Disabled American Veterans
Membership System User Manual
for
Members

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Basic Web Application Usage

Full Screen Mode

The membership application user interface has been designed to take advantage of as much screen space as possible and minimize scrolling. This requires the internal user to be in Full Screen Mode. To enter Full Screen Mode strike <F11> on the keyboard. To leave Full Screen Mode strike <F11> again.

Tabbing

Navigation through the page can be accomplished through the use of the <TAB> key on the keyboard. In most cases tabbing is left to right, top to bottom and follows the same order as data entry would from printed forms.
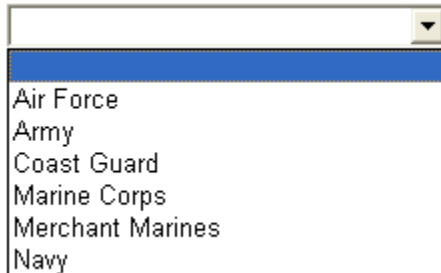
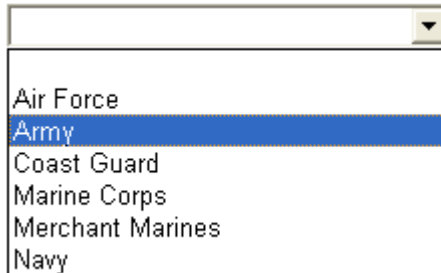|	
<TAB>	Move the cursor forward one screen element
<SHIFT><TAB>	Move the cursor backward one screen element

Pull Down Menus

Pull down menus allow the user to select from a list of many options.

A pull down menu with no value selected.

A pull down menu with the list expanded.

A pull down list with the desired value selected.

A pull down list with the selection complete.

When selecting from long pull down menus, such as State or Country, it is possible to jump to the selected value using only the keyboard. For example, using the pull down menu above as an example we want to select Merchant Marines without using the mouse. With the cursor on the pull down menu hit the <M> key twice. The first strike of the <M> key brings up Marine Corps. The second strike of the <M> key brings up the next value in the list beginning with an 'M'. In our example this is Merchant Marines.

Also note that while on a pull down menu striking the <ENTER> key will not affect any buttons on the screen associated with the key. The user must tab out of the pull down menu before striking <ENTER>.

Radio Buttons

Radio buttons are used when selection values are unique. In other words, the user may only select one value in the list.

⊙ Male ○ Female ○ Unknown

When the user tabs into a list of radio buttons they may move from button to button using the left and right arrow keys on the keyboard. To select a button press the <SPACE BAR> while the cursor is on the desired button.

WARNING: Once the user makes a selection in a list of radio buttons they will not be able to turn the selection off. They may change the selection to another button but will be required to have a selection.

Check Boxes

Check boxes are used when selection values can contain more than one value. In other words, the user may select as many of the check boxes as desired.

☑ Member
☐ Net Prospect

When the user tabs into a list of check boxes they may move from box to box using the <TAB> key. To select a box press the <SPACE BAR> while the cursor is on the desired box.

Calendars and Dates

Capturing dates correctly is very important to the system. When entering the date it must be in one of the following formats:

mm/dd/yyyy	eg: 03/23/2003
mmddyyyy	eg: 03232003

It may be useful to use the following keyboard shortcuts:

Today's Date   <.>
Next Day   <+>
Previous Day   <->

It is also possible to bring up a calendar in order to select the date. To bring up a calendar use the mouse to click on the calendar icon following the field. You may also tab out of the date field and onto the calendar icon and hit <ENTER> to open the calendar. The calendar icon is shown below.
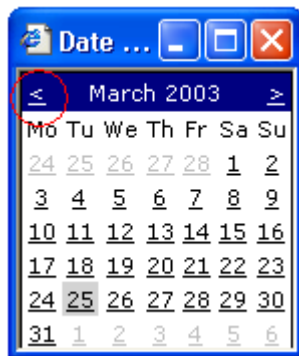
Date of Birth

The following is an example of the calendar that appears:
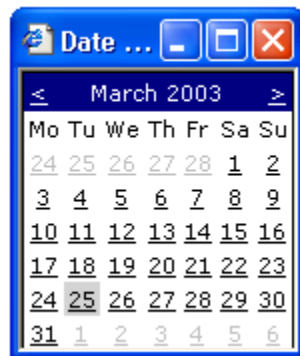
To advance forward one month click on the arrow to the right of the Month and Year as shown below:
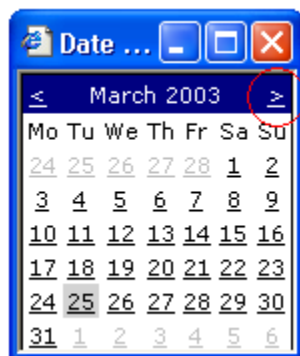
To go back one month click on the arrow to the left of the Month and Year as shown below:

To select the desired date simply click on the day.

