

Class Attendees,

We here at the Education & Training Department of Moose International wish to take this time to welcome each of you to the 2-Day Hands On Technical Training (2-HOTT) Class.

Training plays such an important role in the accurate record keeping at our Fraternal Units and through Training we learn the record keeping processes that Moose International would like for "ALL" Fraternal Units to use. Whether the Records are for a Lodge, Chapter or Moose Legion, the Data Entry and Processing of Membership and Financial Records and information is performed, for the most part, the same way. Having said that, I must add that there are a few processes that are handled slightly differently in the Chapters and Moose Legions.

While the attendees at these Classes typically are a mix of New Technical Trainers, Lodge Administrators, Chapter Recorders and Moose Legion Secretaries, any Officer or Member is encouraged and welcome to attend. The materials used in this class are Lodge oriented, but keep in mind that we are not teaching actual entry of data, we are teaching the Data Entry process which is the same for all three (3) Fraternal Unit types.

The Technical Trainer(s) instructing this class are Volunteers and give many hours to the Fraternity to help us pass this training on to those in need of it. Any Registration Fees for attending this Training is to help pay the Out of Pocket Expenses of the Trainer(s) such as Travel, Lodging, Materials, Etc. They should not be bearing these expenses on their own. We here at Education & Training are quite proud of the 200 plus Technical Trainers across the United States and Canada who give of themselves and their Time and Resources to take this training to Lodge, Chapter and Moose Legion personnel throughout our Fraternity. It goes without saying that we could not get the job done without them.

As you go through the training, we ask that you give the instructor(s) the respect and attention they deserve and your fellow learners the courtesy of holding conversations and distractions to a minimum. When taught correctly and thoroughly, this class is two full days of training and must be kept on schedule.

In closing, Thank you for your interest in this training. We are confident you will learn many correct processes that will assist you in maintaining your FRUs Records accurately and in a timely manner. Listed in the back of this Workbook are options available to you should you need additional help with or instruction in using LCL.net or QuickBooks.

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## Accessing LCL.net

Refer to Chapter 1, Overview and Navigation, of the LCL.net Resource Manual under Accessing LCL.net

- To access the LCL.net double-click the program Icon. The Icon for LCL.net is found on you computers desktop.

Desk Top Icon  
Will Not say "Training"



The LCL.net Version: v2.0 Login Screen will appear:

**Note:** Your Version will not say Training.

LCL.net Login Screen



If there is no LCL.net software Icon displayed on the Windows desktop, then follow these instructions:

1. Click the **Start** button on the Windows task bar.
2. Scroll the cursor up to **All Programs**.
3. Right click **LCL.net**.
4. Scroll to **Send To** in the menu box.
5. Click **Desktop (create shortcut)**.

*The LCL.net Icon will appear on your Desktop*

## Logging in to LCL.net:

Refer to Chapter 1, Overview and Navigation, of the LCL.net Lodge Resource Manual under Logging into LCL.net.

### To Log in to LCL.net

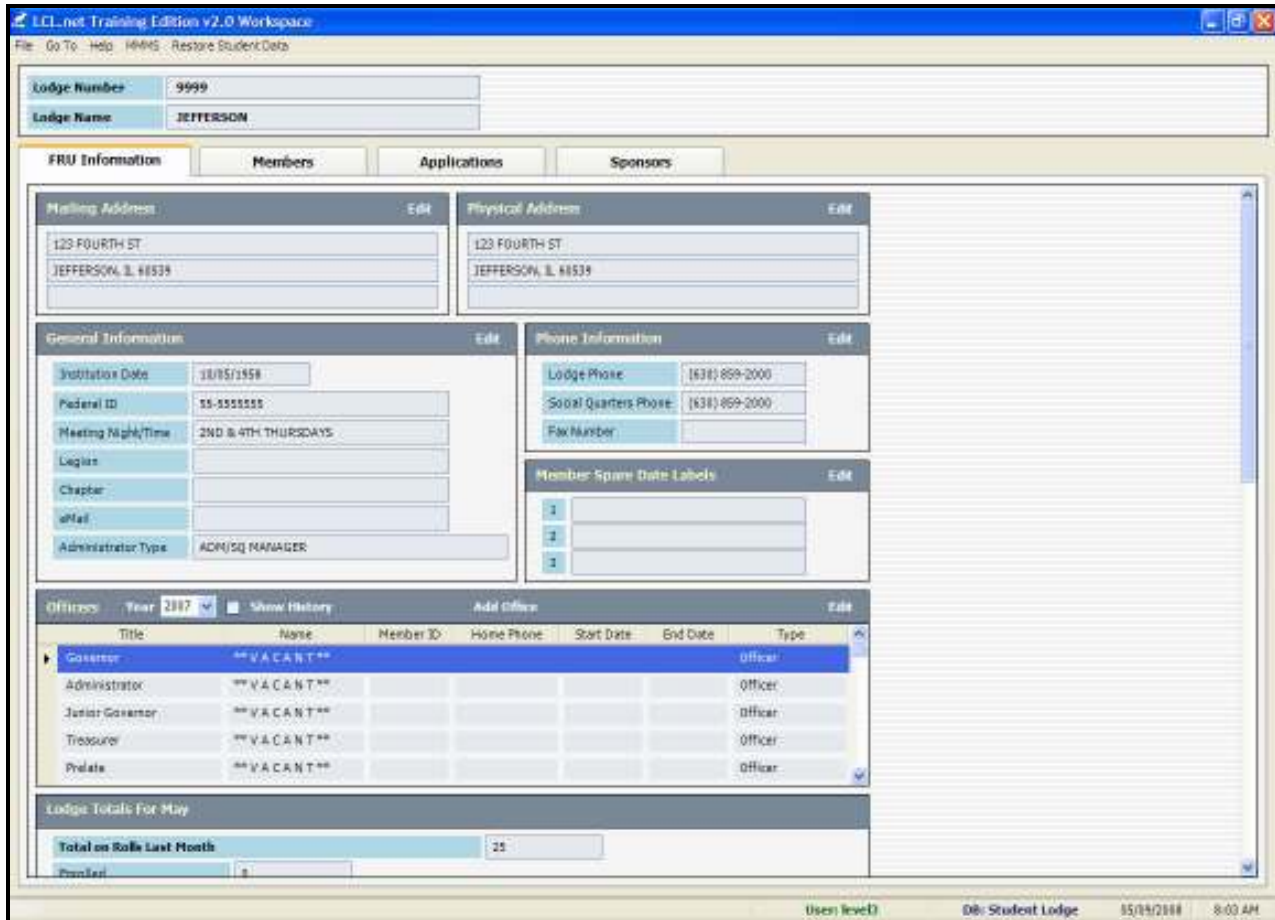
1. Type your User Name in to the *User Name* field. (level3)
2. Type your Password into the *Password* field. (*Lodge, Chapter, Legion*)
3. The Fraternal Unit field must match the type of FRU you entered as a Password.  
*Use the Drop Down Menu to find **Lodge, Chapter or Legion**.*
4. In the Organization field, choose **Student** for training, **Moose** for live FRU Data.

# The FRU Information Screen

Refer to Chapter 2, The FRU Information Screen, of the LCL.net v2.0 Resource Manual.

LCL.net has four main areas that are based on functionality:

**FRU Information, Members, Applications and Sponsors**



The FRU Information screen is broken down into individual information boxes. Each of these boxes contains a specific type of FRU Information such as:

- **Mailing Address**
- **Physical Address**
- **General Information**
- **Phone Information**
- **Member Spare Dates Labels**
- **Officers**
- **Lodge Totals**
- **Rates**
- **Last Examination**
- **Control Dates**
  - Last Changed Date
  - Last Backup Date
  - Period End Date
- **Categories**
- **Activities**

## **Editing Information On The FRU Information Screen:**

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### **To Edit information on the FRU Information Screen**

1. Click the **Edit** option located in the upper right corner of the box you wish to edit.
2. Enter the new information in the available fields.
3. Click the **Save** button to enter these changes into the system.

## **Entering Officers on the FRU Information Screen**

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**Note:** As of May 1, 2008, the FRU Officers must be entered each year on the Moose International Website using the **Officer Maintenance** function accessed from the **"My Record Online"** screen of **"MMMS Online"**.

If an Officer or Chairman resigns or is removed during the Moose Year, the Officer or Chairman position must be edited in MMMS Online.

For Step-by-Step instructions for using the MMMS Online function, you may print the **"MMMS Online User Documentation"** booklet from the Education and Training Portal of the Moose International Website under Printable Educational Materials.

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**Officer entry and maintenance is addressed later in this Workbook and is covered when the Training gets to the Topic "Officer Reports and Labels".**

## Entering Rates on the FRU Information Screen

Refer to Chapter 2, The FRU Information Screen, of the LCL.net Lodge Resource Manual under Rates.

The Rates box is used to Add, Edit and Remove Dues Rates for the FRU.

Type	Start Date	End Date	Moose International Amount	Fraternal Unit Amount	Total Amount	Currency
Dues	09/15/2008		28.00	12.00	40.00	USD
Dues	07/01/2002	09/14/2008	14.00	26.00	40.00	USD
Dues	05/01/2001	06/30/2002	12.00	28.00	40.00	USD
Dues	08/01/1995	04/30/2001	10.00	20.00	30.00	USD
Dues	02/01/1992	07/31/1995	8.00	22.00	30.00	USD
Dues	01/01/1990	01/31/1992	6.00	24.00	30.00	USD

### To add a new Dues Rate to the FRU Information Screen

1. Click the **Add** button in the upper right corner of the Rates box.

The Add Rate screen opens

Number: 9999 Name: JEPPERSON

Rate Information

Rate Type: Dues  
Start Date: 09/14/2008  
End Date: (None)  
Moose International Amount: 28.00  
Fraternal Unit Amount: 12.00  
Total Amount: 40.00  
Currency Type: United States Dollar

Save Reset Close

New Mode 06/06/2008 3:27 PM

2. Choose **"Dues"** as the Rate Type.
3. Enter the **Effective date** for the new Dues Rate

**NOTE: READ - IMPORTANT: The Effective date must be at least Ninety (90) days following the date the new Dues Rate is entered into LCL.net v2.0 and transmitted to Moose International.**

**(The effective date no longer must be the first day of a month)** After approval of the new Dues Rate by the FRU Membership, the FRU must add the Dues Rate in LCL.net v2.0 and transmit the change to Moose International via a Daily Transmit. The Lodges must then send a letter stating the new Dues Rate and it's effective date to the General Governor. The Women of the Moose, after approval of the new Dues Rate by the Membership, need only to enter the new Dues Rate into LCL.net v2.0.

4. If the new Dues Rate is for a specified period of time, an **End Date** should be entered reflecting the date the Dues Rate ends.  
*A Second entry should then be made using the following day after the End Date of the previous rate as the effective date for the Second entry. This will assure that you have an active Dues Rate in place when the previous Dues Rate expires.*
5. Enter the Dollar Amount of the new Dues Rate in the **Total Amount** field.  
*LCL.net v2.0 will automatically calculate the ABCD and the FRU amounts.*
6. Choose the **Currency Type** by clicking the drop down arrow.
7. Click the **Save** button to enter the new Dues Rate into LCL.net v2.0.

## Categories

### Refer to Chapter 2, The FRU Information Screen, of the LCL.net v2.0 Resource Manual

The Categories box is used to Add, Edit and Remove activity categories for the FRU. Categories are used to group your FRU Activities by Type.

**NOTE:** Selecting (Highlighting) a category in the Categories box will update the activities displayed in the Activities box, located to the right of the Categories box. The updated Activities box will show the activities that have been assigned to the selected (Highlighted) category.

Type	Start Date	End Date	Moose International Amount	Fraternal Unit Amount	Total Amount	Currency
Dues	07/01/2002		14.00	24.00	40.00	USD
Dues	05/01/2001	06/30/2002	12.00	28.00	40.00	USD
Dues	06/01/1995	04/30/2001	10.00	20.00	30.00	USD
Dues	02/01/1992	07/31/1995	8.00	22.00	30.00	USD
Dues	01/01/1990	01/31/1992	6.00	24.00	30.00	USD
Life Member	07/01/2001		300.00	100.00	400.00	USD

## Add a Category

To add Categories on the FRU Information Screen:

1. Click **Add**.
2. Enter the **Category Name** in the Category field.

**NOTE:** You will want to enter the specific category name that you wish to create, such as "Newsletter". This type of entry would be useful for setting up who should receive a newsletter.

3. Click the **Save** button to enter the Category into LCL.net v2.0.



## Entering Activities on the FRU Information Screen

Refer to Chapter 2, The FRU Information Screen, of the LCL.net v2.0 Resource Manual

The Activities box is used to Add, Edit and Remove activities for the FRU. Activities are grouped into categories based on the type of activity. For example, the activities Bridge, Rummy and Poker are grouped under the category "Cards".

### **To add Activities on the FRU Information Screen:**

1. Click "**Add**" in the Activities box on the FRU Information Screen.
2. Enter the activity name in the Activity field.

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**NOTE:** You will want to enter the specific activity name you wish to create, such as "School Board".

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3. Click the **Save** button to enter the activity information into LCL.net v2.0.

### **\*\*\*Exercise\*\*\*- Editing FRU Information**

Enter the following information. Use this Workbook, as well as the referenced section of the Resource Manual if you have questions:

1. Enter a new Mailing Address for the FRU: **PO Box 3429**  
**Jefferson IL 60539**
2. Enter the following Spare Date Label Information: **Preferred Member**  
**Charter Member**
3. Enter the following new Dues Rate: **\$50.00 – Use the default effective date**
4. Enter the following new Categories: **Newsletter**  
**Community Involvement**
5. Enter the following new Activities:  
**Enter under the Category – Newsletter**
  1. **Does get Newsletter**
  2. **Does not get Newsletter****Enter under the Category – Community Involvement**
  1. **School Board**
  2. **Little League Coach**
  3. **City Council**

## The Member Screen

### Refer to Chapter 3, The Member Screen, of the LCL.net v2.0 Resource Manual

Clicking the Members Tab accesses the Members screen. This Chapter will demonstrate how to access, edit, add and delete FRU Member Information using the Members Screen.

To access and update a Member's Information you must open the member record in the Member Information window. The Member Information window contain four tabs to view and edit specific member, family and activity information, or to view payment history information.

FRU Number: 9999		FRU Name: JEFFERSON	
Member ID: 02179561		Member Name: Ben Belser	
<b>Member Information</b>			
<b>Name Information</b>		<b>Status</b>	
Title		Membership Status: Active	Status Change: 08/12/1988
First Name: Ben	Middle Name	Individual Status: Member	Last Changed: 08/12/1988
Last Name: Belser	Suffix		
<b>Current Address</b>		<b>Member Information</b>	
<b>Alternate Address</b>		No Mail: <input type="checkbox"/>	Birth
Address 1: HO SUPERIOR		Do Not Send: <input type="checkbox"/>	Death
Address 2		Hazards/ven Resident: No	Enroll: 04/01/1984
City: JEFFERSON			Dues Exp: NOT APPLICABLE
State/Prov: Illinois	Zip: 60520		Legion
Country	Current Address: <input checked="" type="checkbox"/>		Fellow
Bad Address: <input type="checkbox"/>			Pilgrim: 05/26/1990
<b>Contact Information</b>		<b>Life Member Info</b>	
Home Phone: ( ) -	<b>Employment Information</b>	Life Member Date: 01/01/2003	Past Governor
Fax Number: ( ) -		Life Member Type: Paid	25 Club: 06/01/1974
eMail			
<b>Sponsor Info</b>		<b>User Defined Info</b>	
Sponsor Name: Gerald Colley	<b>Member Notes</b>	Miscellaneous Code Number: 1	
Member ID: 2137703			
Lodge Number: 9999			

## Member Information Tab

### Refer to Chapter 3, The Member Screen, of the LCL.net v2.0 Resource Manual

The Member information window is broken down into individual information boxes.

- **Name Information**
- **Address Information (Current and Alternate Address Information)**
- **Contact and Employment Information**
- **Sponsor Information and Member Notes**
- **Status**
- **Member information**
- **Life Member Information**
- **Dates**
- **User Defined Information**

## **Editing Name Information**

### **Refer to Chapter 3, The Member Screen of the LCL.net v2.0 Resource Manual**

The Name Information box is where you would edit the Member's first name, middle name, last name and any name suffix such as "Sr." or "Jr."

#### **To edit Member Name Information:**

1. Click the **Edit** button located at the bottom of the Member Information window.

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**NOTE:** The Data fields that are not shaded can be edited.

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2. Edit the Member's Name Information in the available fields.
3. Click the **Save** button to enter these changes into LCL.net v2.0.

## **Editing Current and Alternate Addresses**

### **Refer to Chapter 3, The Member Screen of the LCL.net v2.0 Resource Manual**

The **Current Address** and **Alternate Address** Tabs are used to enter and select the active address for the selected member. For Members with more than one mailing address, you can enter the second address by clicking the Alternate Address Tab. The **Active Address** checkbox allows you to select an address as the Member's current active address. This is very useful for those FRU's with "Snow Bird" Members that move between two addresses.

#### **To edit Current and Alternate Address Information:**

1. Click the **Edit** button located at the bottom of the Member Information window. The data fields will no longer be shaded and the bottom status bar will display Edit Mode.
2. Enter your Member's Current or Alternate Address information in the available fields.
3. Click the **Save** button to enter any changes into LCL.net v2.0.

## **Editing Contact and Employment Information**

### **Refer to Chapter 3, The Member Screen of the LCL.net v2.0 Resource Manual**

The Contact Information and Employment Information tabs are used to enter contact numbers and employment information for the selected Member. The Employment Information tab has a Volunteer checkbox that allows you to produce a report to identify those Members who are willing to donate their skill or expertise to the FRU.

#### **To enter or Edit Contact and Employment Information:**

1. Click the **Edit** button located at the bottom of the Member Information window.
2. Enter the Member's Home Phone Number, Fax Number and E-mail address information in the available fields.
3. Click the Employment Information tab and enter the Members Occupation, Employer and Business Phone Number in the available fields.
4. Select the Volunteer checkbox, if this Member volunteers his services to the FRU.
5. Click the **Save** button to enter these changes into LCL.net v2.0.

## Viewing Sponsor Information and Editing Member Notes

### Refer to Chapter 3, The Member Screen of the LCL.net v2.0 Resource Manual

The Sponsor Info and Member Notes tabs are used to view the Sponsor (**Sponsor Info cannot be edited**) and add any specific notes that apply to that Member.

The Member Notes tab contains a text box that allows up to 100 characters to be entered.

#### To edit or add Member Notes:

1. Click the **Member Notes** tab.
2. Click **Edit** and enter or edit the Member Notes.
3. Click the **Save** button to enter any changes into LCL.net v2.0.

## Editing Status

### Refer to Chapter 3, The Member Screen of the LCL.net v2.0 Resource Manual

The Status box is where you enter the Member's current status in the FRU. The **Membership Status** and **Individual Status** allow you to select the current status from a drop down list.

The available **Membership Status** selections include:

- **Active**
- **Resigned**
- **Transferred**

The available **Individual Status** selections include:

- **Deceased**
- **Member**

#### To edit Membership Status:

1. Click the **Edit** button located at the bottom of the Member Information window.
2. Click the **Membership Status** drop down arrow.
3. Select the Member's current Status from the drop down list.
4. Click the **Individual Status** drop down arrow.
5. Select the Member's current Status from the drop down list.
6. Click the **Save** button to enter any changes into LCL.net v2.0.

## Editing Member Information (Mail Preferences)

### Refer to Chapter 3, The Member Screen of the LCL.net v2.0 Resource Manual.

The Member Information box is where you enter or Edit the members Mail Preferences.

The **Moosehaven Resident** field will indicate if the Member is residing at Moosehaven and may only be edited by Moose International.

#### To edit Member Information (Mail Preferences)

1. Click the **Edit** button at the bottom of the Member Screen.
2. Click the **No Mail** check box if desired.
3. Click the **Do Not Solicit** check box if desired
4. Click the **Save** button to enter any changes into LCL.net v2.0.

