

# First Nation Membership Database

## Sample Screens

### Select Member Screen

Name	Band #	Address	Home Phone	Age As Of Today
Apple, Judy	1460012345	123 Sugar Lane	888-888-8888	15 yrs
Apple, Mavis	14600	123 Sugar Lane	888-888-8888	60 yrs
Bird, Fred	14668	1 Sesame St.	333-3333	44 yrs
Bird, Joey	146223	1 Sesame St.	333-3333	25 yrs
Bond, James	146007	R.R. # 007	777-0077	63 yrs
Cheap, Alex	146445	1 Penny Pinch Place	1-800-686-5565	71 yrs
Chretien, Aline	146987	R.R. #1000	999-9999	72 yrs
Chretien, Jean	146236	R.R. #1000	999-9999	75 yrs
Clinton, Bill	14611	R.R. # 3	222-2222 ext. 2	67 yrs
Clinton, Chelsea	146887	R.R. # 3	222-2222 ext. 2	34 yrs
Dough, John	14200	129 Baker's Cres.	444-4444	39 yrs
Fishbowl, Jessie	14602	46 Slow Rd.	1-888-555-5555	18 yrs
Fishbowl, Thelma	14601	46 Slow Rd.	1-888-555-5555	41 yrs
French, Jack	1461234504	25 Wellington Rd.	444-4444	36 yrs
French, Jemima	1461234505	25 Wellington Rd.	444-4444	29 yrs
French, Jeremiah	1461234503	25 Wellington Rd.	444-4444	33 yrs
French, Jolene	1461234502	25 Wellington Rd.	444-4444	65 yrs
French, Jose	1461234501	25 Wellington Rd.	444-4444	65 yrs
French, Lucille	1461234598	33 Cloverleaf Cres.	633-3366	86 yrs
French, Patrice	1461234599	55 Yellow Brick Rd.	222-3333	88 yrs
Giraffe, Jerome	147789	44 Zoo Way	666-6666	48 yrs
Giraffe, Lucy	146558	44 Zoo Way	666-6666	46 yrs
Hoot, Hoover	146133	22 Owl House Rd.	519-111-1111	38 yrs
Jones, Bill	14612	25 Petticoat Lane	222-4444	35 yrs
Little, Sarah	14678	25 Petticoat Lane	222-4444	34 yrs
Melrose, Mabel	14604	99 Nowhere Ave.	666-5555	43 yrs
Melrose, Mart	14603	77 Chickadee Ct.	111-1111	69 yrs
Melrose, Merla	146555	77 Chickadee Ct.	111-1111	64 yrs
Prolific, Machatto	14699	789 Excess Rd.	777-7777	35 yrs
Prolific, Madisson	146999	799 Excess Rd.	777-7777	34 yrs

You can quickly search for a person by using the “Search For” box at the top.

You can filter your list by:

- **Age Range:**
  - o All Membership
  - o Adults (18+)
  - o Children
- **Gender:**
  - o All
  - o Male
  - o Female

Clicking the “Reset Filter” button shows entire membership list again.

Clicking the “Family Profile Report” button will generate the Family Profile report for the highlighted person only.

## Information Entry Screen - Members Tab

Mavis Apple

Basic Information    Employment History    Education History    Children

Band Number: 14600    Social Insurance Number: 555 555 555

Last Name: Apple    Health Card Number:

Given Name: Mavis    Driver's Licence: G

Middle Name: Wanda    Marital Status: Married

Address: 123 Sugar Lane    Spouse's Information: Joe Apple

Town / City: Anywhere    Father's Information: A. Smith

Province / State: Ontario    Mother's Information: F. Smith

Postal / Zip Code: A1A 1A1

Home Phone: 888-888-8888

Work Phone: 555-5555

Emergency Phone:

Birth Date: March 16, 1955

Deceased Date: July 10, 2015

Gender:  Male  Female

Eligible Under Bill C-31:

Lives On The Reserve:

Band Member:

Resident In A Nursing Home:

Requires Homemaker:

Do Not Include In Mailings:

