


# Member Information - GRT2150

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# Member Information

***Tables > SSA Members > Member Information***

This tab allows Fiscal Agents to add and maintain Member data. In addition, the Fiscal Agent can restrict a user's access to sensitive information.

## View a record:

| Field | Description |
|---|---|
| **Member** | 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 **Retrieve**. The member record is displayed.<br><br>If the member name or county-district number is not known, click Directory to perform a search of all active members. |

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## Add a record:

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

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

| | |
|---|---|
| **County District Nbr** | Type a six-digit county-district number. |
| **Member Name** | 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. |
| **Region** | Type a two-digit region number. Valid values are 01-20. This field is required. |
| **Vendor** | Type a valid vendor name or number. If the vendor number is not known, click ⋮ to select a vendor from the Vendors Directory.<br><br>The Vendor Directory is populated from the vendor records established on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab. This field is required. |
| **Status** | Click ⌄ to select the member's status (i.e., *Active* or *Inactive*). This field is required. |

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

| | |
|---|---|
| **Title** | Click ⌄ to select a legal title for the contact person. |
| **First** | Type the contact's first name. This field can be a maximum of 50 characters. |
| **Last** | Type the contact's last name. This field can be a maximum of 50 characters. |
| **E-mail** | Type the contact's e-mail address. This field can be a maximum of 45 characters. |

❑ Click **Save**.

## Other functions and features:

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