## **Viewing Life Member Information**

### **Refer to Chapter 3, The Member Screen of the LCL.net v2.0 Resource Manual.**

The Life Member Info box contains a Member's Life Membership Information data, if applicable.

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**NOTE:** Life Member Information is entered by Moose International and cannot be entered or edited from the Member Screen.

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The Life Member Types that display are:

- **Paid – The Life Membership was purchased.**
- **50 Year – The Member has been awarded a Life Membership for 50 Years Service.**
- **250 Sponsor – The Member has been awarded a Life Membership for sponsoring 250 Members into the Lodge or Chapter. (This does not apply to the Moose Legion)**

## **Editing Dates**

### **Refer to Chapter 3, The Member Screen of the LCL.net v2.0 Resource Manual.**

The **Dates** box is used to view important dates in the Member's record. The only date that may be edited at the FRU is the Member's **Birth Date**.

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**NOTE:** All other changes to the Dates in LCL.net v2.0 are made at Moose International.

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#### **To enter or edit the Birth Date:**

1. Click the **Edit** button at the bottom of the Member window.
2. Click the Drop down arrow in the **Birth** field
3. Select the Member's Birth Date from the Calendar or manually enter the Birth Date.
4. Click the **Save** button to enter any change into LCL.net v2.0.

## **Editing User Defined Info**

### **Refer to Chapter 3, The Member Screen of the LCL.net v2.0 Resource Manual.**

The **User Defined Info** box is used to enter or edit specific user-defined dates for FRU Members such as Preferred Member Dates.

The **Miscellaneous Code Number** field is used to enter a number that may be assigned to Members for tracking purposes.

#### **To enter or edit User Defined Info:**

1. Click the **Edit** button located at the bottom of the Member Information window.
2. Enter the Miscellaneous Code Number, if needed.
3. Click the **User Defined field 1** drop down arrow and select the date from the Calendar or manually enter the desired date.
4. Click the **User Defined field 2** drop down arrow and select the date from the Calendar or manually enter the desired date.
5. Click the **User Defined field 3** drop down arrow and select the date from the Calendar or manually enter the desired date.
6. Click the **Save** button to enter any changes into LCL.net v2.0.

## Payment Tab

Refer to Chapter 3, The Member Screen of the LCL.net v2.0 Resource Manual.

The Payment window is used for reference purposes only. This screen will display all payments made to Moose International through the Lock Box by the Member.

**Note:** This screen will be populated with information after the Member payment is received through the Lock Box at Moose International and the Member's Record will be updated during the Daily Transmit process.

## Family Tab

Refer to Chapter 3, The Member Screen of the LCL.net v2.0 Resource Manual.

The Family Information boxes and fields are where you will enter, update or view the Member's family information in LCL.net v2.0

Spouse Information Box

Children Information Box

Children List	Gender	Name	Birthday	Notes
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## **Editing and Removing Spouse Information**

### **Refer to Chapter 3, The Member Screen of the LCL.net v2.0 Resource Manual**

The Spouse Information Box is used to enter and edit spouse information for the selected Member.

#### **To Edit Spouse Information:**

1. Click the **Edit** option located in the upper right corner of the Spouse box
2. Click to select the **Married (Y/N)** checkbox.

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**Note:** All Data fields will now be activated for data entry and the Last Name field will automatically populate with the Member's Last Name. This field may be edited if necessary.

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**Note:** To remove existing spouse information for the Member, simply click to uncheck the Married (Y/N) checkbox. The spouse information fields will be cleared.

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3. Enter the spouse's first name in the **First Name** field.
4. Change the spouse's **Last Name** field if needed.
5. Click the **Birthday** drop down arrow and select the spouse's Birth Date from the Calendar or manually enter the correct date.
6. Click the **Wedding Anniversary** drop down arrow and select the correct Anniversary Date from the Calendar or manually enter the correct date.
7. Click to select the **WOTM (Y/N)** checkbox if needed.  
*This option should be checked, only if the spouse is an Active WOTM Member.*
8. Enter any additional **Notes** for the spouse in the Notes field.
9. Click the **Save** button to enter these changes into LCL.net v2.0.

#### **To Remove the Spouse Information:**

1. Click the **Edit** option located in the upper right corner of the Spouse box.
2. Click to uncheck the **Married (Y/N)** checkbox.

## **Adding, Editing and Removing Children Information**

### **Refer to Chapter 3, The Member Screen of the LCL.net v2.0 Resource Manual**

The Children Information box is used to Add, Edit or Remove child information for the selected Member.

#### **To Add Children Information:**

1. Click the **Add** option located in the upper right corner of the Children box.

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**Note:** The **Add Child** window will open and the **Last Name** field will automatically populate with the Member's last name. This may be changed if necessary.

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2. Click the **Gender** drop down arrow and select the gender of the child to be added.
3. Enter the child's first name in the **First Name** field.
4. Change the last name for the child in the **Last Name** field if necessary.
5. Click the **Birthday** drop down arrow and select the child's birth date from the Calendar or manually enter the correct date.
6. Enter any additional **Notes** for the child in the Notes field.
7. Click the **Save** button to enter the information into LCL.net v2.0.

#### **To Edit Children Information:**

1. Click to select (Highlight) the child with information to be edited in the children list.
2. Click the **Edit** option located in the upper right corner of the Children box.
3. Click the **Gender** drop down arrow and edit the gender of the child if necessary.
4. Edit the child's first name in the **First Name** field if necessary.
5. Edit the child's last name in the **Last Name** field if necessary.
6. Edit the Child's Birthday by clicking the **Birthday** drop down arrow and selecting the child's birth date from the Calendar or manually enter the correct date.
7. Enter or Edit the notes for the child in the **Notes** field.
8. Click the **Save** button to enter any changes into LCL.net v2.0.

#### **To Remove Children Information:**

1. Click to select (Highlight) the child to be removed from the children list.
2. Click the **Remove** button located in the upper right corner of the Children box.



## Activities Tab

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### Refer to Chapter 3, The Member Screen of the LCL.net v2.0 Resource Manual

The Activities window is broken down into four main information boxes. The **Activities box** in the upper right contains all the activities specific to the Category selected (Highlighted) in the **Categories box** in the upper left. The **Selected Activities For Family Members box** in the lower right contains activities specific to the Family Member selected (Highlighted) in the **Family Member Selection box** in the Lower Left.



### Adding Activities for a Family Member

#### To Add Activities for a Family Member:

1. Click to highlight the desired family member in the **Family Member Selection** box.
2. Click the desired Activity Category in the **Categories** box.
3. Click the desired activity in the **Activities** box.
4. Click the **Add Activity** button to add the highlighted activity for the selected family member.
5. Continue to select and add categories and activities for the selected family member as needed.

---

**Note:** To choose a different family member and add activities, simply click to highlight another family member in the Family Member Selection box.

---

### Removing Activities for a Family Member

#### To Remove Activities for a Family Member:

1. Click the desired family member in the **Family Member Selection** box.
2. Click the desired activity to remove in the **Selected Activities For Family Member** box.
3. Click the **Remove** button in the upper right corner.
4. Click the **Yes** button to remove the activity or the **NO** button to cancel.

---

**Note:** The removed activity will be deleted from the selected activities for that family member.

---

### \*\*\*Exercise\*\*\* - Editing Member Information

Edit Dan Manley's record using the following information. Use the previous pages of this Workbook as the reference if you have questions.

- **Dan Manley:** MD
- **Birth Date:** 5/15/1965
- **E-mail address:** [drdan@comcast.net](mailto:drdan@comcast.net)
- **Alternate Address:** 12 South Beach Road
- **South Padre Island, TX 79854**
- **Occupation:** Doctor
- **Employer:** Methodist Hospital – Phone #630-987-4125
- **Miscellaneous Code No.:** 382
- **Wife:** Sylvia – Birth Date: 09/22/68
- **Children:**
- **Jimmy – Birth Date: 08/12/95**
- **Sara – Birth Date: 05/05/97**
- **Tim – Birth Date: 10/22/99**
- **Dan's Activities:** Golf, Ritual, Fishing, Little League Coach
- **Sylvia's Activities:** Bridge, Bowling, Fishing
- **Jimmy's Activities:** Football, Amusement Parks, Fishing
- **Sara's Activities:** Swimming, Ice Skating, Fishing
- **Timothy's Activities:** Fishing, Soccer

## Entering Out of Lodge Sponsors

### Refer to Chapter 5, The Sponsor Screen of the LCL.net v2.0 Resource Manual

This screen is used to retrieve real time information from Moose International about sponsors that are not a Member of your FRU, but are Members of another FRU. They must be saved into the Sponsor's List before they may be entered on the Application screen as the Sponsor.

#### To access the Out of Lodge Sponsor Screen:

1. Click the **Sponsors** Tab.
2. Click the **New Sponsor** button in the upper right corner of the Sponsor List screen.

The Out of Lodge Sponsor screen opens

**Out of Lodge Sponsor**

Member ID  **Find**

**Sponsor Information**

**FRU Information**

Lodge Number

Lodge Name

Membership Status

Dues Expiration Date

**Name Information**

First Name  Middle Name

Last Name  Suffix

**Address Information**

Address 1

Address 2

City  State/Prov

Zip  Country

**Contact Information**

Phone Number ( ) -

**Remove** **Save** **Reset** **Close**

New Mode 05/12/2008 4:21 PM

## Entering Out of Lodge Sponsor Information

1. Click the **Sponsors** Tab.
2. Click the **New Sponsor** button in the upper right corner of the Sponsor List window.
3. Enter the Sponsor's **MID** number in the Member ID field.
4. Click **Find**.  
*The current information on the Member Sponsor will be retrieved from the Moose International Computer.*
5. Click the **Save** button to save the current information to the Sponsors List and allow you to enter the Sponsor's MID or select the Sponsor from the Sponsors List.

**Note:** Clicking the **Reset** button will cancel entry of the Out of Lodge Sponsor.

### \*\*\*Exercise\*\*\* - Entering an Out of Lodge Sponsor

Enter the following Out of Lodge Sponsor information. Use this Workbook as a reference if you have questions.

1. **Enter MID#: 17970266** in the **Member ID** field.
2. **Click "Find"**

The screenshot shows the 'Out of Lodge Sponsor' window. At the top, there is a 'Member ID' input field and a 'Find' button. A callout box labeled 'Find Button' points to the 'Find' button. Below this is the 'Sponsor Information' section, which is divided into several sub-sections: 'FRU Information' (with fields for Lodge Number, Lodge Name, Member ID, and Dues E), 'Name Information' (with fields for First Name, Middle Name, Last Name, and Suffix), 'Address Information' (with fields for Address 1, Address 2, City, State/Prov, Zip, and Country), and 'Contact Information' (with a Phone Number field). A callout box labeled 'Enter MID#' points to the 'Member ID' field in the 'FRU Information' section. At the bottom of the form, there are buttons for 'Remove', 'Save', 'Reset', and 'Close'. The status bar at the very bottom shows 'New Mode', '05/12/2008', and '4:21 PM'.

# The Application Screen

Refer to Chapter 4, The Application Screen in the LCL.net v2.0 Reference Manual

The Application Screen is broken down into different sections for entry.

## Applicant Code Selections:

- **Code 1 – New** – For Applicants that have never been a Moose Fraternity Member.
- **Code 1 – Multiple Membership** – For Members of another FRU applying for Multiple Membership in your FRU.
- **Code 2 – Re-Enroll** – For previous Moose Fraternity Members in arrears for 12 months or more from the expiration date of the member’s last Membership Dues Record. The Former Member would have a Status of **Dropped** or **Terminated**.
- **Code 3 – Reinstate** – For previous Moose Fraternity Members dropped for non-payment of Dues for more than 12 months, but less than 24 months from the expiration date of the Member’s last Membership Dues Record. Back Dues must accompany the Application in an amount sufficient to bring the Member’s Dues Date to a current Status. The Former Member would have a Status **Dropped**.
- **Code 5 – Transfer In** – For Members transferring to your FRU from another FRU. The Member’s Dues Date must be current.
- **Code L – Comp Member** – For Members who are not a member of your FRU that are entered so labels can be printed (ex. To receive your FRU’s Newsletter).

**Note:** All references to Tax ID Type, Tax ID and Social Security Number have been removed from the Application Screen.

## Entering Applications

---

### To Enter an Application

1. Click the **Applications Tab** near the top of the LCL.net Workspace screen.
2. Click the **New Application** button on the upper right side of the Applications screen to open a new Application screen.
3. Enter the Application Date in the **Application Date** field by clicking the drop down arrow to access the Calendar or manually type in the date. If no date is entered the date will default to the current date after pressing the Tab Key.
4. Press the **Tab** Key to move to the **Application Code** field.
5. Click the drop down arrow to the right of the Application Code field.
6. Select and Click Application **Code 1 – New**.

---

**Note:** The Status field defaults to Active and cannot be changed at this time.

---

7. Click in the box next to **Fees Paid** to indicate all fees have been paid.
8. Click in the box next to **Dues Paid** if applicable.

### To enter Name Information on the Application Screen

1. Enter the Applicant's First Name.
2. Enter the Applicant's Middle Name.
3. Enter the Applicant's Last Name.
4. Enter a Suffix if applicable, by clicking the drop down arrow and selecting the appropriate suffix by scrolling through the selections.

### To enter Address Information on the Application Screen

1. Enter the Applicant's Street Address, City, State and Zip Code.
2. Enter the Applicant's Country, only if different from the Country of the FRU.
3. Enter the Applicant's Date of Birth.

### To enter Contact Information on the Application Screen

1. Enter the Applicant's Home Telephone Number.
2. Enter the Applicant's E-mail Address.

### To enter Family Information on the Application Screen

1. If the Applicant is married, click in the box next to Married which will open the Spouse Name information area.
2. If the Applicant has children, enter the number of children in the box.

### To enter Employment Information on the Application Screen

1. Enter the Applicant's Occupation.
2. Enter the Applicant's Employer Name.
3. Enter the Applicants Business Telephone Number.

## To enter Sponsor Information on the Application Screen.

1. Click **Select** in the Sponsor area to open the Sponsor selection screen.
2. Click on the **Members** or **Sponsors** tab and select the Sponsor by entering an MID# or Last Name of the Sponsor in the **Find** box or scroll down in the list until you find the Name of the Sponsor.
3. Double click the name of the Sponsor in the **Members** or **Sponsors** list. The Sponsor's information will populate the Sponsor area of the Application screen.

## \*\*\*Exercise\*\*\* - Entering Applications

### Enter a New Member Application (Application Code 1 – New).

A Code 1 – New Member Application is for an Applicant that has never been a member of the Moose Fraternity.

Enter the following Code 1 – New Application.

- **John Davis**
- **1938 Belt Line Road**
- **Jefferson, IL 60532**
  
- **Date of Birth:**           **8/21/1962**
- **Phone:**                   **630-897-7412**
- **E-mail Address:**       **[jdavis@sbcglobal.net](mailto:jdavis@sbcglobal.net)**
- **Wife:**                     **Brenda**
- **Children:**               **(3) three**
- **Occupation:**           **Nurse**
- **Employer:**              **Rush-Copley Hospital**
- **Business Phone:**      **630-216-5698 Ext. 563**
- **Sponsor:**               **Brad Leonard**
- **Paid:**                    **Fees**
- **Paid:**                    **Dues**

## Entering a Former Member "Re-Enroll" Application (Application Code 2 – Re-Enroll)

An Applicant for Re-Enrollment is a Former Member of the Moose Fraternity who's Dues have been expired for longer than 12 months. He/She may Re-Enroll into any FRU of the same Unit type in the Fraternity.

**Remember:** When entering a Re-Enroll or Reinstate Application, you must enter the Applicant's MID# in the Member ID field after selecting the Application Code –or- if the Applicant is a Former Member of your FRU, you may click the **Don't Know ID** button and select the Former Member from the drop down list.

---

**Note:** If the Application is a Re-Enroll, the drop down list will contain Former Members with a Status of "Dropped" or "Terminated". If the Application is a Reinstate, the drop down list will contain only Former Members with a Status of "Dropped".

---

If the Former Member is listed in the drop down list, the information from the Applicant's previous Membership Record will populate the Application screen. This information should be edited for any changes before saving the Application.

If the Application is a Re-Enroll, the Sponsor's MID# must be entered or the Sponsor selected from the Member or Sponsor list on the select Sponsor screen. If the Sponsor is from another FRU, the Sponsor must be added to the Sponsors list prior to entering him/her as the Sponsor of that Application, if he/she has not been previously added.

### \*\*\*Exercise\*\*\* - Enter a Code 2 – Re-Enroll Application

Enter the following Code 2 – Re-Enroll Application

Enter: **MID # 09400405**

Click: **Tab**

Verify and Edit the following Information

**David Smith**

**3592 Nottingham Circle**

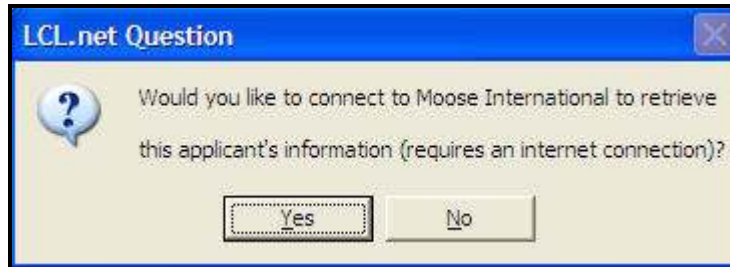
**Jefferson, IL 60536**

<b>Date of Birth:</b>	<b>06/30/50</b>
<b>Phone:</b>	<b>630-857-6925</b>
<b>E-mail Address:</b>	<a href="mailto:dsmith50@aol.com">dsmith50@aol.com</a>
<b>Wife:</b>	<b>Sharon</b>
<b>Children:</b>	<b>(2) two</b>
<b>Occupation:</b>	<b>Produce Manager</b>
<b>Employer:</b>	<b>Jewel Food Store</b>
<b>Business Phone:</b>	<b>630-914-2585 Ext. 332</b>
<b>Sponsor:</b>	<b>Brad Leonard</b>
<b>Dues and Fees Paid</b>	



## Enter a Life Member Transfer In Application (Application Code 5 – Transfer In)

When Application Code 5 – Transfer In is selected, you will enter the MID# of the Member and press the Tab Key. A **LCL.net Question Box** will appear asking "Would like to connect to Moose International to retrieve this Applicant's information?" Connect to the Internet and click "**Yes**". The Application screen will populate with the information retrieved from Moose International. Life Member and Sponsor information will be downloaded from Moose International.



### \*\*\*Exercise\*\*\* - Enter a Code 5 – Transfer In Application

Enter the following information:

MID# **17970266**

Click **Tab**

Click **Yes**

Verify and Edit the following information

**William Tell**

**658 Lakeview Street**

**Jefferson, IL 60539**

**Date of Birth:** **06/21/45**

**E-mail Address:** [wtell@yahoo.com](mailto:wtell@yahoo.com)

**Occupation:** **Retired**

Click **Save**

Click **Close**

### Enter A Comp Member (Application Code L – Comp member)

A Comp Member is someone you enter into your Inactive Member List that is not a Member of your FRU for the purpose of producing Mailing Labels.

### \*\*\*Exercise\*\*\* - Enter a Code L – Comp Member Application

Enter the following information:

**Charlie Brown**

**1221 Hickory Creek**

**Sugarland, TX 77852**

---

**Note:** The L-Comp Member will move to your Inactive Member List when saved without transmitting to Moose International.

---

## Enter a Reinstatement Application (Application Code 3 – Reinstatement)

An Applicant for Reinstatement must be a Former Member of your FRU that has been dropped for non-payment of Dues at least 12 months prior to applying for reinstatement, but not more than 24 months prior to applying. The Former Member **"MUST"** Reinstatement into his/her Former FRU.

You may enter the MID of the Applicant for Reinstatement or Click the **Don't Know ID** button and select the Applicant from the drop down list.

### \*\*\*Exercise\*\*\* - Enter a Code 3 – Reinstatement Application

1. Enter: **MID# 1777612**
2. Press: **Tab**
3. Check: **Dues Paid**

---

**Note:** An amount equal to one (1) or two (2) years Dues, whichever brings the Dues Date back to a current status must accompany the Reinstatement Application.

