

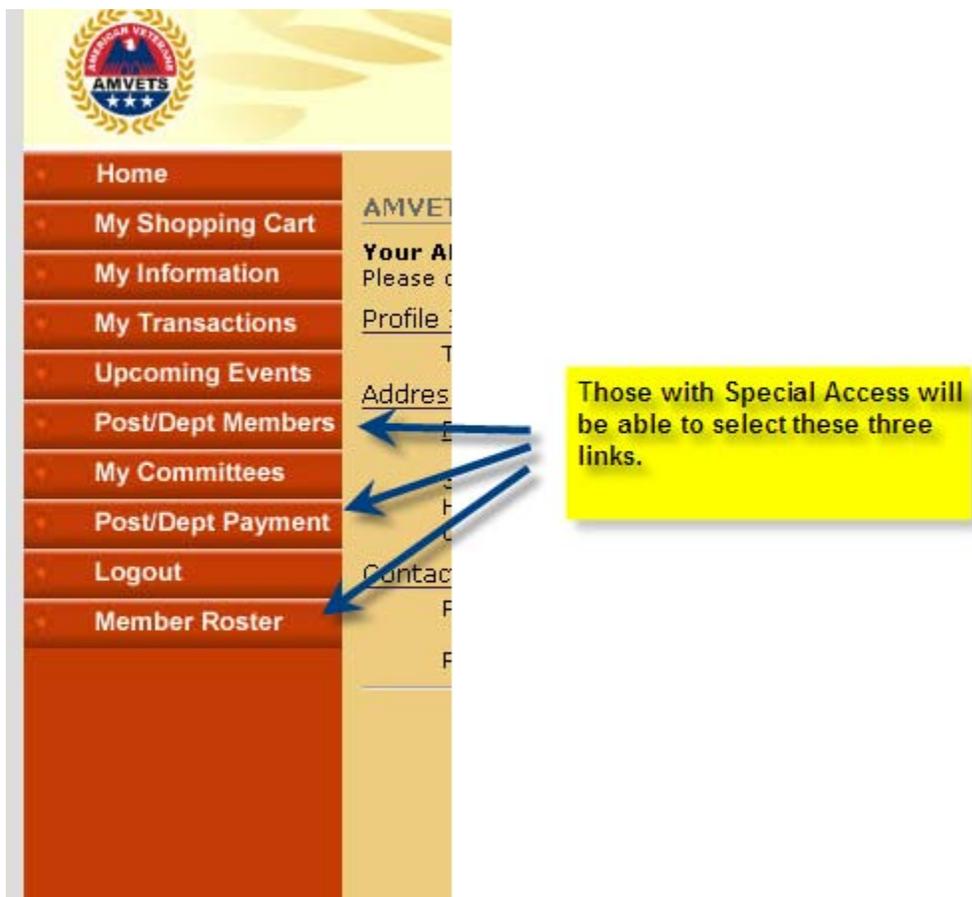
## Special Access Links

Those with special access will be able to select **Post/Dept Members, Post/Dept Payments and Membership Roster.**

Those members who will have special access include:

**Department:** Executive Director, Commander, First Vice Commander, Adjutant and Renewal Contact.

**Post:** Commander, First Vice Commander, Adjutant and Renewal Contact.



I will cover each of these links in detail but first here is an overview.

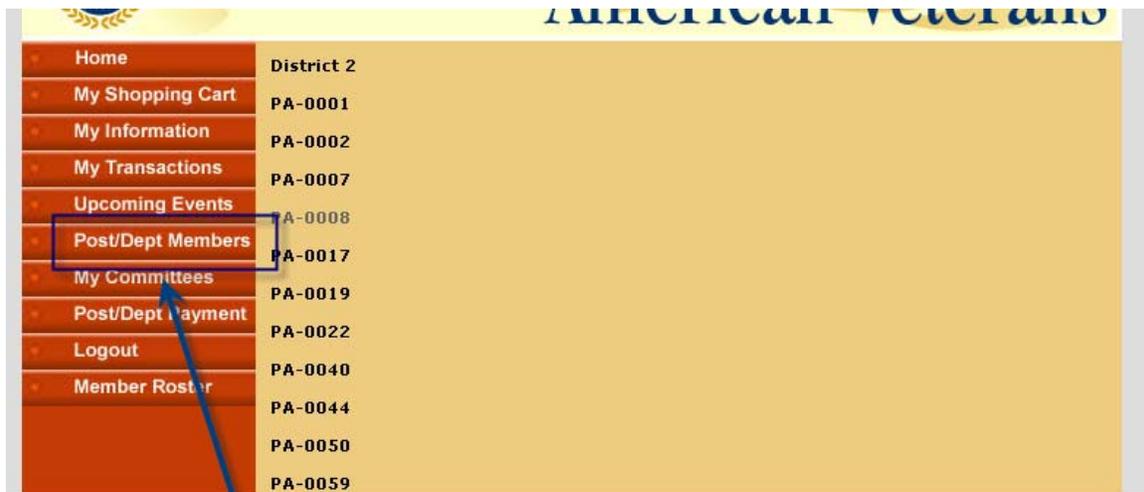
**Post/Dept Members** is what will be used to update/correct member information. **Post/Dept Payments** link is where member payments will be made and **Membership Roster** is where department and post rosters can be printed.

