Abrams, Robert L.	4661 Blobb Dr	Millbrook	AL	36054 2531			Active	75	14
010121350313	F. Abrams, Terrell E.	162 Old Barn Rd	Wetumpka	AL	36092 5925			Active	65	8
01076L004506	F. Aisher, Don A.	3514 County Road 1114	Vinemont	AL	35179			Active	99	31
01009L002579	F. Aiston, Terry R.	114 Oakland Dr	Enterprise	AL	36330 1596			Active	53	9
0102612379222	P. Abuwall, Eze	2225 Golf Road	Huntsville	AL	35802 1345	(256) 883-8857	190.00	Active	50	2
0100710616014	F. Ackerman, Brandt M	25937 Ravenwood Cir	Daphne	AL	36526 8236			Active	36	4
01087L005428	F. Aokley, Francis E.	363 Sharon Ln	Ozark	AL	36360 4998			Active	59	27
01003L007739	F. Acoff, Johnny	3018 Baldwin Brook Dr	Montgomery	AL	36116 3804	(334) 281-2858		Active	54	15
010031321684	F. Acoff, Philip	201 New Ave	Bessemer	AL	35020 7338			Active	55	23

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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.

The screenshot shows the DAV (Disabled American Veterans) website interface for generating a report. The header includes navigation links: HOME, SEARCH, SITEMAP, FEEDBACK, MAGAZINE. The main heading is "Disabled American Veterans Members" with the tagline "Building Better Lives for America's Disabled Veterans". Below this is a "Generate Report" section. A note states: "Please note that to view reports, Adobe Reader 5 or higher is required to be installed on your computer." A dropdown menu for "Report" is set to "Membership Standings". Below the dropdown is a "Parameters" section with a "Generate" button. On the left, there is a sidebar with links: "New Members", "Request for Information", "Make/Receive Payments", "Maintain Information", and "Sign Off".

There are no parameters, simply click on Generate.

The report will display in the following format:

The screenshot displays the "MEMBERSHIP STANDINGS" report for DAV as of 01/05/2010. The report is presented in a table format with the following columns: Present Standing, State, Life Member Population, Life Goal, % of Goal, and Goal Variance. The report is divided into two main sections: Division I - Over 35,000 Members and Division II - 18,000 To 34,999 Members. Each section lists states with their corresponding membership data.

Present Standing	State	Life Member Population	Life Goal	% of Goal	Goal Variance
Division I - Over 35,000 Members					
1	CALIFORNIA	66,261	66,586	99.51%	-325
2	NEW YORK	46,650	46,915	99.44%	-265
3	PENNSYLVANIA	32,164	32,492	98.99%	-328
4	FLORIDA	53,929	54,683	98.62%	-754
5	OHIO	30,001	30,454	98.51%	-453
6	VIRGINIA	22,942	23,350	98.25%	-408
7	TEXAS	51,935	53,006	97.98%	-1,071
8	NORTH CAROLINA	28,918	29,567	97.80%	-649
Division Totals		332,800	337,053	98.74%	-4,253
Division II - 18,000 To 34,999 Members					
1	MINNESOTA	15,957	15,851	100.67%	106
2	COLORADO	16,382	16,293	100.55%	89
3	MASSACHUSETTS	29,402	29,514	99.62%	-112
4	NEW JERSEY	17,971	18,070	99.45%	-99
5	KENTUCKY	16,984	17,092	99.37%	-108
6	WASHINGTON	17,213	17,398	98.94%	-185
7	OKLAHOMA	15,300	15,566	98.27%	-266

NSO Recruitment – This report shows National Service Officer recruitment totals.

DAV Reports

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

Generate Report

Report: NSO Recruitment

Parameters

Sort Order: Member Name

Membership Year:

Promotions Only: ☐

Generate

Select the desired Sort Order for the data, enter a desired Membership Year and click on Generate.

