

## Membership DataBank for Windows - Help Contents

The following Help topics are available to *Membership DataBank for Windows*. Use the scroll bar to see entries not currently visible in the Help window. To learn how to use Help press F1 or choose Using Help from the Help menu. Use the mouse to select any topics highlighted.

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## The Shareware Concept

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register. Individual programs differ on details -- some request registration while others require it, some specify a maximum trial period. With [registration](#), you get anything from the simple right to continue using the software to an updated program with a printed manual.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality (In both cases, there are good programs and bad ones!). The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. Also, because the overhead and prices are low, Shareware has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it.

### Association of Shareware Professionals

The Association of Shareware Professionals (ASP) is a trade association of shareware professionals who are dedicated to making the shareware concept work. It sets standards, promotes the industry, and does all the things you would expect of a trade association.

Whenever you see the

ASP mark: **<ASP>**

or logo:



you'll know that the program was produced by some who takes pride in his or her work.

The ASP also provides an alternate grievance path for you, the shareware user, in case you cannot resolve a problem with an ASP member. To that end, the following standard message is provided in all ASP-certified software:

**This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the Shareware principle works for you. If you are unable to resolve a Shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for member's products.**

**Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442-9427 USA, FAX 616-788-2765 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.**

## Shareware Ombudsman Statement

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## Company Defaults

The company name that you enter in the New Company or Maintain Company Information screens is displayed in the title bar at the top of the screen when you open a company for processing. The company name will also appear on various reports that may be generated for the current company. Other organizational information such as street address, city, state, and zip code may also be printed.

## Member Defaults

By choosing the **Default Information, Members** option from the Maintain menu you can enter the [application](#) defaults for the membership module. Five types of default information may be defined:

1. **Required Fields** - These options can be used to enforce an organization's data entry rules regarding certain member data items. For example, social security number can be selected as a required field. In this case, a member record cannot be saved to disk if a social security number either has not been entered or has been removed.

The following fields can be selected as required data items:

- Gender
- Status
- Marital
- Relation
- Social Security Number
- Date of Birth
- Envelope #
- Registry #

2. **Status Codes** - There are 10 pre-defined membership status codes available:

- Contact
- Contributor
- Deactivated
- Deceased
- Guest
- Inactive
- Member
- Prospect
- Shut-in
- Visitor

You can define up to 10 additional [user-definable](#) membership status codes for classifying an individual's affiliation or connection with your organization.

3. **Additional Phones** - You can define up to 10 [user-definable](#) phone numbers. Examples: Fax, Pager, Cellular, In Case of emergency.
4. **Event Dates** - You can define up to 10 [user-definable](#) event dates. Examples: Wedding, Joined, Baptism.
5. **Custom fields** - You can define up to 12 [user-definable](#) custom fields. Examples: Blood Type, Hobby, Special Skill.

**NOTE:** [User-definable](#) fields are stored in the database based on the order of their label description defined on the Member Defaults screen. What this means to you is that once a label description has been defined, don't move it to a different # location. Also, once you have entered information into the database for these fields, deleting or renaming one of the user-definable label descriptions on the Member Defaults screen doesn't mean that the information will be changed in the actual fields of the database records.

## License

X-Ware Engineering is delighted that you are trying *Membership DataBank for Windows* and distributing it to your friends, colleagues, and BBS's! If you find *Membership DataBank for Windows* useful, [register](#) it. If you distribute it, please distribute only the unregistered version and keep all the files together.

Please show your support for Shareware by registering the programs you actually use and by passing the unregistered versions on to others.

[Shareware](#) is kept alive by **YOUR** support!

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## Introduction

*Membership DataBank for Windows* is a Microsoft Windows based [non-profit accounting](#) system that lets you manage information concerning the financial condition and operating performance of your group or organization. It has been designed to serve the needs of all types of [non-profit organizations](#). *Membership DataBank for Windows* uses terminology that all users can quickly understand without having to have any professional experience of similar computer software. All that is required is a basic knowledge of the Microsoft Windows operating system. *Membership DataBank for Windows* provides the following facilities:

- Membership administration
- Household administration
- Label printing facilities
- Reporting facilities

These facilities are provided by means of an easy to use menu system with extensive use of standard button tool bars and special function keys for easy selection. A context sensitive help system ensures that whenever you are not sure about anything, you can simply press the F1 help key and a help screen will appear explaining clearly what is required at that particular point and what you should do next.

X-Ware Engineering has gone to great lengths when designing this product to ensure that user-defined entries and information categories in *Membership DataBank for Windows* let you track the data that is specific to your situation, without the use of complicated numbering schemes. The program's many user-defined fields let you shape the program for use in widely different organizations.

## System Requirements

In order to setup and operate *Membership Databank for Windows* successfully, your computer system must meet the following minimum system requirements:

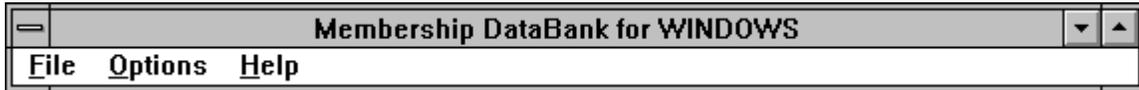
- |          |  |
|----------|--|
| Hardware | <ul style="list-style-type: none"><li>- Personal computer (IBM PC, PS2, or 100% compatible)</li><li>- 486sx or higher microprocessor</li><li>- 8 MB of memory (16 MB recommended)</li><li>- 6 MB free disk space (10 MB recommended)</li><li>- One 3.5" high-density disk drive</li><li>- Microsoft Mouse or compatible pointing device</li><li>- Any Microsoft Windows supported printer</li><li>- VGA or higher-resolution monitor recommended</li></ul> |
| Software | <ul style="list-style-type: none"><li>- MS-DOS operating system version 3.1 or later</li><li>- Microsoft Windows operating system version 3.1 or later ( running in 386 enhanced mode )</li></ul>  |
| Network  | <ul style="list-style-type: none"><li>- Microsoft Windows For Workgroups 3.11 or later</li><li>- Microsoft Windows NT</li><li>- Novell NetWare</li><li>- Lantastic NOS</li><li>- Other NetBIOS compatible networks</li></ul>   |

In addition, ensure that your C:\CONFIG.SYS file contains the command FILES=60 or above to avoid experiencing the error message "Too Many files Open". If you wish to have several Windows applications open simultaneously, you may need to increase this value to 100 or more.

## Using X-Ware Engineering Software

X-Ware Engineering software is designed to be powerful, yet easy to use. A number of features have been developed to allow you to record and access all your information with minimum effort. Some of these features are described below. They include:

### Easy to use menus

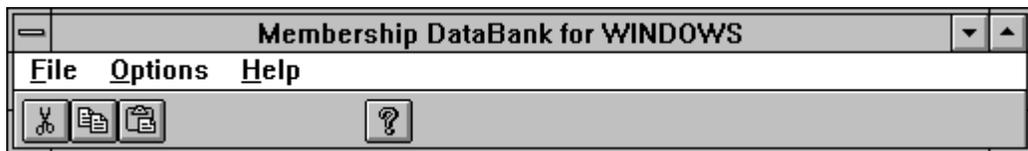


Wherever you are in the *Membership DataBank for Windows* application, you will generally see a [menu bar](#) along the top of the screen under the Title bar. When you select any of these options, a pull-down menu appears listing choices for the Main Menu option. If one of these options is [dimmed](#), this means that it is not active for that particular program function. *Membership DataBank for Windows* automatically updates the [menu bar](#) depending on the program functions.

For further information on the use of menus, see your Microsoft Windows manual.

### Standard button tool bar

*Membership DataBank for Windows* employs the use of toolbars to provide you quick access to program functions.



The parent window [Toolbar](#) is just below the [Menu Bar](#). This is a unique button bar that allows quick access to program functions that are common to all windows.



The data entry window [Toolbar](#) is just below the [Title Bar](#). This is a unique button bar that allows quick access to program functions that are specific to the data entry window.

