



## Member Information - GRT2150



# Table of Contents

**Member Information - GRT2150** ..... i

**Member Information** ..... 1



# Member Information

## Grants and Projects > Tables > SSA Members > Member Information

This tab allows fiscal agents to add and maintain member data. In addition, the fiscal agent can use the Security Administration application to limit the users who can view this information.



### View a record:

Field	Description
<b>Member</b>	<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 <b>Retrieve</b>. The member record is displayed.</p> <p>If the member name or county-district number is not known, click <a href="#">Directory</a> 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:

<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>	<p>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>.</p> <p>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.</p>
<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. This field can be a maximum of 50 characters.
<b>Last</b>	Type the contact's last name. This field can be a maximum of 50 characters.
<b>E-mail</b>	Type the contact's e-mail address. This field can be a maximum of 45 characters.

☐ Click **Save**.

---

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