

UNITED STATES COAST GUARD



Person Profiles

Professional Memberships

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Step-by step instructions on adding, updating and deleting Membership data in Direct Access.

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1 Introduction

Individual USCG professional memberships are maintained in the Person Profile of Direct Access. Authorized users enter and maintain this information. The information is available to USCG members via self-service. This section provides the procedure for adding, updating, and deleting an individual Membership (non self-service) via the Person Profile page.

2 Portal Navigation

The user can navigate to the Person Profiles page using the path below. At any time, if a user needs to return to the home screen, the user can click the “Home” link in the upper right-hand corner of the window.

Enterprise Menu > Workforce Development > Profile Management > Profiles > Person Profiles

Memberships: This navigation takes the user to the Person Profile screen. Memberships are recorded on the Person Profile screen.

3 Wildcard Search

Direct Access supports the use of three wildcard features when searching for data. The wildcards can be helpful in finding the exact information that user wants to process. The following are the supported standard wildcard features.

Character	Function
% (percent sign)	Match one or more characters.
_ (underscore)	Match any single character.
\ (back slash)	Escape character – don’t treat the next character as a wildcard.

When attempting to search for a member, you may use the “wildcard” search feature. One commonly used wildcard is the “_” sign. The use of this sign represents a single letter instead of a group of letters. For example, if you would like to see all the members whose last names contain the letters “C”, “H” and “N”, in that order, the “_” wildcard would be used to represent a single letter between the characters in which it is placed. An example of the search results when a “_” is used is located below.

The screenshot shows a search interface with the following search criteria:

- Maximum number of rows to return (up to 300): 300
- Empl ID: begins with
- Profile Type: begins with
- Name: begins with
- Last Name: begins with CH_N
- Alternate Character Name: begins with
- Include History Correct History Case Sensitive

Buttons: Search, Clear, Basic Search, Save Search Criteria

Search Results

Only the first 300 results of a possible 489 can be displayed. Enter more search key information and search again to re

View All First 101-200 of 300 Last

Empl ID	Profile Type	Name	Last Name	Alternate Character Name
	AWARDS COORD		CHANDLER	(blank)
	PERSON		CHANDLER	(blank)
	PERSON		CHANDRASENA	(blank)
	PERSON		CHANES	(blank)
	PERSON		CHANEY	(blank)
	RETIREE		CHANEY	(blank)
	PERSON		CHANEY	(blank)
	RETIREE		CHANEY	(blank)
	PERSON		CHANEY	(blank)
	PERSON		CHANEY	(blank)
	RETIREE		CHANEY	(blank)
	PERSON		CHANEY	(blank)

Another wildcard that is commonly used is the “%” sign. This wildcard is used to represent multiple characters. For example, if you would like to see all members whose last names contain the letters “C”, “H”

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and “N”, regardless of the order of the letters in the name, the “%” wildcard should be used. Below is an illustration of this example.

The screenshot shows a search interface with the following elements:

- Buttons: Find an Existing Value, Add a New Value
- Maximum number of rows to return (up to 300): 300
- Search criteria fields:
 - Empl ID: begins with []
 - Profile Type: begins with []
 - Name: begins with []
 - Last Name: begins with [CH%N]
 - Alternate Character Name: begins with []
- Options: Include History, Correct History, Case Sensitive
- Buttons: Search, Clear, Basic Search, Save Search Criteria
- Section: Search Results
- Text: Only the first 300 results of a possible 1459 can be displayed. Enter more search key information and see
- Navigation: View All, First, 1-100 of 300, Last
- Table of results:

Empl ID	Profile Type	Name	Last Name	Alternate Character Name
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	RETIREE		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	AWARDS COORD		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHADBRAND	(blank)
	PERSON		CHADBOURNE	(blank)

4 Entering a Membership

When information about a member’s Membership is received and ready to be entered into Direct Access, navigate to the following page:

Portal Link: Person Profile

Menu path: Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles

4.1 Locating the Member

1. Use the Search record to pull up the member’s Person Profile using the member’s EMPLID or name.

HINT: When attempting to search for a member, you may use the Direct Access “wildcard” search feature. Refer to section ‘[3. Wildcard Search](#)’ for more information.