Close

## Information Entry Screen - Employment Tab

Mavis Apple

Basic Information    **Employment History**    Education History    Children

**Employment Status**

Currently Employed     Seeking Employment     Retired

**Employment History**

	Start Date	End Date	Position	Employer	Province	Years
▶	1/01/2015		Short Order Cook	Bob's Fish & Chips	Ontario	0.5

Add New    Delete

**Employment Details**

Start Date: January 01, 2015    Position: Short Order Cook

End Date: September 23, 2002    Employer: Bob's Fish & Chips

Province/State: Ontario

Close

## Information Entry Screen - Education Tab

Mavis Apple

Basic Information | Employment History | **Education History** | Children

**Education Status**  
 Attending School    Highest Level Completed: Grade 13

**Education History**

Achievement	School	Date	Notes
Retraining	Fanshawe	24/11/2000	Skills upgrading night school course.
Graduated	My School	24/01/2000	I graduated majoring in Business.

Add New    Delete

**Education Details**  
Achievement: Retraining  
School/Location: Fanshawe  
Date: November 24, 2000

Skills upgrading night school course.

Close

## Information Entry Screen - Children Tab

Mavis Apple

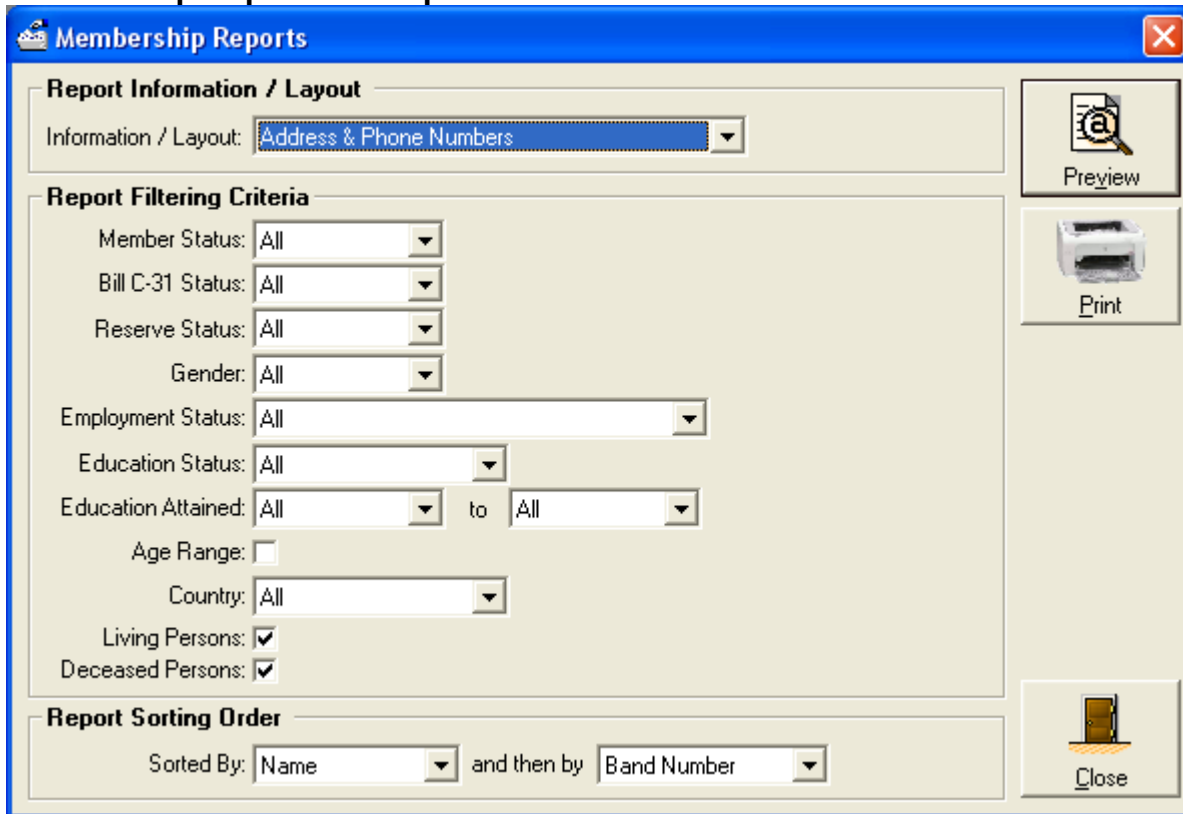
Basic Information | Employment History | Education History | **Children**

