Using the CWV & Auxiliary Database System
Pamphlet 4

- **How to Update Members Dues Payments**
- **How to Print a Transmittal Report**

This Instruction Pamphlet will explain how to use the Catholic War Veterans Post & Auxiliary Unit Intranet Database systems (new version) to update your members dues payments.

Each Post and Unit in the nation has a website that contains their Post / Unit database containing a list of all member information for the Post / Unit.

- For CWV Posts - website is **http://postXXXX.cwv.org**
  (insert your Post number goes where the X's are.)

- For Auxiliary Units - website is **http://auxXXXX.cwv.org**
  (insert your Unit number goes where the X's are.)

To update your database, you must first register as a Member of your website and be granted administrative privileges. See **Pamphlet 1** in the Database System Series for instructions on how to do this.

Once you have registered as a user on the site and have been given the permissions you need, click on Log In at the upper right corner of your home page.

The Log In page is pictured below. Fill in your user name and password and log in.

You may want to write down your user name and password somewhere. Neither your Post or Department Administrator has access to your password so cannot send it to you if you forget it.

Once you have logged onto your Post or Unit website, your home page will appear and look similar to the one pictured below.

- Click on Membership Administration in the left menu bar

CWV Post 1655

| Home | Recent Events | Calendar | CWV History |

Public

Post Calendar

Memorial List

Recent Events

Post History

Post News

Post Photo Albums

Photo Uploader

Post File Viewer

Post Officer Profiles

Important WEb Links

Contact Us

Web Admin

Membership Administration

Post Administration

Reports

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Welcome to the Catholic War Veterans S
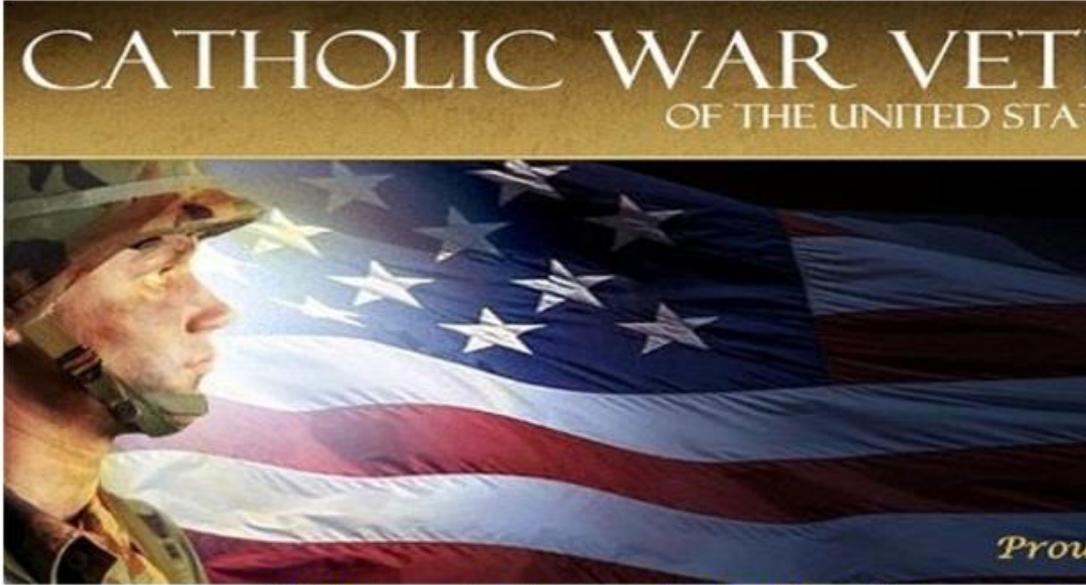**Our Post is located at 6101 Lausche Ave., Cl**
3rd Tuesday of the n

Multiple choices will pop up in the Membership Administration Menu and will look just like the one below.

Click on the **Report Member Dues** option from the choices listed.

A listing of your Post or Unit membership that must pay dues will pop up and look like the screen below. Life Members and Waivers are not listed – these will automatically carry over from year to year and do not need to be manually renewed.

