



A Division of Harris Computer Systems

WINDOWS CLERK: GROUPS AND COMMITTEES

1. Births
2. Marriages
3. Deaths
4. Dogs
5. Inland Fisheries & Wildlife
6. Cemetery Plotting
7. Printing
8. Groups / Committees
M. File Maintenance
X. Exit Clerk

Adding a Group / Committee:

1. From the **Clerk** Main Menu, select **8. Groups / Committees**.
2. Select *Add Group/Committee* from the *File Menu* at the top of the screen. This will add a blank Group / Committee line.
3. Fill in the three fields for the Group / Committee:
 - The first field is for the name of the Group / Committee.
 - Text entered into the second field will appear as the title for the User Defined field under E-mail in the lower section of the screen.
 - The third field is for entering a short description of the Group / Committee.
4. Once those three fields are entered, press **F11** to save the addition.

Adding Members to a Group / Committee:

1. Once a Group / Committee has been created, members can be added to it. To do this, highlight the Group / Committee to add members to, and then select *Add New Member* from the *File Menu* at the top of the screen. This will add a blank line to the member listing.
2. Fill in the fields in the lower section of the screen for that new member.
3. Repeat these steps for as many members as needed, and then press **F11** to save the additions or changes.

Group Name	User Defined Name	Group Description	Name	Title
The Pin Pals	Average Score	Bowling League Team	Apu Nahasapemapi	Clerk
			C. Montgomery Bur	Benefactor
			Homer J. Simpson	Captain
			Moe Syczak	Associate

Title	Captain				
Name	Homer J. Simpson				
Address 1	742 Evergreen Terrace				
Address 2					
City	Springfield	ST	ME	Zip	00001
Work Phone	(207)123-4567				
Home Phone	(207)987-6543				
Cell Phone	(207)555-1234				
Other Phone	(207)555-4321				
E-Mail	homerj@springfield.net				
Average Score	250				
Term	From	To			

Deleting a Group / Committee or Member

- To delete a Group / Committee Member, first choose the Group / Committee that the Member belongs to. Highlight the Member to be deleted and then select *Delete Member* from the *File Menu* at the top of the screen. If this Member needs to be removed from more than one Group / Committee, this process will need to be run through for each case. Once the process has been completed, press **F12** to save the changes.
- To delete an entire Group / Committee, highlight the Group / Committee to delete and select *Delete Group/Committee* from the *File Menu* at the top of the screen. Once the Group / Committee has been deleted, press **F12** to save the deletion, as well as any other changes that may have been made.