The screenshot shows the search interface for Person Profiles with the following elements:

- Section: Person Profiles
- Text: Enter any information you have and click Search. Leave fields blank for a list of all values.
- Buttons: Find an Existing Value, Add a New Value
- Maximum number of rows to return (up to 300): 300
- Search criteria fields:
 - Empl ID: begins with []
 - Profile Type: begins with []
 - Name: begins with []
 - Last Name: begins with []
 - Alternate Character Name: begins with []
- Options: Include History, Correct History, Case Sensitive
- Buttons: Search, Clear, Basic Search, Save Search Criteria

A red arrow points to the search criteria field for Empl ID.

2. Click the Search button. If the search returns more than one record, be sure to select the correct member’s record that has “PERSON” in the Profile Type column.

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Note: If a member has both a Person Profile and an Awards Coordinator Profile, then that member is a PHS officer who is or has been assigned to the Coast Guard for duty. Use the “PERSON” profile to record the data.

4.2 Viewing Memberships

1. Click the Qualifications tab.

Person Profile

Empl ID: [redacted] [View Profile](#)

Profile Type: PERSON Person

*Profile Status: Active

*Description: [redacted]

Profile Actions: <Select Action>   

Competencies **Qualifications** Education

ID	Competency	*Effective Date	Evaluation Type	Proficiency	
[redacted]	[redacted]	02/01/1989	Approved/Official	Good	
[redacted]	[redacted]	02/01/1989	Approved/Official	Good	
[redacted]	[redacted]	06/01/2002	Approved/Official	Good	
[redacted]	[redacted]	10/06/2008	Approved/Official	Good	
[redacted]	[redacted]	06/01/2002	Approved/Official	Good	

[+ Add New Competencies](#)

A list of the member’s current Memberships will be displayed in the Memberships content section.

ID	Membership	View History	
INFORMS	Inst for OR & Mgmt Sciences		
MORS	Military Op Research Society		
TOASTMST	Toastmasters		

NOTE: Memberships with the same Membership Code are grouped together. The  icon in the “View History” column signifies that the member has received the membership more than once. Click on the icon to view all instances of the membership.

2. If a member has more than five memberships, only the first five will be displayed. Click on the View All link to display all of the member’s memberships. Check to see if the membership, with a different effective date, has previously been entered on the member’s record.

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Memberships (Approval Not Required)			
ID	Membership	View History	
ACAD	CG Academy Alumni Assoc		
ASSE	Amer Society Of Safety Eng		
CESOC	Society of Civil Engineers		
INFORMS	Inst for OR & Mgmt Sciences		
MORS	Military Op Research Society		

3. If the membership is a new membership, skip to section [“4.3. Adding a New Membership”](#). If the membership currently exists, proceed to section [“4.4. Adding a Previously Granted Membership of the Same Type”](#). To add a historical dated membership, proceed to section [“4.5. Adding a Historical Dated Membership of the Same Type”](#).

4.3 Adding a New Membership

Follow the steps below to add a new membership to a member’s profile.

1. To add a new membership, click on the Add New Memberships link located below the Memberships content section.

Memberships (Approval Not Required)			
ID	Membership	View History	
ACAD	CG Academy Alumni Assoc		
ASSE	Amer Society Of Safety Eng		
CESOC	Society of Civil Engineers		
INFORMS	Inst for OR & Mgmt Sciences		
MORS	Military Op Research Society		

[+ Add New Memberships](#) 

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- On the “Add New Memberships” page, enter the following fields:

Field	Description/Instructions
*Membership Date (Required)	Enter the date the membership was effective (also known as the Effective Date). Click on the  icon to choose a date or enter the date directly in the field (dates must be in MM/DD/YYYY format).
*Membership File that have the	<p>Click the  to search for valid memberships. Click Lookup to display available membership codes. From the Search Results list, you can choose a specific row of data. A single click on any column in that row selects the membership.</p> <p>Users may narrow the search by using the following fields and then clicking “Lookup”:</p> <ul style="list-style-type: none"> ▪ Content Item ID: Enter all or part of the membership code ▪ Content Group Type: Click on the magnifying glass to select the type of membership ▪ Content Group: N/A ▪ Description: Enter all or part of the title of the membership <p>If the membership you looking for is not listed, a request may be made to have it added. Submit your request via memo to:</p> <p>Commanding Officer (ISA) Coast Guard Personnel Service Center 444 SE Quincy St. Topeka KS 66683-3591</p> <p>Please include a brief description of the membership’s purpose and how it benefits the member’s Coast Guard career.</p>
Membership Begin Date	Enter the beginning date of the membership period or position/role. This is not a required field so it may be left blank.
Membership End Date	Enter the end date of the membership period or position/role period. This is not a required field so it may be left blank.
Mandate	Enter the mandate or activity. This is not a required field so it may be left blank.
Mandate Position	Enter the Position/Role (e.g., Vice President, Member, Secretary/Treasurer). This is not a required field so it may be left blank.
OK	<p>Click OK to Save the page.</p> <p>NOTE: The entry will not be saved to the Person Profile until you click SAVE at bottom of the Person Profile page</p>

