

The AFA Chapter Roster Website Application

Introduction

The Chapter Roster feature of the www.afa.org website enables authorized Field Officers to specify, view and download both their monthly UPDATE and COMPLETE member rosters. Beginning with May 2009, monthly data are available. Data for months prior to May 2009 are not available. The site is designed to carry at least 13 months of data at a time however; the full 13 months data will not be available until May 2010 – the thirteenth month the application will have been available.

Each new month's data are posted and available seven (7) to ten (10) days after the last day of the month. AFA's end of month procedures must be complete before each month's data can be posted.

Suggested Browsers

Internet Explorer 6.0 or higher is suggested as the browser that affords the easiest downloads but IE is not required nor does it afford a significantly different download experience from other browsers available at this time. The AFA IT staff has tested the download on PCs using IE 8.0, Mozilla Firefox, and Google Chrome. We also tested on a MAC using Safari. Although slightly different steps may be needed in some cases, all downloads were successful, the steps nearly the same and the resulting Excel files identical.

Support

The Chapter Roster application was developed and is maintained by the AFA Information Technology department. It is managed by Mary Nauheimer of the Membership department. Please contact Mary at 703.247.5800 (mnauheimer@afa.org) if you have questions or difficulties.

History

The Chapter Roster application became available on line in June of 2009 and replaced an older application that had been designed and maintained by an AFA contractor. The company stopped supporting its application without notice in late spring of 2009. AFA developed the new application to prevent such lapses in service from happening again.

It is not possible to reinstate the older application.

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1 USING THE CHAPTER ROSTER APPLICATION

In this document, screen images precede their associated step-by-step instructions. Wherever possible, individual step items are identified in each image with numbered callouts.

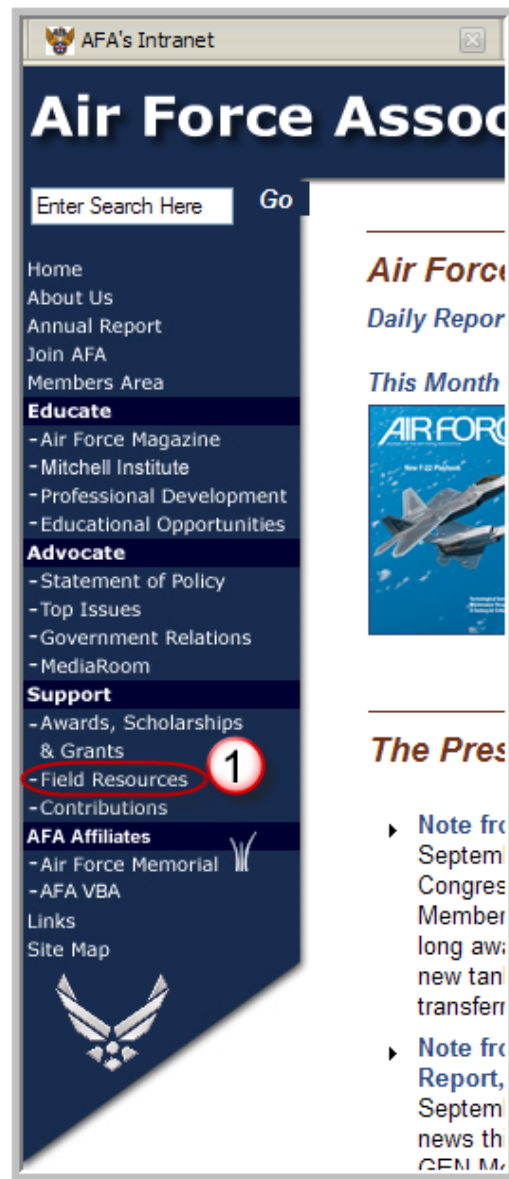


Figure 1 www.afa.org – Selecting Field Resources

1. To access the Chapter Roster application, go to www.afa.org and select the FIELD RESOURCES link from the left menu as shown in Figure 1 above.

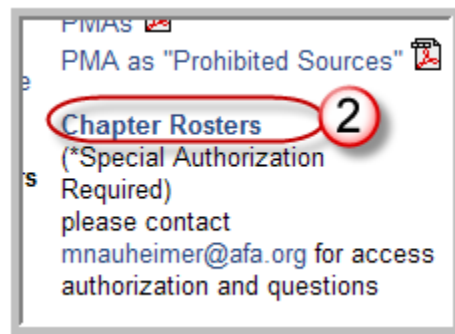


Figure 2 Selecting the Chapter Rosters Link

2. A list of field resources is presented on the resulting page. From the bottom of the second column, click the `CHAPTER ROSTERS` link as shown above.



Figure 3 Signing In to the Application

3. The `CHAPTER REPRESENTATIVE LOGIN` page appears. Type in your `USER NAME` and
4. `PASSWORD` and
5. Click the `LOG IN` button

NOTE:

Please call Mary Nauheimer at AFA HQ if you need assistance with your User Name or Password. 703.247.5800 (mnauheimer@afa.org)

Once your login is accepted, you will see the **REPORTS MENU** as shown below. You must make selections for Region, State, Chapter, Report Date and report type before clicking the **GENERATE REPORT** button. Follow the instructions below.