Last	First	Band Number	Age As Of Today
Apple	Judy	1460012345	

Add New  
Select  
Remove

Close

## Membership Reports - Setup Screen



**Membership Reports**

**Report Information / Layout**  
Information / Layout: **Address & Phone Numbers**

**Report Filtering Criteria**

Member Status: **All**

Bill C-31 Status: **All**

Reserve Status: **All**

Gender: **All**

Employment Status: **All**

Education Status: **All**

Education Attained: **All** to **All**

Age Range:

Country: **All**

Living Persons:

Deceased Persons:

**Report Sorting Order**  
Sorted By: **Name** and then by **Band Number**

**Preview**

**Print**

**Close**

You can produce a variety of reports that contain different information such as:

- **Address & Phone Numbers**
- **Health Card & Social Insurance Numbers**
- **Mailing Labels**
  - o Option to skip persons with no address information
  - o Option to generate labels for all persons regardless of “Keep Off Mailing List” option.
- **Ages**
  - o Option to show ages on the report
- **Education**
  - o Option to show ages on the report
- **Employment**
- **Family Profile**
  - o Option to show ages on the report
- **Statistics**
- **Names Only**

Every report can be previewed, printed, or saved as a PDF file for uploading to websites or emailing.

Every report (except for Statistics) can be filtered based on the “Report Filtering Criteria” which allows you to extract specific criteria for your reports such as:

- **Member Status:** Members, Non-Members, or All
- **Bill C-31 Member:** C-31, Non C-31, or All
- **Reserve Status:** On Reserve, Off Reserve, or All
- **Gender:** Male, Female, or All
- **Employment Status:**
  - o Employed
  - o Not Employed
  - o Not Employed, Seeking Employment
  - o Not Employed, Not Seeking Employment
  - o Employed, Seeking Employment
  - o Employed, Not Seeking Employment
  - o All
- **Education Status:** Attending School, Not Attending School, or All
- **Education Attained:** Choose from any education level to any other education level
- **Age:** Choose a starting and ending age range as of a particular date (e.g. election date, etc.)
- **Country:** Canada Only, Outside Canada, or All
- **Living Persons**
- **Deceased Persons**

The criteria that you have chosen for the report is always displayed at the top of the report in the page heading so that you can tell what criteria was used for the report.

You can choose how your reports are sorted by changing the “Report Sorting Order” section which allows you to sort on two different levels (e.g. by name and band number, name and age, etc.) which includes:

- Name
- Band Number
- Age
- Gender

The Statistics report allows you to generate statistics as of a specific date (e.g. today, election day, etc.). You can also filter by including Living Persons and/or Deceased Persons. This will give you full breakdowns such as:

- **Members - Adults:** Females, Males, Total Membership, Bill C-31, On/Off Reserve
- **Members - Children:** Females, Males, Total Membership, Bill C-31, On/Off Reserve
- **Members - Sub-Total:** Females, Males, Total Membership, Bill C-31, On/Off Reserve
- **Non-Members - Adults:** Females, Males, Total Membership, Bill C-31, On/Off Reserve
- **Non-Members - Children:** Females, Males, Total Membership, Bill C-31, On/Off Reserve
- **Non-Members - Sub-Total:** Females, Males, Total Membership, Bill C-31, On/Off Reserve
- **Grand Totals:** Females, Males, Total Membership
- **Marital Statistics for Members Only**
- **Employment Statistics for Adult Members Only**
- **Miscellaneous Statistics:**
  - o Under 18 and attending school
  - o Adults residing in a Nursing Home
  - o Adults requiring Homemakers
- **Age Demographics:**
  - o **Age Ranges:**
    - 0-4, 5-9, 10-14, 15-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, 75-79, 80-84, 85-89, 90 and older.
  - o **Number Of Persons:**
    - Totals
    - Members
    - Non-Members
  - o **Percentage (%) of total of each group:**
    - Total
    - Members
    - Non-Members

## Import Data Screen

**Import Data**

What do you want to do with any existing data?