Currently, the Roster is available only in PDF format. I am currently working to have rosters available in Excel as well. In the meantime, email me at [mdelpiano@amvets.org](mailto:mdelpiano@amvets.org) and I will be happy to send you a Post/Dept roster in Excel!

### Accessing, Reviewing/Updating/Correcting a Member Record

First, we will look at selecting Post/Dept members from a Dept point of view. Click on the **Post/Dept Members** link.

Then, if you are in a Department, select a Post.

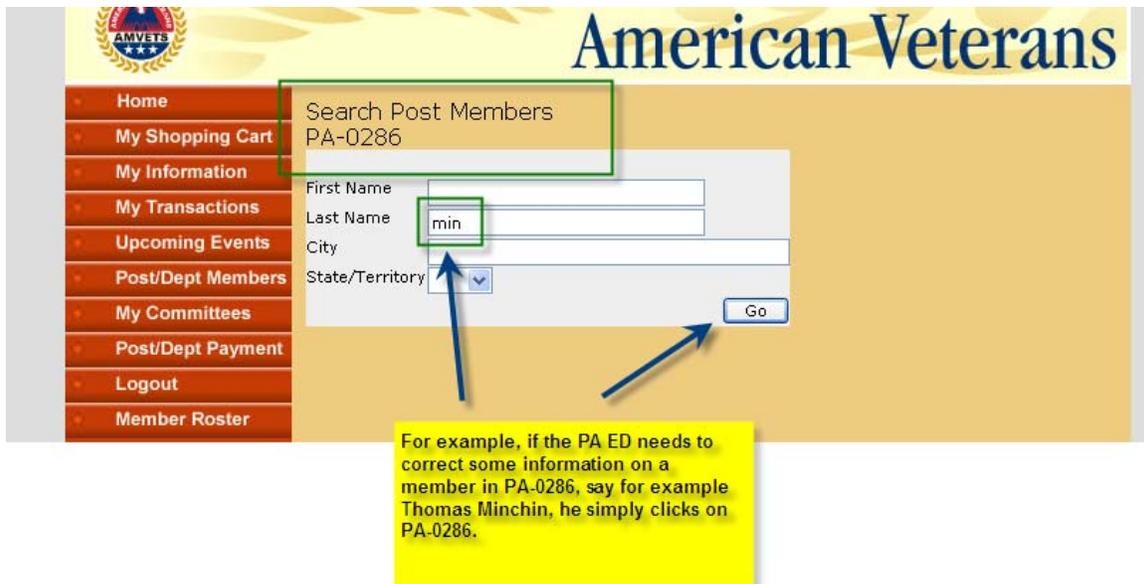


After selecting Post/Dept Members this screen will appear.

## Reviewing/Updating/Correcting a Member Record (2)

For example if a change needs to be made to a member in Post PA-0286, select PA-0286 and click on it.

This screen will appear.



The screenshot shows the American Veterans website interface. On the left is a navigation menu with items: Home, My Shopping Cart, My Information, My Transactions, Upcoming Events, Post/Dept Members, My Committees, Post/Dept Payment, Logout, and Member Roster. The main content area is titled "Search Post Members PA-0286". Below this title are input fields for "First Name", "Last Name", "City", and "State/Territory", followed by a "Go" button. A green box highlights the "Search Post Members PA-0286" text. A blue box highlights the "Last Name" field containing "min". A blue arrow points from the "min" text to the "Go" button. A yellow callout box at the bottom contains the text: "For example, if the PA ED needs to correct some information on a member in PA-0286, say for example Thomas Minchin, he simply clicks on PA-0286."

