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1. Introduction

Online Membership Management system provides a solution to handle member's details. This system can be used by any organization as it helps in managing the details of its associates. It also helps to maintain subscribers' information of any service outfit/organization such as magazines/printed periodicals. Main feature of this software is label format of member's address which can be printed on a sticker and pasted in to envelop. This system is user friendly and saves administration time and man power.

2. About Chira Solutions

Chira Solution is a web designing and web application development firm, to set up new trends and to give a strong technological edge in this competitive arena of creativity. Our expertise area is PHP + MySQL based web application development and CMS based portal development mainly in Wordpress, Joomla and Drupal. Browse our website <http://chira.in> to know more about us.

2.1. Contact Details:

Office Address:

#A107, Adithya Elan,
New Temple Road, Nallura Halli
Whitefield, Bangalore – 560066

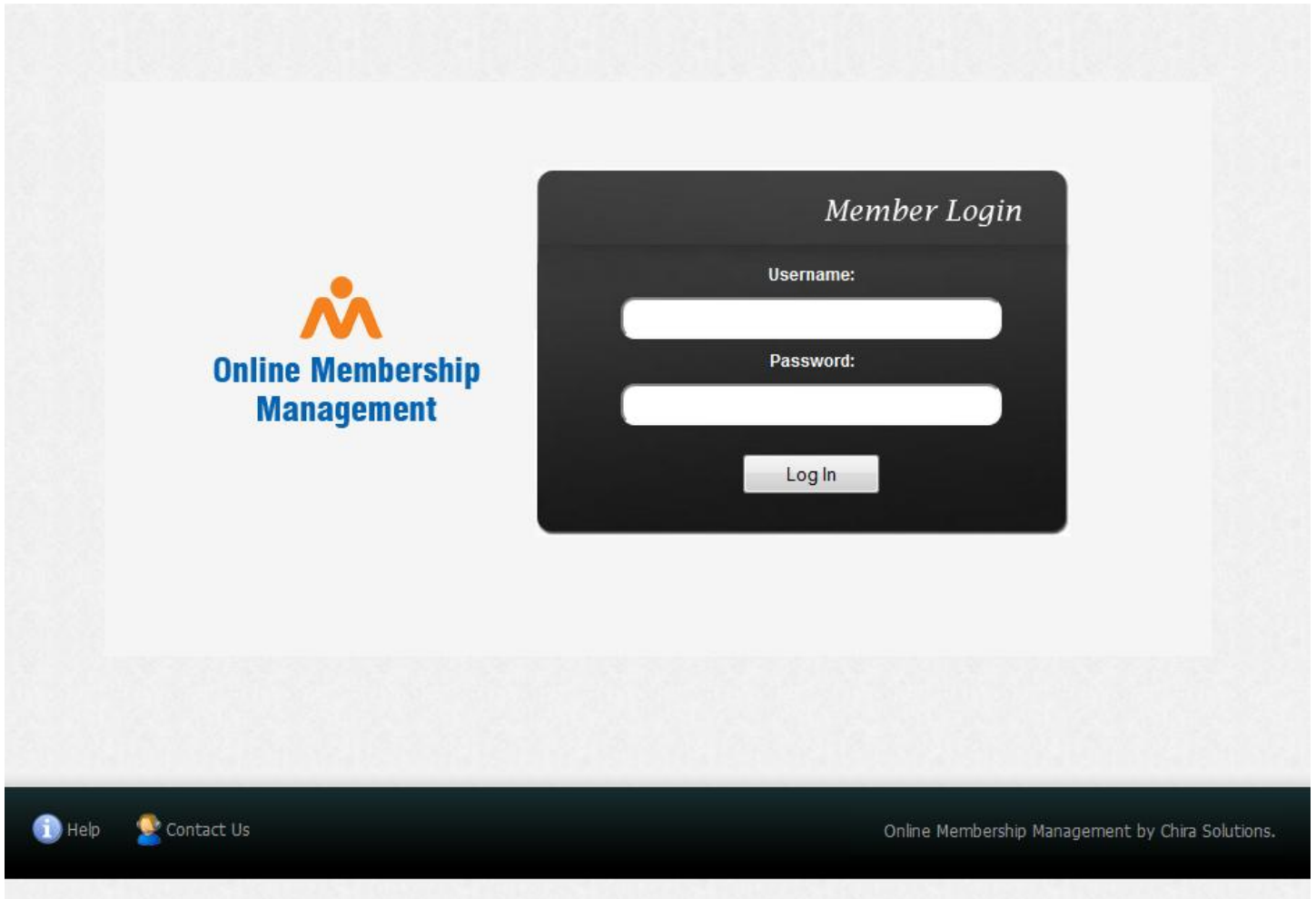
Web: <http://chira.in>

Phone: +91 9591994646

Email: info@chira.in

3. Logging into the Membership Management

The default webpage of the Online Membership Management opens with the Login page. Enter your **Username**, **Password** and click **Log In** button.



The screenshot displays the 'Member Login' interface. On the left, there is a logo consisting of an orange stylized figure above the text 'Online Membership Management'. To the right, a dark grey login box contains the title 'Member Login' in italics. Below the title, there are two input fields: 'Username:' and 'Password:'. A 'Log In' button is positioned at the bottom of the login box. At the very bottom of the page, a dark footer bar includes links for 'Help' and 'Contact Us' on the left, and the text 'Online Membership Management by Chira Solutions.' on the right.

Figure 1: Main Login Page

A successful login displays the dashboard that is discussed in the following section.

4. Viewing Dashboard

The dashboard is as shown in the following figure.

