



First Nation Membership Database

Simple Data Entry

All information is easily viewable and categorized by tabs along the top of the screen. Each tab contains specific information relating to General Member Information, Employment, Education and Children.

Member Information

Information such as Band Number, Mailing Address, Date of Birth, SIN, Marital Status, Spouse, Parents, Bill C-31 status, Homemaker requirement, Residing in a Nursing Home, etc.

Employment History Information

Information such as the Starting and Ending Dates, Position, Employer, Province, and general notes can be tracked on this screen. Their current employment status can be entered here as well.

Members | Employment | Education | Children

Band #: 1461234501 | SIN: 888 999 777
 Last: French | Health Card #: 5555 444 333
 Given: Jose | Driver's Licence: F11122223333222
 Middle: Georges | Driver's Class: G
 Address: 25 Wellington Rd. | Marital Status: Married
 Town/City: Anywhere | Spouse: 1461234502 (Jolene French)
 Province: Ontario | Father: 1461234599 (Patrice French)
 Postal Code: A1A 1A1 | Mother: 1461234598 (Lucille French)
 Home Phone: 444-4444
 Work Phone: 888-8888
 Emergency Phone: 999-9999
 Birth Date: 03/20/1950 | Registry Category: 6(2)(1)
 Sex: Male Female
 Deceased: 102/16/1999

Bill C-31
 On Reserve
 Nursing Home Resident
 Requires Homemaker
 Member

Keep Off Mailing Lists | Close

Members | **Employment** | Education | Children

Employment Status: Currently Employed Seeking Employment Retired

Employment History

Start Date	End Date	Position	Employer	Province	Years
9/30/02		Short Order Cook	Harry's Bar & Grill	Ontario	0

Employment Details

Start Date: 09/30/2002 | Position: Short Order Cook
 End Date: 09/23/2002 | Employer: Harry's Bar & Grill
 Province: Ontario

Performed standard cooking duties as well as kitchen clean-up.

Close

Members | Employment | **Education** | Children

Education Status: Attending School | Highest Level Completed: College

Education History

Achievement	School	Date	Notes
OSSD - High School	St. Mary's Catholic High	9/30/02	Received OSSD with an average

Education Details

Achievement: OSSD - High School Diploma
 School/Location: St. Mary's Catholic High School | Date: 09/30/2002
 Received OSSD with an average grade of B+

Close

Education History Information

Education History information such the type of certificate, degree or diploma received, the name of the school or location where it was obtained, the date that it was completed, and general notes or comments can be tracked on this screen.

Children Information

Information on children belonging to the member can be tracked using this screen. When adding or editing children the information regarding the parent(s) is automatically transferred to the child's member information. The screen and information are identical to the screens above.

Members | Employment | Education | **Children**

Last	First	Band Number	
French	Jeremiah	1461234503	<input type="button" value="Add New"/>
French	Jack	1461234504	<input type="button" value="Select"/>
French	Jemima	1461234505	<input type="button" value="Remove"/>

Close

Member Lookup Screen

General information is available for viewing on this screen. You have the option of displaying all members, or you can narrow down the membership list by showing only Adults (18+) or Children (0-17). You can also choose to display only Males, Females or Both. There is a convenient search field that will allow you to type in all or part of the last name and it will move down to that area of the membership list (which saves a lot of scrolling if you have a large membership!).

The 'Select Member' window features a search bar with the text 'fre' and dropdown menus for 'All Membership' and 'Both'. Below is a table of members:

Name	Band #	Address	Home
Apple, Mavis	14600	123 Sugar Lane	888-81
Bird, Fred	14668	1 Sesame St.	333-31
Bird, Joey	146223	1 Sesame St.	333-31
Bond, James	146007	R.R. # 007	777-01
Cheap, Alex	146445	1 Penny Pinch Place	1-800-
Chretien, Aline	146987	R.R. #1000	999-91
Chretien, Jean	146236	R.R. #1000	999-91
Clinton, Bill	14611	R.R. # 3	222-21
Clinton, Chelsea	146887	R.R. # 3	222-21
Dough, John	14200	129 Baker's Cres.	444-41
Fishbowl, Jessie	14602	46 Slow Rd.	1-888-
Fishbowl, Thelma	14601	46 Slow Rd.	1-888-
French, Jack	1461234504	25 Wellington Rd.	444-41
French, Jemima	1461234505	25 Wellington Rd.	444-41
French, Jeremiah	1461234503	25 Wellington Rd.	444-41
French, Irene	1461234502	25 Wellington Rd.	444-41

Buttons on the right include Edit, Add New, Delete, Preview, Print, and Close.

Software Settings

When you first get the software, you will want to configure it. This screen allows you to setup your default City, Province, Postal Code and your Band Number prefix, which will save you having to enter the same digits repeatedly into the system. You can also setup your default Bill C-31 registry information as well.

The 'Software Settings' window contains the following fields:

- Town/City:
- Province:
- Postal Code:
- Band Number Prefix:
- Registry Category:

Buttons: OK

Importing Indian Registry Service Data

To save you from having to enter all the information manually, you have the ability to import the data from the Indian Registry Service. You can choose to either update your data with the information that they have on file or you can overwrite your information and replace it with theirs.

The 'Import Data' window has two radio buttons:

- Update Existing Information
- Erase all information before importing

Buttons: Erase All, Select File, Import, Close. Status: No File has been selected.

General Report Setup Screen

This screen will allow you to select the criteria for all the standard reports in the program. You simply select the report you want to produce, then choose the criteria to extract the desired information from your membership data.

Available Reports:

- Membership Report
- SIN & Health Number Report
- Mailing Labels
- Membership Age Report
- Membership Education Report
- Membership Employment Report
- Family Profile Report

Any of these reports can be broken down by: Member status, C-31 status, Reserve status, Sex, Employment status, Education status, Education attained by range, and Age range as of a specific date. You can also sort the report at 2 levels by Name, Band Number, Age or Sex (i.e. Name and Age).

The 'Membership Listing' window shows:

- Report Type:
- Report Details:
 - Member Status:
 - Bill C-31 Status:
 - Reserve Status:
 - Sex:
 - Employment Status:
 - Education Status:
 - Education Attained: to
 - Members Age: Only on matching ages
 - Age Range: to
 - As of:
- Order by: and then by:

Buttons: Preview, Print, Close

Membership Statistics Report Setup Screen

This screen allow you to select the date to use to determine membership statistics for all the various categories such as male, female, member, non-member, marital status, employment statistics, health & age statistics, children's age and education statistics.

The 'Membership Statistics' window contains:

- Text: Enter the base date for the membership statistics. The base date will affect the adult/child statistics
- Statistics as of:

Buttons: Preview, Print, Close