

Help Sheet – iSalute – From Temporary Member Number to Permanent

When first creating a new member record, use a format to indicate this is a new member until their permanent member number is received from Dominion Command.

The format I use is NEWmmdd where mm=month, dd=day.

Use the following routine to change from this temporary number to a permanent number.

Click 'Change Number'  

In this Dialog box, you will see the temporary number in the first field.



The image shows a dialog box titled "Change Member Number" with a close button (X) in the top right corner. The dialog has a cyan header bar with the text "Change Member Number". Below the header, there are two text input fields. The first field is labeled "Old" and contains the text "NEW0114". The second field is labeled "New" and is currently empty. At the bottom of the dialog, there are two buttons: "Ok" and "Cancel".

Enter the Permanent Member Number in the second field.

When you click **OK** button, the program updates the main database table (contacts) and also the payments table (DuesPaid).

Use this same routine if you find you entered the incorrect membership number.