These toolbars are specially designed to be easy to locate and use by a picture and/or text describing what the button does.

### Special function keys

### Context sensitive help

*Membership DataBank for Windows* has been designed to provide context sensitive help. Context

sensitive help gives you immediate help with a screen element of interest (menu command, dialog box, etc.). *Membership DataBank for Windows* takes you directly to the help information you seek without the need to traverse the online help indexing system. Anytime you would like to access the context sensitive help feature, simply press F1 key or the appropriate Help button.

**NOTE:** To get help on a specific menu command, [click](#) the menu name and then use the Down Arrow Key to highlight the command of interest. Once the command is highlighted, press F1.

## Membership DataBank for Windows - In Detail

X-Ware Engineering is delighted to present to you *Membership DataBank for Windows*. This product is a Microsoft Windows based [non-profit accounting](#) system that lets you manage information concerning the financial condition and operating performance of your group or organization. It has been designed to serve the needs of all types of [non-profit organizations](#).

### Contents

- [Getting Started](#)
- [Getting Acquainted with Screens](#)
- [Determine General Defaults](#)
- [Company](#)
- [Members](#)

### Reference

- [Menus](#)
- [Glossary](#)
- [Copyright Notice](#)

**company name**

You can enter up to 30 characters for the company name. The name displays on reports so use your company's correct and legal name.

**address**

You can enter the address in two lines which can contain up to 30 characters each.

**city, st, zip**

Three boxes on this line represent the city, state, and zip code, respectively.

- You can enter up to 20 characters for the city.
- Enter the two-character postal abbreviation for you state.
- enter the zip code.

**telephone**

you can enter up to 20 characters for the telephone number.

**fax**

You can enter up to 20 characters for the Fax number.

**federal employer ID**

You can enter up to 11 characters for the federal employer ID. The federal employer ID is required by the Internal Revenue Service.

**state employer ID**

You can enter up to 11 characters for the state employer ID. The state employer ID is required by most states' department of revenue.

**state unemployment ID**

You can enter up to 11 characters for the state unemployment number, if required by your state.

**first name**

You can enter up 15 characters for the first name of a member.

**employer name**

You can enter up to 30 characters for the company name. The name displays on reports so use your employer's correct and legal name.

**address**

You can enter the address in two lines which can contain up to 30 characters each.

**city, st, zip**

Three boxes on this line represent the city, state, and zip code, respectively.

- You can enter up to 20 characters for the city.
- Enter the two-character postal abbreviation for you state.
- enter the zip code.

**telephone extension**

You can enter up to 4 characters for the telephone extension number.

**fax**

You can enter up to 20 characters for the Fax number.

**position**

You can enter up to 30 characters to describe a member's work position or job title.

**telephone**

you can enter up to 20 characters for the telephone number.

**family name**

You can enter up to 40 characters for the family name of a household. *Membership DataBank for Windows* uses the family name when addressing correspondence to a household.

**address**

You can enter the address in two lines which can contain up to 30 characters each.

**city, st, zip**

Three boxes on this line represent the city, state, and zip code, respectively.

- You can enter up to 20 characters for the city.
- Enter the two-character postal abbreviation for you state.
- enter the zip code.

**head of house**

This is a display (view only) field. The head of house can only be assigned or changed via the Household menu.

**telephone**

you can enter up to 20 characters for the telephone number.

**date of birth**

This is a numeric field that must be entered as MM/DD/YYYY. Example: 01/01/1995.

**gender**

you can enter up to 7 characters for describing the gender of a member.

**label name**

You can enter up to 40 characters for a label name for a member. *Membership DataBank for Windows* uses the label name when addressing correspondence to a member.

**last name**

You can enter up to 20 characters for the last name of a member.

**marital status**

You can enter up 10 characters for describing the marital status of a member.

**membership status**

You can enter up to 12 characters for describing the membership status of a member/prospect.

**middle name**

You can enter up to 10 characters for the middle name of a member.

**preferred name**

You can enter up to 15 characters for the preferred (nickname) name of a member.

**relation**

You can enter up to 12 characters for describing the relationship of a member to the **Head Of Household**.

**registry number**

You can enter up to 8 characters for assigning a member a registry number.

**suffix name**

You can enter up 11 characters for the suffix name of a member.

**Social Security Number**

This is a numeric field that must be entered in the format 999-99-9999. Example: 123-45-6789.

**envelope number**

You can enter up to 8 characters for the envelope number of a member.

**title**

You can enter up 10 characters for the title of a member.

## Advanced Tips And Tricks

1. All *Membership DataBank* data entry forms are initially displayed in [the view mode](#). You must press the **Edit** button to place the form in the [edit mode](#) before you are allowed to make any changes to the data that is displayed.
2. When a member is moved from one household to another, all of that member's associated information moves with them (contributions, attendances, etc.).
3. **Optimistic Buffering:** Membership DataBank's database engine uses aggressive optimistic buffering schemes. The basic philosophy behind optimistic buffering is that all file reads and writes are cached as long as possible. This allows the database engine to visit a memory buffer for information instead of reading from or writing to disk. Besides speed benefits there are other subtle benefits that save on system resources.

**Caveats for Optimistic Buffering:** Membership DataBank's database engine does not detect if a LOCAL hard drive is a shared volume under a peer to peer network, such as Windows for Workgroups or Windows 95. If Membership DataBank is installed on your LOCAL hard disk and is being accessed by users logging into your local machine, turn Optimistic Buffering off.

NOTE: You can turn optimistic buffering off by placing the following parameter in the [AppEnv] section of the MDW.INI file located in the Windows directory:

**SetOBuffer=0**

## Registration



This product is Shareware and as such it should be registered with X-ware Engineering if you intend to continue using it after the initial 60 day evaluation period. In order to register the product you should use Microsoft Windows Write to access the required registration form relevant to the country in which you live. The following forms are available.

**REGISTUS.WRI - USA**

Icons for these forms should have been setup in your program manager group when you installed *Membership DataBank for Windows*. [Double-click](#) the relevant icon to edit the registration form, or enter the following command at the program manager File, Run option:

**WRITE C:\IMDBANK\REGISTUS.WRI**

Registrations are accepted by mail, email, and fax. Payments may be made by check, VISA, MASTERCARD, AMERICAN EXPRESS, and DISCOVER or CompuServe users may use the CompuServe service GO SWREG to register on-line and have the registration fee directly debited from their CompuServe account. Further registration instructions and pricing details can be found on the forms listed above.

### Registration Benefits

By registering this package with X-Ware Engineering, you become eligible for the following:

- a registration number to remove all "on evaluation" screens and messages
- a copy of the latest version of this product
- lifetime support for written correspondence
- written notification of at least the next 2 major upgrades
- immediate notification of major bugs found with the registered version
- package and shipping costs only for release to fix reported problems
- opportunity to provide input towards development of future releases
- opportunity to request customization of system unique to your company

Remember - [Shareware](#) is based on your honesty. If you like this product and you continue to use it after your initial evaluation, then you should register it. If you do not register after the evaluation period you are breaking the [license](#) agreement and should discontinue to use the product.

## Technical Support

X-Ware Engineering is committed to providing the finest technical support available. In order to do that, we need your help. To make optimal use of our technical support, follow the procedures outlined below.

### Technical Support Policy

X-Ware Engineering offers free technical support and problem resolution to all registered users of our software as detailed in the [registration](#) section of this help system. Our support service can help you with any questions you may have about our software and help you fix any [faults](#) you may find. Also, an important part of our support service is to provide you with an opportunity to give us [feedback](#) about our products so that future upgrades can be designed better to suit your requirements.

### How To Become a Registered User

Register *Membership DataBank for Windows* using the appropriate [registration](#) form included with this product. These forms record your name, address, company name, phone and fax number, any electronic mail or BBS numbers. The registered user must be the person using the software and calling for technical support -- not the software librarian of the company.

Later in this section we will explain in detail the information to include about your problem.