---

Verify and Edit the following information.

**Ralph Weller**

**102 Oak Point**

**Jefferson, IL 60539**

**Birth Date:** **01/15/1961**

**Home Phone:** **630-259-2489**

**E-mail Address:** [ralphw@comcast.net](mailto:ralphw@comcast.net)

**Wife:** **Karen**

**Children:** **(2) two**

**Occupation:** **Machinist**

**Employer:** **Wrights Machine Shop**

**Business Phone:** **630-975-8521**

---

**Note:** The Applicant's original Enrollment Date will appear.

---

---

**Note:** No Sponsor is required on a Reinstatement Application.

*The Original Sponsor for this Applicant will be downloaded from Moose International.*

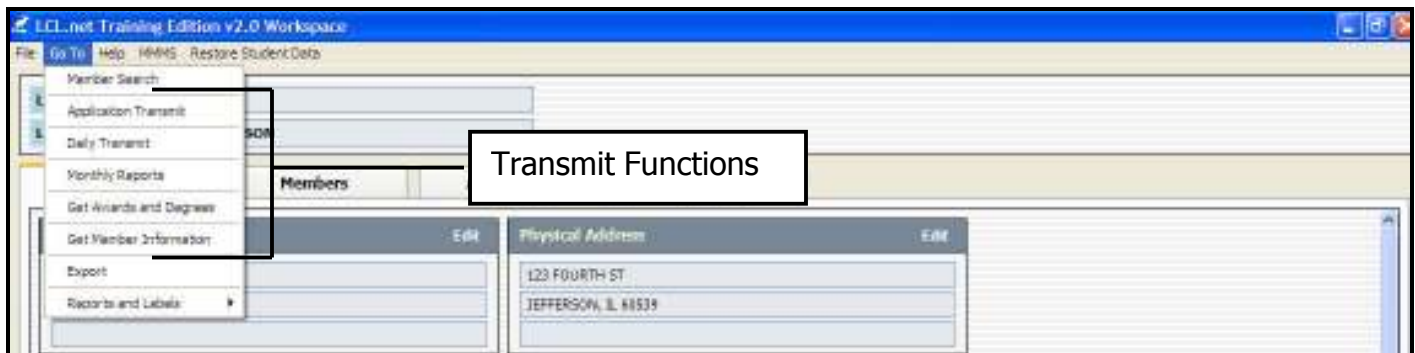
---

# Transmitting

## Refer to Chapter 6, Transmit Functions of the LCL.net v2.0 Resource Manual

This Chapter will demonstrate how to use the Transmit Functions to transfer and receive Fraternal Unit, Member and Application Data with Moose International.

**Note:** The Moose Legion **Go To** menu includes an option named **Get Lodge Information** that retrieves the Moose Legion Member's Lodge number from Moose International when performed.



**Note:** You are required to perform an Application Transmit each day before the system will allow you to perform a Daily Transmit. It is strongly suggested, but not required, you perform the Application Transmit and Daily Transmit together each time you transmit.

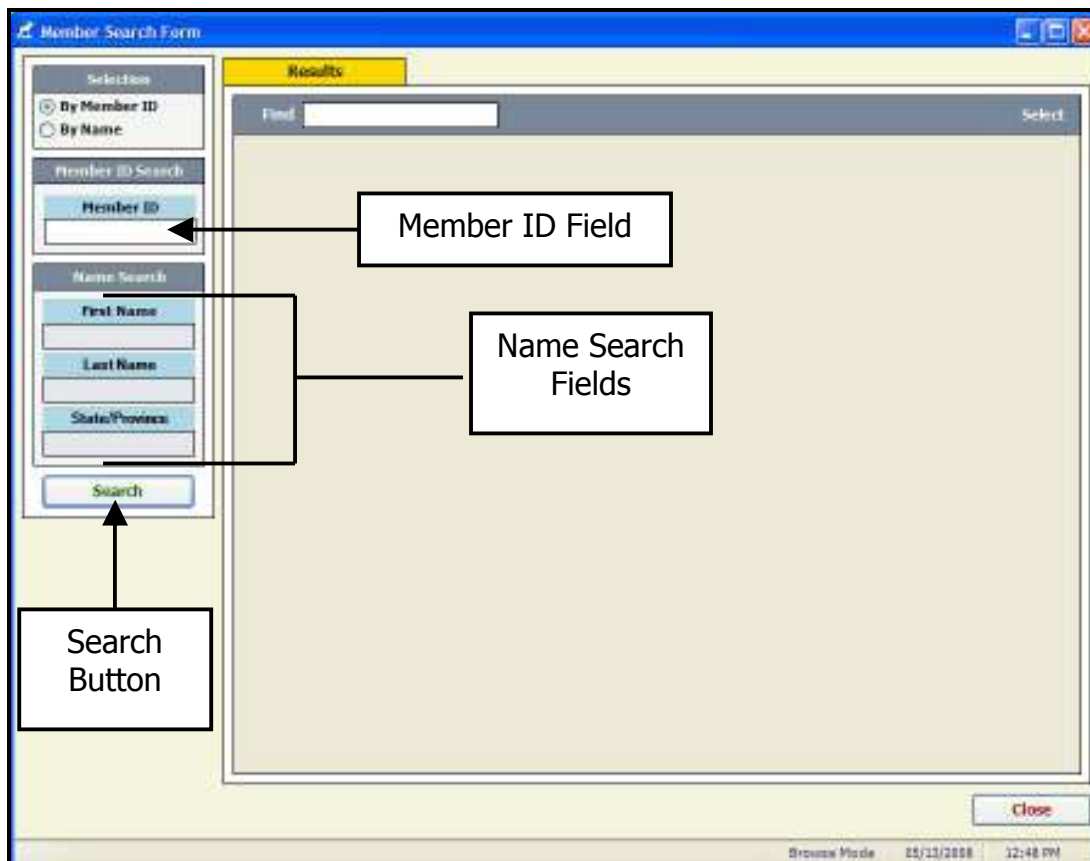
## Member Search

The Member Search function is helpful when a known Member of your FRU does not appear in your Membership Records or as an alternate means of locating a Member Record. This function allows you to search for the Member using the **Member ID** number or **Name** and if found to View, Print, Edit and Save the Member's Record Information. Thereby giving you information details to relay to the Help Desk when trying to rectify a problem with the Member Record.

The **Member Search** function is located under the **Go To** menu.

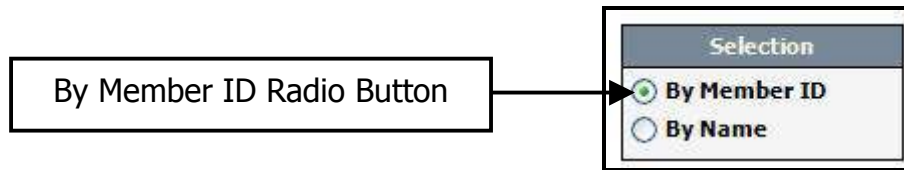


The following screen will appear when you click **Member Search**.

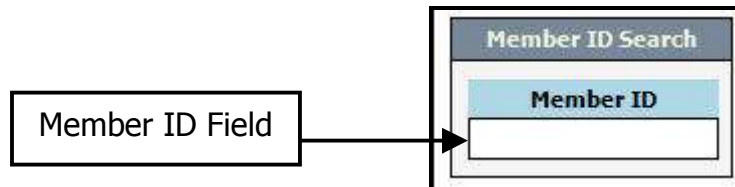


## To perform a Member Search by Member ID

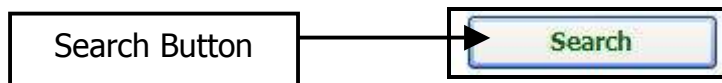
1. Click the Radio Button in front of **By Member ID** in the selection box.



2. Enter the Member ID in the **Member ID Search** field.



3. Click **Search**.

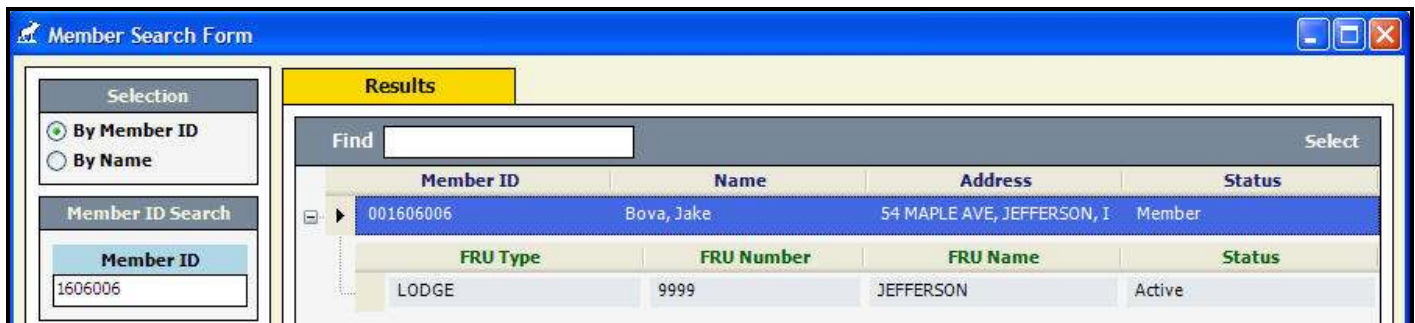


The following screen will appear with the Member listed.



4. Click the (+) sign to the left of the Line Item to expand the Record.

The following screen will appear with the Record expanded.



- Double click the Line Item to open the Member Record.  
The Member Screen will open.

- Print Screen, Edit, Save, Reset or Close the Member Record.

### \*\*\*Exercise\*\*\* - Member ID Search

- Click the **By Member ID** Radio Button.
- Enter Member ID # **2137698**
- Click **Search**
- Expand** the Record
- Double Click the **Line Item** to open the Member Record
- Click **Edit**
- Add Phone # **630-859-2000**
- Click **Save**
- Click **Close**

**Note:** A Member Search **By Name** is performed in the same manner by clicking the Radio Button in front of **By Name**, entering the **First Name**, **Last Name** or **Both Names** of the Member and clicking **Search**.

*You may narrow a Member Search By Name by selecting a **State/Province**.*

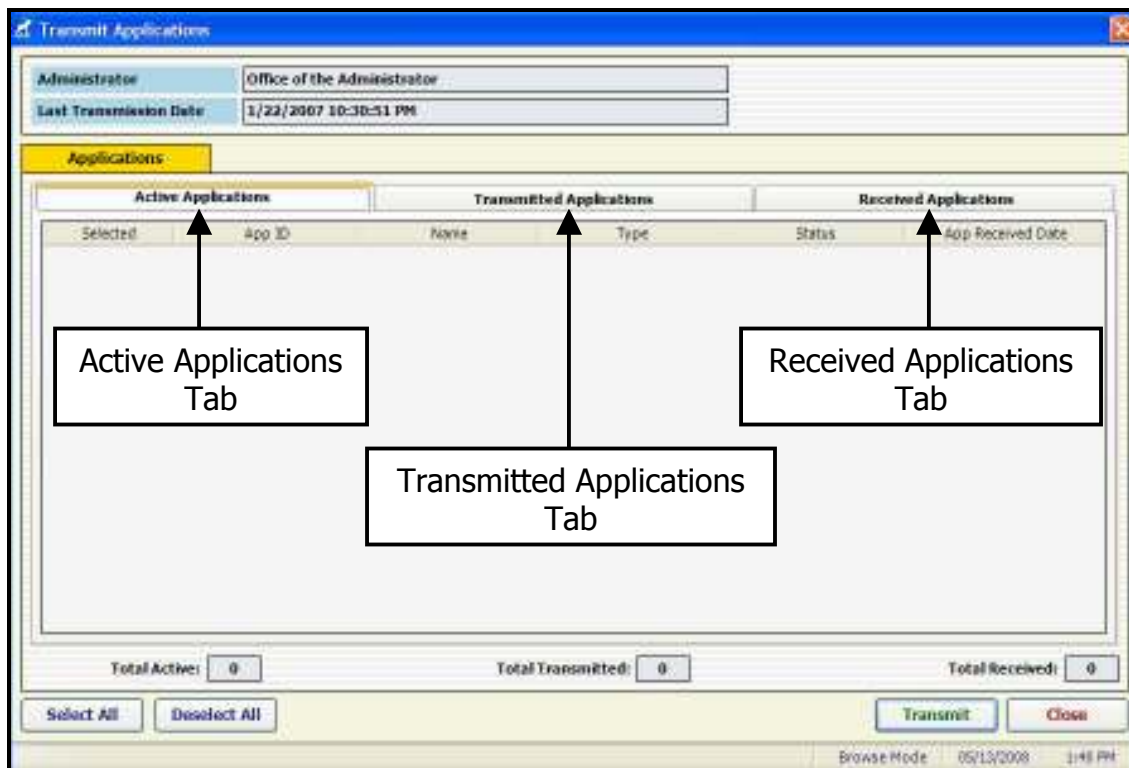
## Transmitting Applications

Refer to Chapter 6, Transmit Functions in LCL.net v2.0 Resource Manual

The **Application Transmit** function is located under the **Go To** menu.



The **Transmit Applications** window opens.



Transmit Applications with Moose International is displayed under three tabs.

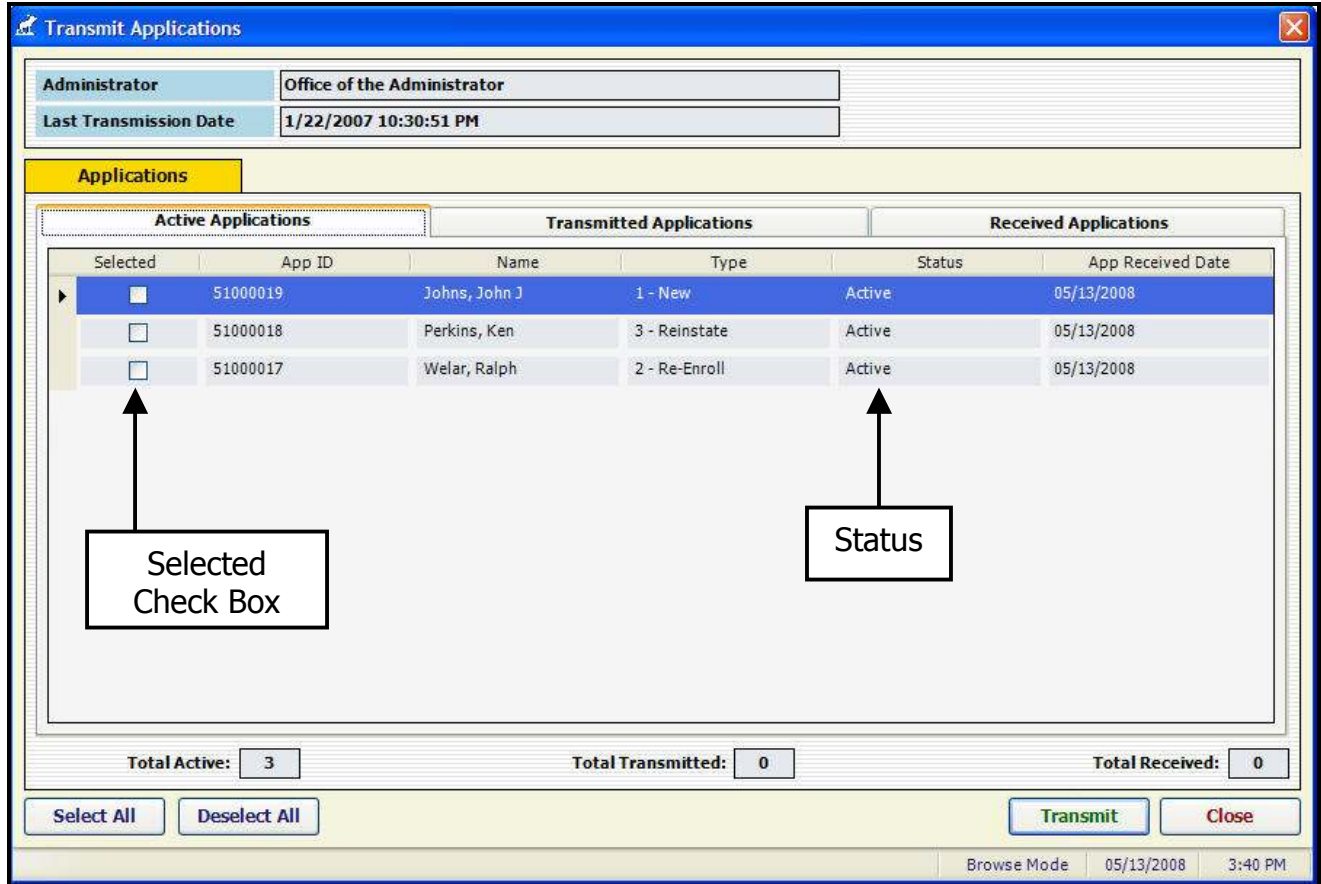
- Active Applications
- Transmitted Applications
- Received Applications



## Active Applications Tab

Refer to Chapter 6, Transmit Functions in the LCL.net v2.0 Resource Manual

The **Active Applications** Tab displays a list of Applications with a Status of **Active** and allows you to individually select the Applications or select **All** Applications to be sent to Moose International.



Select the Applications to be transmitted by clicking the **Selected** check box/boxes to the left of the App ID numbers of the Applications you wish to transmit. If you wish to transmit all of the Active Applications in the Active Applications List, click the **Select All** button.

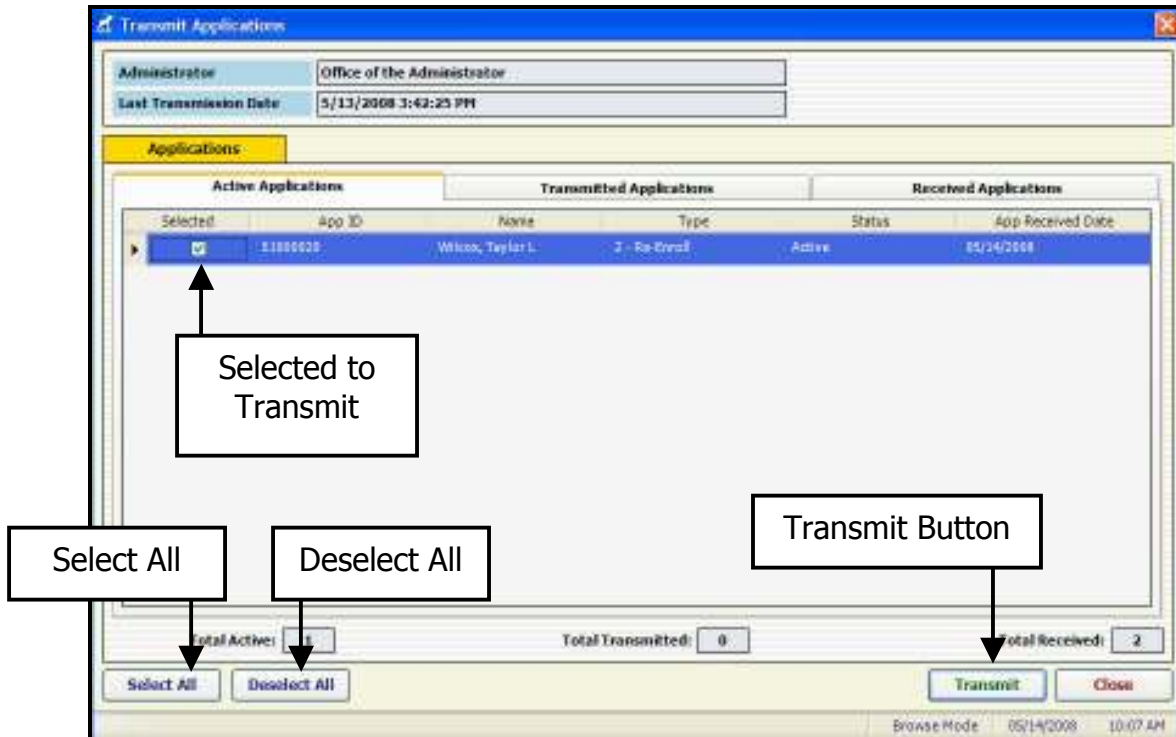


## Selecting Applications

### Refer to Chapter 6, Transmit Functions of the LCL.net v2.0 Resource Manual

Applications can be individually selected for transmission to Moose International by selecting individual check boxes beside each name.