The report will display in the following format:

NSO RECRUITMENT

Alpha Name Sequence for Membership Year 2004/2005

		DAV MEMBERS			DAVA MEMBERS				Avail Points (Updated Monthly)	
Member Name	Membership #	Year-To-Date			Annual	Year-To-Date				
		Part	Full	Total		Part	Full	Total		
AL - Montgomery, Alabama										
Coles, Patrick B.	010128863730	0	0	0	0	0	0	0	0	
Lobdell, Charles J.	010122249784	19	8	27	0	0	0	0	0	
	35007L005817									
	39051L003732									
Love, Shurhonda Y	0101211895513	0	0	0	0	0	0	0	0	
Micheliotti, Michael A.	01012577387	25	14	39	0	0	0	0	0	
Office Totals:	4	44	22	66	0	0	0	0	0	
AR - N. Little Rock, Arkansas										
Acosta, Paulino	03007870983	7	55	62	0	0	0	0	0	
	32009L010059									
Cook, Vernon A.	0301011400329	0	0	0	0	0	0	0	0	
Testone, Daryl L.	030072974576	34	51	85	0	0	0	0	0	
Thompson, Jefferson V.	0300712343190	0	0	0	0	0	0	0	0	
Office Totals:	4	41	106	147	0	0	0	0	0	
AZ - Phoenix, Arizona										
Anderson, Aunjel L.	270012689425	14	17	31	0	0	0	0	0	
Anderson, Aunjel L.	020208123916	0	3	3	0	0	0	0	0	
Kidd, Paul K.	02020L011580	10	8	18	0	0	0	0	0	
Niemi, Amber M.	0200110006220	0	0	0	0	0	0	0	0	
Orosco, Judy C.	020012714096	28	40	68	0	0	0	0	0	
Renteria, Ricardo L.	020202857696	0	0	0	0	0	0	0	0	
Soto, Danny	161552352475	3	9	12	0	0	0	0	38	
	450102352475									
Office Totals:	6	55	77	132	0	0	0	0	38	

Last Updated: 1/29/2010

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11:42 am

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

Generate Report

Report: Recruitment

Parameters

DAV ☒ DAVA ☐

Department Number: All

Sort Order: Member Name

Membership Year:

Source Code: All

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:

DAV RECRUITMENT REPORT
Alpha Name Sequence for Membership Year 2004/2005

Member Name	Membership #	DAV MEMBERS			DAVA MEMBERS			Avail. Points
		Part	Year-To-Date	Total	Ann	Year-To-Date	Total	
Adams, Donna M.	020204L00013	0	0	0	0	0	1	7
Anderson, Aunjel L.	020208L123916	0	3	3	0	0	0	0
Arcia, Gale	020206L11367	5	1	6	0	0	0	9
Arthurs, Gene Alan	02020L010433	0	1	1	0	0	0	15
Boling, Ralph G.	02002L009105	4	2	6	0	0	0	91
Boone, Michael A.	02028L008395	1	1	2	0	0	0	7
Bosley, Roger D.	02020L011489	1	0	1	0	0	0	12
Brokaw, Betty J.	02018AL00962	0	0	0	0	1	0	14
Brown-Otter, Henry	020023L14259	0	1	1	0	0	0	2
Butler, Richard W.	02001L004102	4	7	11	0	0	0	173
Bybee, Frances	02018AL01020	0	0	0	0	0	1	6
Campbell, Margaret E.	02014AL00775	0	0	0	0	2	0	8
Carpenito, Francis P.	02016L007775	1	0	1	0	0	0	2
Chapman, Linda	02018AL01038	0	0	0	0	0	1	2
Chapman, Robert T.	020186095024	1	0	1	0	0	0	2
Chapman, Shelvie D.	02018L007973	0	1	1	0	0	0	22
Clarke, Leighton A.	020022621435	0	1	1	0	0	0	2
Cleveland, Arthur L.	02002L010642	1	0	1	0	0	0	0
Combs, Dawford R.	02002L009724	1	0	1	0	0	0	3
Comet, Larry L.	02011L008744	1	0	1	0	0	0	2
Contreras, Carlos R.	02002L010443	1	0	1	0	0	0	39

TSO Recruitment – This report shows Transitional Service Officer recruitment totals.