- Click the check box in the far left column for each member being renewed.
- Once you have navigated through all the pages of your membership list and clicked all of the appropriate check boxes - Click on the **Edit** button at the bottom of the page.

Select one or several grid rows and click the Edit button to modify row values.

To Filter to a single post, enter the post's number in the bank box below the column header "Post No" You can also use the PKID, Last, First, and Middle filter boxes to drill down to a specific member!

#	PKID	Last	First	Middle	Post No	Life Member	Deceased	Member TYPE	Date Dues PD	Dept	Dues YR	Report NO
☐	724	BLAU	MICHAEL	G.	1655	☐	☐	Regular Renewal	12/3/2013	OH	15	0
☐	741	BOZNAR	REV. JOSEPH	P.	1655	☐	☐	Regular Renewal	12/3/2013	OH	15	0
☐	109	BROWN	PAUL		1655	☐	☐	Regular Renewal	12/3/2013	OH	15	0
☐	162	CROSS, JR.	HARRISON	R.	1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0
☐	769	DEBEVEC	JAMES	V.	1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0
☐	783	EVANS	REV. RICHARD		1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0
☐	18639	FRITZ	JEROME	C.	1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0
☐	209	GALLAGHER	REV. THOMAS		1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0
☐	805	GENOVESE	RONALD	S.	1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0
☐	12946	HAZEL	EDWARD	W.	1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0

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Edit   Return To Home Page

An information box will appear in the middle of your screen (pictured below).

Select one or several grid rows and click the Edit button to modify row values.

To Filter to a single post, enter the post's number in the bank box below the column header "Post No" You can also use the PKID, Last, First, and Middle filter boxes to drill down to a specific member!

#	PKID	Last	First	Middle	Post No	Life Member	Deceased	Member TYPE	Date Dues PD	Dept	Dues YR	Report NO
☑	724	BLAU	MICHAEL	G.	1655	☐	☐	Regular Renewal	12/3/2013	OH	15	0
☑	741	BOZNAR	REV. JOSEPH	P.	1655	☐	☐	Regular Renewal	12/3/2013	OH	15	0
☐	109	BROWN	PAUL		1655	☐	☐	Regular Renewal	12/3/2013	OH	15	0
☑	162	CROSS, JR.	HARRISON	R.	1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0
☑	769	DEBEVEC	JAMES	V.	1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0
☐	783	EVANS	REV. RICHARD		1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0

PKID	18639	First	
Middle		Post No	1655
Life Member	☐	Deceased	☐
Member TYPE	Regular Renewal	Date Dues PD	▼
Dept	OH	Dues YR	15
Report NO	0		

Update Cancel

#	PKID	Last	First	Middle	Post No	Life Member	Deceased	Member TYPE	Date Dues PD	Dept	Dues YR	Report NO
☐	209	GALLAGHER	REV. THOMAS		1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0
☐	805	GENOVESE	RONALD	S.	1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0
☐	12946	HAZEL	EDWARD	W.	1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0

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Edit   Return To Home Page

Fill in the following information in the new box

- Date Dues PD – use the drop down arrow to bring up a calendar to pick the date or manually enter it in MM/DD/YYYY format
- Dues YR – change this to the current 2-digit membership year. The Membership year in the database changes on June 30, so we are currently in Dues YR 16
- Report NO – enter the number for this report
- Click on Update in the lower right corner

☑	162	CROSS, JR.	HARRISON	R.	1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0
☑	769	DEBEVEC	JAMES	V.	1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0
☐	783	EVANS	REV. RICHARD		1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0

PKID	18639	First	
Middle		Post No	1655
Life Member	☐	Deceased	☐
Member TYPE	Regular Renewal	Date Dues PD	▼
Dept	OH	Dues YR	15
Report NO	0		Update Cancel

☐	209	GALLAGHER	REV. THOMAS		1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0
☐	805	GENOVESE	RONALD	S.	1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0
☐	12946	HAZEL	EDWARD	W.	1655	☐	☐	Regular Renewal	10/23/2014	OH	15	0

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Edit   Return To Home Page

Once you click Update, ALL the members who you marked with the check box have been renewed and marked as paid! It's just that easy…

Click on the **Return to Home Page** button at the middle bottom of screen to exit.

