

# State SHRM Council Database How to Manual

Revised: 10/3/01

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## Introduction and Menu Items

This database was provided, courtesy of the HRMA chapter, for the SHRM Chapters in Wisconsin. You are welcome to make programming modifications. If the State SHRM Council makes changes to the master database, and you choose to use the most updated copy of the database, your changes can not be saved. All the changes in this manual have been added to the State SHRM Council master database.

**ZIPPED FILE:** To open the database, you may need to unzip the file. Go to My Computers. Locate the file. Upon clicking on the zipped file, your zipper program will walk you through the steps to unzip the file.

**OPEN THE DATABASE:** Click on the file to open it. Access will launch the program if it is loaded on your machine. This is also a Run Time version, so Access is not required. I believe you will need Access on your machine to make the programming changes in the manual.

Menu Items: There are five Menu Choices in the State SHRM Council Database.

1. Members  
(Including Member Information, Demographics Information, Member Status, Committee Membership and Meeting Attendance, Events, and Other Organizations.)
2. Committees and Membership  
(Information about Committee participant is tracked by year.)
3. Events and Registration  
(Event Dates and Registration is recorded here)
4. Chapter Information  
(Your chapter details are recorded here)
5. Report Wizard  
These reports are included here:
  - Active Members Alpha Report (All current members)
  - Committee Chair Report (List of chairs only)
  - Committee Roster Report (By committee, by year)
  - Member's Committee Participation (All committees by year)
  - Active Members with HRIS (List type of HRIS system by company)
  - General Meeting Roster (Attendees by meeting and payment status)
  - Active Member Mailing Labels

**ADMINISTRATION:** When using this database to create labels and reports, remember that it can not discriminate between home and work data. It will not prompt you as to what information you want. The database reports use only the company data and not the home data. If someone has only home information listed, they will not have a label with their address, for example. I recommend that you always fill the company information fields, even with home information.

**CUNA HR Database** [Minimize] [Maximize] [Close]

Members | Committees and Membership | Events and Registration | Chapter Information | Report Wizard

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**Members** [Minimize] [Maximize] [Close]

**Member Information** *Member #1122* [Add]

Find Name: Cerro, Cindy K. [v] Find ID: 1122 [v] <- Clear [Delete]

Member Info | Demographics | Membership | Committees | Events | Other Organizations

<b>Member Information</b> Name: Cerro [v] Cindy K. [v] [v] <b>Last</b> <b>First</b> <b>M.I.</b> Title: Chapter Mgt Professional	<b>Company Information</b> Company: GMA SHRM, Inc. [v] Address Line 1: POB 348 Address Line 2: [v] Address Line 3: McFarland [v] WI [v] 53558 <b>City</b> <b>State</b> <b>Zip Code</b> Phone: (608) 838-0100 [v] Ext: [v] Fax: [v]
<b>Home Address</b> Line 1: [v] Line 2: [v] Line 3: [v] [v] [v] <b>City</b> <b>State</b> <b>Zip</b> Home Phone: [v] Allow Email: <input type="checkbox"/> [v] Email Address	<b>Personal Information</b> Sex: [v] DOB: [v] Race: [v] Education: [v]

**CUNA HR Database** [Members] [Committees and Membership] [Events and Registration] [Chapter Information] [Report Wizard]

---

**Members** Member #1122

Find Name: Cerro, Cindy K. Find ID: 1122 <- Clear **Delete** Add

Member Info | Demographics | **Membership** | Committees | Events | Other Organizations

**Company:** GMA SHRM, Inc.

Job Level: Director Job Function 1: Training & Development  
Report to: Report to: Job Function 2: Other  
Industry: Industry: Job Function 3: Job Function 3:  
Contractor:  HRIS: people soft  
Unionized:  Years In HR: Years In HR:

Unions		Number of Employees	
	No. Mem.	Company	HR Department
Union 1:	0	Local:	
Union 2:	0	Wisconsin:	0
Union 3:	0	National:	0
Union 4:	0	International:	0

CUNA HR Database

Members Committees and Membership Events and Registration Chapter Information Report Wizard

**Members** *Member #1122* Add

Find Name: Cerro, Cindy K. Find ID: 1122 <- Clear Delete

Member Info Demographics Membership Committees Events Other Organizations

Current Member:  Date Joined: 12/01/1998 Certification: PHR Senior Level:   
Inclusive:  Amount Paid: \$50.00 SHRM no: 11223344

**Memberships:**  
To record membership for this member enter all of the appropriate information in the top row of the Memberships list and click the 'Add' button.  
To edit or delete an entry double click the entry from the list below.

Term	Member Type	Date Paid	Amount Paid	Add
2001-02	Regular	01/01/2001	\$50.00	↓

**CUNA HR Database**

Members Committees and Membership Events and Registration Chapter Information Report Wizard

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**Members** Member #1122

Find Name: Cerro, Cindy K. Find ID: 1122 <- Clear

Member Info Demographics Membership **Committees** Events Other Organizations

**Committee Membership:**

To add this member to a committee enter information in the top row of the list and click the 'Add' button.  
To edit or delete an entry double click the entry in the Committee list.  
To create committees click on 'Committees and Membership' above.

Committee	Position	Year	Add
Programming	Member	2000-01	<input type="button" value="Add"/>

**Meeting Attendance:**

To record a meeting attended by this member enter information in the top row of the Meeting Attendance list and click the 'Add' button.  
To edit or delete an entry double click the entry in the Meeting Attendance list.

Date	Committee	Attend	Add
		<input type="checkbox"/>	<input type="button" value="Add"/>

**CUNA HR Database**

Members Committees and Membership Events and Registration Chapter Information Report Wizard

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**Members** *Member #1122* Add

Find Name: Cerro, Cindy K. Find ID: 1122 <- Clear Delete

Member Info Demographics Membership Committees **Events** Other Organizations

**Events:**

To record event attendance for this member enter all of the appropriate information in the top row of the Events list and click the 'Add' button.

To edit or delete an entry double click the entry from the Events list below.

If you need to create a new Event click on the 'Event and Registration' option from the toolbar.

Date	Reservations	Guests	Attended	Payment Due	Payment Amt.	Payment Date	Add
08/09/2001 Seminar	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	\$120.00	\$120.00	10/15/2001	↓

**CUNA HR Database**

Members Committees and Membership Events and Registration Chapter Information Report Wizard

**Members** *Member #1122* Add

Find Name: Cerro, Cindy K. Find ID: 1122 <- Clear Delete

Member Info Demographics Membership Committees Events Other Organizations

**Other Organizations:**

To record event attendance for this member enter all of the appropriate information in the top row of the Other Organizations list and click the 'Add' button.