After you click OK you will be returned to the Person Profile page. The new membership will be displayed in the summary grid.

- Click the Save button located at the bottom of the Person Profile page to commit the entry.

NOTE: If the wrong membership was selected, delete it and repeat Step [4.3 ‘Adding a New Membership’](#).

- Click on “Return to Search” to enter information on a different member or [Home](#) to return to the Portal Homepage.

4.4 Adding a Previously Granted Membership of the Same Type

The system allows a membership with different effective dates to be entered on a member’s record multiple times. Adding a new effective dated row involves adding a new row to the membership’s history.

NOTE: The system allows a membership with different effective dates to be entered on a member’s record multiple times. Adding a new effective dated row involves adding a new row to the membership data history.

1. Click the Qualifications tab. A list of the member’s current memberships will display under the Memberships content section
2. In the Membership column, click on the existing membership record.

When a membership is entered multiple times, only the most recent entry will be displayed in most DA I/8.0 applications and reports

Memberships (Approval Not Required)			
ID	Membership	View History	
ACAD	CG Academy Alumni Assoc		
ASSE	Amer Society Of Safety Eng		
CESOC	Society of Civil Engineers		
INFORMS	Inst for OR & Mgmt Sciences		
MORS	Military Op Research Society		

[+ Add New Memberships](#)

The user will be directed to the “Update Memberships” page.

Person Profile

Update Memberships

Empl ID: PERSON Person

Profile Type: PERSON Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details Find | View All | First 1 of 1 Last

*Membership Date:

*Membership: Society of Civil Engineers

*Status:

Mandate Begin Date:

Mandate End Date:

Mandate:

Mandate Position:

IMPORTANT: The system does not allow the entry of duplicate entries in a member’s profile. If you enter a membership with a membership date (effective date) that already exists in the member’s profile, you will receive an error message. You must indicate a different membership date to resolve the error

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3. Click on the  sign in the top right corner of the Detail box to insert a new effective dated row.

Person Profile

Update Memberships

Empl ID:

Profile Type: PERSON Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details End | View All | First 1 of 1 | Last

*Membership Date:	<input type="text" value="01/26/2012"/>		 
*Membership:	<input type="text" value="CESOC"/>		Society of Civil Engineers
*Status:	<input type="text" value="Active"/>		
Mandate Begin Date:	<input type="text"/>		
Mandate End Date:	<input type="text"/>		
Mandate:	<input type="text"/>		
Mandate Position:	<input type="text"/>		

4. A new membership record is created with the current date populated in the Membership Date field. The Details box will display “1 of x” in the upper right corner of the record. Any fields that were populated on the previous membership row will be brought forward and populated on the new row.

Person Profile

Update Memberships

Empl ID:

Profile Type: PERSON Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details End |  1 of 2 | Last

*Membership Date:	<input type="text" value="01/26/2012"/>		  
Membership:	<input type="text" value="CESOC"/>		Society of Civil Engineers
*Status:	<input type="text" value="Active"/>		
Mandate Begin Date:	<input type="text"/>		
Mandate End Date:	<input type="text"/>		
Mandate:	<input type="text"/>		
Mandate Position:	<input type="text"/>		

5. Complete the additional fields as indicated in section [‘4.3 Adding a New Membership’](#).

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- Click OK to return to the Person Profile page. Upon returning to the Person Profile page, the multiple records icon  will be displayed on the row for the newly added membership indicating there are multiple rows for the membership.