### Asking us Questions

We like to provide detailed and accurate answers to all your questions about *Membership DataBank for Windows*. **We request that you send us your detailed questions by Internet, CompuServe, Fax, or U.S. Mail, instead of calling us.** This allows us to investigate your questions in detail and have them answered by experts in the specific areas.

### Contacting Us

Technical support is available, in order of priority, by:

- Internet
- CompuServe
- Fax
- Mail
- Phone

### Internet

The best way to get technical support is through the *Internet*. It is available to you 24 hours a day, seven days a week. Our Internet mailer checks for new mail every 10 minutes.

Log into the Internet and send a message to X-Ware Engineering's email address:

support@x-ware.com

## CompuServe

The second best way to get technical support is through *CompuServe*. It also is available to you 24 hours a day, seven days a week. We check X-Ware Engineering *CompuServe* mail twice a day, six days a week.

Log into *CompuServe* and send a mail message to X-Ware Engineering's ID:

102621,2065

## Fax

You may reach X-Ware Engineering by fax 24 hours a day, seven days a week. Our fax number is:

707-557-2078

When you fax, please include your name, address, and phone and fax number. This information must match the information on your registration form.

## Phone

We rarely resolve anything on the phone. If you call and say "My application does not work," there is nothing we can do or suggest to help you without reviewing your problem, and that takes more than a quick call.

The fastest, most efficient way to get technical support is through *CompuServe*. Send us a complete working copy of your installation and describe your problem in detail before you call. Then when you do call, we can have your answers ready.

Use the same procedure if you send your information to our bulletin board, by fax, or by mail.

You must be a registered user before you call! Before you call:

- Read any README files on your *Membership DataBank for Windows* disks.

X-Ware Engineering technical-support hours are Monday through Friday 9:30 AM to 4:30 PM Pacific time. Please have this information when you call:

- The name of the registered *Membership DataBank for Windows* user
- Your Name
- Your company name
- The version of *Membership DataBank for Windows* you are using
- The operating system you are using
- The serial number of *Membership DataBank for Windows* you are using

The next section goes into detail about additional information we may also need to pinpoint your problem.

When you call, be in front of your system and ready to try any commands.

If you miss us or we are helping other customers when you call and need to leave a message, here is a sample message:

"I need technical support on *Membership DataBank for Windows* version x.xx  
(where x.xx = the version of the product that you are using) .

My name is \_\_\_\_\_.

My company name is \_\_\_\_\_.

The best time to reach me is \_\_\_\_\_.

My phone number is \_\_\_\_\_."

The X-Ware Engineering Technical Support Hotline is:

707-557-2078

## **What Information Will We Need ?**

Please provide the following information when you contact us for technical support:

- Your full name
- Your address
- Your company name
- The phone number and the best time to reach you
- The version of *Membership DataBank for Windows* you are using
- Your operating system

### **Describing The Problem**

- As precisely as you can, give us the exact details about the problem(s) and/or errors that you are experiencing.
- List any error messages that appear in connection with the problem.

### **We Will also need to know**

- What your config and autoexec files contain?
- What version of DOS and Windows are you running?
- The make and model of your machine and video driver.
- Amount of memory.
- List any other devices and peripherals in your system.

### **If we cannot duplicate a problem, we cannot fix it**

- Provide us with as detailed a list as possible of the steps and conditions we will need to recreate the problem?
- If a problem is intermittent, please describe as well as you can the machine and conditions just before it occurred.

## **TECHSUP.WRI**

To process your technical support request as efficiently as possible, we ask that you fill out X-

Ware's technical support form. You will find a copy of this form in a Microsoft *Write* document in a file named TECHSUP.WRI in your *Membership DataBank for Windows* program directory.

## Software Upgrades

All registered users of this product will be informed when upgraded versions of the product become available as detailed in the [registration](#) section of this help system. Details of new and improved features in the product will be published and registered users will be given the option of upgrading at a significant discount from the full registration cost.

Future upgrades planned for *Membership DataBank for Windows* include the following:

- [Access Authorization](#)
- [Membership Administration](#)
- [Contributions](#)
- [Pledges](#)
- [Fund Accounting](#)
- [Encumbrance Accounting](#)
- [Accounts Payable](#)
- [Bank Reconciliation](#)

**Please note that all of these facilities cannot possibly be included in the next upgrade and further improvements will be included which have not been listed here. Our upgrade program will, however, ensure that the facilities most [requested](#) by our REGISTERED users are the first to be developed.**

## Help Menu

The **Help** Menu lets you:

- Access help from the [Contents](#).
- [Search](#) for a help topic.
- Find out about [Using Help](#).
- Display product and license information ([About Membership DataBank for Windows](#)).

## Maintain Menu

The **Maintain** Menu lets you:

- Add, change, and delete [member](#) information.
- Add, change, and delete [company](#) information.
- Set and define [membership defaults](#).

## Adding a New Member

### To add a new member:

1. Select **Member/Prospect** from the Maintain menu. The Maintain Member Information data entry screen will be displayed.
2. [Click](#) the **New** button on the data entry toolbar. The Maintain Member Information data entry form will be placed in the [edit mode](#) and all fields will be cleared.
3. Fill in the fields on the Member Tab.
4. [Click](#) the **Household** tab. The household fields will be displayed.

**NOTE:** *Membership DataBank for Windows* requires that all members belong a household. You must either assign the new member to an existing household or create a new household for the member.

5. When you're finished filling in all the information, [click](#) the **Save** button on the data entry toolbar. A new member record will be created and if appropriate, a new household record and/or a new employer record will be created.

## Changing Member Information

### To change member information:

1. Select **Member/Prospect** from the Maintain menu. The Maintain Member Information data entry screen will be displayed.
2. Use the **Data Control** buttons or the **Find** button on the data entry toolbar to locate the member you want to change.
3. [Click](#) the **Edit** button on the data entry toolbar. The Maintain Member Information data entry form will be placed in the [edit mode](#) .
4. Change fields or fill in the fields on any of the Maintain Member Information tab sections.
5. When you're finished changing or filling in all the information, [click](#) the **Save** button on the data entry toolbar. The changes to the member record and any related records will be saved to disk.

## Delete a Member

### To delete member information:

1. Select **Member/Prospect** from the Maintain menu. The Maintain Member Information data entry screen will be displayed.
2. Use either the **Data Control** buttons or the **Find** button on the data entry toolbar to locate the member you want to delete.
3. Once you have located the member you want to delete, [click](#) the **Delete** button. All information the member will be deleted from the membership database.

## Move a Member to a New Household

### To move a member to a new household:

1. Select **Member/Prospect** from the Maintain menu. The Maintain Member Information data entry screen will be displayed.
2. Use the **Data Control** buttons or the **Find** button on the data entry toolbar to locate the member you want to move to a new household.
3. [Click](#) the **Edit** button on the data entry toolbar. The Maintain Member Information data entry form will be placed in the [edit mode](#) .
4. [Click](#) the **Household** tab to display the member's household information.
5. [Click](#) the **Menu for Households** button on the bottom of the page. The household menu will be displayed.
6. [Click](#) the **Pick new household for this person** menu item. The Search for Head of Household browse screen will be displayed.
7. Locate the new household for the member using the browse screen. When you have highlighted the new household that you are assigning the member, [click](#) the **Ok** button on the browse screen toolbar. The member's household information will be updated to reflect the new household assignment.
8. [Click](#) the **Member** tab of Maintain Member Information data entry screen. Change the *Relation* field to reflect the member's relationship to the new head of house.
9. When you're finished changing or filling in all the information, [click](#) the **Save** button on the data entry toolbar. The changes to the member record and any related records will be saved to disk.

## Search for a Member

When the Maintain Member Information screen is initially displayed it shows the information on the first member in the membership database. You will need to position the database to the member you to view or change. You can position the database using the data control buttons on the data entry toolbar (see toolbar summary on [data entry window](#)). You can also search for a member using a browse screen. The instructions below describe how to search for a member using a browse screen.

