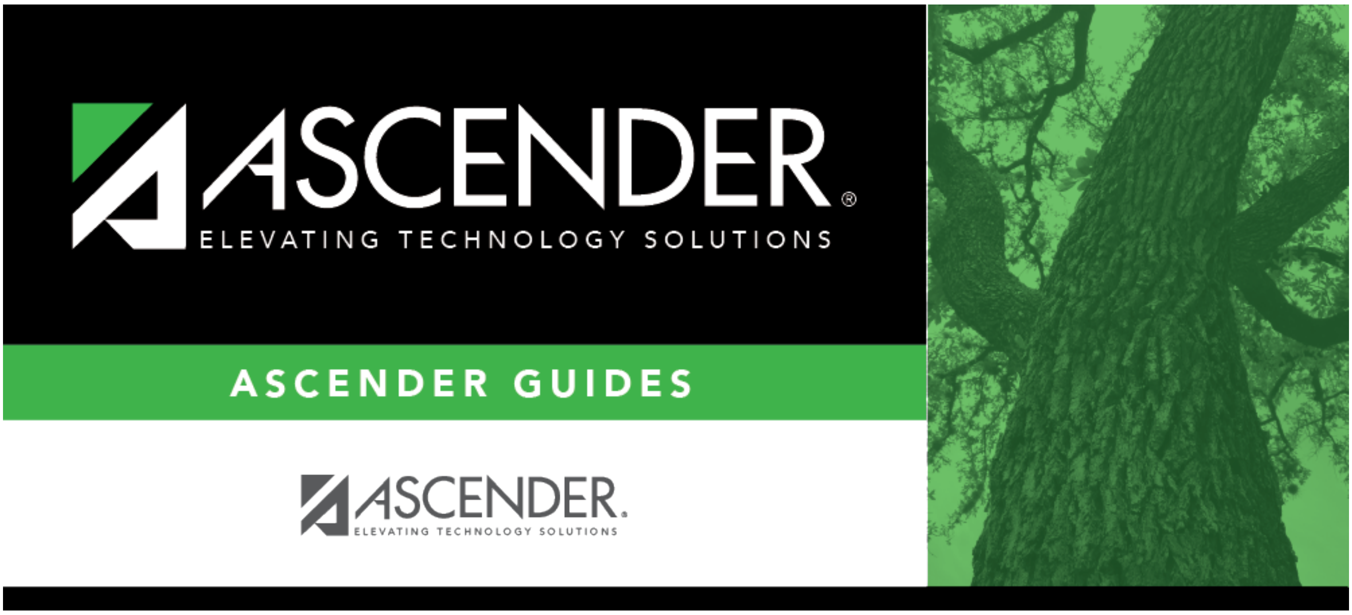

Member Information - GRT2150

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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
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**:

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.

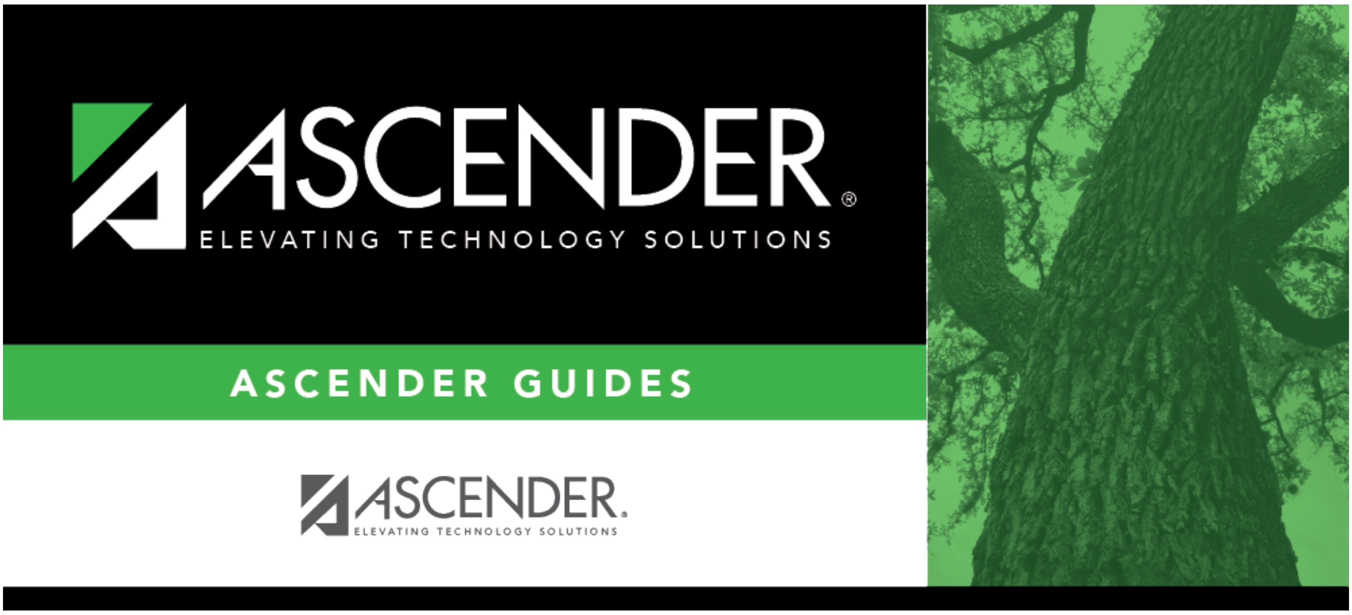
Under **Main Contact**:

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.
	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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