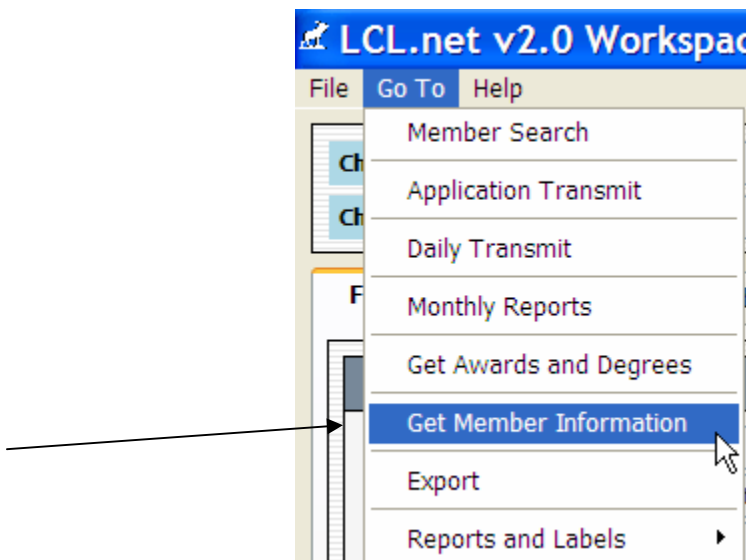


GET MEMBER INFORMATION

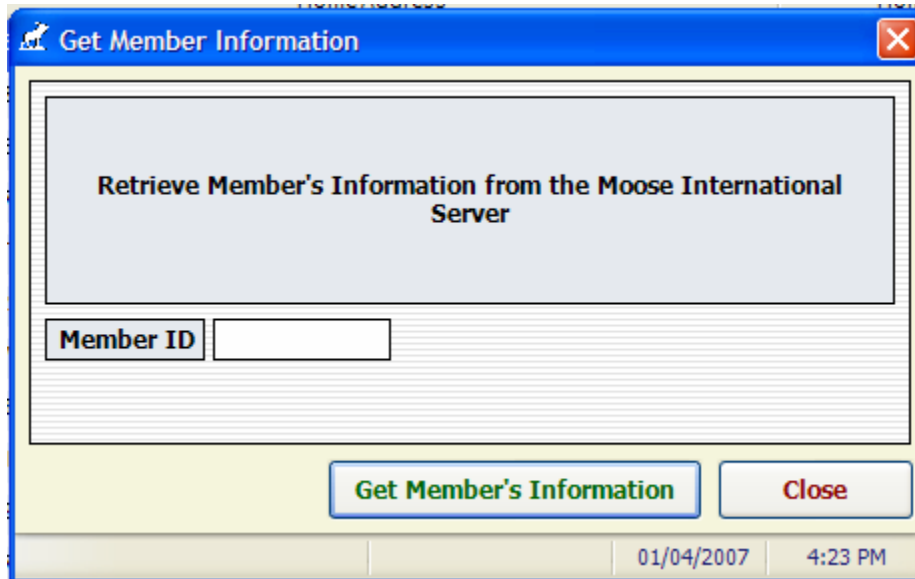
Sometimes when reviewing data in the fraternal unit's database the information may not appear to be accurate or may appear to be missing information. In order to ensure that the fraternal unit's LCL database has the most up-to-date information a new feature has been added to the "Go To" menu of LCL. This function is called "**Get Member Information**". This functionality allows a fraternal unit to access the Moose International database, Moose Membership Management System (MMMS), to retrieve the most current information on any member in *their* fraternal unit. (It cannot be used to retrieve members from any other fraternal unit). It will retrieve and replace the information that currently resides in the fraternal unit's database. This procedure explains how to use this functionality in LCL.

NOTE: In order to use this functionality the Member Identification number (MID) of the member must be known.

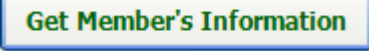
To access the "**Get Member Information**", go to the top of the LCL screen and select "**Go To**" then slide down to "**Get Member Information**" and click.