After selecting Go this screen will appear. Click on the individuals name to go directly to their record.

**American Veterans**

- Home
- My Shopping Cart
- My Information
- My Transactions
- Upcoming Events
- Post/Dept Members
- My Committees
- Post/Dept Payment
- Logout
- Member Roster

Post Members Listing

<< back to search

**Thomas M Minchin**  
304 S...  
Harris  
Phone  
Email:

This screen will appear. Click on the individuals name to go directly to his record.

### Member Payments

To make member payments click on the link shown below.

- Home
- My Shopping Cart
- My Information
- My Transactions
- Upcoming Events
- Post/Dept Members
- My Committees
- Post/Dept Payment**
- Logout
- Member Roster

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Please  
Profile  
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Conta

Go to the Post/Dept Payment link to make payments for members.

## Member Payments (2)

To make payments for members click on Retrieve Open Invoices.

**Post/Dept Group Payments**

dept/post: PA-DEPT 

only those members with a without a payment applied are listed

[Retrieve Open Invoices for All Members](#)

After clicking on Post/Dept Payments this screen will be displayed. Click on Retrieve Open Invoices. Only members who have not paid for the current membership year will be displayed.

### Member Payments (3)

After clicking on Retrieve Open Invoices this screen will appear.

In this example William Addison has paid his annual dues, \$17, to his post adjutant. When the adjutant goes to make the payment online he will only pay \$13, \$2 for the Department and \$11 for National. He will retain the \$4 post dues.

The adjutant puts a 1 in the upper box, for 1 member who paid, 13 in the lower box for the dues amount, and clicks on the box next to the member who paid.

After he/she completes the screen form they click on **apply payments** to complete the process.

The screenshot shows a web browser window titled "Mass Apply Dues Payments - Microsoft Internet Explorer". The address bar shows the URL: `http://66.28.40.25/NETFORUMAMVETSTEST/EWEB/AMVETSMassPayment.aspx?site=AMVETS`. The main content area is titled "Post/Dept Group Payments" and includes a dropdown menu for "dept/post" set to "MD-0115". Below this is a button labeled "Retrieve Open Invoices for All Members".

There are two input boxes under the heading "controls". The first box contains the number "1" and the second box contains "13". A yellow callout box points to these boxes with the text: "The one is for the payment for 1 member. The 13 is the amount to be paid, note that Post Dues are not included in this transaction as payment is being made from the Post. There is a check mark in the box from the member who paid." A blue arrow points from the "1" box to the "apply payments" button.

Below the input boxes is a "recalculate totals" button. Further down are fields for "payment method" (set to "Visa"), "card number" (masked as "4xxxxxxxxxxxxxxxx"), "expires" (set to "2006/01"), and "cardholder name" (set to "john.doe"). A red box highlights the "apply payments" button.

At the bottom is a table with the following data:

	Member Name	National Dues	Dept Dues	Post Dues	Balance
<input checked="" type="checkbox"/>	Addison William	\$11.00	\$2.00	\$0.00	\$13.00
<input type="checkbox"/>	hudsony mark	\$11.00	\$2.00	\$0.00	\$13.00

A yellow callout box at the bottom center says "When done click on apply". A blue arrow points from the "apply payments" button to the "Balance" column of the table.

## Membership Roster

Finally, those with special access will be able to print/view a roster at their convenience.



Here is an example of what the membership roster will look like. It will contain the usual information. As I said before, initially it will only be available in a PDF format. I am working to make it available in Excel. To request an excel version, **please email me at [pledwell@amvets.org](mailto:pledwell@amvets.org)** and I will be happy to send you one.

AMVETS Membership Roster							
Member No.	Member Name	Member Address	Email	Birth Date	Date Joined	Expiration Date	Service History
Member Type	Spouse Name Nickname	Member Phone					
<b>IA-DEPT - IA-0049</b>							
<b>104439</b>	<b>Abrams Robert D</b>	1930 W San Marcos Blvd # 408, San				12/31/2078	
Life Member							
<b>1286273</b>						12/31/2078	United States Navy
Life Member							01/1953 01/1956
<b>2003832</b>						12/31/2006	United States Army
Annual							