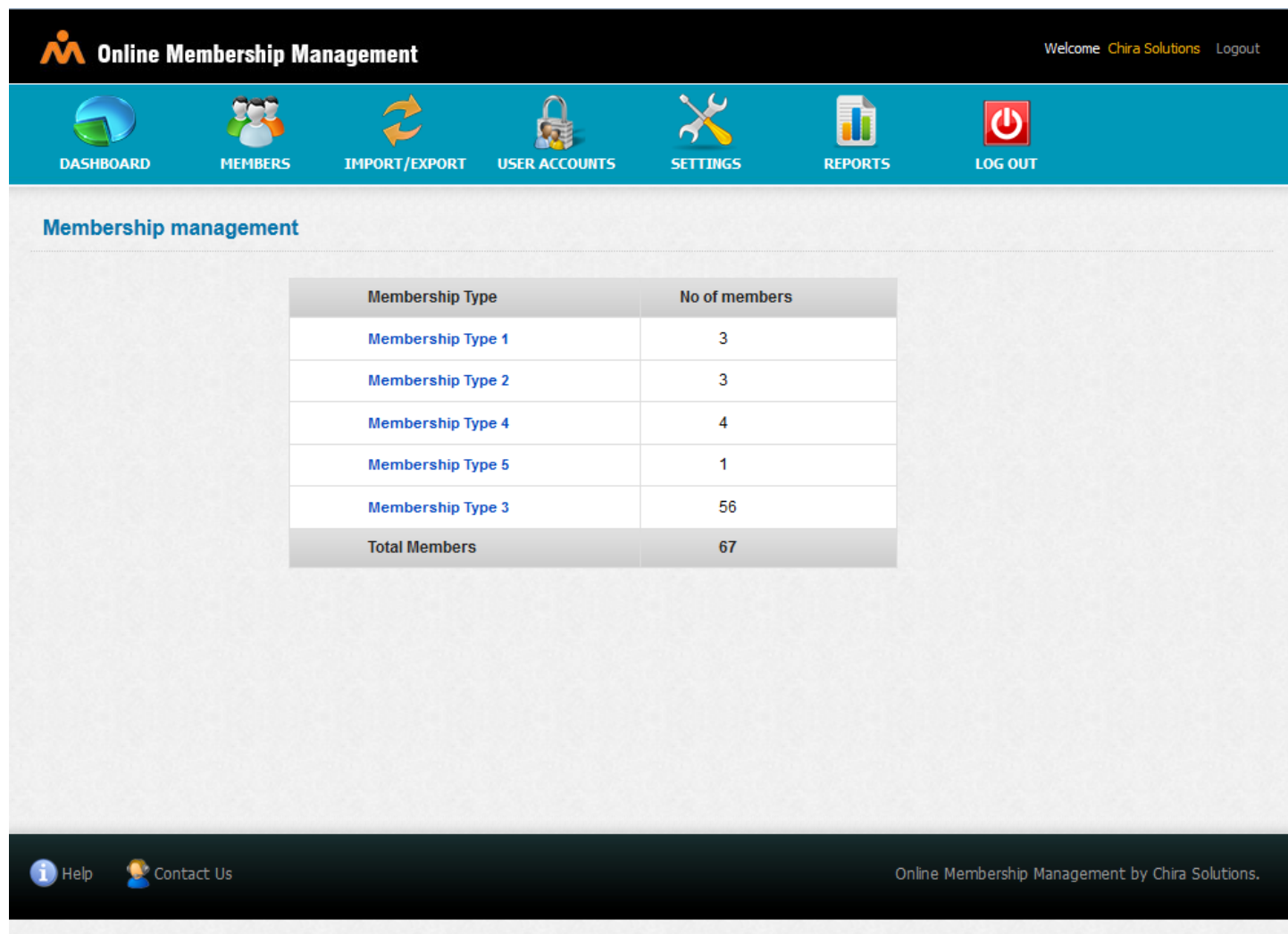


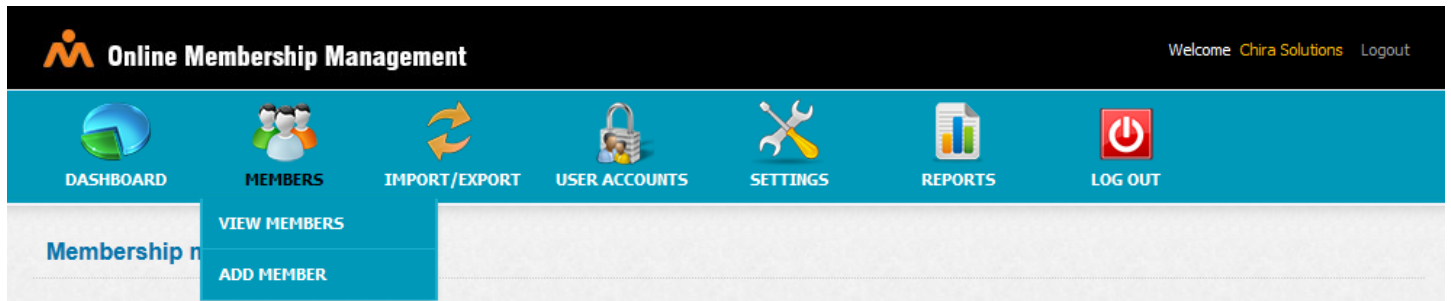
Figure 2: OMM Dashboard

The dashboard provides the list of **Membership Type** and the no of members each membership type. The total number of members in this membership database is also mentioned at the end of the dashboard.

You can also click any listed Membership Type. It will display the list of members comes under the selected Membership Type.

5. Managing Members

The tab called **Members** allows you to view member and add members. Submenu of **Members** contains **View Members** and **Add Members** which are as shown in the following figure.



5.1. Viewing Members

After clicking **View Members**, the members' detail that is as shown in the following figure is displayed.