Tool Tips

Almost every field in the application has an associated Tool Tip. Tool tips appear when the mouse is left to hover briefly over the field. The tool tip then appears revealing important information concerning the field. Move the mouse away from the field and the tool tip disappears.

Member Login

Overview

To access the Membership System, you need to go to the website address: www.davmembers.org. The following login screen will display:

Usage

Type in your membership number and password. The default password is your birth date (MM/DD/YYYY), and you will be taken to a screen to change your password the first time you login.   If you are not a member, clicking on the **Join the Disabled American Veterans** link will take you to a membership application.

Change Password

Overview

You will be prompted with this screen automatically the first time you login so that you can change your default password to a new unique password. You may also access this screen from the **Maintain Information** menu, if you decide to change your password again.

Usage

To change your password, type your passwords in the required fields and press **Submit**. **Note:** Passwords must be at least 6 characters long and can be letters or numbers, but no special characters. **Passwords are case sensitive.**

Welcome

Overview

Once you have successfully logged in, the **Welcome** screen will display. On the left, in the blue, you will be able to access menu items.
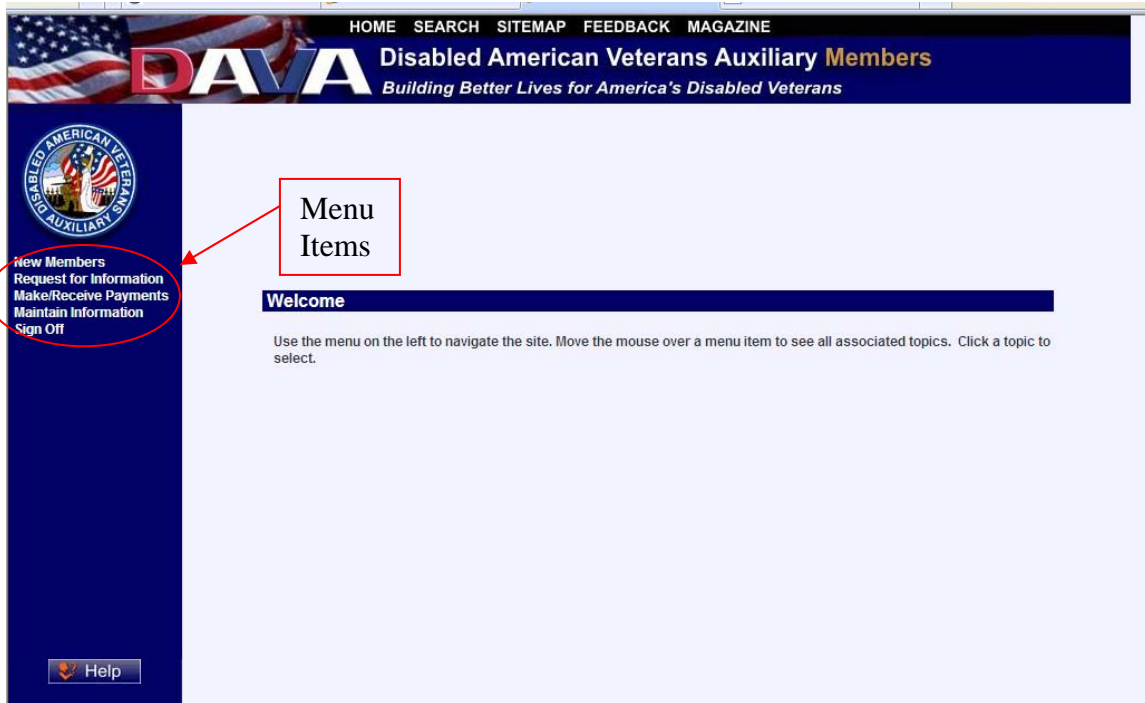
DAV Online Application

Navigation

From the **New Members** menu, select **DAV Online Application**.

Overview

The screen allows you to enter a membership application.

Usage

Type all member information in the appropriate fields. The pull-down menu for Rank is determined by the Service Branch selected.

If the applicant does not know the Chapter Number, they may perform a Chapter lookup by clicking on the Chapter Preference field label. Once they have determined the Chapter number using the lookup function, they can return to the application by clicking the back button on their browser and enter it in the appropriate field.

When adding foreign addresses, set the State to 'XX' and the Zip Code to '00000'.

