GA ARES Member Database Help For AEC Level And Above

The GA ARES Member Database has been updated from its original format. This HELP document will answer a lot of question and improve your understanding of how this database system works - and it will lower the learning curve agony factor.

HOW-TOs and INSTRUCTIONS
The database new version includes the old version plus some additional modifications to improve how data is collected and cataloged.

When you login, you will see the new SEARCH interface. If you are used to the old interface, you can use the menu button to get back to it.

Many of the new graphical display screens contain text information explaining how to use the various options on the display - such as selecting and individual by call sign or by line. There is some help available on selected pages. READ THESE.

COMPLETE VERSUS INCOMPLETE ENTRIES
As you make entries or updates to a profile record for a given Amateur/Member you will notice that some of the data fields you enter for that person are haloed or shaded in red. Those fields shaded in red are considered required information for the record to be considered complete.

While you can make an entry into the database and Save without validation, leaving one or more required fields blank will cause the record to be handled as INCOMPLETE. INCOMPLETE records are handled at a lower priority and are missing from some reports.

If you find yourself viewing a display and suspect some of your records do not appear, it may be because the missing records are the INCOMPLETE records. Some of the report displays will allow you to select a checkbox to have the INCOMPLETE records display. Look for that checkbox.

INITIAL OPERATIONAL STATE
Member records that already exist in the database which are INCOMPLETE are NOT immediately flagged as incomplete. HOWEVER, when they are selected for display, a check is made at that time and then the record is flagged as incomplete.

RECORDS CAN BE DELETED
There is checkbox on the "Edit Member Details" display which allows you to remove a member from your county data. Once marked as DELETED, you will no longer see the entry for that member. These records are not physically removed from the database and can be restored if necessary..

You can get to the "Edit Member Details" display by creating a SEARCH and then selecting a member record from the results using the new or old search methods.

FCC DATA UPDATE BUTTON
There is a button on the "Edit Member Details" display you can use to populate the information for the Member, e.g. address, license class, expiration date from the current FCC data. You can use this to update some of the incomplete (and complete) entry fields. Note that this will only update members who have call signs associated with Georgia and adjacent states. An entry of a Member who lives in California, for instance, will not update.

MEMBER VERSUS NON-MEMBER
Member is defined as an Amateur that is a member of the county ARES group. Non-Member means that they are not a designated member of the local county ARES Group. Member status is not meant to indicate that they are (or are not) an ARRL ARES member.

INITIAL OPERATIONAL STATE
All current members listed in a county are SET AS MEMBERS unless their state is NON-MEMBER initially. If you have members that are not formal members of your local county ARES group, you must set them to a non-member state.

There is no ongoing connection between the NON-MEMBER status and the ARES member status, i.e. they are independent.

REPORTS

INCOMPLETE MEMBERS REPORT
This report lists the members that have incomplete information in their record. This report displays them even if their initial state indicates they are in some other state (see COMPLETE VERSUS INCOMPLETE ENTRIES and INITIAL OPERATIONAL STATE above). In other words, it displays incomplete records even if their state has not been flagged yet as incomplete.

NEW CLEANUP REPORT
This is a graphical version of the original/old clean-up report.

NEW INPUT GROUP ACTIVITY ENTRY FORM
This is a graphical version of the original/old input group activity form and has some new features making entry easier to conduct.

You can open up the paste form and make your entries on the fly.

You can select the "List Operators" button that will then display all of the members and non-members of your county group.

You can use Ctrl/Mouse-click (hold down the control key and click individual call signs with your mouse).

You can select a range of callsigns by clicking on the first call sign and then hold down the Shift key and click on the last call sign in the list you want to include. All of the entries in between will be selected.

You can also select a range of data by clicking on a callsign and drag the mouse across the list which will select all entries the mouse pointer touches.

REPORTING PROBLEMS
If you discover a software problem, please use the Contact Form on the GAARES.org home page. Submit a report as soon as the problem occurs. We may need to contact you to help us further identify and resolve the problem.

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