Now you need to print a Per Capita Transmittal. Click on Membership Administration again, and click on the **Report National Per Capita Transmittal** option from the listing on the left. (This form replaces both the paper and PDF Membership Transmittal Forms.) A new window will open.

The new window contains a list of all of the members that you have updated to the current Dues Year (*pictured below*). This includes the Life Members and Waivers who carry over. Using the check boxes in the far left hand column, pick the members you wish to pay National Per Capita for with this Report.

CWV Post 1655

| Home | Recent Events | Calendar | CWV History |

Click on the left Checkbox to select the Members you wish to pay National Per Capita for. Then click on the ReDisplay Report Button To display the Per Capita Transmital Report!

	Post No	Report NO	Last	First	Middle	PKID	Member TYPE	Dues YR	Date Dues PD
☐	1655	0	BASKOVIC	JOSEPH	S.	722	Waiver	15	1/1/2009
☐	1655	0	BLAU	MICHAEL	G.	724	Regular Renewal	15	12/3/2013
☐	1655	0	BOZNAR	REV. JOSEPH	P.	741	Regular Renewal	15	12/3/2013
☐	1655	0	BROWN	PAUL		109	Regular Renewal	15	12/3/2013
☐	1655	0	CROSS, JR.	HARRISON	R.	162	Regular Renewal	15	10/23/2014
☐	1655	0	DEBEVEC	JAMES	V.	769	Regular Renewal	15	10/23/2014
☐	1655	0	EVANS	REV. RICHARD		783	Regular Renewal	15	10/23/2014
☐	1655	0	FRITZ	JEROME	C.	18639	Regular Renewal	15	10/23/2014
☐	1655	0	GALLAGHER	REV. THOMAS		209	Regular Renewal	15	10/23/2014
☐	1655	0	GENOVESE	RONALD	S.	805	Regular Renewal	15	10/23/2014
☐	1655	0	GRDINA	ANTHONY	W.	219	Waiver	15	1/1/2009
☐	1655	0	HAZEL	EDWARD	W.	12946	Regular Renewal	15	10/23/2014
☐	1655	0	HROVAT	RAYMOND	J.	3514	Waiver	15	1/1/2009
☐	1655	0	JANAS	DOROTHY		246	Waiver	15	12/3/2013
☐	1655	0	JERSE	REV. WILLIAM	M.	845	Regular Renewal	15	10/23/2014

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Redisplay Report

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A report listing all of the members you clicked will appear at the bottom of the screen *(pictured below).*

CWV Post 1655

Home	Recent Events	Calendar	CWV History	Why U

Click on the left Checkbox to select the Members you wish to pay National Per Capita for. Then click on the ReDisplay Report Button To display the Per Capita Transmital Report!

☐	Post No	Report NO	Last	First	Middle	PKID	Member TYPE	Dues YR	Date Dues PD
☐	1655	0	BASKOVIC	JOSEPH	S.	722	Waiver	16	1/1/2009
☐	1655	0	GRDINA	ANTHONY	W.	219	Waiver	16	1/1/2009
☐	1655	0	HROVAT	RAYMOND	J.	3514	Waiver	16	1/1/2009
☑	1655	0	JANAS	DOROTHY		246	Waiver	16	12/3/2013
☑	1655	0	KROMAR	JOHN	S.	649	Waiver	16	1/1/2009
☐	1655	0	LIPOLD	ALBIN		296	Waiver	16	12/3/2013
☑	1655	0	MILLS, SR.	ROBERT	W.	326	Waiver	16	1/1/2009
☐	1655	0	MONROE	WILLIAM	T.	944	Waiver	16	1/1/2009
☐	1655	0	NOVAK	RAYMOND	J.	3543	Waiver	16	1/1/2009
☐	1655	0	OREHEK	ALBIN		971	Waiver	16	1/1/2009
☐	1655	0	TURK	EDMUND	J.	690	Waiver	16	1/1/2009

Redisplay Report

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Post 1655 National Per Capita Report

