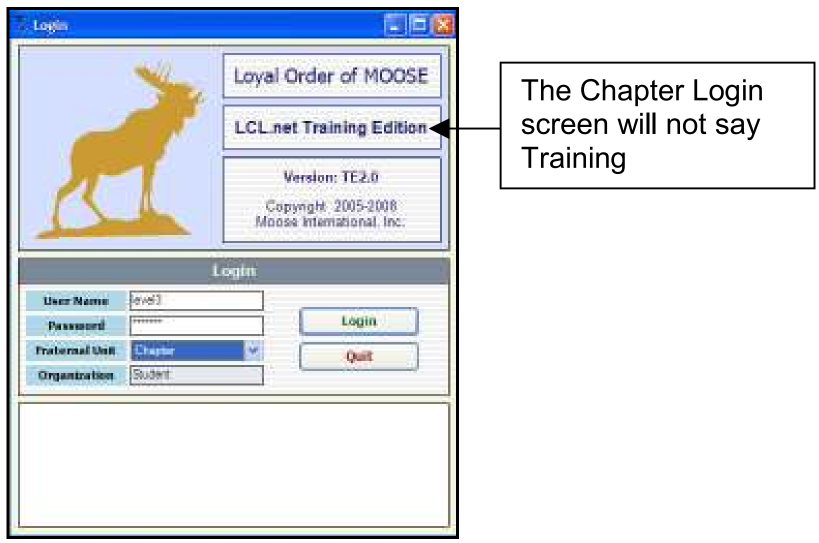
Table of Contents

ACCESSING LCL.NET

Refer to Chapter 1, Overview and Navigation, of the LCL.Net Resource Manual under *Accessing LCL.net*

➔ To access the LCL.net double-click the program icon. The icon for LCL.net is found on your computers' desktop.

The LCL.net Login screen opens when you click the LCL.net Icon.



If there is no LCL.net software icon displayed on the Windows desktop, then follow these instructions:

1. Choose and click the **Start** button on the Windows task bar.
2. Scroll the cursor up to the All Programs selection.
3. Scroll to the LCL.net menu item on the Program Menu.
4. Choose the LCL.net launch file menu item.

LOGGING INTO LCL.NET:

Refer to Chapter 1, Overview and Navigation, of the LCL.Net Chapter Resource Manual under Logging into LCL.net

To log in to LCL.net:

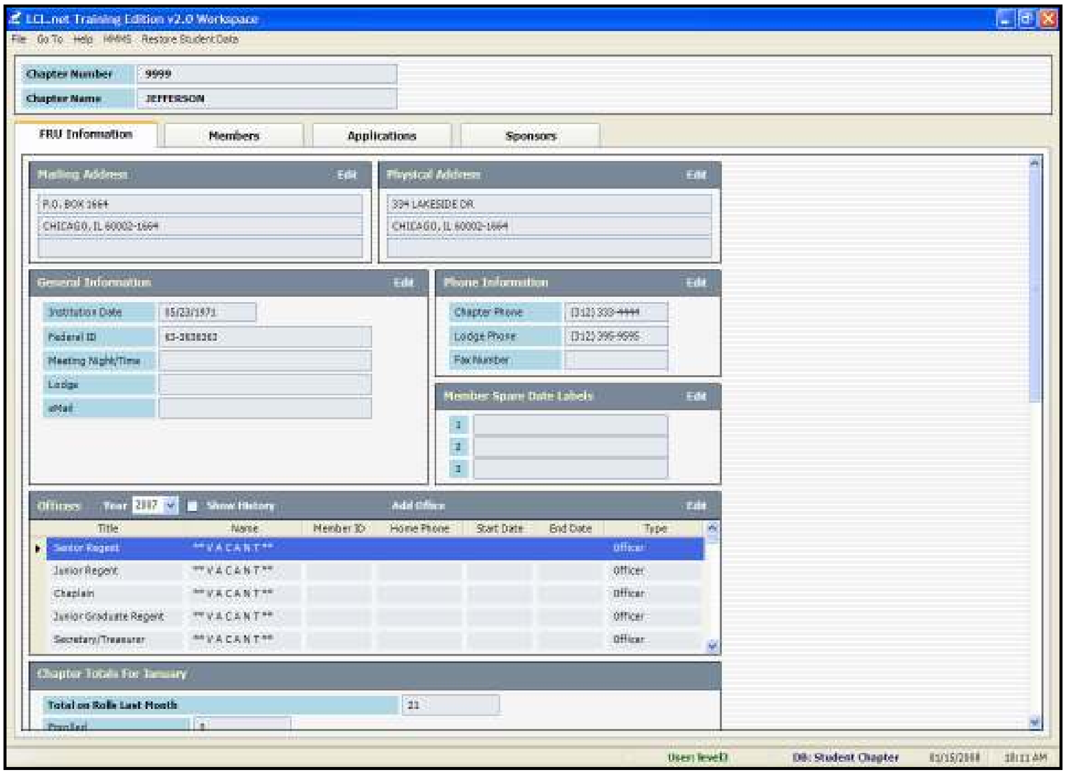
1. Type your User Name into the *User Name* field
2. Type your Password into the *Password* field
   *The Fraternal Unit field will display to the type of access you are using in LCL.net. This field should display **Chapter**.*

THE FRU INFORMATION SCREEN

Refer to Chapter 2, The FRU Information Screen, of the LCL.Net Chapter Resource Manual under *Fraternal Unit (FRU) Information Screen Layout.*

LCL.net has four main areas that are based on functionality:

FRU Information, **Members, Applications** and **Sponsors**



The Chapter screen is broken down into individual information boxes. Each of these boxes contains a specific type of Chapter information such as:

- Mailing Address
- Physical Address
- General Information
- Phone Information
- Member Spare Date Labels
- Officers
- Chapter Totals
- Rates
- Last Examination
- Control Dates
  - Last Changed Date
  - Last Backup Date
  - Period End Date
- Categories
- Activities

Note: The Chapter Email Address in the General Information field defaults to the Moose Units Email Address and may not be edited.
(I.e.: chapter9999@mooseunits.org)

Editing Information On The FRU Information Screen:

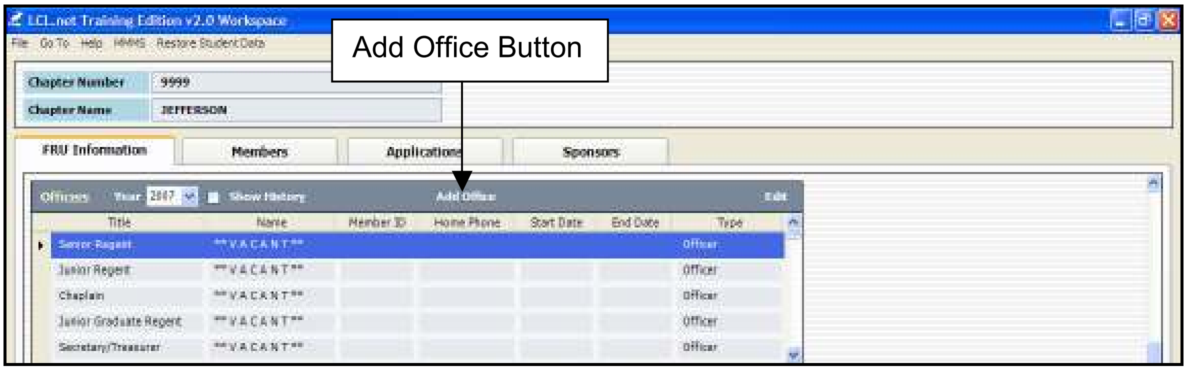
To edit information on the FRU Information Screen:

1. Click the **Edit** option located in the upper right-hand corner of the box you wish to edit.
2. Edit the information in the available fields.
3. Click the **Save** button to enter these changes into the system.

Adding Offices on the FRU Information Screen

Refer to Chapter 2 The FRU Information Screen, of the LCL.Net Chapter Resource Manual under *Officers.*

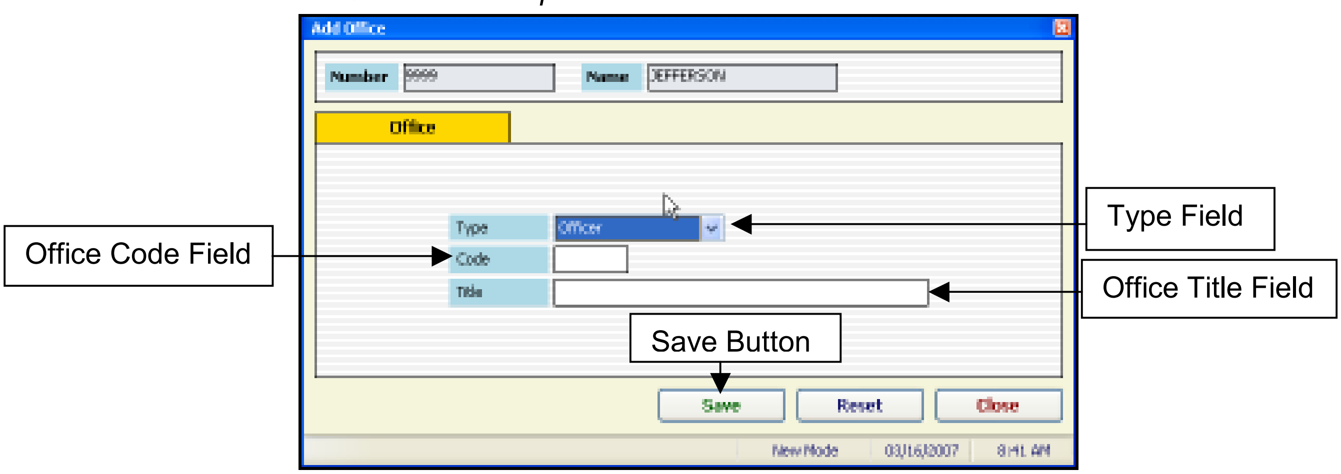
The Officers box is used to Add, Edit, and Remove Offices and Officers for the Chapter.



To enter a New Office on the FRU Information Screen:

1. Click **Add Office** in the Officers Box on the FRU Information Screen.

   The Add Office screen opens.



2. Click the **Type** drop down arrow and then click the type of Office to be created, choose from **Officer**, **Appointed Officer**, **Chairman** or **Special Committee**.
3. Enter the **Office Code** for the new office to be created.
   You will enter the desired code for this office, for example **"SC"**.
4. Enter the Office Title for the new office to be created.

   You will enter the desired name for this Office, for example "**Sunshine Chairman**".
5. Click the **Save** button to enter these changes into the system.

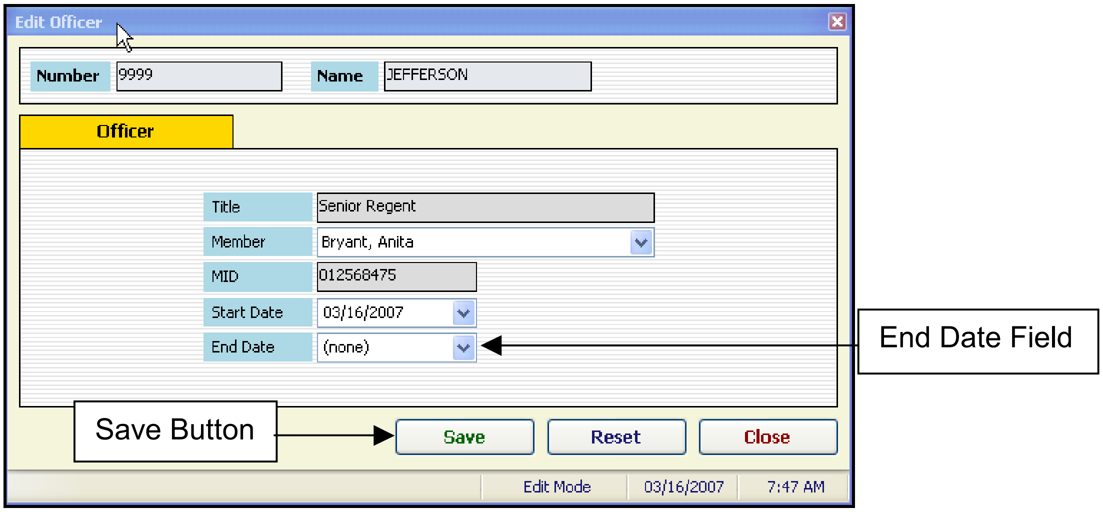
Editing a Chapter Officer Position

To edit a Chapter Officer position you must open an edit window.

1. Click to highlight (select) the Office you wish to assign to a Member.
2. Click the **Edit** option located in the top right-hand corner of the Officers box.

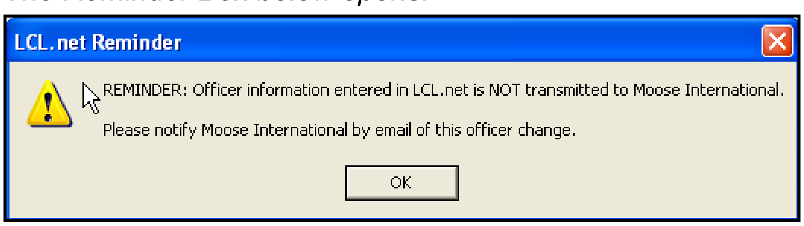
   The Edit Officer Window opens.

Note: In the Screen Shot below, the Office of Senior Regent is occupied. To change the Member holding the Office, you must first enter an **End Date** for the Member showing on the Edit Officer screen and click **Save**. The Office will then show as **Vacant** on the FRU Information screen.



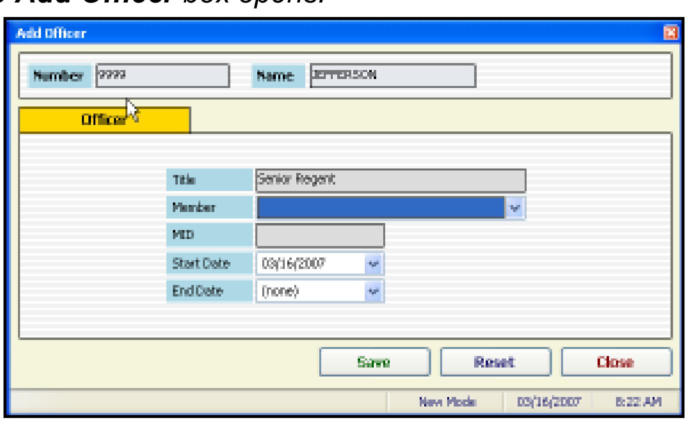
3. Select an **End Date** from the Calendar or manually enter the **End Date** for the Member currently showing in that Office.
4. Click the **Save** button.

   The Reminder Box below opens.

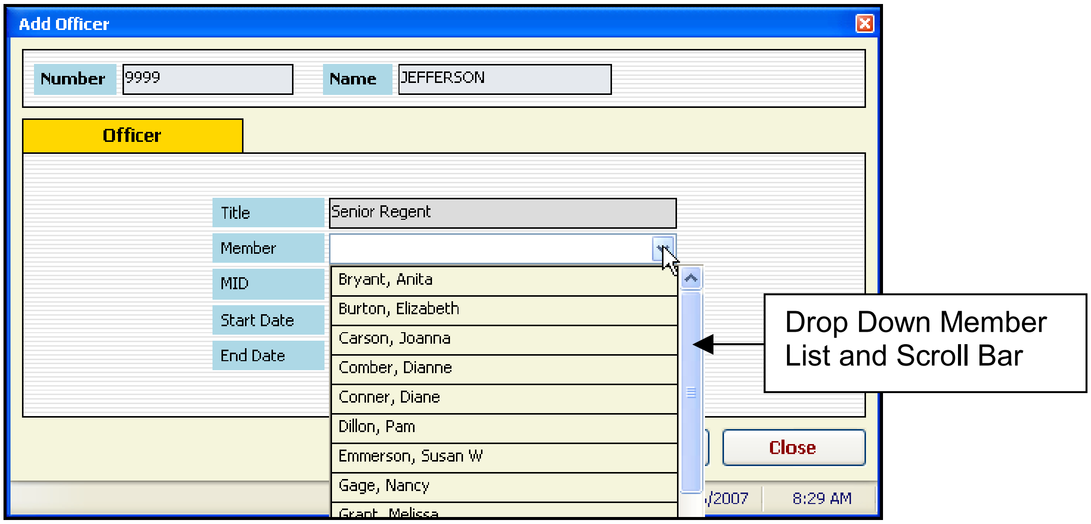


5. Click OK and the Reminder Box and Edit Officer boxes close.
6. Highlight the Vacant Office you wish to add an Officer to and click Edit

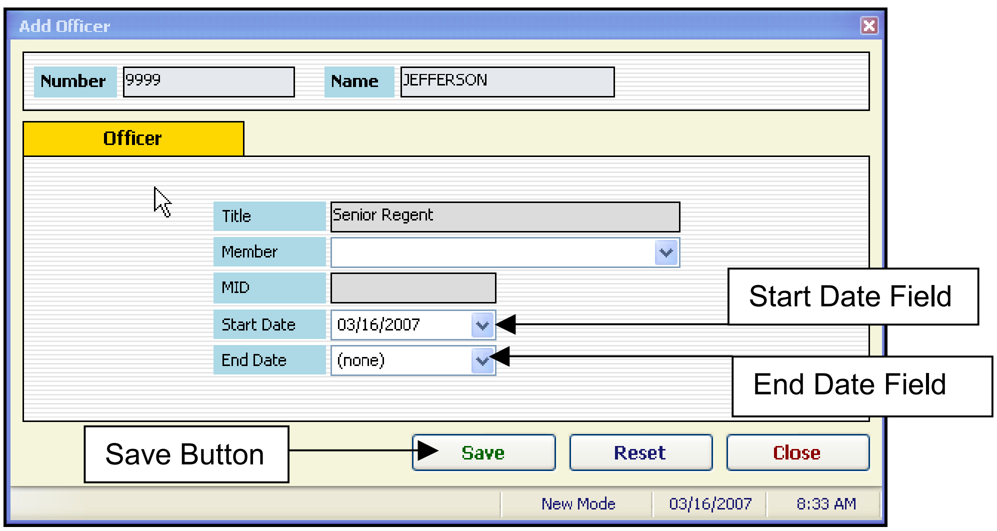
   *The **Add Officer** box opens.*



7. Use the scroll bar to locate the desired **Member** in the list and then click on the **Member's Name**.



8. Select the **Start Date** for this Officer by clicking the drop down arrow and selecting the Start Date from the calendar or manually enter the Start Date.
9. Select an **End Date** for this Officer if desired by clicking the drop down arrow and selecting the End Date from the Calendar or manually enter the End Date.