If you wish to send all active Applications to Moose International, click the **Select All** button to add check marks to all Applications.



Clicking the **Deselect All** button will remove the checkmarks from all Applications.

When all Application selections have been made and you are ready to transmit them to Moose International, click the **Transmit** button.

---

**Note:** Your Computer must be connected to the Internet for a connection to be made between your LCL.net v2.0 Software and the Moose International Server.

---

## Transmitted Applications Tab

The **Transmitted Applications Tab** displays a list of Applications that have been transmitted to Moose International. They will have a Status of **Transmitted**.

This list only contains those Applications that have been transmitted, but have not been processed by Moose International. Once they have been processed and you have done another Application Transmit, the Applications will display under the Received Tab with an updated Status of **Accepted** or **Rejected**.

---

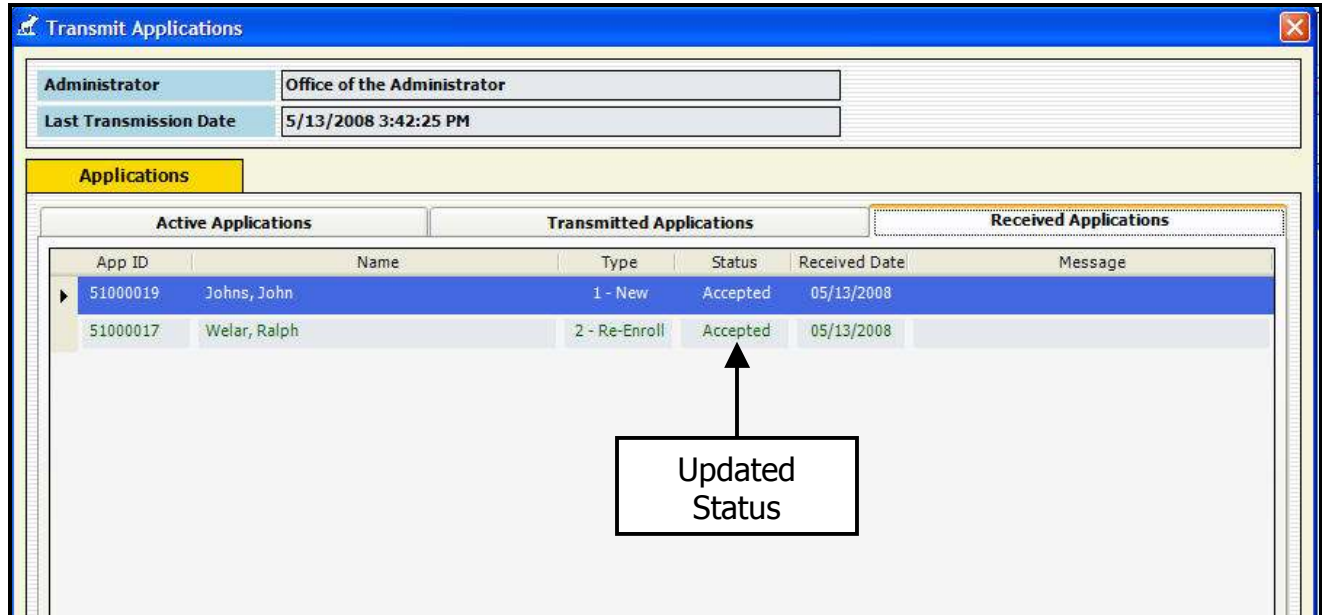
**Note:** Any transmission to Moose International must be initiated by clicking the Transmit button. Moose International cannot initiate a data transmission with your FRU.

---

## Received Applications Tab

### Refer to Chapter 6, Transmit Functions of the LCL.net v2.0 Resource Manual

The Received Applications Tab will display a list of all Applications processed by Moose International and will list the updated Status for that Application.



The Received Applications tab displays a list of Applications processed by Moose International that have been returned to your FRU for processing. They will have either an **Accepted** or **Rejected** Status.

Applications with an **Accepted** Status are ready for enrollment in your FRU and will be discussed in a subsequent chapter. Applications with a **Rejected** Status have a problem that must be addressed, corrected and re-transmitted to Moose International. The Messages Column will indicate what the problem is that kept the Application from being Accepted. The problem will also be displayed in the **Notes** box on the Application screen.

Any Rejected Application that has been corrected must be re-transmitted to Moose International for re-processing. Once the problem with the Application has been corrected, the Application Status must be changed back to Active before LCL.net v2.0 will allow you to re-transmit it.

#### **To Change an Application Status from Rejected to Active:**

1. Open the **Application** Record.
2. Click the **Edit** button..
3. Click the **Status** drop down.
4. Select **Active**.
5. Edit the **Application Information** that has caused the problem, if allowed.
6. Click **Save** to enter the changed information and Status change into LCL.net v2.0.

## Daily Transmit

Refer to Chapter 6, Transmit Functions of the LCL.net v2.0 Resource Manual.

The Daily Transmit window will open after each Application Transmit or by selecting Daily Transmit from the Go To menu, allowing you to view the FRU information changes or Member information changes to be transmitted to Moose International. If no FRU information or Member information changes have been made, the information areas will be blank. The Daily Transmit should still be performed because Moose International may have information to download to your FRU.

The **Connect to Moose International** button is used to initiate a data transfer session that will upload your FRU and Member information and will download any changes received at Moose International to your system. Downloaded information will be displayed under the **Receive** tab.

The screenshot shows the 'Daily Transmit' window with the following elements:

- Send Date/Time:** Ready For Transmit (dropdown menu)
- Completed:**
- Completed Date/Time:** (empty text field)
- Synchronization** section with three tabs: **Send** (active), **Receive**, and **Messages**.
- Fraternal Unit** table:

Type	Fraternal Unit Number	Name	State/Province	Status	Classification	Institution Date	De
LODGE	9999	JEFFERSON	IL	0		10/05/1958	

- Member** table:

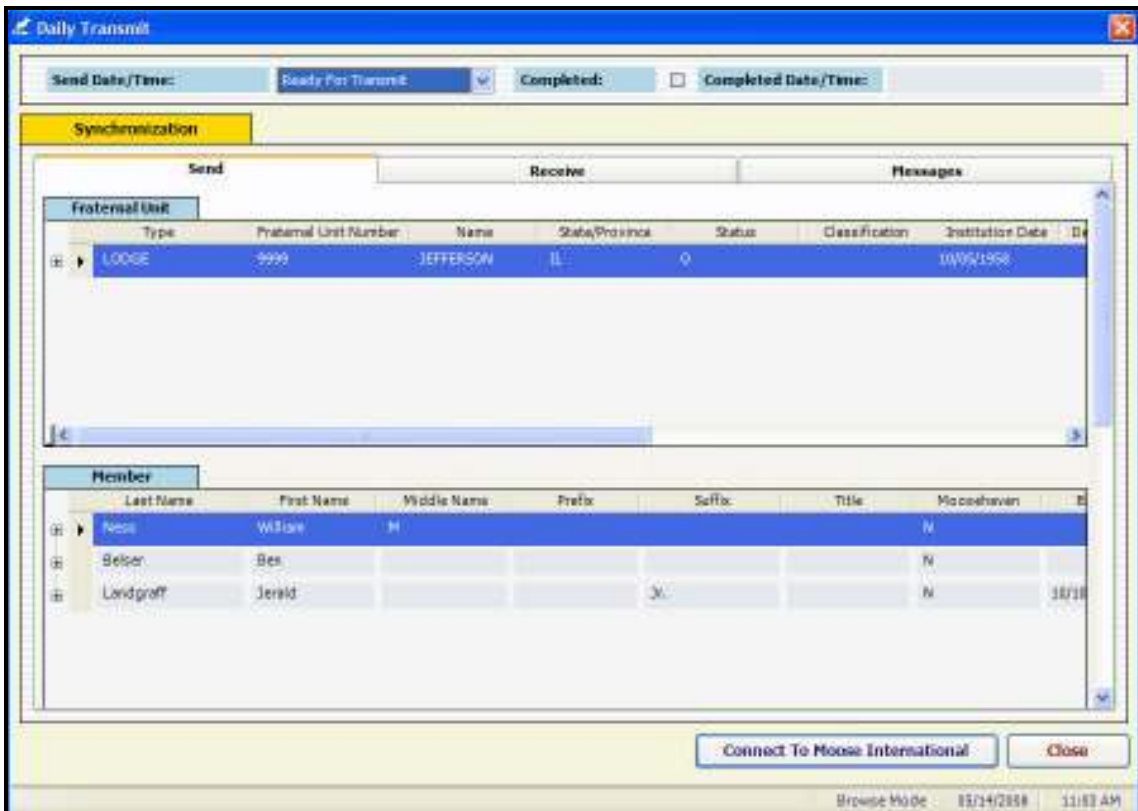
Last Name	First Name	Middle Name	Prefix	Suffix	Title	Moosehaven	B
Ness	William	M				N	
Belser	Ben					N	
Landgraff	Jerald			Jr.		N	10/10

At the bottom of the window, there are two buttons: **Connect To Moose International** and **Close**. The status bar at the bottom right shows: Browse Mode | 05/14/2008 | 11:03 AM.

## Fraternal Unit and Member Data Transfer

Fraternal Unit and Member data transfer with Moose International is displayed under three (3) Transmission tabs.

- **Send**
- **Receive**
- **Messages**



### Send Tab

The **Send** tab displays three (3) information areas, **Fraternal Unit**, **Member** and **Fraternal Unit Rates**. The **Fraternal Unit** information area will list all Fraternal Unit changes to be uploaded to Moose International. The **Member** information area will list all Member changes to be uploaded to Moose International. The **Fraternal Unit Rates** information area would contain any information pertaining to a Dues increase or decrease to be recorded with Moose International.

---

**Note:** To view the Fraternal Unit Rates area, you will need to scroll down in the window.

---

## Receive Tab

The **Receive** tab, just like the Send tab, displays three (3) information areas; **Fraternal Unit, Member** and **Fraternal Unit Rates**. This tab will contain any information sent to your FRU from Moose International regarding these three (3) areas.

## Messages Tab

The **Messages** tab will display messages sent to your FRU from Moose International. These could include items such as notification of an update in your Membership demographic information, an Address change or possibly problems with the data transmission or conflicting information in a record.

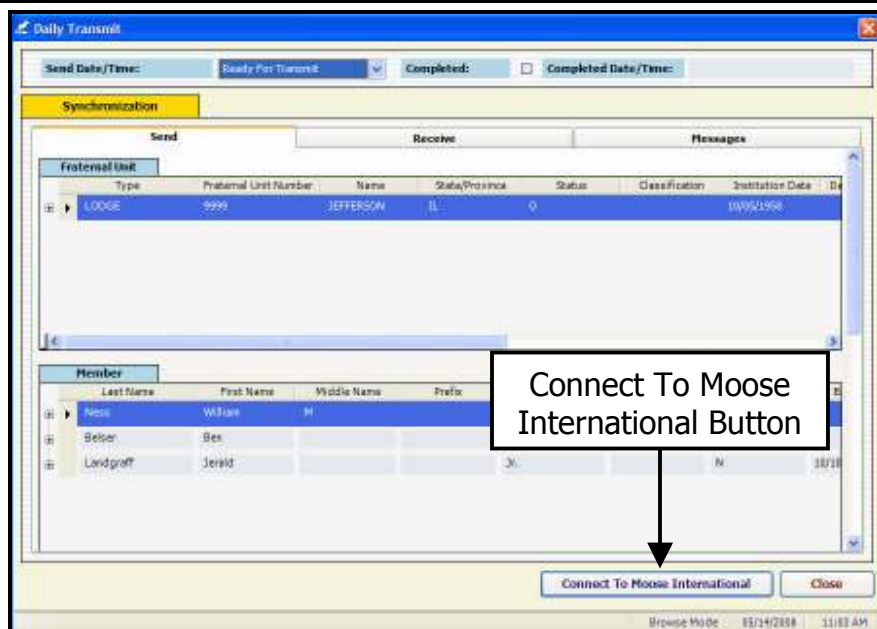
## Connecting to Moose International

When all Fraternal Unit and Member data changes have been reviewed and you are ready to transmit the information to Moose International, click the **Connect to Moose International** button.

---

**Note:** Dial Up Internet Service must be connected before clicking "Connect To Moose International"

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**Note:** A connection will be initiated between LCL.net v2.0 and the Moose International Server. The Status Bar will display the steps in the transmission process and when the transmission is complete.

After the transmission is completed the Daily Transmit window will switch to the Receive tab to display any information downloaded from Moose International.

**Always check the Messages tab for any messages that may have been transferred with these records.**

---

## Get Awards and Degrees

### Refer to Chapter6, Transmit Functions of the LCL.net v2.0 Resource Manual

The **Get Awards and Degrees** menu option is located under the Go To menu.

When **Get Awards and Degrees** is selected, LCL.net v2.0 retrieves current dates for Life Membership, Higher Degrees, 25 Club, Etc. for each FRU Member and populates the Member Screen of each Member with the dates that are on file at Moose International.

### To Run "Get Awards and Degrees"

1. Click the **Go To** menu item on the menu bar.
2. Click **Get Awards and Degrees** in the Go To drop down menu.



The Get Awards and Degrees window opens



3. Click the **Get Awards and Degrees** button in the dialog box.
4. Click the **OK** button.
5. Click the **Close** button.



## Inactivating and Deleting an Application

---

### Refer to Chapter 5, The Application Screen of the LCL.net v2.0 Resource Manual

There are times when you must change an Application Status to Inactive or Delete in the system. Inactivating removes an Application from the Active Application List and puts the record in the Inactive Status. A reason for inactivating an Application could be that the Applicant is unable to be enrolled for several months (maybe being deployed in the military), but wants to enroll when he/she returns. Before an Application can be deleted, the Status must first be changed to Inactive. A reason to delete an Application might be that the Applicant has passed away or has moved to another state and no longer wants to join.

#### **To Inactivate and Delete an Application:**

1. Open the Application Record.
2. Click the **Edit** button to allow editing of the Application information.
3. Click the Status drop down arrow and select **Inactive**.
4. Click the **Save** button to enter the status change.

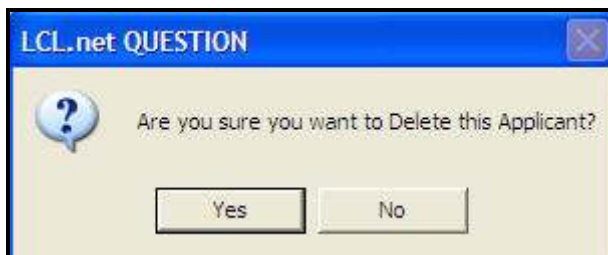
---

**Note:** At this point you may either leave the Application in the Inactive Status to be activated and enrolled later or delete the Record completely.

---

5. To retain the Application in the Inactive Status, click the **Close** button to close the record.
6. To Delete the Application, click the **Edit** button again.
7. Click the **Status** drop down and select **Deleted**.
8. Click **Save**.

The following screen will appear:



9. Click the **Yes** button to complete the process of deleting the Application.

## Enrolling Applicants

Refer to Chapter 5, The Application Screen of the LCL.net v2.0 Resource Manual.

When an Application is in the **Accepted** status and ready to be enrolled into the FRU, it is necessary to move the Applicant out of the Applications list into the Active Members List as a Member of the FRU. The Application must have been transmitted to Moose International, processed by the Moose International Server (Takes up to 24 Hours) and a second Application Transmit must have been performed to receive the Application back into the FRU's Applications List as **Accepted** and containing a **Member ID** number. **All Dues and Fees** must have been paid. An Enrollment Date must also be entered in the **Enroll Date** field in the upper right corner of the screen.

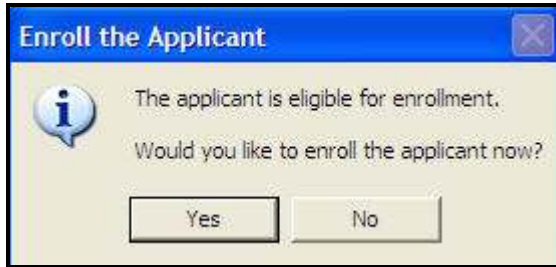
The screenshot shows the 'Application' screen in a web browser. The top section contains fields for FRU Number (99), FRU Name (JEFFERSON), Member ID (6175/0278), and Applicant Name (Jerry McWiggles Exq.). Below this is the 'Applicant Information' section, which is divided into several sub-sections: Application (Application Number: 5300017, Application Date: 05/29/2008, Application Code: 1 - New, Application Status: Accepted, Date Entered: 05/29/2008), Name Information (Title, First Name: Jerry, Middle Name, Last Name: McWiggles, Suffix, Exq.), Address Information (Address 1: 3002 WHYNOT STREET, Address 2, City: BECALUSE, State/Prov: Illinois, Zip: 60539, Country, Birth Date: 02/28/1978), Contact Information (Home Phone: (630) 859-2000, eMail Address: jiggles@comcast.net), Enrollment (Enroll Date: 05/19/2008, Enroll button), Family Information (Married: checked, Number of Children: 12), and Employment Info (Occupation: LAWYER, Employer: SELF, Bus Phone: (630) 859-2001, Ext). At the bottom, there is a 'Sponsor' section with fields for Member ID (1773466), Lodge Number (8999), First Name (Erin), Last Name (Leonard), Address (223PALACE), Home Phone, City (JEFFERSON), State (IL), and Zip (45678-5474). A 'Save' button is located at the bottom right of the form. Callouts with arrows point to the 'Member ID Number' field, the 'Accepted Status' dropdown, the 'Enroll Date' field, and the 'Save' button.



## **To Enroll An Applicant:**

1. Select the Application to be enrolled from the **Accepted Applications List**.
2. Click the **Edit** button to open the Application Record.
3. Check to insure the **Report Date, Report Number** and **Batch Number** appear in the Application Information box.
4. Enter the Applicant's Enrollment Date in the **Enroll Date** field.
5. Click the **Save** button to save the entry into LCL.net v2.0.

The following Enroll the Applicant box will appear



6. Click the **Yes** button to enroll the Applicant  
-or-  
Click the **No** button to enroll the Applicant later.

---

**Note:** When the above process is complete, the Application record moves to the list under the **Other** tab. During each Application Transmit, Applications listed under the **Other** tab are deleted from LCL.net v2.0 . Inactive Applications will remain in the List under the Other tab until they are either changed to Active or Deleted.

---

To see the Newly Enrolled Membership Record in the Member List:

1. Click the **Member** Tab.
2. Scroll down in the List to the name of the Newly Enrolled Member.  
*The Dues Expiration Date will show as **Newly Enrolled**.*

The Dues Expiration Date will be downloaded from Moose International after the Enrollment Date has been transmitted to Moose International, the Sweepers have processed the information and the Daily transmissions have been performed again by the FRU.

*This may take a couple days and a couple transmits to complete.*

## Get Member Information

The Get Member Information function allows you to download current Member information from the Moose International Servers, one Member at a time.

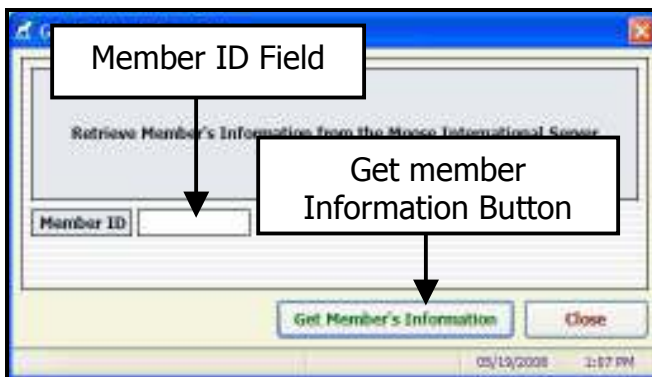
*This allows the FRU to keep up to date on changes made by the Member via the Website such as Address changes or by Moose International such as Dues Dates, Etc.*

### To Get Member information:

1. Click **Go To** on the menu bar.
2. Click **Get member information** in the Go To dropdown menu.

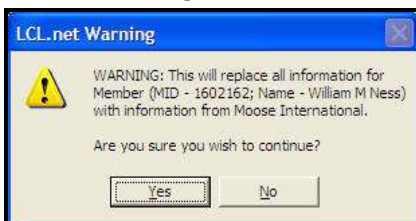


The **Get Member Information** screen opens



3. Enter the Member ID number in the **Member ID** field.
4. Click the **Get Member information** button.

*After Running Get Member information the following Warning Box appears*



5. Click **Yes** in the LCL.net Warning Box to replace the information in the FRU Data Base with the information downloaded from the Moose International Server.
6. Click **No** to exit **Get Member information** without saving the downloaded information.

