MANUAL DMS
For board members

STUDENT UNION - Sports & Culture
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 VERENIGINGSHEFFING POSSESSION**

**Step 1: Reports**

- From *Startscherm*, click *Reports*. 
Step 2A: Verenigingsheffing report

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

The members in the list do not have paid the Verenigingsheffing.

Step 2B: UnionCard report

- From the dropdown menu select *Organization name* - Geen geldige campus/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 Verenigingshseffing.