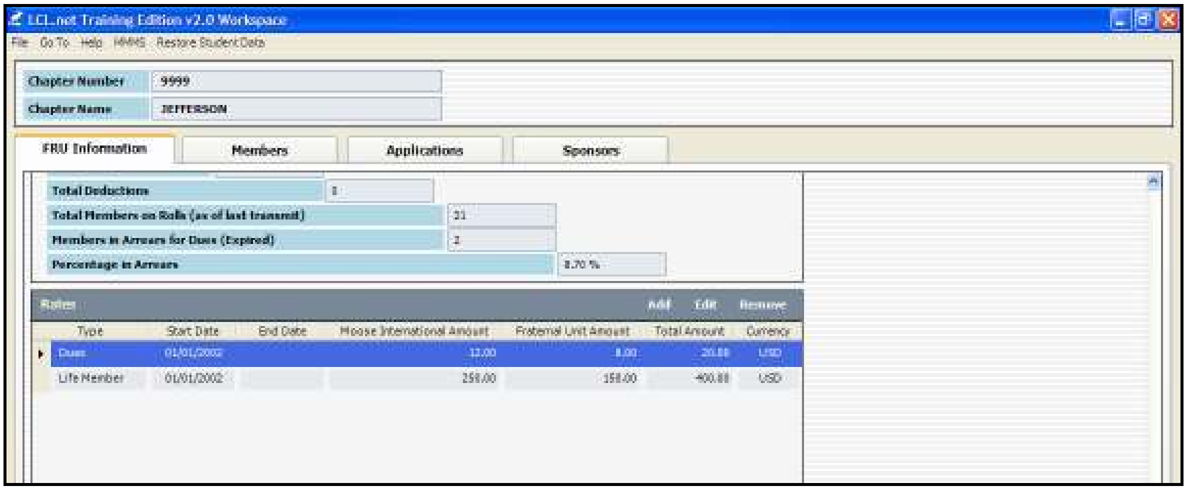
10. Click the **Save** button to enter the changes into the system.

Note: If an Officer leaves Office before the End of the Chapter year, the End Date for that Officer should be entered and saved, showing the date the Co-Worker left the Office. The Office will then show as "**Vacant**" on the FRU Information Screen. When the **End of Month Report** for April is transmitted each year, all Offices on the FRU Information Screen will be listed as "**Vacant**" and all Officers, Appointed Officers, Chairmen and Special Committees will need to be entered for the new Chapter year.

Entering Rates on the FRU Information Screen

Refer to Chapter 2, The FRU Information Screen, of the LCL.Net Chapter Resource Manual under *Rates.*

The Rates box is used to **Add**, **Edit**, or **Remove** Member Dues Rates for the Chapter.



To add a new Dues Rate to the Rates area on the FRU Information Screen.

1. Click the "**Add**" button in the Rates field of the FRU Information Screen.
2. "**Dues**" is the default in the Rate Type field and cannot be changed.

Note: Life Member Rates are entered by Moose International and cannot be entered at the Chapter.

3. Enter the effective date for the new dues.

NOTE: The Effective date must be the first day of a month. The Effective Date of the Dues Rate change may not be less than 90 days after the approval by the Chapter Membership.

4. If the new Dues Rate is for a specified period of time, an End Date for the Dues Rate should be entered.
5. Enter the Total Amount for the new Dues Rate in the **Total Amount** field.
   The system will automatically calculate the Moose International and Fraternal Unit amounts.
6. Choose your currency type, **United States Dollars** or **Canadian Dollars,** by clicking on the down arrow.
7. Click the **Save** button to enter the dues information into the system.

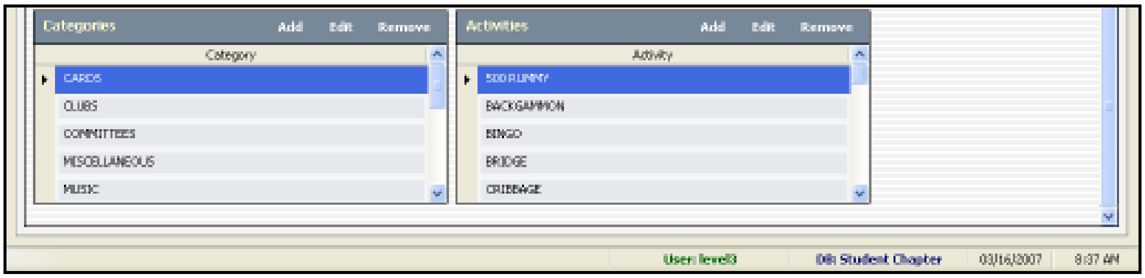
Note: If an End Date is entered for the new Dues Rate, a second new Dues Rate entry should be made. In the second new Dues Rate entry, the date following the End Date in the first new Dues Rate entry should be entered as the Effective Date in the second new Dues Rate entry.
This will assure that when the first new Dues Rate expires, there is an active Dues Rate in the system.

Categories

Refer to Chapter 2, The FRU Information Screen, of the LCL.Net Chapter Resource Manual under *Categories*

The Categories box is used to Add, Edit, and Remove activity categories for the Chapter. Categories are used to group your Chapter activities by type.

Note: Selecting (highlighting) a category in the Categories box will update the activities displayed in the Activities box, located to the right of the Categories box. The updated Activities box will show the activities that have been assigned to the selected (highlighted) category.



Add *a Category*

To add a Category to the Categories List:

1. Click "**Add**" in the Categories field on the FRU Information Screen.
2. Enter the category name in the **Category** field.

Note: You will want to enter the specific category name that you wish to create, such as "Newsletter". This type of entry would be useful for setting up who should receive a newsletter.

3. Click the **Save** button to enter the Category Name into the Categories List.

Entering Activities on the FRU Information Screen

Refer to Chapter 2, The FRU Information Screen, of the Chapter Resource Manual under *Activities*

The Activities box is used to **Add**, **Edit**, and **Remove** activities for the Chapter. Activities are grouped into categories based on the type of activity. For example, the activities: Bridge, Rummy, and Poker are grouped under the category "Cards".

To add an Activity to the Activity List on the FRU Information Screen:

1. Enter the activity name in the **Activity** field.

Note: You will want to enter the specific activity name that you wish to create, such as "School Board".

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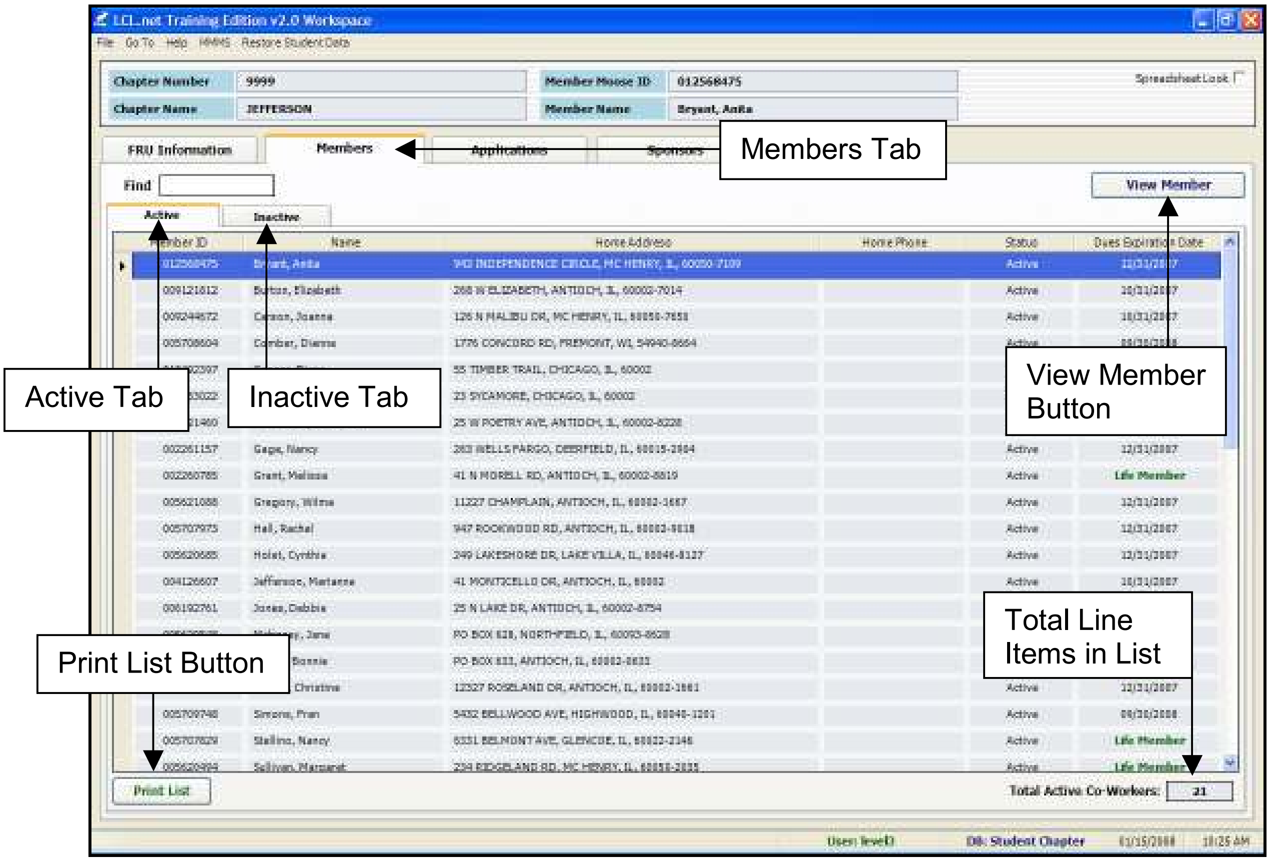
2. Click the **Save** button to enter the activity information into the system.

The Members Screen

Refer to Chapter 3, The Member Screen, of the LCL.Net Resource Manual – *Member Screen Layout*

Clicking the **Members** tab accesses the **Member List** screen. This chapter will demonstrate how to **access**, **edit**, **add**, **delete and Print** Chapter Member's Information using the Member Info screen.



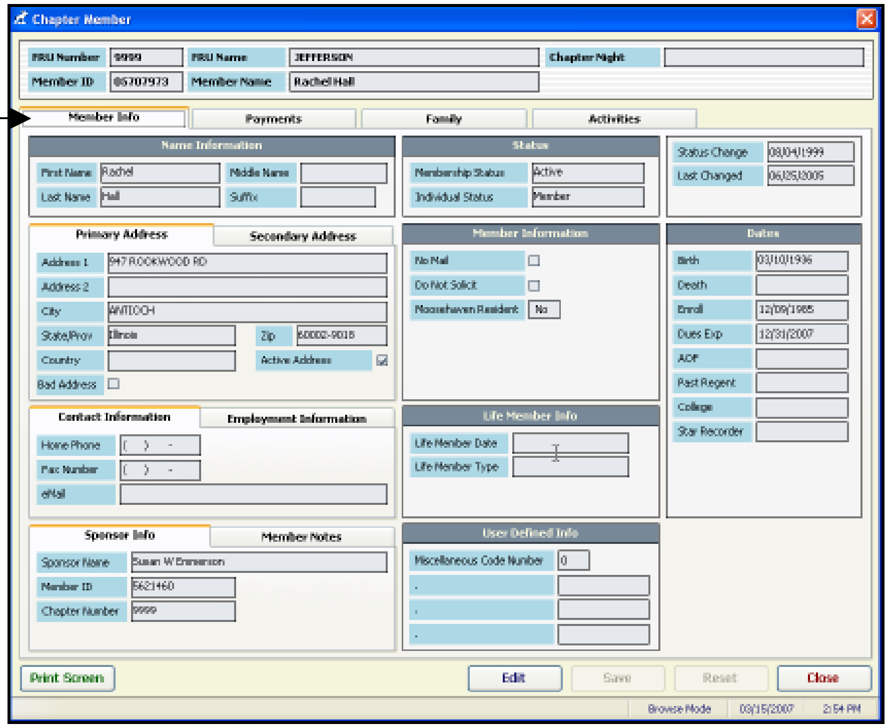
Note: There is a **Print List** button allowing for the Printing of an Active or Inactive Member List in List Format (One Line per Member). The Inactive List may be further defined by Member Status to reduce the length of the List.

Member Info screen – Page 12

To access and update a Member's Information you must open the Member's Record in the **Chapter Member** screen by highlighting the Member's Line Item on the Member List Screen and click the **View Member** button or double click the Members Line Item.

The Chapter Member screen opens with the Member Info Window open.

Member Information Tabs



The Chapter Member screen contains four tabs to view and edit specific **Member Info**, **Payments**, **Family**, and **Activities** information.

Member Info Tab

Refer to Chapter 3, The Members Screen, of the LCL.Net Resource Manual

The Member Info window is broken down into individual information boxes.

- Name Information
- Current and Alternate Address Information
- Contact and Employment Information
- Sponsor Information and Notes
- Status
- Member Information
- Life Member Information
- Dates
- User Defined Information

Editing Name Information

Refer to Chapter 3, The Members Screen of the LCL.Net Resource Manual under *Member Info Tab*

The Name Information box is where you would edit the member's first name, middle name, last name, and any name suffix such as "**M.D**." "**CPA**" or "**PH.D**."

To edit Member Name Information:

1. Click the **Edit** button located at the bottom of the Member Information window.

Note: The data fields that are not shaded may be edited.

2. Edit the Member's Name Information in the available fields.
3. Click the **Save** button to enter these changes into the system

Editing Current and Alternate Addresses

Refer to Chapter 3, The Members Screen of the LCL.Net Resource Manual under *Member Info Tab*

The **Current Address** and **Alternate Address** tabs are used to edit and select the active address for the selected member. For members with more than one mailing address, you can enter the second address by clicking the Alternate Address tab. The **Active Address** checkbox allows you to select an address as the member's current active address. This is a very useful tool for those Chapters with "Snow Bird" members who move between two addresses.

To edit Current and Alternate Address Information:

1. Click the **Edit** button located at the bottom of the Member Info window. The data fields that may be edited will no longer be shaded and the bottom status bar will display Edit Mode.
2. Edit the Member's Current Address information in the available fields.
3. Click the **Alternate Address** tab and edit the Member's Alternate Address information in the available fields, if needed.
4. Click the **Save** button to enter these changes into the system.

Editing Contact and Employment Information

Refer to Chapter 3, The Members Screen of the LCL.Net Resource Manual under *Member Info Tab*

The Contact Information and Employment Information tabs are used to enter contact phone numbers and employment information for the selected member. The Employment Information tab has a Volunteer checkbox that allows you to produce a report to identify those members who are willing to donate their skill or expertise to the Chapter.

To edit Contact and Employment Information:

1. Click the **Edit** button located at the bottom of the Member Info window.
2. Edit the Member's **Home Phone Number**, **Fax Number**, and **Email** address information in the available fields if necessary.
3. Click the **Employment Information** tab and edit the Member's Occupation, Employer, and Business Phone number in the available fields if necessary.
4. Select the **Volunteer** checkbox, if this member volunteers her services to the Chapter.
5. Click the **Save** button to enter these changes into the system.

Viewing Sponsor Info and Editing Member Notes

Refer to Chapter 3, The Members Screen of the LCL.Net Resource Manual under *Member Info Tab*

The **Sponsor Info** and **Member Notes** tabs are used to view the Sponsor for the member and add any specific notes that apply to this member.

The **Member Notes** tab contains a text box that allows entry of up to 100 characters.

Note: Sponsor Information cannot be edited.

To edit or add Member Notes:

1. Click the **Member Notes** tab to edit or add specific notes for the member.
2. Click the **Save** button to enter these changes into the system.

Editing Status

Refer to Chapter 3, The Members Screen of the LCL.Net Resource Manual under *Member Info Tab*

The Status box is where you would enter the member's current status in the fraternal unit. The **Member Status** and **Individual Status** allow you to select the current member status from the list.

The available **Member Status** selections include:

- **Active**
- **Resigned**
- **Transferred**

The available **Individual Status** selections include:

- **Deceased**
- **Member**

To edit Member Status:

1. Click the **Edit** button located at the bottom of the Member Information window.
2. Click the **Membership Status** drop down arrow and select the member's current status from the list.
3. Click the **Individual Status** drop down arrow and select the member's current status from the list.
4. Click the **Save** button to enter these changes into the system.

Editing Member Information (Mail Preferences)

Refer to Chapter 3, The Member Screen of the LCL.Net Resource Manual under *Member Info Tab*

The Member Information box is where you would enter the member's current mail preferences. The **Moosehaven Resident** field will indicate if the member is residing at Moosehaven.

To edit Member Information (Mail Preferences):

1. Click the **Edit** button located at the bottom of the Member Information window. *The data fields will no longer be shaded and the bottom status bar will display Edit Mode.*
2. Click the **No Mail** check box, if desired.
3. The **Do Not Solicit** check box is currently grayed out.
4. Click the **Save** button to enter these changes into the system.

Viewing Life Member Info

Refer to Chapter 3, The Member Screen of the LCL.Net Resource Manual under *Member Info Tab*

The Life Member Info box is where you would reference a member's life membership data, if available.

Note: Life member information is entered by Moose International and cannot be edited from this screen.

The Life Member Types that may be displayed include:

- **Paid** – Member is a paid life member of the Chapter.
- **50 Year** – Has been a member of the WOTM for 50 years and has been awarded a 50-year Life Member.
- **250 Sponsor**– Member has sponsored 250 members into the WOTM and has been awarded a Life Membership.

