Membership Duties Today

Turn on Computer.
Unlock File Cabinets.
Get Receipt Book for Renewals and Members Card Box from Bar.
Using Receipt Book order Last to First Receipt, remove member folders from file cabinet.

Once all removed, use receipt book order First to Last record payment date and receipt number on Master Card/Sheet. Put check mark on receipt next to Year paid for.
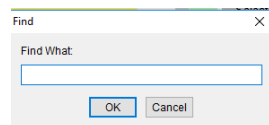Do this for each folder.

Now use iSalute Membership Software.
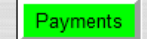Start iSalute by double-clicking on icon.

Enter Password (if used).
Do Backup using File/Backup Database before continuing.

Again, using Receipt Book, find each member using Ctrl+F to get 'pop-up' box to enter Member Number or Last Name.

  If Last Name is used and the result is not the required member, use [F3] to find the next member with same last name until you find the correct member.

Use the **Payments** button to display 'Payments' screen.

Use **Add Payment** button which will display a calendar. Select Date of Receipt.
Member Number, Date and Default Dues will be entered in the Grid.
You will be presented with another dialog box which asks "Advance Membership by 1 ? "
The regular answer is [Yes].

Now click on 'Pd Year' field in grid and enter Year being paid for.
Click on **Receipt No** field and enter receipt number from Receipt book.

Click on **+1 year** button to advance Expiration Date by 1 year.

To finish with member click **Save Changes**

Stay on Payments screen and use steps above to process the next member.

For other procedures such as Change of Address see Help file [F1].
When done, use File/Backup Database.
Close iSalute using File/Exit.

File Member folders. Shut down computer by closing down Windows.