DAV Membership System
Guide to Reports
# Table of Contents

Member Login ........................................... 3  
Password Change ........................................ 4  
Reports .................................................. 5  
  Accessing Report Screen ............................ 5  
  Allowing Pop-ups ................................... 6  
Direct Deposit Advice Register by DeptChap ...... 8  
Membership Activity Report ......................... 9  
Membership List/Labels ............................... 10  
Population Summary .................................. 11  
Recruitment .............................................. 12
Member Login

To access the Membership System, you need to:

1) Open Internet Explorer.
2) Go to www.davmembers.org.

The following login screen will display:

3) Enter your Membership Number
4) Enter your password.
   a. If you do not know your password, contact the Membership Department via email (MembershipPublic@dav.org) or phone (1-888-236-8313).
   b. If this is your first time logging in, the default password is your date of birth (MM/DD/YYYY). You will be taken to a screen to change your password.
5) Click Sign In.
Password Change

If this is your first time logging in, you will be prompted to change your password. The following screen will display:

To change your password:

1) Enter your old password. This will be the password that you just logged in with.
2) Enter a new password and re-type it correctly to confirm the new password. Passwords must be at least 6 characters long and can be letters or numbers, but no special characters. (*Passwords are case sensitive*)
3) Click Submit.
Reports

Accessing Reports Screen

To access the report dashboard from the Welcome Screen:

1) Hover over **Request for Information** menu from the navigation menu on the left.
2) Select **Reports**.

The below screen should display:
Allowing Pop-ups

In order for the reports to generate you will need to add www.davmembers.org as a trusted site for pop-ups.

1) Click the gear icon at the top right of the browser window.
2) From the menu, choose Internet Options.

The following box will display:
3) Click the **Privacy** tab.
4) Under Pop-up Blocker, click **Settings**.

5) Under **Address of website to allow**: type in `http://www.davmembers.org/`.
6) Click **Add** (it should add it under allowed sites, see below).

7) Click **Close**.
8) Click **OK** on the Internet Options box.
Direct Deposit Advice Register by Dept/Chap

To access this report:

1) Click on the **Report** pull down menu to display a list of report choices.
2) Choose **Direct Deposit Advice Register by Dept/Chap**.
3) Enter parameters:
   a. **Department Number**: This will default to your department
   b. **Chapter Unit Number**:
      i. If you are a chapter officer, this will default to your chapter.
      ii. If you are a department officer, enter the chapter number you want to view.
   c. **From/To Dates**: Enter the date range you would like to view.
4) Click **Generate** once and allow 1-2 minutes for the report to generate.

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**Generate Report**

In order to view this report, you must download the newest version of Adobe Reader.

**Note**: Please disable all pop-up blockers or the report will not show in a new browser.

**Report**

**Direct Deposit Advice Register by DeptChap**

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**Parameters**

- **Department Number**: 16 - KENTUCKY
- **Chapter Unit Number**: 19
- **From Date**: 1/1/2016
- **To Date**: 1/31/2016

[Generate]
Membership Activity Report

To access this report:

1) Click on the Report pull down menu to display a list of report choices.
2) Choose Membership Activity Report.
3) Enter parameters:
   a. Department Number: This will default to your department
   b. Chapter Unit Number:
      i. If you are a chapter officer, this will default to your department.
      ii. If you are a department officer, enter the chapter number you want to view.
   c. From/To Dates: Enter the date range you would like to view.
4) Click Generate once and allow 1-2 minutes for the report to generate.

Parameters

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Department Number: 16 - KENTUCKY
Chapter Unit Number: 19
Start Date: 1/1/2016
End Date: 1/31/2016

Generate Report

In order to view this report, you must download the newest version of Adobe Reader.

Note: Please disable all pop-up blockers or the report will not show in a new browser.
Membership List/Labels

To access this report:

1) Click on the Report pull down menu to display a list of report choices.
2) Choose Membership List.
3) Enter parameters:
   a. Report Groupings: Leave the same
   b. Department Number: This will default to your department
   c. Chapter Unit Number:
      i. If you are a chapter officer, this will default to your department.
      ii. If you are a department officer, enter the chapter number you want to view.
   d. Membership Type: Use this to choose Full Life, Part Life, or Trial
   e. Status Code: This will allow you to choose his/her membership status.
      For example, Active, Inactive, Canceled.
   f. Address Status: This will allow you to choose if you want members with a good (claimed) or bad (unclaimed) address.
   g. Sort Order: Choose the order you want your list/labels in. These can be sorted by Membership number, Member Name, Zip Code, or by his/her balance.
   h. Minimum Balance Due: Use this if you want to only see member’s with a minimum balance. For example, if you only wanted members that had a balance of $40 or higher, you would enter ‘40’.
   i. Maximum Balance Due: Use this if you want to only see members with a maximum balance. For example, if you only wanted members that had a balance of $200 or lower, you would enter ‘200’.
   j. Print Labels: If you need labels for your members, leave this option checked. If you are needing a list of your members, uncheck this box.
      Please note, after you generate labels, upon selecting ‘Print’, change the Page Scaling to none.
4) Click Generate once and allow 1-2 minutes for the report to generate.
Population Summary

To access this report:

1) Click on the Report pull down menu to display a list of report choices.
2) Choose Population Summary.
3) Enter parameters:
   a. Department Number: This will default to your department
4) Click Generate once and allow 1-2 minutes for the report to generate.
Recruitment

To access this report:

1) Click on the Report pull down menu to display a list of report choices.
2) Choose Recruitment.
3) Enter parameters:
   a. **Department Number**: This will default to your department
   b. **Sort Order**: Choose the order you want your report in. It can be sorted by Member Name, Membership Number, Total DAV (or DAVA) Recruits.
   c. **Membership Year**: The membership year is 7/1/20XX to 6/30/20YY. Within those dates we will be in membership year 20XX. For example, from 7/1/2015-6/30/2016, we are in Membership year 2015.
   d. **Source Code**: Leave at All
   e. **Employee ID**: Leave blank
   f. **Minimum DAV Recruited**: Use this if you want to only see those members that recruited a minimum number of new DAV members. For example, if you only wanted members that recruited 20 new DAV members or higher, you would enter ‘20’.
   g. **Minimum DAVA Recruited**: Use this if you want to only see those members that recruited a minimum number of new DAVA members. For example, if you only wanted members that recruited 5 new DAVA members or higher, you would enter ‘5’.
4) Click **Generate** once and allow 1-2 minutes for the report to generate.