Editing Dates

Refer to Chapter 3, The Member Screen of the LCL.Net Resource Manual under *Member Info Tab*

The **Dates** box is used to view or edit important dates for the selected member. The only field in this box that may be edited is the **Birth** field.

Note: All important dates, other than Birth, are entered by Moose International and cannot be edited from this screen.

To edit the Birth Date:

1. Click the **Edit** button located at the bottom of the Member Info window.
   The Birth Date field will no longer be shaded and the bottom status bar will display Edit Mode.
2. Click the **Birth** drop down arrow and select the member's birth date from the calendar OR manually enter the desired birth date.
3. Click the **Save** button to enter these changes into the system.

Editing User Defined Info

Refer to Chapter 3, The Member Screen of the LCL.Net Resource Manual under *Member Info Tab*

The **User Defined Info** box is used to enter or edit specific user-defined dates for the selected member such as Preferred Member Dates.

The **Miscellaneous Code No** field is used to enter a number that you may assign to your member for any additional tracking needs.

To edit User Defined Info:

1. Click the **Edit** button located at the bottom of the Member Information window.
2. Enter the assigned Number in the **Miscellaneous Code No** field, if needed.
3. Click the **User Defined field 1** drop down arrow and select the date from the calendar OR manually enter the desired date.
4. Click the **User Defined field 2** drop down arrow and select the date from the calendar OR manually enter the desired date.
5. Click the **User Defined field 3** drop down arrow and select the date from the calendar OR manually enter the desired date.
6. Click the **Save** button to enter these changes into the system.

Payments Tab

Refer to Chapter 3, The Member Screen of the LCL.Net Resource Manual under *Payments Tab*

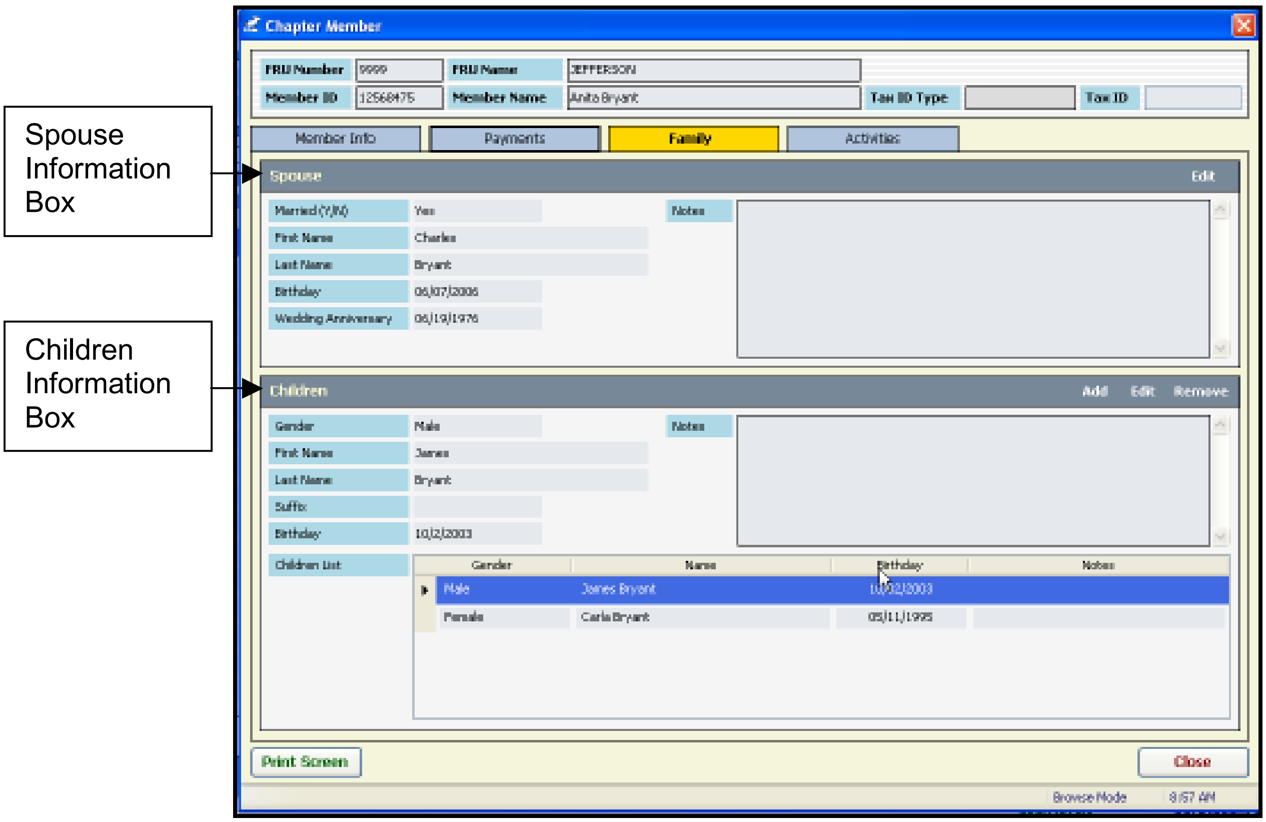
The Payment window is used for reference purposes only. This screen will display all payments made to Moose International by the member.

Note: This screen will be populated with information after member payments are received through Moose International and the member records will be updated during the Daily Transmit process.

Family Tab

Refer to Chapter 3, The Member Screen of the LCL.Net Resource Manual under Family *Tab*

The Family information boxes and fields are where you will view and update the Member's family information in the system.



Editing and Removing Spouse Information

Refer to Chapter 3, The Member Screen of the LCL.Net Resource Manual under *Family Tab*

The Spouse information box is used to enter and edit spouse information for the selected member.

To edit the Spouse Information:

1. Click the **Edit** option located in the upper right-hand corner of the Spouse box
2. Click to select the **Married (Y/N)** checkbox.

Note: All data fields will now be activated for data entry and the Last Name field will automatically populate with the Member's last name.

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3. Enter the spouse's first name in the **First Name** field.
4. Change the spouse's last name in the **Last Name** field, if needed.
5. Click the **Birthday** drop down arrow and select the spouse's birth date from the calendar OR manually enter the desired date.
6. Click the **Wedding Anniversary** drop down arrow and select the wedding anniversary date from the calendar OR manually enter the desired date.
7. Click to select the **LOOM Member (Y/N)** checkbox, if needed.
   This option should only be checked if the spouse is a member of the Loyal Order of Moose.
8. Enter any additional notes for the spouse in the **Notes** field.
9. Click the **Save** button to enter these changes into the system.

To Remove the Spouse Information:

1. Click the **Edit** option located in the upper right-hand corner of the Spouse box.
2. Click to uncheck the **Married (Y/N)** checkbox.

Adding, Editing, and Removing Children Information

Refer to Chapter 3, The Member Screen of the LCL.Net Resource Manual under *Family Tab*

The Children information box is used to add, edit, or remove child information for the selected member.

To add Children Information:

1. Click the **Add** option located in the upper right-hand corner of the Children box.

Note: The **Add Child** window will open and the **Last Name** field will automatically populate with the Member's last name.

2. Click the **Gender** drop down arrow and select the gender of the child to be added.
3. Enter the child's first name in the **First Name** field.
4. Change the child's last name in the **Last Name** field, if needed.
5. Click the **Birthday** drop down arrow and select the child's birth date from the calendar OR manually enter the desired date.
6. Enter any additional notes for the child in the Notes field.
7. Click the **Save** button to enter these changes into the system.

To edit Children Information:

1. Click to select (highlight) the child to be edited in the Children List.
2. Click the **Edit** option located in the upper right-hand corner of the Children box.
3. Click the **Gender** drop down arrow and edit the gender of the child, if needed.
4. Edit the child's first name in the **First Name** field, if needed.
5. Edit the child's last name in the **Last Name** field, if needed.
6. Edit the child's birthday by clicking the **Birthday** drop down arrow and selecting the child's birth date from the calendar OR manually enter the desired date.
7. Enter or edit the notes for the child in the **Notes** field.
8. Click the **Save** button to enter these changes into the system.

To remove Children Information:

1. Click to select (highlight) the child to be removed in the Children List
2. Click the **Remove** option located in the upper right-hand corner of the Children box.

Activities Tab

Refer to Chapter 3, The Member Screen of the LCL.Net Resource Manual under *Activities Tab*

The **Activities** window is broken down into four main information boxes. The **Categories** and **Activities** boxes will display the activity categories and the specific activities that apply to the selected (highlighted) category.

Adding Activities For A Family Member

How To Add Activities For A Family Member:

1. Click the desired family member in the **Family Member Selection** box.
2. Click the desired activity category in the **Categories** box.
3. Click the desired activity in the **Activities** box.
4. Click the **Add Activity** button to add the highlighted activity for the selected member.
5. Continue to select and add categories and activities for the selected family member, as needed.

Note: In order to choose a different family member and add activities, simply select (highlight) the family member in the Family Member Selection box.

Removing Activities For A Family Member

Refer to Chapter 3, The Member Screen of the LCL.Net Resource Manual under *Family Tab*

How To Remove Activities For A Family Member:

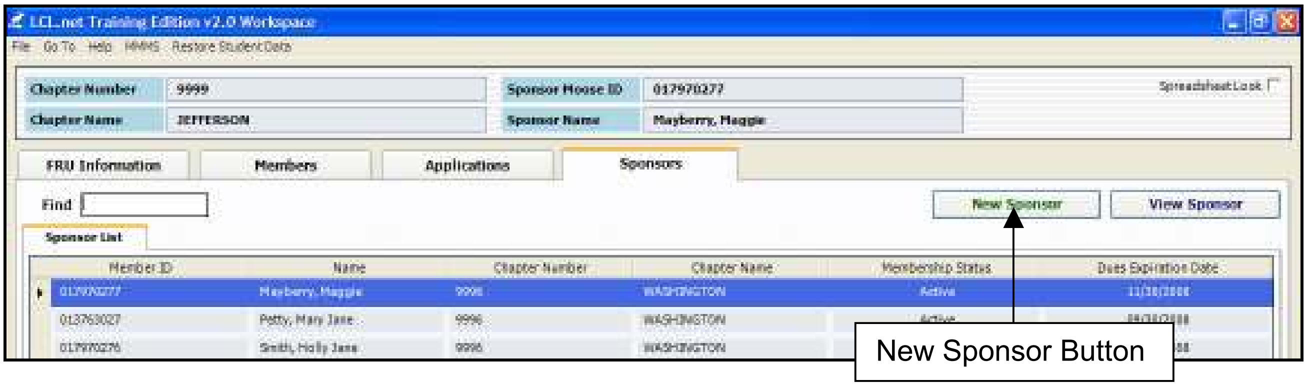
1. Click the desired family member in the **Family Member Selection** box.
2. Click the desired family member activity in the **Selected Activities For Family Member** box.
3. Click the **Remove** button to remove the highlighted activity for the selected member. *A confirmation dialog box will open to confirm you want to perform the selected action.*
4. Click the **Yes** button to remove the activity. Click the **No** button to cancel without removing the activity.

Note: A removed activity will be deleted from the Selected Activities For Family Member box.

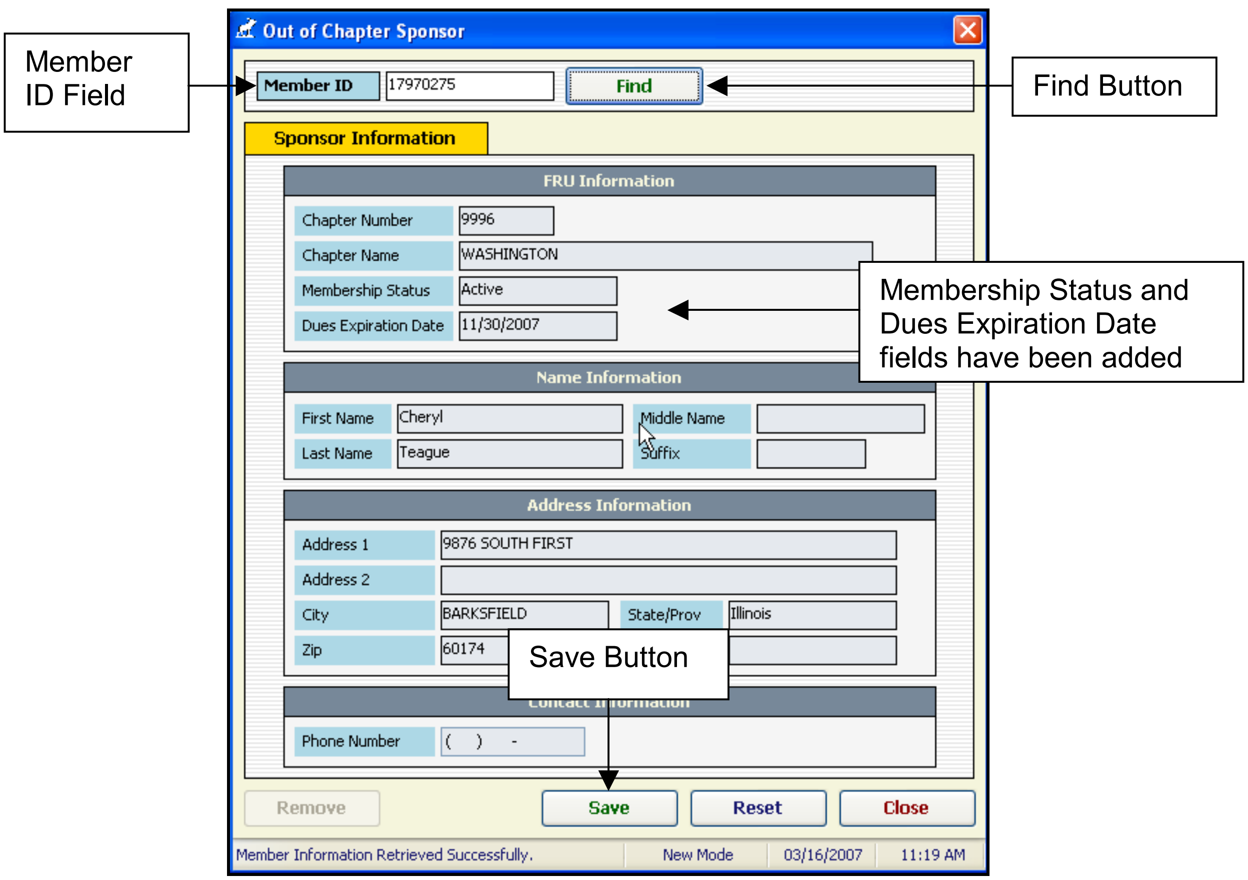
Entering Out Of Chapter Sponsors

Refer to Chapter 5, The Sponsor Screen, of the LCL.Net Resource Manual under Sponsor Screen Layout

This screen is used to enter the information about sponsors that are not members of your Chapter, but members of another Chapter into the Sponsors List. They must be entered before they can be used as a Sponsor on the Application screen. This screen is reached by selecting the **Sponsors Tab** and clicking **New Sponsor** in the upper right hand corner.



Click the New Sponsor Button to open the Out of Chapter Sponsor screen.



Entering Out of Chapter Sponsor Information

1. Click the **Sponsors Tab** near the top of the LCL.net Workspace screen.
2. Click the **New Sponsor** button on the upper right side of the screen to open the **Out of Chapter Sponsor** screen.
3. Enter the Sponsor's Member ID Number in the **Member ID** field.
4. Click the **Find** button
5. Wait for the system to connect to Moose International's Server and retrieve the Sponsor's current information.
6. Click the **Save** button to add the sponsor to the Sponsor List.

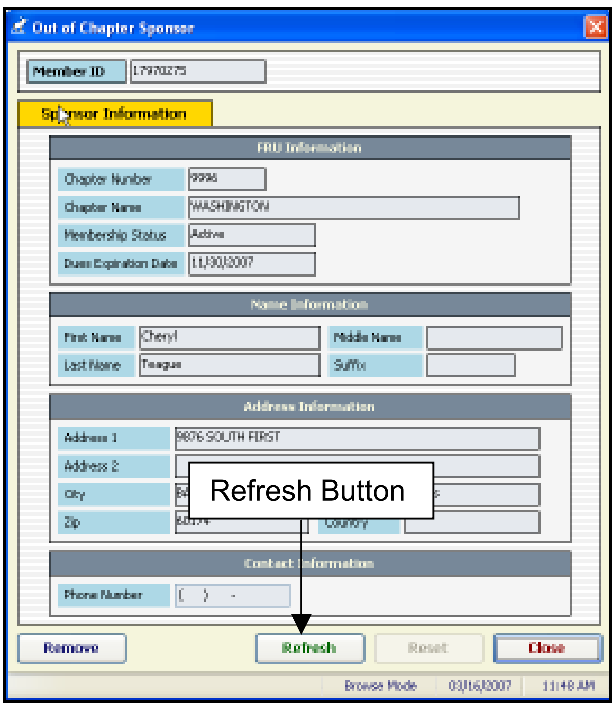
Note: Clicking the **Reset** command button will cancel entry of the sponsor.
Clicking **Close** will close the Out of Chapter Sponsor screen without saving the information.

IMPORTANT: It is suggested that you **Refresh** the Sponsor Information each time you use her as an Application Sponsor to assure her Membership and Dues Status are current.

Refreshing Out of Chapter Sponsor Information

1. Click the **Sponsors Tab** near the top of the LCL.net Workspace screen.
2. Double Click the **Sponsor's name** in the Sponsor List.