Membership management » Members

Search Members and Export

Membership Expiry From: To: All Expired Memberships: ☐

Search by any keyword:

Select Export Type:












No	Name	Membership No	Mobile No	Edit
1	A Srisha	DM174	-	
2	Amar R Rao	DM222	-	
3	Archana Bhat	DM201	-	
4	Asodu Krishnaraja Bayari	DM21	-	
5	B Anantha Rao	DM195	-	
6	B Chandrashekar Hebbar	DM210	-	
7	B Jagadisha Rao	DM181	-	
8	Chandrakantha	DM216	-	
9	D Murali	DM221	-	
10	Dr H N Nagabhushana	DM231	-	
11	Dr K Venugopala Rao	DM214	-	

Figure 5: Viewing Members

5.2. Search Members and Export

Here you can search members by:

- **Membership Expiry date**
- **All Expired memberships**
- **Any Keyword**

Click **Search Members** button after filling in **Membership Expiry** range in the '**From**' and '**To**' fields or by selecting **All Expired Memberships**.

Click **Search Members** after filling a keyword in the **Search by any keyword** textbox. Here you can search members by their Name, Profession, Education, Area wise or by any clause.

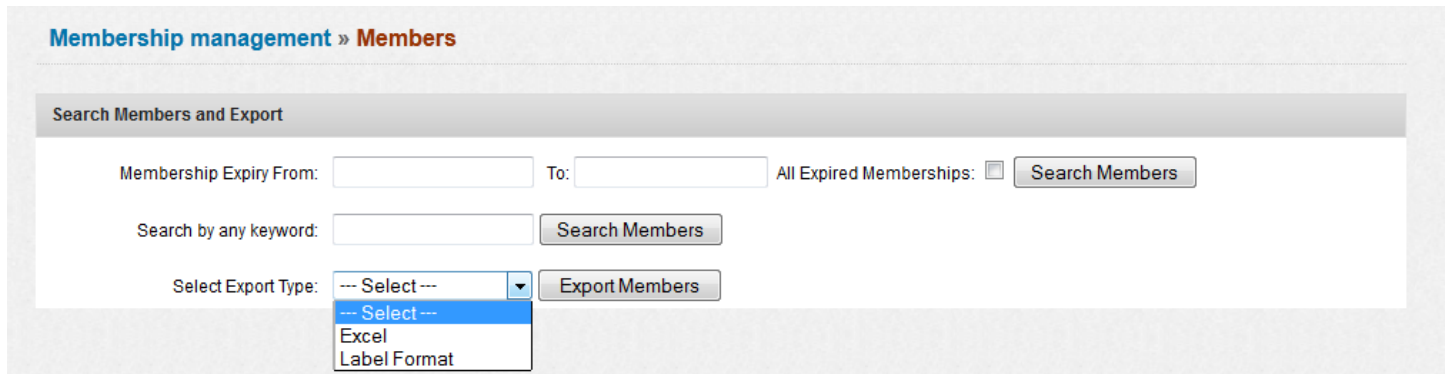


Figure 6: Search and Export Members option

Export members by selecting a format in the drop-down list and click **Export Members**. There are two options for export.

1. To Excel format: Export all the details of members to an Excel file. When you click Export Members button you will get a Save to file dialogue box. You can save the file wherever you want.
2. Label format: Select label format from the dropdown list and click Export Members button. This will open a new tab with all the Member's address in a label format. This can be printed on a sticker or a plain paper and pasted in to an envelop to send letters.

Click  below **Edit** to modify the member information.


DM173 U A Raja Rao Anubhav Enterprises No. 38, 7th Main, 7th Cross, Malleshwaram, Bangalore-560003	DM188 P Shrihari Shubha Thaar Services, No. 31 I Main, Opp. Mahalakshmi Temple Lower Palace Orchards Bangalore-560003	DM228 Y Jayanth Rao No. 802/A, First Floor, 11th Cross,, Vyalikaval, Bangalore-560003
DM184 Jahnnavi Shastry No.45, 6th Cross Gandhinagar Bangalore-560009	DM198 K Jayarama Rao No. 624/38 'Shrinivas' 62nd Cross, 5th Block Rajajinagar Bangalore-560010	DM222 Amar R Rao No.123, II Floor, 47th Cross, III Block Rajajinagar Bangalore-560010
DM232 M N Vasudeva Rao No.2187, 8th Main E Block, II Stage Rajajinagar Bangalore-560010	DM18 H Anil Kumar No.68, I Block East, Near Madhavan Park Jayanagar Bangalore-560011	DM187 P Subramanya Tantry No.104, Sai Deep Heights Vidyanagar, Old Madras Road K.R.Puram Bangalore-560016
DM191 K Mahesh Rao No.184/185 2nd Floor 2nd Main, Chamrajapet Bangalore-560018	DM203 K L Ramachandra No.11, 3rd Floor, 7th Cross, Azad Nagar, Near Maruthi Mandir, Chamarajpet Bangalore-560018	DM180 S V Balasubramhanya No. 474 'Takshashila' 8th Main, Hanumanthnagar Bangalore-560019
DM200 Dr U V Ramachandra 550/17, 7th Main Hanumanthnagar Bangalore-560019	DM233 M Somashekar Rao No.920, 13th Main IV Cross, Hanumanth Nagar Bangalore-560019	DM181 B Jagadisha Rao Upstairs, Kempanna Layout, Rajmahal Guttahalli, Sheshadripuram, Bangalore-560020

Figure 7: Label format output.








5.3. Adding New Members

Selecting **Members>Add Members** displays the new fields to be added for a new member as shown in the following figure.

Membership ID and **Name** are the mandatory fields and other fields are optional. After filling in the fields, click **Submit** to add the member. Click **Cancel** if you do not want to add the member.