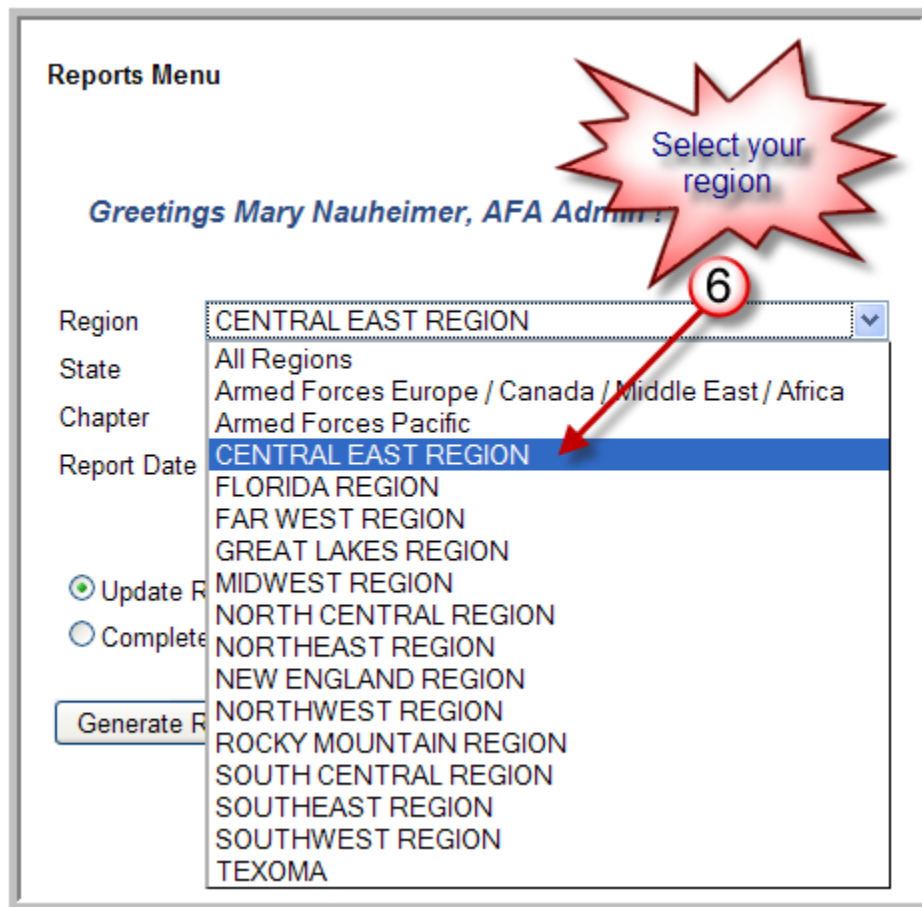




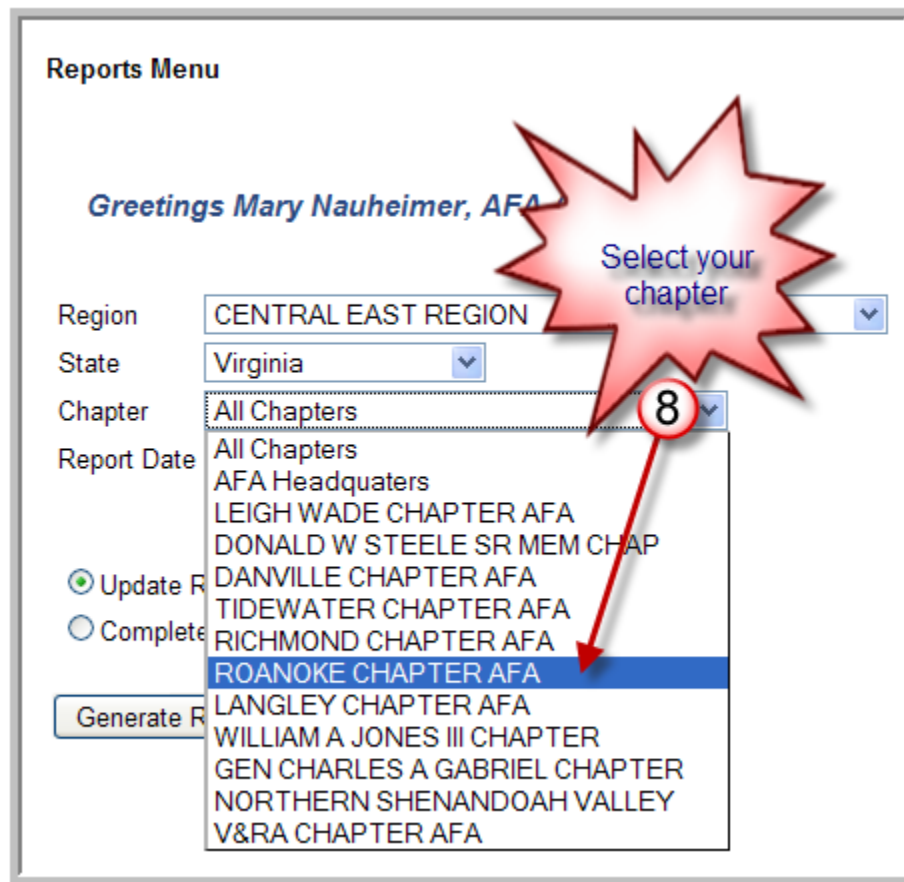
Figure 4 Select your region

6. The **REPORTS MENU** page allows you to select your region, state, chapter, report date (month) and the **UPDATE** or **COMPLETE** roster. First, select your Region from the drop down menu. Do this by clicking on the small box at the end of the Region field  and clicking on the Region of your choice.

The screenshot shows a web interface titled "Reports Menu". At the top, it says "Greetings Mary Nauheimer, AFA Admin". Below this, there are several form fields: "Region" with a text box containing "CENTRAL EAST REGION", "State" with a dropdown menu currently showing "All States", "Chapter" with a dropdown menu, and "Report Date" with a text box. A red starburst graphic with the text "Select your state" and a red arrow pointing to the State dropdown menu is overlaid on the form. A red circle with the number "7" is also present, pointing to the dropdown arrow. Below the form fields, there are two radio buttons: "Update Roster" (which is selected) and "Complete Roster". At the bottom, there is a "Generate Roster" button.

Figure 5: Select your state

7. Select your State by clicking on the small box at the right side of the State field  and clicking on the State of your choice. Only those states associated with the region you selected in step six (6) are visible. If you don't see the state you need, back up and choose the region that contains that state.



Reports Menu

Greetings Mary Nauheimer, AFA

Region: CENTRAL EAST REGION

State: Virginia

Chapter: All Chapters

Report Date: All Chapters

Update Roster


Complete Roster

Generate Roster

Chapter list:

- All Chapters
- AFA Headquarters
- LEIGH WADE CHAPTER AFA
- DONALD W STEELE SR MEM CHAP
- DANVILLE CHAPTER AFA
- TIDEWATER CHAPTER AFA
- RICHMOND CHAPTER AFA
- ROANOKE CHAPTER AFA**
- LANGLEY CHAPTER AFA
- WILLIAM A JONES III CHAPTER
- GEN CHARLES A GABRIEL CHAPTER
- NORTHERN SHENANDOAH VALLEY
- V&RA CHAPTER AFA

Figure 6 Select your chapter

8. Select your Chapter by clicking on the small box at the right side of the Chapter field  and clicking on the Chapter for which you want to view rosters. Only those chapters associated with the region and state you selected in steps six (6) and seven (7) are visible. If you don't see the chapter you want, back up and change the state and or region as necessary.

Reports Menu

Greetings Mary Nauheimer, AFA Admin !

Region: CENTRAL EAST REGION

State: Virginia

Chapter: ROANOKE CHAPTER AFA

Report Date: 5/2009

Update Roster


Complete Roster

Generate Roster

9

Select the month

Figure 7 Select the roster month

9. In the **REPORT DATE** field, select the month for which you want to view/download rosters. Again use the small box at the right of the field  and click the month you desire. You may view/print a single month's data for each request.

NOTE:

AFA does not plan to expand the search criteria to allow multiple-month downloads. Each month must be downloaded individually. This decision was made to eliminate the possibility of requests for extremely large data sets thereby slowing or denying access to other users.

Reports Menu

Greetings Mary Nauheimer, AFA Admin !

