



## Member Information - GRT2150



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# Member Information

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Include the short page introduction here.



## View a record:

Field	Description
<b>Member</b>	Begin typing the member name or six-digit county-district number. As you type the data, a drop-down list of corresponding data is displayed. Or press the Spacebar to view a list of members. Select a member and click <b>Retrieve</b> . The member record is displayed.  If the member name or county-district number is not known, click <a href="#">Directory</a> to perform a search of all active members.


## Add a record:

☐ Click **Add** to add a new member record.

☐ Under **Member Information**, complete the following information:

<b>County District Nbr</b>	Type a six-digit county-district number.
<b>Member Name</b>	Type the member name. This field can be a maximum of 35 alphanumeric characters. Special characters are limited to the following: apostrophe, colon, comma, and dash. This field is required.
<b>Region</b>	Type a two-digit region number. Valid values are 01-20. This field is required.
<b>Vendor</b>	Type a valid vendor name or number. If the vendor number is not known, click  to select a vendor from the <a href="#">Vendors Directory</a> .  The Vendor Directory is populated from the vendor records established on the <a href="#">Finance &gt; Maintenance &gt; Vendor Information &gt; Vendor Name/Address</a> tab. This field is required.
<b>Status</b>	Click  to select the member's status (i.e., <i>Active</i> or <i>Inactive</i> ). This field is required.


☐ Under **Main Contact**, type a contact name for the member:

<b>Title</b>	Click  to select a legal title for the contact person.
<b>First</b>	Type the contact's first name.
<b>Last</b>	Type the contact's last name.
<b>E-mail</b>	Type the contact's e-mail address.

☐ Click **Save**.

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## Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
	<a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.