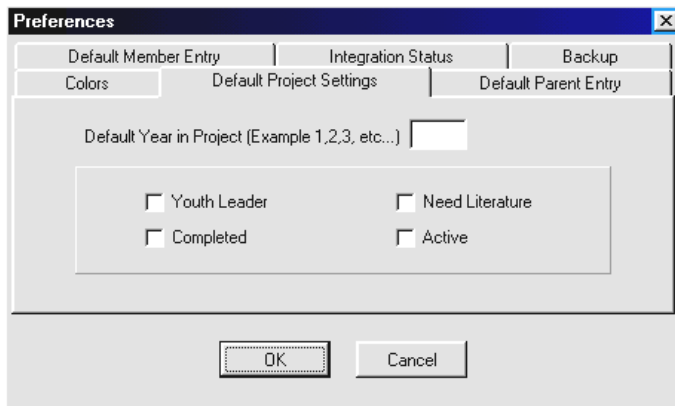
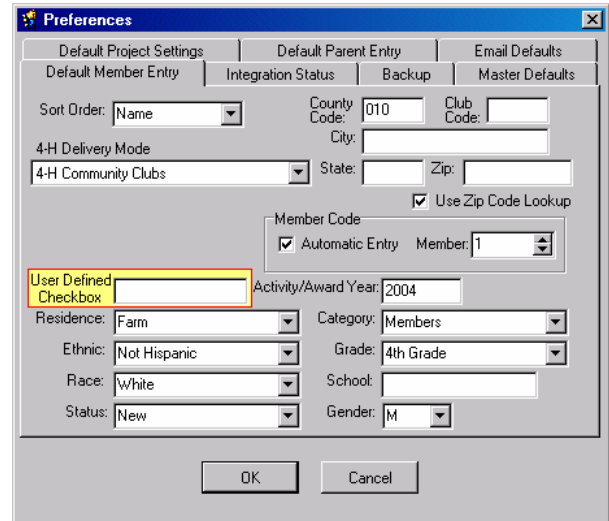


There are some preferences screens that can help make your work go more quickly or more accurately.

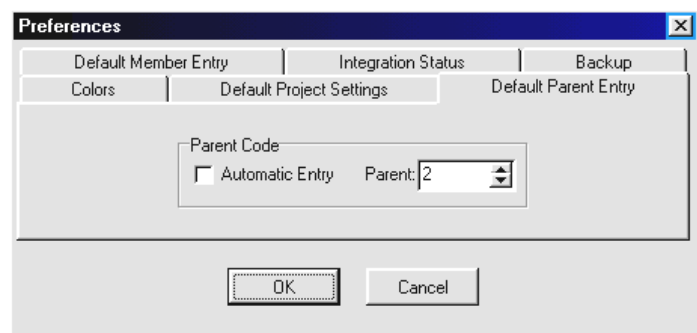
◆ **Default Member Entry:**

- Select one delivery mode.
- Be sure that the county code (3 digits) is correct.
- Be sure that the Activity/Award Year has all four digits.
- “Sort Order” determines the order that the Member/Leader screens will appear, AND more importantly, is the default for the “Find” option and for the order in Member Query.
- “Automatic Entry” of the Member Code will allow the computer to select an unused Member ID for new members, eliminating “Key Violation” errors.
- The “User Defined Checkbox” can be used to indicate anything that you wish to keep track of in your county. It will remain the same for all members once entered.
- You can set the other options for those that work best for you. Remember, they can all be overwritten if an individual member does not fit what you have set.



- ◆ **Default Project Settings:** This will affect all projects that you enter by choosing to “Add Project” to a member record. It will not affect existing projects, or those that remain from last year’s record. They can also all be overwritten on an individual basis.

- ◆ **Default Parent Entry:** The only option here is to do an auto-entry of the Parent Code when a new parent unit is entered. This will save you from trying to use a previously-used number, resulting in a key violation error. This will be very useful in most counties.



- ◆ **Master Defaults:** With the change in systems to be more compatible with Windows2000 and WindowsXP, this will allow reports to print better. This **MUST** remain the way it is set at right.