Online Membership Management

Welcome [Chira Solutions](#)
[Logout](#)

 **DASHBOARD**
 **MEMBERS**
 **IMPORT/EXPORT**
 **USER ACCOUNTS**
 **SETTINGS**
 **REPORTS**
 **LOG OUT**

Membership management » Members

Membership ID*	:	<input type="text" value="DM174"/>
Membership Type	:	<input type="text" value="Membership Type 5"/>
Membership Registration Date	:	<input type="text" value="08/10/2012"/>
Membership Expiry Date	:	<input type="text" value="04/10/2012"/>
Name*	:	<input type="text" value="Chira"/>
Address	:	<input type="text" value="No. 10, Durga Nilaya, K.H.B.Colony K.Narayanapura"/>
City	:	<input type="text" value="Bangalore"/>
State	:	<input type="text" value="Karnataka"/>
Zip Code	:	<input type="text" value="560077"/>
Landline No	:	<input type="text" value="23723035"/>
Mobile No	:	<input type="text" value="9845312345"/>
Email Address	:	<input type="text" value="info@chira.in"/>
Date of Birth	:	<input type="text" value="1"/> <input type="text" value="June"/> <input type="text" value="1960"/>
Office Address	:	<input type="text"/>
Education	:	<input type="text" value="BE"/>
Profession	:	<input type="text" value="Engineer"/>
Blood Group	:	<input type="text" value="A+ve"/>
Memembr Photo	:	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

 Help
 Contact Us

Online Membership Management by Chira Solutions.

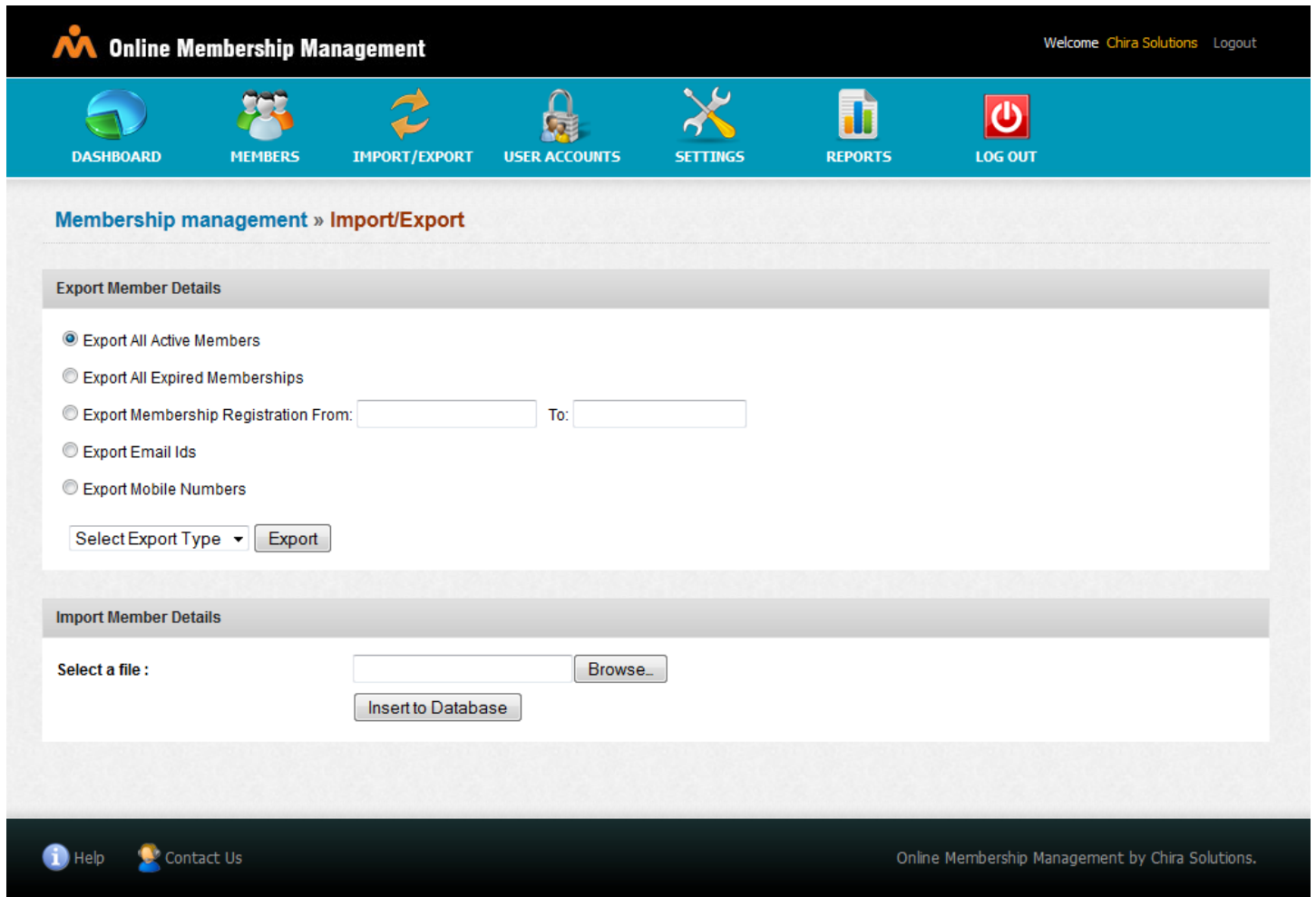
Figure 8: Adding/Viewing a Member

6. Importing and Exporting Membership Details

This section explains how to import and export member's details.

6.1. Exporting Membership Details

The following screen is displayed after clicking **Import/Export**.