To edit or delete an entry double click the entry from the list below.

Office	Organization	Add
Parent Volunteer	Boy Scouts of America	↓

**CUNA HR Database** [Minimize] [Maximize] [Close]

Members Committees and Membership Events and Registration Chapter Information Report Wizard

**Committees and Membership** [Minimize] [Maximize] [Close]

### Committees and Membership

To create a new committee enter the name and mission in the top row of the committee list and click the 'Add' button.  
To edit or delete an entry double click on the entry from the list below.

Committee	Mission	Add
		↓
Programming	To develop programs	

To enter a member belonging to a committee first select the appropriate committee from the list above and then enter the member information in the top row of the membership list below. Finally click the 'Add' button.  
To edit or delete an entry double click on the entry from the list below.

Member	Company	Position	Year	Add
				↓

**CUNA HR Database**

Members Committees and Membership Events and Registration Chapter Information Report Wizard

**Events**

### Event Dates and Registration Form

To create a new event enter the appropriate information in the top row of the events list and click the 'Add' button.  
 To edit or delete an entry double click on the entry from the list below.

Date	Type	Description	Add
08/09/2001	Seminar	Leadership Conference	↓

To register a member for an event first select the appropriate event from the list above and then enter the member information in the top row of the member registration list below. Finally click the 'Add' button.  
 To edit or delete an entry double click on the entry from the list below.

Member	Reservations	Guests	Attended	Due	Paid	DateDue	Add
	<input type="checkbox"/>		<input type="checkbox"/>				↓

**CUNA HR Database**    Members    Committees and Membership    Events and Registration    Chapter Information    Report Wizard

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**Chapter Information**

Enter your chapter information.

Chapter Name:

ShortName:

Name of Person Responsible for Membership List:

Responsible Person's Information

Address Line 1:

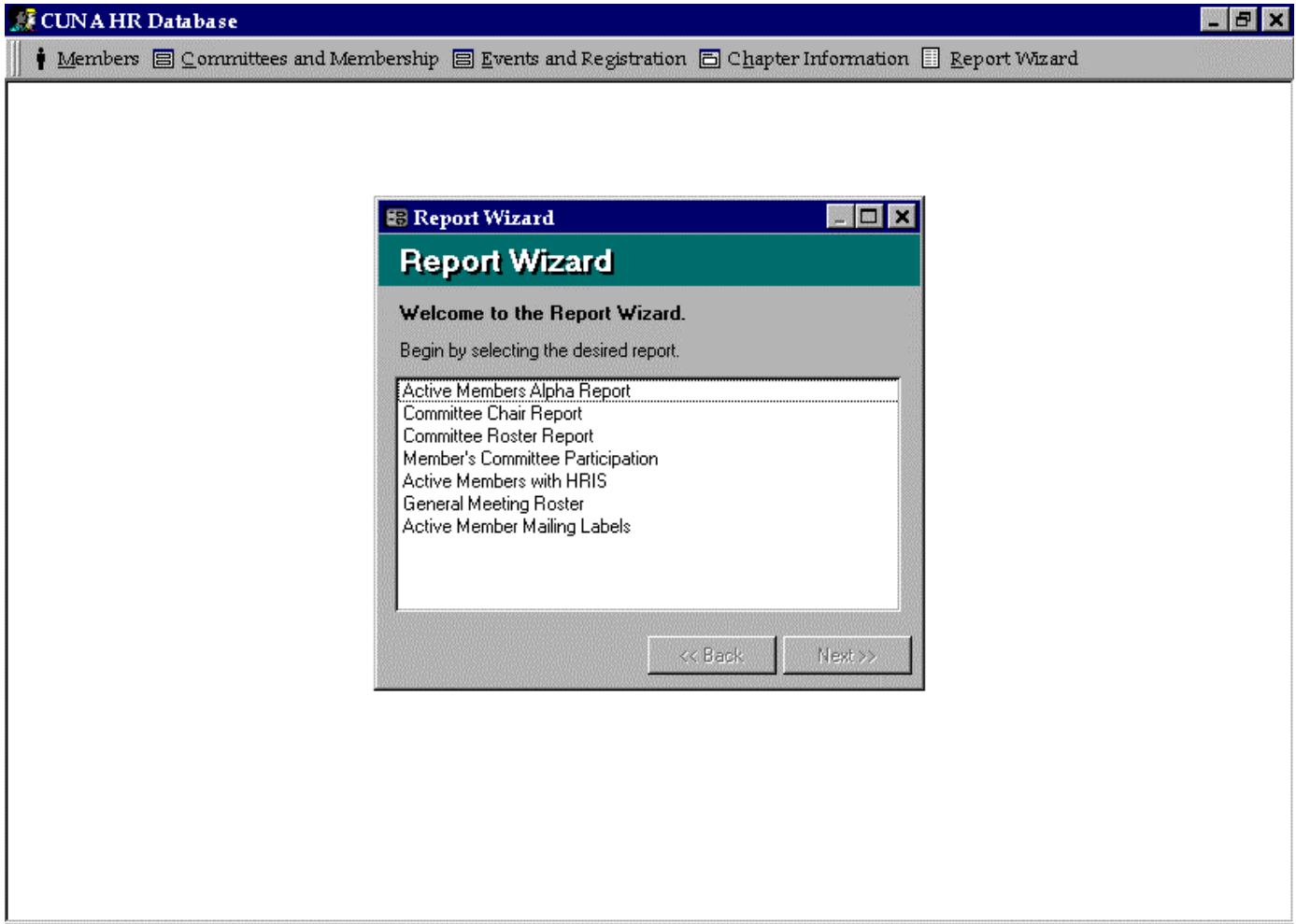
Address Line 2:      
City State Zip

Country:

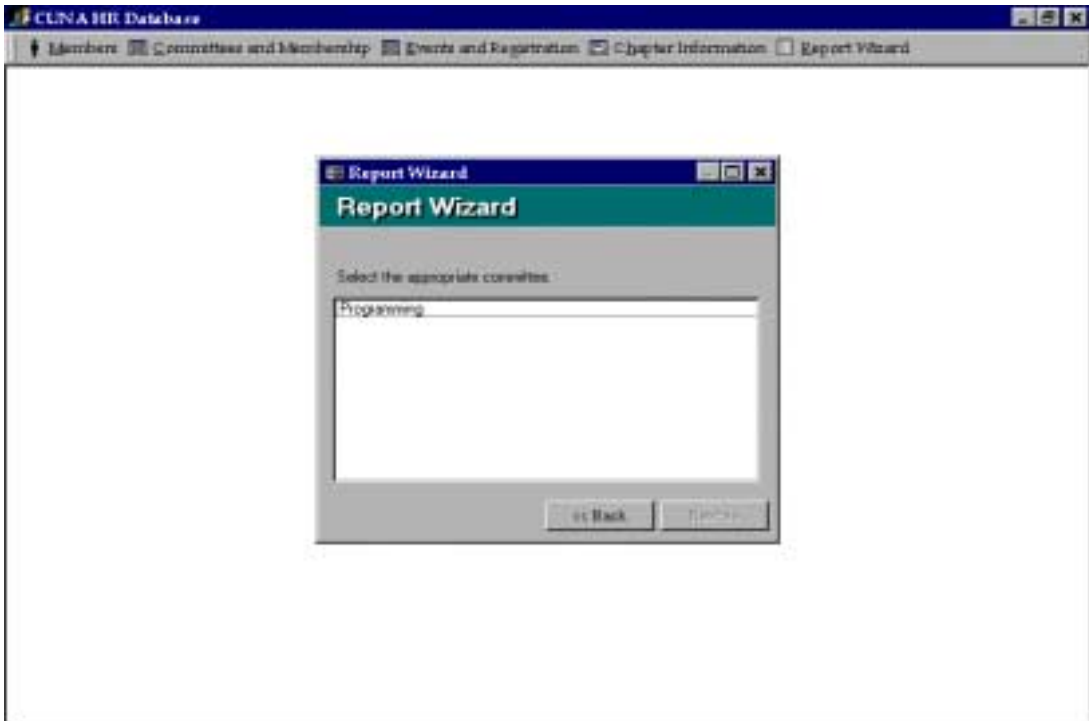
Phone Number:

Fax Number:

Email Addr:



These are examples of the options at your disposal when running reports. They set parameters for your reports.



Active Members

WISCONSIN

Wisconsin State HR Council  
 2600 Thruway Drive  
 Madison, WI

Name	ID No.	Company	Email Address	Phone	Fax
<b>Administrators</b>					
Wier	C	1387 G Compliance Concepts			
<b>Advisors</b>					
Dunn	H	1385 Mayo-Anderson Inc.			
<b>Advisors</b>					
Wiese	567	Wisconsin State HR Council	jwiese@hrsc.wisconsin.gov	(608) 261-7741	(608) 261-7741
<b>Advisors</b>					
Winkley	J	562 Eggert Insurance, Inc.	twinkley@eggertins.com	(608) 781-4151	(608) 781-4154
<b>Bankers</b>					
Wright		501 Federal Highl			
<b>Business</b>					
Wiese	563	Genesi Healthcare	gwiese@genesi.com	(608) 781-4111	(608) 781-4111
<b>Business</b>					
Wiese	568	Wisconsin State HR Council	jwiese@hrsc.com	(608) 261-7741	(608) 261-7741
<b>Business</b>					
Wiese	L	566 SHRM	lwiese@shrm.org	(877) 324-6616	(608) 271-7426
<b>Business</b>					
Wiese	567	HRM	lwiese@hrm.com	(608) 261-4179	(608) 261-4179
<b>Business</b>					
Wiese	561	Shurtleff College	lwiese@shurtleff.edu	(608) 261-4179	(608) 261-4179
<b>Business</b>					
Wiese		112 SHRM SHRM, Inc.		(608) 261-4179	
<b>Business</b>					
Wiese		567 HRM	lwiese@hrm.com	(608) 261-4179	(608) 261-4179
<b>Business</b>					
Wiese	568	Hankovick Corp	lwiese@hankovick.com	(608) 261-4179	(608) 261-4179
<b>Business</b>					
Wiese	569	Hankovick Corp	lwiese@hankovick.com	(608) 261-4179	(608) 261-4179
<b>Business</b>					
Wiese	566	Hankovick Corp	lwiese@hankovick.com	(608) 261-4179	(608) 261-4179
<b>Business</b>					
Wiese	566	Hankovick Corp	lwiese@hankovick.com	(608) 261-4179	(608) 261-4179
<b>Business</b>					

CUNA HR Database - [Committee Chair Report]

Members Committees and Membership Events and Registration Chapter Information Report Wizard

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### Committee Chair Report

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Committee Name	IDno	Title	Company	Phone	Fax
Position	Year	E-Mail Address	Company Address	City	State Zip
		Job Level	Function/ Industry	Certification	Unionized/ Union?
<b>Programming</b>					
<i>Regibert</i>	Helen	4493	VP-Director of Professional Services	THOMPSON CONSULTING	(203)222-184
			helen_regibert@CUNA.org	24 Park Plaza, Suite 100	Application
					WI 06214
Chair	2000-01				No

Monday, August 27, 2001

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CUNA HR Database - [Committee Roster]

Members Committees and Membership Events and Registration Chapter Information Report Wizard

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### Committee Roster

Committee	Last Name	First Name	Company/Title	Phone/Fax	Email Address
Programming	Cleo	Cedy K.	GMA SHERM, Inc. Chapter Mgt Professional	(800)292-0100	
	Englebert	Helen	THOMPSON CONSULTING VP Director of Professional Services	(920)292-9104 (920)292-9157	helen_englebert@CUNA.com

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**CUNA HR Database - [Member's Committee Participation]**

Members Committees and Membership Events and Registration Chapter Information Report Wizard

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*Member's Committee Participation*

<i>LastName</i>	<i>Company</i>	<i>Phone</i>	<i>Fax</i>	<i>EmailAddress</i>	<i>Committee</i>	<i>Position</i>	<i>ID</i>	<i>Year</i>
<b>Carr</b>								
<i>Cathy K</i>	<i>GMASHERM Inc.</i>		<i>(609) 838-010</i>		<i>Programming</i>	<i>Member</i>		<i>#BIA Member: Yes 1122 2000-1</i>
<b>Engelbert</b>								
<i>Helen</i>	<i>THOMPSONCONSULTING</i>		<i>(920)832-910</i>	<i>(920)832-9437</i>	<i>helen_engelbert@LHH.com</i>			<i>#BIA Member: No 4493 2000-1</i>

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**CUNA HR Database** [Window Title Bar]

Members | Committees and Membership | Events and Registration | Chapter Information | Report Wizard

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**Active Members with HRIS** [Window Title Bar]

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*Active Members with HRIS Systems*

HRIS	Company	Last Name	First Name	Index	Unionized	Phone	Fax	Email Address
people soft	Gild & BRR Id, Inc.	Carl	Chay K.			No (666) 614-6166		

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Page: [Navigation Buttons] 1 [Navigation Buttons]

CUNA HR Database - [General Meeting Roster]

Members Committees and Membership Events and Registration Chapter Information Report Wizard

