

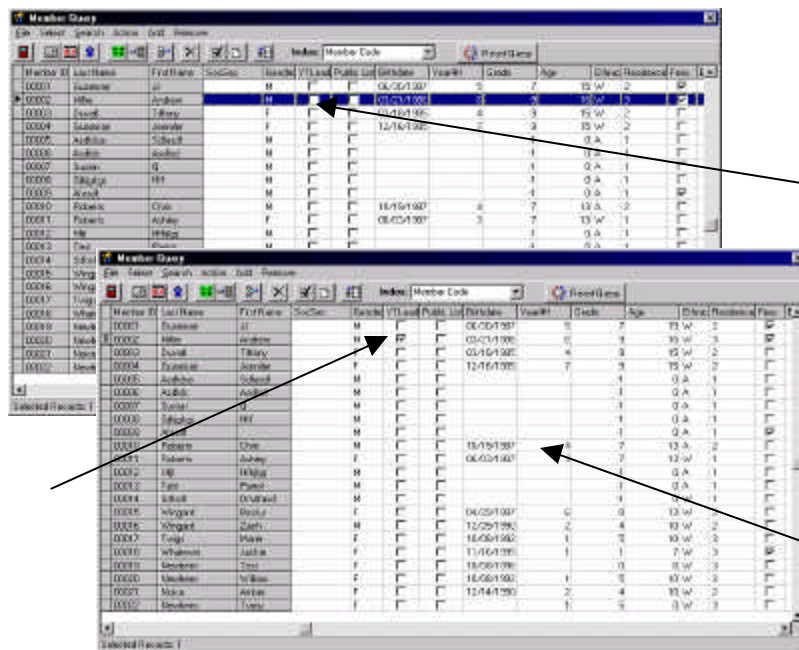
Member Query Tips

When using the **Member Query** to make record changes, use the 'Filter' option to limit the list member records to be edited. Then select or highlight the list by going to **Select|Select All** or select individual records by holding down the **Ctrl Key** + clicking on the records you are selecting. You can now make a change to the highlighted records. The selected records will remain highlighted after the edit is made to allow more changes or edits to be made to these same records.

The query is an interactive list; meaning that when a change is made in the data and the **Tab** or **Arrow Keys** are used to exit the field, the change is automatically saved. To make changes to a **Checkbox** field in the member record, use the mouse to click on the checkbox you wish to change. Press the **Space Bar** on the keyboard to either add or remove a checkmark. Press the **Tab** or **Arrow Key** to move to the next field. This will save the record in the file.

Note: Do not double-click on the check box, as this will open the complete record. The information would then have to be edited on the member screen and saved by clicking on the Save Key. The screen would then return to the query. This is a slower edit process for simple checkbox edits.

Example: Go to File/Member Query and Click on the specific box you want to change i.e. Add Youth leader; click on YTLed box (the record will highlight)



Press the space bar and the check mark appears.

Important: To **save** this record you **must** move to a different record for your changes to become effective. Simply click anywhere on any other record; i.e. 00010 Chris Roberts to save this change.

To **delete** a check mark in the query use the same concept as adding, click in the box and click the spacebar. Then to **save** this change click on any other record.