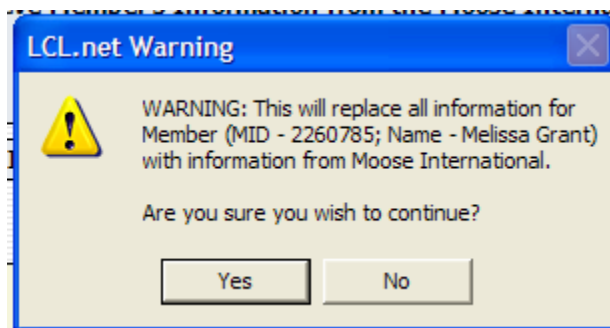


The following screen will appear.

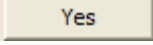
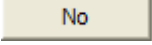


Enter the MID in the “**Member ID**” field of the screen (leading zeroes are not required).

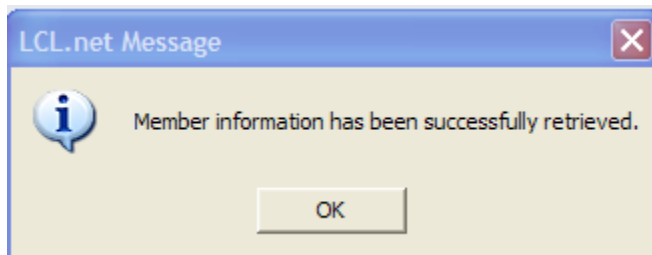
Next click the  button. The following message will appear



warning you that you are going to be replacing the data in your fraternal unit’s database with the information from Moose International.

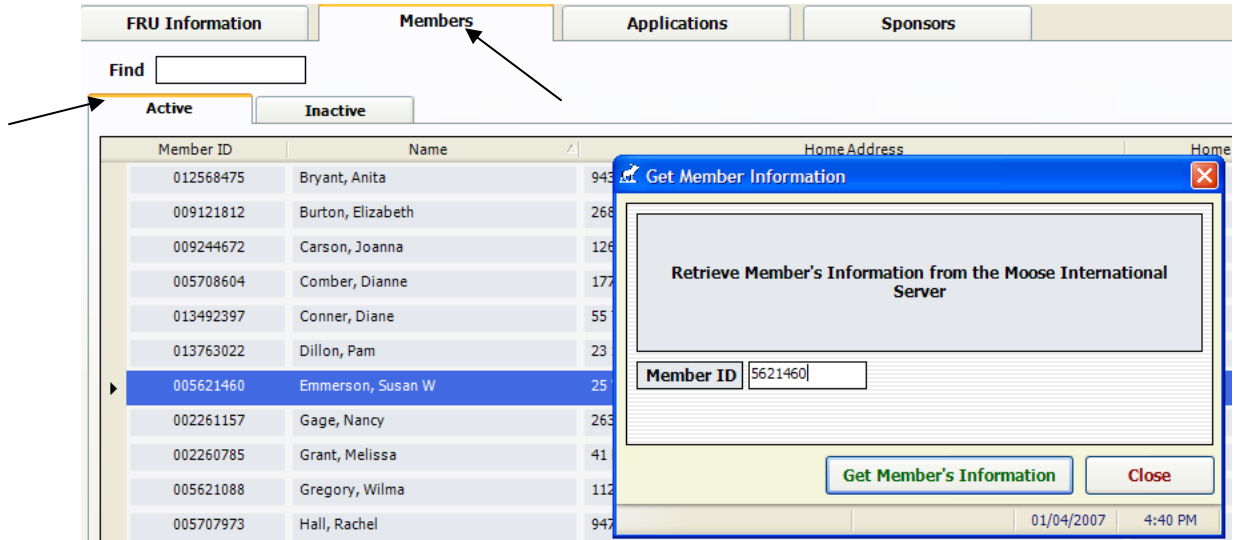
Click  to retrieve the information or  to cancel.

When the  button is clicked the following message will appear



NOTE: The updated information will not be immediately refreshed in the screen you are currently viewing. To refresh the screen click on another tab in LCL and then click back to where you were to see the updated information.

For example if you are in the “**Members**” tab with the “**Active**” tab selected you could click the “**Inactive**” tab and then click back on the “**Active**” tab to see the updated data.



If no information was updated then the information in MMMS is the same as the information in your fraternal unit’s database.

If the information still appears to be inaccurate a call to the “HelpDesk” will need to be made to resolve the issue.