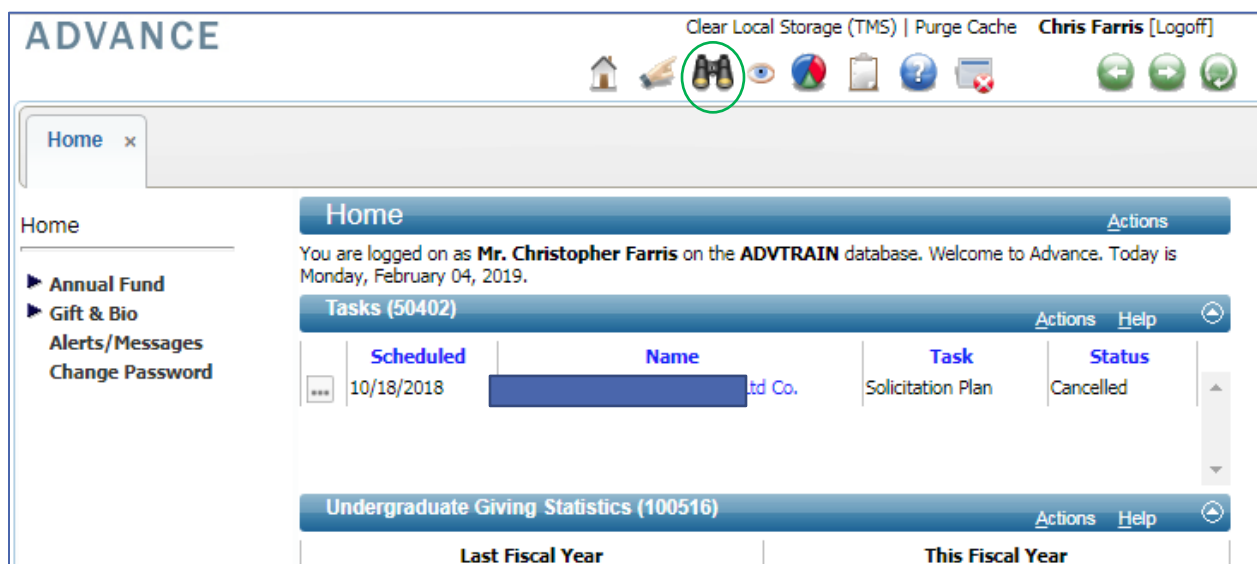

How To Look Up Members of Alumni Chapters

Ver. 1.1

2/19/2019

1. Log in to Advance.
2. Click on the Binoculars (Lookup Tool.)



The screenshot shows the ADVANCE web application interface. At the top, the word "ADVANCE" is displayed on the left, and "Clear Local Storage (TMS) | Purge Cache" and "Chris Farris [Logoff]" are on the right. Below this is a navigation bar with several icons, including a home icon, a hand icon, a binoculars icon (circled in green), an eye icon, a globe icon, a folder icon, a question mark icon, and a red 'X' icon. There are also three green circular icons on the far right. Below the navigation bar is a "Home" tab. The main content area is divided into sections. The "Home" section includes a welcome message: "You are logged on as Mr. Christopher Farris on the ADVTRAIN database. Welcome to Advance. Today is Monday, February 04, 2019." Below this is a "Tasks (50402)" section with a table. The table has columns for "Scheduled", "Name", "Task", and "Status". One row is visible with the date "10/18/2018", a redacted name, "Ltd Co.", "Solicitation Plan", and "Cancelled". Below the table is an "Undergraduate Giving Statistics (100516)" section with columns for "Last Fiscal Year" and "This Fiscal Year".

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3. Choose **Biographic** from the Navigation Tree.

The screenshot shows the ADVANCE system interface. At the top, the user is logged in as Chris Farris. The navigation tree on the left includes 'Biographic', which is circled in green. The main area displays the 'Lookups' section with a list of steps: 1. Choose a template (optional) - Bio - Entity; 2. Select results format* - Entity Lookup List; 3. Select output type* - Display results; 4. Select additional criteria from page tree (optional); 5. Enter criteria below and click Search. Below this are 'ID Lookup' and 'Entity Lookup' sections. The 'Entity Lookup' section includes a 'Sounds Like' checkbox and various search criteria like Last/Org Name, First, Middle, Name Type, Record Status, Primary Record Type, School, Class, Solicit Cntrl, and Lookup, each with a dropdown menu and a search input field.

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4. Choose **Comm Particip** (Committee Participation) from the **Navigation Tree**.