Generate Report

Report: TSO Recruitment

Parameters

Sort Order: Member Name

Membership Year:

Promotions Only: ☐

Generate

Select the desired Sort Order for the data, enter a desired Membership Year and click on Generate.

The report will display in the following format:

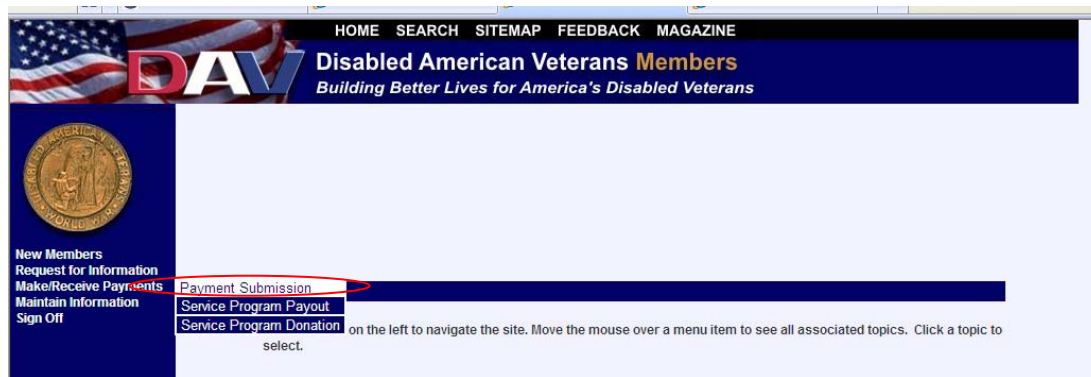
DAV MEMBERS		DAVA MEMBERS					Avail Points (Updated Monthly)
Part	Year-To-Date Full	Total	Ann	Year-To-Date Part	Full	Total	
CA - 29 Palms, California (TSO)							
Pagdiao, Allen L.	0406010683371	0	0	0	0	0	0
Office Totals:	1	0	0	0	0	0	0
CA - Camp Pendleton, California (TSO)							
State, Russell Eugene	0409511947945	0	0	0	0	0	0
Office Totals:	1	0	0	0	0	0	0
CA - Edwards AFB, California (TSO)							
Bravo, Jazmin	0403910635493	0	0	0	0	0	0
Office Totals:	1	0	0	0	0	0	0
CA - Miramar Mas, California (TSO)							
Lee, Suey M	04002L037362	5	9	14	0	0	0
Van Natten, Carol Ann Marie	0400211941882	0	0	0	0	0	0
Office Totals:	2	5	9	14	0	0	0
CA - Oakland, California (TSO)							
Glenn, Daniel J.	04093L027699	0	0	0	0	0	0
Office Totals:	1	0	0	0	0	0	0
CO - Ft. Carson, Colorado (TSO)							
Knowlton, Patrick J.	050268187953	1	0	1	0	0	0
Musgrove, Steve W.	050138126957	2	0	2	0	0	0
Office Totals:	2	3	0	3	0	0	0
DC - Washington, D.C. (TSO)							
Smith, Lionel O.	16155L008480 45010L009049	3	9	12	0	0	0
Office Totals:	1	3	9	12	0	0	0
FL - Elgin AFB, Florida (TSO)							
Bullard, Bobby J.	09023L030620	0	0	0	0	0	0
Office Totals:	1	0	0	0	0	0	0
FL - Jacksonville, Florida (TSO)							
							203