## **Export**

---

The Export function in LCL.net v2.0 is currently addressed in the LCL.net v2.0 Resource Manual beginning on Page 28 and is also available as a Handout.

Should an Advanced User Course be offered in the future, Export will be taught as part of that class.

## Reports and Labels

---

### Refer to Chapter 7, Reports and Labels of the LCL.net v2.0 Resource Manual

The Reports and Labels function in LCL.net v2.0 provides several options for creating reports to get specific information about an FRU. Reports and Labels allows you to create Reports in the following areas and in some create Mailing Labels and Badges.

- Address Change
- Activities
- Applicant
- Arrears
- Deposit
- Member Payments
- Officer
- Member
- Special Dates
- Miscellaneous Code
- Deceased

The Reports and Labels function in LCL.net is accessed by clicking the **Go To** menu option on the menu bar. The **Reports and Labels** option contains a sub-menu that lists each reporting area available.

Most report selections have a **Reports/Labels Selection** box that allows you to choose the type of reporting format you want to create in the viewing area and provides you with two options. Select the Radio button beside the desired report type to select either **Reports** or **Labels**.

- **Reports** – Creates a detailed report based on the options selected.
- **Labels** – Creates Labels and badges based on the options selected.

---

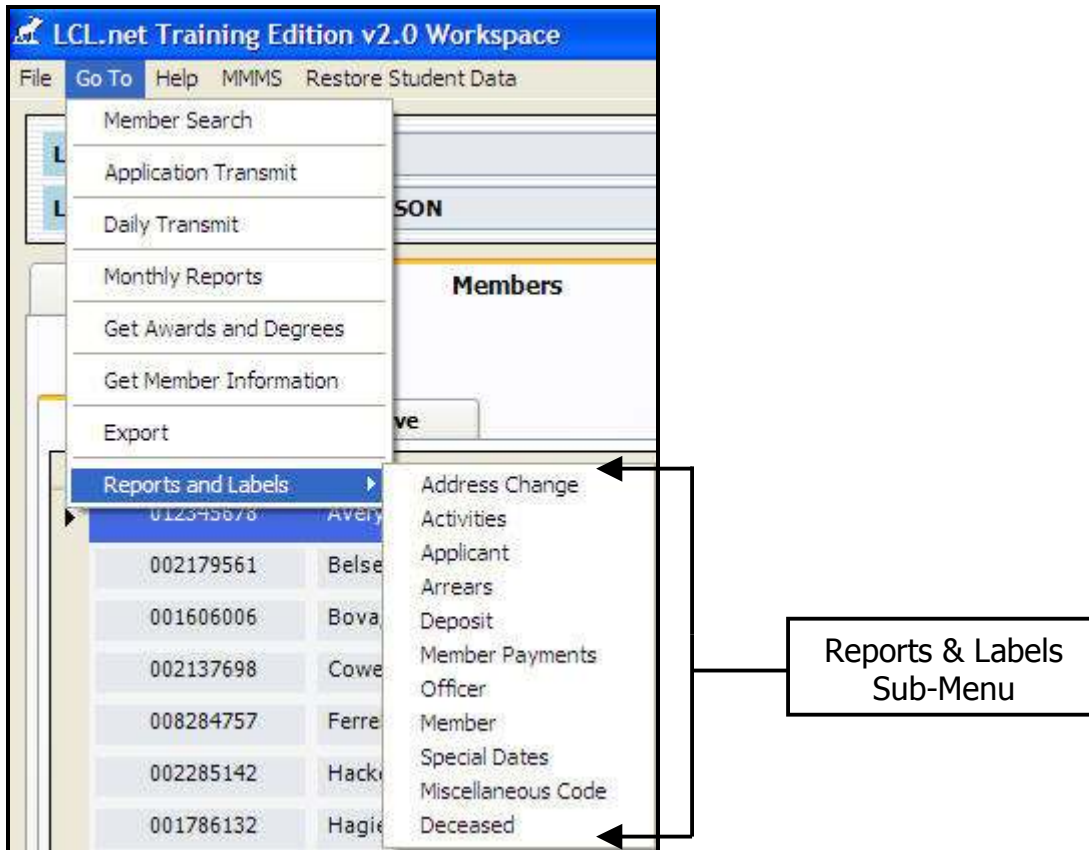
**IMPORTANT:** It is recommended that you buy the suggested Avery labels or a brand that is equivalent to the Avery labels. Many other labels use the same layout, but the size will vary and the labels won't print properly.

---

## Address Change Reports and Labels

The Address Change Reports and Labels function will generate a Report or Labels reflecting any address changes made at the FRU, at Moose International or on the Moose International Website by the Member during a period of time designated by the FRU.

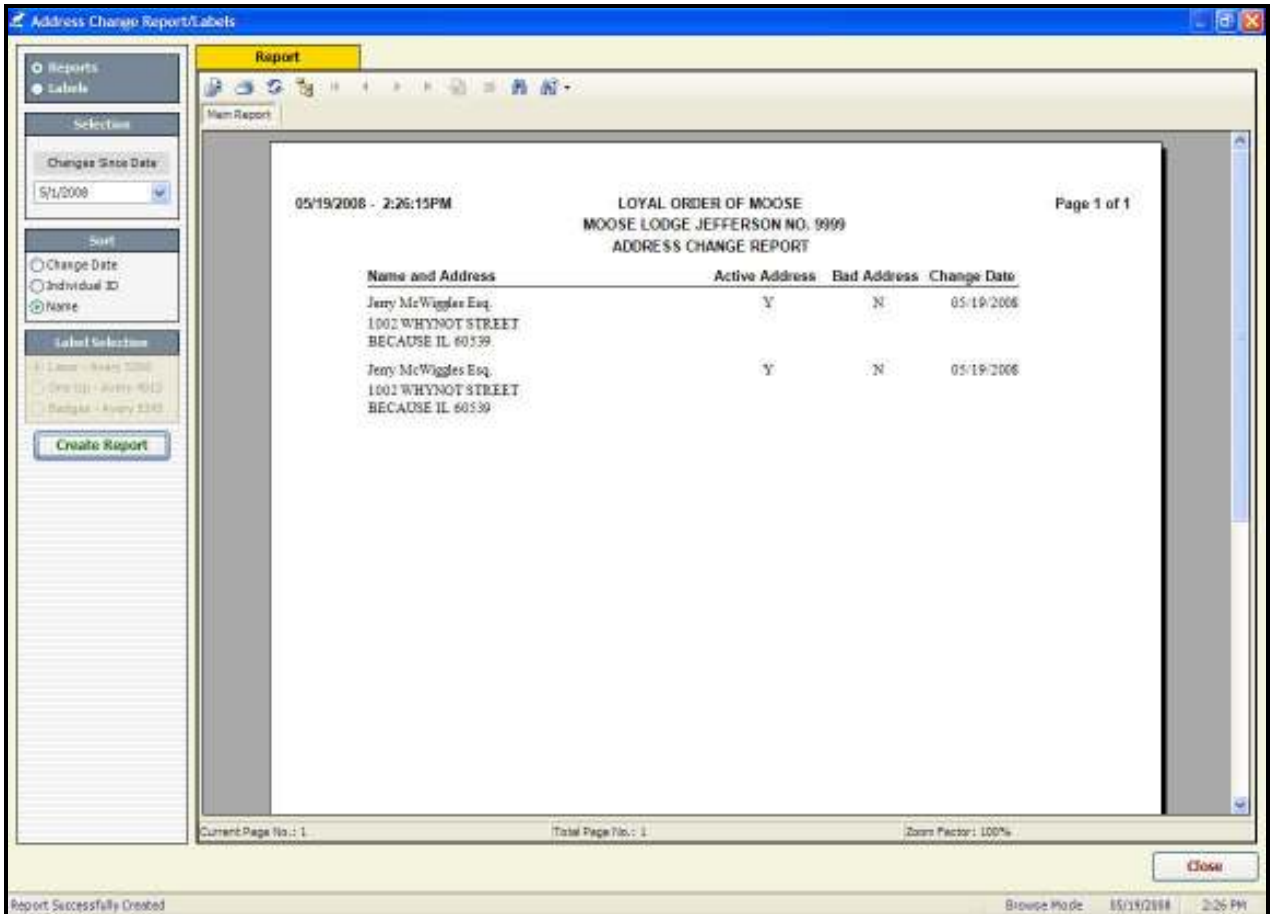
The Address Changes Reports/Labels area is located in the Reports and Labels Sub-menu that appears when you select Reports and Labels under the Go To option.



## Address Change Report/Labels Screen

1. Click or Highlight **Reports and Labels** in the Go To Menu dropdown.
2. Click **Address Change** in the Sub-menu to open the Address Change Reports/Labels window.

The Address Change Reports/Labels window will open.



Once open, the Address Change Reports/Labels window allows you to select reporting options to narrow the Report by selecting a **Changes Since Date** to use as a starting date for the Reporting Period.

When the options are all chosen, you must click the **Create Report** button to begin the creation of the Report.

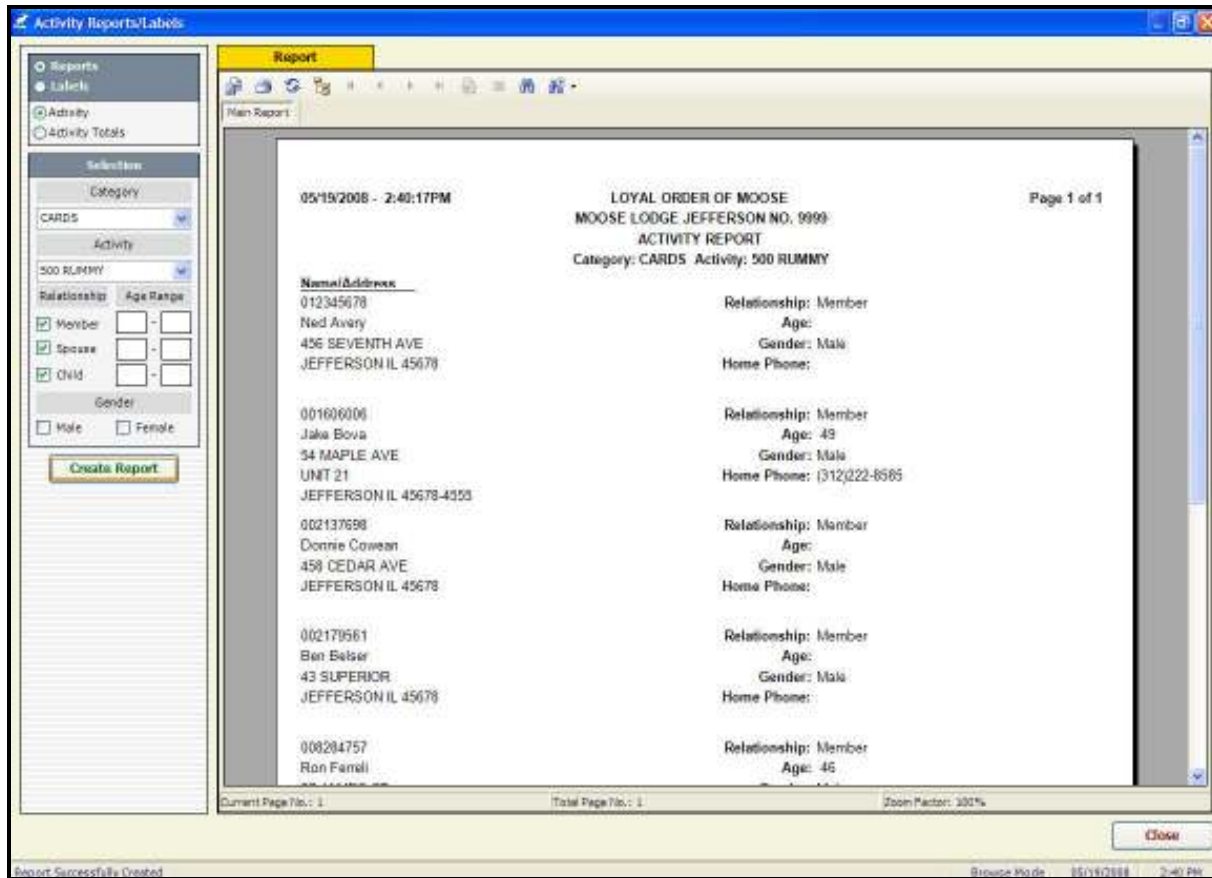
---

**Note:** Some Reports are going to take several minutes to create. If the Progress Bar is showing in the Report Area of the window, it is gathering information. Be patient!

---

## Activities Reports and Labels

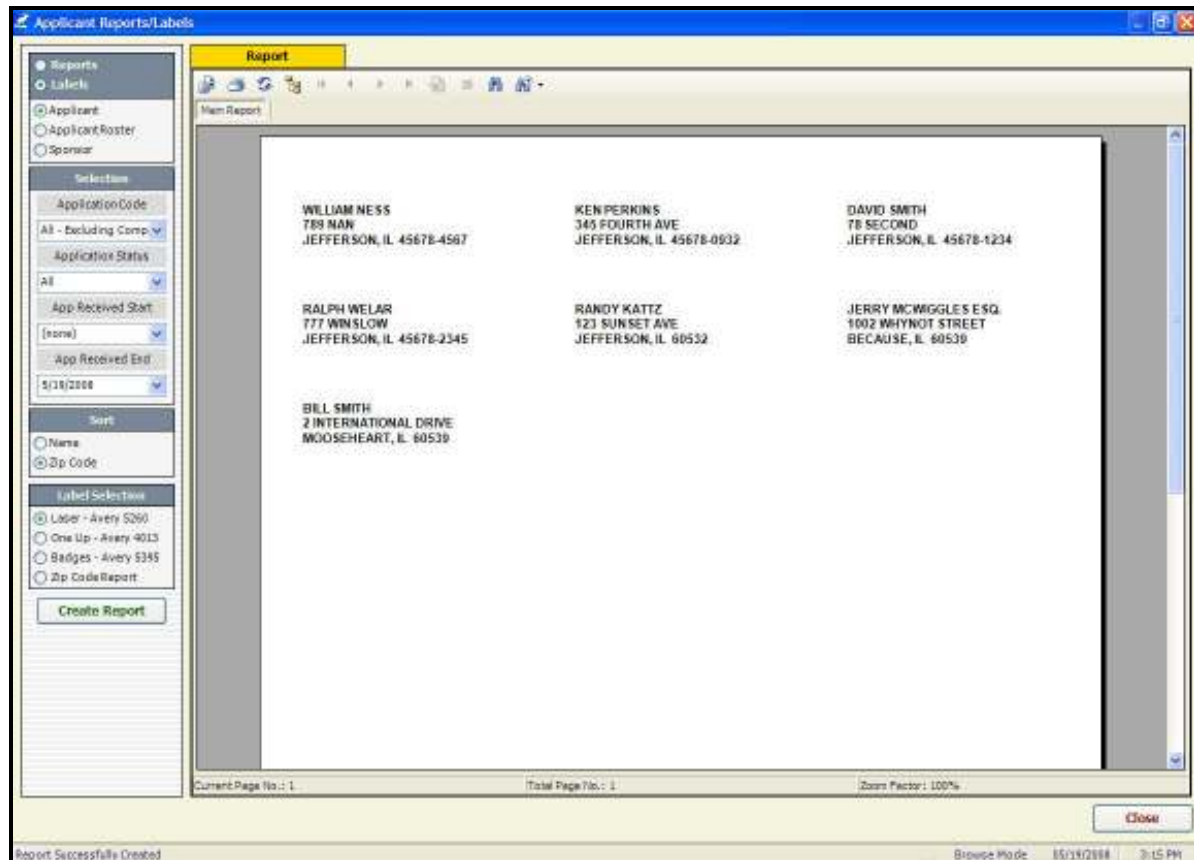
The Activities Reports and Labels function will generate the specified type of Reports or Labels based on the selections made for the Report.



1. Select the **Report** radio button to specify that you want to view the selected data in a Report format.
2. Select the type of Activity Report you wish to create. Selecting **Activity Totals** will clear all selection options and creates a Report on all Member and Family activities.
3. Click the **Category** dropdown arrow and select the Category of the Activity you wish to create a Report for.
4. Click the **Activity** dropdown arrow and select the Activity you wish to create the Report for.  
*The Activity selections will change based on the Category selected.*
5. Select the Family Members to include in the Report.
6. Enter a specific Age Range for the selected Family Member(s), if desired.
7. Select a specific Gender for the Report, if desired.
8. Click the **Create Report** button.

## Applicant Reports and Labels

The Applicant Reports/Labels function allows you to produce detailed Reports to be used for Application Reporting to the Board of Officers or Membership Committee. It also gives you the option to produce Mailing Labels for inviting Applicants and Sponsors to Orientations or Enrollments.



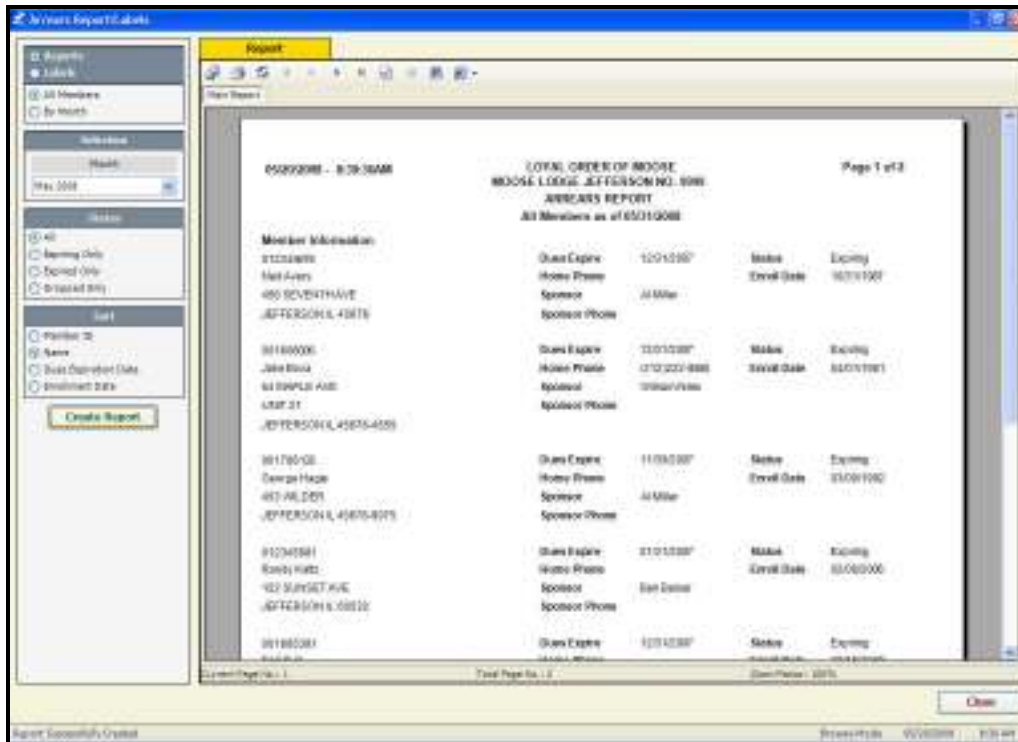
### To create Applicant Reports:

1. Select the **Reports** radio button to specify that you would like the Data in Report Form.
2. Select **Applicant** to create a List of Applicants and their Sponsors.
3. Click the **Application Code** dropdown arrow to select Applicants with a specific Application Code to be included in the Report. Selecting **All** will produce a Report including all Application Codes.
4. Click the **Application Status** dropdown arrow to select Applicants with a specific status to be included in the Report. Selecting **All** will return a Report of all Applicants regardless of their Status.
5. Enter an **App Received Start** date to specify the start of a Date Range if desired.
6. Enter an **App Received End** date to specify the end of the desired Date Range.
7. Select **Application Number, Name, Application Code, Application Status, Sponsor ID or App Received Date** to sort the Report as desired.
8. Click the **Create** button.