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### General Meeting Roster

Meeting Date by	Last Name	First	Meeting	IDno	Member Company	Rsvp	Guests Due	Sho	Payment Amt	
08/27/2008	Caro	Carol K.	08-Aug-08	1122	Yes	GMA SHRM, Inc.	<input checked="" type="checkbox"/>	\$120.00	<input checked="" type="checkbox"/>	\$120.00
Summary for Meeting Date = 08/27/2008 (1 data record)								\$120.00		
Sum								\$120.00		
Grand Total								\$120.00		

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CUNA HR Database - [Active Members Mailing Labels : Report]

Members Committees and Membership Events and Registration Chapter Information Report Wizard

<p><b>Tom C. Coleman</b>          6 Commerce Center          2000 Grand Ave.          Danbury, VT 05819</p>	<p><b>Tom C. Coleman</b>          24 Spruce Island Rd.          1181 P. Leonard St.          Danbury, VT 05819</p>	<p><b>Tom Olson</b>          Wisconsin Commerce Foundry          315 South Hill Street 200 Dan 200          Danbury, VT 05819</p>
<p><b>DeWayne Cook</b>          Eggen Industries, Inc.          210 East State Street          Free Store, VT 05841</p>	<p><b>DeWayne Cook</b>          Fales of Danby          210 West Hill St. 200 Dan 200          Danbury, VT 05819</p>	<p><b>DeWayne Cook</b>          Green Danby House          2000 State Street          Free Store, VT 05841</p>
<p><b>Tom Doherty</b>          Wisconsin Commerce Foundry          720 Dan 100          Danbury, VT 05819</p>	<p><b>Tom Doherty</b>          2000          720 Dan 100          Danbury, VT 05819</p>	<p><b>Tom Doherty</b>          2000          720 Dan 100          Danbury, VT 05819</p>
<p><b>Lucas Dwyer</b>          24 Ave Lake College          24 Ave Lake College          Danbury, VT 05819</p>	<p><b>Lucas Dwyer</b>          24 Ave Lake College          24 Ave Lake College          Danbury, VT 05819</p>	<p><b>Lucas Dwyer</b>          24 Ave Lake College          24 Ave Lake College          Danbury, VT 05819</p>
<p><b>Thomas Ewald</b>          Danbury, VT 05819          110 South Hill Street          Danbury, VT 05819</p>	<p><b>Thomas Ewald</b>          110 South Hill Street          110 South Hill Street          Danbury, VT 05819</p>	<p><b>Thomas Ewald</b>          110 South Hill Street          110 South Hill Street          Danbury, VT 05819</p>
<p><b>Tom Ewald</b>          Danbury, VT 05819          110 South Hill Street          Danbury, VT 05819</p>	<p><b>Tom Ewald</b>          110 South Hill Street          110 South Hill Street          Danbury, VT 05819</p>	<p><b>Tom Ewald</b>          110 South Hill Street          110 South Hill Street          Danbury, VT 05819</p>
<p><b>Tom Fanning</b>          Danby Family Management          720 Dan 100          Danbury, VT 05819</p>	<p><b>Tom Fanning</b>          Danby Family Management          720 Dan 100          Danbury, VT 05819</p>	<p><b>Tom Fanning</b>          Danby Family Management          720 Dan 100          Danbury, VT 05819</p>
<p><b>Tom Gendron</b>          Vermont          98 East Maple Street          Danbury, VT 05819</p>	<p><b>Tom Gendron</b>          Vermont          98 East Maple Street          Danbury, VT 05819</p>	<p><b>Tom Gendron</b>          Vermont          98 East Maple Street          Danbury, VT 05819</p>
<p><b>Tom J. Doherty</b>          Danby Corporation          720 Dan 100          Danbury, VT 05819</p>	<p><b>Tom J. Doherty</b>          Danby Corporation          720 Dan 100          Danbury, VT 05819</p>	<p><b>Tom J. Doherty</b>          Danby Corporation          720 Dan 100          Danbury, VT 05819</p>
<p><b>Tom Johnson</b>          Fales of Danby          110 South Hill Street          Danbury, VT 05819</p>	<p><b>Tom Johnson</b>          Fales of Danby          110 South Hill Street          Danbury, VT 05819</p>	<p><b>Tom Johnson</b>          Fales of Danby          110 South Hill Street          Danbury, VT 05819</p>

## How to get the file menu and background programming details?

The database is created to open in a ready-to-use mode. It is intended for use by non-programmers. This means that file menus and programming tools are unavailable. To be able to use the Report Wizard and export data, you will need to close the program and reopen it. The secret is to open the program with the shift key held. When you open the program in this way, you will not get the State SHRM Database menu items. Only use this option when you are programming.

When using the programming features of Access there are a few things to remember:

1. Do not click on Queries that have an exclamation point, crosses or pencils to the left of the file name. These are action queries that will cause an ACTION, when they are clicked. You might append, update or delete a file by accident.
2. Always backup your file before you begin programming, just in case you make a mistake.

## Using the Report Wizard Creating Inactive Member Mailing Labels

First you must create a query that searches for a list of inactive members. Then you can generate a mailing label report with this information. Here is what you need to do:

1. Before you begin: If your database file is open, close it.
2. Open the database file by holding the shift key down as you double click. (This will allow you to use the file menu items)
3. If the database menu is not visible, use F11
4. Go to Queries tab in the Access program.
5. Choose Active members. Highlight Active members.
6. With Active members highlighted, click the Design View.
7. Scroll to Member Status.
8. Replace the word "True" with the word "False" under Criteria.
9. Go to File on the Menu bar.
10. Save As
11. Choose Within the Current Database: New Name: Inactive Members.

Now you are ready to create the Report:

1. Go to Reports tab in the Access program.
2. Click on New. (look to the right of the screen).
3. Choose Label Wizard. (notice all the other choices you have.... ideas for later perhaps).
4. Choose the table or query: Inactive Members.
5. OK
6. The wizard creates standard labels. Choose 5160 (this is standard for Avery, check the labels box for specific sizes).
7. Next
8. Next
9. What would you like on your mailing labels? Create a prototype label
10. Your label might look like this. Remember to space items exactly as you want them.
  - {First Name} *space* {Last Name}
  - {Company}
  - {Company Address} *space* {Company Address 2}
  - {City} *space* {State} *space* {Zip code}
11. Next
12. Sort by Zip code. You can make your own choice here. Next.
13. What would you like to name your report? Keep as is.
14. Finish.