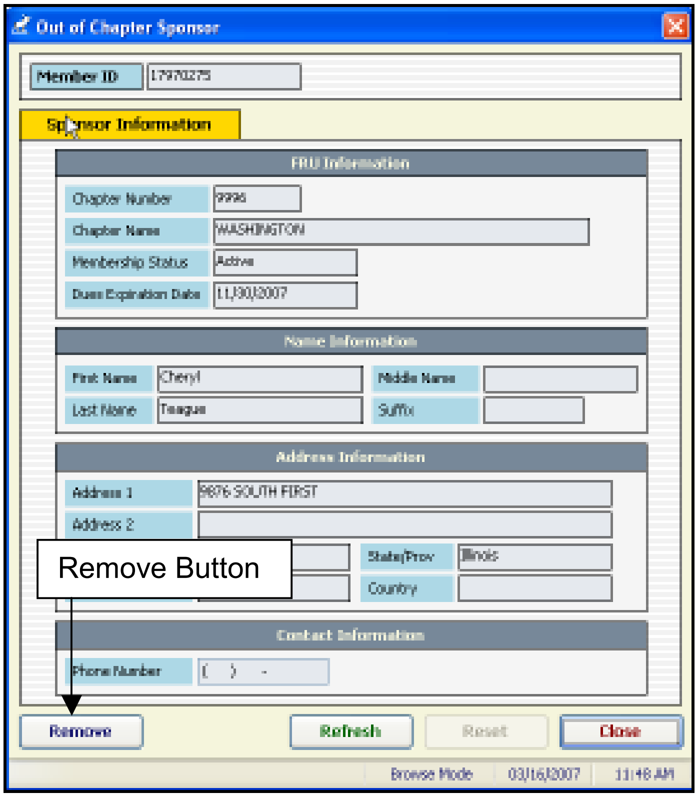
   The Sponsor's Out of Chapter Sponsor screen opens



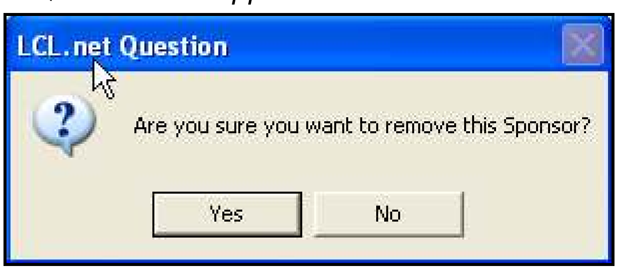
3. Click the **Refresh** button.
4. Wait for the system to connect to the Moose International Server and retrieve the Sponsors current information.
5. Click the **Save** button.

Removing a Sponsor

1. Click the **Sponsor** Tab near the top of the LCL.net Workspace screen.
2. Double Click the **Sponsor's name** in the Sponsor List.
   The Sponsor's Out of Chapter Sponsor screen opens.



3. Click the Remove button.
   A Question Box appears.



4. Click **Yes** to remove the Sponsor from the Sponsor List.

Note: If there is a Sponsor Record associated with the Out of Chapter Sponsor Record, the Record cannot be removed.

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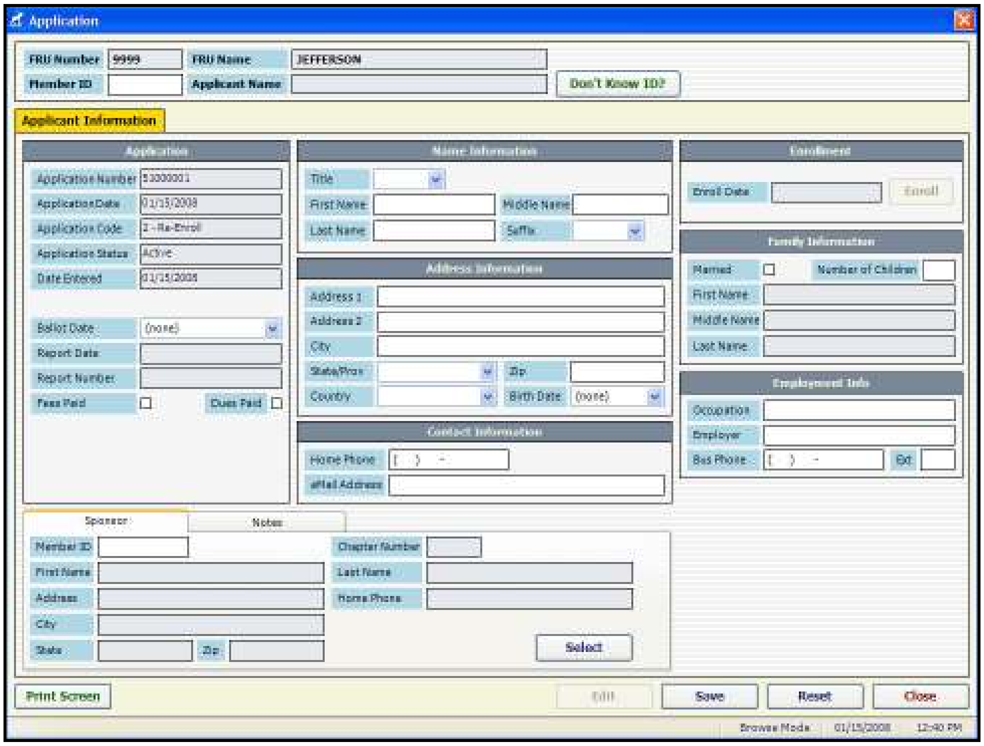
THE APPLICANTS SCREEN

Refer to Chapter 4, The Applicants Screen, of the LCL.Net Resource Manual under Applicant Screen Layout

The Application screen is broken up into different sections for entry.



Application Code Selections

- **Code 1 - New** - for applicants that have never been a member of the WOTM.
- **Code 1** – **Multiple Membership** – for applicants who are a Member of another Chapter, applying for Dual membership in your Chapter.
- **Code 2 - Re-Enroll** - for previous WOTM members dropped after twenty-four (24) months from the expiration date of the member's last Membership Record. The Former member would have a **Status of Dropped** or **Terminated**. Co-Workers who were dropped prior to 1989 must be entered as "***New***".
- **Code 3 - Reinstate** - for previous WOTM members dropped for non-payment of dues within a period of more than twelve (12) months and less than twenty-four (24) months from the expiration date of the member's last Membership Record. Back dues must be paid in an amount sufficient to bring the Members Dues Date current. (One or Two years Dues depending on the length of time the Former member is in Arrears) The Former Member would have a **Status of Dropped**.
- **Code 5 - Transfer In** - for Members transferring from another Chapter. The Member's Dues Date must be current and she must be in Good Standing at her current Chapter.
- **Code L - Comp Member** - for Members who are not a member of your Chapter that are entered so labels can be printed (ex. to receive your Chapter's newsletter).

NOTE: All references to Tax ID numbers and Social Security numbers have been removed from the Application and Membership screens. Social Security numbers may appear on some Reports if they were part of the Member's original Membership Record.

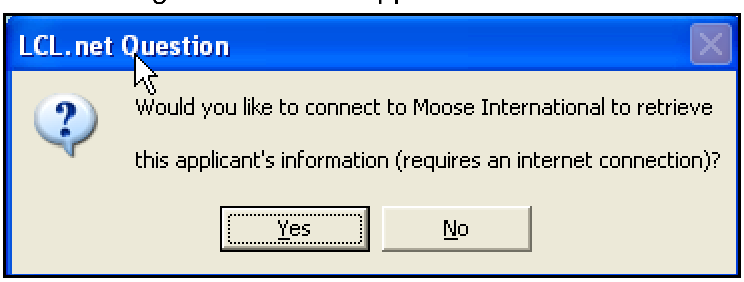
Entering Applications on the Application Screen

To enter Application Information from a Code 1 - New Application.

- Click the **New Application** button on the Applications screen.
- Enter the **Application Date** and **Application Code**
- Enter the information in the appropriate fields using the Tab Key to move from Field to Field.
- Click in the **Fees** and **Dues** check boxes if applicable
- Enter the **Ballot Date**.
- Enter the **Sponsor** Information.
- Click the **Save** button.

To enter Application Information from a Code 1 – Multiple Membership Application.

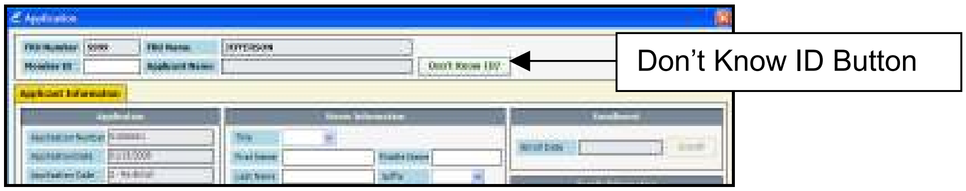
- Click the **New Application** button on the Applications screen.
- Enter the **Application Date**, **Application Code** "**Code 1 – Multiple Membership"**, **Member ID** and push the Tab Key.
- The following Question Box appears.



- Click the **Yes** button.
- Wait for the system to connect to the Moose International server and retrieve the Members current information.
- Compare the retrieved information with the information on the Application and edit any information that has changed.
- Enter the **Ballot Date**.
- Click the **Fees** and **Dues** check Boxes if Applicable
- Enter the **Sponsor** information.
- Click the **Save** button.

To enter Application Information from a Code 2 - Re-Enroll Application.

- Click the **New Application** button on the Applications screen.
- Enter the **Application Date**, **Application Code** and push the Tab Key. The **Don't Know ID** button activates.

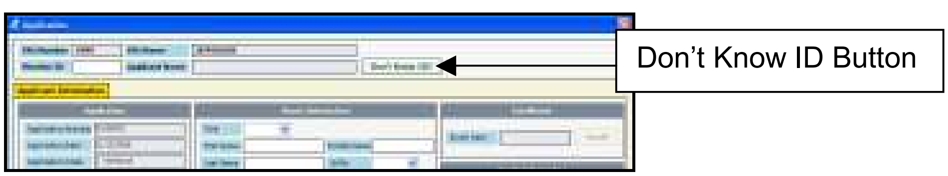


- Click on the **Don't Know ID** button and a Drop Down List of all Former Member's of your Chapter with a Status of **Dropped** or **Terminated** appears.
- Scroll through the **Dropped** or **Terminated Member List**, Find the Applicants name and Double click the name.
- The Former Member's Information from the Previous Membership Record populates the Application screen.
- Compare the retrieved Information with the information on the Application and edit any information that has changed.
- Enter the **Ballot Date**.
- Click the **Fees** and **Dues** check boxes.

  (Fees & Dues must accompany a Re-Enroll Application)
- Enter the **Sponsor** information.
- Click the **Save** button.

To enter Application Information from a Code 3 – Re-instate Application

- Click the **New Application** button on the Applications screen.
- Enter the **Application Date**, **Application Code** and push the Tab Key. The **Don't Know ID** button activates.



- Click the **Don't Know ID** button and a Drop Down List of all Former Members of your Chapter with a Status of **Dropped** appears.
- Scroll through the **Dropped Member List**, find the Applicants name and Double click the name.
- The Former Member's information from the previous Membership Record populates the Application screen.
- Compare the retrieved information with the information on the Application and edit any information that has changed.
- Enter the **Ballot Date**.
- Click the **Fees** and **Dues** check boxes.

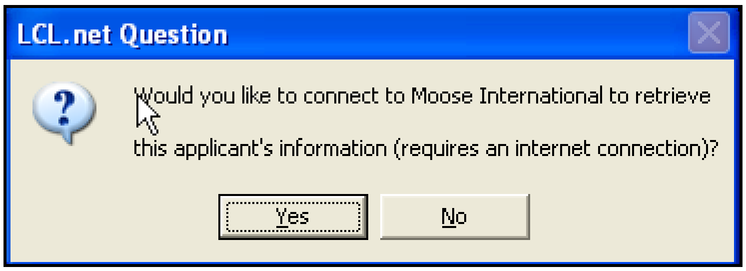
  (Dues must accompany a Re-instate Application)
- Click the **Save** button.

Note: No Sponsor information is required on a Reinstate Application. The Members original Sponsor will be brought over from the Inactive File or Moose International's Server.

Important: A Reinstate Application if Accepted after processing by Moose International's server, moves immediately to the Active Member List of the Chapter without the necessity of being enrolled in the system. The Reinstated Member's original Sponsor and Enrollment Date will populate her Member Info screen.

To enter the information from a Code 5 – Transfer In Application

- Click the **New Application** button on the Applications screen.
- Enter the **Application Date, Application Code, Member ID** and push the Tab Key.
- The following Question box appears.



- Click the **Yes** button.
- Wait for the system to connect to the Moose International and retrieve the Members current information.
- Compare the retrieved information with the information on the Application and edit any information that has changed.
- Enter the **Ballot Date**.
- Click the **Fees** check box. (Fees must accompany a Transfer In Application)
- Click the **Save** button.

Note: No Sponsor information is required on a Transfer in Application. The Members original Sponsor will be downloaded from Moose International's Server.

Note: Transfer In Applications go directly to the Active Member File after being Accepted in Moose International's system and another Application Transmit is performed without being Enrolled into the system.

Entering information from an L-Comp Member Application

- Click the **New Application** button on the Applications screen.
- Enter the **Application Date** and **Application Code**.
- Enter the Applicant's **Name**, **Address**, **City**, **State** and **Zip Code**.

Note: No other information is required on L-Comp Member Applications.

- Click the **Save** button.

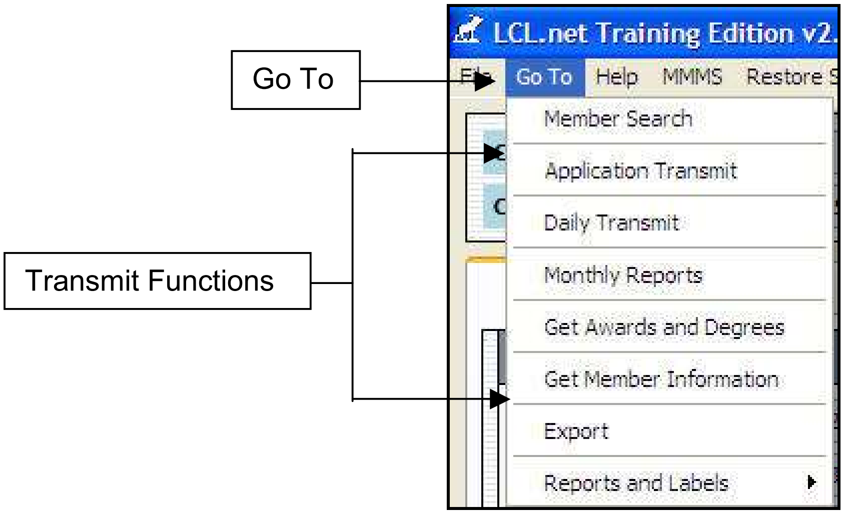
Note: L-Comp Member Applications do not get Transmitted or Enrolled. When they are saved, they immediately go to the Inactive Member File.

TRANSMITTING

Refer to Chapter 6, Transmit Functions, of the LCL.Net Resource Manual

This chapter will demonstrate how to use the Transmit Functions to transfer and receive Fraternal Unit, Member, and Application data with Moose International.

The Transmit functions are accessed in the Drop Down Menu under **Go To** in the upper Left corner of the LCL.net Workspace screen.



Application Transmit

Refer to Chapter 6, Transmit Functions of the LCL.Net Resource Manual under Transmit Applications

The **Application Transmit** function is located under the **Go To** menu.

Note: The Transmit Applications window will open allowing you to view the Active Applications list used to select the specific Applications to be transmitted to Moose International.

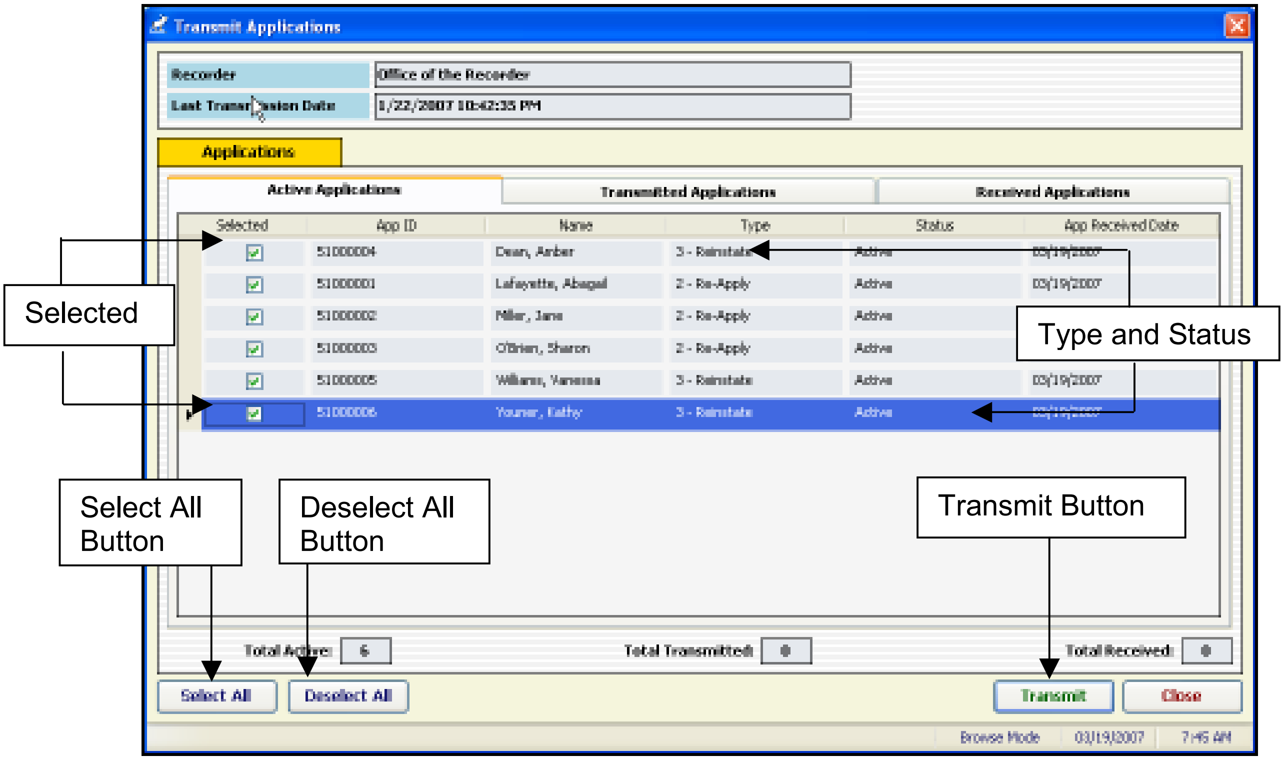
Application transfer with Moose International is displayed in three transmission tabs:

- Active Applications
- Transmitted Applications
- Received Applications

Active Applications Tab

Refer to Chapter 6, Transmit Functions of the LCL.Net Resource Manual under Transmit Applications – Active Applications Tab

The **Active Applications** tab displays a list of applications with Active status within your Chapter and allows you to individually select the Applications to be sent to Moose International.