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Payment Submission

Navigation

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



Overview

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

A screenshot of the "Make Payment" form on the DAV website. The form is titled "Make Payment" in the top right corner. Below the title, there is a navigation bar with links: New Members | Request for Information | Make/Receive Payments | Maintain Information | Security Administration | Sign Off. The form itself contains several sections: "Membership # or ID" with a text input field; "Last Name", "First Name", and "Middle Name" with text input fields; "...OR..." with a radio button; "Dept/Chapt/Unit" with a dropdown menu and "Chapter/Unit#" with a text input field; "Pay Type" with a dropdown menu set to "Check"; "Check #" with a text input field containing "999"; "Account #" with a text input field containing "99999999"; "Route #" with a text input field containing "99999999"; "Beneficiary" section with "Beneficiary Last Name", "Beneficiary First Name", and "Beneficiary Phone #" fields; "Beneficiary Membership #" with a text input field; and "Sponsor ID or #" with a text input field. At the bottom, there is a "Memberships" section with a "Total:" label and three buttons: "Submit", "Clear", and "Back".

Usage

Enter the Membership number, name, amount 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 Submit.

A confirmation screen will display:



HOME SEARCH SITEMAP FEEDBACK MAGAZINE

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

A Message from DAV's National Leaders

Credit Card Payment Confirmation

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

Membership #	010018002163				
Last Name (on Card)	Smith	First Name (on Card)	Bob	Middle Initial (on Card)	A
Amount	\$ 150.00	Card Type	MasterCard	Card #	5435000263006554
Exp. Date	11/05				
Address	1234 Pretend Street			Zip (+4)	41011
Beneficiary Membership #					
Campaign Code	None				

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 your own member information.

A screenshot of the DAV website's "Member Information" form for a user named Ryan D Brossart. The form is divided into several sections. The top section, titled "Member Information for Ryan D Brossart", contains fields for Title, Last Name (Brossart), First Name (Ryan), Middle Name (D), Date of Birth, Nickname, Gender (M, F, U, O), Ethnicity, Donor status (No), and Marital Status. Below this is a "Service Record" section with a "New" dropdown menu. It includes fields for Start of Service, Service Branch, End of Service, Era, Rank, and various checkboxes for service-related information such as VA Comp, VA Pension, Service Retirement, Disability, Amputee, Blind, Hearing Impaired, Other, Eligibility, Disabled, Gassed, Injured, Other, Prisoner of War, Purple Heart, Wounded, and Campaign/Expedition Medals Awarded. The "Armed Forces Expeditionary Medal" section lists various medals and campaigns with checkboxes, including Congo, Grenada, Lebanon, Libyan, Mayaguez, Panama, Persian Gulf, Quemoy and Matsu Isl., El Salvador, Taiwan Straits, and Vietnam/Thailand. The "Navy Expeditionary/Marine Corps Medal" section lists medals and campaigns with checkboxes, including Cuba, War on Terror, Indian Ocean/Iran, Lebanon, Libyan, Panama, Persian Gulf, Iranian/Yemen/Indian Ocean, Other Medals, Army Occup. of Austria, Army Occup. of Berlin, Afghanistan Campaign, Army Occup. of Germany, Army Occup. of Japan, Chinese Service Medal, War on Terror, Iraq Campaign, Kosovo Campaign, Navy Occup. of Austria, and Trieste. At the bottom right, there are "Next" and "Update" buttons.

Usage

Enter any changes to your profile 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 list.

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:

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

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

Add Spouse
This screen is only usable from the Maintain Member Information screen.

Is spouse a member of DAV/DAVA? ☐ Yes ☒ No

Spouse Information

Last Name	<input type="text"/>	First Name	<input type="text"/>	Middle Name	<input type="text"/>
Title	<input type="text"/>	Suffix	<input type="text"/>	Date of Birth	<input type="text"/>
Gender	<input type="radio"/> M <input type="radio"/> F <input type="radio"/> U <input type="radio"/> O			Ethnicity	<input type="text"/>

Contact

Street Address 1	<input type="text"/>	Street Address 2	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	Zip (+4)	<input type="text"/>
		Home Phone	<input type="text"/>

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

Once all spouse 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 spouse information:

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:

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.