### To search for member:

1. Select **Member/Prospect** from the Maintain menu. The Maintain Member Information data entry screen will be displayed.
2. [Click](#) the **Find** button on the data entry toolbar. The Search for Member browse screen will be displayed. The browse screen displays members in alphabetic order by last name.
3. Select the member you want to view or edit. If necessary, use the [scroll bar](#) to see more members.
4. [Click](#) the **Ok** button.

## Comments

This tab is where you enter notepad comments pertaining to a member. A member comment notepad is capable of storing 64,000 characters of notepad information.

## Employer

This tab is where you enter information about the employer of a member such as employer name, address, city, state, zip code, and phone number.

### Fields

[Employer](#)

[Address](#)

[City, St, Zip](#)

[Position](#)

[Telephone](#)

[Telephone Extension](#)

[Fax Number](#)

## Household

This tab is where you enter information about the location of the household residence such as head of house, address, city, state, zip code, and phone number.

### Fields

[Head of House](#)

[Family Name](#)

[Address](#)

[City, St, Zip](#)

[Telephone](#)

### Pop-up Menu

[Display household summary information](#)

[Assign this person as head of household](#)

[Pick new household for this person](#)

[Create new household for this person](#)

## Member

This tab is where you enter information about the member such as name, gender, marital status, social security number, and date of birth.

### Fields

Title

First name

Middle name

Last name

Suffix name

Preferred (nickname) name

Label name

Gender

Member status

Marital Status

Relation

Social Security Number

Date of Birth

Envelope Number

Registry Number

## Profiles

This tab is where you enter information about a member's profiles such as additional phone numbers, special event dates, other information as defined by your organization.

### Fields

[Additional Telephones](#)

[Special Event Dates](#)

[Custom Fields](#)

## Other Products And Services

The following software is available from X-Ware Engineering. Please contact your shareware distributor for further product information.

### **Membership DataBank for Windows**

A Microsoft Windows based [non-profit accounting](#) system that lets you manage information concerning the financial condition and operating performance of your group or organization.

### **Services**

X-Ware Engineering offers custom application development services using state-of-the-art development tools and methodologies. We also provide services for converting to *Membership DataBank for Windows*. Please call or write for further details.

## Menu Bar

The Menu Bar is the horizontal list of menus that is located directly beneath the title bar. Each menu item's name has one underlined character, which is referred to as a mnemonic. Type the mnemonic letters for keyboard access to menu items.

the items on the menu bar are:

File   Edit   Maintain   Reports   Options   Window   Help

**When selecting an item from a menu, visual clues tell you what will happen next.**

**An item followed by no marking starts an action .**

**An item followed by an ellipsis (...) opens a dialog box.**

**An item followed by an arrow (>) opens a cascading menu.**

## Edit Menu

The **Edit** Menu lets you:

- Copy text to the clipboard.
- Cut text to the clipboard.
- Paste text from the clipboard.

## File Menu

The **File** Menu lets you:

- [Open](#) an existing company.
- Create a [new](#) company.
- [Delete](#) an existing company.
- Setup a [printer](#).
- [Exit](#) Membership DataBank for Windows.

## Options Menu

The **Options** Menu lets you:

- Turn the [Toolbar](#) on and off.
- Turn the [Status Bar](#) on and off.

## Reports Menu

Use the choices on the **Reports** menu to generate reports on members.

<b>Use this menu choice...</b>	<b>To do this...</b>
Family Directory	Display/Print a report of all household names in the membership database. Report includes household address and telephone.
Family Mailing Labels (2-up)	Display/Print mailing labels for all households in the membership database. Use for addressing correspondence to families.
Family Mailing Labels (3-up)	Display/Print mailing labels for all households in the membership database. Use for addressing correspondence to families.
Member Directory	Display/Print a report of all members in the membership database. Report shows member name, address, home phone, and social security number.
Member Mailing Labels (2-up)	Display/Print mailing labels for all members in the Membership database. Use for addressing correspondence to individual members.
Member Mailing Labels (3-up)	Display/Print mailing labels for all members in the Membership database. Use for addressing correspondence to individual members.

## Window Menu

The **Window** Menu lets you:

- [Cascade](#) multiple document windows.
- Tile multiple document windows [horizontally](#) or [vertically](#).
- [Arrange](#) your desktop.

## Software Bugs

This software has been produced and tested with a great deal of care and attention to detail. Every effort has been made to ensure that the product works correctly as specified in the user guide. Rigorous testing has been done to ensure that the product operates properly in a wide variety of different types of organizations.

However, as with any software product, you may find that problems occur under certain circumstances which we could not test for. In these cases, we will endeavor to fix any errors reported to us in writing. In order that we can help as quickly as possible, it would be useful to send a copy of your data along with a detailed description of how the problem can be replicated.

## Company

*Membership DataBank for Windows* allows you to create and access multiple companies. All companies have their own set of data files, stored in their own sub directory underneath the directory you told *Membership DataBank for Windows* to create when you installed the [application](#). You use the company information windows to enter information about existing companies such as:

- name and address information
- telephone and fax numbers
- federal and state employer identification numbers
- state unemployment ID

You can change company information at anytime.

### Related Topics

[Set up a company](#)

[Company defaults](#)

[Changing company Information](#)

[Deleting a company](#)

[Opening a different company](#)

## Change Company Information

### To change company information:

Select **Company Information** from the Maintain menu. The following screen will be displayed.

Maintain Company Information			
<input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Close"/> <input type="button" value="Help"/>			
Company Name	<input type="text" value="The Mission Church"/>		
Address	<input type="text" value="5924 Elm Street"/>		
	<input type="text"/>		
City, St, Zip	<input type="text" value="Shawnee Mission"/>	<input type="text" value="KS"/>	<input type="text" value="66255"/>
Telephone	<input type="text" value="913-555-1212"/>	Fed Employer ID	<input type="text"/>
Fax	<input type="text"/>	State Employer ID	<input type="text"/>
		State Unemployment ID	<input type="text"/>

[Click](#) the **Edit** button to place the form in the [edit mode](#).

**NOTE: All Membership DataBank for Windows data entry forms are initially displayed in [view mode](#).**

Change/enter the appropriate company information. When you're finished changing information, [click](#) the **Save** button to record the changes permanently in the database.

### Fields

[Company](#)

[Address](#)

[City, St, Zip](#)

[Telephone](#)

[Fax](#)

[Federal Employer ID](#)

[State Employer ID](#)

[State Unemployment ID](#)

## Delete a Company

### To delete a company:

1. Select **Delete Company** from the File menu.
2. Select a company file name by highlighting it in the list box.
3. Click **Ok** to delete the company. *Membership DataBank for Windows* prompts you to confirm the deletion. Choose continue to delete the company data files.

## Opening a Company

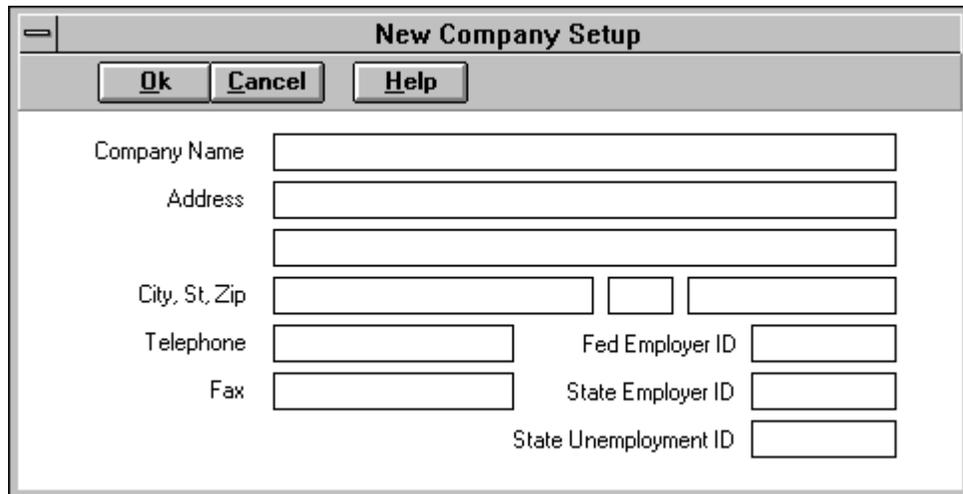
### To open a company:

1. Select **Open Company** from the File menu.
2. Select a company file name by highlighting it in the list box.
3. Click **Ok** to open the company.

