



Add a New Member

Property Management Solutions for Over 30 Years

One profile for each member should be entered.

1. Go to <<Profiles, Member>>
2. Click on <New>
3. Type in a [Record ID], press <Tab>
4. Type in a [Long Description]
5. If the member does not reside in the unit click the [Non-Resident] checkbox.
6. Type in the Member's [Permanent Address] information
7. If the accounting information is not filled in from <<Setup, Processing Defaults>> select the appropriate entries from the drop down list.

All other member profile fields are optional. Enter those that fit your needs. Information about each field can be gotten by clicking into the field and pressing <F1>.