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 is the last page of Maintain Member:

DAV Maintain Member Information 2 of 2

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

Transfer Status - Membership # 8092514 - Dept 34 - Chap 92 **340928092514**

Transfer to Department: Transfer to Chapter/Unit: Transfer Request Date: Transfer Status:

Member Payment

Last Payment Date	10/27/2004	Last Payment Amount	1.00	Method of Payment	Credit Card	Last Payment Status	Processed
Total Paid	0.00	Life Date	01/13/2004	Life Amount	150.00	Prepaid # of years	
Balance	0.00	YTD Paid	0.00	Total Distributed	89.25	Effective Balance	-89.25
Overpay Amount	0.00	Statement Mail Date		# of Remaining Payments	12	Joined Date	01/13/2004
Amount Discounted	<input type="text" value="150.00"/>	Amount Forgiven	<input type="text" value="0.00"/>	<input type="button" value="Send Statement"/>			

Pander Checking

☐ No Auxiliary Solicitation ☐ No National Fundraising ☐ No National Life Conversion

☐ No Department Life Conversion ☐ No Department Fundraising

☐ Receives Population Summary Report ☐ Participates in Commander's Action Network ☐ No Transfer Allowed - 999

☐ Receives Magazine on Cassette ☐ Received Tumblers/Book Promotion ☐ Order Metal Membership Card

Recruitment Points

Current Recruitment Points Available:

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

You can click on Make Payment to access the Payment Submission screen. (See page 28 of this manual for details regarding Payment Submission.)

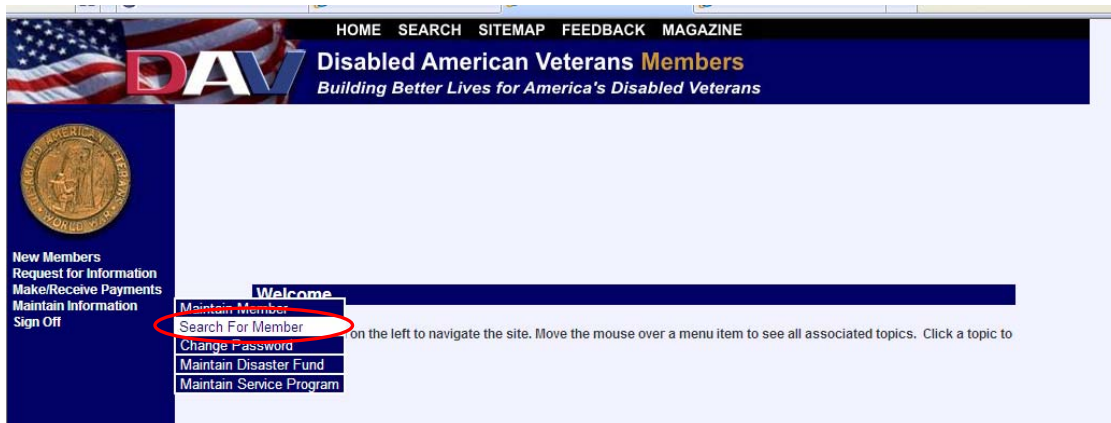
Clicking on the Previous button takes the operator to the previous page of Maintain Member.

When finished entering all information, press Update to submit and update the member information.

Search for Member

Navigation

From the Maintain Information menu, select Search For Member.



Overview

The purpose of this screen is to search for a member.

A screenshot of the "Search Criteria" form on the DAV Members website. The form is titled "Search Criteria" and includes a sidebar with links: "New Members", "Request for Information", "Make/Receive Payments", "Maintain Information", and "Sign Off". The form fields are organized into two columns. The left column contains: "DAV" (selected) and "DAVA" (unselected) radio buttons; "Membership #" text input; "City" text input; "Department" dropdown menu (set to "25 - MONTANA"); and "Previous Membership #" text input. The right column contains: "Last Name" text input; "Date of Birth" text input; "State" dropdown menu; "Chapter/Unit #" text input; "Member ID" text input; "First Name" text input; and "Zip (+4)" text input. At the bottom right, there are "Search" and "Back" buttons.

