Member Class Title Setup

The Member Class Title Setup is used to enter specific titles (descriptions) to correspond with the codes used for the member class. There are 50 Member Class Titles (five tabs with ten on each tab) that can be defined by the credit union. The Member Class is a one-digit alpha or numeric credit union defined field on the Member Information window under the Member Summary window.

Figure 1

Use the Tab key, arrow keys or click on the "Code" or "Description" area to add or change the code and/or description.

Code: Enter a 1-digit alpha or numeric character to be defined as a Member Class to be used by the credit union. (1-9, A-Z and a-z)

Description: Enter a title (description) to define the code. The title entered will display as a selection for the Member Class. Also, after a Member Class has been selected for a member, the title will display rather that the code. A maximum of 30 characters may be used for the description.

Select "Save" to save the changes.

When a member is assigned a Member Class, the Member Class description will be displayed in the Snapshot area on the left side of the window.

Figure 2