## Set Up a Company

### To set up a new company:

Select **New Company** from the File menu. The following screen will be displayed.



New Company Setup		
<input type="button" value="Ok"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>		
Company Name	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	
City, St, Zip	<input type="text"/>	<input type="text"/>
Telephone	<input type="text"/>	Fed Employer ID <input type="text"/>
Fax	<input type="text"/>	State Employer ID <input type="text"/>
		State Unemployment ID <input type="text"/>

Enter the appropriate company information. When you're finished entering information, [click](#) the **Ok** button. The company data files will be created and the company will be opened for processing.

### Fields

[Company](#)

[Address](#)

[City, St, Zip](#)

[Telephone](#)

[Fax](#)

[Federal Employer ID](#)

[State Employer ID](#)

[State Unemployment ID](#)

## Setting up printers

In *Membership DataBank for Windows*, most questions concerning printing are answered by how you have your environment set up. In windows, you install printers and specify which ones are active on which of your ports. Because of this ability, you can easily switch back and fourth between printers.

Though you use the Windows Control Panel to install printers, *Membership DataBank for Windows* gives you access to your printer setup for changing default printers and settings.

### To set up a printer:

1. Select **Printer Setup** from the File menu.
2. Click the **Specific Printer** radio button.
3. Select a printer from the drop-down list of installed printers.
4. Change any other settings as needed. These settings vary depending on the types of printer you have installed. See your Windows manual for instructions on using the Control Panel.
5. Click **Ok** to save your changes to disk.

## Customer Comments

Upgrades to *Membership DataBank for Windows* and other X-Ware Engineering software are based on feedback from our customers. If you feel that there is a feature missing from *Membership DataBank for Windows*, or that it could be improved upon in any way, then please let us know. At X-Ware Engineering, our aim is to make the products our customers want to use!

# Getting Started

## Introducing Membership DataBank for Windows

We thank you for using this product. *Membership DataBank for Windows* is a database [application](#) that combines data collection and retrieval using a graphical user interface. It has a rich feature list such as exhaustive information storage, [user definable fields](#), and pre-defined reports.

Information is easily entered and retrieved. Many fields have list boxes that allow the user to [click](#) on the desired information instead of having to enter it manually.

## Setting Up the Program

Before you set up *Membership DataBank for Windows*, please do the following:

- Make a backup copy of your installation disks. Although, you shouldn't have any problems setting up *Membership DataBank for Windows* on your computer, a backup copy will protect you in case the original disks get damaged. You can copy the disks using Microsoft Windows, the DOS DISKCOPY command, or any other diskcopy program that you own.
- Become familiar with Microsoft Windows. In this User's Guide, we assume that you know how to use basic Windows features, such as pull-down menus, [Minimize button](#), [Maximize button](#), the [Control menu](#), and a mouse.
- If you purchased this product directly from X-Ware Engineering, you are automatically a registered user. If you received this product from a friend, colleague, disk distributor, or BBS and intend to use it after the evaluation period, please take a few minutes now to fill out the enclosed registration form. After we receive it, you will be sent the most current version of the product and be entitled to receive free technical support, product update notices, and new product announcements.

## System Requirements

In order to setup and operate *Membership DataBank for Windows* successfully, your computer system must meet the following minimum system requirements:

Hardware	<ul style="list-style-type: none"><li>- Personal computer (IBM PC, PS2, or 100% compatible)</li><li>- 386sx or higher microprocessor</li><li>- 4 MB of memory (8 MB recommended)</li><li>- 6 MB free disk space (10 MB recommended)</li><li>- One 3.5" high-density disk drive</li><li>- Microsoft Mouse or compatible pointing device</li><li>- Any Microsoft Windows supported printer</li><li>- VGA or higher-resolution monitor recommended</li></ul>
Software	<ul style="list-style-type: none"><li>- MS-DOS operating system version 3.1 or later</li><li>- Microsoft Windows operating system version 3.1 or later (running in 386 enhanced mode)</li></ul>
Network	<ul style="list-style-type: none"><li>- Microsoft Windows For Workgroups 3.11 or later</li><li>- Microsoft Windows NT</li><li>- Novell NetWare</li><li>- Lantastic NOS</li></ul>

- Other NetBIOS compatible networks

In addition, ensure that your C:\CONFIG.SYS file contains the command FILES=60 or above to avoid experiencing the error message "Too Many files Open". If you wish to have several Windows applications open simultaneously, you may need to increase this value to 100 or more.

## Running Setup

After making a backup copy of the original disks, follow these steps to successfully setup *Membership DataBank for Windows* onto your computer system:

1. Start up Microsoft windows. If you have any other applications running, close at this time.
2. Insert Setup Disk 1 into a floppy drive (A: or B:), select File menu from the Program Manager, and choose Run.
3. In the Command Line field of the Run dialog box, type A:SETUP (or B:SETUP if you put the disk into drive B:) and [click](#) OK.
4. Make sure you follow the instructions that appear on your screen. The setup program will place the program files into a directory called MDBANK, unless you choose a different directory.

## The README file

A README file has included on the setup disks. It contains the latest information not available when this User's Guide was printed. This file will automatically be copied into the MDBANK directory, or the one you have chosen. You can read this file at anytime by using WRITE or some other word processor.

## Starting and Exiting The Program

To start *Membership DataBank for Windows*:

1. Run Microsoft Windows.
2. Open the program group that contains *Membership DataBank for Windows*. the default group created when you set up the program is **Membership DataBank for Windows**.
3. [Double click](#) on the *Membership DataBank for Windows* icon. The *Membership DataBank for Windows* main menu screen will appear.
4. When you are finished using *Membership DataBank for Windows*, [exit](#) the program ether by selecting the [Exit](#) option from the File menu, or selecting Close option from the [Control menu](#).

## Exiting The Program

There are several ways to exit *Membership DataBank for Windows*:

- Choose the **Exit** option from the File Main Menu.
- Choose the **Close** option from the Control-menu box.

## Determine General Defaults

*Membership DataBank for Windows* uses defaults to reduce the number of keystrokes required for data entry, thereby saving you a considerable amount of time as you build your data files. By defining default terms or values ahead of time, you avoid having to repeat the same information again and again for each record in your database.

[Company defaults](#)

[Member defaults](#)

## Getting Acquainted with Screens

As you begin working with *Membership DataBank for Windows*, you will see several different kinds of screens on the monitor. As you scan the following paragraphs, which describe the screens, you will see that a number of different screens are available for a variety of purposes. You will quickly learn to distinguish one kind of screen from another.

[Parent Window](#)

[Data Entry Window](#)

[Browse Window](#)

## Members

The Members module of *Membership DataBank for Windows* lets you create and maintain detailed information about members of your organization, as well as people who are nonmembers but are associated with the organization in some way. (For example, you might want to accumulate information on visitors, guest speakers, and others.)

You use the Maintain Member Information window to enter/change information about new/existing members such as:

- basic member information
- household information
- employer information
- member profile information
- comments

You can change member information at anytime.

### Tabs

[Member](#)  
[Profiles](#)  
[Household](#)  
[Employer](#)  
[Comments](#)

### Related Topics

[Add a new member](#)  
[Change an existing member](#)  
[Delete a member](#)  
[Move a member to a new household](#)  
[Search for a member](#)

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**About *Membership DataBank for Windows***

Displays your license number and information about your version of *Membership DataBank for Windows*.

**search for help on**

A dialog box for locating information about a specific topic.

## **using help**

Information about how to use Windows help.

## **arrange icons**

When you minimize a desktop window, it becomes an icon. You can move these icons around in the desktop workspace by dragging them with a mouse. If you have many of these icons in your desktop, you can arrange them so that they are evenly spaced and don't overlap.

