

Installation Reports: Auxiliary Secretary

Once logged into MALTA, go to the 'Duties' page by clicking on the 'Duties' tab towards the left side of the screen. The link for Installation Reports is in the Shortcuts section as well as bottom of the page in the Membership Management section.

VFW AUXILIARY Member Portal

Welcome Shirley Hittle

Manage Account | View Card | Support | Logout

Home | Duties

Auxiliary Secretary

Auxiliary Secretary - Sabetha Memorial Auxiliary 7285 Duties

Shortcuts

- Print Bond
- View Members
- Address Labels
- Phone List
- Installation Report
- Manage Delegates

Click on the 'Installation Report' link

1. Click on the 'File Installation Report' button. *Note: Button will be removed after report is filed.*

Manage Account | View Card | Support | Logout

Home | Officers | Auxiliary Secretary | Installation Report

Auxiliary Officers - Sabetha Memorial Auxiliary 7285

Former Officers | Current Officers | Future Officers

File Installation Report

Officer Installation 2017-18 Officers

Office	Member ID	Name	Term
President	3348051	Patricia Middendorf	July 01, 2005 - June 30, 2018
Senior Vice President			
Junior Vice President			
Secretary	2226398	Shirley Hittle	July 01, 2006 - June 30, 2018
Treasurer	3405297	Jennifer Bailey Huber	July 01, 2010 - June 30, 2018
Chaplain			
Conductor / Conductress			
Guard			
Assistant Guard			

2. You can extend the term of current officers, or change the officer by inputting the member ID. The member contact info will display to the right for confirmation purposes.

The screenshot shows a web application window titled "Installation Report" with a progress bar at the top indicating three steps: 1. Officer Installation, 2. Meeting Information, and 3. Dues. The current step is "Officer Installation 2018-19 Officers". Below the title is a table with the following structure:

Office	Current Officers	Extend Term	New Officer Member ID
President	3348051 - Patricia Middendorf	<input type="checkbox"/>	<input type="text"/>
Senior Vice President		<input type="checkbox"/>	<input type="text"/>
Junior Vice President		<input type="checkbox"/>	<input type="text"/>
Secretary	2226398 - Shirley Hittle	<input type="checkbox"/>	<input type="text"/>
Treasurer	3405297 - Jennifer Bailey Huber	<input type="checkbox"/>	<input type="text"/>
Chaplain			<input type="text"/>
Conductor/Conductress			<input type="text"/>

A red callout box with the text "Click the check box to extend the term of a current officer." points to the "Extend Term" checkbox for the President position.

Note: You must fill in all required positions before clicking the 'Next' button for the next page.

The screenshot shows a web application window with a list of positions on the left and a "Next" button at the bottom right. A popup dialog box is open, displaying the following text:

From waqamalta.azurewebsites.net
Please select:
- Conductor/Conductress
- Guard

A red callout box with the text "If you click the Next button before assigning the required positions, you will see a popup listing the positions still needing to be filled." points to the popup dialog.

3. Enter the Meeting information and click the 'Next' button

The screenshot shows a dialog box titled "Installation Report" with a progress indicator at the top showing three steps: 1. Officer Installation, 2. Meeting Information (highlighted), and 3. Dues. The "Meeting Information" section contains the following fields:

- Meeting Day***: A text input field with the placeholder "Meeting - Day of the week or month".
- Meeting Time***: Three dropdown menus for "Hours", "Minutes", and "AM/PM".
- Meeting Place ***: A text input field with the placeholder "Meeting Place".
- Meeting Place Telephone**: A text input field with the placeholder "Meeting Telephone".
- Meeting City ***: A text input field with the placeholder "Meeting City".
- Meeting State ***: A dropdown menu with the placeholder "Select State".
- Meeting Zip***: A text input field with the placeholder "Meeting Zip".

At the bottom right of the dialog, there are two buttons: a blue "Next" button and a white "Cancel" button with a grey border.

4. You can change the Dues amount or just click the 'Save' button to continue.

The screenshot shows the "Installation Report" dialog box at step 3: Dues. The progress indicator at the top shows steps 1, 2, and 3 (highlighted). The main heading is "Auxiliary Dues Configuration".

The text reads: "How much are the total dues collected from one (1) Continuous Annual Member?" followed by an example: "E.g.: Each year our annual members write a check for dues in the amount of \$18.00."

Below this text is a text input field for the dues amount, starting with a "\$" symbol and containing the value "25.00".

At the bottom of the dialog, there are three buttons: a blue "View Details" button, a blue "Save" button, and a white "Cancel" button with a grey border.

You have now completed the Installation Report and can view your list in the 'Future Officers' tab.

Manage Account | View Card | Support | Logout

Home | Officers | Auxiliary Secretary | Installation Report

Auxiliary Officers - Sabetha Memorial Auxiliary 7285

Former Officers Current Officers **Future Officers**

Officer Installation 2018-19 Officers

Office	Member ID	Name	Term
President	3348051	Patricia Middendorf	July 01, 2005 - June 30, 2019
Senior Vice President	2226374	Anna Dietrich	July 01, 2018 - June 30, 2019
Junior Vice President	9096407	Kendra Edelman	July 01, 2018 - June 30, 2019
Secretary	2226398	Shirley Hittle	July 01, 2006 - June 30, 2019
Treasurer	3405297	Jennifer Bailey Huber	July 01, 2010 - June 30, 2019
Chaplain	2863280	Pat Bigham	July 01, 2018 - June 30, 2019
Conductor / Conductress	3423873	Martha Ginter	July 01, 2018 - June 30, 2019