Usage

Input any known information and click on Search. Note that you do not need to input all information, but the more definitive the information, the more specific your results will be. You may also perform a “wild card search” by using an asterisk (*) in the name fields if you are unsure of the spelling of the name. Ex: you can type in Anders* for the last name if you do not know if the spelling is Andersen or Anderson. The results will be any names that start with Anders. Note also that this search screen is not case sensitive.

The screenshot shows the 'Search Criteria' form on the DAV website. The form includes fields for Membership #, Last Name (pre-filled with 'Anders*'), First Name, City, Date of Birth, State (dropdown), Zip (+4), Department (dropdown, currently '25 - MONTANA'), Chapter/Unit #, Previous Membership #, and Member ID. There are 'Search' and 'Back' buttons at the bottom right.

The results of this search will display in the following format:

The screenshot shows the 'Search Results - 270' page. It displays a table of member information. The first member's ID, 2950531, is circled in red. The table has columns for Member ID, Last Name, First Name, Membership #, Previous Membership #, Date of Birth, City, State, and Chapter/Unit.

Member ID	Last Name	First Name	Membership #	Previous Membership #	Date of Birth	City	State	Chapter/Unit
2950531	Abbey	Elsie	25010L002142	25019L001905	6/11/1956	Redding	CA	10
8173722	Abram	Ceaphus	250026173722		8/28/1955	Great Falls	MT	2
3079187	Aldrich	Guy	250043079187	520523079187	1/11/1947	Columbia Falls	MT	4
5201721	Alford	Andrew	250085201721	250045201721		Columbia Fls	MT	8
5431256	Allstad	Ole	250025431256		4/19/1951	Vaughn	MT	2
5102033	Andersen	Myron	250195102033		10/6/1948	Peerless	MT	19
3049855	Anderson	Daniel	25003L001913		4/26/1939	Mossyrock	WA	3
6129142	Anderson	David	250176129142		6/6/1944	Hamilton	MT	17
2986829	Armer	James	25002L002246		8/24/1955	Monmouth	OR	2
2996102	Bailey	Grant	250022996102	38008L005033	11/27/1945	Superior	MT	2
5214828	Bailey	Todd	250085214828	250105214828	6/5/1963	Broadview	MT	8
8263668	Bakken	Matthew	250088263668		12/1/1980	Bozeman	MT	8
5111659	Bames	Robert	250045111659		12/2/1927	Libby	MT	4
3006270	Barningham	Clarence	250103006270	46043L006247	2/24/1925	Billings	MT	10
3024811	Barone	John	250033024811	46047L006308	5/30/1961	Eureka	MT	3
5297264	Becker	Christian	250025297264		2/4/1963	Great Falls	MT	2
3077520	Begins	Paul	250173077520	25005L001931	6/6/1957	Kasilof	AK	17
2983582	Bennett	Guy	25002L002281	04084L027120	1/16/1955	Salem	OR	2
2715708	Benson	Larry	250032715708	04019L028779	2/19/1951	Clancy	MT	3
5801110	Best	Richard	250105601110		12/6/1939	Worden	MT	10
2982606	Bever	Larry	25002L002178		7/16/1967	Milwaukie	OR	2
5934871	Bier	Jesse	250175934871	250055934871	7/18/1925	Missoula	MT	17
3009817	Biggs	Michael	25013L001806	52052L078927	10/27/1949	Clover	VA	13
3089523	Bird	Donald	25003L001900		8/14/1950	Spokane Valley	WA	3
3005839	Bourriague	Rob	250173005839	25005L002195	10/9/1972	Mill Creek	WA	17
3034338	Boyd	John	25002L002541	25008L000918	12/30/1951	Puyallup	WA	2
2675520	Braach	Wallace	250172675520	25005L000178	11/17/1930	Las Vegas	NV	17

The Member ID column displays the Member ID in a hyperlink format (see circled item above) which you can click on to access that particular member's record. Once you have located the record you desire, you can make changes to the member's information as described on pages 30 – 33 in this manual.