The screenshot shows the 'Online Membership Management' interface. The top navigation bar includes links for DASHBOARD, MEMBERS, IMPORT/EXPORT, USER ACCOUNTS, SETTINGS, REPORTS, and LOG OUT. The main content area is titled 'Membership management » Import/Export'. It is divided into two sections: 'Export Member Details' and 'Import Member Details'. The 'Export Member Details' section contains five radio button options: 'Export All Active Members' (selected), 'Export All Expired Memberships', 'Export Membership Registration From: [] To: []', 'Export Email Ids', and 'Export Mobile Numbers'. Below these is a 'Select Export Type' dropdown and an 'Export' button. The 'Import Member Details' section has a 'Select a file : []' field with a 'Browse...' button, and an 'Insert to Database' button. The footer includes 'Help' and 'Contact Us' links, and the text 'Online Membership Management by Chira Solutions.'

Figure 9: Export/Import Membership Details

Export Member Details contains the following options:

- **Export All Active Members**
- **Export All Expired Memberships**
- **Export Membership Registration (with date range From: and To:)**
- **Export Email Ids of all Members**

- **Export Mobile Numbers of all Members.**

Select any one of the above options and select **Export Type** as **Excel** or **Label format**. Click **Export**.

6.2. Importing Membership Details

This can be referred to the previous figure. To import a file into the database, click **Browse** button which is next to **Select a file** text box. Select the csv file and click **Insert to Database**.

7. Managing User Accounts

User Accounts is used to create/manage user accounts. **User Accounts** contains **View User Accounts** and **Create User Account** as sub-menus as shown in the following figure.

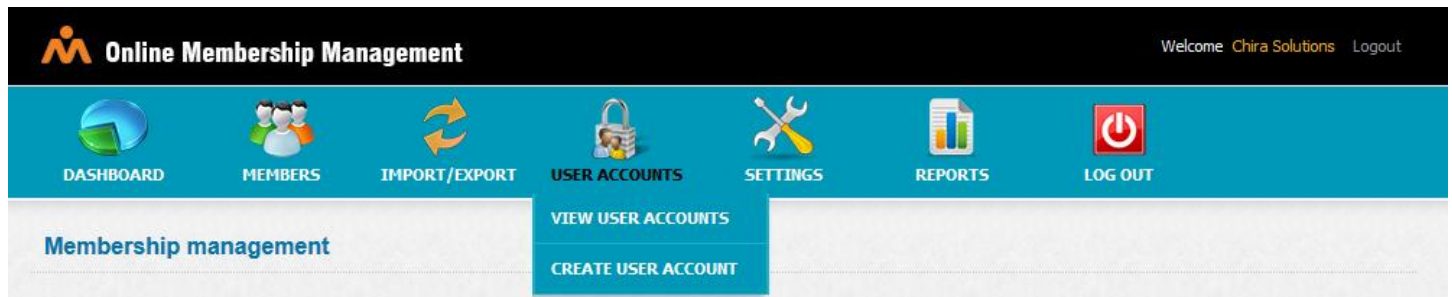










Figure 10: User Accounts

7.1. Creating a New User Account

Click **Create User Account** and the form as shown in the following screen is displayed.

While creating new user you can provide administrator rights by clicking Global administrator tick mark. Global administrators will have all the rights.


Online Membership Management
Welcome **Chira Solutions** Logout


DASHBOARD

MEMBERS

IMPORT/EXPORT

USER ACCOUNTS

SETTINGS

REPORTS

LOG OUT

Membership management » User Accounts

Global Administrator: ☐

Username:

Password :

Password (Verify):

First Name:

Last Name:

Company Name:

Street Address:

City:

State:

Zip Code:

Landline No:

Fax Number:

Mobile No:

Email Address:

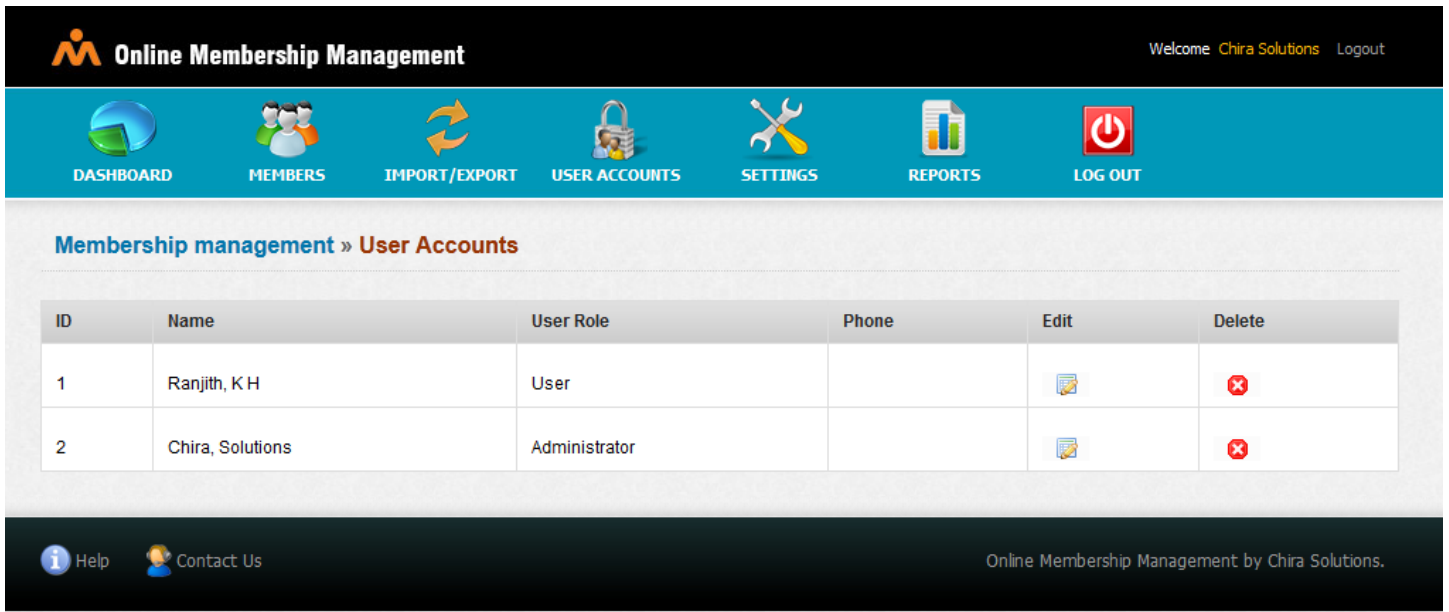
Web Address:

Figure 11: Creating a New User Account

Fill in all the fields and click **Submit** to create a user account.