Once all information has been entered, click on **Submit** to submit the application information. A confirmation screen will display:

Click on **OK** if the information is correct, or click on **Cancel** to return to the previous screen to make edits.

New Magazine Subscription

Navigation

From the **New Members** menu, select **New Magazine Subscription**.
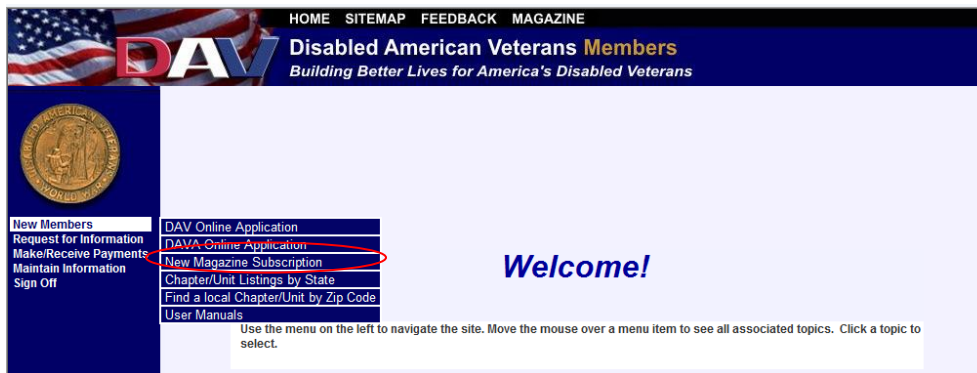
Overview

The purpose of this screen is to accept paid magazine subscriptions.

Usage

Specify the number of copies, subscription duration in years, name, address and credit card information. When adding foreign addresses set the State to 'XX' and the Zip Code to '00000'.

When finished entering all information, click on **Submit**. A confirmation screen will display:

Click on **OK** if the information is correct, or click on **Back** to return to the previous screen to make edits.

Chapter/Unit Listings by State

Navigation

From the **New Members** menu, select **Chapter/Unit Listings by State**.
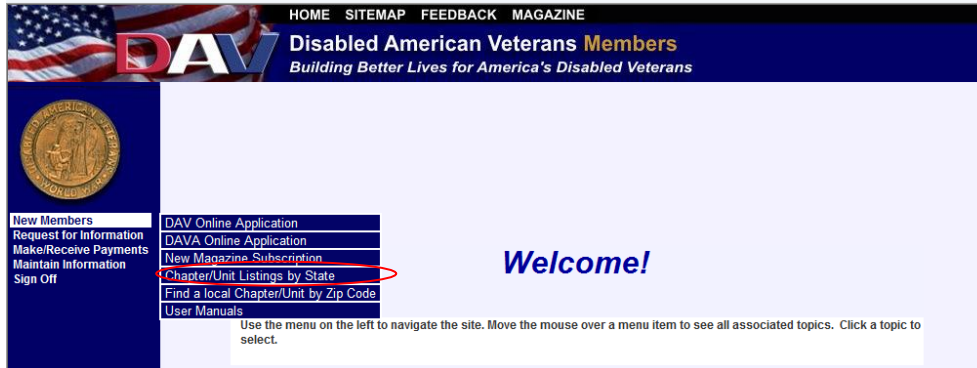
Overview