Select the Applications to be transmitted by clicking the selected check box beside the Applicant's name.

Selecting Applications

Refer to Chapter 6, Transmit Functions of the LCL.Net Resource Manual under Transmit Applications – Selecting Applications

Applications can be individually selected for transmission to Moose International by selecting individual check boxes beside each name.

If you wish to send ALL active Applications to Moose International, click the **Select All** button to add checkmarks to all Applications.

Clicking the **Deselect All** button will remove the checkmarks from all Applications.

When all Application selections have been made and you are ready to transmit the information to Moose International, click the **Transmit** button.

Note: A connection will be initiated between your LCL.net software and the Moose International server. The status bar will display the steps in the transmission process and when all Applications have been transmitted.

Transmitted Applications Tab

Refer to Chapter 6, Transmit Functions of the LCL.Net Resource Manual under Transmit Applications – Transmitted Applications Tab

The **Transmitted Applications** tab displays a list of applications with Transmitted status that have already been sent to Moose International.

This list will be populated with the Transmitted Applications until the Applications have been processed by Moose International and another Application Transmit is performed. These Applications will then be displayed under the Received Applications tab with their membership status updated.

IMPORTANT: Any transmission to Moose International must be initiated by you clicking the Transmit button. Moose International cannot initiate a data transfer with your Chapter.

Received Applications Tab

Refer to Chapter 6, Transmit Functions of the LCL.Net Resource Manual under Transmit Applications – Received Applications Tab

The Received Applications tab will display a list of all applicants processed by Moose International and will list their current membership status.

Note: After you have transmitted Applications to Moose International, it will be necessary to wait for a period of at least 24 hours before processing the Application Transmit again. After 24 hours you MUST run the Application Transmit again to receive Applications back with a status of **Accepted**, **Rejected or Exception** Status.

The **Received Applications** tab displays a list of Applications processed by Moose International with Accepted, Rejected, or Exception status that have been returned to your Chapter for processing.

Applications with ***Accepted*** status are ready for enrollment in your Chapter and will be discussed in a subsequent chapter. Applications with a ***Rejected*** or ***Exception*** status have a problem that must be addressed and corrected. The Messages column will indicate the problem that prevented the application from being Accepted by Moose International.

An application that has been **Rejected** can sometimes be corrected and re-transmitted to Moose International. When the Application has been corrected the status can then be changed back to **Active** and the Application can be re-transmitted.

To Change an Applicant from Rejected to Active:

1. Open the Applicant record.
2. Click the **Edit** button to allow editing of the applicant's information.
3. Click the **Status** drop down and select **Active.**

Click the **Save** button to enter the status change.

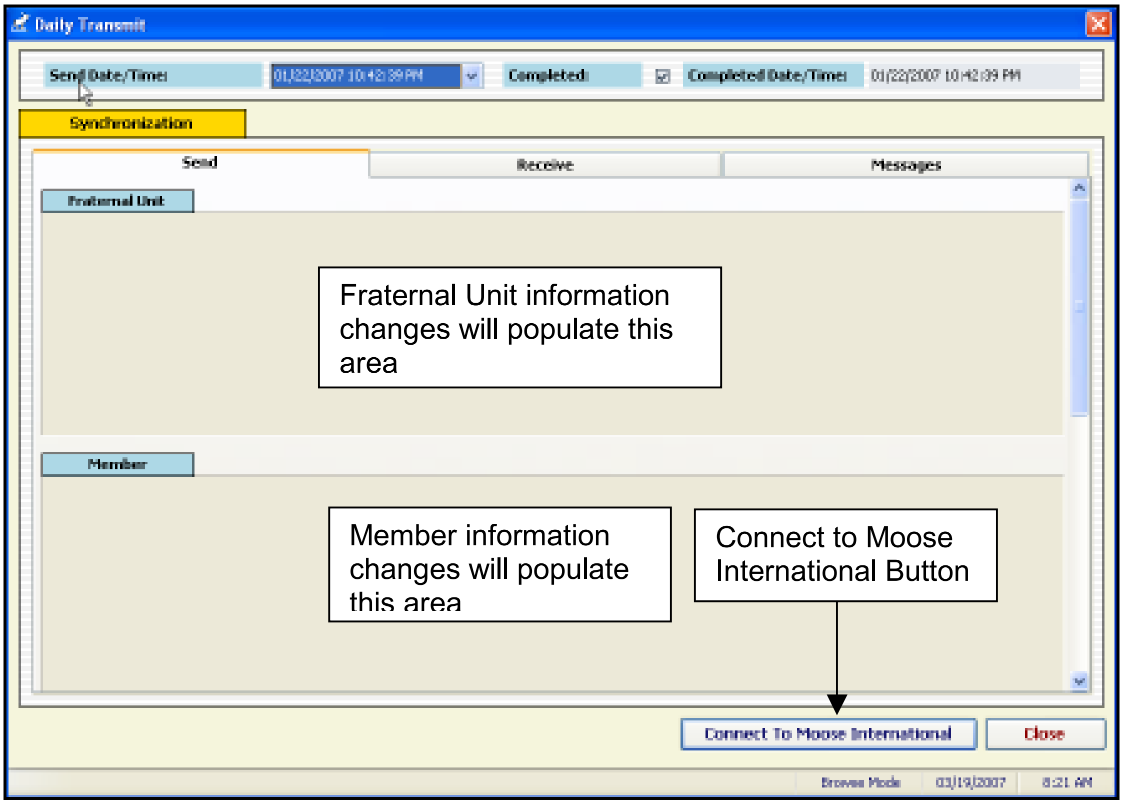
DAILY TRANSMIT

Refer to Chapter 6, Transmit Functions, of the LCL.Net Resource Manual under Daily Transmit

The Daily Transmit function is located under the **Go To** Menu.

Note: You must perform an Application Transmit each day before the system will allow you to perform a Daily Transmit.

The Daily Transmit window will open allowing you to view the Fraternal Unit changes or Member Information changes to be transmitted to Moose International. If no Fraternal Unit or Member changes have been made the information areas will be blank.



Note: A question Box will appear on the screen following each Application Transmit asking if you would like to also do a Daily Transmit at that time. It is recommended, but not required, that you do the Application Transmit and Daily transmit together each time you do an Application transmit.

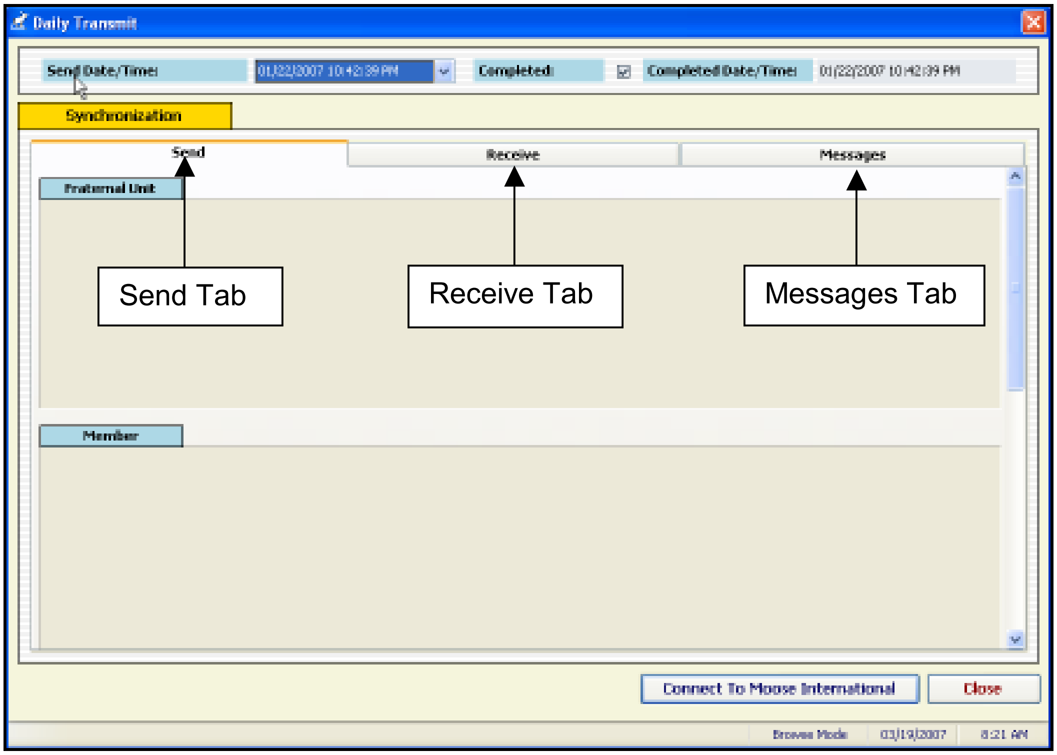
The **Connect to Moose International** button is used to initiate a data transfer session that will upload your Fraternal Unit and Member changes and will download any changes received at Moose International to your system. Downloaded information will be displayed in the **Receive** tab.

Fraternal Unit and Member Data Transfer

Refer to Chapter 6, Transmit Functions, of the LCL.Net Resource Manual under Fraternal Unit and Member Data Transfer

Fraternal Unit and Member data transfer with Moose International is displayed in three transmission tabs:

- Send
- Receive
- Messages



Send Tab

Refer to Chapter 6, Transmit Functions, of the LCL.Net Resource Manual under Fraternal Unit and Member Data Transfer – Send Tab

The **Send** tab displays three information areas, ***Fraternal Unit***, ***Member***, and ***Fraternal Unit Rates***. The ***Fraternal Unit*** information area will list all Fraternal Unit changes to be uploaded to Moose International. The ***Member*** information area will list all Member changes to be uploaded to Moose International. The **Fraternal Unit Rates** information area would contain any Dues rate changes to be recorded with Moose International.

Note: To view the Fraternal Unit Rates area you will need to scroll down in the window

Receive Tab

Refer to Chapter 6, Transmit Functions, of the LCL.Net Resource Manual under Fraternal Unit and Member Data Transfer – Receive Tab

The **Receive** tab, just like the **Send** tab, displays three information areas: ***Fraternal Unit*, *Member***, and ***Fraternal Unit Rates***.

Messages Tab

Refer to Chapter 6, Transmit Functions, of the LCL.Net Resource Manual under Fraternal Unit and Member Data Transfer – Messages Tab

The **Messages** tab will display messages sent to your Fraternal Unit from Moose International. These could include items such as notification of an update in your membership demographic information, such as an address change, or possibly problems with the data transmission or conflicting information in a record.

Connecting to Moose International

Refer to Chapter 6, Transmit Functions, of the LCL.Net Resource Manual under Fraternal Unit and Member Data Transfer – Connecting to Moose International

When all Fraternal Unit and Member data changes have been reviewed and you are ready to transmit the information to Moose International, click the **Connect to Moose International** button.

Note: A connection will be initiated between your LCL.net software and the Moose International server. The status bar will display the steps in the transmission process and when all information has been transmitted.

After the transmission is completed the Daily Transmit window will automatically switch to the Receive tab to display any information downloaded from Moose International.

Note: Always check the Messages tab for any messages that may have been transferred with these records.

GET AWARDS AND DEGREES

Refer to Chapter 6, Transmit Functions of the LCL.Net Resource Manual under Fraternal Unit and Member Data Transfer – Get Awards and Degrees

The **Get Awards and Degrees** menu option is located under the **Go To** menu.

When **Get Awards and Degrees** is selected, LCL.net retrieves current data for specific dates for Life Membership, Higher Degrees, etc. for all of the members and populates the Member Screen with the dates that are on file at Moose International. This transmit only needs to be done periodically.

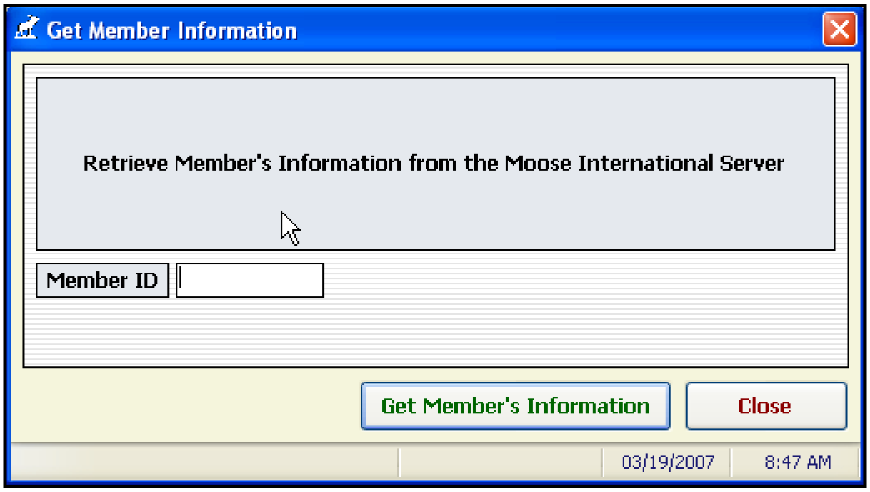
To Get Awards and Degrees:

1. Click the **Go To** menu item on the menu bar.
2. Click **Get Awards and Degrees** in the **Go To** drop down menu.

3. Click the **Get Awards and Degrees button** in the dialog box.
4. Click the **OK** button.
5. Click the **Close** button.

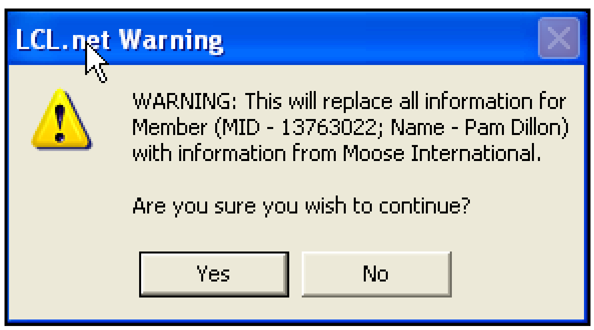
GET MEMBER INFORMATION

The Get Member Information function is located under the **Go To** Menu.



Enter a Member ID number in the **Member ID** field and click the **Get Member Information**.

The following warning message will appear.



Clicking the **Yes** button will connect your system to Moose International's server and retrieve current information and replace the information on that Member in your system.

Clicking **No** will cancel the Get Member information function without retrieving or replacing information.

Note: The Get Member information function should be used if you have an Active Member that is not showing in your Active Member List or if you get a piece of mail back from the Postal Service. (Perhaps the Member has moved, changed their Address Online and not informed the Chapter.

INACTIVATING AND DELETING AN APPLICANT

Refer to Chapter 5, The Applicant's Screen of the LCL.Net Resource Manual under Inactivating and Deleting an Applicant

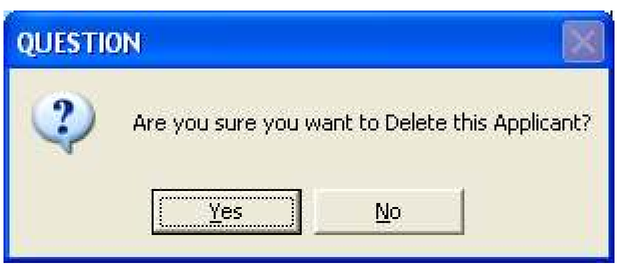
There are times when you must change an application status to Inactive or Deleted in the system. Inactivating removes an Application from the Active Application List and puts the record in the Inactive Status. A reason for inactivating an Application could be that the Applicant is unable to be enrolled for several months (maybe being deployed in the military) but wants to enroll when she returns. Before an Application can be deleted, the Application status must first be changed to Inactive. A reason to delete an Application might be that the Applicant has passed away or has moved to another state and does not want to join anymore.

To Inactivate and Delete an Applicant:

1. Open the Application record.
2. Click the **Edit** button to allow editing of the application's information.
3. Click the Status drop down and select **Inactive.**
4. Click the **Save** button to enter the status change.

Note: At this point you can decide whether to keep the Applicant in Inactive Status or to delete the record completely.

6. Click the **Close** button to close the record to retain the Application in the Inactive Status.
7. Click the **Edit** button, to delete the Application.
8. Click the **Status** drop down and select **Deleted**.
9. Click **Close**. The following message will appear:



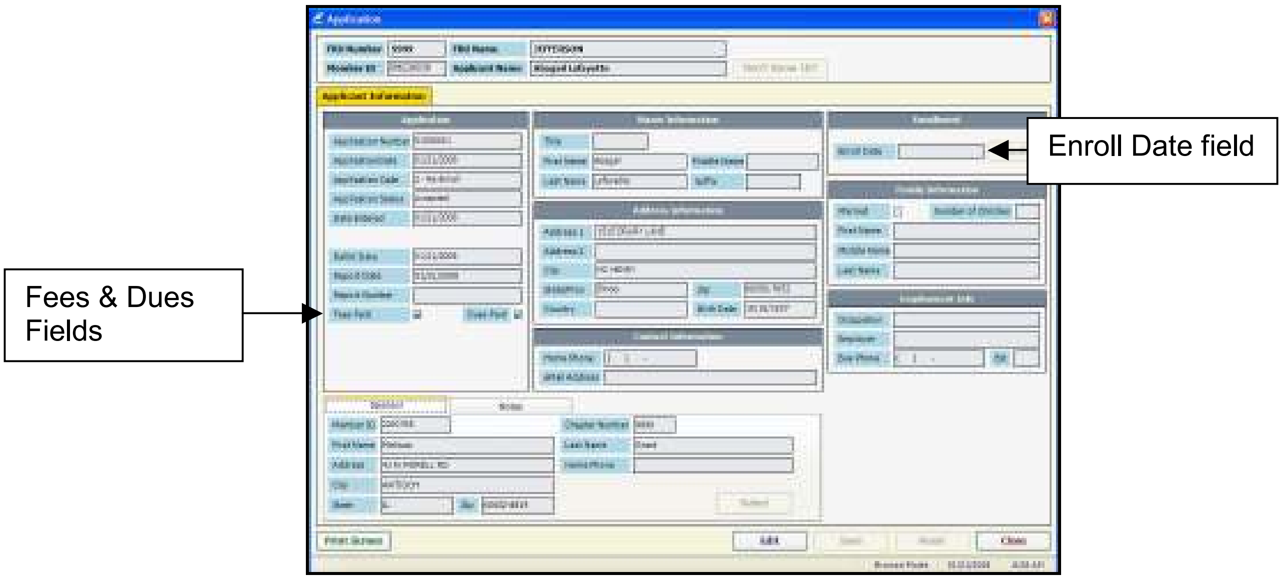
10. To complete the deleting of the application, click the **Yes** button.