7.2. Viewing User Accounts

Select User Accounts > View User Accounts to see user accounts. The user accounts are as shown in the following figure.



The screenshot shows the 'User Accounts' page in the Online Membership Management system. The top navigation bar includes links for Dashboard, Members, Import/Export, User Accounts, Settings, Reports, and Log Out. The main content area displays a table of user accounts with columns for ID, Name, User Role, Phone, Edit, and Delete. Two users are listed: Ranjith, K H (User) and Chira, Solutions (Administrator). The bottom footer contains links for Help and Contact Us, and a copyright notice for Chira Solutions.







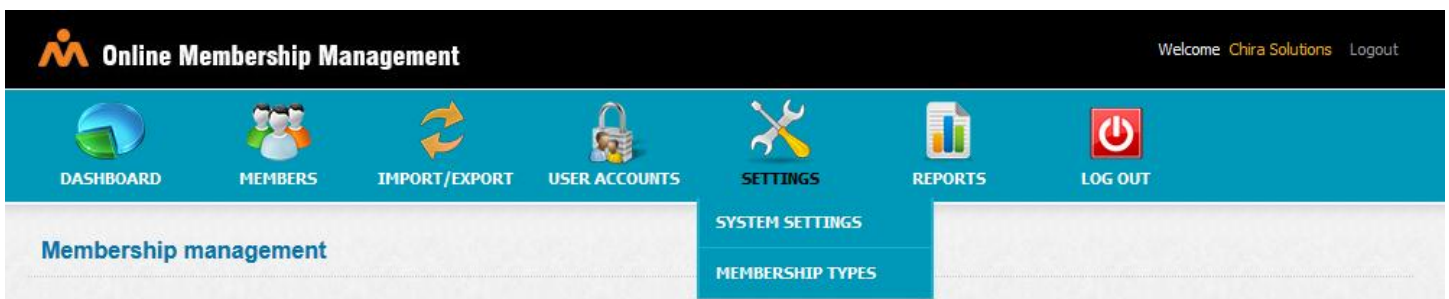
ID	Name	User Role	Phone	Edit	Delete
1	Ranjith, K H	User			
2	Chira, Solutions	Administrator			

Figure 12: Viewing User Accounts

Click  that is below **Edit** to modify the account information and  that is below **Delete** to **delete/remove** the user account.

8. Managing Settings

Settings is used to manage system settings and membership types. Settings tab contains **System Settings** and **Membership Types** as submenus as shown in the following figure.