Maintain Disaster Fund

Navigation

From the Maintain Information menu, select Maintain Disaster Fund.



Overview

The purpose of this screen is to determine whether or not a veteran has received a disaster payment.

A screenshot of the "Maintain Disaster Fund Draft" form. The form is titled "Maintain Disaster Fund Draft" and is located within a web application. It contains three input fields: "Draft #" with a text box, "Search for Draft" with a "Go" button, and "Add / Return Drafts" with a "Go" button. The form is set against a light gray background with a header bar displaying the DAV logo and the title "Maintain Disaster Fund Draft". A breadcrumb trail at the top reads: New Members | Request for Information | Make/Receive Payments | Maintain Information | Sign Off.

Usage

The operator may jump directly to the desired draft by entering the draft number and clicking on the Go button associated with Search for Draft.

If the draft number is not known, then clicking on the Go button associated with Search for Draft brings up the search screen:

Search for Disaster Fund Draft

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

Search Criteria

Draft # Begin Date End Date

Amount Status NSO Office

Member ID VA Claim #

Last Name First Name

Address

City State Zip (+4)

Type in the appropriate field whatever information you have, and click on the Search button. Note: you can search using one field or you can search using multiple fields to help narrow your search.

Once you have clicked on Search, if there are records available, they will display in the following format:

Search for Disaster Fund Draft Results

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

Search Results - 78

Draft #	Date	Amount	Status	NSO Office	Last Name	First Name	City	State
3276	1/14/2000	500	Cleared	Louisville, Kentucky	Burns	James	Owensboro	KY
3277	1/14/2000	250	Cleared	Louisville, Kentucky	Jones	George	Owensboro	KY
3278	1/14/2000	500	Cleared	Louisville, Kentucky	Mamanoway	Finley	Owensboro	KY
3279	1/14/2000	500	Cleared	Louisville, Kentucky	Withey	Harold	Owensboro	KY
3280	1/14/2000	500	Cleared	Louisville, Kentucky	Hargis	Gary	Owensboro	KY
3281	1/14/2000	500	Cleared	Louisville, Kentucky	Byrne	Kenneth	Owensboro	KY
3282	1/14/2000	500	Cleared	Louisville, Kentucky	McElroy	Thelma	Owensboro	KY
3283	1/14/2000	200	Cleared	Louisville, Kentucky	Lanham	George	Owensboro	KY
3284	1/14/2000	500	Cleared	Louisville, Kentucky	Harley	Delmon	Owensboro	KY
3285	1/14/2000	500	Cleared	Louisville, Kentucky	Hazelrigg	Ney	Owensboro	KY
3286	1/14/2000	500	Cleared	Louisville, Kentucky	Ross	Jack	Owensboro	KY
3287	1/14/2000	500	Cleared	Louisville, Kentucky	Hagan	Joseph	Owensboro	KY
3288	1/14/2000	500	Cleared	Louisville, Kentucky	Bralcher	Steven	Owensboro	KY
3289	1/14/2000	100	Cleared	Louisville, Kentucky	Thompson	Tommy	Owensboro	KY
3290	2/10/2000	500	Cleared	Louisville, Kentucky	Smith	Borcie	Owensboro	KY
3291	2/10/2000	500	Cleared	Louisville, Kentucky	Oost	Joseph	Owensboro	KY
3292	1/14/2000	500	Cleared	Louisville, Kentucky	Lawrence	Leroy	Owensboro	KY
3293	1/14/2000	500	Cleared	Louisville, Kentucky	Booth	Robin	Owensboro	KY
3294	2/10/2000	500	Cleared	Louisville, Kentucky	Reynolds	Mildred	Owensboro	KY
3295	2/18/2000	100	Cleared	Louisville, Kentucky	Drawdy	Louis	Owensboro	KY
3296	3/14/2000	500	Cleared	Louisville, Kentucky	Birkhead	Maurice	Owensboro	KY
3297	3/14/2000	500	Cleared	Louisville, Kentucky	Smith	Waymon	Owensboro	KY
3298	3/29/2000	500	Cleared	Louisville, Kentucky	Wilkins	Donnie	Owensboro	KY
3299	4/4/2001	500	Cleared	Louisville, Kentucky	Mattingly	Michael	Owensboro	KY
3513	12/10/2002	500	Cleared	Louisville, Kentucky	Campbell	James	Louisville	KY
3514	12/10/2002	500	Cleared	Louisville, Kentucky	Corrado	James	Carrollton	KY
3515	12/11/2002	500	Cleared	Louisville, Kentucky	Hoagland	Brooke	Lebanonjct	KY