## Creating Name Badges for your Chapter

Before you begin: If your database file is open, close it

1. Open the database file by holding the shift key down as you double click. (This will allow you to use the file menu items)
2. If the database menu is not visible, use F11
3. Go to Reports tab in the Access program.
4. Click on New. (look to the left of the screen).
5. Choose Label Wizard. (notice all the other choices you have...ideas for later perhaps).
6. Choose the table or query: Active Members.
7. OK
8. The wizard creates standard labels. Choose 5384 (this is for a 3" X 4" Avery Name Badge)
9. Change font size to 12. Next
10. Next
11. What would you like on your mailing labels? Create a prototype for your name badge.
12. Your label might look like this. Remember to space items exactly as you want them.  
    {First Name} space {Last Name}  
    {Company}
13. Next
14. Sort by last name. (This helps at meetings). Next.
15. What would you like to name your report? Keep as is.
16. Finish.

CUNA HR Database - [Name Badges : Report]

Members Committees and Membership Events and Registration Chapter Information Report Wizard

Note: You can even add your chapters logo's.

Jean Abramowski, A Compliance Connection	Dawn Adams, PHR Manpower International Inc.
Jesse Albers, PHR Wisconsin Aluminum Foundry	Hartley Arsta, Eggers Industries, Inc
Brigid Bailey, Federal Mogul	Gwen Baumel, Aurora Healthcare

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## Customizing Membership List

Before you begin: If your database file is open, close it

1. Open the database file by holding the shift key down as you double click. (This will allow you to use the file menu items)
2. If the database menu is not visible, use F11
3. Go to Reports tab in the Access program.
4. Click on New. (look to the left of the screen).
5. Choose Report Wizard. (Notice all the other choices you have.... ideas for later perhaps).
6. Choose the table or query: Active Members.
7. OK
8. What fields do you want on your report?  
 Pick the fields you need. The order of the fields you pick the list will determine their placement. Here is one suggestion:  
 First Name, Last Name, Certification, Title, Company, Company Address, Company Address 2, City, State Zip code, Email address, Phone, Fax
9. Next
10. Do you want to add any grouping levels? Do NOT pick a grouping level. (Don't group by last name or all the Anderson's will be together by first name). Next.
11. Sort by last name. (This helps at meetings). Next.
12. How would you like to layout your report? Tabular and Landscape. Next.
13. What Style would you like? Corporate. Next
14. What title do you want for your report? New Directory Listing.
15. Finish.

CUNA HR Database - [New Directory Listing]						
Members   Committees and Membership   Events and Registration   Chapter Information   Report Wizard						
<i>New Directory Listing</i>						
<u>Last Name</u>	<u>First Name</u>	<u>Middle Initial</u>	<u>Certification</u>	<u>Title</u>	<u>Company</u>	<u>Company Address</u>
Abamowaki	Jean	C.		Principal	A Compliance Connection	29400 Duane Ave.
Adams	Dawn	M.	PHR	HR Consultant	Manpower International Inc.	5001 N. Ironwood Rd.
Albert	Jesse		PHR	Human Resources Assistant	Wisconsin Aluminum Foundry	300 South 18th Street
Aula	Hailey	J		Director of Human Resources	Eggert Industries, Inc	1319 East River Street
Bailey	Bridget			Assistant Human Resources Manager	Federal Mogul	2213 Vialdo Blvd.
Baumel	Gwen			Director of Human Resources	Aurora Healthcare	2500 Cahfield Street
Behrke	Jim			Human Resources Manager	Wisconsin Aluminum Foundry	P.O. Box 248
Bosal	Sandy	L	SPHR	Area II Manager - SHRM	SHRM	P.O. Box 200
Bruckshen	Clare			HR Coordinator	None	P.O. Box 1920
Burzynski	Lynn		PHR	Associate Director of Human Resources	Silas Lake College	2408 South Avenue Road
Cairo	Cindy K.		PHR	Chapter Mgt Professional	GMA SHRM, Inc.	POB 943
Cooley	Brenda			HR Coordinator	None	P.O. Box 1920
Conda	Sharon			Personnel Director	Manitowoc County	1110 South 9th Street
Dahjal	Susan			Office Manager	HMF Innovations	2214 Franklin Street
Dank	Paul			Human Resources Director	Manitowoc Co., Inc.	P.O. Box 1120
Doolan	Sandra			Employee Resources Coordinator	Manitowoc County Job Center	9799 Dewey Street
Duabne	Ann	M		Personnel Manager	Five Rivers Public Schools	1500 27th Street
Fall	Kathy			Director of Work Health Options	Holy Family Memorial	P.O. Box 1450
Felding	Lisa			Director of Human Resources	Holy Family Memorial	P.O. Box 1450

*Monday, August 27, 2007*

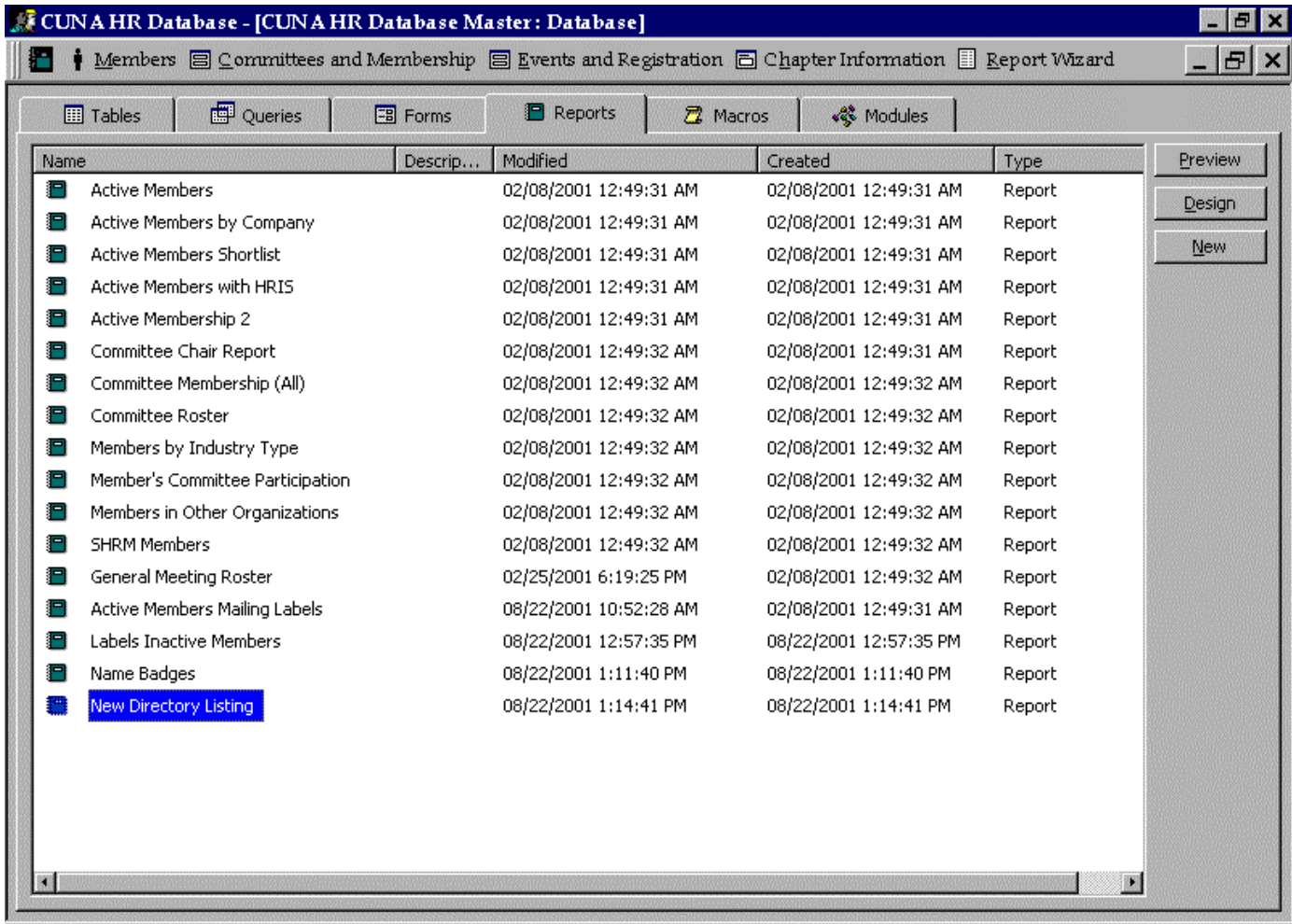
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## Existing Reports NOT on the Report Wizard