Region: CENTRAL EAST REGION
State: Virginia
Chapter: ROANOKE CHAPTER AFA
Report Date: 7/2009

Update Roster
 Complete Roster

Generate Roster

Choose roster type and generate the roster

Figure 8 Select either the “Update” or “Complete” Roster

10. Select either the UPDATE or COMPLETE roster
11. Click the GENERATE ROSTER button to see the roster.

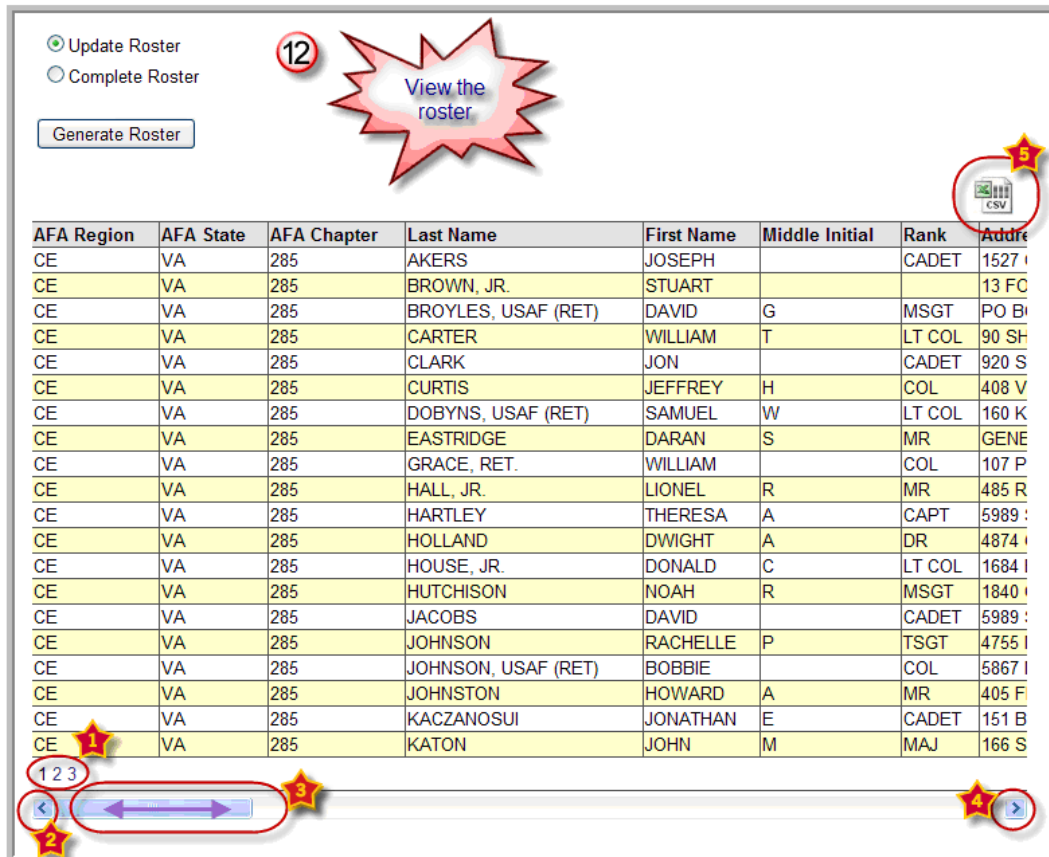


Figure 9 View your roster

12. The roster you selected is visible on the screen and can be scrolled left-to-right. You can also download the roster (**STAR-5**).
 - a. **STAR-1:** Notice that the roster is made up of multiple pages designated by the numbers 1 2 3 and an ellipse (...). If you need a page beyond 1, 2, or 3, click the ellipse.
 - b. **STARS-2-4:** The roster scrolls from left to right and back again with the <, >, and scroll bar.
 - c. The roster may be downloaded as a .CSV file using the button at the top right of the roster. Instructions for downloading using a Windows XP PC running Microsoft Office 2003 follow below.

NOTE:

CSV stands for Comma Separated Values. A CSV file is a text file in which each field/column of data has been separated from the next with special characters. For the Chapter Roster downloads of this application, fields are separated with commas (,) and each field starts and stops with a quote (“). This is called a “comma, quote delimited CSV file”.

2 DOWNLOADING YOUR ROSTER

As shown in Figure 9 above (**STAR-5**), use the CSV button at the top right of the roster to begin the download.

You must save the roster first. Do not open it immediately in Excel.

