



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	<p>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.</p> <p>If the member name or county-district number is not known, click Directory to perform a search of all active members.</p>


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	<p>Type a valid vendor name or number. If the vendor number is not known, click  to select a vendor from the Vendors Directory.</p> <p>The Vendor Directory is populated from the vendor records established on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab. This field is required.</p>
Status	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:

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. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.