

MANUAL DMS

For board members

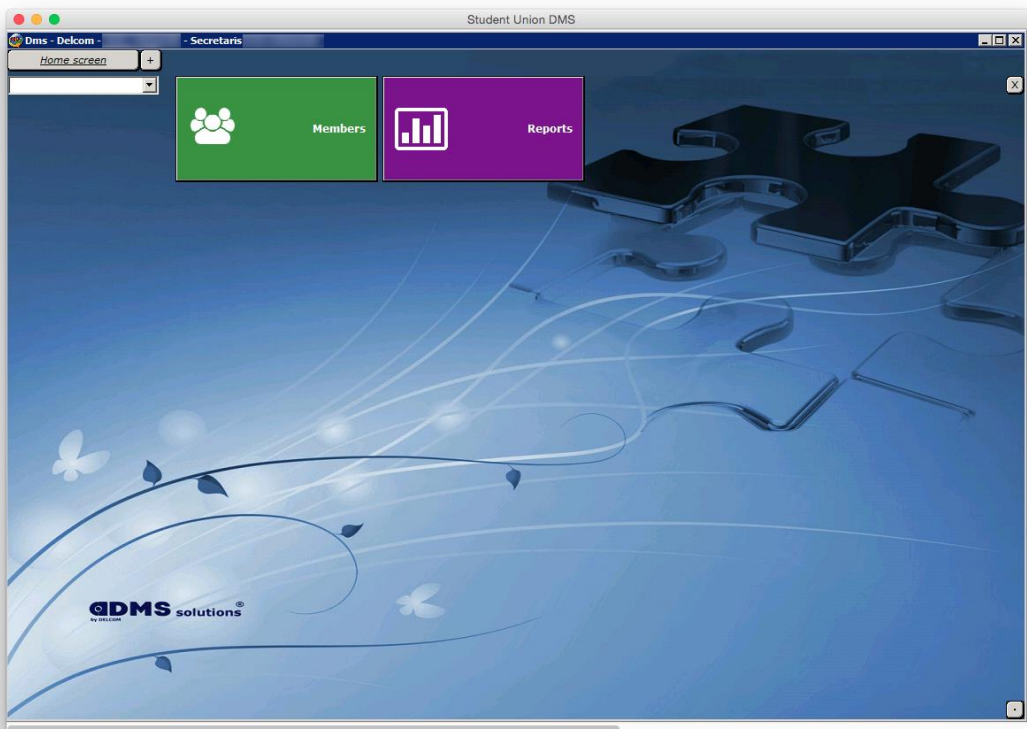
STUDENT UNION – Sports & Culture

2015 - 2016

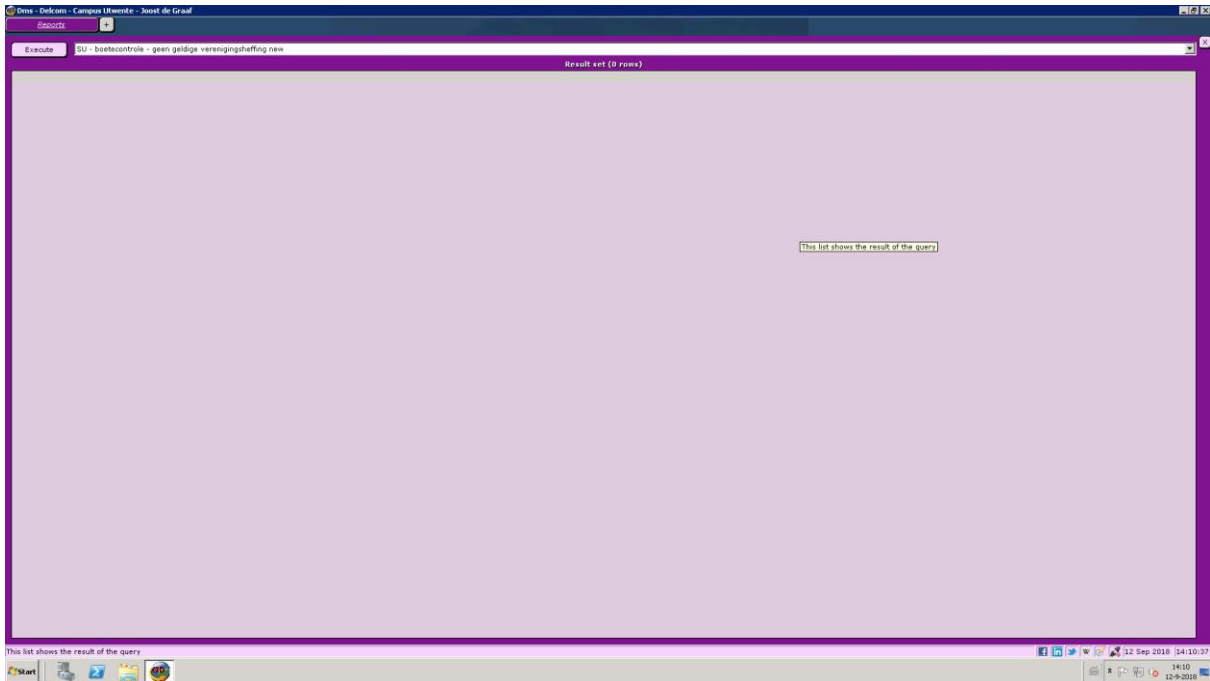
When working your way through the manual, you will frequently need to carry out certain actions. Whenever a task is at hand, this is indicated in the following manner: references to text and/or buttons on screens are