ID	Membership	View History
ACAD	CG Academy Alumni Assoc	
ASSE	Amer Society Of Safety Eng	
CESOC	Society of Civil Engineers	
INFORMS	Inst for OR & Mgmt Sciences	
MORS	Military Op Research Society	

- Click the Save button located at the bottom of the Person Profile page to commit the entry.

NOTE: If the wrong membership was selected, delete it and repeat Step [4.4 'Adding a Previously Granted Membership of the Same Type'](#).

- Click on "Return to Search" to enter information on a different member or [Home](#) to return to the Portal Homepage.

4.5 Adding a Historical Dated Membership of the Same Type

The Effective Date of the membership being entered cannot be prior to the Effective Date of the existing membership. If the Effective Date of the membership being entered is prior to the Effective Date of the membership that has already been entered, you will need to enter the new membership below the membership that already exists and adjust the Effective Dates of both membership entries **PRIOR** to saving the page.

4.5.1 Adding a Historical Dated Row Mid-Stack

Inserting a row mid-stack is the process of adding a row **BETWEEN** two existing records. For example, if the user is entering a membership with a July 1, 2008 Effective Date and two memberships currently exist with the Effective Dates of June 1, 2009 and August 1, 2007, the user will be required to enter the July 2008 row **mid-stack**.

Follow the following steps to enter a historical dated membership mid-stack:

- Follow the instructions in section ['4.1. Locating the Member'](#), to search for the member's record.
- Click the Qualifications tab and search for the Membership content section. A list of the member's current memberships will display under the Memberships content section.

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3. In the Membership column, click on the existing membership record in which a historical dated row will be entered.

Memberships (Approval Not Required)			
ID	Membership	View History	
ASQ	American Society for Quality ←		
INFORMS	Inst for OR & Mgmt Sciences		
MORS	Military Op Research Society		
TOASTMST	Toastmasters		

The user will be directed to the “Update Memberships” page.

4. Click “View All” in the top right corner of the Details bar to view all current rows on the member’s record.

Person Profile

Update Memberships

Empl ID: [REDACTED] [REDACTED]
Profile Type: PERSON Person
Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details | View All | First | 1 of 2 | Last

*Membership Date: 06/01/2009   

Membership: ASQ American Society for Quality

*Status: Active

Mandate Begin Date: 

Mandate End Date: 

Mandate: 

Mandate Position: 

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5. Click the  sign located on the most historically dated row. *Using the example above the most historically dated row is: August 1, 2007.*

Person Profile

Update Memberships

Empl ID:

Profile Type: PERSON Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details Find | View: 1 First 1-2 of 2 Last

*Membership Date:	<input type="text" value="06/01/2009"/>			
Membership:	ASQ	American Society for Quality		
*Status:	Active			
Mandate Begin Date:	<input type="text"/>			
Mandate End Date:	<input type="text"/>			
Mandate:	<input type="text"/>			
Mandate Position:	<input type="text"/>			
<hr/>				
*Membership Date:	<input type="text" value="08/01/2007"/>			
Membership:	ASQ	American Society for Quality		
*Status:	Active			
Mandate Begin Date:	<input type="text"/>			
Mandate End Date:	<input type="text"/>			
Mandate:	<input type="text"/>			
Mandate Position:	<input type="text"/>			

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- A new membership record is created with the historical date populated in the Membership Date field. The Details box will display “1 of 3” in the upper right corner of the record. Any of the fields that were populated on the prior row will be brought forward and populated on the new row.

Details Find | View 1 First 1-3 of 3 Last

*Membership Date:	06/01/2009		
Membership:	ASQ	American Society for Quality	
*Status:	Active		
Mandate Begin Date:			
Mandate End Date:			
Mandate:			
Mandate Position:			

*Membership Date:	08/01/2007		
Membership:	ASQ	American Society for Quality	
*Status:	Active		
Mandate Begin Date:			
Mandate End Date:			
Mandate:			
Mandate Position:			

*Membership Date:	08/01/2007		
Membership:	ASQ	American Society for Quality	
*Status:	Active		
Mandate Begin Date:			
Mandate End Date:			
Mandate:			
Mandate Position:			

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- Adjust the Membership Date of the new row to reflect the date the membership was effective. Using the example provided above, the new Membership Date is: **July 1, 2008**

The screenshot shows a 'Details' form for Professional Memberships. The form is divided into three rows, each representing a membership record. The first row has a Membership Date of 06/01/2009. The second row has a Membership Date of 07/01/2008, with a red arrow pointing to the date field. The third row has a Membership Date of 08/01/2007. Each row includes fields for Membership (ASQ), Status (Active), Mandate Begin Date, Mandate End Date, Mandate, and Mandate Position. The form also shows navigation controls like 'Find | View 1 First 1-3 of 3 Last'.