The screenshot shows the ADVANCE system interface. At the top, there is a navigation bar with the word "ADVANCE" on the left and user information "Chris Farris [Logoff]" on the right. Below the navigation bar is a breadcrumb trail: "Home x" and "Lookups - Biographic x". On the left side, there is a "Lookups" sidebar with a "Saved Criteria..." section and a "Biographic" section. The "Biographic" section is expanded, showing a list of lookup categories. The "Comm Particip" category is circled in green, and a green arrow points from this category to the main content area. The main content area displays the "ID" lookup criteria. It includes a list of steps: 1. Choose a template (optional), 2. Select results format* (Entity Lookup List), 3. Select output type* (Display results), 4. Select additional criteria from page tree (optional), and 5. Enter criteria below and click Search. Below the steps are "View Criteria" and "Clear" buttons, and a "Search" button. The "ID (90257)" section shows the following criteria: ID (Equal), Alt ID (Equal), Type (Equal), and a "Sounds Like" checkbox. Below the criteria are input fields for "Last" and "First" names. At the bottom of the page, there is a status bar with the following information: App ID: 90257, Page ID: 50009, User: cmfarris, Database: ADVANCE, User Profiles: 0 (Base), 1 (AWA Web Site), 4 (UDEV), License Modules: AWAC(6) | AWAB(7) | AWAG(21) | AWAM(8) | AWAE(9) | ADM(12), App(90257)(6): Security(Off), Profile 0 (Base) Form 80716 (Lookup Header) Security(Off) DataClump 0 db 1, Profile 0 (Base) Form 90257 (ID Tab) Menu 50006 Security(Off) DataClump 0 db 1.

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5. Choose the Chapter you are looking for in the **Committee** drop-down. Use any other search blocks necessary to limit your results.

The screenshot shows a search interface for committees. At the top, there is a header bar with the title 'Committee' and an 'Actions' button. Below this, there are five numbered steps for configuring the search: 1. Choose a template (optional), 2. Select results format* (set to 'Entity Lookup List'), 3. Select output type* (set to 'Display results'), 4. Select additional criteria from page tree (optional), and 5. Enter criteria below and click Search. There are 'View Criteria' and 'Clear' buttons, and a 'Search' button. Below the header is a sub-header 'Committee (90045)' with a 'Help' button. The main search area contains a table of criteria. The 'Committee' row is highlighted, and its dropdown menu is open, showing a list of chapters: Chicago Chapter - AAA Chapter (CH) (CH), College of Engineering Early Career Advi (ECEA), Conway Chapter - AAA Chapter (CH) (FAU), D.C. Chapter - AAA Chapter (CH) (DCD) (highlighted), Dallas Area Chapter - AAA Chapter (CH) (DAL), Deans Advisory Council ENGR - Fundraising Council (AD) (ENDAC), and D435 Committee (D435). Other criteria include Group, Status, Addr Type, Fax, Email, Control, Role, Geo Type, Geo Code, Data Src, Source, Class, Start, and Stop, each with an 'Equal' dropdown and a text input field.

6. Click **Search**.



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7. Review search results.

Lookup Results Actions

Items to 7 of 24 New Search Refine Search

Entity Lookup List (50401) (1/24) Actions Help

...	[REDACTED] (Alumni Fulbright 2011)	07/02/1989 (29)
5664 Woodmen Ridge View, Apt. 203 Colorado Springs, CO 80923-5230		
...	[REDACTED] 7627 (Alumni Engineering 2008)	06/29/1985 (33)
9419 Lake Lily Avenue Baton Rouge, LA 70810-2735		
...	[REDACTED] (Alumni Walton 2004)	08/08/1981 (37)
5228 R. Street Little Rock, AR 72207-4623		
...	[REDACTED] (Alumni Law 2010)	02/10/1985 (34)
Apartment 316 915 E Street, NW Washington, DC 20004-2011		
...	[REDACTED] (Alumni Fulbright 2015)	09/16/1992 (26)
c/o Mark S. Humphrey 18190 Berry Hill Drive Stilwell, KS 66085-9433		
...	[REDACTED] (Alumni Fulbright 2011)	07/02/1989 (29)
728 Harvard Street, NW Washington, DC 20001-3810		
...	[REDACTED] 469 (Alumni Fulbright 2016)	06/05/1994 (24)
Apartment 327 1600 Maryland Avenue, NE Washington, DC 20002-7664		

Items to 7 of 24