printed in *italics*, data that you have to enter yourself is printed in **bold**.

Check UnionCard and Association fee possession

Step 1: Reports



- From *Startschem*, click *Reports*.



Step 2A: Association fee report

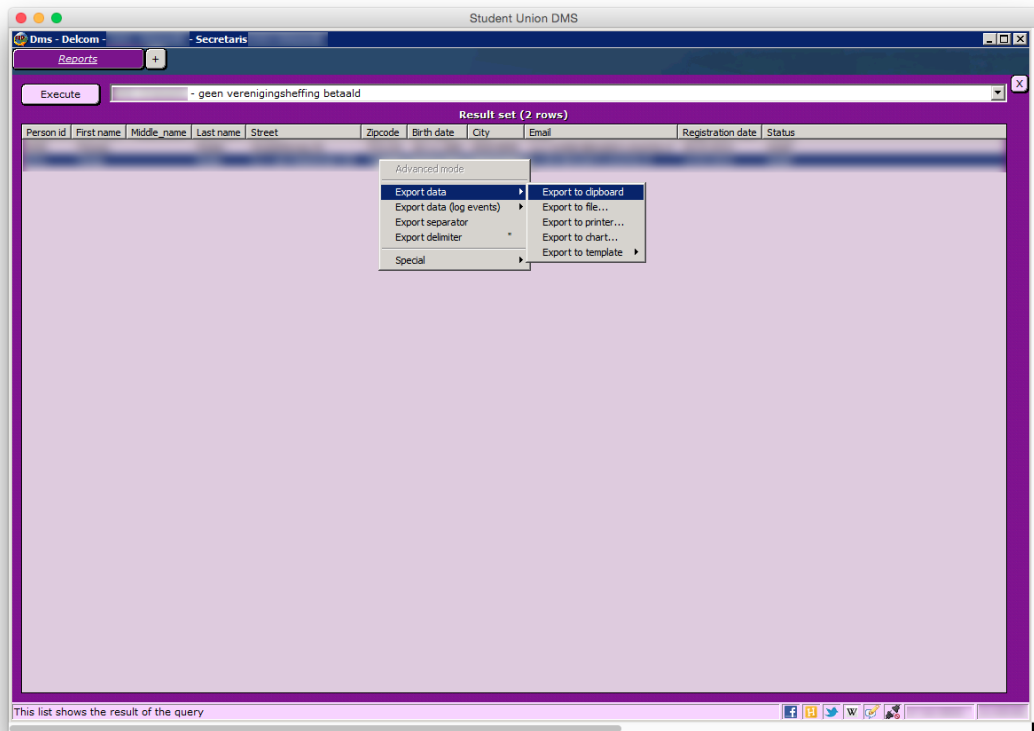
- From the dropdown menu select **Organization name* - Geen geldige verenigingsheffing new.*
- Click *Execute.*