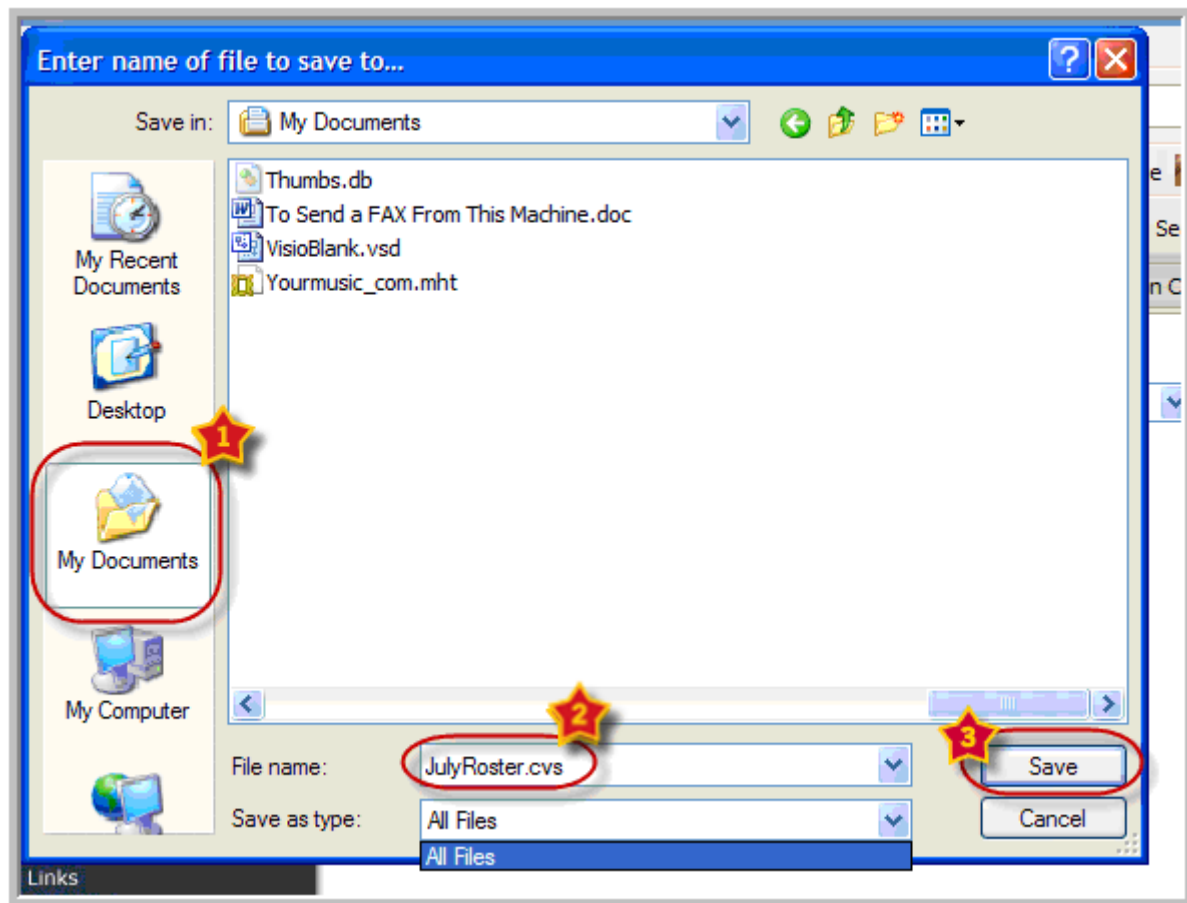


Figure 10 Saving the CSV download

1. Once clicked, the CSV the button yields a window shown in Figure 10.
 - a. **STAR-1:** Select the location to save the file. We suggest the Desktop or My Documents so you can find it easily later.
 - b. **STAR-2:** Name the file with the extension .CSV.
 - c. **STAR-3:** Click *SAVE*. Note the location of your file.

NOTE:

PC users, if you are having difficulty determining the file extensions attributed to files on your PC or if you often see files with double extensions like MYFILE.TXT.TXT, please see Appendix 1 in this document for instructions on making file extensions visible on your PC.

Now it is time to open Excel and import the roster you saved in the steps above.

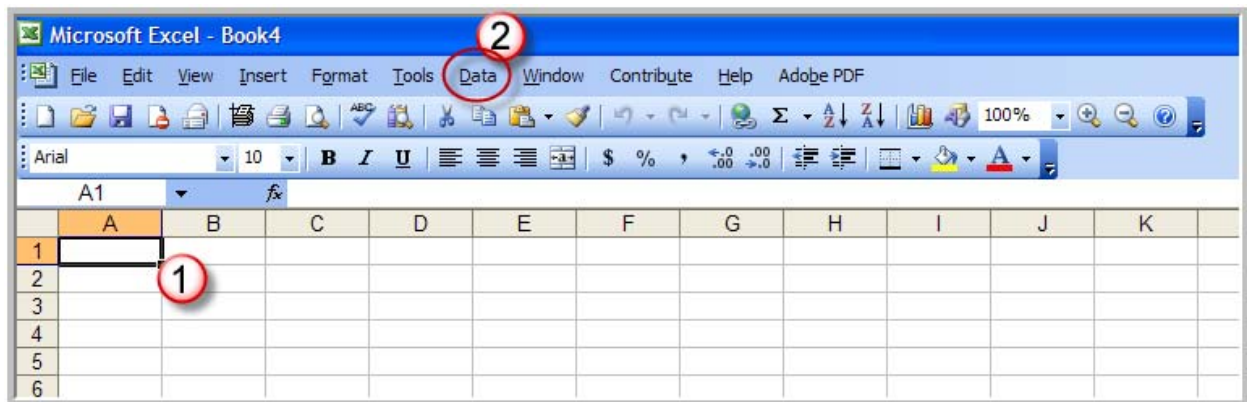


Figure 11 Microsoft Excel with a blank worksheet open

1. Open Microsoft Excel without referring to a particular file. It will open with a new worksheet ready for your use.
2. Position your cursor at the top, left cell of the area in which you want the imported data to fall (1). This example uses cell A1.
3. Select DATA from the menu (2).