1 2 3

To view a particular record, click on the draft number associated with that record.

A draft with a Cleared status will only display in read only format shown below. This means that no edits can be made to this record.

The screenshot shows a web application titled "Maintain Disaster Fund Draft". At the top, there is a navigation bar with links: "New Members", "Request for Information", "Make/Receive Payments", "Maintain Information", and "Sign Off". Below this is a section titled "Disaster Fund Draft Information" with a sub-note: "Draft record is displayed as read only. Changes can not be made".

The main form displays the following information:

- Draft #**: 12515
- Draft Date**: 7/26/2006
- Status**: Cleared
- Amount**: 500.00
- Verified Date**: (empty)
- Cleared Date**: (empty)
- NSO Office**: 78 - National Headquarters, Kentucky
- Approved By**: (dropdown menu)
- Reason Code**: Other
- Disaster Description**: During C and A Orientation husband suffered a heart attack.
- Use Code**: Food or housing
- Loss Description**: He has been hospitalized since July 14th. Mrs. Knight has been staying at the hospital and needs assistance until he is discharged.
- Member ID**: 10619299
- SSN**: (empty)
- VA Claim #**: (empty)
- Last Name**: Knight
- First Name**: Sue
- Middle Name**: (empty)
- Street Address 1**: (empty)
- Street Address 2**: (empty)
- City**: (empty)
- State**: KY
- Zip (+4)**: 41076
- Country**: USA

At the bottom right of the form, there are two buttons: "Update" and "Back".

If the draft has a status of Void, it will also be in a read only format. You can make edits to any drafts with a status of Issued or Granted.

To move to another draft without going back to the intro or search screens enter the draft number in the Draft # field and click on the Quick Search button.

An issued draft will display in the following format:

Maintain Disaster Fund Draft

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

Disaster Fund Draft Information

No NSO Office employees found for NSO Office

Draft # Quick Search

Draft # 1000 Draft Date 7/17/2003 Status Issued

Amount Verified Date Cleared Date

NSO Office 78 - National Headquarters, Kentucky Approved By

Reason Code Other

Disaster Description

Use Code Other

Loss Description

Member ID SSN VA Claim #

Last Name First Name Middle Name

Street Address 1 Street Address 2

City State Zip (+4)

Country USA

Update Back

Complete the following draft information:

- Draft Date
- Amount the draft is issued for
- Approved by (the NSO officer who completed the draft – you can use the drop down menu to select one.)
- Reason Code
- Disaster Description (up to 255 characters)
- Use Code
- Loss Description (up to 255 characters)
- Member ID (**leave blank – this is not the membership number**)
- Social Security Number (optional; if available, enter using dashes)
- VA Claim # (optional; if available, enter without using dashes)
- Last Name (of payee)
- First Name (of payee)
- Middle Name (of payee)
- Street Address
- City
- State
- Zip

Once you have entered all available information, click on the Update button.

When adding foreign addresses set the State to 'XX' and the Zip Code to '00000'.

