

# Lodge Record Keeping Documentation

## Lodge Record Keeping Software

9/15/2006

### Tips

1. Enter potential candidate information in the Name and Address section of the software. Be sure to check the "Guest" Check Box. By doing this you will have everything you need to fill out the Investigation Reports at your fingertips. By printing the "Guest List" on a regular basis you can remind yourself about what follow up may be needed. **Add Email Id to your Petitions.**
2. If you forget your **USER NAME** and **PASSWORD** you may find it by browsing the "Lodge.txt" File in the "C:\LodgeRecords" Directory using Notepad™ or any word processing software. You will easily recognize your USER NAME and PASSWORD. All this information is needed by the software. If you mangle it just copy a fresh file from your installation CD, you will of course have to re-enter your Lodge Name and Number. Once you do this the default USER NAME of "admin" and PASSWORD of "password" will be used.
3. In order to record "Past Masters" from other Lodges use the **ADD/DELETE OFFICE NAMES** Function to enter something like "Past Master of Lodge No. 1435, Allen Texas ". It is critical that the first 11 positions are exactly "Past Master" or "PAST MASTER" or first 2 positions "PM" because the software looks for these key words. The Title you enter will be printed on the Worshipful Master Report.
4. Although you can use the "All" parameter when creating Entered Apprentice, Fellowcraft, and Master Mason Reports, it does not make sense unless you are hunting a problem. Specify a year to save paper and time.
- 5: When reporting bugs/problems it is helpful to include screen shots and/or copies of reports having issues. Screen shots may be captured using the print screen key and then paste into a word document. Attach that document to the email describing the problem.

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9/14/2006

6. I have found it easy to transmit Database Copies from one computer to another doing the following"
  - Copy and Paste the "C:\LodgeRecords\Lodge.mdb" into the same directory. This will create a "C:\LodgeRecords\Copy of Lodge.mdb" File.
  - Rename "C:\LodgeRecords\Copy of Lodge.mdb" to "C:\LodgeRecords\Lodge.bak".
  - Send an email with the "C:\LodgeRecords\Lodge.bak" File attached.
  - On the receiving machine, just to be safe, rename the current "C:\LodgeRecords\Lodge.mdb" to something like "C:\LodgeRecords\LodgeSave.mdb"
  - Click in the email attachment and use the "Save As" option. Navigate to the "C:\LodgeRecords" Directory" and save as "Lodge.mdb".
  
7. Best practice says that the Lodge Secretary should be the only one to update the database. He should be the one to send copies for backup purposes and for use by the other Lodge Officers who want to be able to look up information quickly and easily.
  
8. The **CREATE DUES NOTICES FILE** Function is used to generate dues notices for three groups of members: Regular; Endowed and Life. These comma delimited files may be used as input to word processors for mail/merge purposes and as input to Label programs for generating labels. We use three distinct dues notice letters, one for each membership group. As you can see, I do not mind asking for charitable donations. The following are examples of each.

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## Allen Lodge No. 1435

A. F. & F. M.

107 ½ W. Main Street

Allen, Texas 75013

<http://www.allenlodge1435.org/>



November 25, 2005

Brother &First &Last,

It is time to remit your dues for the 2006 Masonic Year. Dues are \$ ##.00 per year.

You can still purchase an "Endowed Membership" for a one time payment of \$ 500.00. The "Endowed Membership" pays an Annual Return to the Lodge even after you have gone to be with The Supreme Architect of the Universe.

I know that economic times are difficult and that some Brothers are retired, some have been unable to work, while others have lost their jobs. If you find yourself in a financial bind and are unable to pay any or part of your dues, please let me know so that your dues will be considered to be "Paid in Full".

If you have been blessed this year, I hope you would consider making a donation to the Lodge Scholarship Fund and, or making a donation to any of the many other Masonic Charities. (When making donations, please specify the dollar amount and to which charity you would like us to apply the funds).

A stamped remittance envelope has been enclosed for your convenience.

Please note: According to Grand Lodge, Lodge Dues and Donations to the Lodge are not tax deductible.

Fraternally,

xxx xxxxx  
Secretary

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Allen Lodge No. 1435  
A. F. & F. M.  
107 ½ W. Main Street  
Allen, Texas 75013  
<http://www.allenlodge1435.org/>



November 25, 2005

Brother &First &Last,

Your 2006 Dues Card is enclosed. Please note: your member number is now bar coded on the bottom. Our yearly dues are \$ ##.00; however, Grand Lodge returned only \$ 25.77 on your Endowed Membership.

If you have been blessed this year, I hope you would consider making a donation to the Lodge Scholarship Fund and/or making a donation to any of the many other Masonic Charities. A stamped remittance envelope is enclosed for your convenience. (When making donations, please specify the dollar amount and which charity you would like us to apply the funds).

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November 25, 2005

Brother &First &Last,

Your 2006 Dues Card is enclosed. Please note: your member number is now bar coded on the bottom. Our yearly dues are \$ ##.00, however, since you are a life member, you owe no dues.

If you have been blessed this year, I hope you would consider making a donation to the Lodge Scholarship Fund and/or making a donation to any of the many other Masonic Charities. A stamped remittance envelope is enclosed for your convenience. (When making donations, please specify the dollar amount and to which charity you would like us to apply the funds).

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