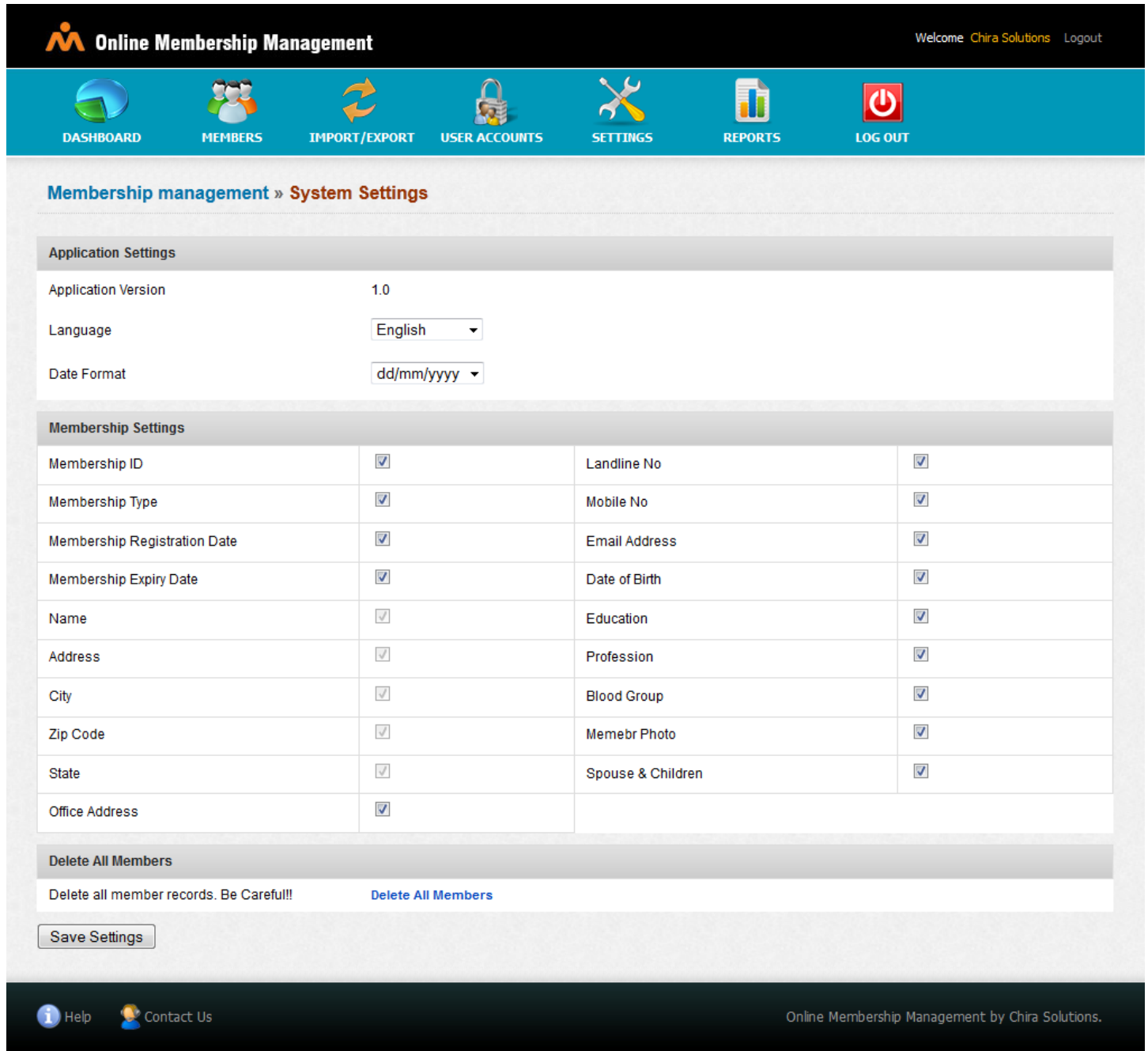


The screenshot shows the 'Settings' page in the Online Membership Management system. The top navigation bar is the same as in Figure 12. The 'Settings' tab is selected, and a dropdown menu is visible showing two submenus: 'SYSTEM SETTINGS' and 'MEMBERSHIP TYPES'. The main content area is currently empty.

Figure 3:Settings

8.1. Managing System Settings

The **System Settings** screen is as shown in the following figure.



The screenshot shows the 'System Settings' page within the 'Online Membership Management' application. The page has a dark blue header with the application name and a 'Welcome Chira Solutions Logout' message. Below the header is a navigation bar with icons for Dashboard, Members, Import/Export, User Accounts, Settings (active), Reports, and Log Out. The main content area is titled 'Membership management » System Settings'.

Application Settings

Application Version	1.0
Language	English
Date Format	dd/mm/yyyy

Membership Settings

Membership ID	<input checked="" type="checkbox"/>	Landline No	<input checked="" type="checkbox"/>
Membership Type	<input checked="" type="checkbox"/>	Mobile No	<input checked="" type="checkbox"/>
Membership Registration Date	<input checked="" type="checkbox"/>	Email Address	<input checked="" type="checkbox"/>
Membership Expiry Date	<input checked="" type="checkbox"/>	Date of Birth	<input checked="" type="checkbox"/>
Name	<input checked="" type="checkbox"/>	Education	<input checked="" type="checkbox"/>
Address	<input checked="" type="checkbox"/>	Profession	<input checked="" type="checkbox"/>
City	<input checked="" type="checkbox"/>	Blood Group	<input checked="" type="checkbox"/>
Zip Code	<input checked="" type="checkbox"/>	Member Photo	<input checked="" type="checkbox"/>
State	<input checked="" type="checkbox"/>	Spouse & Children	<input checked="" type="checkbox"/>
Office Address	<input checked="" type="checkbox"/>		

Delete All Members

Delete all member records. Be Careful!! [Delete All Members](#)

[Save Settings](#)

Footer: [Help](#) [Contact Us](#) Online Membership Management by Chira Solutions.

Figure 4: System Settings

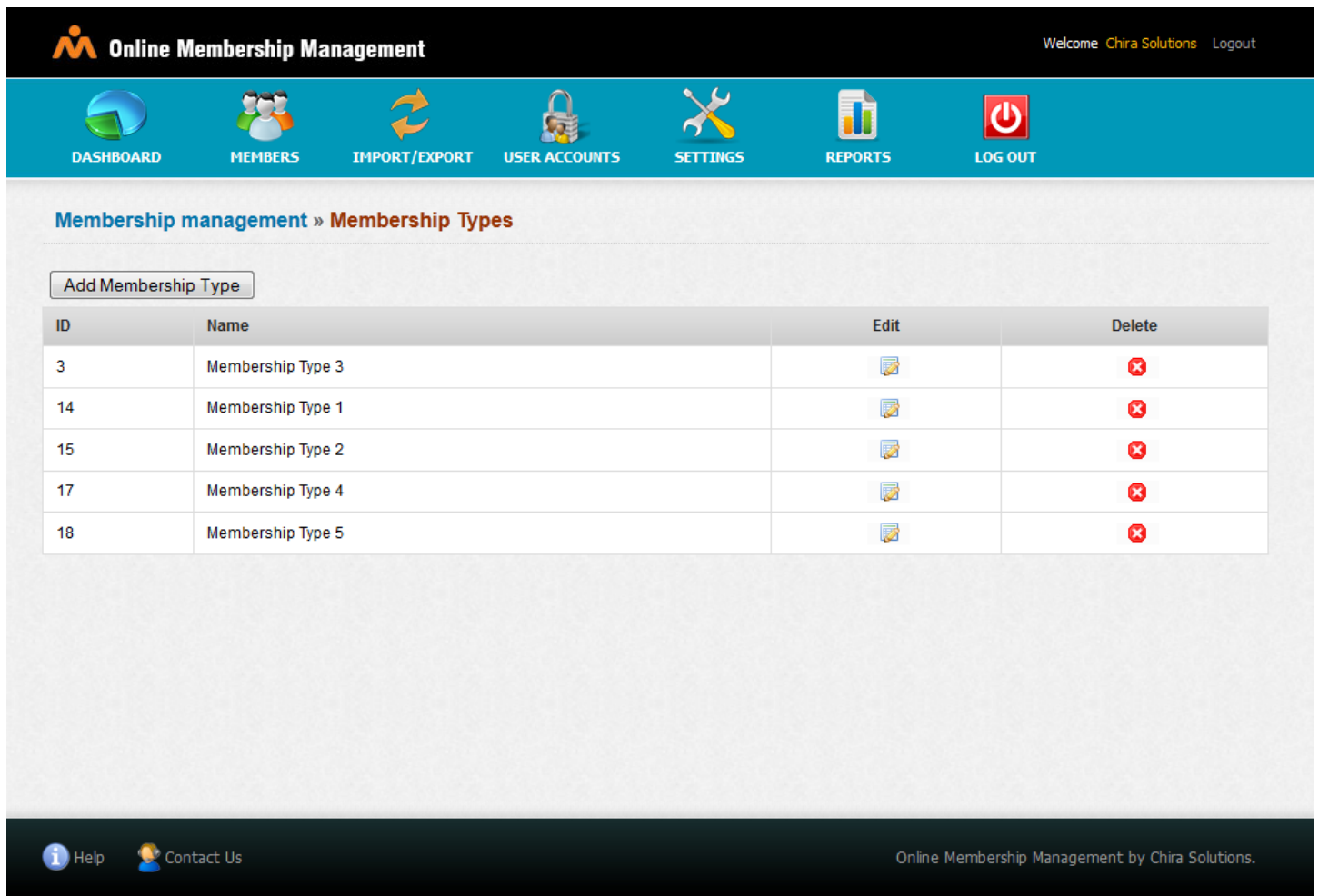
Here you can disable the Membership fields which are not required. Some fields are mandatory.