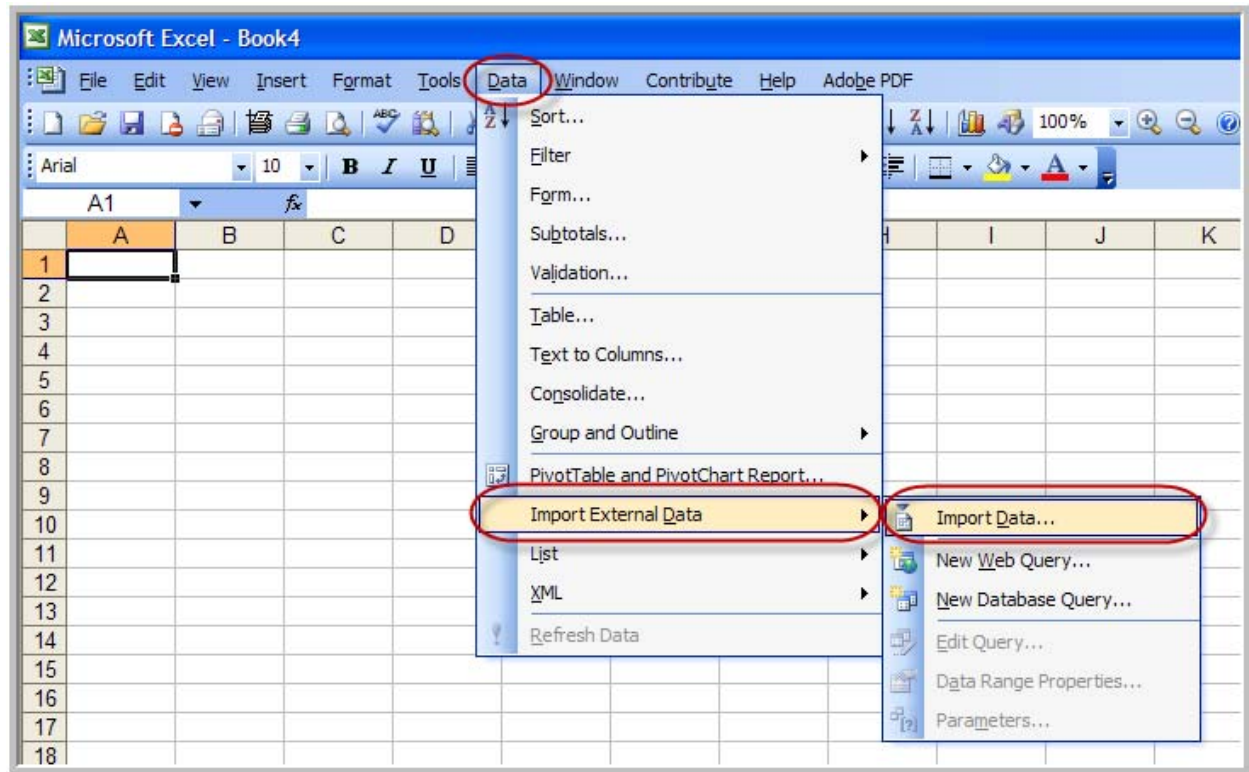


Figure 12 Selecting the Data Import command

4. Select IMPORT EXTERNAL DATA from the sub-menu
5. Select IMPORT DATA from the sub-sub-menu

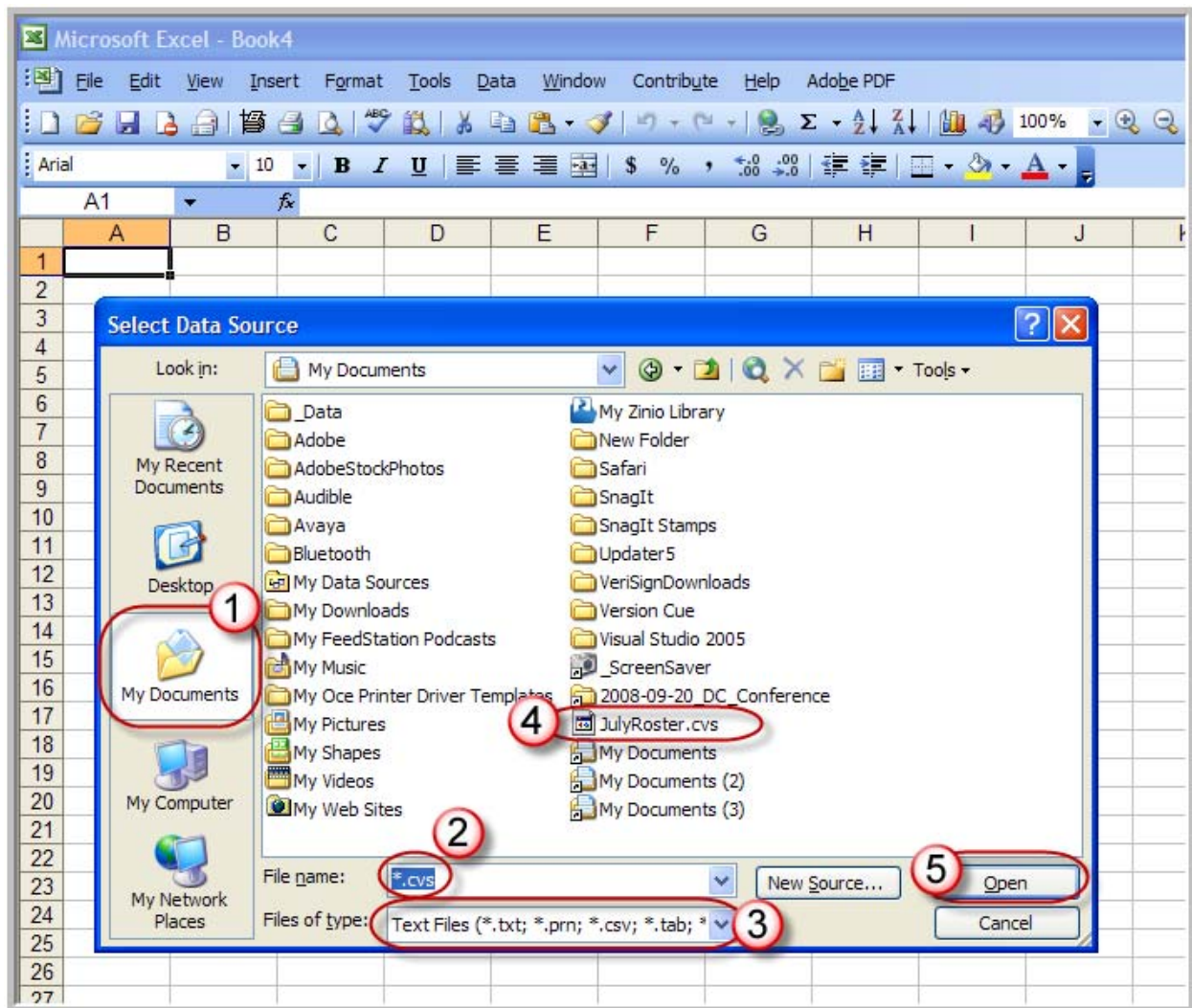


Figure 13 Locating the saved CSV roster file

6. In the **SELECT DATA SOURCE** window, locate the folder (1) and file (4) for importation into Excel.

To make searching easier, specify in the **FILES OF TYPE:** field, **TEXT FILES (*.TXT; *.PRN; *.CSV; *.TAB; ...)** as shown above (3). As an alternative, you could select **ALL FILES** in the **FILES OF TYPE:** field and type ***.csv** (2) into the **FILE NAME** field to show all .csv files. Then select the file (4).

7. Once you've located and selected your file, click the **OPEN** button (5). Double clicking the file in the list accomplishes the same thing.

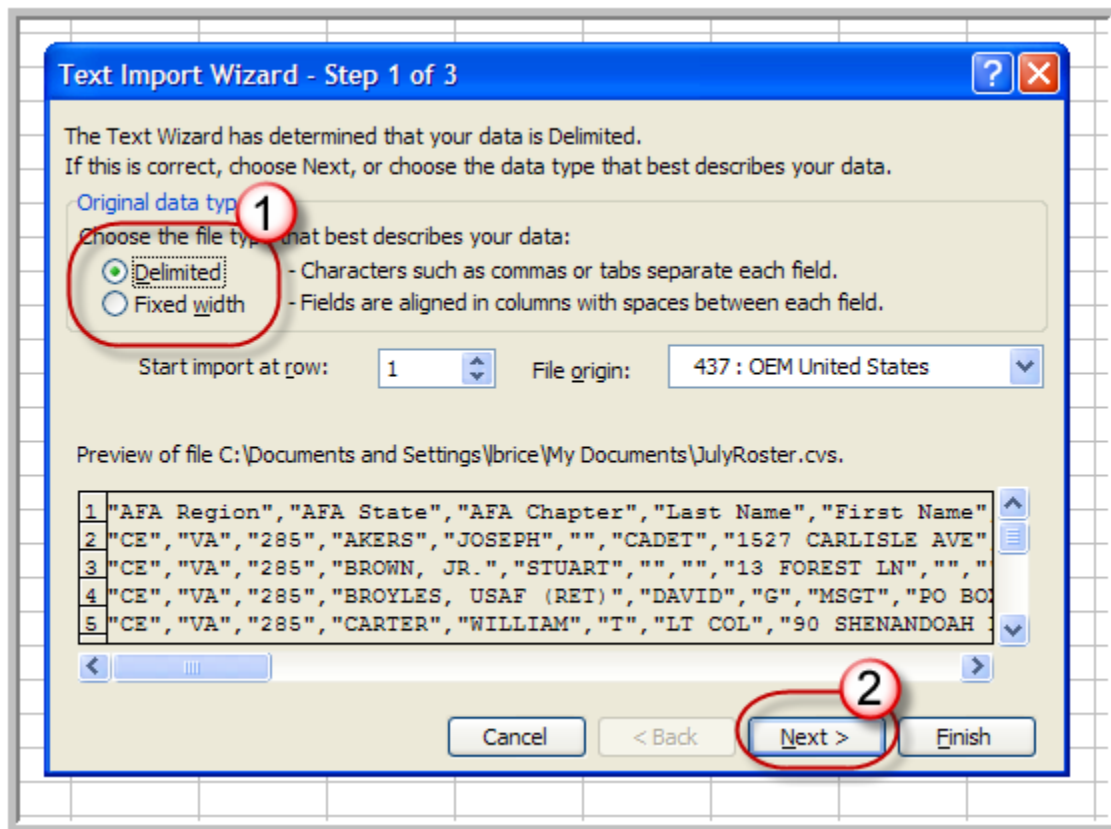


Figure 14 Setting parameters for the Excel import

8. Tell Excel what kind of file you have. Click the DELIMITED button (1). Notice the comma, quote delimited data as shown in the preview area.
9. Click NEXT> (2)

