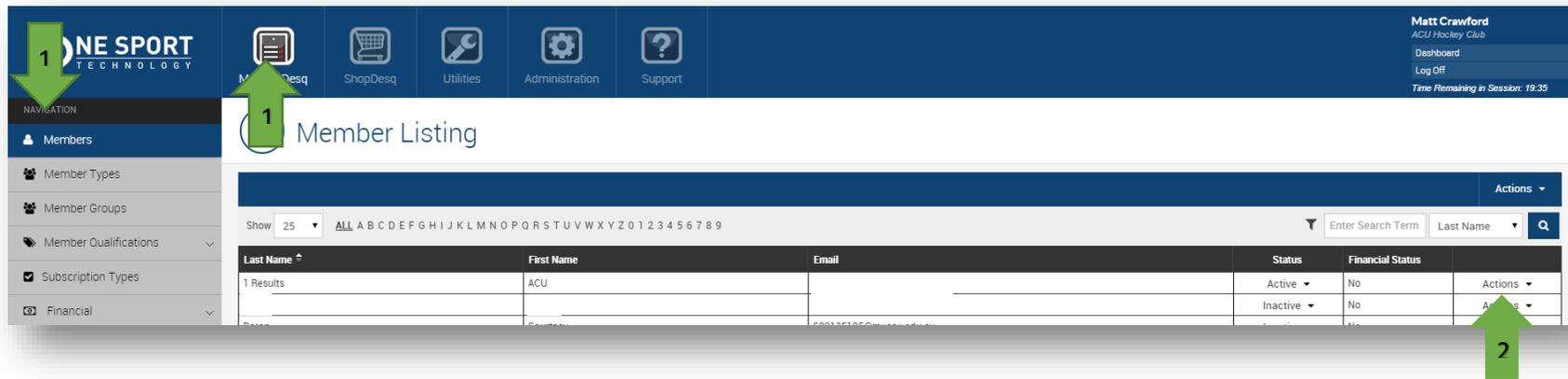


Editing/Deleting Members

Management of your participant database is crucial to ensuring your records are up-to-date which is imperative when communicating regularly with your members. The following steps outline how you can edit existing records in the database and removed defunct records or those created in error.

Step 1: Login to your administration console, click on **MemberDesq** and select **Members** from the sidebar menu.



The screenshot displays the MemberDesq administration interface. The top navigation bar includes icons for MemberDesq, ShopDesq, Utilities, Administration, and Support. The left sidebar menu is expanded to show 'Members' and other options like Member Types, Member Groups, Member Qualifications, Subscription Types, and Financial. The main content area is titled 'Member Listing' and features a search bar and a table of member records. The table has columns for Last Name, First Name, Email, Status, and Financial Status. A dropdown menu labeled 'Actions' is visible in the top right of the table header, with a green arrow labeled '2' pointing to it.

Last Name	First Name	Email	Status	Financial Status	Actions
1 Results	ACU		Active	No	Actions
			Inactive	No	Actions

Step 2: Once you find the participant record you want to edit select **Edit** or **View** from the **Actions** drop down menu.

Step 3: If editing, click on the **Edit** button at the bottom of the screen, amend the details you want to change and click **Save**. The edit operation will only affect the fields that have been changed and all other details will remain unchanged.



Member Details	Contact	Forms	Access	Memberships	Financial	Member Groups	Linked Members	Organisations
First Name	ACU							
Last Name	1 Results							
Prefix	MRS							
Other Name								
Gender	Male							
DOB	19-Nov-1994							
Occupation								
<input type="button" value="Edit"/> <input type="button" value="Listing"/>								

Step 4: To delete a member you must **View** the member record, and then select **Actions** and **Delete**. You will only be able to delete the member if they have an *Inactive* status.

View Member

Member Details	Contact	Forms	Access	Memberships	Financial	Member Groups	Organisations
First Name							
Last Name							
Prefix							
Other Name							
Gender	Female						
DOB	05-May-1995						
Occupation							
Edit Delete Listing							



Note: A member must be *Inactive* before they can be deleted. Also, you are unable to delete a primary member if they are still linked to other members in the database. If you wish to delete a primary member you must first unlink all the attached members before you can proceed with the delete process.