

DAV Membership System

Guide to Reports

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Member Login

To access the Membership System, you need to:

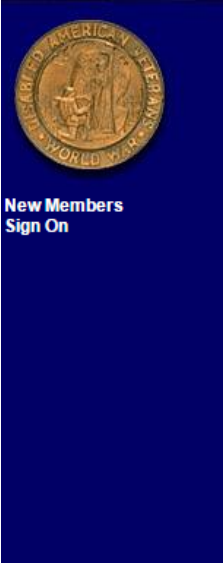
- 1) Open Internet Explorer.
- 2) Go to www.davmembers.org.

The following login screen will display:

← → ↻ <https://www.davmembers.org>

HOME SITEMAP FEEDBACK MAGAZINE

DAV Disabled American Veterans **Members**
Building Better Lives for America's Disabled Veterans

 **New Members Sign On**

Login

- Your **Membership #** can be found on your DAV Membership Card.
- The default **Password** is your birthdate (M/D/YYYY), and you will be taken to a screen to change your password after you login for the first time. (i.e. 4/16/1967, 12/1/1967)

Membership # Password

If you are NOT a DAV Member - Click one of the following links below to fill out an application or select the "New Members" menu option on the left.

[Join the Disabled American Veterans](#) [Join the Disabled American Veterans Auxiliary](#)

[Find a Chapter/Unit by State](#) [Find a Chapter/Unit by Zip Code](#)

- 3) Enter your Membership Number
- 4) Enter your password.
 - a. If you do not know your password, contact the Membership Department via email (MembershipPublic@dav.org) or phone (1-888-236-8313).
 - b. If this is your first time logging in, the default password is your date of birth (MM/DD/YYYY). You will be taken to a screen to change your password.
- 5) Click **Sign In**.

Password Change

If this is your first time logging in, you will be prompted to change your password. The following screen will display:

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DAV Disabled American Veterans Members
Building Better Lives for America's Disabled Veterans

User Information

Note: If you have been taken to this page automatically, you MUST change your password.

Membership #	160191487088	Member ID	1487088
Date of Birth	8/28/1957		
Last Name	Member	First Name	DAV

Change Password

Passwords must be at least 6 characters long and can be any letter or number (but no special characters).
Passwords ARE case sensitive.

Old Password

New Password Confirm New Password

New Members
Request for Information
Maintain Information
Sign Off

To change your password:

- 1) Enter your old password. This will be the password that you just logged in with.
- 2) Enter a new password and re-type it correctly to confirm the new password.
Passwords must be at least 6 characters long and can be letters or numbers, but no special characters. (*Passwords are case sensitive*)
- 3) Click **Submit**.

Reports

Accessing Reports Screen

To access the report dashboard from the Welcome Screen:

- 1) Hover over **Request for Information** menu from the navigation menu on the left.
- 2) Select **Reports**.

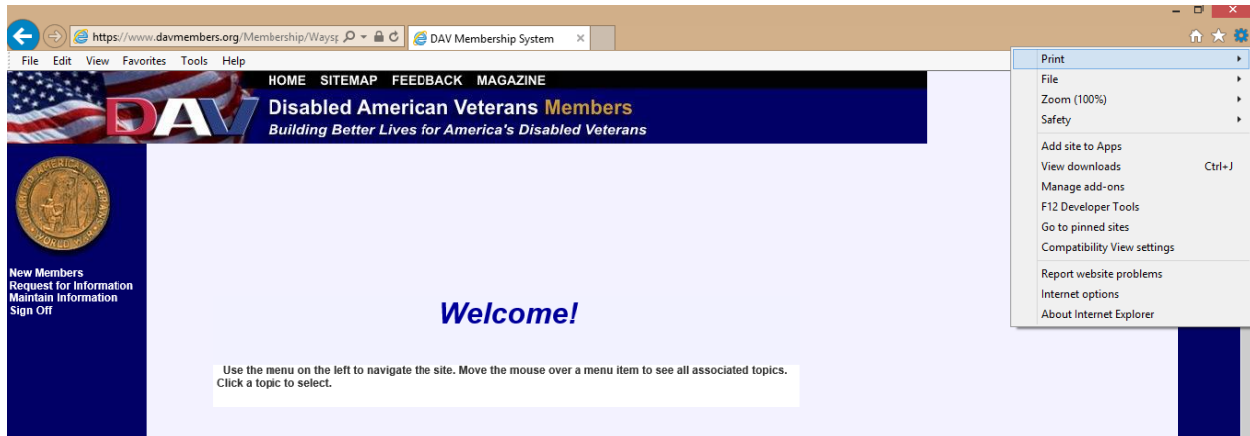
The below screen should display:



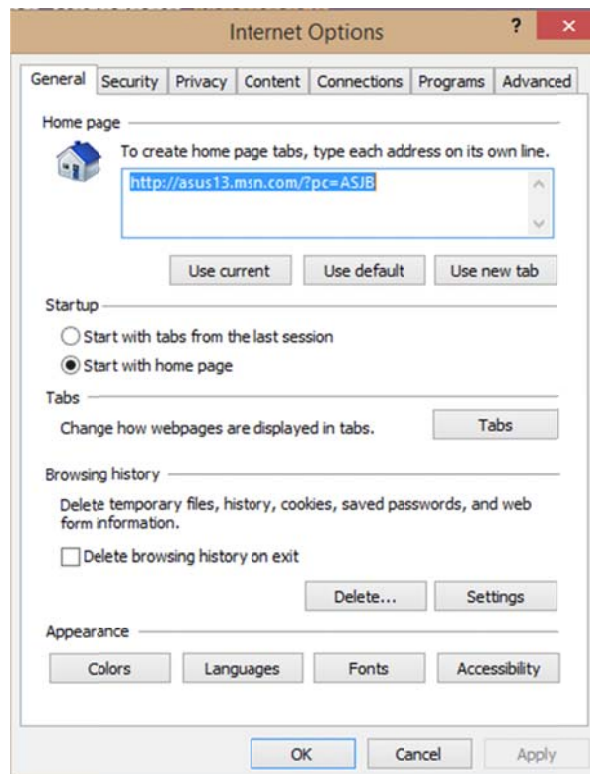
Allowing Pop-ups

In order for the reports to generate you will need to add www.davmembers.org as a trusted site for pop-ups.

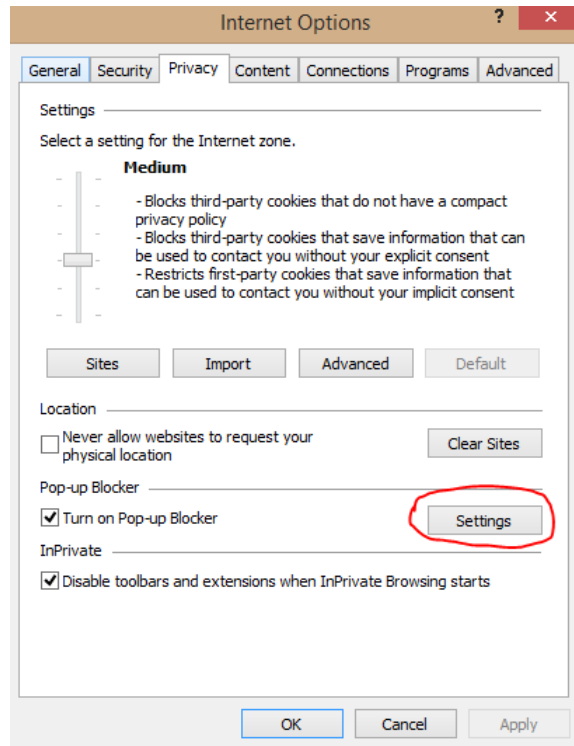
- 1) Click the gear icon at the top right of the browser window.
- 2) From the menu, choose **Internet Options**.



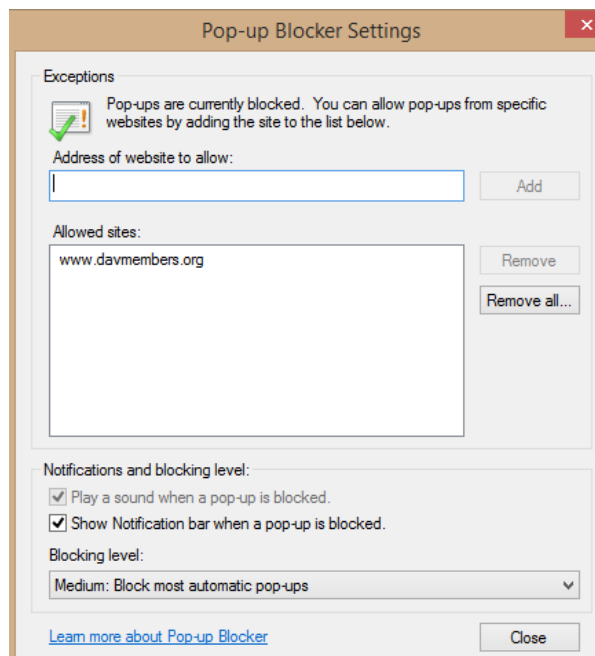
The following box will display:



- 3) Click the **Privacy** tab.
- 4) Under Pop-up Blocker, click **Settings**.



- 5) Under **Address of website to allow:** type in <http://www.davmembers.org/>.
- 6) Click **Add** (it should add it under allowed sites, see below).



- 7) Click **Close**.
- 8) Click **OK** on the Internet Options box.

Direct Deposit Advice Register by Dept/Chap

To access this report:

- 1) Click on the **Report** pull down menu to display a list of report choices.
- 2) Choose **Direct Deposit Advice Register by Dept/Chap**.
- 3) Enter parameters:
 - a. **Department Number:** This will default to your department
 - b. **Chapter Unit Number:**
 - i. If you are a chapter officer, this will default to your department.
 - ii. If you are a department officer, enter the chapter number you want to view.
 - c. **From/To Dates:** Enter the date range you would like to view.
- 4) Click **Generate** once and allow 1-2 minutes for the report to generate.

Generate Report

In order to view this report, you must download the newest version of Adobe Reader.

Note: Please disable all pop-up blockers or the report will not show in a new browser.

Report

Parameters

DAV DAVA

Department Number

Chapter Unit Number

From Date

To Date

Membership Activity Report

To access this report:

- 1) Click on the **Report** pull down menu to display a list of report choices.
- 2) Choose **Membership Activity Report**.
- 3) Enter parameters:
 - a. **Department Number:** This will default to your department
 - b. **Chapter Unit Number:**
 - i. If you are a chapter officer, this will default to your department.
 - ii. If you are a department officer, enter the chapter number you want to view.
 - c. **From/To Dates:** Enter the date range you would like to view.
- 4) Click **Generate** once and allow 1-2 minutes for the report to generate.

Generate Report

In order to view this report, you must download the newest version of Adobe Reader.

Note: Please disable all pop-up blockers or the report will not show in a new browser.

Report Membership Activity Report ▼

Parameters

DAV DAVA

Department Number 16 - KENTUCKY ▼

Chapter Unit Number 19

Start Date 1/1/2016

End Date 1/31/2016

Generate

Membership List/Labels

To access this report:

- 1) Click on the **Report** pull down menu to display a list of report choices.
- 2) Choose **Membership List**.
- 3) Enter parameters:
 - a. **Report Groupings:** Leave the same
 - b. **Department Number:** This will default to your department
 - c. **Chapter Unit Number:**
 - i. If you are a chapter officer, this will default to your department.
 - ii. If you are a department officer, enter the chapter number you want to view.
 - d. **Membership Type:** Use this to choose Full Life, Part Life, or Trial
 - e. **Status Code:** This will allow you to choose his/her membership status. For example, Active, Inactive, Canceled.
 - f. **Address Status:** This will allow you to choose if you want members with a good (claimed) or bad (unclaimed) address.
 - g. **Sort Order:** Choose the order you want your list/labels in. These can be sorted by Membership number, Member Name, Zip Code, or by his/her balance.
 - h. **Minimum Balance Due:** Use this if you want to only see member's with a minimum balance. For example, if you only wanted members that had a balance of \$40 or higher, you would enter '40'.
 - i. **Maximum Balance Due:** Use this if you want to only see members with a maximum balance. For example, if you only wanted members that had a balance of \$200 or lower, you would enter '200'.
 - j. **Print Labels:** If you need labels for your members, leave this option checked. If you are needing a list of your members, uncheck this box. Please note, after you generate labels, upon selecting 'Print', change the Page Scaling to none.
- 4) Click **Generate** once and allow 1-2 minutes for the report to generate.

The screenshot shows the 'Generate Report' page for the 'Membership List' report. At the top, there is a header 'Generate Report' and a note: 'In order to view this report, you must download the newest version of Adobe Reader.' Below this is a red warning: 'Note: Please disable all pop-up blockers or the report will not show in a new browser.' The report name 'Membership List' is displayed in a dropdown menu.

The 'Parameters' section includes a note: 'Note: The information on this report is refreshed every night. Changes that have been made today to Member's records will not be available until tomorrow.' The parameters are as follows:

- Report Groupings: DAV - DAVA
- Report Groupings: By DAV/DAVA, Department, Chapter/Unit
- Department Number: 16 - KENTUCKY
- Chapter/Unit Number: 19
- Membership Type: All
- Status Code: All
- Address Status: All
- Sort Order: Member Name
- Minimum Balance Due: (empty field)
- Maximum Balance Due: (empty field)
- Print Labels: (Avery 5160)

A 'Generate' button is located at the bottom right of the parameter section. Below the parameters, there is a red warning: 'Adobe Reader is required to generate this report.' and another red warning: 'Please disable all pop-up blockers.' At the very bottom, a note states: 'After you "Generate" a report for Avery labels, select "Print" then change Page Scaling to "None".'

Population Summary

To access this report:

- 1) Click on the **Report** pull down menu to display a list of report choices.
- 2) Choose **Population Summary**.
- 3) Enter parameters:
 - a. **Department Number**: This will default to your department
- 4) Click **Generate** once and allow 1-2 minutes for the report to generate.

Generate Report

In order to view this report, you must download the newest version of Adobe Reader.

Note: Please disable all pop-up blockers or the report will not show in a new browser.

Report

Parameters


Department Number DAV DAVA

Recruitment

To access this report:

- 1) Click on the **Report** pull down menu to display a list of report choices.
- 2) Choose **Recruitment**.
- 3) Enter parameters:
 - a. **Department Number:** This will default to your department
 - b. **Sort Order:** Choose the order you want your report in. It can be sorted by Member Name, Membership Number, Total DAV (or DAVA) Recruits.
 - c. **Membership Year:** The membership year is 7/1/20XX to 6/30/20YY. Within those dates we will be in membership year 20XX. For example, from 7/1/2015-6/30/2016, we are in Membership year 2015.
 - d. **Source Code:** Leave at All
 - e. **Employee ID:** Leave blank
 - f. **Minimum DAV Recruited:** Use this if you want to only see those members that recruited a minimum number of new DAV members. For example, if you only wanted members that recruited 20 new DAV members or higher, you would enter '20'.
 - g. **Minimum DAVA Recruited:** Use this if you want to only see those members that recruited a minimum number of new DAVA members. For example, if you only wanted members that recruited 5 new DAVA members or higher, you would enter '5'.
- 4) Click **Generate** once and allow 1-2 minutes for the report to generate.

Generate Report

In order to view this report, you must download the newest version of Adobe Reader. 

Note: Please disable all pop-up blockers or the report will not show in a new browser.

Report

Parameters

Department Number

Sort Order

Membership Year

Source Code

Employee ID

Minimum DAV Recruited

Minimum DAVA Recruited