- Complete the additional fields according to the instructions in section ['4.3 Adding a New Membership'](#).
 - Click OK to return to the Person Profile page.
 - Click the Save button located at the bottom of the Person Profile page to commit the entry.
- NOTE:** Once the record is saved, the Membership Code cannot be changed
- Click on "Return to Search" to enter information on a different member or [Home](#) to return to the Portal Homepage.

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4.5.2 Adding a Historical Dated Row End-Stack

Inserting a row end-stack is the process of adding a row **AT THE END** of one or multiple existing records. For example, if the user is entering a membership with a January 1, 2001 Effective Date and two memberships currently exist with the Effective Dates of June 1, 2003 and April 1, 2002 the user will be required to enter the January 2001 row **end-stack**.

Follow the following steps to enter a historical dated membership end-stack:

1. Follow the instructions from section '[4.1. Locating the Member](#)' to search for the member's record.
2. Click the Qualifications tab and search for the Memberships content section. A list of the member's current memberships will display under the Memberships content section
3. In the Membership column, click on the existing membership record in which a historical dated row will be entered.



ID	Membership	View History
ASCM	American Society Mil Comprtr	
INFORMS	Inst for OR & Mgmt Sciences	
MORS	Military Op Research Society	
TOASTMST	Toastmasters	

The user will be directed to the "Update Memberships" page.

4. Click "View All" in the top right corner of the Details bar to view all current rows on the member's record.



Details

*Membership Date: 06/01/2003

Membership: ASCM American Society Mil Comprtr

*Status: Active

Mandate Begin Date:

Mandate End Date:

Mandate:

Mandate Position:

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5. Click the  sign located on the most historically dated row. *Using the example above the most historically dated row is: **April 1, 2002.***

Person Profile

Update Memberships

Empl ID:

Profile Type: PERSON Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details Find | View 1 First 1-2 of 2 Last

*Membership Date:	<input type="text" value="06/01/2003"/>	  
Membership:	ASCM	American Society Mil Comprtr
*Status:	Active	
Mandate Begin Date:	<input type="text"/>	
Mandate End Date:	<input type="text"/>	
Mandate:	<input type="text"/>	
Mandate Position:	<input type="text"/>	

*Membership Date:	<input type="text" value="04/01/2002"/>	  
Membership:	ASCM	American Society Mil Comprtr
*Status:	Active	
Mandate Begin Date:	<input type="text"/>	
Mandate End Date:	<input type="text"/>	
Mandate:	<input type="text"/>	
Mandate Position:	<input type="text"/>	

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- A new Membership record is created with the historical date populated in the Membership Date field. The Details box will display "1 of 3" in the upper right corner of the record. Any of the fields that were populated on the historical dated row will be brought forward and populated on the new row.

The screenshot displays a software interface with three stacked 'Details' boxes. The top box shows a record with a Membership Date of 06/01/2003. The middle box, highlighted with a red border, shows a record with a Membership Date of 04/01/2002. The bottom box shows another record with a Membership Date of 04/01/2002. Each box contains the following fields:

- *Membership Date: [Date field]
- Membership: ASCM American Society Mil Comptrlr
- *Status: Active
- Mandate Begin Date: [Date field]
- Mandate End Date: [Date field]
- Mandate: [Text area]
- Mandate Position: [Text area]

The interface also includes a search bar at the top with 'Find | View 1 First 1-3 of 3 Last' and various control icons.

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- Adjust the Membership Date of the **LAST** row to reflect the date of the new membership being entered on the record. *Using the example provided above, the new Membership Date is: **January 1, 2001***

The screenshot displays a 'Details' window with three rows of membership information. Each row includes fields for Membership Date, Membership (ASCM), Status (Active), Mandate Begin Date, Mandate End Date, Mandate, and Mandate Position. The bottom row's Membership Date field is highlighted with a red arrow, indicating the date to be updated to January 1, 2001.