The members in the list **haven't** paid the Association fee.

Step 2B: UnionCard report

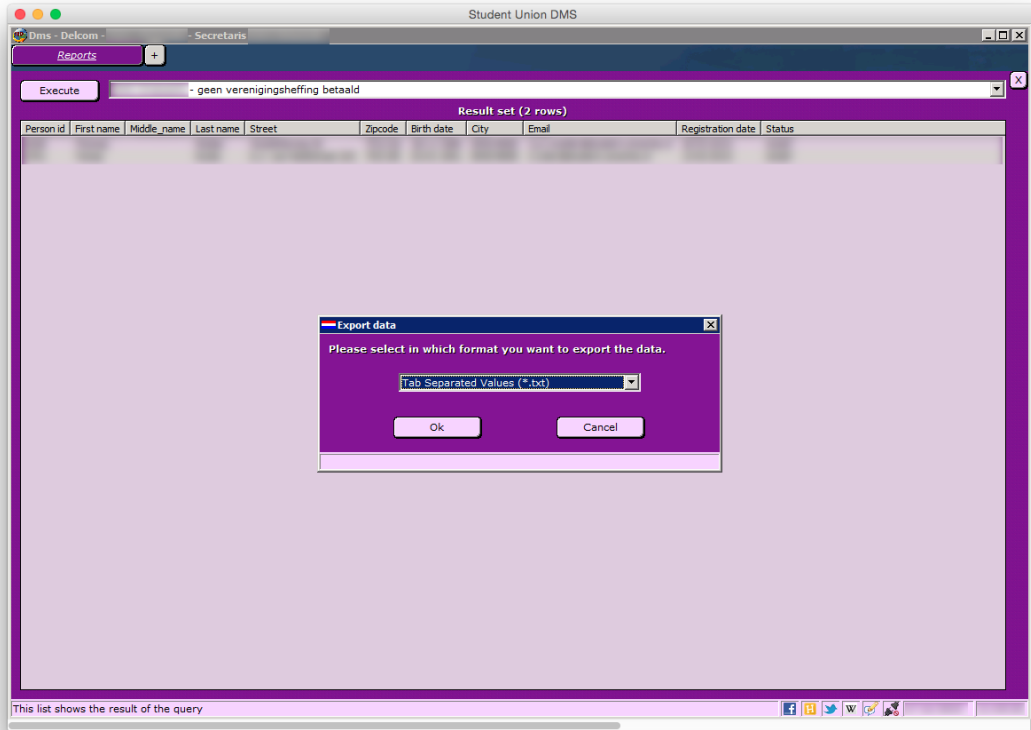
- From the dropdown menu select **Organization name* - Geen geldige campuscard of union card.*
- Click *Execute.*
- The members in the list **do not** have purchased a CampsCard or UnionCard.

Step 3: Export results



- Right click anywhere on the *Results set*.

- Select *Export data* → *Export to clipboard*.



- In the new window, select *Tab Separated Values (*.csv)*.
- Click *Ok*.

This way, you can export the complete list of members as well, by selecting *Verenigingen ledenlijst*.

You can now simply paste the data in an Excel sheet. For example; from this you can subtract the mail addresses, to mail the members to purchase the UnionCard or association fee.