## Arrears Reports and Labels

The Arrears Reports/Labels function provides several options for creating Reports of Members in Arrears.

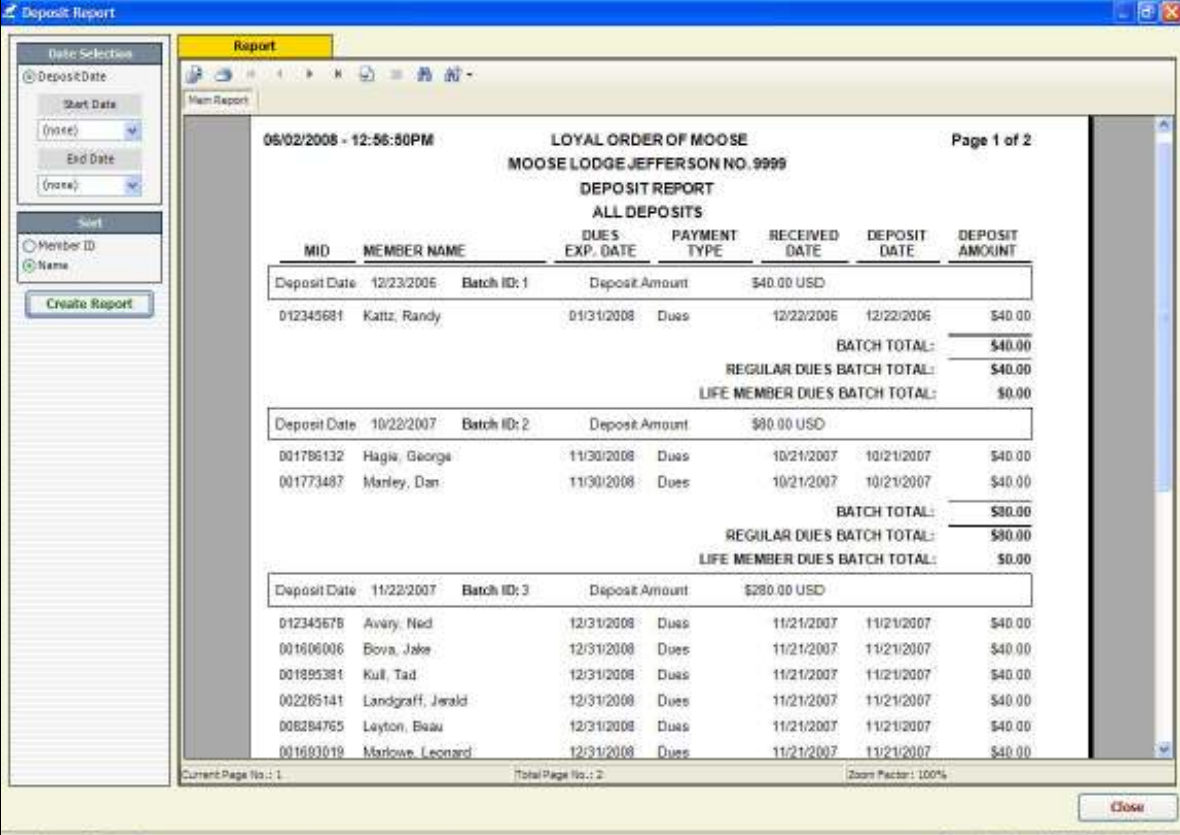


### To create an Arrears Report

1. Select the **Reports** radio button to specify you would like the Data in a Report Form.
2. Select the type of Report you wish to generate.  
Selecting **All Members** generates a Report of all FRU Members in Arrears.  
Selecting **By Month** creates an Arrears Report for the month selected.
3. Select the **Month**, if the selection above was By Month.
4. Select the **Status** for the Report.  
Selecting **All** will generate a Report on all Members with **Expired** or **Dropped** Status.  
Selecting **Expiring Only** will generate a Report of Members whose Dues Expiration Date is within the month selected.  
Selecting **Expired Only** will generate a Report of all FRU Members with a Status of Expired.  
Selecting **Dropped Only** will generate a Report of all FRU Members with a Status of Dropped.
5. Select **Member ID**, **Name** or **Dues Expiration Date** to sort the Report as desired.
6. Click the **Create Report** button.

## Deposit Report

The Deposit Report function in Reports and Labels produces a List of Direct Deposits electronically credited to your FRU General Fund Account by Moose International and the names of the Members whose payments are included in those Deposits sorted by either Member ID or Name. These Deposits are for the FRU portion of the Dues paid to Moose international through the Lock Box.



The screenshot displays the 'Deposit Report' window. On the left is a 'Date Selection' panel with 'Start Date' and 'End Date' dropdowns (both set to '(None)') and a 'Sort' section with radio buttons for 'Member ID' and 'Name'. A 'Create Report' button is at the bottom of this panel. The main area shows a report header for 'LOYAL ORDER OF MOOSE MOOSE LODGE JEFFERSON NO. 9999' and 'DEPOSIT REPORT ALL DEPOSITS'. The report is dated '06/02/2008 - 12:56:50PM' and is 'Page 1 of 2'. It contains three tables of deposit data, each with columns for MID, MEMBER NAME, DUES EXP. DATE, PAYMENT TYPE, RECEIVED DATE, DEPOSIT DATE, and DEPOSIT AMOUNT. The first table (Batch ID: 1) shows a deposit of \$40.00 USD on 12/23/2006 for member Randy Katz. The second table (Batch ID: 2) shows deposits of \$40.00 USD on 10/22/2007 for members George Hagis and Dan Manley. The third table (Batch ID: 3) shows deposits of \$40.00 USD on 11/22/2007 for members Ned Avery, Jake Bova, Tad Kull, Jerald Landgraft, Beau Layton, and Leonard Marlowe. Summary rows for each batch show 'BATCH TOTAL: \$40.00', 'REGULAR DUES BATCH TOTAL: \$40.00', and 'LIFE MEMBER DUES BATCH TOTAL: \$0.00'. The status bar at the bottom indicates 'Report Successfully Created', 'Current Page No.: 1', 'Total Page No.: 2', 'Zoom Factor: 100%', and 'Browse Mode: 6/02/2008 12:57 PM'.

MID	MEMBER NAME	DUES EXP. DATE	PAYMENT TYPE	RECEIVED DATE	DEPOSIT DATE	DEPOSIT AMOUNT
Deposit Date: 12/23/2006 Batch ID: 1 Deposit Amount: \$40.00 USD						
012345681	Katz, Randy	01/31/2008	Dues	12/22/2006	12/22/2006	\$40.00
BATCH TOTAL:						\$40.00
REGULAR DUES BATCH TOTAL:						\$40.00
LIFE MEMBER DUES BATCH TOTAL:						\$0.00
Deposit Date: 10/22/2007 Batch ID: 2 Deposit Amount: \$80.00 USD						
001786132	Hagis, George	11/30/2008	Dues	10/21/2007	10/21/2007	\$40.00
001773487	Manley, Dan	11/30/2008	Dues	10/21/2007	10/21/2007	\$40.00
BATCH TOTAL:						\$80.00
REGULAR DUES BATCH TOTAL:						\$80.00
LIFE MEMBER DUES BATCH TOTAL:						\$0.00
Deposit Date: 11/22/2007 Batch ID: 3 Deposit Amount: \$280.00 USD						
012345678	Avery, Ned	12/31/2008	Dues	11/21/2007	11/21/2007	\$40.00
001606006	Bova, Jake	12/31/2008	Dues	11/21/2007	11/21/2007	\$40.00
001895381	Kull, Tad	12/31/2008	Dues	11/21/2007	11/21/2007	\$40.00
002285141	Landgraft, Jerald	12/31/2008	Dues	11/21/2007	11/21/2007	\$40.00
008284765	Layton, Beau	12/31/2008	Dues	11/21/2007	11/21/2007	\$40.00
001683019	Marlowe, Leonard	12/31/2008	Dues	11/21/2007	11/21/2007	\$40.00

### To create a Deposit Report:

1. Select the desired **Start Date** for the Report
2. Select the desired **End Date** for the Report.
3. Select **Member ID** or **Name** to Sort the Report as desired.
4. Click the **Create Report** button.

## Member Payment Report

The Member Payments Report is a list of FRU Amount payments by Received Date or Deposit Date for the period of time specified by the Start Date and End Date you enter.

MID	MEMBER NAME	DUES EXP. DATE	PAYMENT TYPE	RECEIVED DATE	DEPOSIT DATE	FRU AMOUNT
012345678	Ned Avery	12/31/2008	Dues	11/21/2007	11/21/2007	\$ 40.00
012345678	Ned Avery	12/31/2009	Dues	05/29/2008	05/29/2008	\$ 40.00
001606006	Jake Bova	12/31/2008	Dues	11/21/2007	11/21/2007	\$ 40.00
001606006	Jake Bova	12/31/2009	Dues	05/29/2008	05/29/2008	\$ 40.00
002137698	Donnie Cowan	09/30/2010	Dues	05/29/2008	05/29/2008	\$ 40.00
002137698	Donnie Cowan	09/30/2009	Dues	05/29/2008	05/29/2008	\$ 40.00
008284757	Ron Farrell	09/30/2009	Dues	05/29/2008	05/29/2008	\$ 40.00
008284757	Ron Farrell	09/30/2010	Dues	05/29/2008	05/29/2008	\$ 40.00
002285142	Will Hacker	09/30/2009	Dues	05/29/2008	05/29/2008	\$ 40.00
002285142	Will Hacker	09/30/2010	Dues	05/29/2008	05/29/2008	\$ 40.00
001786132	George Hagle	11/30/2009	Dues	05/29/2008	05/29/2008	\$ 40.00
001786132	George Hagle	11/30/2008	Dues	10/21/2007	10/21/2007	\$ 40.00
012345681	Randy Kartz	01/31/2009	Dues	12/22/2007	12/22/2007	\$ 40.00
012345681	Randy Kartz	01/31/2008	Dues	12/22/2006	12/22/2006	\$ 40.00
001895381	Tad Kull	12/31/2008	Dues	11/21/2007	11/21/2007	\$ 40.00
001895381	Tad Kull	12/31/2009	Dues	05/29/2008	05/29/2008	\$ 40.00
002285141	Jerald Landgraf	12/31/2008	Dues	11/21/2007	11/21/2007	\$ 40.00
002285141	Jerald Landgraf	12/31/2009	Dues	05/29/2008	05/29/2008	\$ 40.00
002285146	Theodora Laikar	09/30/2009	Dues	05/29/2008	05/29/2008	\$ 40.00
002285146	Theodora Laikar	09/30/2010	Dues	05/29/2008	05/29/2008	\$ 40.00
008284765	Beau Layton	12/31/2008	Dues	11/21/2007	11/21/2007	\$ 40.00
008284765	Beau Layton	12/31/2009	Dues	05/29/2008	05/29/2008	\$ 40.00

### To create Member Payment Reports:

1. Select **Received Date** or **Deposit Date** for the type of Report you desire.
2. Select the **Start Date** and **End Date** for the Report.
3. Select the **Payment Type** from the Payment Type dropdown box.

Selecting **All** creates a Report of all Life Member and Dues payments received during the Report period.

Selecting **Life Member** creates a Report of all Life Member payments received during the Report period.

Selecting **Dues** creates a Report of all Dues payments received during the Report period.

4. Select **Member ID**, **Name** or **Deposit Date** to sort the Report as desired.

## Officer Reports and Labels

---

The Officers and Chairmen of the FRUs are entered on the Moose International Website and the Officer Entry function in LCL.net is no longer active.

FRUs are to enter their Officers and Chairmen using the Officer Maintenance function of the Admin. Menu accessed from "My Membership Online". For detailed instructions on using MMMS Online, print the Document "MMMS Online User Documentation" found in the Printable Educational Materials Section of the Education & Training Portal on the Moose International Website. The Officer Maintenance instructions are in Section 9 of that Document.

### To Access the Officer Maintenance function:

1. Login To: [www.mooseintl.org](http://www.mooseintl.org)
2. Click the **Member information and Address Changes** button.



The My Membership Record Online screen opens

**MOOSE THE FAMILY FRATERNITY**  
International, Inc.

My Membership Record Online [\[Return To Moose International\]](#)

**New Users**

As a first time user, you will need to set up a user profile before you can pay your dues online. This is a one time process.

Read all areas of the screens carefully for instructions on how to proceed.

[Register Your Moose ID](#)

**Returning Users**

User ID  [Forgot Your User ID?](#)

Password  [Forgot Your Password?](#)

- Please enter your User ID and Password that you have created in the Manage Account screen of 'My Membership Record Online'.
- If your User ID is your Moose ID... Do NOT include leading zeros when entering your Moose ID.
- If you have forgotten your Password, enter your User ID and click the 'Forgot Your Password?' link.
- If you have forgotten your User ID, enter your Moose ID Number in the User ID box and click the 'Forgot Your User ID?' link.

This site is best viewed with Microsoft Internet Explorer 6, Internet Explorer 7 or Mozilla Firefox 2 at a minimum screen resolution of 800 x 600. All other browsers are not currently supported.

3. Enter your **User ID** and **Password**.  
*If you have not previously logged into MMMS Online, you will need to follow the Instructions for Registering your Moose ID.*
4. Click the **Sign In** button.

## Officer Reports and Labels continued:

The My Memberships screen opens

FRU Type	FRU Number	FRU Name	Status	
LEGION	9	Mecca	Active	Select
LODGE	2655	Mooseheart	Active	Select

---

**Note:** The Member ID and Member Name of the person who signed into My Memberships will appear in the Member ID and Member Name fields on the above screen.

---

5. Click the **Admin. Menu** link.

The FRU Administrator Login screen opens

Administrator Login	
Fraternal Unit Passcode	<input type="text"/>
	<input type="button" value="Log In"/>



## Officer Reports and Labels continued:

6. Enter the **Fraternal Unit Passcode**

*The Passcodes were mailed to each FRU. If you do not have the Passcode for your FRU, the Administrator, Recorder or Moose Legion Secretary must contact the Help Desk to receive it. The Passcode will not be given to any other Officer or Member without Regional Manager approval.*

7. Click the **Login** button.

The Administration Home screen opens

MOOSE THE FAMILY FRATERNITY  
International, Inc.

Logged in as Admin for St Charles, IL LODGE 1368 | Richard Barr | [My Memberships] | [Manage Account] | [Admin Menu] | [Logout]

Administration Home YOU ARE IN TEST MODE

View Deposit List  
Search for Member  
Pay Member Dues  
Officer Maintenance  
Administration Home  
Exit Administrator

Fraternal Unit

Number	Type	Name	State	Status	Last Sync Date
--------	------	------	-------	--------	----------------

Officer Maintenance Button

Help by phone: (630) 906-3658

8. Click the **Officer Maintenance** button.

The Officer Maintenance screen opens

MOOSE THE FAMILY FRATERNITY  
International, Inc.

Logged in as Admin for St Charles, IL LODGE 1368 | Richard Barr | [My Memberships] | [Manage Account] | [Admin Menu] | [Logout]

Officer Maintenance YOU ARE IN TEST MODE

View Deposit List  
Search for Member  
Pay Member Dues  
Officer Maintenance  
Administration Home  
Exit Administrator  
Current Officer Reports

Officers

Title	Name	Member ID	Home Phone	Start Date	End Date	Type
Governor	VACANT					
Administrator	VACANT					
Junior Governor	VACANT					
Treasurer	VACANT					
Police	VACANT					
Trustee (1 Year)	VACANT					
Trustee (2 Year)						
Trustee (3 Year)						
Senior Past Governor						
Sergeant At Arms						
Inner Guard						
Outer Guard						

Current Officer Reports Button

Selected (Highlighted) Office To Edit

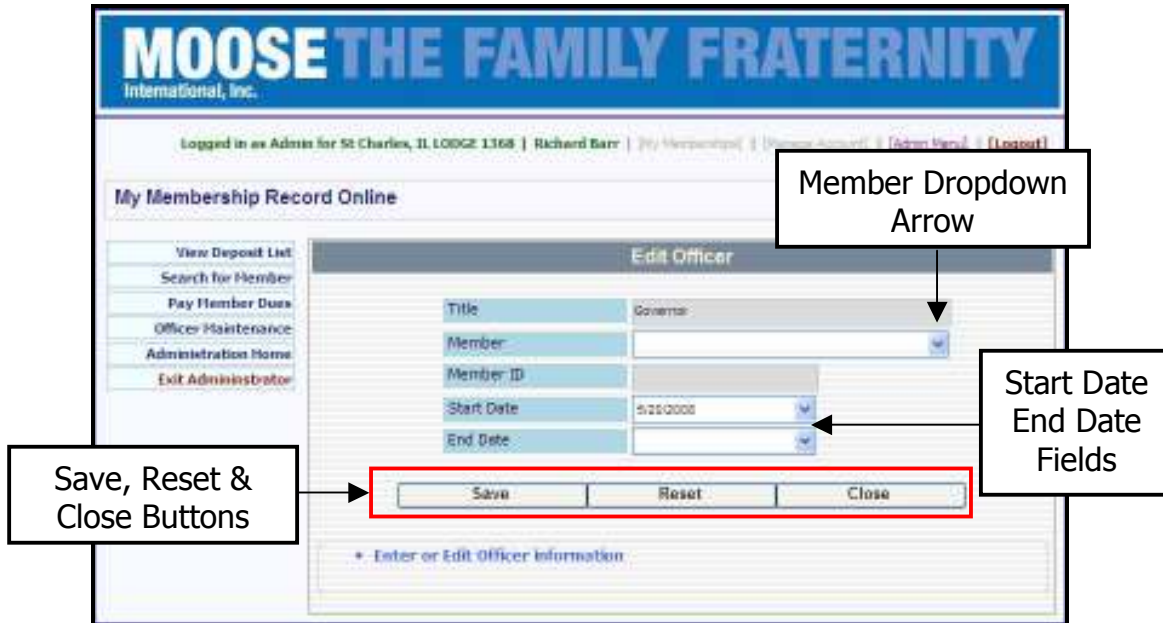
Edit Button

Help by phone: (630) 906-3658

## Officer Reports and Labels continued

9. Click the Line Item for the **Office** you wish to **Edit**.
10. Click the **Edit** button.

The Edit Officer window opens



11. Click the dropdown arrow in the **Member Field**.
12. Select the **New Officer or Chairman's Name** from the List.
13. Edit the **Start Date** if necessary.
14. Enter an **End Date** if desired.
15. Click **Save** to enter the new Officer into Moose International's Database.

*On April 30<sup>th</sup> of each year the system enters an End Date for all Officers and Chairmen, put the Old Officer Data into History and all Officers and Chairmen for the New Year must be entered.*

-or-

Click **Reset** to reset the screen to start over.

-or-

Click **Close** to close the screen without saving the new Officer.

---

**Note:** When all FRU Officers and Chairmen are entered, Officer and Chairmen Reports may be accessed from the Officer Maintenance screen by clicking the "Current Officer Reports" link.