Membership Date	Membership	Status	Mandate Begin Date	Mandate End Date	Mandate	Mandate Position
06/01/2003	ASCM	Active				
04/01/2002	ASCM	Active				
01/01/2001	ASCM	Active				

- Complete the additional fields according to the instructions in section [‘4.3 Adding a New Membership’](#).
 - Click OK. After you click OK you will be returned to the Person Profile page.
 - Click the Save button located at the bottom of the Person Profile page to commit the entry.
- NOTE:** Once the record is saved, the Membership Code cannot be changed.
- Click on “Return to Search” to enter information on a different Officer or [Home](#) to return to the Portal Homepage.

5 Correcting a Membership Record

5.1 Correcting a Membership Code

If the Membership Code needs to be corrected, the user MUST first delete the membership record and reenter it using the correct Membership Code. Directions on how to delete a record can be found in section '[6. Deleting a Membership](#)'.

5.2 Correcting other Membership Data

1. Follow the instructions from section '[4.1. Locating the Member](#)' to search for the member's record.
2. Change/correct the appropriate fields.
3. Click OK to return to the Person Profile page.
4. Click Save at the bottom of the Person Profile page to commit the changes.

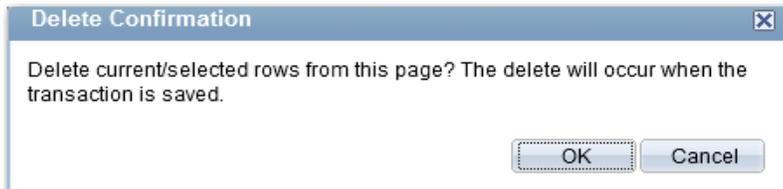
6 Deleting a Membership

As with any delete function, use extreme caution when performing delete transactions. It is possible to delete the wrong record or records, especially if the member has multiple instances of the Membership. If a record is erroneously deleted, it will have to be recreated.

Note: If this is a membership that has just been added, the  button used to delete some records will not appear until the user leaves the page and returns. The easiest resolution is to click "Return to Search" and then re-enter the member's profile. This is a nuance of the application.

6.1 Deleting a Membership

1. Follow the instructions in section '[4.1. Locating the Member](#)' to search for the member's record.
2. Click the Qualifications tab and search for the Memberships content section.
3. Click the trashcan on the membership row to be deleted.
4. Click OK to confirm the deletion.



5. Click OK to return to the Person Profile page.
6. Click Save at the bottom of the Person Profile page to commit the changes.

6.2 Deleting One Membership of Multiple Instances

1. To delete one membership of multiple records of the same type, select the Membership.



ID	Membership	View History	
ASCM	American Society Mil Comptr		
INFORMS	Inst for OR & Mgmt Sciences		
MORS	Military Op Research Society		
TOASTMST	Toastmasters		

2. Scroll through the records using the arrows to find the correct record to delete.

Person Profile

Update Memberships

Empl ID:

Profile Type: PERSON Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details Find | View All | First | Last

*Membership Date: 06/01/2003

Membership: ASCM American Society Mil Comptr

*Status: Active

Mandate Begin Date:

Mandate End Date:

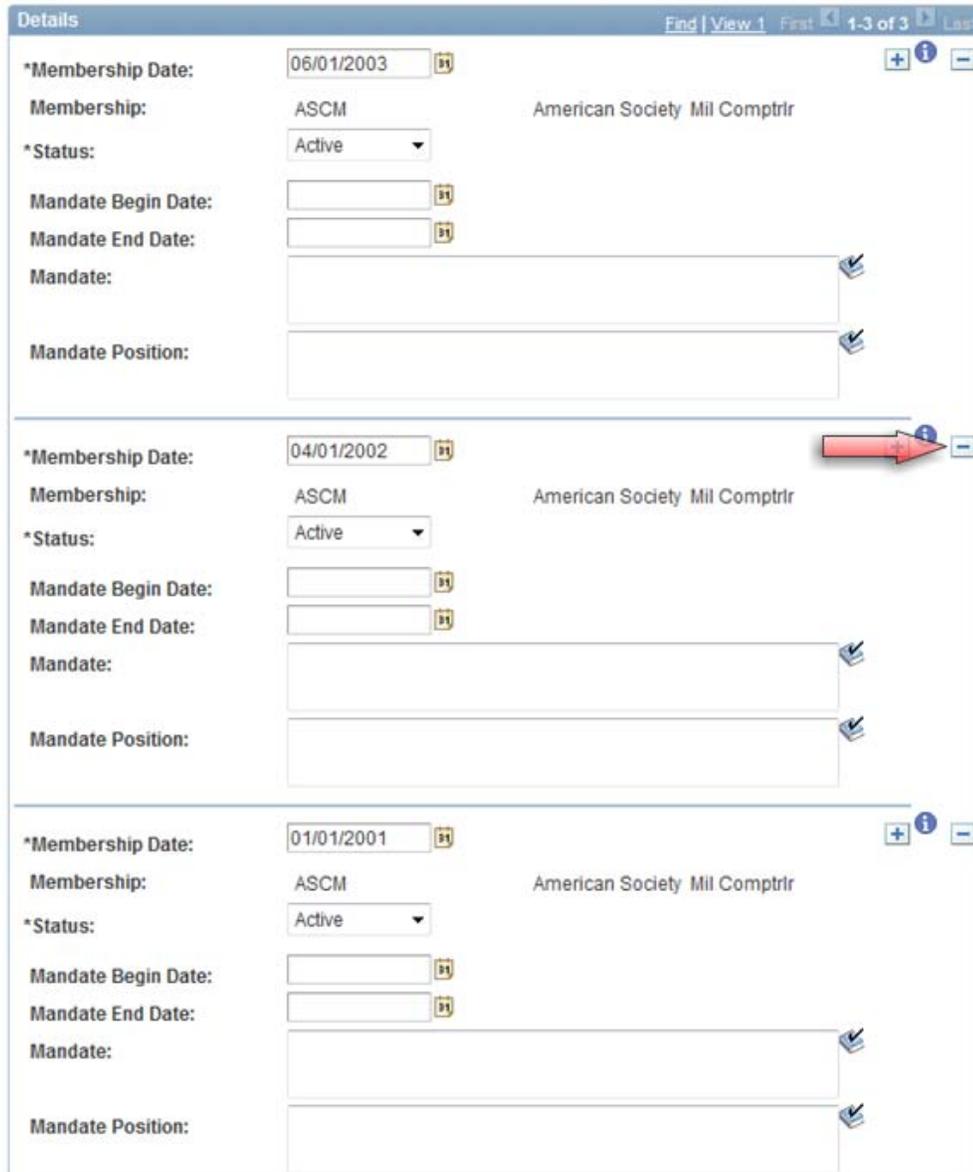
Mandate:

Mandate Position:

Users can also “View All” records to search for the record to be deleted.

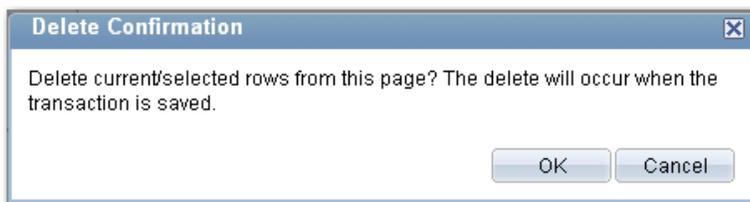
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- Once the correct record has been located, click the  button in the upper right corner of the record.



The screenshot displays a table of membership records. Each record is a form with the following fields: *Membership Date, Membership, *Status, Mandate Begin Date, Mandate End Date, Mandate, and Mandate Position. The middle record, with a membership date of 04/01/2002, is highlighted. A red arrow points to the minus button in the top right corner of this record's form.

- Click OK to confirm the deletion



Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

- Click OK to return to the Person Profile page.
- Click Save at the bottom of the Page Profile to commit the changes.

6.3 Deleting All Records for a Membership Type

Each record must be deleted individually using the steps outlined in section “[6.2. Deleting One Membership of Multiple Instances](#)”. To prevent unintentional deletions of memberships, the trash can functionality for multiple instances has been disabled.

The following message will appear if you attempt to delete multiple instances at one time:

