

## Membership Expiry

As memberships expire (per the membership valid to date) – the member automatically becomes INACTIVE

At this date all current INACTIVE members become ARCHIVED (a new category)

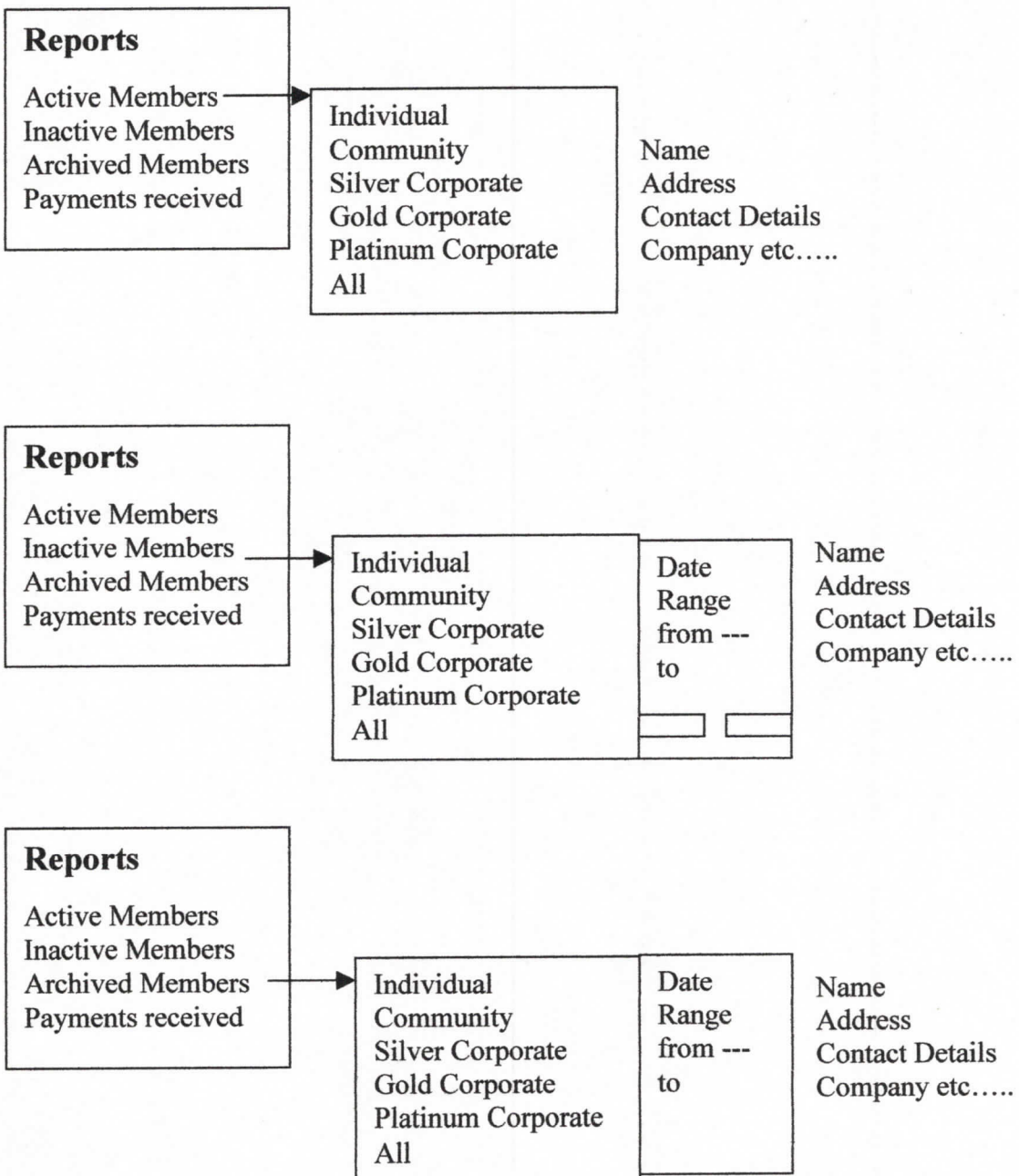
All Members should default as INACTIVE until payment has been entered – once payment has been entered member **is automatically updated** to an active status

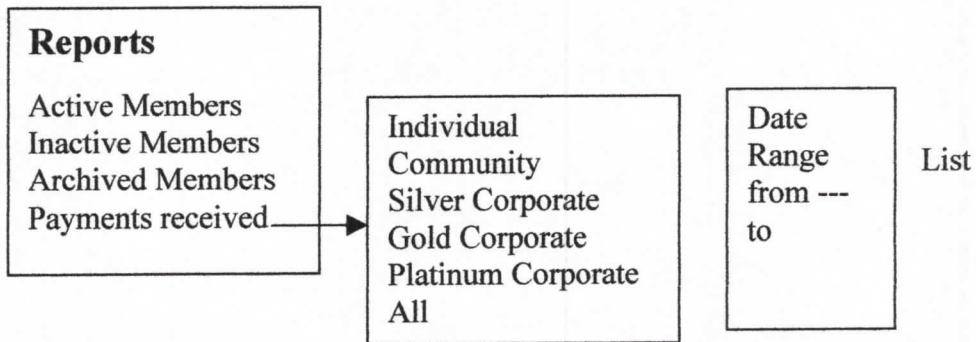
ACTIVE      INACTIVE      ARCHIVED - separate radio buttons on main form

At the base of these reports – **Mail Merge All Button**

*Can we do mail merge 'selected' entries?*

### 1. Select Member type





**Payments received report**

At the base of the payments received report we would like a button – do you want to record these payments as entered? With a Yes No option button. If yes - the database should record all of those payments on that report as entered into our external accounting system ie: should have an entered field in which entered is ticked. Entered form should be on main members details screen.

**Payments received report diagram**

Name	Organisation	Member Type	Amount	GST	Total	Entered
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Grand Total

**Errors located**

- **Member Screen:** Buttons (ie: Edit and Payments) are split between the top and bottom of the screen – keep them consistent by moving the bottom buttons to the top and implementing button descriptors activated by the mouse moving over them.
  - If you don't enter a member type when entering a new member the program crashes – should be a reminder prompt.
- **GST:** GST should be 1/11 of the amount entered in the payment field not 10% - note that the total amount is inclusive
- **Screen:** Sometimes the close window function – closes the window and sometimes it closes the program – need to be consistent (utilise close buttons to close screens – and the X button to close the program).
- **Status:** When a payment is entered for a member the status does not automatically update to ACTIVE.

- **Reports:** A report including media type needs to be implemented
  - Should be a pull down reports menu on the opening screen
- **Search:** The search list should automatically appear in alphabetical order.
- **Exclusivity of fields:** Media type is not exclusive to the list available (other values can still be entered).
  - If you enter a letter into the date field – the system crashes (this occurs in the payments screen as well as the member details screen). Again a prompt should flash up for the user to enter the date correctly.
  - The phone field should also carry an exclusive format.