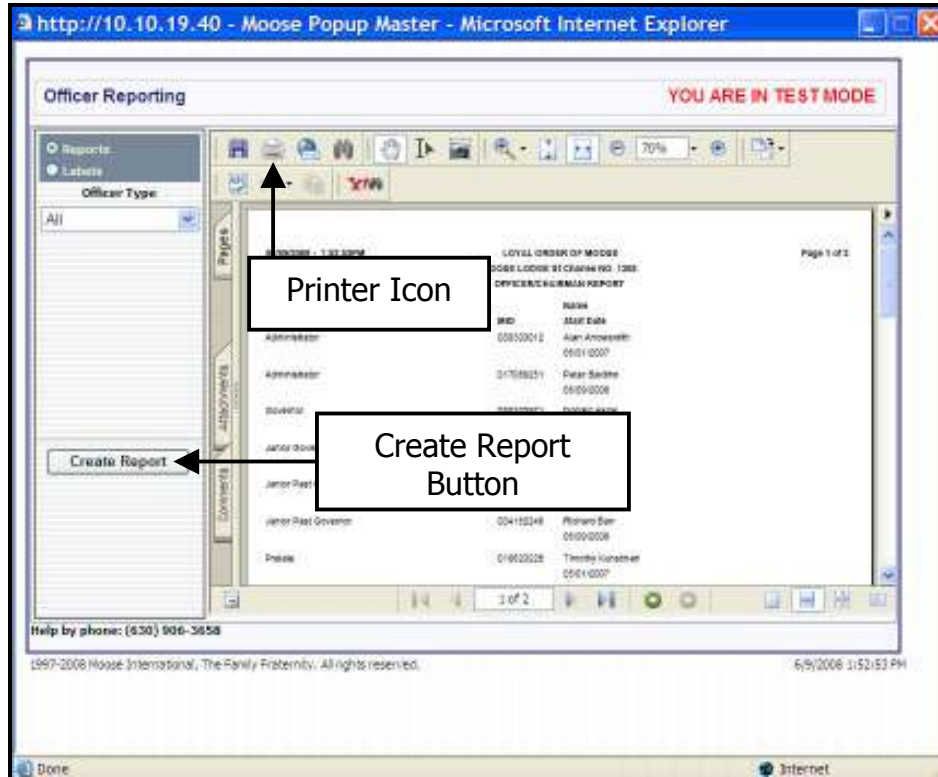
**(See the Screen Shot on page 54 of this Workbook.)**

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# Officer Reports

1. Click the **"Current Officer Reports"** link on the Officer Maintenance screen.

The **"Officer Reporting"** window opens



2. Select the **"Reports"** Radio button.
3. Select the **"Officer Type"** for the type of Report you wish to create.
  - **ALL** – Creates a Report of all Officers and Chairmen.
  - **Officer** – Creates a Report of only the Officers.
  - **Chairman** – Creates a Report of only the Chairmen.

To include the Appointed Officers in the Report, you must select **"All"**.

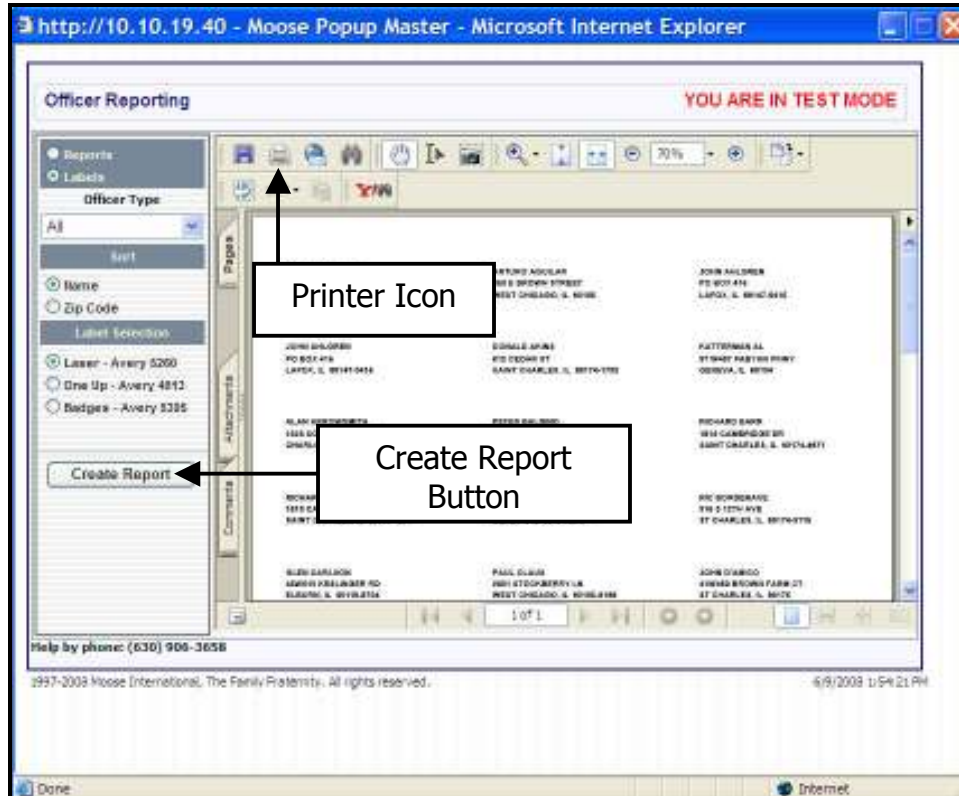
4. Click the **"Create Report"** button.
5. To Print the Report, click the **"Printer Icon"** at the top of the Report.



## Officer Labels

1. Click the "Current Officer Reports" link on the Officer Maintenance Screen.

The "**Officer Reporting**" window opens.



2. Select the "**Labels**" Radio button.
3. Select the "**Officer Type**" for the type of Labels you wish to create.
  - **ALL** – Creates Labels for all Officers and Chairmen.
  - **Officer** – Creates Labels of only the Officers.
  - **Chairman** – Creates Labels of only the Chairmen.

To include the Appointed Officers in the Labels, you must select "**ALL**"

4. Select "**Name**" or "**Zip Code**" for how you wish the Labels sorted.
5. Click the "**Create Report**" button.
6. To Print the Labels, click the "**Printer Icon**" at the top of the Label screen.

## Member Reports

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The Member Reports/Labels function provides ways to produce detailed Reports for use by the Board of Officers, Membership Committee, Retention Committee, Publicity Committee, Etc.

The **Member Report Type** selection box allows you to choose the type of Member Report to create.

- **Member Status** – Creates a Member Status Report or Labels based on the Reports/Labels selection and the Member Status selected. This is the preferred selection for printing Newsletter Labels.
- **New Member** – Creates a Report or Labels of all new Members enrolled in the current Quarter, based on the Reports/Labels selection and sorting options.
- **Volunteer** – Creates a Volunteer Report or Labels based on the Reports/Labels selection and sorting options.
- **Active Roster** – Creates an Active Roster Report based on the Reports selection and sorting options. This option is available for Reports Only.

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**Note:** Using the All Status in the Member Status dropdown menu list creates a Report of all Members regardless of Status. This Report may be very lengthy and it is advised that you use the Status Selection option to limit the size of the Report.

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The **Member Status Selection** box is only displayed when Member Status is selected as the Report Type. The Member Status Selection box allows you to produce a Report based on Member Status.

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**Note:** Entering a Date in the Start Date field generates a Report of only names entered since that date.

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### **To create Member Reports:**

1. Select the **Reports** radio button to specify that you want to view the selected Data in a Report Format.
2. Select **Member Status, New Member, Volunteer** or **Active Roster** to create the type of Report desired.
3. Select the desired **Member Status** if needed.

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**Note:** The selection box for choosing a Member Status is only displayed when the Member Status Report type is selected.

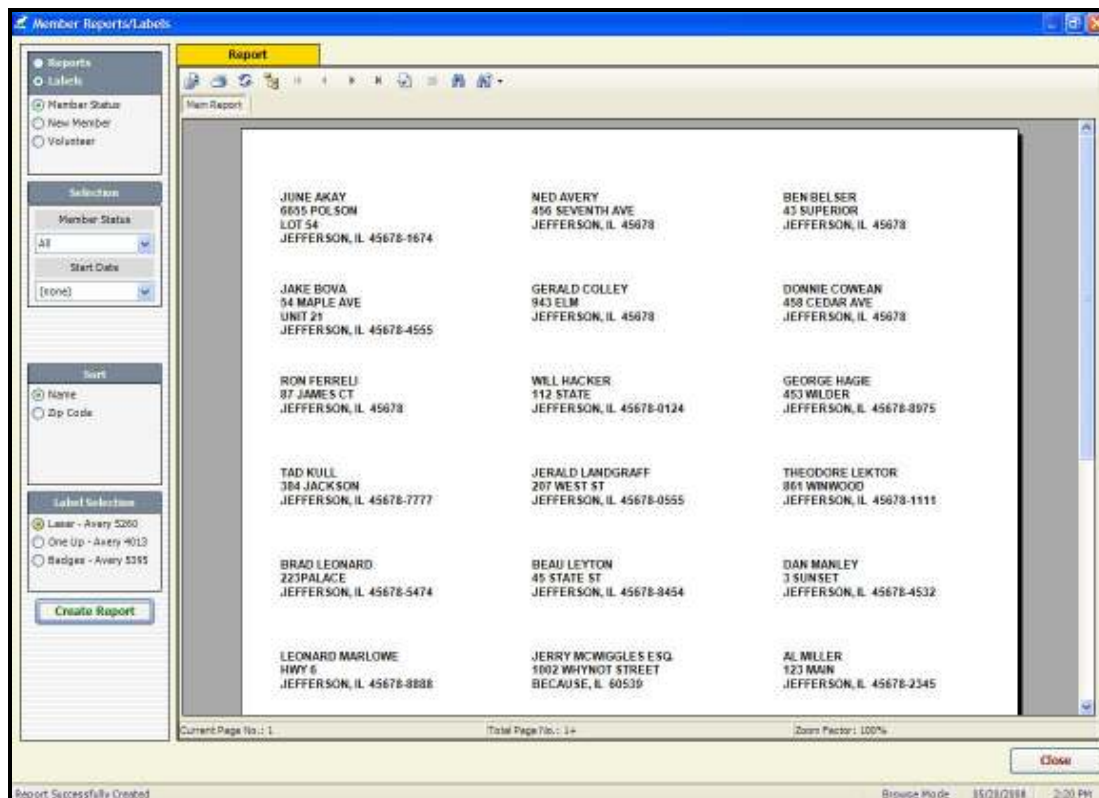
---

4. Select **Member ID, Name, Status** or **Enroll Date** to sort the Report as desired.
5. Click the **Create Report** button.

## Member labels

The Member reports/Labels function allows you to produce mailing labels that can be used for mailings by the FRU, Board of Officers, Committees, Etc.

**Note:** For best results, use the suggested Avery Labels listed in the Label Selection box of the Member Reports/Labels screen. There are many Label sizes and the Labels another supplier issues may not fit the LCL.net v2.0 Template.



### To create Member Labels:

1. Select the Labels radio button to specify that you want the selected data in Labels format.
2. Select **Member Status**, **New Member** or **Volunteer** to generate the type of Labels desired.
3. Select the desired **Member Status** if desired.

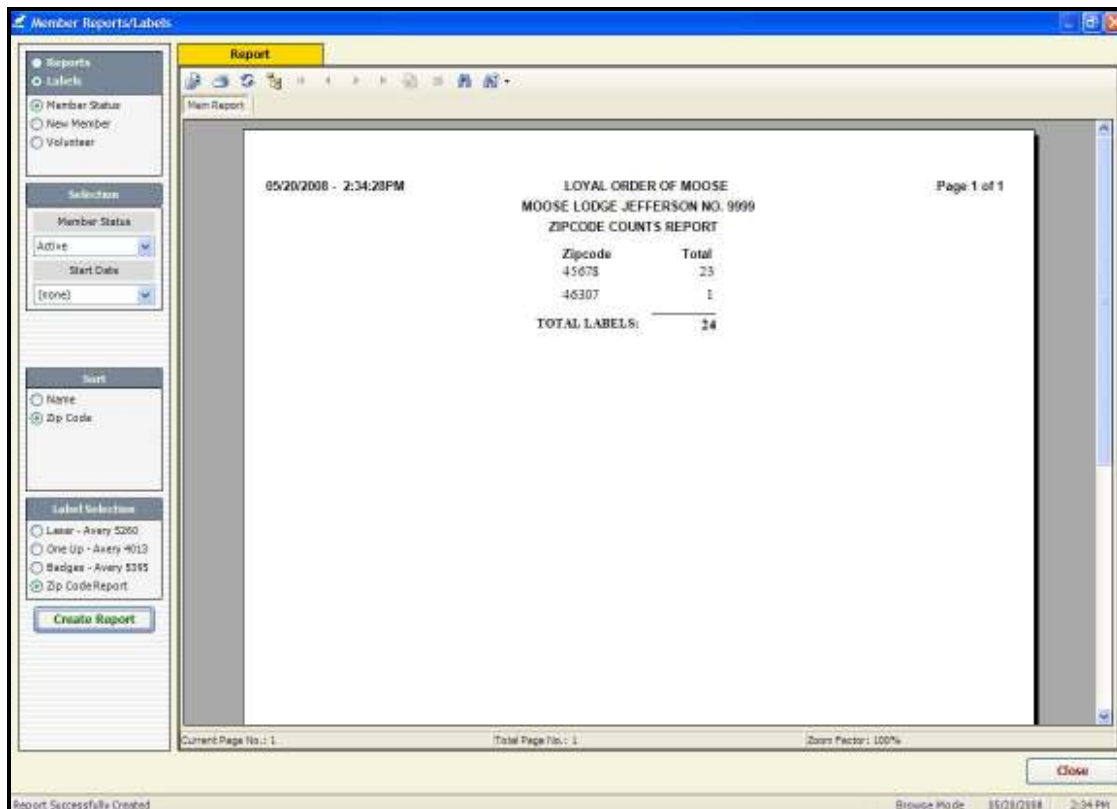
**Note:** The selection box for Member Status will only be displayed if Member Status type is selected. This will narrow the Member Labels parameters.

4. Select a **Start Date** if you wish to create Labels for only those Members added since a certain date.
5. Select **Name** or **Zip Code** in the Sort field.
6. Select the Label being used in the **Label Selection** box.
7. Click the **Create Report** button.

## Zip Code Report

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This Report is helpful in filling out the paper work for the Post Office when Bulk Mailing a Newsletter or Membership Mailing when the Federal Paperwork asks for how many pieces are being mailed to each Zip Code.



### To create a Zip Code Report:

1. Select the **Labels** radio button to specify that you want to view the selected data in Labels Format.
2. Select the **Member Status** radio button for the type of Report desired.
3. Select the **Zip Code** radio button in the Sort box.
4. Select the **Zip Code Report** radio button in the Label Selection box.
5. Click the **Create Report** button.

## Volunteer Report

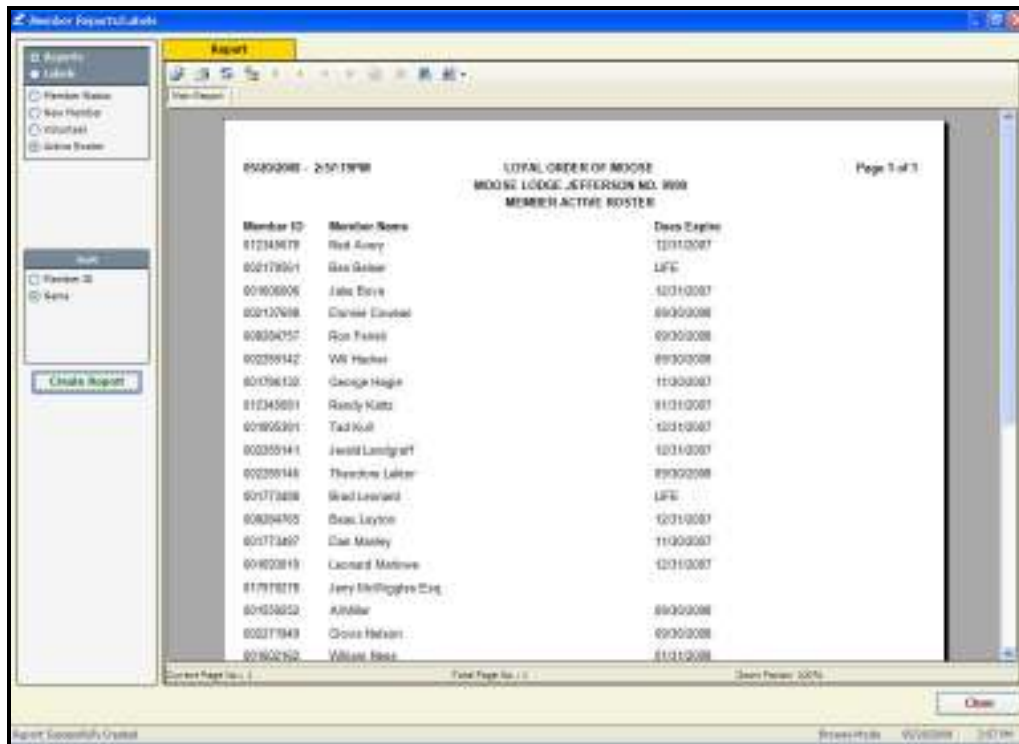
---

### To create a Volunteer Report:

1. Select the **Reports** radio button.
2. Select **Volunteer** as the Member Report type.
3. Select **Name** or **Zip Code** to sort the Report as desired.
4. Click the **Create Report** button.

## Active Roster Report

The Active Roster Report gives you a way to create a Report of the Active Members of the FRU in List Format (One Member per Line) sorted by Member ID or Name. It is a List of (only) the Active Members of the FRU.



The screenshot shows a software window titled "Member ReportTULake" with a "Report" tab. On the left, there are navigation buttons for "Reports", "Lodge", "Member Name", "New Member", "Refresh", and "Active Roster". Below these is a "Sort" section with "Member ID" selected and "Name" as an option, and a "Create Report" button. The main area displays a report for "MOOSE LODGE, JEFFERSON NO. 898" with the title "MEMBER ACTIVE ROSTER". The report is a list of 17 members with columns for Member ID, Member Name, and Date Expire. The status "LIFE" is listed under Date Expire for several members. The report is labeled "Page 1 of 1".

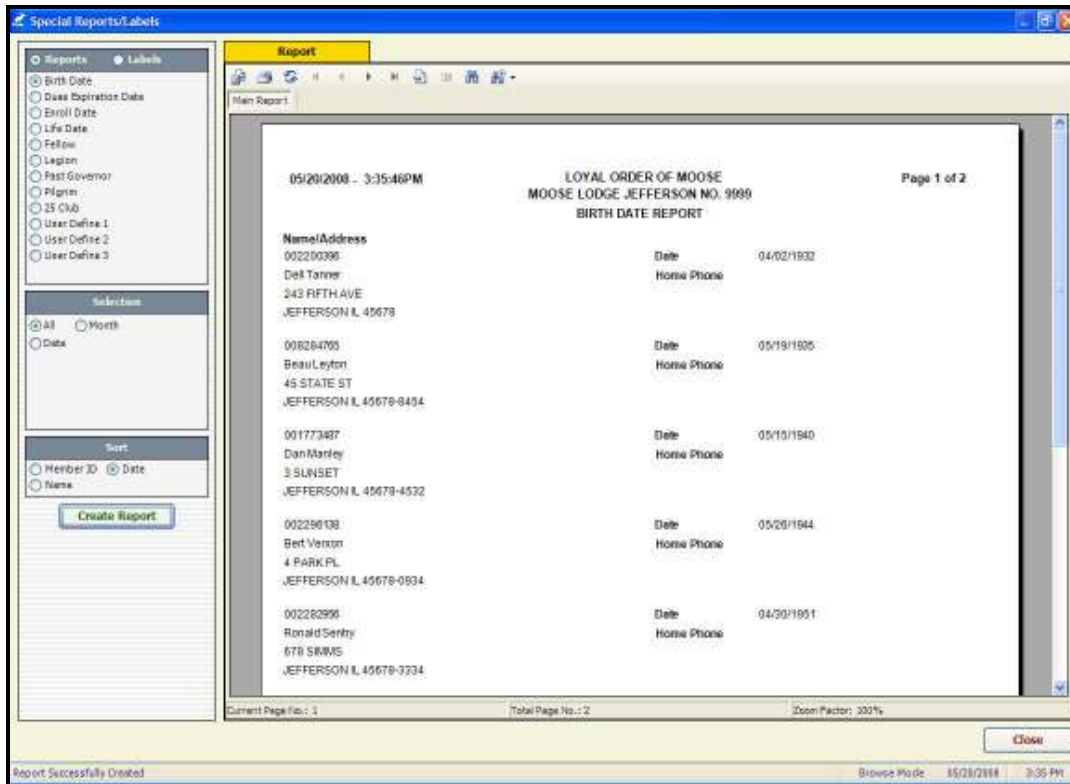
Member ID	Member Name	Date Expire
012345678	Bob Avery	12/31/2007
00123001	Sam Gelson	LIFE
00900006	John Ellis	12/31/2007
00123008	Charles Cavat	09/30/2008
008004757	Tom Finkel	09/30/2008
00200142	Will Hackett	09/30/2008
001206120	George Hagan	11/30/2007
012345001	Randy Katz	01/31/2007
00900001	Tad Kull	12/31/2007
00200141	Jensid Landgraf	12/31/2007
00200146	Therese Laker	09/30/2008
00123008	Brad Leonard	LIFE
008004705	Sean Layton	12/31/2007
00123007	Ear Mackey	11/30/2007
00900019	Leonard Matine	12/31/2007
012345019	Jerry McEllegree Ckt	
00900002	Arthur	09/30/2008
00237843	Gross Nelson	09/30/2008
00900250	William Ross	01/31/2008

### To create an Active Roster Report:

1. Select the **Reports** radio button.  
*Active Roster appears in the Report Type selection box.*
2. Select the **Active Roster** radio button in the Report Type selection box.
3. Select **Member ID** or **Name** to sort the Report as desired.
4. Click the **Create Report** button.