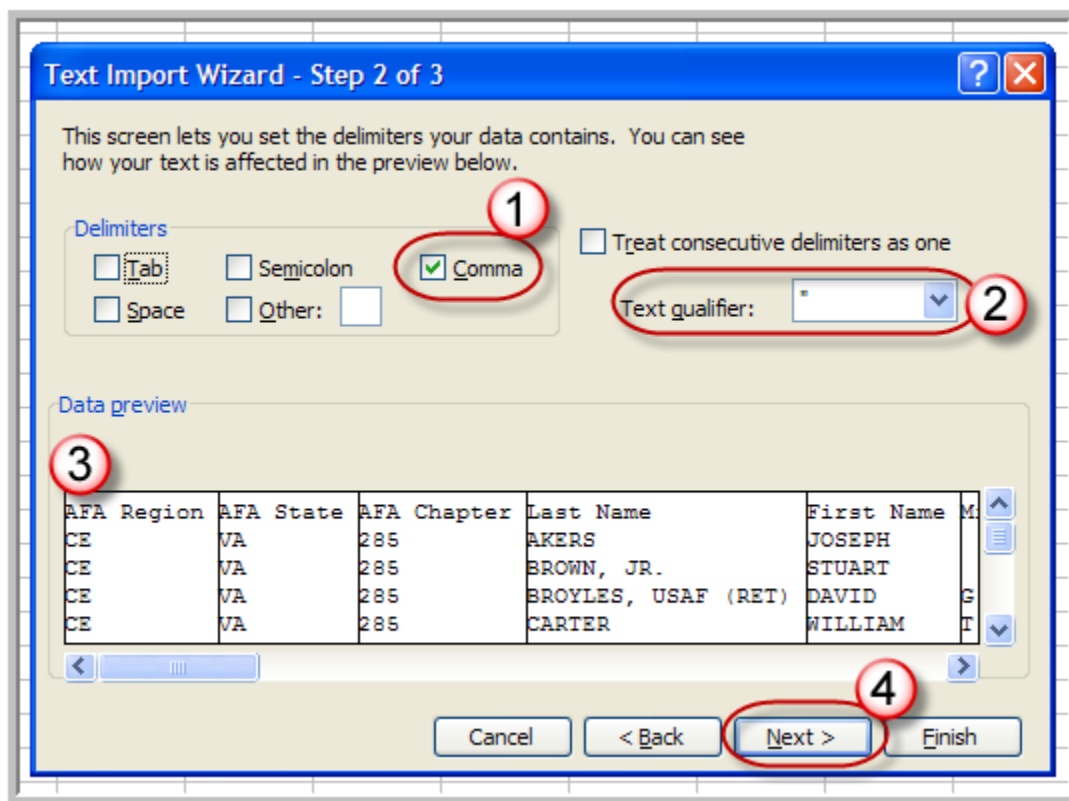


Figure 15 Specifying comma, quote delimited data

10. Tell Excel that your data are `COMMA` (1), `QUOTE` (2) separated values by making the selections indicated by items 1 and 2 in Figure 15 above. Your data should look as depicted in item 3 above.
11. Click `NEXT>`

Two tasks remain...

Excel automatically assigns the *GENERAL* field type to each field/column of your imported data. General means Excel evaluates the data and tries to tell if it is *Text*, a *Date*, or a *Mathematic Number* – something on which it can perform calculations. Excel does a pretty good job at this however; in our file, it thinks that zip codes are numbers and interprets them as mathematical numbers. They should be treated as *Text*. The following steps set the *ZIPCODE* field format to *Text*. Depending on your browser this step may or may not be necessary.

No, you can't just assign the *Text* format in the body of the worksheet by selecting cells. During the import, Excel interpreted the *ZIPCODE* as a mathematic number. You must make the change here to import the field as *text*.

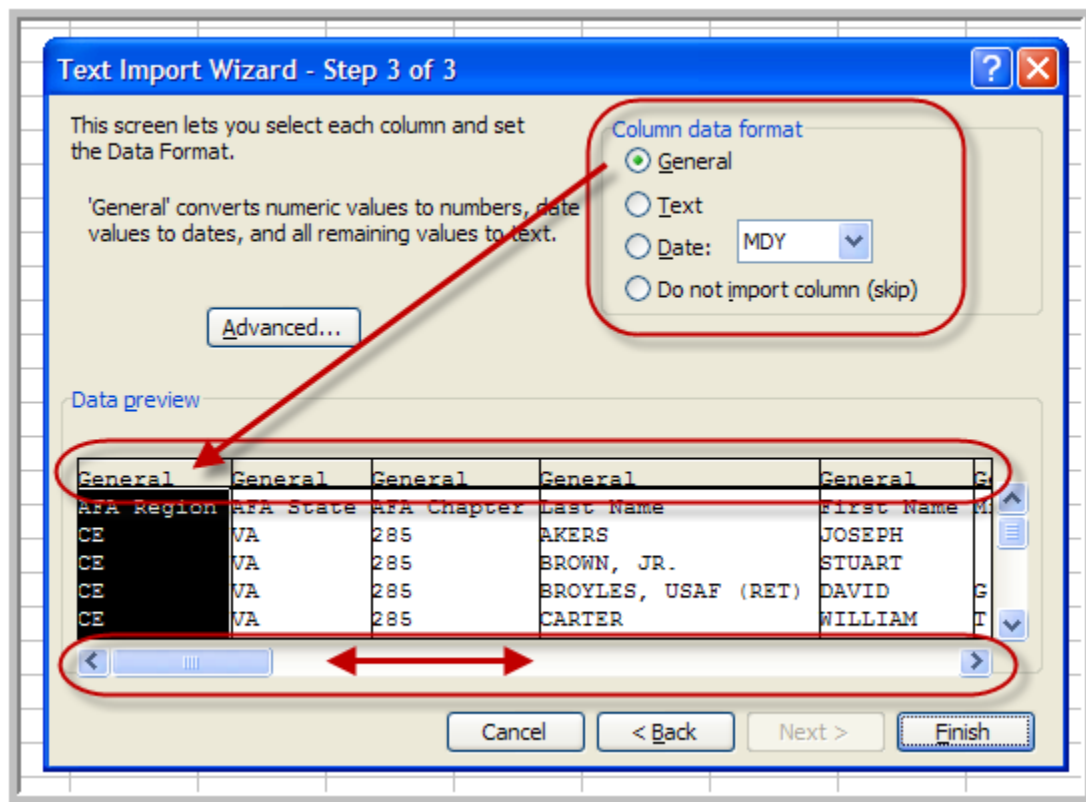


Figure 16 Setting the Zip Code field format to Text

12. Notice that Excel assigned the *GENERAL* format to all columns of data. Using the horizontal scroll bar, slide the bar to the right until you see the *ZIPCODE* field.

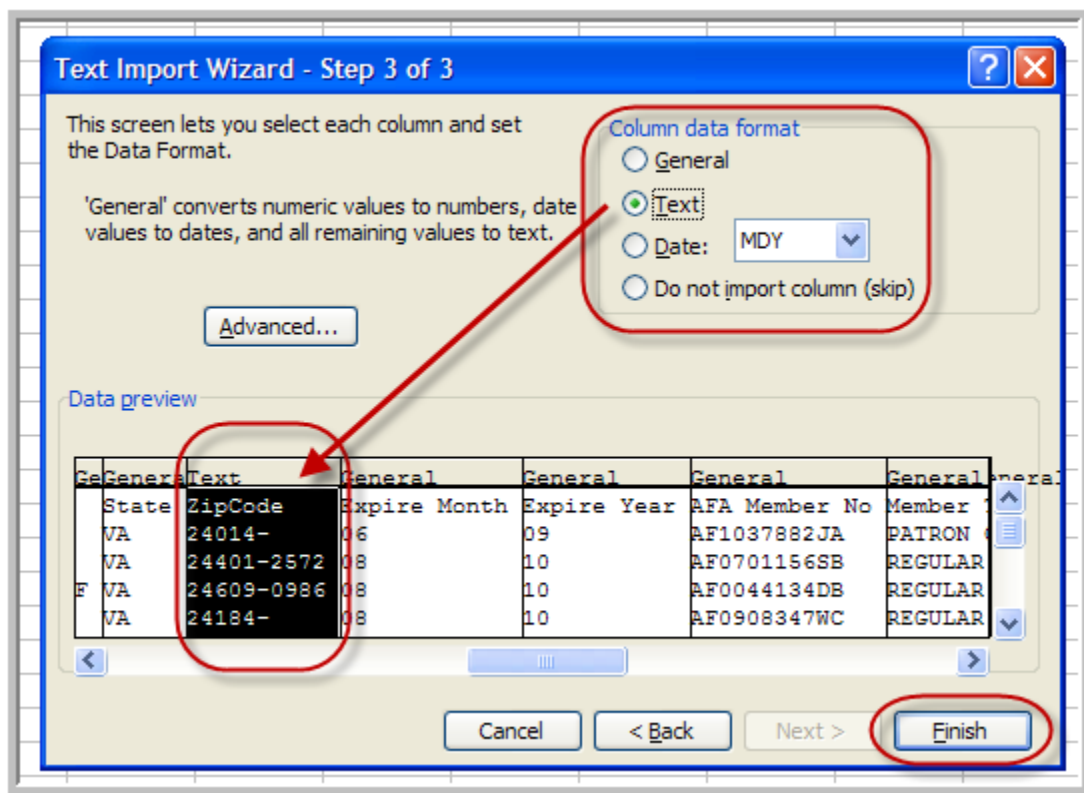


Figure 17 Changing the Zip Code field format

13. Select the ZIPCODE field by clicking the column
14. Change the format to Text by clicking the TEXT button above
15. Complete the import by clicking the FINISH button

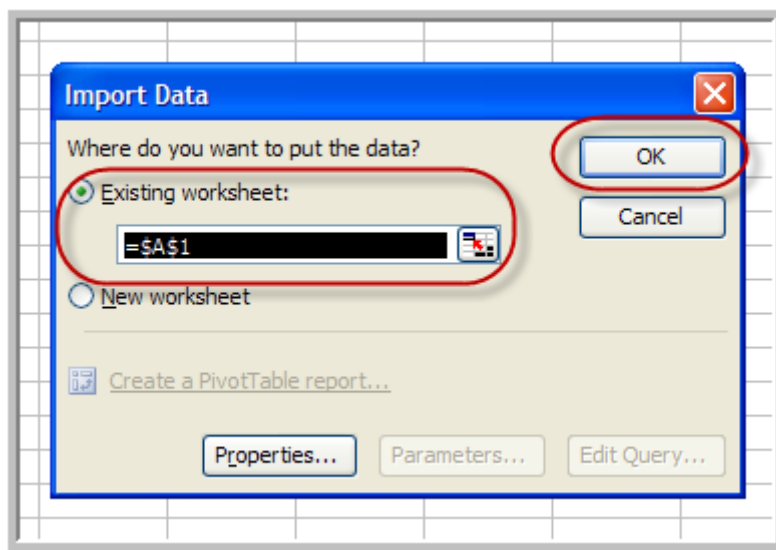


Figure 18 Placing the imported data

16. Because you placed your cursor on the receiving Excel spreadsheet in the cell where you wanted to position the imported data, you only need to click the *OK* button in this window. (You could change the destination location if you wanted to - to a new worksheet or different location in the same sheet.)

	A	B	C	D	E	F	G	H	I	J	
1	AFA Region	AFA State	AFA Chapter	Last Name	First Name	Middle Initial	Rank	Address Line 1	Address Line 2	Address Line 3	City
2	CE	VA	285 AKERS	JOSEPH		CADET	1527 CARLISLE AVE				ROAN
3	CE	VA	285 BROWN, JR.	STUART			13 FOREST LN				STAU
4	CE	VA	285 BROYLES, USAF (RET)	DAVID	G	MSGT	PO BOX 986				CEDA
5	CE	VA	285 CARTER	WILLIAM	T	LT COL	90 SHENANDOAH LN				WIRT
6	CE	VA	285 CLARK	JON		CADET	920 STARMOUNT AVE				ROAN
7	CE	VA	285 CURTIS	JEFFREY	H	COL	408 VMI PARADE				LEXIN

Figure 19 Imported data

The imported data will look like those depicted above.

	K	L	M	Expire
3	City	State	ZipCode	
	ROANOKE	VA	24014-	
	STAUNTON	VA	24401-2572	
	CEDAR BLUFF	VA	24609-0986	
	WIRTZ	VA	24184-	
	ROANOKE	VA	24019-3134	
	LEXINGTON	VA	24450-	
	LEXINGTON	VA	24450-1786	
	MARION	VA	24354-	
	LEXINGTON	VA	24450-	
	CHRISTNSBRG	VA	24073-2403	
	ROANOKE	VA	24018-	
	ROANOKE	VA	24018-2800	
	BEDFORD	VA	24523-3322	
	SALEM	VA	24153-1804	
	ROANOKE	VA	24018-	
	ROANOKE	VA	24019-	
	BEDFORD	VA	24523-	
	ROANOKE	VA	24012-1938	
	BLACKSBURG	VA	24060-	
	TROUTVILLE	VA	24175-6473	
	BLACKSBURG	VA	24060-2535	
	BLUE RIDGE	VA	24064-	
	RADFORD	VA	24141-	
	BLACKSBURG	VA	24060-	
	BLUE RIDGE	VA	24064-	
	COLUMBIA	MO	65203-7250	
	WEYERS CAVE	VA	24186	

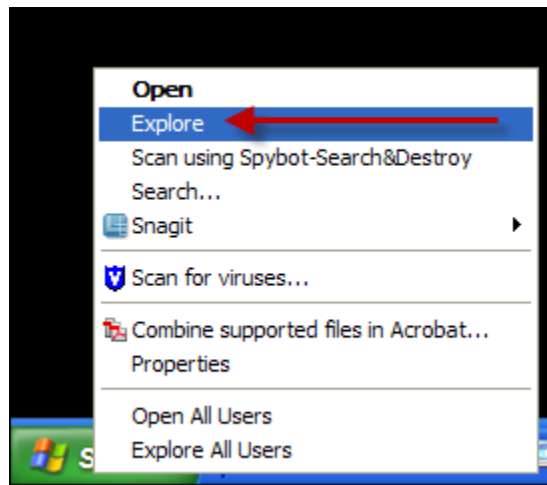
Figure 20 Close-up of the ZipCode field

Above you see the ZIPCODE field formatted correctly by the import process you just completed. Notice that zip codes containing only the five digit portion are no longer formatted as negative numbers.

3 APPENDIX 1: SETTING WINDOWS TO SHOW FILE EXTENSIONS

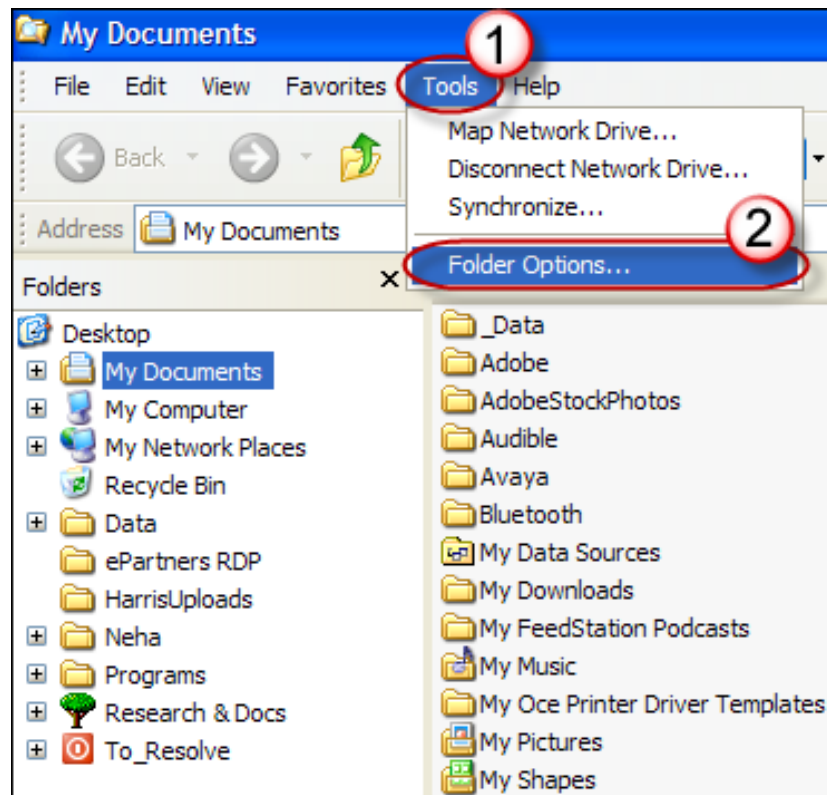
As its default setting, Microsoft Windows does not show file extensions. These steps will assist you in changing the setting making it easier for you to find files of specific extension types.

It is the opinion of the AFA IT department after delivering years and years of user support that this setting makes each user's computing life easier.



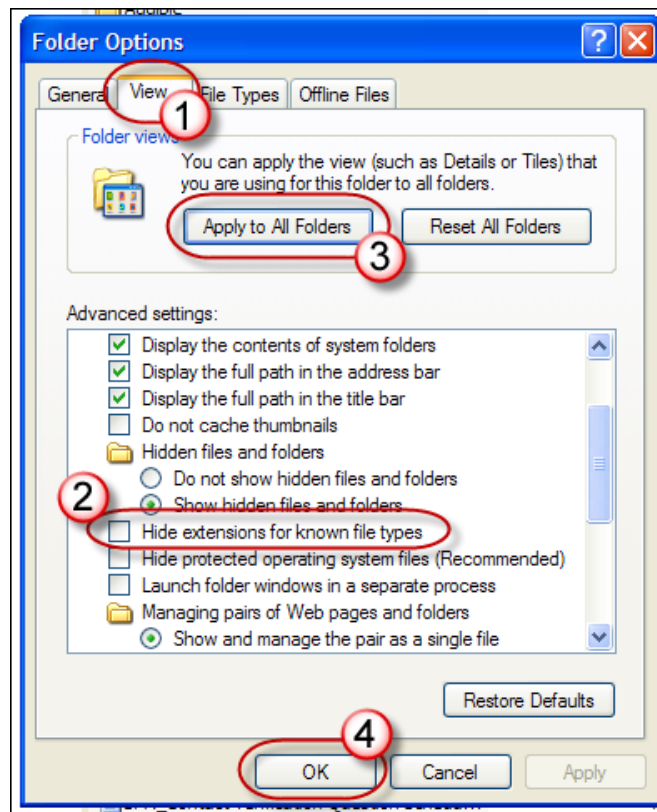
Appendix Figure 1 Open the Microsoft Windows File Explorer

1. Launch the Microsoft File Explorer by right clicking the *START* button
2. Select *EXPLORE*.



Appendix Figure 2 Folder Options

3. Select **TOOLS** from the menu
4. Select **FOLDER OPTIONS...** from the sub menu



Appendix Figure 3 Configure to see file extensions

5. The FOLDER OPTIONS window appears. Select the VIEW tab (1)
6. Remove the check from the HIDE EXTENSIONS FOR KNOWN FILE TYPES box (2)
7. Click the APPLY TO ALL FOLDERS button (3)
8. Click the OK button (4)

After completing these steps, you will see the file extensions for all files in the Windows File Explorer and in Open and Save windows provided by various applications. An example is shown below.