ENROLLING APPLICANTS

Refer to Chapter 5, The Applicant's Screen of the LCL.Net Resource Manual under Enrolling An Applicant

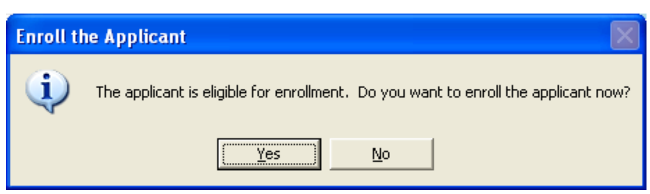
When an applicant has been enrolled in the Chapter, it is necessary to move her Application out of the Application List and activate her as a Member of the Chapter. An Enroll Date must be entered in the Enrollment Field in the upper right hand corner of the Application screen.

The Application must have been transmitted to Moose International and received back in the Chapter system as Accepted and with a Member ID#. All of her Dues and Fees must have been paid.



<u>To Enroll An Applicant:</u>

1. Select the Applicant from the Application List.
2. Click the **Edit** button to open the Application Record.
3. Check to ensure the **Report Date**, **Report Number** and **Batch Number** appear in the lower portion of the Application Information box.
4. Enter the Applicant's **Enroll Date** in the **Enroll Date** Field.
5. Click the **Save** button to save the entries into the system.
6. Click the **Yes** button to enroll the Applicant or click the **No** button to wait to activate the enrollment until later.



7. Click the Members Tab and scroll down to the name of the newly enrolled member. *You will notice that the Status will show **Newly Enrolled.***

The Dues Expiration Date will appear after you have completed the Daily Transmit, allowed the Membership Sweeper to run at Moose International and then run the Daily Transmit again.

REPORTS AND LABELS

Refer to Chapter 7, Reports and Labels, of the LCL.Net Resource Manual.

The Reports and Labels function provides several options for creating reports to get specific information about your Chapter and it's Members. It also allows you to create Mailing Labels and Badges in some of the following areas:

- Address Change
- Activities
- Applicant
- Arrears
- Deposit
- Member Payments
- Officer
- Member
- Special Dates
- Miscellaneous Code
- Deceased

The Reports and Labels functions are accessed by clicking the **Go To** menu option on the Menu Bar. This menu option contains a Sub-menu that lists each reporting area available.

Most report selections have a **Reports/Labels Selection** box that allows you to choose the type of reporting format you want to create in the viewing area and provides you with two choices. Select your choice by clicking the radio button beside the desired report type.

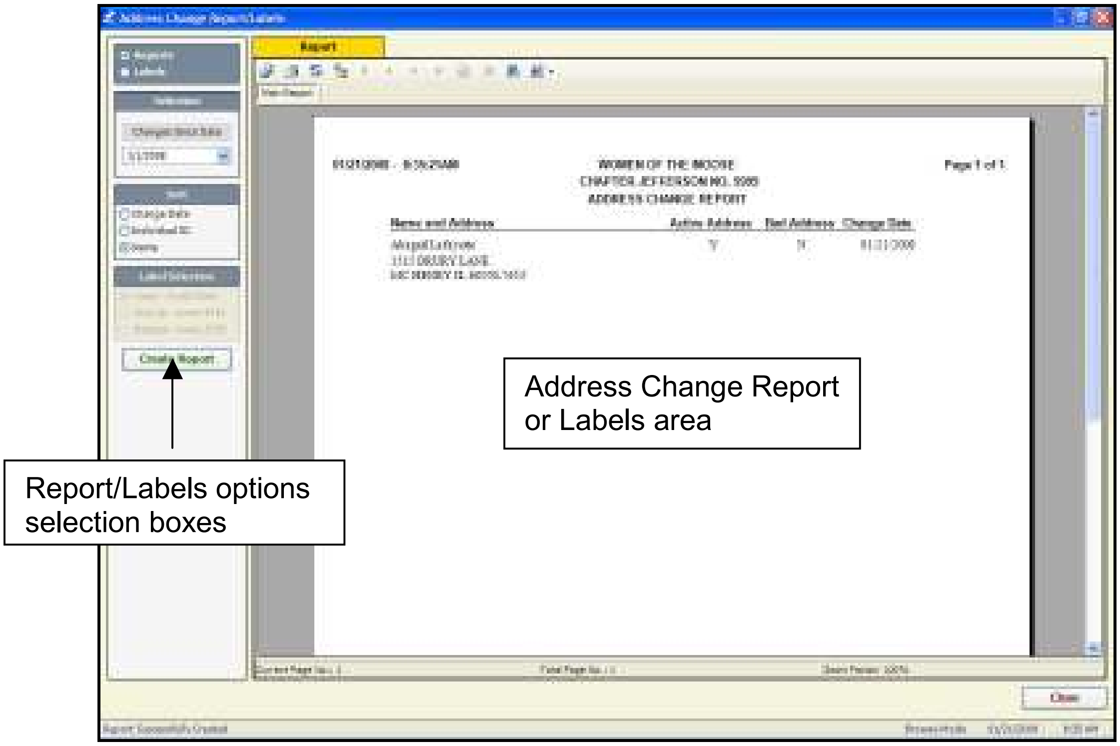
- **Reports** – Creates a detailed report based on options selected.
- **Labels** – Creates labels or badges based on options selected.

IMPORTANT: It is recommended that you buy the suggested Avery labels or a brand that is equivalent to the Avery labels. Many other labels may use the same layout, but their size will vary and the labels won't be printed correctly

Address Change Reports and Labels

Refer to Chapter 7, Reports and Labels, of the LCL.net Chapter Resource Manual under Address Change Reports and Labels.

The Address Change Reports and Labels function will generate a specified type of Report or Labels based on the selections you made for the Report.



The Address Change Reports and Labels Reports include Address changes made in your Member File by Moose International, the Member using the Website and changes made at the Chapter.

Options include:

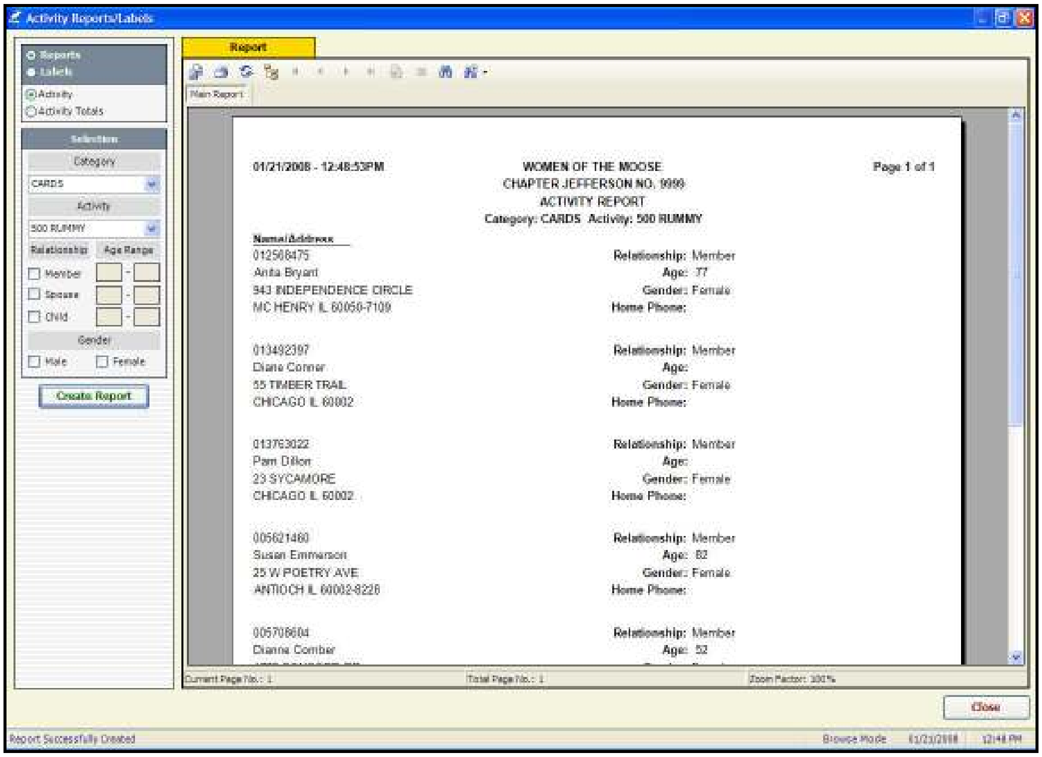
- **Reports** or **Labels**
- **Start Date –** The starting Date of the Date Range of the Report.
- Sort by **Individual ID** or **Name**
- Type of **Label Selection** if applicable

When you have made your selections, click the **Create Report** button.

Activities Reports and Labels

Refer to Chapter 7, Reports and Labels, of the LCL.Net Chapter Resource Manual under Activities Reports and Labels

The Activities Reports and Labels function will generate the specified type of report or label based on the selections you make for the report.

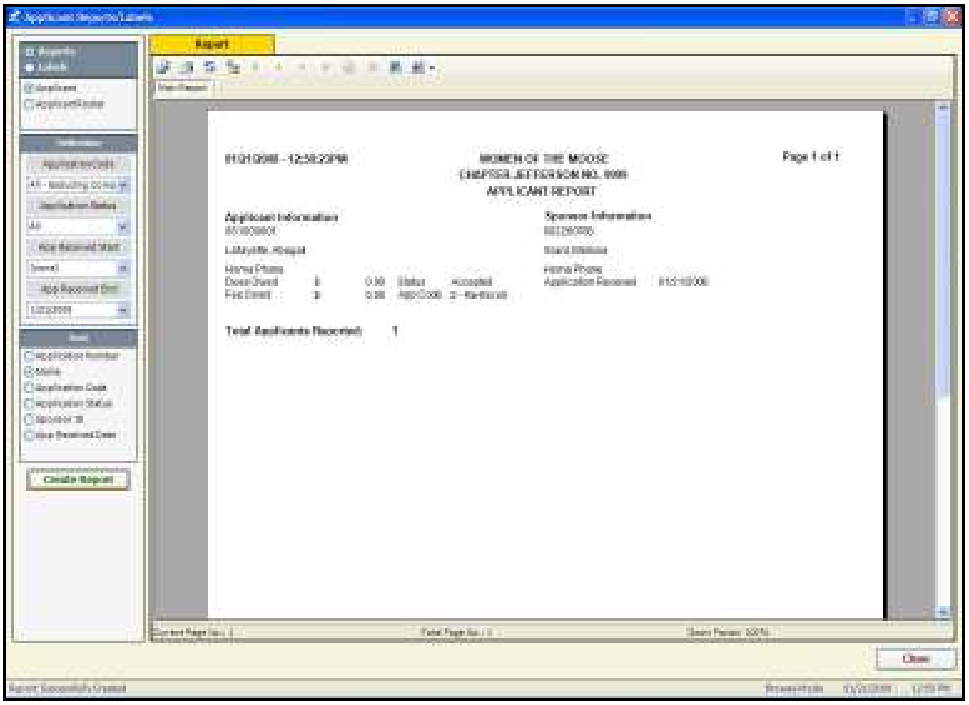


1. Select the **Report** radio button to specify that you want to view the selected data in a Report format.
2. Select the type of Activity report you wish to generate. Selecting **Activity Totals** will clear all selection options and creates a report on all member and family activities.
3. Click the **Category** drop down menu to select the activity category for the desired activity to be displayed in the report.
4. Click the **Activity** drop down menu to select the specific activity to be displayed in the report.
   The Activity selections will change based on the Category selected.
5. Select a specific Relationship for the report, if desired.
6. Enter a specific Age Range for a selected Relationship, if desired.
7. Select a specific Gender for the report, if desired.
8. Click the ***Create Report*** button.

Applicant Reports and Labels

Refer to Chapter 7, Reports and Labels, of the LCL.Net Chapter Resource Manual under Applicant Reports and Labels

The *Applicant Reports/Labels* function provides you with a means to produce detailed reports that can be used for applicant reporting to your Board of Officers or Membership Committee.



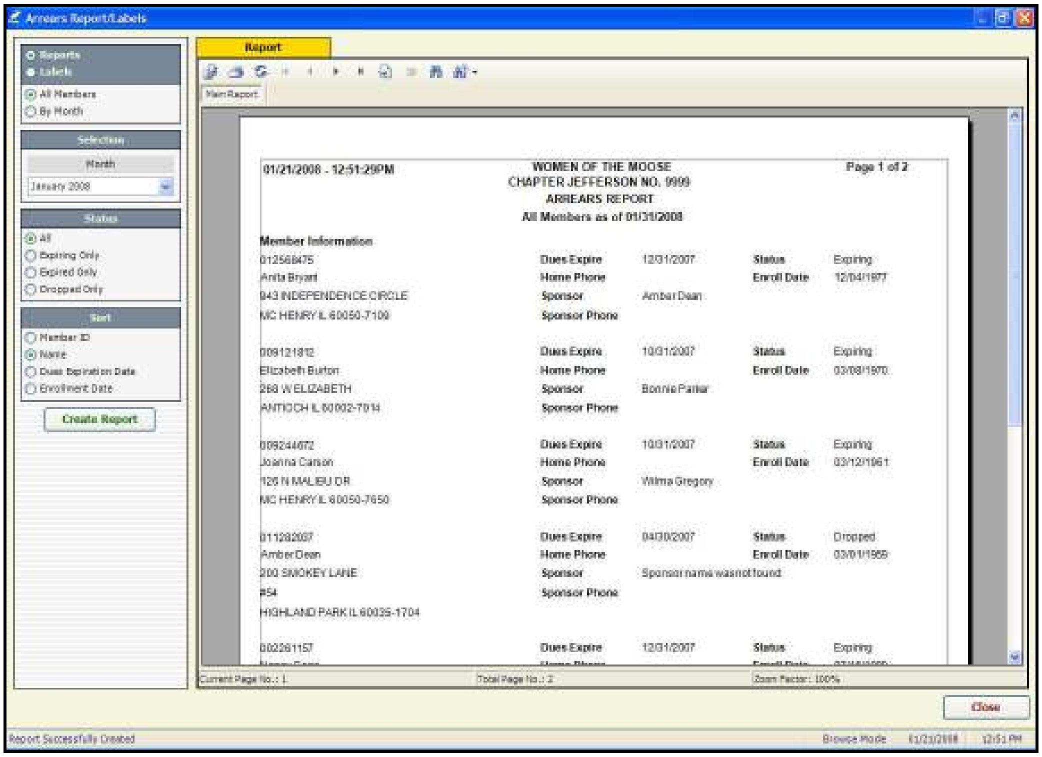
To create Applicant Report:

1. Select the **Report** radio button to specify that you want to view the selected data in a Report format, if needed.
2. Selecting **Applicant** will return a list of applicants with their sponsor's name included.
3. Click the **Application Code** drop down menu to select applicants with a specific Application Code to be included in the Report.
4. Click the **Application Status** drop down menu to select applicants with a specific Status to be included in the report. Selecting **All** will return all Statuses in the Report.
5. Select an **App Received Start** and **App Received End** Dates to narrow the Report.
6. Select how you would like to have the report sorted.
7. Click the **Create Report** button.

Arrears Reports and Labels

Refer to Chapter 7, Reports and Labels, of the LCL.Net Chapter Resource Manual under Arrears Reports and Labels

The *Arrears Reports/Labels* function provides several options for creating reports for your Chapter members in Arrears.



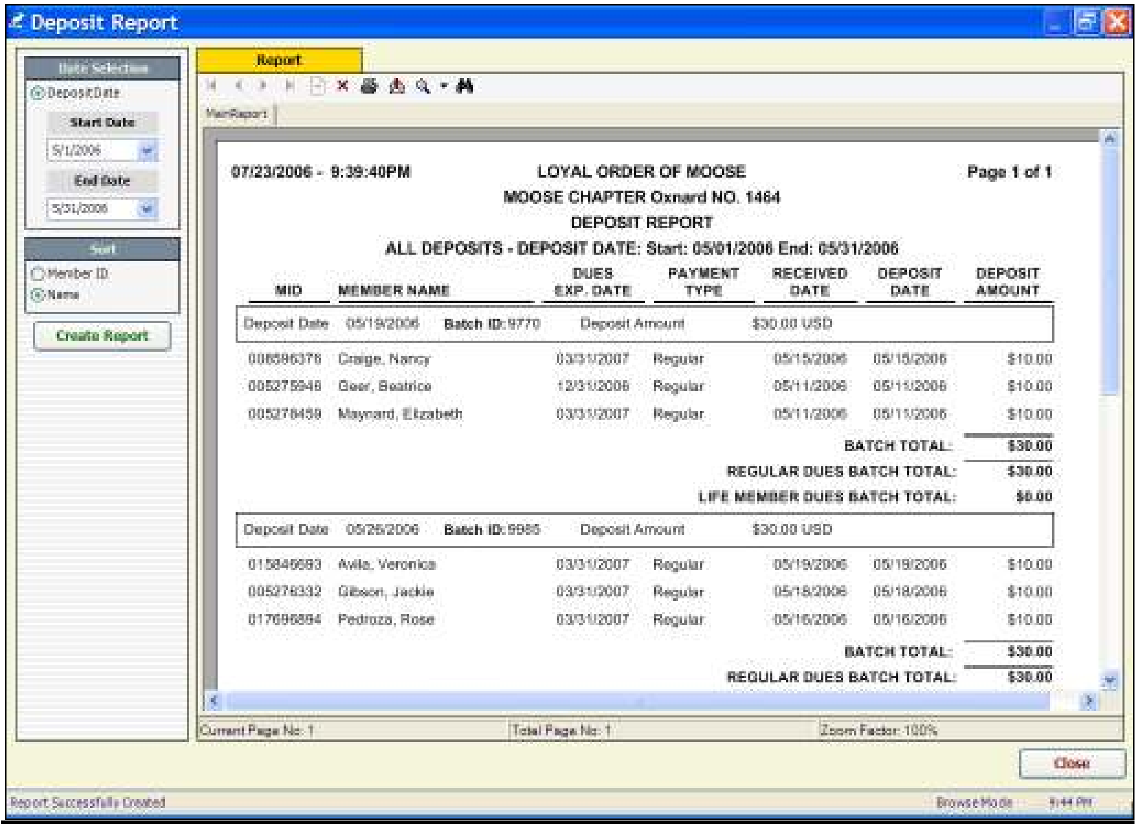
To create an Arrears Report:

1. Select the **Report** radio button to specify that you want to view the selected data in a Report format, if needed.
2. Select the type of Arrears report you wish to generate.
   Selecting **All Members** will generate a report on all Chapter members in arrears.
   Selecting **By Month** will create an arrears report selected by the quarter.
3. Select the **Month**
4. Select the **Status**
5. Select a specific **Sort** option for the report.
6. Click the ***Create Report*** button.