## Special Dates Reports and Labels

The Special Dates Reports/Labels function allows the FRU to create Reports based on the Members service to the Moose Fraternity.



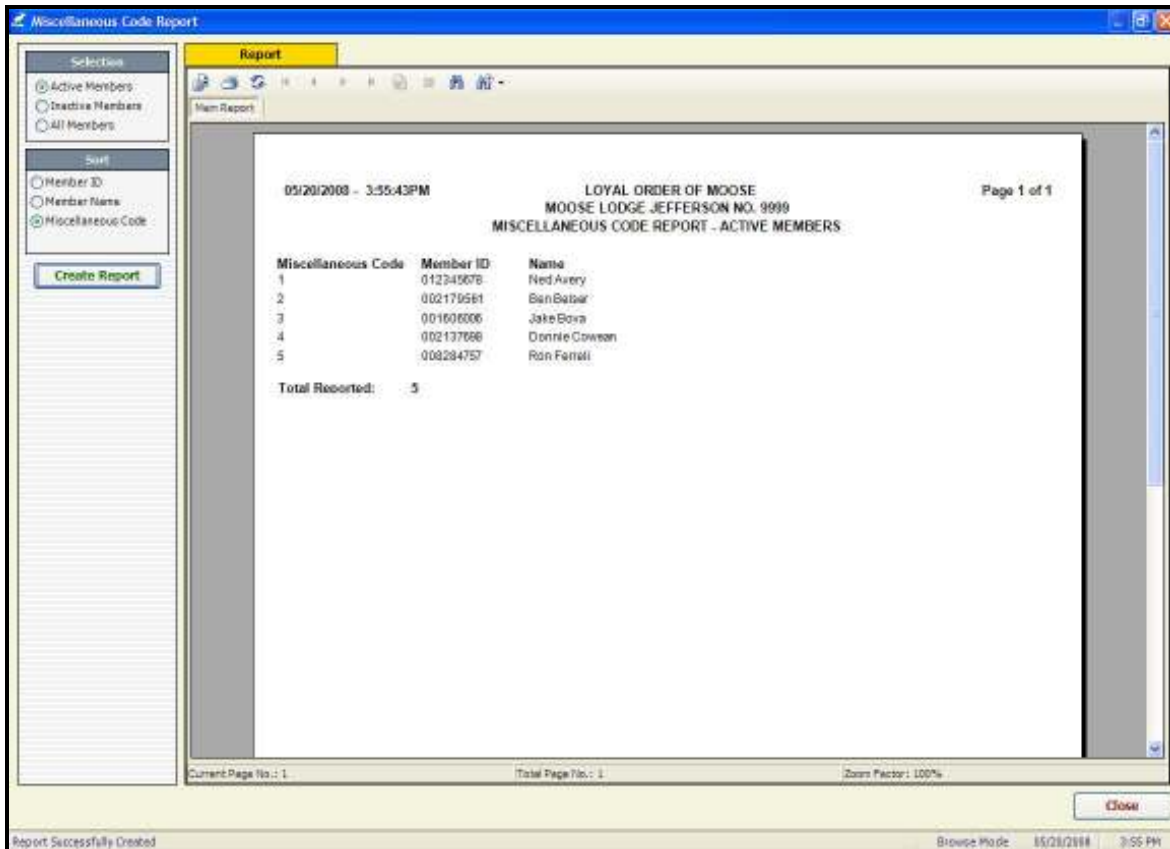
### To create Special Dates Reports:

1. Select the **Reports** radio button to specify that you want the selected data in Report Format.
2. Select the Radio button next to the type of Member Report you want to create. *The selection criteria is specific to each type of FRU – Lodge, Chapter & Moose legion.*
3. Select **All**, **Month** or **Date** range to select the parameters for the Report.
  - **All** – Includes all Members showing a Date Entry in that field on their Member screen.
  - **Month** – Includes Members with entries within that month.  
*I.e.: Birthdays in May*
  - **Date** – Allows you to enter a Date Range for a Report.
4. Select **Member ID**, **Name** or **Date** in the Sort field to indicate how you would like the Report sorted.
5. Click the **Create Report** button.

## Miscellaneous Code Report

The Miscellaneous Code Report function allows you to assign a number to each of your Members for a specified use. A Members Miscellaneous Code Number is assigned on the Member Information screen.

**Note:** The Miscellaneous Code function does not provide a Labels option.

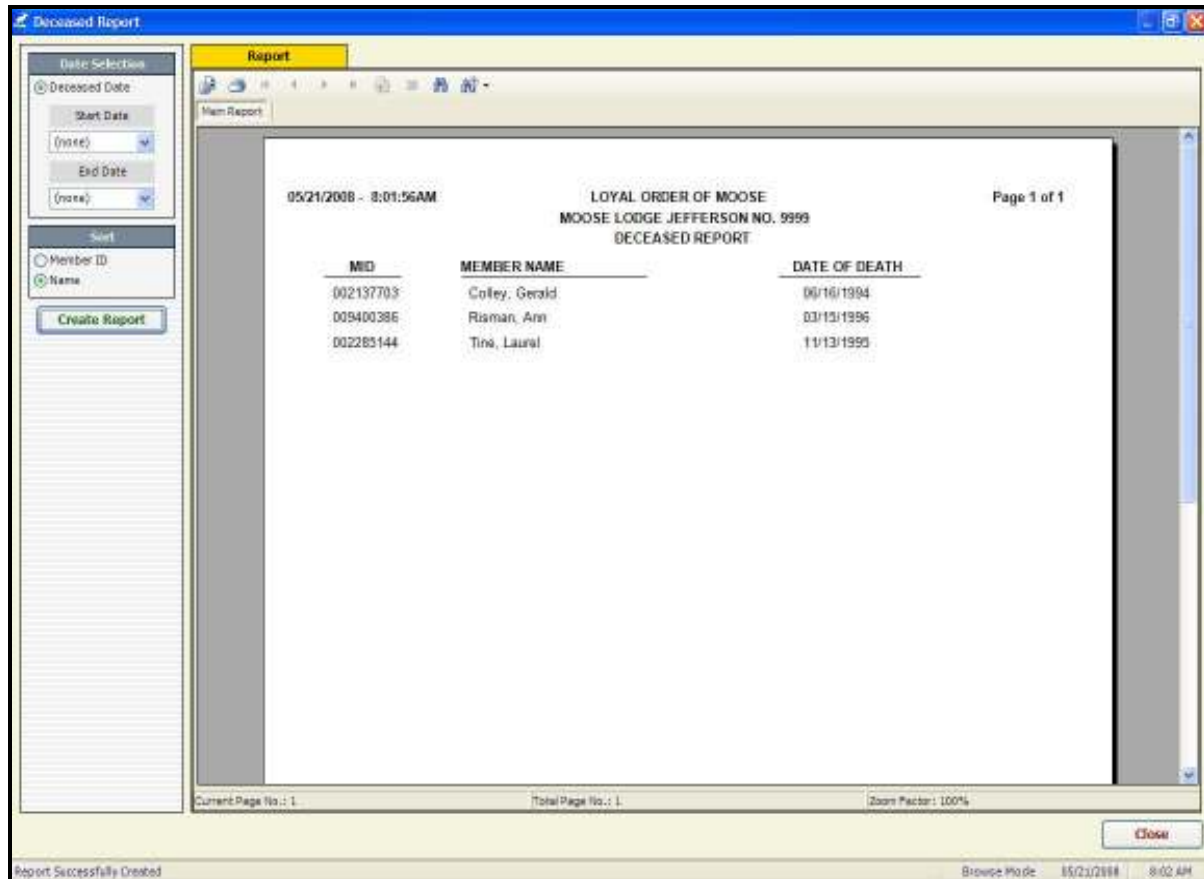


### To create a Miscellaneous Code Report:

1. Select **Reports and Labels** from the **Go To** menu.
2. Select **Miscellaneous Code Report** from the Sub-menu.
3. Select **Active Members, Inactive Members** or **All Members** in the Selection field to choose the type of Report desired.
4. Select **Member ID, Member Name** or **Miscellaneous Code** in the Sort field to indicate how you would like the Report sorted.
5. Click the **Create Report** button.

## Deceased Report

The Deceased Report allows FRUs to create a Report of Members who have passed away during a certain period of time. This Report is used most often by FRUs for listing Death Notices in the Newsletter or as a reminder of which Members have passed away so that their families can be invited to the yearly Memorial Service.



### To create a Deceased Report:

1. Select **Reports and Labels** from the **Go To** menu.
2. Select **Deceased Report** from the Sub-menu.
3. Enter a **Start Date** and an **End Date** to customize the Report for the time period desired.
4. Select **Member ID** or **Name** to sort the Report as Desired.
5. Click the **Create Report** button.



**\*\*\*Exercise\*\*\* - *Creating Reports***

Create the following Reports. Use this Workbook as a reference if you have questions.

**Create Member Labels for only Active Members sorted by Zip Code.**

**Create an Application Report that contains only New Applicants.**

**Create Labels for only the New Applicants.**

**Create Labels for New Member Sponsors.**

**Create an Arrears Report of all Members in Arrears as of January 31<sup>st</sup>.**

**Create a Special Date Report for all Members with Birthdays in May.**

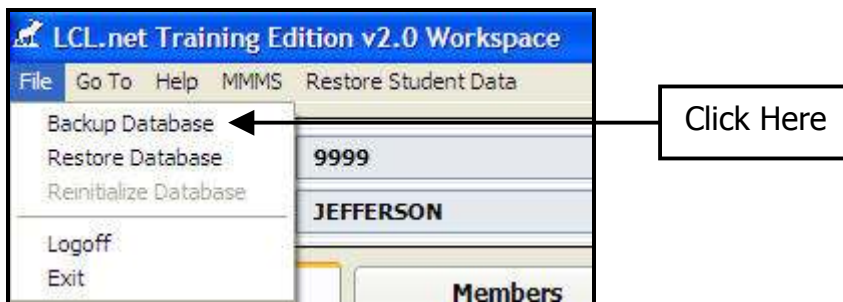
**Create a Zip Code Report.**

## Backup

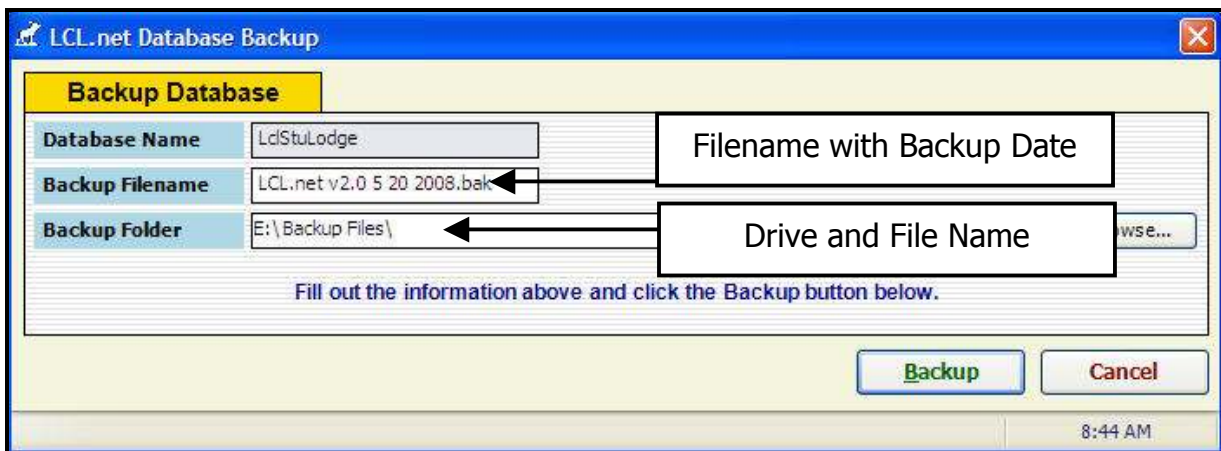
It is very important that you back up your LCL.net v2.0 Database regularly. The Backup Files should be on a **"REMOVABLE"** Storage Device such as a Disk, External Drive or Stick Drive. This Storage Device should be removed from the Computer and stored in an area away from the Computer, so that if something happens to the Computer, the Backup Files will not be destroyed with it. The Backup Files would be used to restore your Membership Records to a new Computer if necessary, or to restore your Membership Records to your present Computer should it crash and you lose all your Data.

### To Backup your LCL.net v2.0 Database:

1. Click **Backup Database** in the dropdown box under **File** on the Menu Bar.



The Backup Information screen opens



2. Enter a **Backup Filename** specific to that Backup.  
*Include the Backup Date in the Filename for future reference. This will make it easy to determine which Backup File to use should you have to do a Restore.*
3. Click the **Browse** button.
4. Select the **Drive** the External Storage Device is in.  
*The External Storage Device must be connected to the Computer before clicking the Browse button for that drive to appear in the Drive List that opens.*
5. Enter the **Folder** you would like the Backup Files stored in on that device.

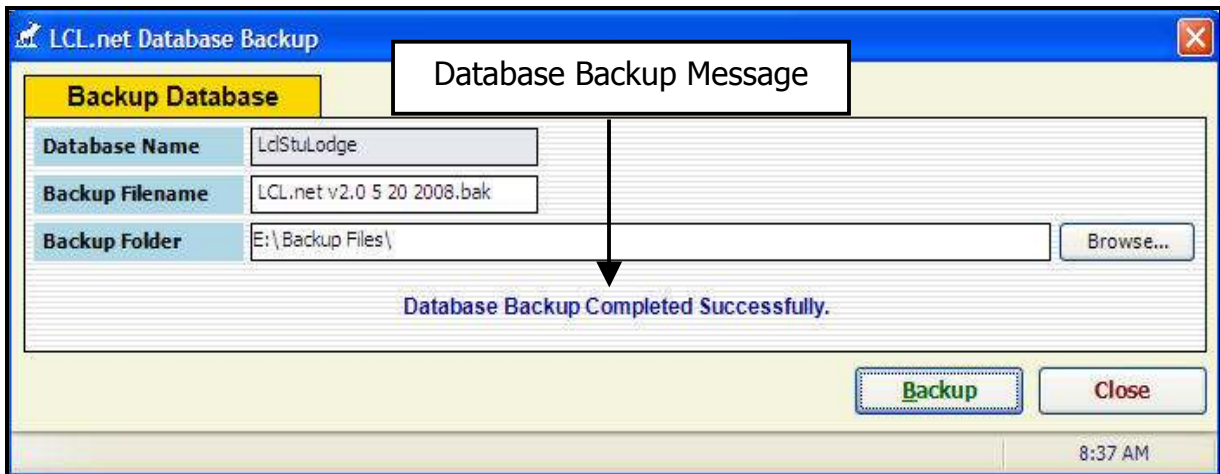
**Note:** Notice in the above Screen Shot, I am putting the Backup File on a Stick/Thumb in "E" Drive in a Folder titled "Backup Files". The Backup Filename contains the date (5 20 2008).

Thus the Filename is: LCL.net v2.0 **5 20 2008**.bak

## **Backup continued**

6. Click the **Backup** button.

The following screen opens when the Backup is complete.



7. Click the **Close** button.
8. Remove the **External Storage Device**.
9. Store the External Storage Device in a **Safe, Dry and Fire Proof place**.

## Restore

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The Restore function in LCL.net v2.0 is used to restore a Database Backup File to your LCL.net v2.0 program if the FRU Membership Files are lost for any reason. If you have Backed Up your Database regularly, you can restore the Data in the Backup File to a repaired or new Computer and will only need to enter any Data entered since the Backup was performed.

*If you backed up your Database the day before the FRU Membership Files were lost, you will only have to re-enter one days entries. If you have not backed up your Database for a month, you are going to have to enter a whole months Data entries.*

**Thus: The importance of backing your Database often!**

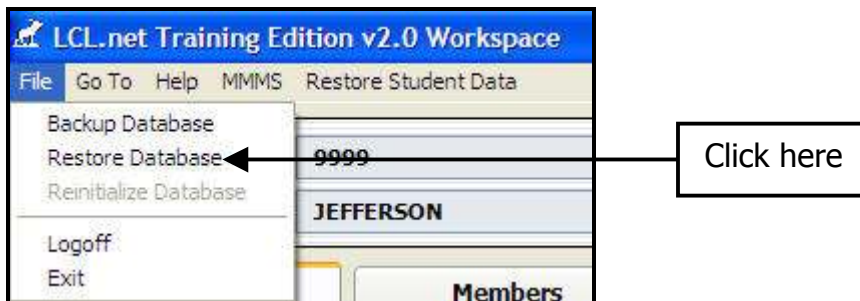
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**Note:** The Restore function in LCL.net v2.0 is “**Password of the Day**” protected. You must contact the Help Desk on the Day you are doing the Restore to get the Password of the Day and also for instructions to Restore your Database.

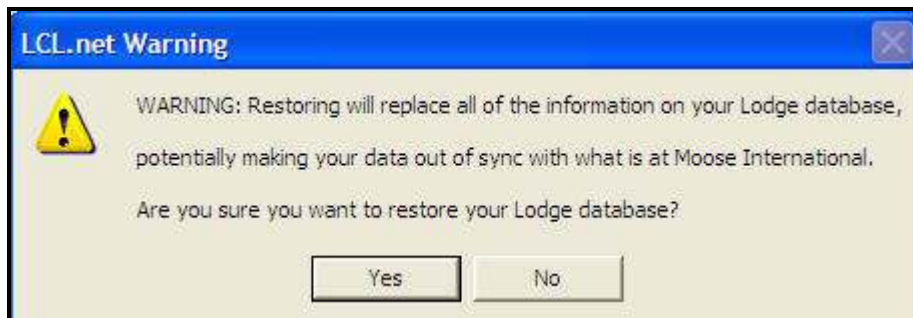
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### To Restore your Database from a Backup File:

1. Click **Restore Database** in the dropdown box under **File** on the Menu Bar.



An **LCL.net Warning** box appears



2. Click the **Yes** button.



## To Find a Technical Trainer

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### Option 1:

- Go to the Moose International Website at: [www.mooseintl.org](http://www.mooseintl.org).
- Sign into "Members Only".
- Click on "Education and Training" in the Quicklinks.
- Click on "Find a Trainer".
- Click on the PDF File "Find a Technical Trainer".

*The Technical Trainers are listed by **State/Province** and are listed with their **Name, Home Town** and **E-mail Address**.*

### Option 2:

- Contact the "Training Coordinator" for your State or Region.

*The State Training Coordinators are also listed in the Members Only section of the Website in the Education and Training Portal under "Find a Trainer".*

*The List of Training Coordinators is titled: "**Find a State Training Coordinator**".*

### Option 3:

- Contact the "Regional Manager" for your State or Region.

### Option 4: (When all else Fails)

- Contact Moose International's Education & Training Department at:  
**630-859-2000    Ext. 6434**