The purpose of this screen is to display the chapters or units that have members residing in the selected state. The results of the screen can be used to place a member into a chapter/unit or to send meeting information via email.
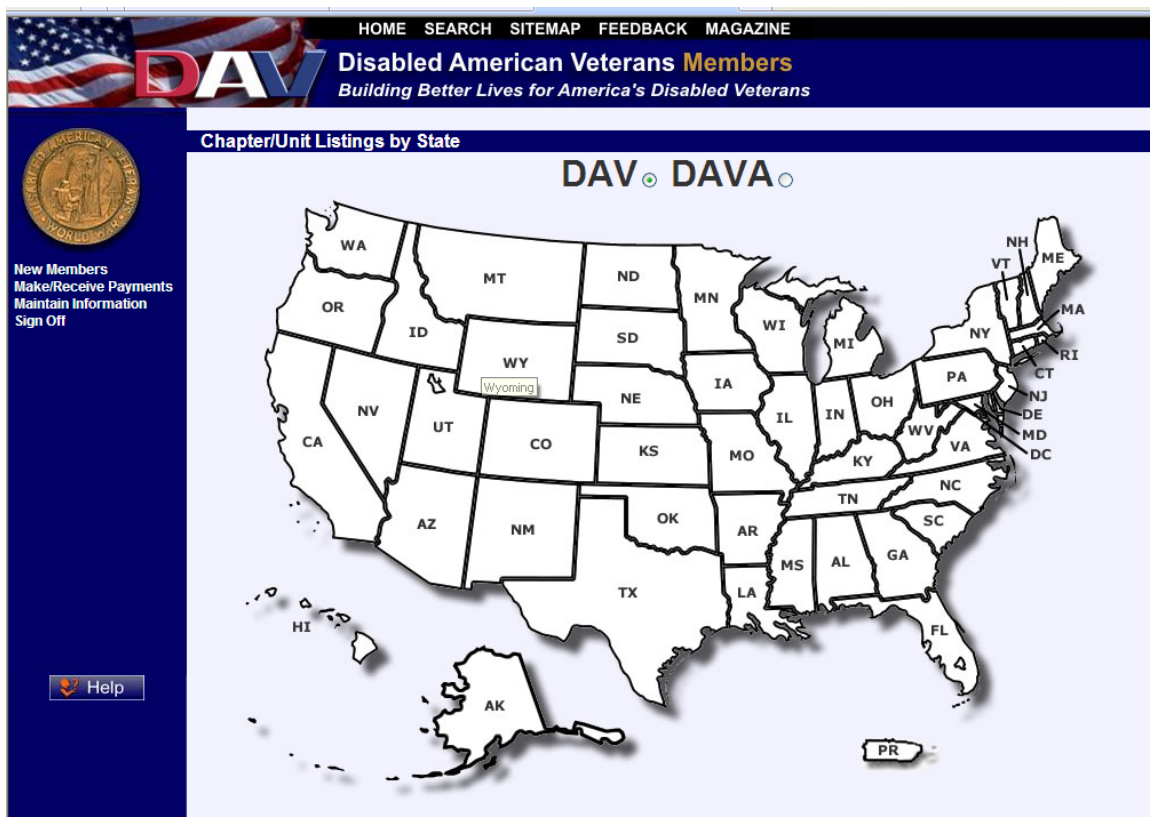
Usage

Select whether to look for DAV Chapters or DAVA Units. Next, click the appropriate state. The result set is then displayed on the same page in the following format:

Contact information is provided, as well as meeting time and address. To view the chapter's website, click the **Website** link. To view a map of the office's location, click the **Map** link.

Find a local Chapter/Unit by Zip Code

Navigation

From the **New Members** menu, select **Find a local Chapter/Unit by Zip Code**.
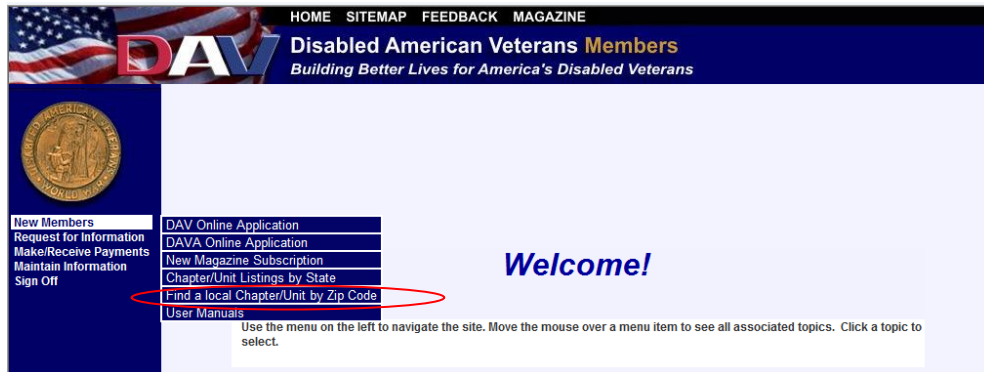
Overview

The purpose of this screen is to display the chapters or units that have members residing in the zip code entered. The results of the screen can be used to place a member into a chapter or to send meeting information via email.
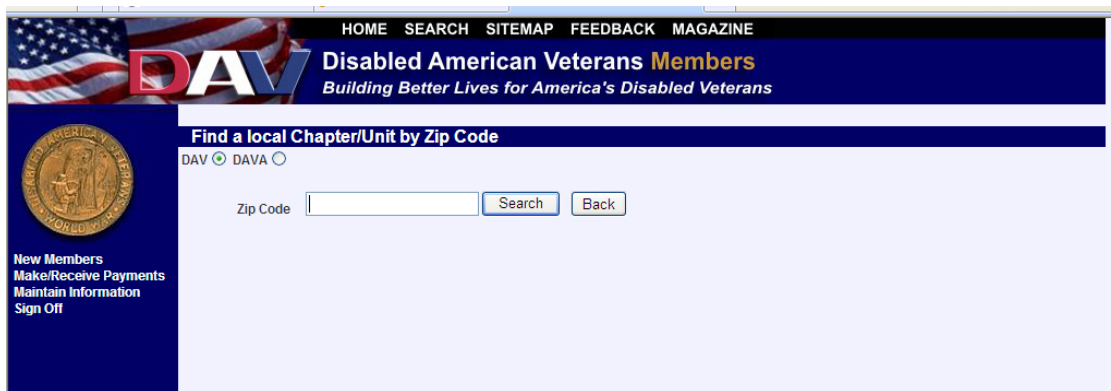
Usage

