

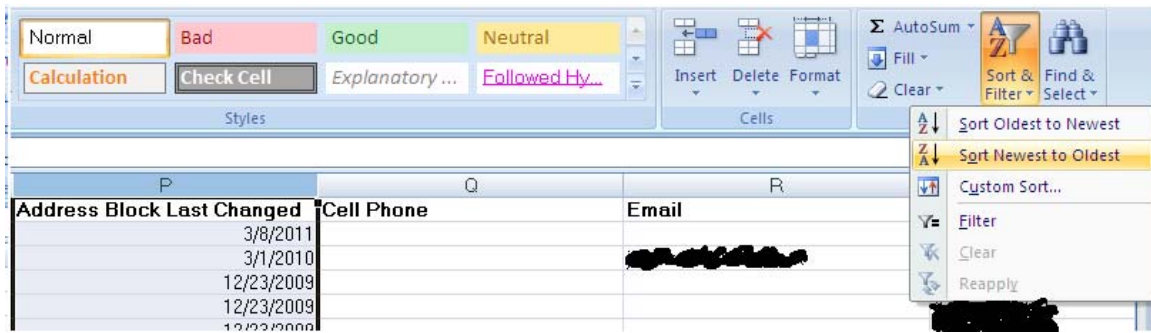
Full Roster Reports - Supplemental Fields

With the transition toward full roster reports over the past few months, this training aid explains the new fields that have been added to replace the old update fields and separate rosters previously provided.

Address Block Last Changed Column

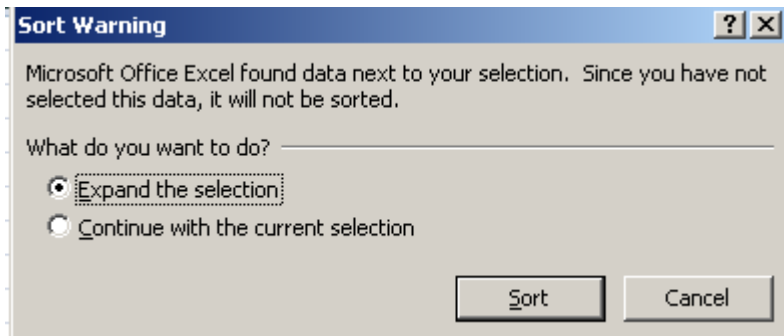
Any change to the address block including address updates, phone updates, and email.

How to sort to find recent changes:



(A visible email and phone number were blacked out for this example.)

Sort Newest to Oldest (Z-A).



Always "Expand the selection" so all rows will be sorted together.

P	
Address Block Last Changed	
	3/8/2011
	3/8/2011
	3/8/2011
	3/8/2011
	3/8/2011
	3/8/2011
	3/8/2011
	2/3/2011
	2/1/2011
	12/30/2010
	12/10/2010
	12/1/2010
	11/30/2010
	11/30/2010
	10/14/2010
	7/7/2010
	5/10/2010

Recent address changes are on top.

Please take note that this month we are working on the Statewide Directory in the office and some chapter officers in your chapter may have a recent address change indicated but this is a “false positive” due to us adding a directory phone element to the database. After this month, this should not be an issue.

Old Chapter and Chapter Date Change

Some members have moved. “Old Chapter” was recorded in our old database, DonorPerfect, but did not record a chapter date change. The new database (Raiser’s Edge) allows us to record what date a member changed chapters. You can do a sort on the Chapter Change Date column to see if a member has recently moved to your chapter. Populated old chapter fields that do not have a corresponding date change are historical.

“Renewal” indicates that the member’s last membership traction was a renewal that occurred prior to their expiration. “Rejoined” indicates that they sent in their membership dues after their previous expiration date.

Notice the last “Joined” transaction date of 9/9/1949. This is the same “dummy” date as the joined date for members whose dates we do not have on file. In this case as the last transaction date was 9/9/1949 and there is no expiration date, we can tell without scrolling over to view the membership category that this is a life member.

Z	AA	AB	AC
Last Trans Type	Last Trans Date	Current Standing	Expiration Date
Joined	9/9/1949	Active	
Rejoined	11/3/2010	Active	11/30/2011
Renewal	12/31/2010	Active	12/31/2011
Renewal	8/31/2010	Active	8/31/2011
Rejoined	7/27/2010	Active	7/31/2011
Renewal	12/31/2010	Active	12/31/2011
Renewal	7/31/2010	Active	7/31/2011
Renewal	1/31/2011	Active	1/31/2012
Renewal	1/31/2011	Active	1/31/2012
Renewal	12/31/2010	Active	12/31/2011
Joined	11/29/2010	Active	11/30/2011
Renewal	11/30/2010	Active	11/30/2011
Renewal	11/30/2010	Active	11/30/2011
Renewal	12/31/2011	Active	12/31/2012
Joined	10/14/2010	Active	10/31/2011
Joined	7/7/2010	Active	7/31/2011
Joined	5/12/2010	Active	5/31/2011
Renewal	2/28/2010	Lapsed	2/28/2011
Renewal	12/31/2009	Lapsed	12/31/2010
Rejoined	3/10/2010	Active	3/31/2011
Renewal	5/31/2010	Active	5/31/2011
Renewal	5/31/2010	Active	5/31/2011
Renewal	7/31/2010	Active	7/31/2011
Renewal	2/28/2010	Lapsed	2/28/2011
Renewal	3/31/2010	Active	3/31/2011
Renewal	2/28/2011	Active	2/29/2012
Renewal	9/30/2010	Active	9/30/2011
Renewal	10/31/2010	Active	10/31/2011
Renewal	5/31/2010	Active	5/31/2011
Renewal	3/31/2010	Active	3/31/2011
Renewal	9/30/2010	Active	9/30/2011
Renewal	3/31/2010	Active	3/31/2011
Renewal	8/31/2010	Active	8/31/2011
Renewal	1/31/2011	Active	1/31/2012
Rejoined	9/22/2010	Active	9/30/2011
Renewal	8/31/2010	Active	8/31/2011
Renewal	12/31/2009	Lapsed	12/31/2010
Rejoined	3/3/2011	Active	3/31/2012
Renewal	3/31/2010	Active	3/31/2011