Do the necessary changes under **Application Settings** and **Membership Settings**. Click **Save Settings** to save the changes done.

Caution: *Deleting All Members will remove all members; so be careful before clicking it.*

8.2. Managing Membership Types











Select **Settings>MembershipTypes** to Add/Edit/Remove membership type. The **Membership Types** screen is as shown in the following figure.



Online Membership Management Welcome Chira Solutions Logout



Membership management » Membership Types

[Add Membership Type](#)

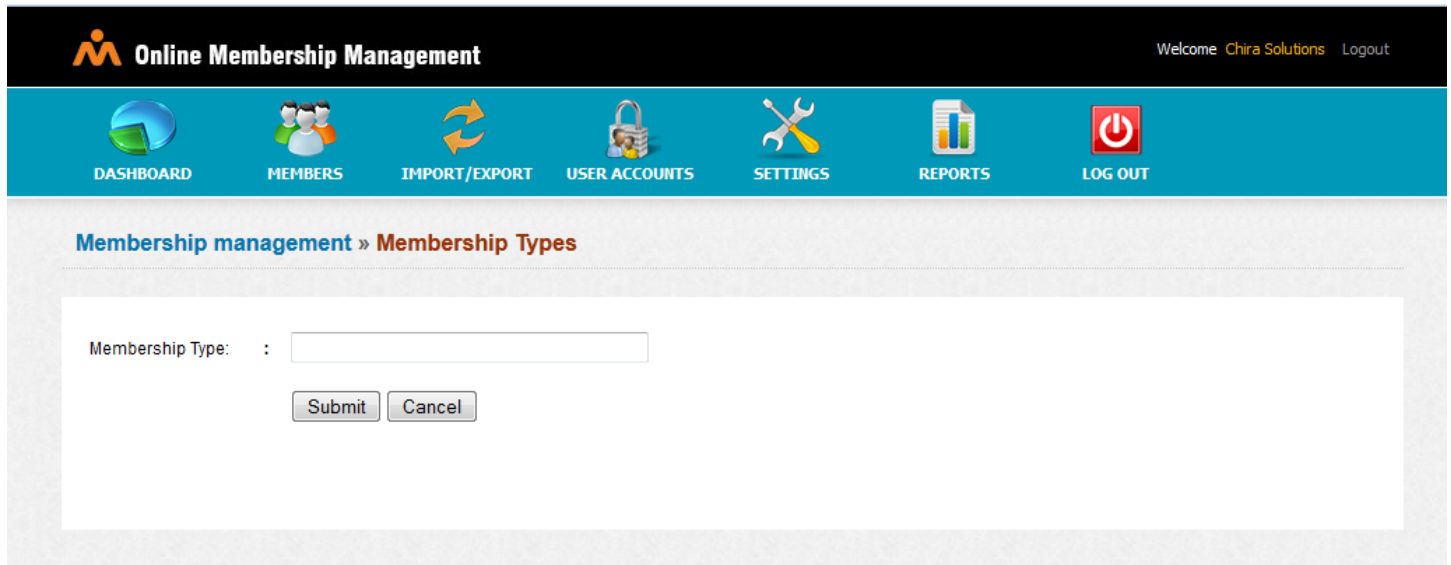
ID	Name	Edit	Delete
3	Membership Type 3		
14	Membership Type 1		
15	Membership Type 2		
17	Membership Type 4		
18	Membership Type 5		

[Help](#) [Contact Us](#) Online Membership Management by Chira Solutions.

Figure 5: Managing Membership Types

Click  that is below **Edit** to modify the membership type and  that is below **Delete** to **delete/remove** the membership type.

Click **Add Membership Type** to add a new membership type. The following screen is displayed.



Online Membership Management

Welcome Chira Solutions Logout

DASHBOARD MEMBERS IMPORT/EXPORT USER ACCOUNTS SETTINGS REPORTS LOG OUT

Membership management » Membership Types

Membership Type: :

Submit Cancel

Figure 6: Adding a New Membership Type

Type the name of the membership type in the text box and click **Submit**.

9. Managing Reports

Currently this section is under development. It will be developed soon.

10. Logging Out

Click Logout to log out of the system.