Before you begin: Use this option only to print the reports NOT list in the Report Wizard. If you try to print the other reports, you will not get the pop up wizards that help you customize those reports.

1. If the database menu is not visible, use F11.
2. Go to the Reports tab.
3. Choose any of the following reports: (See samples in the pages to follow)
  - a) Active Members by Company
  - b) Active Members Short List
  - c) Members by Industry Type
  - d) SHRM Members (List of National SHRM members only)
4. If the Access Menu bar is not visible, you can use Control P to print. If the Access Menu bar is visible, go to File and Print.

## Sample of F11 Database Menu



CUNA HR Database - [Active Members by Company]										
Members Committees and Membership Events and Registration Chapter Information Report Wizard										
<i>Active Members by Company</i>										
<i>Company</i>	<i>LastNm</i>	<i>FirstNm</i>	<i>Company Address</i>	<i>City</i>	<i>Sta</i>	<i>Zip</i>	<i>Contractor</i>	<i>Industry</i>	<i>Job Level</i>	<i>onlined HRIS</i>
<i>A Comp Finance C</i>										
	Nease	Chela	1114 N 13th Street	Manitowoc	WI	54220	No			No
<i>ABR Employment</i>										
	Abiamowski	Jean	2940 Duane Ave.	Burlington	WI	53105	No			No
	Kracov	Kristin	1011 Washington Street	Manitowoc	WI	54220	No			No
	Medda	Kim	1011 Washington Street	Manitowoc	WI	54220	No			No
	Rizzo	Eric	1011 Washington Street	Manitowoc	WI	54220	No			No
	Lamba	Fiona	1011 Washington Street	Manitowoc	WI	54220	No			No
<i>AC Nielsen</i>										
	Kuhnr	Fal	P.O. Box 1297	Fond du Lac	WI	54930	No			No
<i>Arimon Technol</i>										
	Gager	Sara	2902 Lindbergh Drive	Manitowoc	WI	54220	No			No
<i>Associated Bank</i>										
	Saebel	Sari	1000 Franklin Street	Manitowoc	WI	54220	No			No
<i>Aurora Healthca</i>										
	Baumel	Cyan	2300 Caheld Street	Fve Rivers	WI	54241	No			No
<i>Bay Shipbuildin</i>										
	Paul	Sandra	800 N 3rd Avenue	Shegan Bay	WI	54220	No			No
<i>Bo-Technical R</i>										
	Schmid	Michelle	1095 South 7th Street	Manitowoc	WI	54220	No			No
<i>Burger Boat Co</i>										
<i>Monday, August 27, 2001</i>										
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Active Members Shortlist

Last Name	First Name	MI	BIRMA_ID	Company
Brancovi	Jeff	C.	1307	6 Compliance Connector
Brann	Dave	H.	1305	Harpur International Inc.
Brann	James		1301	Wisconsin Children's Foundation
Brann	James	J.	1302	Eggers Insurance, Inc.
Burke	Debra		1304	Fairfield Hospital
Burke	Debra		1303	Genetix HealthCare
Burke	Jim		1304	Wisconsin Children's Foundation
Burke	Steve	L.	1304	SPHSI
Burke	Steve		1302	Hiro
Burke	Lynn		1301	Shaw-Lite College
Burke	Chris K.		1302	GMH SHS, Inc.
Burke	Bruce		1307	Hiro
Burke	Sharon		1304	Huronville County
Burke	Sharon		1309	HR Innovations
Burke	Paul		1306	Huronville, Inc.
Burke	Sharon		1306	Huronville County Job Center
Burke	Lee	H.	1301	Two Rivers Public Schools
Burke	Kathy		1302	Job Family Network
Burke	Larry		1303	Job Family Network
Burke	Kirk		1304	Polys Corp
Burke	Steve		1305	Orion Technology, Inc.
Burke	Jeff		1306	Yorkville
Burke	Diane		1306	Lands End
Burke	Phil		1306	Lands End Technical College
Burke	Theresa		1307	Polys Corporation
Burke	Lynn	S.	1304	Job Family Network
Burke	Bob		1309	Huronville Public School District
Burke	Diane		1306	Theracore Inc.
Burke	Mike		1302	Fairfield Hospital
Burke	James		1301	H
Burke	Larry		1301	Job Family Network
Burke	Theresa		1305	Huronville County
Burke	Joe		1306	Lands End
Burke	Tim		1307	Hiro
Burke	Mike		1306	The Harlow Company
Burke	Sharon		1309	Hiro
Burke	Dor		1306	Aggenum Printing Co
Burke	Diane		1301	Chemical Storage
Burke	Michael		1302	HR Employment Services
Burke	Wendy		1303	WPS Insurance/Health Plan
Burke	Tal		1304	OC Nelson
Burke	James		1305	Huronville County
Burke	Lori		1306	Lands End
Burke	John		1304	LS&S, INC.
Burke	Lynn		1307	Tribune Publishing Solutions
Burke	Debbie		1304	Parade Printers/College