Update my existing information with the new data

Erase all my information before importing the new data

Select File    No file to import has been selected!

What file layout is your selected data file using?

IRS Data File (Old Version)

Custom Data File Layout #1

Import    Close

This allows you to select the file that contains your current membership data. It could be a file from the Indian Registry Service (IRS), or some other format that we have developed a conversion routine for. It can then import that information into your database. You have the option of updating your existing information or replacing it with the import data.

## Software Setup Screen

**Software Settings**

**Default information when adding new members**

Town/City: Anywhere

Province: Ontario

Postal Code:

Band Number Prefix: 14600

Registry Category: 6(2)( )

OK

This allows you to configure the default settings for when you are entering member information. This will save repetitive typing and speed up the data entry process.

## Sample Reports

### Address & Phone Numbers

#### Membership - Address & Phone Numbers Report

All

Printed On: July 10, 2015 @ 11:49

Page 1

Band Number	Name	Address	Home Phone	Work Phone
1460012345	Apple, Judy	123 Sugar Lane, Anywhere, Ontario, A1A 1A1	888-888-8888	
14600	Apple, Mavis	123 Sugar Lane, Anywhere, Ontario, A1A 1A1	888-888-8888	555-5555
14668	Bird, Fred	1 Sesame St., Anywhere, Ontario, A1A 1A1	333-3333	
146223	Bird, Joey	1 Sesame St., Anywhere, Ontario, A1A 1A1	333-3333	

### Health Card & Social Insurance Numbers

#### Membership - Health Card & Social Insurance Number Report

All

Printed On: July 10, 2015 @ 11:49

Page 1

Band Number	Name	Health Card Number	Social Insurance Number	Home Phone	Work Phone
1460012345	Apple, Judy			888-888-8888	
14600	Apple, Mavis		555 555 555	888-888-8888	555-5555
14668	Bird, Fred		333 666 444	333-3333	
146223	Bird, Joey	6565 223 889		333-3333	

### Mailing Labels

Mavis Apple  
123 Sugar Lane  
Anywhere, Ontario A1A1A1

Fred Bird  
1 Sesame St.  
Anywhere, Ontario A1A1A1

Joey Bird  
1 Sesame St.  
Anywhere, Ontario A1A1A1

James Bond  
R.R. # 007  
Arva, Ontario NOR 0E7

Alex Cheap  
1 Penny Pinch Place  
Anywhere, Ontario A1A1A1

Aline Chretien  
R.R. #1000  
Anywhere, Ontario A1A1A1

### Ages

#### Membership - Age Report

Age 18 or older as of July 10, 2015, Living & Deceased Persons

Printed On: July 10, 2015 @ 12:12

Page 1

Band Number	Name	Date Of Birth	Age	Home Phone	Work Phone
14600	Apple, Mavis	March 16, 1955	60	888-888-8888	555-5555
14668	Bird, Fred	July 30, 1970	44	333-3333	
146223	Bird, Joey	February 16, 1990	25	333-3333	
146007	Bond, James	January 5, 1952	63	777-0077	

### Education

#### Membership - Education Report

Age 18 or older as of July 10, 2015, Living & Deceased Persons

Printed On: July 10, 2015 @ 12:13

Page 1

Band #	Name	Date Of Birth	Home Phone	Highest Education Level Attained	Age
14600	Apple, Mavis	March 16, 1955	888-888-8888	Grade 13	60
14668	Bird, Fred	July 30, 1970	333-3333		44
146223	Bird, Joey	February 16, 1990	333-3333	Grade 5	25
146007	Bond, James	January 5, 1952	777-0077	University	63



## Employment

### Membership - Employment Report

Age 18 or older as of July 10, 2015, Living & Deceased Persons

Printed On: July 10, 2015 @ 12:14

Page 1

Band Number	Name	Address	Home Phone	Employment		On Reserve
				Employed	Seeking	
14600	Apple, Mavis	123 Sugar Lane, Anywhere, Ontario, A1A 1A1	888-888-8888	Yes		Yes
14668	Bird, Fred	1 Sesame St., Anywhere, Ontario, A1A 1A1	333-3333			Yes
146223	Bird, Joey	1 Sesame St., Anywhere, Ontario, A1A 1A1	333-3333			Yes
146007	Bond, James	R.R. #007, Arva, Ontario, N0R 0E7	777-0077			

