

MANUAL DMS

For board members

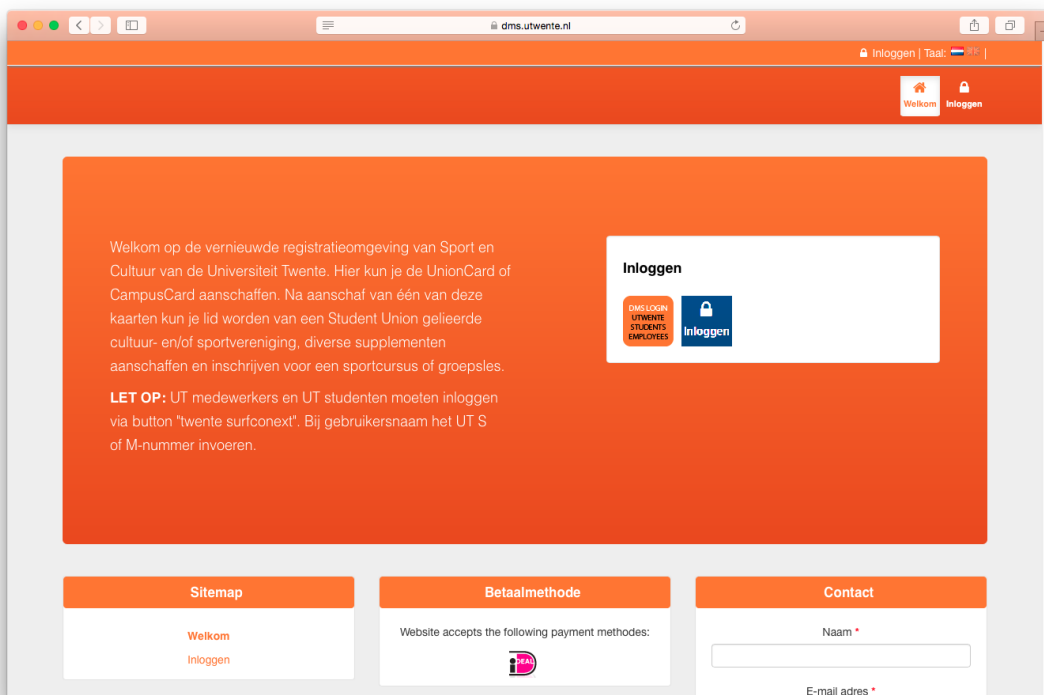
STUDENT UNION – Sports & Culture

2015 - 2016

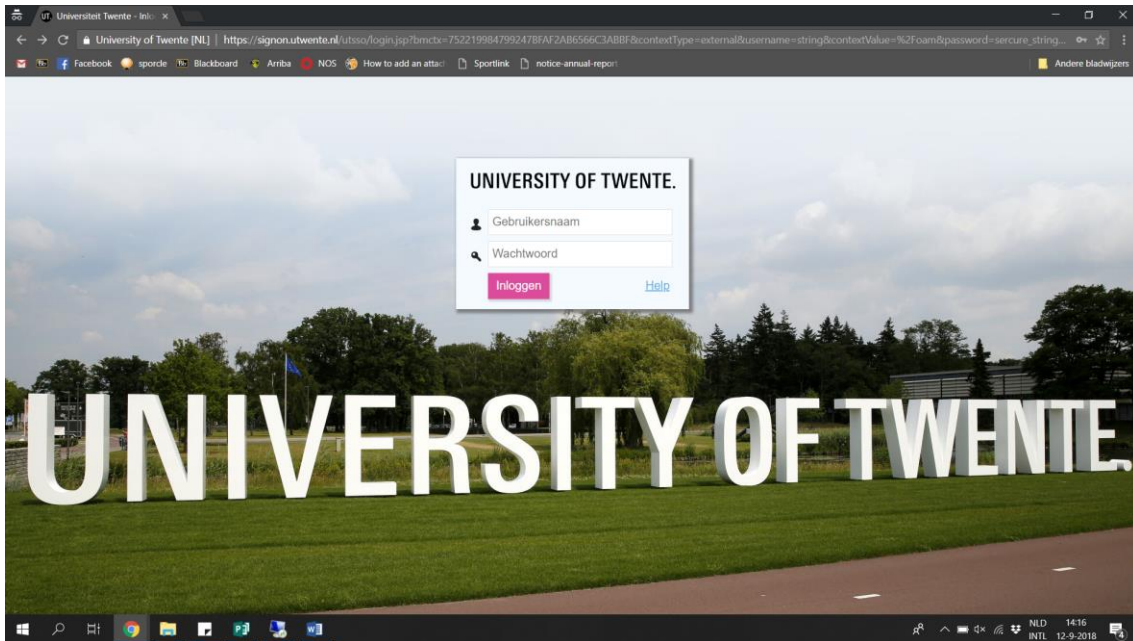
When working your way through the manual, you will frequently need to carry out certain actions. Whenever a task is at hand, this is indicated in the following manner: references to text and/or buttons on screens are printed in *italics*, data that you have to enter yourself is printed in **bold**.