**CUNA HR Database - [Members by Industry Type]**

Members Committees and Membership Events and Registration Chapter Information Report Wizard

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*Members by Industry Type*

Industry	Company	Last Name	First	Middle	Title	Phon	Fax	EMail/Address
		Heaver	Chris			026442728		
<i>if Compliance Consultant</i>								
		Obregon	Jose	C.	Principal			
<i>HR Employment Services</i>								
		Heaver	Michelle		Branch Manager	026444112	026444181	hr@hr@ubibba.com
		Heaver	Michelle		Staffing Coordinator	026444112	026444185	hr@hr@ubibba.com
		Raglo	Dei		Subsidiary Coordinator	026444112	026444185	hr@hr@ubibba.com
		Tamb	Thia		Staffing Coordinator	026444112	026444185	hr@hr@ubibba.com
<i>AC Nielsen</i>								
		John	Till		Human Resources Manager	020297705	020297705	john@nielsen.com
<i>Ariman Technologies, Inc.</i>								
		Decker	Sara		Human Resources Consultant			
<i>Associated Bank</i>								
		Simon	Jeff		HR Director	026442426	026441575	jsimon@associatedbank.com
<i>Autumn Associates</i>								
		Barrett	Debra		Director of Human Resources	027535111	027535111	debra_barrett@autumn.org
<i>Bay Shipping Building Co</i>								
		Paul	Samuel		HR Consultant/Recruiter	027442205	027442211	psamuel@bayship.com
<i>Bay Technical Resources</i>								
		Schick	Michelle		HR Operations	026445548	026445548	mschick@baytech.com
<i>Burger Boat Company</i>								
		Pease	Paul		HR Manager	026446108	026446108	peasepaul@burgerboat.com
<i>Cherokee Salvage</i>								
		Forrest	Glenn		Human Resources Director	026442586	026442586	
<i>Deputy Eastman</i>								
		Robich	Sarah		HR Consultant	026443005	026443005	sarah.robich@deputy.com
<i>Dow-Ci</i>								
		Ray	Michelle		Human Resources Manager			

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CUNA HR Database - [Active Membership 2]

Members Committees and Membership Events and Registration Chapter Information Report Wizard

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### SHRM Membership

Name	ID#	Title	Company	Cert	Fed Council	Phone	Fax	Email Address
<i>Cemo</i>								
Cindy K.	1122	Chapter Mgr Professional	CMA SHRM, Inc.	PHR	Yes	(800)333-0100		

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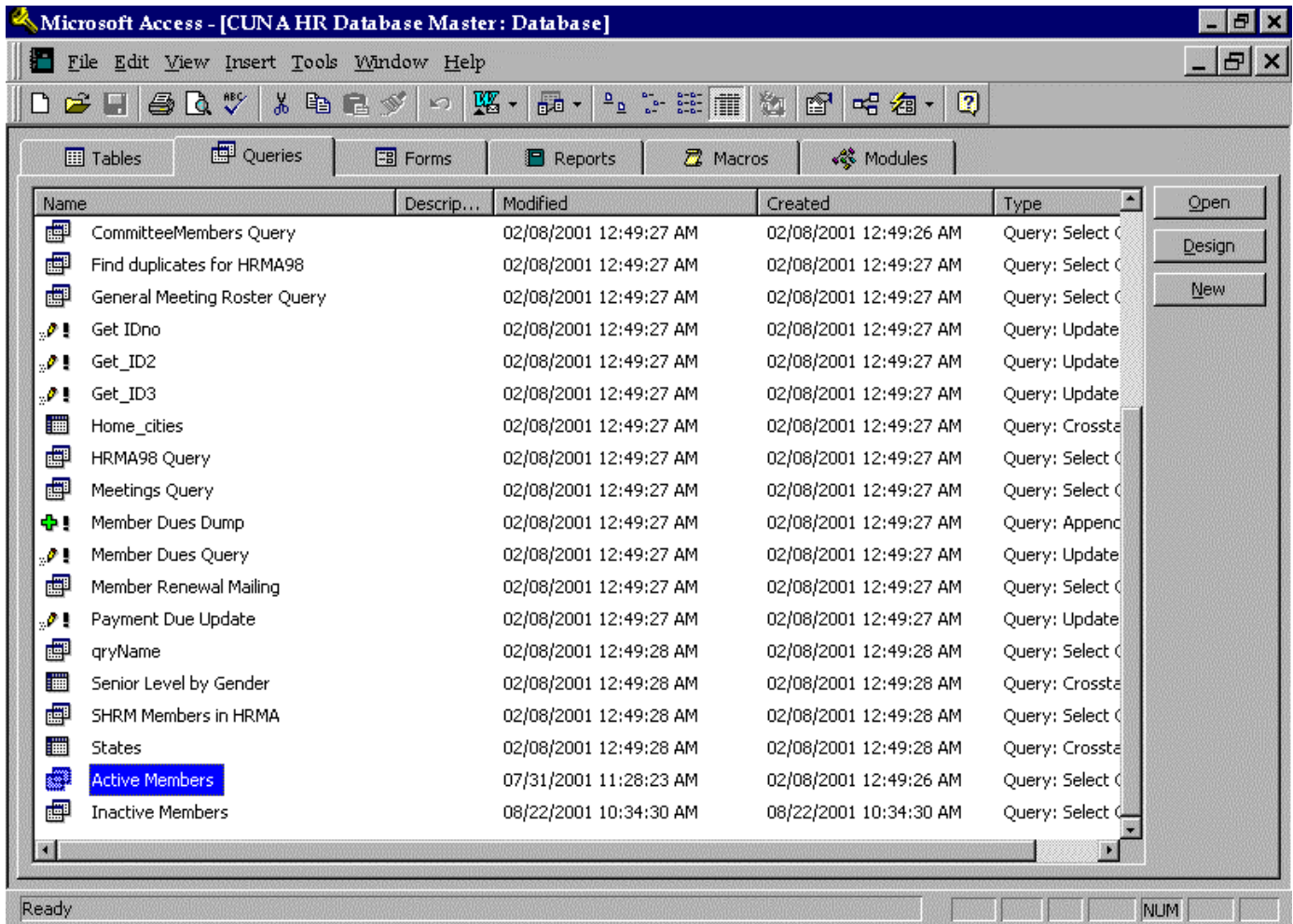
Page: 1

