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. If the member name or county-district number is not known, click Directory 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:

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


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