Deposit Report

Refer to Chapter 7, Reports and Labels, of the LCL.Net Resource Manual under Deposit Report

This chapter will demonstrate how to access and create Deposit Reports for your Chapter.



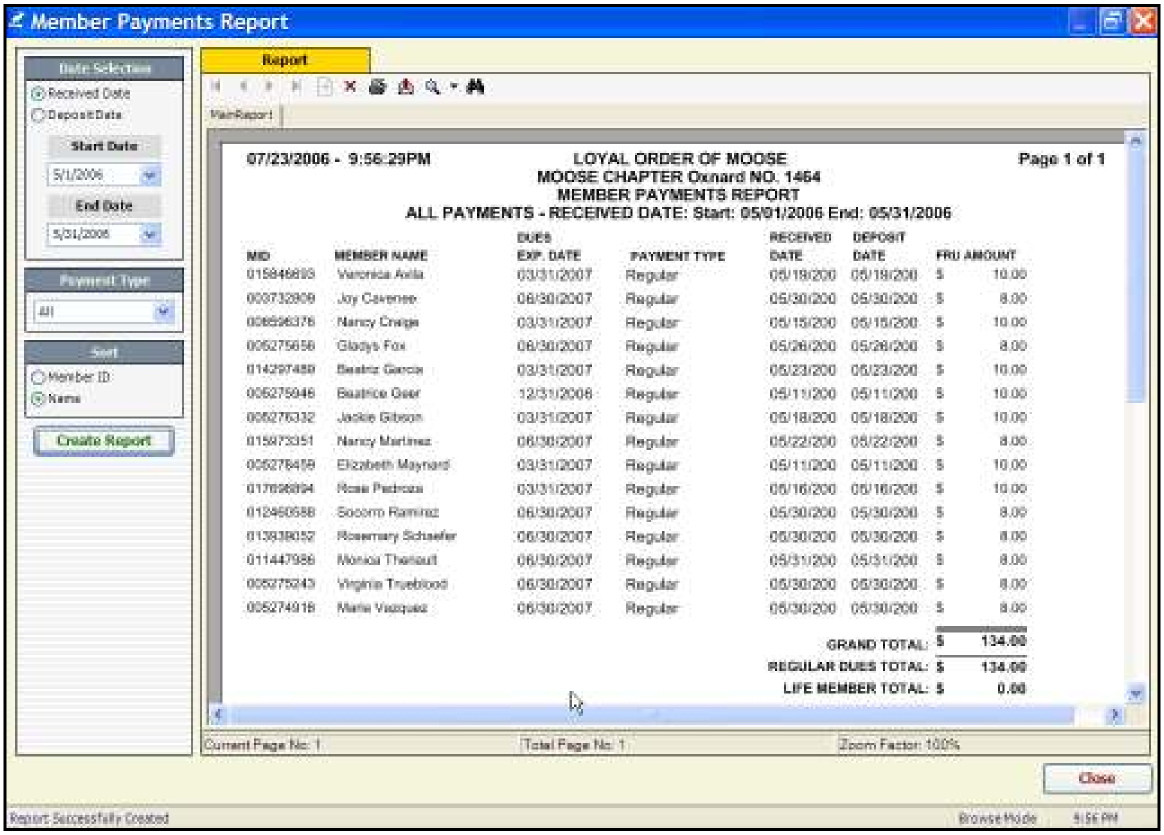
To create Deposit Report:

1. Select the desired dates from the selection box.
2. Select how you would like to have the report sorted.
3. Click the **Create Report** button.

Member Payments Report

Refer to Chapter 7, Reports and Labels, of the LCL.Net Resource Manual under Member Payments Reports and Labels

This chapter will demonstrate how to access and create member payment reports for your Chapter.



07/23/2006 - 9:56:29PM LOYAL ORDER OF MOOSE Page 1 of 1
MOOSE CHAPTER Oxnard NO. 1464
MEMBER PAYMENTS REPORT
ALL PAYMENTS - RECEIVED DATE: Start: 05/01/2006 End: 05/31/2006

MID	MEMBER NAME	DUES EXP. DATE	PAYMENT TYPE	RECEIVED DATE	DEPOSIT DATE	FRU AMOUNT	
015846893	Veronica Avila	03/31/2007	Regular	05/19/200	05/19/200	$	10.00
003732809	Joy Cavenee	06/30/2007	Regular	05/30/200	05/30/200	$	8.00
008596376	Nancy Craige	03/31/2007	Regular	05/15/200	05/15/200	$	10.00
005275656	Gladys Fox	06/30/2007	Regular	05/26/200	05/26/200	$	8.00
014297489	Beatriz Garcia	03/31/2007	Regular	05/23/200	05/23/200	$	10.00
005275046	Beatrice Geer	12/31/2006	Regular	05/11/200	05/11/200	$	10.00
005276332	Jackie Gibson	03/31/2007	Regular	05/18/200	05/18/200	$	10.00
015873351	Nancy Martinez	06/30/2007	Regular	05/22/200	05/22/200	$	8.00
005276459	Elizabeth Maynard	03/31/2007	Regular	05/11/200	05/11/200	$	10.00
017696894	Rosa Pedroza	03/31/2007	Regular	05/16/200	05/16/200	$	10.00
012460588	Socorro Ramirez	06/30/2007	Regular	05/30/200	05/30/200	$	8.00
013938052	Rosemary Schaefer	06/30/2007	Regular	05/30/200	05/30/200	$	8.00
011447986	Monica Theriault	06/30/2007	Regular	05/31/200	05/31/200	$	8.00
005275243	Virginia Trueblood	06/30/2007	Regular	05/30/200	05/30/200	$	8.00
005274916	Marie Vazquez	06/30/2007	Regular	05/30/200	05/30/200	$	8.00
					GRAND TOTAL:	$	134.00
					REGULAR DUES TOTAL:	$	134.00
					LIFE MEMBER TOTAL:	$	0.00

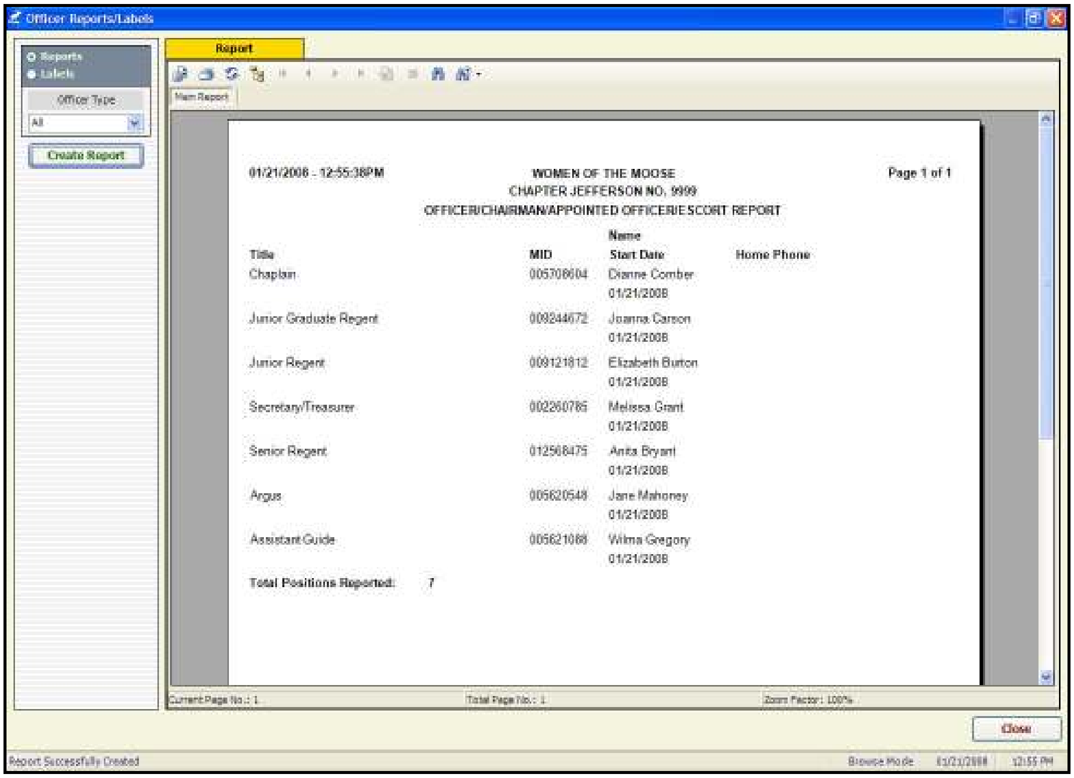
To create Member Payments Report:

1. Select the desired dates from the selection box.
2. Select the **Payment** type
3. Select how you would like to have the report sorted.
4. Click the **Create Report** button.

Officer Reports and Labels

Refer to Chapter 7, Reports and Labels, of the LCL.Net Resource Manual under Officer Reports and Labels

The *Officer Reports/Labels* function provides you with a means to produce a list of Chapter Officers, Chapter Chairmen, or a list of all Officers and Chairmen.



To create Officer Reports:

1. Select the **Reports** radio button to specify that you want to view the selected.
2. Click the **Officer Types** drop down menu to select a specific **Officer Type**.
3. Select how you would like to have the report sorted.
4. Click the **Create Report** button.

Member Reports

Refer to Chapter 7, Reports and Labels, of the LCL.Net Resource Manual under Members Reports and Labels

The *Member Reports/Labels* function provides you with a means to produce detailed reports that can be used for member reporting to your Board of Officers or Membership Committee.

Member Report Type Selection Box

Refer to Chapter 7, Reports and Labels, of the LCL.Net Resource Manual under Members Reports and Labels – Member Report Type Selection Box

The Member Report Type selection box allows you to choose to create a Member Report.

- **Member Status** – Creates a Member Status report or labels based on the Reports/Labels selection and Sorting options. This is the preferred selection for creating Newsletter labels.
- **New Member** – Creates a report or label of all New Members enrolled in the current quarter based on the Reports/Labels selection and Sorting options.
- **Volunteer** – Creates a Volunteer report or labels based on the Reports/Labels selection and Sorting options.
- **Active Roster** – Creates an Active Roster report based on the Reports/Labels selection and Sorting options. This option is available for *Reports* only.

IMPORTANT: Using the **All** Status selection generates a list of all Active and all Inactive members. For large Chapters, this type of report could number 100+ pages when printed. Use the Individual Member Status selections to generate more specific member reports.

Member Status Selection Box

Refer to Chapter 7, Reports and Labels, of the LCL.Net Resource Manual under Members Reports and Labels – Member Status Selection Box

The **Member Status Selection** box is only displayed when *Member Status* is selected as the report type. This box allows you to select a specific member status for the report.

Note: Entering a specific date in the Start Date field will generate a report only on the names entered since that date.

To create Member Reports:

1. Select the **Reports** radio button to specify that you want to view the selected data in a Report format, if needed.
2. Select the type of member report you wish to generate.
3. Select the desired **Member Status** if needed.

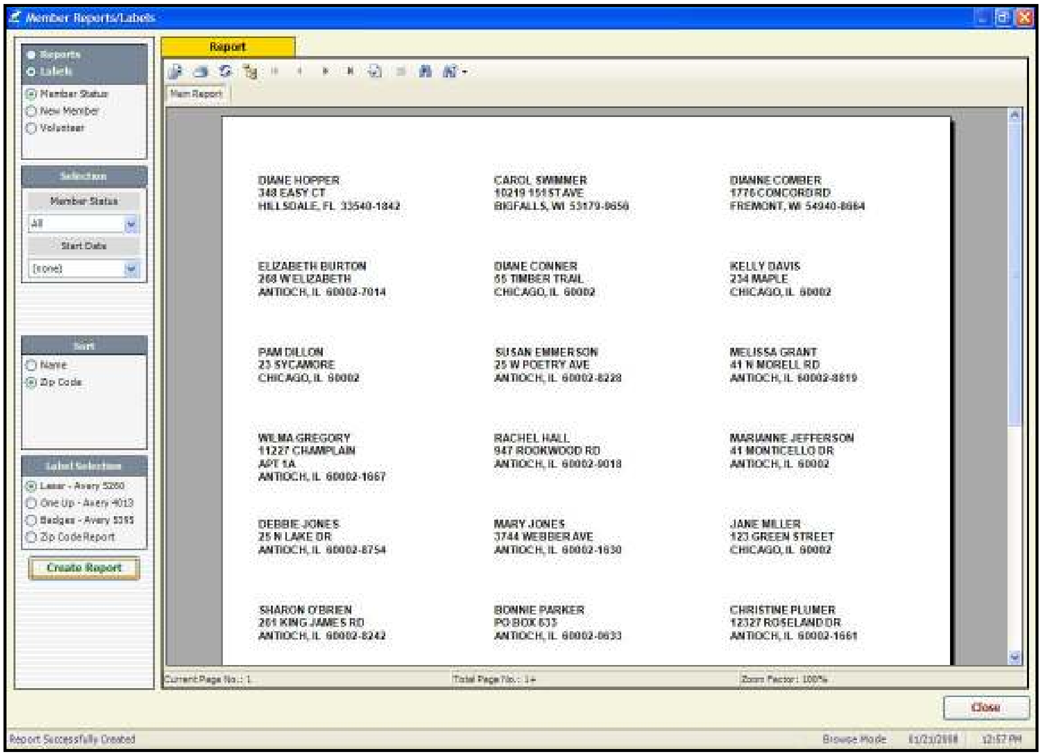
Note: The Selection box for **Member Status** is only displayed when the Member Status report type is selected.

4. Select how you would like to have the report sorted.
5. Click the **Create Report** button.

<u>Member Labels</u>

Refer to Chapter 7, Reports and Labels, of the LCL.Net Resource Manual under Members Reports and Labels

The *Member Reports/Labels* function provides you with a means to produce detailed reports that can be used for member reporting to your Board of Officers or Membership Committee.



To create Member Labels:

1. Select the **Labels** radio button to specify that you want to view the selected data in a Labels format.
2. Select the report type for the member labels you wish to generate.
3. Select the desired **Member Status** if needed.

Note: The Selection box for **Member Status** is only displayed when the Member Status report type is selected.

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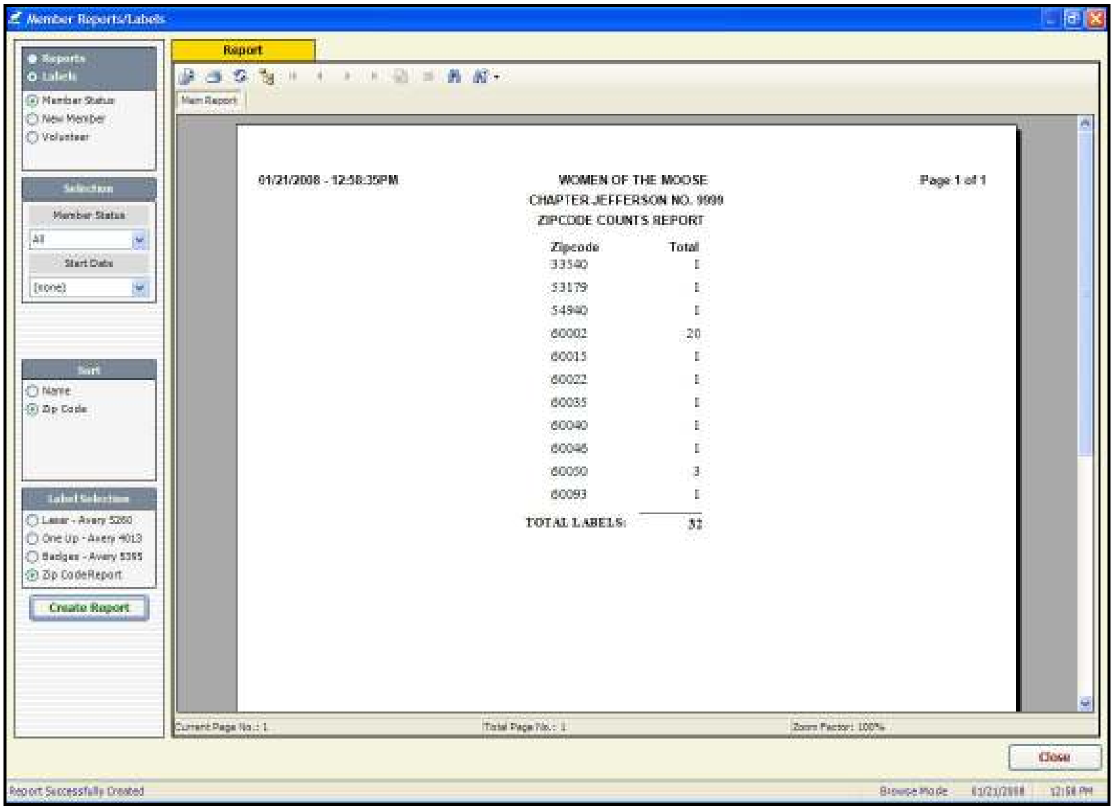
4. Select the Avery Label Format you are using to print the labels.
5. Click the **Create Report** button.