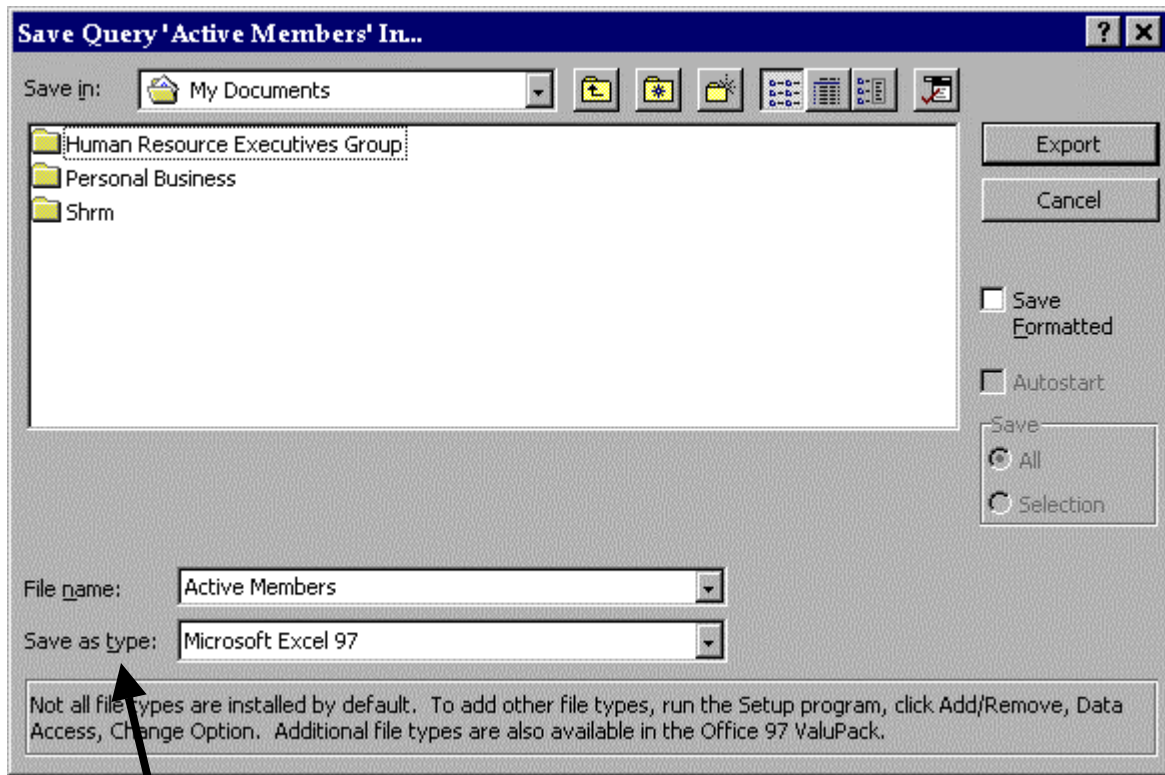
CUNA HR Database - [Active Membership 2]								
Members   Committees and Membership   Events and Registration   Chapter Information   Report Wizard								
<i>Active Membership 2</i>								
<i>Name</i>	<i>ID#</i>	<i>Title</i>	<i>Company</i>	<i>Cert</i>	<i>Fed Council</i>	<i>Phone</i>	<i>Fax</i>	<i>EmailAddress</i>
<i>Abramowski</i>								
Jean C.	9287	Principal	A Compliance Connection		No			
<i>Aiams</i>								
Dawn M.	9225	HR Consultant	Mangoe International Inc.	PHR	No			
<i>Alders</i>								
Jean	5071	Human Resources Assistant	Wisconsin Aluminum Found	PHR	No	(920)838-2743	(920)832-4080	jalders@va.com
<i>Arva</i>								
Harley J	5052	Director of Human Resources	Eggers Industries, Inc		No	(920)759-1951	(920)759-2953	harley@eggersindustries.com
<i>Bailey</i>								
Roger	5123	Assistant Human Resources	Federal Mogul		No			
<i>Baumel</i>								
Gwen	5059	Director of Human Resources	Aurora Healthcare		No	(920)759-8141	(920)759-8431	gwen_baumel@aurora.org
<i>Behrke</i>								
Jim	5054	Human Resources Manager	Wisconsin Aluminum Found		No	(920)838-2715	(920)832-4080	jbehrke@va.com
<i>Boost</i>								
Sandy L.	5008	Area II Manager - SHRM	SHRM	SPHR	No	(877)252-8888	(419)375-7428	sboost@shrm.org
<i>Bruckchen</i>								
Clara	5072	HR Coordinator	Mira		No	(920)834-2473	(920)834-2340	clbruckchen@mira.com
<i>Bursynski</i>								
Lynn	5051	Associate Director of Human Services	Lake College	PHR	No	(920)838-8130	(920)834-7032	lynn@lake.lak.edu
<i>Cerro</i>								
Cindy K.	1122	Chapter Mgt Professional	CNA SHRM, Inc.	PHR	Yes	(800)838-0100		
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## How to Export Data

Before you begin: If your database file is open, close it.

1. Open the database file by holding the shift key down as you double click. (This will allow you to use the file menu items)
2. If the database menu is not visible, use F11
3. Go to the Queries tab
4. Choose Active Members
5. Right click on Active Members
6. Choose Save As/Export
7. Choose To an External File or Database
8. Pick a local for the file (your choice). The file name is Active Members. The Save as type can be Microsoft Access OR Excel 97 (this version of Excel is available to most, but you can use any of the others listed)
9. The file is automatically exported and you can go to the file now to view.
10. Tips: If you want to use this to merge letters, for example, I would export the file to Excel and paste it into Word. It will appear as a Table and you can use the Mail/Merge options, including creating name badges or labels for example.





Notice the Save as type.

## Troubleshooting: Active Member Mailing Labels Fixing the Report

The active member mailing labels report has a glitch. The font is too large, and long addresses get cut off the label. To fix the problem you will need to change the underlying report and make the font smaller.

Before you begin: If your database file is open, close it.

1. Open the database file by holding the shift key down as you double click. (This will allow you to use the file menu items)
2. If the database menu is not visible, use F11
3. Go to Reports tab in the Access program, database menu.
4. Go to the Active Members Mailing Labels. Highlight it. (See example)
5. Click the Design button. (To the right of the screen).
6. A box will appear, giving the underlying details of the mailing labels. Each item in the label has a box around it. While holding down the shift key, click on each of the boxes, so they are all highlighted. Small black dots will appear around the box. This let's you know that it has been selected.
7. Once they are all selected, you can let go of the shift key. They should all stay highlighted. Now Right Click.
8. Click on Properties.
9. The report properties will appear. Click on the format tab.
10. At the bottom of the format column, look for font size. Change the font size to 8.
11. Save the report. Go to the File menu tab and to Save.
12. Change from Design view to Print Preview. Go to the View menu tab, and select Print Preview. This will permit you to view the report.
13. Close the report by clicking on the "X" at the upper right. Be sure not to close the program, which is the upper most "X".