**cascade windows**

Desktop windows overlap, starting in the upper-left corner of the desktop workspace. each window's title remains visible, making it easy for you to select any of the desktop windows.

**tile window horizontally**

Windows are resized and arranged horizontally (side-by-side) so that no windows overlap and each window's contents are visible.

**tile window vertically**

Windows are resized and arranged vertically (on top of each other) so that no windows overlap and each window's contents are visible.

## Parent Window

The *Membership DataBank for Windows* application uses a multiple-document interface (MDI) that maintains multiple forms within a single container form. This type of interface allows users to display multiple documents at the same time, with each [document](#) displayed in its own window. Document windows are contained in a *parent window*, which provides a workspace for all [document windows](#) in the application.



### Elements of the Parent Window

- [Title Bar](#) - Along the very top of the screen is a horizontal bar that contains the name **Membership DataBank for Windows**. Each time you open a company or create a new one, this bar will be updated to display the active company in use.
- [Menu Bar](#) - Along the top of the screen under the [Title bar](#) is another horizontal bar listing the Main Menu options: File, Edit, Maintain, Reports, Options, Window, and Help. When you select any of these options, a pull-down menu appears listing choices for the Main Menu option. If one of these options is [dimmed](#), this means that it is not active for that particular program function. *Membership DataBank for Windows* automatically updates the [menu bar](#) depending on the program functions.
- [Toolbar](#) - Just below the [Menu Bar](#) is the [Toolbar](#). This is a unique button bar that allows quick access to program functions that are common to all windows. It is specially designed to be easy to locate and use by a picture and/or text describing what the button does.
- [Status Bar](#) - Along the bottom of the screen is a horizontal bar that displays status information such as information/status messages, the current processing date, and the current accounting period.

## Copy

Copy places selected text or graphics on the [clipboard](#) without removing the selection from your document.

To copy text or graphics,

1. Select the text or graphics (or both) you want to copy.
2. Choose **Copy** from the Edit menu.

You can then [Paste](#) the clipboard contents into a document by choosing Paste from the Edit menu. The selection remains on the Clipboard until you use [Cut](#) or Copy to replace it with a new selection or until you quit Windows.

## Cut

Cut removes selected text or graphics from your document and places it on the [Clipboard](#).

To cut text or graphics,

1. Select the text or graphics (or both) you want to cut.
2. Choose **Cut** from the Edit menu.

You can then [Paste](#) the clipboard contents into a document by choosing Paste from the Edit menu. The selection remains on the Clipboard until you use Cut or [Copy](#) to replace it with a new selection or until you quit Windows.

## Paste

Paste places text or graphics from the [Clipboard](#) into your active document at the insertion point.

To paste,

1. Place the insertion point where you want to paste the clipboard contents.
2. Choose **Paste** from the Edit menu.

## Data Entry Window

You use data entry screens to build your data files. A data entry screen comprises a series of fields, into which you type the appropriate information. The information entered is processed by *Membership DataBank for Windows* to build the file and reports required by your application.

Although data entry screens do not all look exactly alike, they do reflect a common layout pattern and share some common components.

### Elements of the Data Entry Window

- **Title Bar** - Along the very top of the screen is a horizontal bar that contains the name of the data entry window. The title typically identifies the primary function of the data entry window.
- **Toolbar** - Just below the **Title Bar** is the **Toolbar**. This is a unique button bar that allows quick access to program functions that are specific to the data entry window. It is specially designed to be easy to locate and use by a picture and/or text describing what the button does.

### Summary of Toolbar Buttons

-  - Move record pointer to the beginning of the file.
-  - Move record pointer to the previous record in the file.
-  - Move record pointer to the next record in the file.
-  - Move record pointer to the end of the file.

**F**ind

- Open a window for browsing/searching records.

**E**dit

- Place a data entry window in a [edit](#) mode so that data fields may be entered or modified.

**D**elete

- Delete the current record.

**N**ew

- Create a new record.

**S**ave

- Save changes to a new or existing record and place the data entry window in the [view](#) mode. This button is only active when the data entry window is in the [edit](#) mode, otherwise it is disabled ([dimmed](#)).

**C**ancel

- Cancel the current [edit](#) session, all changes are discarded. This button is only available when the data entry window is in the [edit](#) mode.

**C**lose

- Close the data entry window. This button is only available when the data entry window is in the [view](#) mode.

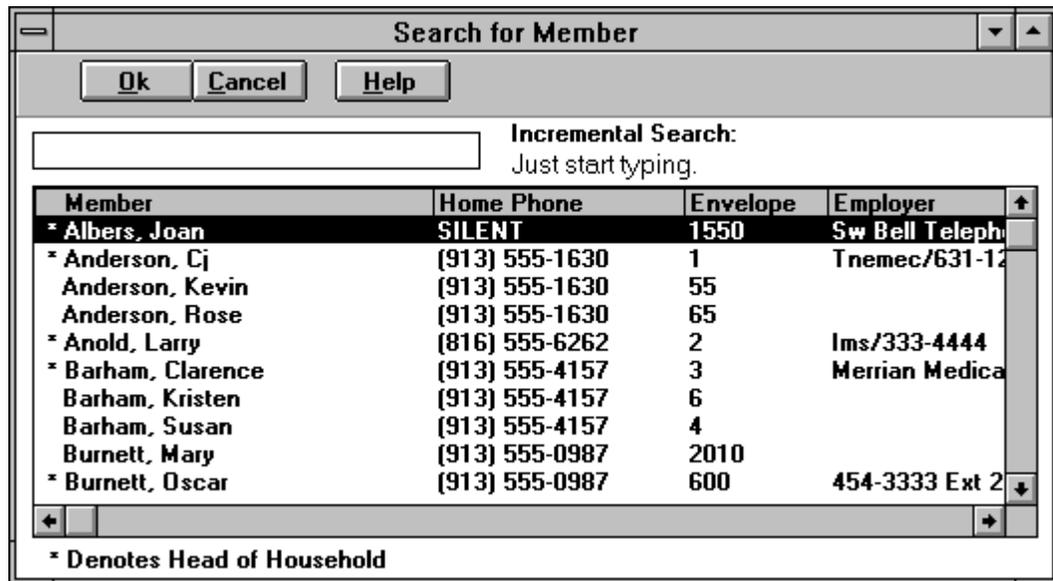
**H**elp

- Display context sensitive help.

## Browse Window

Browse screens let you see a lot of data on one screen. Several browse screens are built into *Membership DataBank for Windows* so that you can quickly access the appropriate member, group, meeting, contribution, pledge, fund or deposit information.

Although browse screens do not all look exactly alike, they do reflect a common layout pattern and share some common components. An example of a browse screen is shown below.



### Elements of the Browse Window

- **Title Bar** - Along the very top of the screen is a horizontal bar that contains the name of the browse window. The title typically identifies the primary function of the browse window.
- **Toolbar** - Just below the **Title Bar** is the **Toolbar**. This is a unique button bar that allows quick access to program functions that are specific to the browse window. It is specially designed to be easy to locate and use by a picture and/or text describing what the button does.

## **Custom Fields**

You can enter up to 20 characters of information for each custom field.

**special event dates**

This is a numeric field that must be entered as MM/DD/YYYY. Example: 01/01/1995.

**additional telephones**

you can enter up to 20 characters for each additional telephone number.

**access authorization**

To control the right to enter or view application data items.

**accounts payable**

Obligations to pay for goods or services that have been acquired on open account from suppliers.  
Accounts payable is a current liability in the balance sheet.

**accrual accounting**

Recognition of revenue when earned and expenses when incurred. They are recorded during an accounting period even though cash has not been received or paid. This presents a truer picture of income and expenses. An example of accrued revenue is dividend income earned on stock owned though it has not yet been received. Accrued salary expense due employees at period-end is an example of an accrued expense.

**application**

A computer program used for a particular kind of work, such as word processing, database management, spreadsheet calculations, or accounting. This term is often used interchangeably with "program".