Zip Code Report

Refer to Chapter 7, Reports and Labels, of the LCL.Net Resource Manual under Zip Code Report

This report is especially helpful when you are mailing your newsletters



To create a Zip Code Report:

1. Select the **Labels** radio button to specify that you want to view the selected data in a Labels format, if needed.
2. Select the **Member Status** radio button for the type of report.
3. Select the Member Status **Selection** for the Report.
4. Select the **Start Date** for the Report
5. Select the **Zip Code** radio button in the Sort box.
6. Select the **Zip Code Report** radio button in the Label Selection box.
7. Click the ***Create Report*** button.

Volunteer

To create a Volunteer Report:

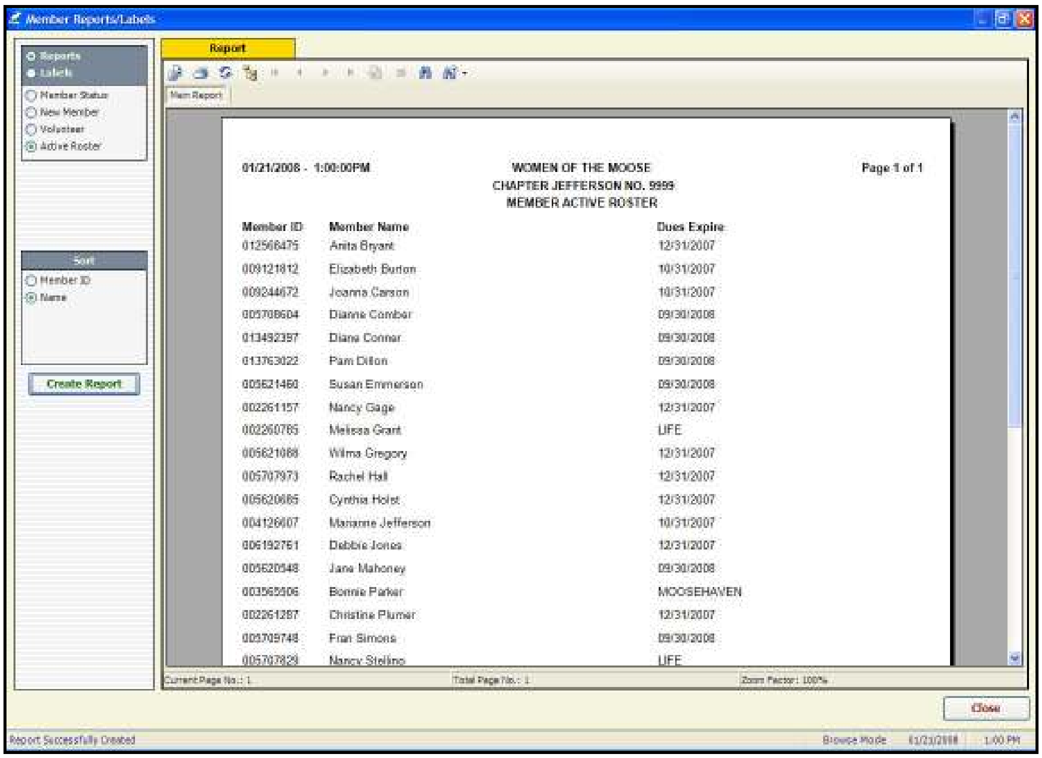
1. Select the **Reports** radio button to specify that you want to view the selected data in a Report format.
2. Select **Volunteer** as the type of member report you wish to generate.
3. Select how you would like to have the report sorted.
4. Click the **Create Report** button.

Active Roster Report

Creating an Active Roster report is very useful for providing you with a one line MID#, Name, and Dues Expiration Date report. It is a listing of all Active members of the Chapter.

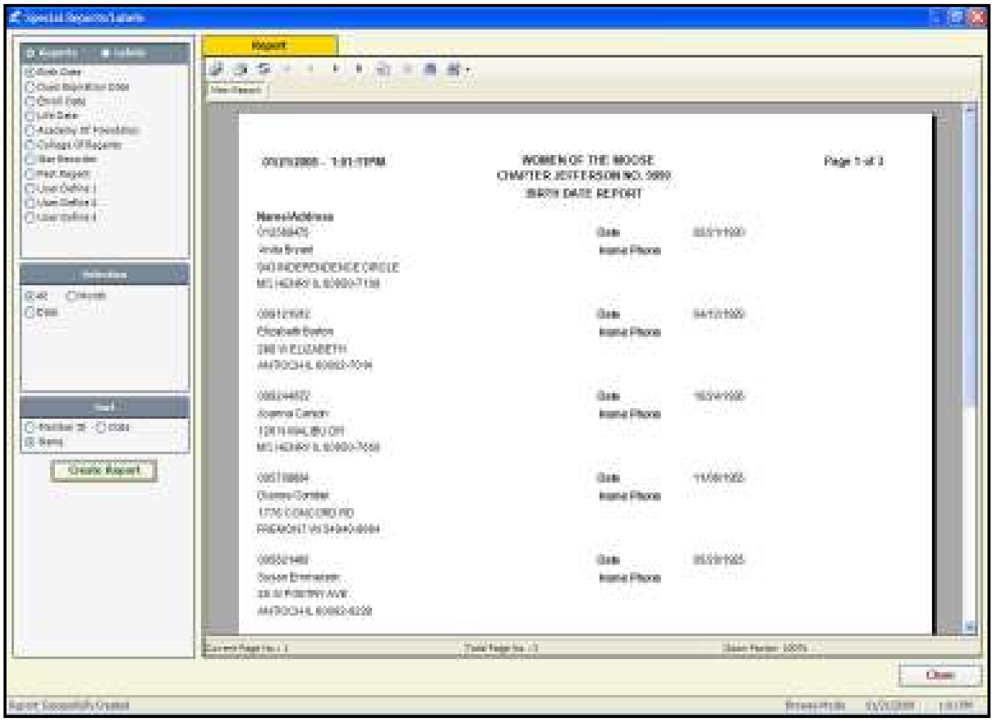
To create an Active Roster Report:

1. Select the **Reports** radio button to specify that you want to view the selected data in a Report format.
2. Select **Active Roster** as the type of member report you wish to generate.
3. Select how you would like to have the report sorted.
4. Click the **Create Report** button



Special Dates Reports and Labels

The *Special Dates Reports/Labels* function provides you with a means to produce detailed reports primarily pertaining to your members' service at the Moose**.**



To create Special Dates Reports:

1. Select the **Reports** radio button to specify that you want to view the selected data in a Report format.
2. Select the type of member report you wish to generate.
3. Select to create a report for **All** of your members, a report for members that fall into a particular **Month**, or a particular **Date** range using the Selection box.
4. Click the desired radio button and complete the additional fields, as needed.
5. Select how you would like to have the report sorted.
6. Click the **Create Report** button.

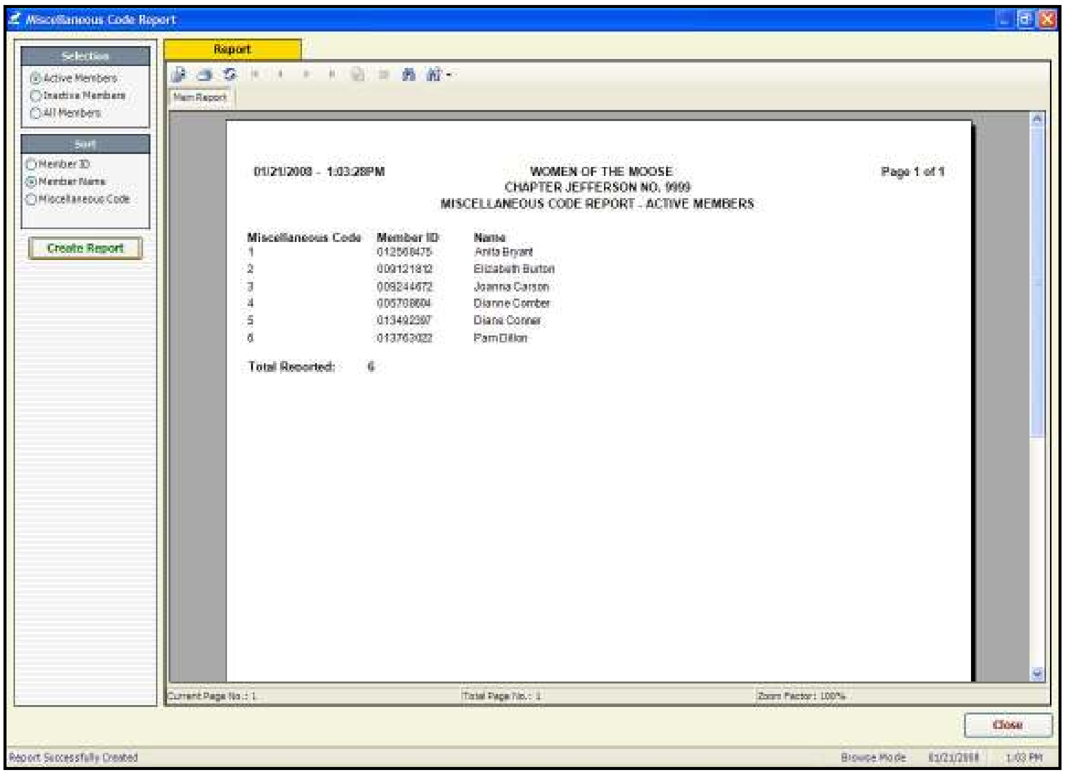
Miscellaneous Code Report

Refer to Chapter 7, Reports and Labels, of the LCL.Net Resource Manual under Miscellaneous Code Report

The *Miscellaneous Code Report* function provides you with a means to produce various miscellaneous code reports for your members. A member's Miscellaneous Code Number is entered on the Member Information screen for that specific member.

Creating a Miscellaneous Code Report is very useful for listing the assigned miscellaneous code number for each of your Chapter Members. This report can be used to ensure that there are no gaps in the miscellaneous code number sequence and that no numbers are duplicated for your members.

Note: The Miscellaneous Code Report function does not provide a Labels option.



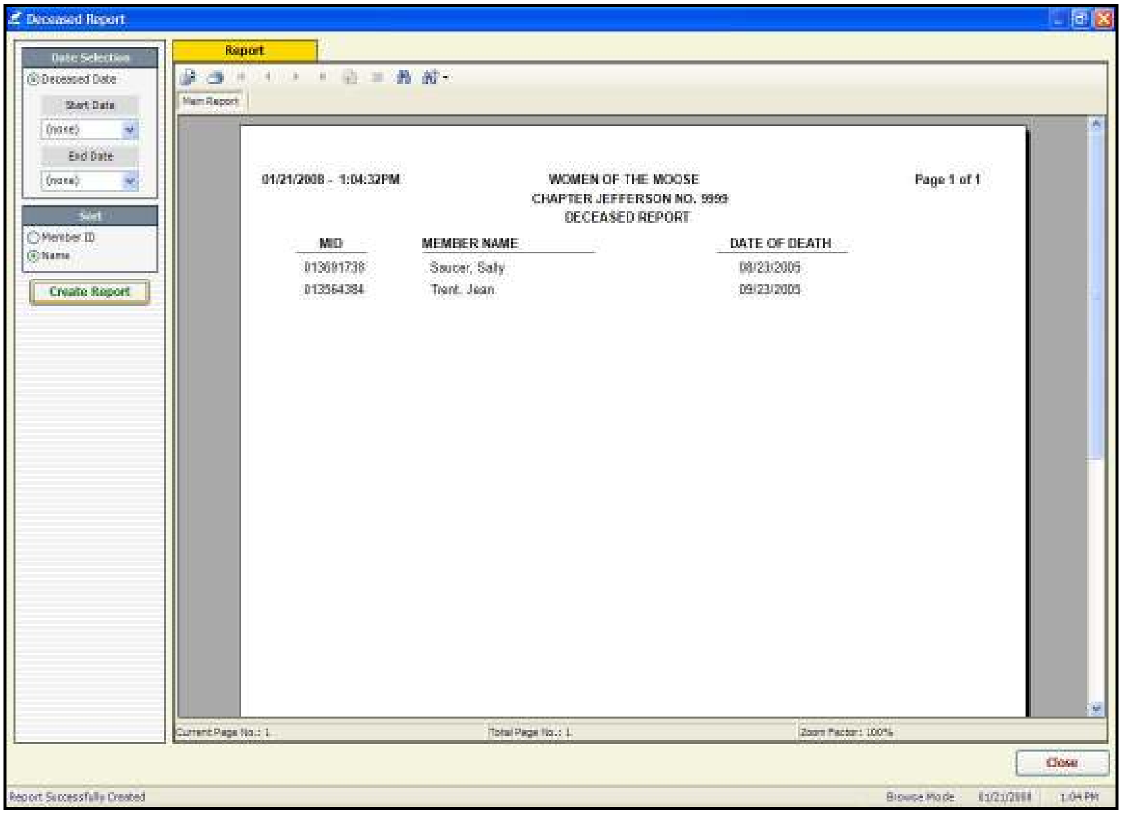
To create a Miscellaneous Code Report:

1. Select the desired **Member Status** for the Miscellaneous Code Report from the Selection box.
2. Select how you would like to have the report sorted.
3. Click the **Create Report** button.

Deceased Report

Refer to Chapter 7, Reports and Labels, of the LCL.net Resource Manual under Deceased Report.

The Deceased Report provides you with a way print a List of those Members who have passed away during a certain period of time. This will be beneficial in planning your yearly Memorial Service or to send a List of Deceased Members to be removed from your Newsletter Mailing Service List.



Select the Start Date, End Date and the Sort option, and click the Create Report button.

BACKUP

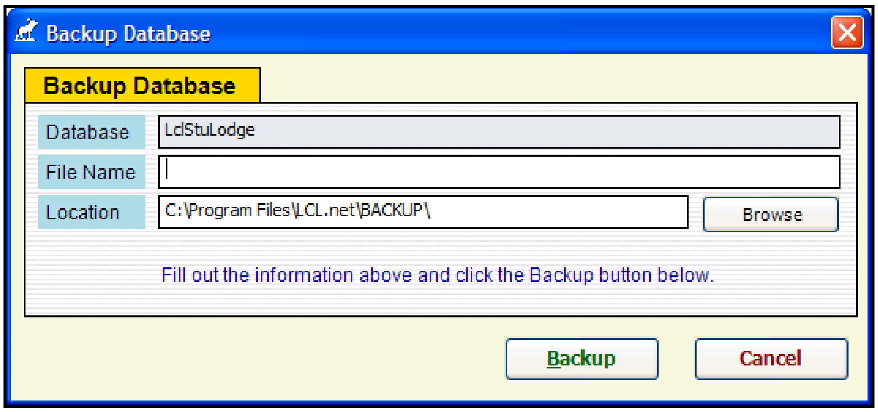
The Backup function is used to make a back up copy of your Chapter Membership information. You can save this back up copy to a specific location on your computer, such as a hard drive, CD, jump drive, or flash drive. The Backup function does not allow you to backup to a tape drive.

Note: A backup question will appear when you exit the LCL.Net program, providing you with the opportunity to backup each time you exit the software. If a backup is performed, the backup question will not appear again for three days.

The *Backup* function is located under the **File** menu.

In order to take a look at the Backup window features, we must open the window.

Once open, the Backup window will allow you to select your backup filename and the location where the file will be saved.

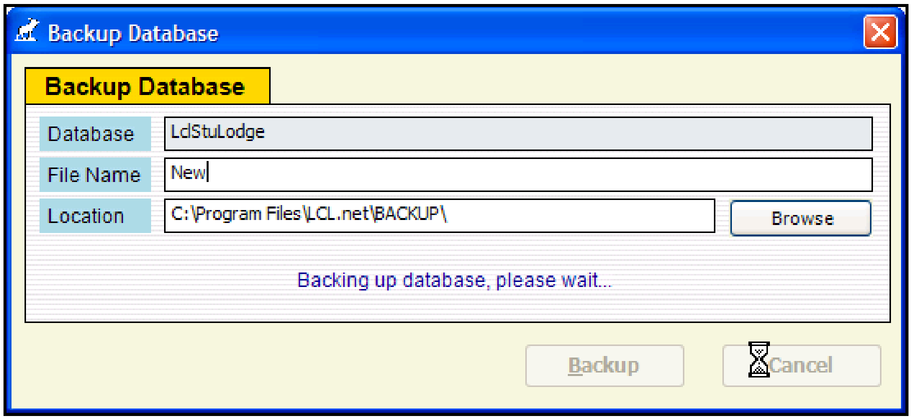


The window will open with the current database filename highlighted in the Filename field. To name and date your file, simply begin entering your desired backup filename.

Note: It is recommended that you date your backup filename. This allows you to identify each backup point in case you must restore your data.

IMPORTANT: It is recommended that you Backup your Membership Files up to a Removable Data Storage Device such as a Disc or Stick Drive that can be stored in an area away from your Computer. This should assure that your Backup Files do not get destroyed if your Computer suffers Fire or Flood damage.

The Location field will open grayed-out and displays the default backup location on your computer system hard drive. This location will show each time you enter the Backup function. To change the location where you want to save the backup file you must click the **Browse** button.



The *Browse For Folder* window is used to navigate to the location (hard drive or removable media) you wish to save the backup file to. To select a backup folder you must click to highlight the folder in the window. To create a new folder inside a selected folder, use the **Make New Folder** button. When the desired location is selected, click the **OK** button to continue.

Note: If a backup has not been performed in the past three days, when you exit LCL.net, an LCL.net Backup dialog box will be displayed allowing you to create a backup file of your Chapter data prior to closing.

Restore Function

The Restore function has been removed from LCL.net. Should you need to restore your Membership Data Base from a Backup File, you must contact the Moose International Help Desk for step by step assistance.

Help Desk E-mail Address: helpdesk@mooseintl.org

Help Desk Phone number: 630-906-3658