Select whether to look for DAV Chapters or DAVA Units. Enter the zip code and click on Search (the zip code is required). The result set is then displayed on the same page in the following format:

Clicking on the email icon (envelope at the end of each row) brings up the name of the office in an email:

Simply address the email to the desired recipient and send the email.

Payment Submission

Navigation

From the **Make/Receive Payments** menu, select **Payment Submission**.

Overview

The purpose of this screen is to accept payments against one or more memberships held by a single member.

Usage

Enter the Membership number and credit card information. The **Beneficiary Membership** number is optional and allows one person to pay for another person's membership. In the future, the **Campaign Code** will allow you to enter the code located on mailings and dues notices. Once the information is complete, click **Submit**.

A confirmation screen will display:

Click on **OK** if information is correct or return to the previous screen to make edits.

Maintain Member

Navigation

From the **Maintain Information** menu, select **Maintain Member**.
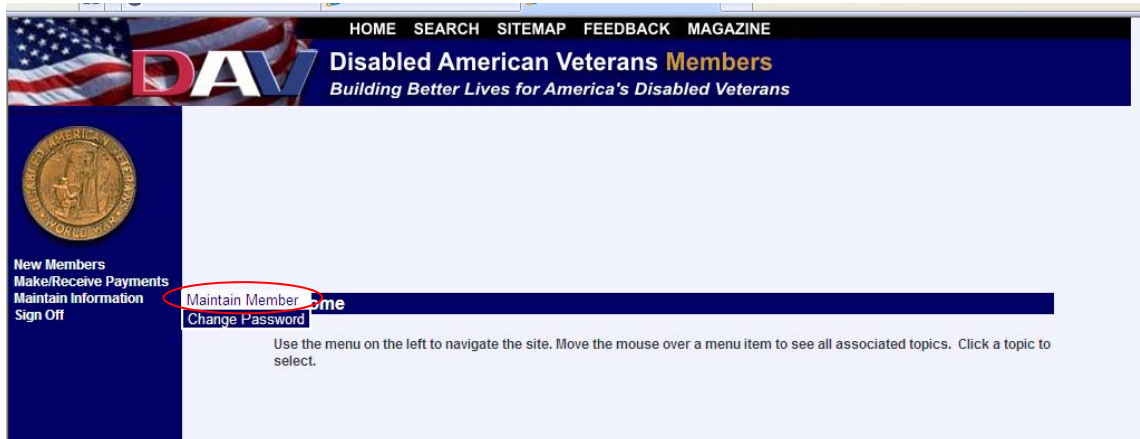
Overview

The purpose of this screen is to maintain and update your member information.

Usage

Enter any changes to your information by typing them in, or click on the arrow adjacent to the field to access a dropdown list of choices. To switch between a member's service records, use the **Service Record** dropdown. To add a new service record, select **New** from the **Service Record** dropdown list.

When changing the marital staus to married, the **Add Spouse** screen will display, allowing the operator to enter the spouse information.

This is the **Add Spouse** screen:

Once all spouse information is complete, click on the **Add** button to add the information to the Member's profile. The following screen will display, reflecting the updated spouse information:

From this **Member Information** screen, clicking on the **Next** button takes the operator to the second page of **Maintain Member**, which will display contact information.

The contact screen displays in the following format:

You may correct any contact information and click **Update**.

To add a new contact, click on the **New Contact** (see circled item above) and the **New Contact** screen will display:

When you have finished entering all contact information, click on **Insert Contact** and then click on **Update**. Click on **Next** to access the last page of **Maintain Member**.

This second page is for editing contact information. Click on **Next** to access the last page of **Maintain Member**.

This is the last page of **Maintain Member**:

You can request a transfer from one chapter to another chapter from this screen by selecting the desired department from the dropdown menu and clicking on **Transfer**.

You can click on **Make Payment** to access the **Payment Submission** screen.

Clicking on the **Previous** button takes the operator to the previous page of **Maintain Member**.

When finished entering all information, press **Update** to submit and update the member information.