**bank balance**

Amount in a bank deposit account, such as a checking or savings account, as of a certain specified time or date, indicated on a bank statement. Bank charges, deposits in transit, and outstanding checks usually are primary factors in reconciling an individual's or organization's books and the bank's statement, as of a particular date. See *also* BANK RECONCILIATION.

**bank reconciliation**

Term used when settling differences contained in th BANK STATEMENT and the cash account in the books of the bank's customer. Rarely do the ending balances agree. To reflect the reconciling items, a bank reconciliation is required. Once completed, the adjusted bank balance must prove to the adjusted book balance. When it does, it indicates that both records are correct. Journal entries are then prepared to update the records and to arrive at an ending balance in the cash account that agrees with the ending balance in the bank statement.

The bank balance is adjusted for items reflected on the books that are not on the statement. They include OUTSTANDING CHECKS, DEPOSITS IN TRANSIT, and bank errors in charging or crediting the company's account.

The book balance is adjusted for items shown on the bank statement that are not reflected on the books. They include bank charges, not-sufficient funds, checks, collections made by bank on customer's behalf (e.g., collected notes receivable), interest earned, and errors on the books.

**check box**

a small, square box that appears in a dialog box or data entry window and that can be selected or cleared. When the check box is selected, an X appears in the box. A check box represents an option that you can turn on or off.

**click**

To press and release a mouse button quickly.

**clipboard**

An area of memory, also called a buffer, where text and commands can be stored to await further action. The contents of the Clipboard are erased when you exit Windows.

**command button**

A button in a dialog box, data entry window, or browse window that carries out or cancels the selected action. Two common command buttons OK and Cancel. Choosing a command button that contains an ellipsis (for example, Browse...) causes another dialog box to appear.

**contribution**

A donation made to the organization, often for a specific fund.

**Control menu**

A menu that contains commands you can use to manipulate a window. To open the the Control menu, you choose the Control-menu box at the left of the title bar in a window, or you select an application icon at the bottom of the desktop. Every application that runs in a window and some non-Windows applications have a Control menu. document windows, icons, and some dialog boxes also have Control menus.

**Control-menu box**

The icon at the left of the title bar. This icon opens the Control menu for a window.

**default button**

In some dialog boxes, the command button that Windows automatically selects. The default button has a bold border, indicating that it will be chosen if you press ENTER. You can override a default button by choosing the Cancel button or another command button.

**dialog box**

A window that appears temporarily to request or supply information. Many dialog boxes have options you must select before Windows can carry out a command.

**dimmed**

Unavailable, disabled, or grayed. A dimmed button or command is displayed in light gray instead of black, and it cannot be chosen.

**document**

Whatever you create with an application, including information you type, edit, view, or save. A document may be a business report, a spreadsheet, or a picture, for example.

**document window**

A window inside an application window. Each document window contains a single document or other data file. In some applications, there can be more than one document window inside an application window.

**double-click**

To rapidly press and release a mouse button twice without moving the mouse. Double-clicking carries out an action, such as starting an application.

**title bar**

The horizontal bar (at the top of the window) that contains the title of the window or dialog box. On many windows, the title bar also contains the Control-menu box and Maximize and Minimize buttons.

**fund**

1. Cash, securities, or other assets designated for a purpose such as in a SINKING FUND.
2. In GOVERNMENT ACCOUNTING, fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with related liabilities and residual equities or balances, and changes therein. Funds are segregated for the purpose of conducting specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. An example is the SPECIAL REVENUE FUND. See *also* FUND ACCOUNTING.
3. As a verb, to finance, using long-term debt, usually bonds.

### **fund accounting**

System used by nonprofit organizations, particularly governments. Since there is no profit motive, ACCOUNTABILITY is measured instead of profitability. The main purpose is stewardship of financial resources received and expended in compliance with legal requirements. Financial reporting is directed at the public rather than investors. The accounting equation is  $\text{Assets} = \text{Restrictions on Assets}$ . Funds are established to ensure accountability and expenditure for designated purposes. Revenues must be raised and expended in accordance with special regulations and restrictions. Budgets are adopted and recorded in the accounts of the related fund. Contractual obligations are given effect in some funds.

**edit**

To make changes, additions, deletions, or rearrangements, or to change data in any manner before making permanent.

## **encumbrance**

1. In government accounting, commitments related to unfilled contracts for goods and services including purchase orders. The purpose of encumbrance accounting is to prevent further expenditure of funds in light of commitments already made. At year-end, encumbrances still open are not accounted for as expenditures and liabilities but, rather, as reservations of fund balance. When an estimated or contractual liability is entered into, the entry is to debit encumbrances for the estimated amount and credit RESERVE FOR ENCUMBRANCES. When the actual expenditure of an amount previously encumbered is known, there are two entries. The first is to *reverse* the original encumbrance. The second entry is to record the expenditure by debiting expenditures and crediting VOUCHERS payable. At year-end, the encumbrance account is closed out against fund balance.
2. Debt secured by a lien on assets.

**expense**

Results from or measures the using up of an asset (e.g., depreciation) or incurrence of a liability (e.g., warranty expense) to *obtain revenue* in the *current period*. An expense can apply to the cost of merchandise sold or services rendered. Expenses apply to the ordinary course of business (e.g., salary expense) rather than to incidental transactions (e.g., fire loss). Expenses are deducted from the revenue to derive net income. An expense account is maintained for each type of expense for control purposes. See *also* COST; LOSS.

**group**

Within an organization, a collection of individuals who belong together because of objectives, interest, etc., held in common.

**hard copy**

Computer term for output printed directly on paper.

**icon**

A graphical representation of an element in Windows, such as a disk drive, directory, group, application, or document. you can enlarge an application icon to a window when you want to use the application.

**journal entry**

Record of the accounting information for a business transaction. The entry is made in a journal and then posted to a ledger. The journal entry has a date, account(s) debited, and account(s) credited. If there is more than one debit or credit, it is referred to as a compound entry. Total debits must equal total credits. The journal entry is accompanied by a short description.

**kiting**

A term used in banking circles to describe the illegal practice in which a cash shortage is concealed by exploiting the time required for a check to clear.

**liability**

Amount payable in dollars (e.g., accounts payable) or future services rendered (e.g., warranties payable). The party having the liability is referred to as the debtor. There are various types of liabilities. An *actual liability* actually exists and has a stated amount (e.g., bonds payable). An ESTIMATED LIABILITY also actually exists, but the amount must be predicted (e.g., estimated tax liability). These liabilities are booked and are shown in the balance sheet as credit balances under current or noncurrent liabilities, depending on whether they will be paid in a period of more or less than one year. A CONTINGENT LIABILITY is one that may not become due (e.g., notes receivable discounted; a pending a lawsuit). A contingent liability is usually footnoted in the financial statement.

**maximize**

To enlarge a window to its maximum size by using the Maximum button (at the right of the title bar) or the Maximize command on the Control menu.

**Maximize button**

The small button containing an up arrow at the right of the title bar. Mouse users can click the Maximize button to enlarge a window to its maximum size. Mouse users can use the Maximum command on the Control menu.

**member**

Individual(s) admitted as an official participant in an organization.

**menu**

A list of available commands in an application window. The Control menu, represented by the Control-menu box at the left end of the title bar, is common to all Windows applications. You open a menu by selecting the menu name.

**menu bar**

The horizontal bar containing the names of all the application's menus. It appears below the title bar.

**minimize**

To reduce a window to an icon by using the Minimize button (at the right of the title bar) or the Minimize command on the control menu.

**minimize button**

The small button containing an down arrow at the right of the title bar. Mouse users can click the Minimize button to reduce a window to an icon. Mouse users can use the Minimize command on the Control menu.

**toolbar**

Bar displaying buttons to perform program functions.

**modified accrual**

Governmental accounting method. Revenue is recognized when it becomes available and measurable. Expenditures are typically recognized in the period in which the liability is incurred *except for*: ( 1) inventories of materials and supplies that may be considered expenditures either when bought or used; (2) interest on general and special assessment long-term debt that is recognized on the date due; (3) use of encumbrances. Most governmental funds follow the modified accrual method. See *also* ACCRUAL ACCOUNTING.