## Family Profile

### Membership - Family Profile Report

Age 18 or older as of July 10, 2015, Living & Deceased Persons

Printed On: July 10, 2015 @ 12:14

Page 1

Band Number	Name	Date Of Birth	Age	Home Phone	Work Phone	Member Type
14600	Apple, Mavis	March 16, 1955	60	888-888-8888	555-5555	
1460012345	Apple, Judy	December 10, 1999	15	888-888-8888		Dependent
14668	Bird, Fred	July 30, 1970	44	333-3333		
146223	Bird, Joey	February 16, 1990	25	333-3333		Dependent
146223	Bird, Joey	February 16, 1990	25	333-3333		
146007	Bond, James	January 5, 1952	63	777-0077		
146445	Cheap, Alex	December 25, 1943	71	1-800-686-5565		
146987	Chretien, Aline	March 16, 1943	72	999-9999		
146236	Chretien, Jean	January 3, 1940	75	999-9999		Spouse

## Names Only

### Membership - Names Report

Age 18 or older as of July 10, 2015, Living & Deceased Persons

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Page 1

#### Name

Apple, Mavis  
Bird, Fred  
Bird, Joey  
Bond, James  
Cheap, Alex  
Chretien, Aline  
Chretien, Jean

## Statistics

### Membership Statistics

Children classed as being born after July 10, 1997, Living or Deceased Persons

Printed On: July 10, 2015 @ 12:39

Page 1

#### Overall Statistics

	Females	Males	Total	Bill C-31	On Reserve	Off Reserve
Members - Adults:	14	20	34	1	23	11
Members - Children:	1	0	1	0	1	0
Members - Sub-Totals:	15	20	35	1	24	11
Non-Members - Adults:	5	5	10			
Non-Members - Children:	1	0	1			
Non-Members - Sub-Totals:	6	5	11			
Membership - Grand Totals:	21	25	46			

#### Marital Statistics For Band Members Only

Single:	16	Divorced:	2
Married:	12	Separated:	1
Spousal/Common-Law:	0	Deserted:	1
Widowed:	2		

#### Employment Statistics For Adult Band Members Only

Employed:	7
Unemployed:	27
Seeking Employment:	1
Not Seeking Employment:	33
Retired:	4

#### Miscellaneous Statistics

	Members	Non-Members
Under 18 And Attending School:	0	0
Adults Residing in a Nursing Home:	1	1
Adults Requiring Homemakers:	1	1

#### Age Demographics

Age Grouping	Number Of Persons			Percentage (%) of total of each group		
	Total	Members	Non-Members	Total	Members	Non-Members
Total Membership:	46	35	11	100.00%	100.00%	100.00%
0 to 4:	0	0	0	0.00%	0.00%	0.00%
5 to 9:	0	0	0	0.00%	0.00%	0.00%
10 to 14:	1	1	0	2.17%	2.86%	0.00%
15 to 19:	2	0	2	4.35%	0.00%	18.18%
20 to 24:	0	0	0	0.00%	0.00%	0.00%
25 to 29:	2	2	0	4.35%	5.71%	0.00%
30 to 34:	5	4	1	10.87%	11.43%	9.09%
35 to 39:	7	6	1	15.22%	17.14%	9.09%
40 to 44:	5	3	2	10.87%	8.57%	18.18%
45 to 49:	4	3	1	8.70%	8.57%	9.09%
50 to 54:	3	1	2	6.52%	2.86%	18.18%
55 to 59:	2	2	0	4.35%	5.71%	0.00%
60 to 64:	3	3	0	6.52%	8.57%	0.00%
65 to 69:	6	6	0	13.04%	17.14%	0.00%
70 to 74:	2	1	1	4.35%	2.86%	9.09%
75 to 79:	1	1	0	2.17%	2.86%	0.00%
80 to 84:	0	0	0	0.00%	0.00%	0.00%
85 to 89:	2	1	1	4.35%	2.86%	9.09%
90 and older:	1	1	0	2.17%	2.86%	0.00%