Post	PKID	Last	First	MI	Address	City	ST	Member TYPE	AmtDue
1655	246	JANAS	DOROTHY		632 Champion Ave E	WARREN	OH	Waiver	$0.00
1655	649	KROMAR	JOHN	S.	19009 SHAWNEE AVE.	CLEVELAND	OH	Waiver	$0.00
1655	326	MILLS, SR.	ROBERT	W.	6716 BONNA AVE.	CLEVELAND	OH	Waiver	$0.00

Total Number Of Members For This Report: 3   **Total Billed:**   **Total Per Capita Due:** $0.00

Mail your check for the National Per-Capita, made payable to the Catholic War Veterans, USA, to the following address: Catholic War Veterans, USA, Inc
441 N Lee St
Alexandria, VA 22314

You should save a copy to your computer and print copies to send to upper echelons with their respective dues payments.

	Post		Last	First	MI		Amt	Type		Dues
☐	1655	0	LIPOLD	ALBIN			296	Waiver	16	12/3/2013
☑	1655	0	MILLS, SR.	ROBERT	W.		326	Waiver	16	1/1/2009
☐	1655	0	MONROE	WILLIAM	T.		944	Waiver	16	1/1/2009
☐	1655	0	NOVAK	RAYMOND	J.		3543	Waiver	16	1/1/2009
☐	1655	0	OREHEK	ALBIN			971	Waiver	16	1/1/2009
☐	1655	0	TURK	EDMUND	J.		690	Waiver	16	1/1/2009

Redisplay Report

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Post 1655 National Per Capita Report

Post	PKID	Last	First	MI	Address	City	ST	Member TYPE	AmtDue
1655	246	JANAS	DOROTHY		632 Champion Ave E	WARREN	OH	Waiver	$0.00
1655	649	KROMAR	JOHN	S.	19009 SHAWNEE AVE.	CLEVELAND	OH	Waiver	$0.00
1655	326	MILLS, SR.	ROBERT	W.	6716 BONNA AVE.	CLEVELAND	OH	Waiver	$0.00

Total Number Of Members For This Report: 3   Total Billed: Total Per Capita Due: $0.00

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Alexandria, VA 22314

Above the heading of the report are icons with different options for you to print or save this report. They are: Print Entire Report; Print This Page; Export and Save Report to a Disk; Export and Open in New Window.

Your printer option screen should pop up.
- Make sure you pick "All" for pages to print
- Change to Black & White if you don't want to print in color
- Print one copy for your own records and one additional copy for each echelon you will be sending the report to (Chapter (if applicable, Dept. (if applicable) and National)

- IMPORTANT NOTE: At the bottom of the Report is a reminder that the Report only totals the **National Per Capita** due for each member. If your Chapter and/or Department charges Per Capita also, you must figure out the amount due to each and send it to them separately, with a copy of this Report.

Post 1655 National Per Capita Report

Post	PKID	Last	First	MI	Address	City	ST	Member TYPE	AmtDue
1655	246	JANAS	DOROTHY		632 Champion Ave E	WARREN	OH	Waiver	$0.00
1655	649	KROMAR	JOHN	S.	19009 SHAWNEE AVE.	CLEVELAND	OH	Waiver	$0.00
1655	326	MILLS, SR.	ROBERT	W.	6716 BONNA AVE.	CLEVELAND	OH	Waiver	$0.00

Total Number Of Members For This Report: 3   *Total Billed:*   *Total Per Capita Due:* $0.00

Mail your check for the National Per-Capita, made payable to the Catholic War Veterans, USA, to the following address: Catholic War Veterans, USA, Inc
441 N Lee St
Alexandria, VA 22314

NOTE: Your Chapter and Department Dues are not included in this report. You must send the dues to them seperately!

As you can see, it is fairly simple to update membership dues payments and print out the Per Capita Reports. It is much less time consuming than typing the old paper or PDF Transmittal Sheets.

Follow the steps in these instructions each time you collect dues and submit a report. Keep track of which report number you are submitting!

- For each successive report, ensure that you click the checkbox for **only those members who recently paid dues** when updating additional member dues payments, or printing the Per Capita Report

After following these instructions, if you have any problems or questions on how to print, or issues with updating, please call your Post or Unit Administrator. He or she will work with you to get it done.

Thanks and good luck!