Manage members

Step 1: Go to site



- Go to *dms.utwente.nl*.
- Under *Sign in*, click the orange button, which says *DMS LOGIN UTWENTE STUDENTS EMPLOYEES*. Saxion students have to use the blue button, which says *Inloggen*.



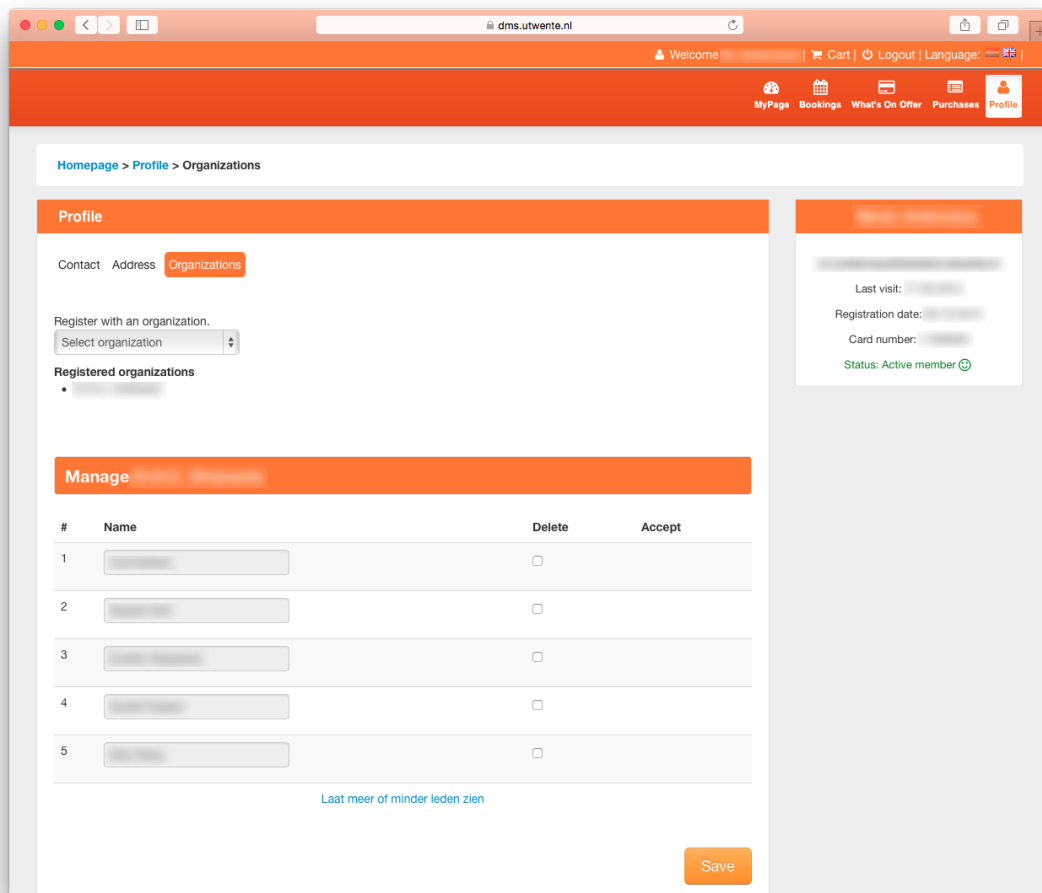
Step 2: Log in with your ICT-account

- In the field *Username*, enter your student- or employee number (e.g. s0123456)
- In the field *Password*, enter the corresponding password.
- Click *Login*.

- When you are a Saxion student, you see a different screen. There you enter your DMS-account with corresponding password.



Step 3: Find your organization



- Click *Profile*.
- Under *Profile*, click *Organizations*.

Step 4A: Accept and reject membership requests

- Click *Laat meer of minder leden zien*, to see all members and requests.
- Find the member's name(s).
- To accept the request(s), select the *box(es)* in the *Accept* column.
- To reject the request(s), select the *box(es)* in the *Delete* column.
- Click *Save* to apply changes.

Step 4B: Unregister members

- Click *Laat meer of minder leden zien*, to see all members and requests.

- Find the member's name(s).
- To unregister, select the *box(es)* in the Delete column.
- Click *Save* to apply changes.

Step 4C: Count members

- Click *Laat meer of minder leden zien*, to see all members and requests.
- Make sure there are no requests left.
- Scroll to the bottom of the page.

The number in front of the last member is the amount of members your organization has.