**non-profit accounting**

Accounting, policies, procedures, and techniques employed by NON-PROFIT ORGANIZATIONS. Non-profit accounting is somewhat different for governmental units than for nongovernmental units (i.e., colleges, hospitals, voluntary health and welfare organizations, and charities). Governmental units employ *fund accounting*, which measures ACCOUNTABILITY rather than profitability. The MODIFIED ACCRUAL basis is typically employed by governmental funds. Nongovernmental units use the accrual basis.

**non-profit organization**

Group, institution, or corporation formed for the purpose of providing goods and services under a policy where no individual (e.g., stockholder, trustee) will share in any profits or losses of the organization. Profit is *not* the primary goal of non-profit entities. Profit may develop, however, under a different name (e.g., surplus, increase in fund balance). Assets are typically provided by sources that do not expect repayment or economic return. Usually there are restrictions on resources obtained. Examples of non-profit organizations are government, charities, universities, religious institutions, and some hospitals. Most non-profit organizations have been granted exemption from federal taxes by the Internal Revenue Service. Many of these organization refer to themselves according to the IRS Code section under which they receive exempt status (i.e., 502(c)(3) organization). This identification lets donors know that their contributions to this organization may be deductible for income tax purposes.

**outstanding check**

One issued by the company but not yet cleared by the bank. It is listed in the cash payments journal for the month but is not included on the bank statement for that month. In preparing the bank reconciliation, it is deducted from the bank balance.

**pledge**

A promise to give a monetary amount to an organization or an organization's fund over a particular time period (e.g., daily, weekly, monthly, or yearly).

**quarterly report**

Financial report issued every three months between annual reports. It includes unaudited financial statements consisting of the balance sheet, income statement, and statement of changes in financial position along with related footnotes. Also, typically there is a narrative overview of business operations.

**receipts**

1. Cash or other assets received.
2. Evidence substantiating the occurrence of an event. Accounting documents showing receipt include a receiving report of merchandise or a bill for an expenditure incurred (e.g., hotel bill, restaurant check)>

**scroll bar**

A bar that appears at the right and/or bottom edge of a window or list box whose contents are not completely visible. Each scroll bar contains two scroll arrows and a scroll box, which enable you to scroll through the contents of the window or listbox.

**shareware**

Software that is sold by individuals or small companies for a nominal fee. Typically buyers download shareware from computer bulletin boards and try it out before buying and registering it. Registration entitles buyers to user manuals, support, and discounts on future upgrades.

**status bar**

A line of information usually located at the bottom of a window. In *Membership DataBank for Windows*, the status bar show information/status message, the current process date, and the current accounting period.

**unadjusted trial balance**

One showing account balances in debit and credit columns prior to preparing an ADJUSTING JOURNAL ENTRY.

**user-definable**

A field that you design to store information that is unique to your organization.

**view**

To observe on the computer's screen.

**warning beep**

The sound that your computer makes when you encounter an error or try to perform a task that Windows does not recognize.

**window**

A rectangular area on your screen in which you view an application or document. You can open, close, and move windows, and change the size of most windows. You can open several windows at a time, and you can often reduce a window to an icon or enlarge it to fill the entire desktop.

## **Windows application**

"Windows application" is used as a shorthand term to refer to an application that is designed to run with Windows and does not run without Windows. All Windows applications follow similar conventions for arrangement of menus, style of dialog boxes, and keyboard and mouse use.

**xsim**

on-line corporate modeling system developed by Dynamics Associates, Cambridge Mass. Like IFPS and SIMPLAN, XSIM is a comprehensive modeling system with analytical capabilities. It generates pro forma financial statements and budgets and helps answer a variety of *what-if* questions.

**year-end adjustment**

process of adjusting the entry to an account at the end of the calendar or fiscal year in order to properly state it for financial statement purposes. Types of required adjustments include accrual or deferral of a revenue or expense item, reclassification, adjustments to conform book figures to physical counts (i.e., inventory), and reflecting unusual transactions.

**zero-base budgeting**

planning and budgeting tool that uses COST-BENEFIT ANALYSIS of projects and functions to improve resource allocation in an organization. Traditional budgeting tends to concentrate on the incremental change from the previous year. It assumes that the previous year's activities and programs are essential and must be continued. Under zero-base budgeting, however, cost and benefit estimates are built up from scratch, from the zero level, and must be justified.

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## Toolbar Summary

### Summary of Toolbar Buttons

 - Move record pointer to the beginning of the file.

 - Move record pointer to the previous record in the file.

 - Move record pointer to the next record in the file.

 - Move record pointer to the end of the file.

 - Open a window for browsing/searching records.

 - Place a data entry window in a [edit](#) mode so that data fields may be entered or modified.

 - Delete the current record.

 - Create a new record.

 - Save changes to a new or existing record and place the data entry window in the [view](#) mode. This button is only active when the data entry window is in the [edit](#) mode, otherwise it is disabled ([dimmed](#)).

 - Cancel the current [edit](#) session, all changes are discarded. This button is only available when the data entry window is in the [edit](#) mode.

 - Close the data entry window. This button is only available when the data entry window is in the [view](#) mode.

 - Display context sensitive help.

## Customizing Report Output

When your file contains many records, it can be more helpful to restrict what is printed on the report to only those records relevant to the desired report. By excluding all non-relevant records, the process of selecting the records you want is simpler.

For Example, if you want to print a report on all members whose contributions are above a certain level, it's better to restrict the report to those members meeting that criterion. After all, without viewing each individual member account, how do you know which ones to select?

The key to this method of selecting sets of records is the Custom button.

When you choose **Custom** output, *Membership DataBank* displays a window whose fields vary depending on the report option you're using (but the principle behind its operation is the same). The information provided here is based on the [dialog box](#) associated with member record selection criteria

### Fields

Notice the dialog box displays the names of various fields normally associated with membership accounts, along with a [check box](#). You can click on any check box (or move your highlight to it and press the Spacebar) to mark it with a check mark. Doing so includes that field in the selection process. For example, marking the envelope field allows you to select customer records which fall between a certain range of envelopes.

You can use as many fields as necessary to define selection criteria -- the more precise your criteria, the more specific the list of records.

### Criteria

The next row of boxes selects the way the criteria sorts. When you click on these boxes, the type of criteria shown changes:

Criteria	Meaning
>	greater than
<	less than
<>	between two values
*	starts with
=	equal to
!=	not equal to

The last two items are only available for text fields, such address, Zip Code, description, etc. The "between" option (<>) can only be used when there are two boxes in the Values column. When you enter a range of values in the form of an upper and lower limit, the resulting search includes the desired range plus the upper and lower limits themselves.

### Values

In the values boxes, you can enter some meaningful characters or numbers which, when used with the criteria, help to define the selection of desired records.

Some fields have two entry boxes which define a range of numeric values. Here are some examples defining criteria:

Field	Criteria	Value(s)	Action
Zip Code	*	94	Selects all records whose zip codes begin with 94.
Envelope #	>	8000	Selects all records whose Envelope # field is greater than 8000.
Registry #	<>	200 600	Selects all records whose Registry # is between 200 and 600 (inclusive).
Gender	=	Male	Selects all records whose Gender field is Male.
Member Status	!=	Deceased	Selects all records whose Member Status field isn't Deceased.

You can choose any criteria to define the type of records shown. When you click **Continue**, *Membership DataBank* selects records on the basis of the specified criteria and prints the records matching the criteria. If no records are printed, you specified criteria for which there is no match.

**display household summary information**

Choose this option to display a browse window that list all the members of a household (residence).

**assign this person as head of household**

Choose this option to assign the current member as the head of household for the associated residence.

**pick new household for this person**

Choose this option to assign the current member to another household that already exists in the *Membership DataBank* database.

**create new household for this person**

Choose this option to create a new household (residence) in the Membership DataBank database. The current member is automatically assigned as the head of household for the new residence.

