

Contacts Field Descriptions

02/12/2010

A List The Alist can be used by your institution to organize your contacts into useful categories for mailings. To add a contact to the Alist, click in the Alist box. This will produce a check mark in the box and add the contact to the list. The name "Alist" can be changed to a custom field tag under Setup | Custom Fields. [ALIST : Logical]

Activity, Programs and Events Attended Lists activities, programs and events that the person attended. Also, when a pledge is made to a campaign as a result of a specific campaign activity, that activity is automatically entered here. [ACTIVITY : Memo]

Address (Selectable) This is not a real field in the database. Insert this field named <Addr_Box_Contacts> into mailmerge letters to print contact addresses following these rules:

When Country is set to USA under System parameters Primary Address is selected:

Company
Address1
Address2
City, State ZIP
Country

When Country is set to USA under System parameters Secondary Address is selected:

Greeting
Company
Xaddress1
Xaddress2
Xcity, Xstate Xzip
Xcountry

When Country is set to UK under System parameters Primary Address is selected:

Greeting
Company
Address1
Address2
City, County Zip
Country

When Country is set to UK under System parameters Secondary Address is selected:

Greeting
Company
Xaddress1
Xaddress2
Xcity, Xcounty Xzip
Xcountry

[ADDBOX : Memo]

Address Change Date Enter the date on which the contact's address was manually updated. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:
ANSI - YYYY.MM.DD
American - MM/DD/YYYY

Contacts Field Descriptions

02/12/2010

British - DD/MM/YYYY

German - DD.MM.YYYY

Italian - DD-MM-YYYY

Japan - YYYY/MM/DD

US - MM/DD/YYYY

To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu.

[ADDRCHG1 : Date]

Address History Click on the open file folder icon next to the Address Change Date field to view the Address Change History for this contact. [ADDRHIST : Memo]

Address Type Primary The Primary Address may have a type assigned to it such as Home, Work, Summer, Winter, etc. [ADDTYPE1 : Character (10)]

Address Type Secondary The Secondary Address may have a type assigned to it such as Home, Work, Summer, Winter, etc. [ADDTYPE2 : Character (10)]

Address1 Individual's, membership's, or institution's mailing address. [ADDRESS1 : Character (50)]

Address2 An additional line for recording an individual's, membership's, or institution's mailing address. [ADDRESS2 : Character (50)]

Affiliations Contacts-Biography Information: Use this field to enter any associates or group affiliations for the contact. [AFFILIATE : Memo]

Alternate Billing Address Enter the "Primary - Alternate Address for Membership Billing" as you would like it to appear on the envelope or mailing label. [BILLADD1 : Memo]

Alternate Billing Email Enter the Alternate Billing Contact's email address. [BILLEMAIL : Character (50)]

Alternate Billing Mail Date 1 Enter the beginning date for alternate billing. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

ANSI - YYYY.MM.DD

American - MM/DD/YYYY

British - DD/MM/YYYY

German - DD.MM.YYYY

Italian - DD-MM-YYYY

Japan - YYYY/MM/DD

US - MM/DD/YYYY

To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu.

[BMAILDATE1 : Character (5)]

Alternate Billing Mail Date 2 Enter the ending date for alternate billing. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

ANSI - YYYY.MM.DD

American - MM/DD/YYYY

British - DD/MM/YYYY

Contacts Field Descriptions

02/12/2010

German - DD.MM.YYYY

Italian - DD-MM-YYYY

Japan - YYYY/MM/DD

US - MM/DD/YYYY

To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu.

[BMAILDATE2 : Character (5)]

Alternate Billing Phone

Enter the phone number of the individual or organization that will receive the renewal notice and billing for the membership. [BILLPHONE : Character (25)]

B List

The Blist can be used by your institution to organize your contacts into useful categories for mailings. To add a contact to the Blist, click in the Blist box. This will produce a check mark in the box and add the contact to the list. The name "Blist" can be changed to a custom field tag under Setup | Custom Fields. [BLIST : Logical]

Bill to Member

Click either Yes or No to indicate if the contact is to be billed for the membership. [BILLMEMBER : Numeric (1)]

Billing Address (Selectable)

This is not a real field in the database. Insert this field labeled <Addr_Box_MemBilling > into mailmerge letters to print the Membership Billing Address following these rules:

If Membership Alternative Billing is selected and Primary Alternate Address is selected: Memo field for BillAdd1 is used

If Membership Alternative Billing is selected and Secondary Alternate Address is selected: Memo field for BillAdd2 is used

If Membership Alternative Billing is not selected then the address is derived from the rules for the field "Address (Selectable)."
[BILLADDBOX : Memo]

Billing Name (Selectable)

This is not a real field in the database. It is used on mailmerge letters to print the appropriate Dear field. [BILLNAME : Character (60)]

Birthday

Contacts-Biography Information: Enter the contact's birth date. [BIRTHDAY : Date]

Campaign Activity#

The default Campaign Activity# for this contact. [ACTIVITYNO : Numeric (2)]

Campaign#

The default campaign number for this contact. [CAMPAIGNNO : Numeric (6)]

Cell Phone

Use this field to record the contact's cellular phone number. [PHONECELL : Character (25)]

Children & Other Relationships

Contacts-Biography Information: List the names of the contact's children or other important relationships in his or her life. [RELATIONS : Memo]

City

City portion of the address. [CITY : Character (30)]

Company

Company, corporation, or organization name. This field can be left blank for individuals

Contacts Field Descriptions

02/12/2010

or memberships whose mailing address does not include a company. [COMPANY : Character (50)]

Complimentary Dues This logical field is flagged if the last dues renewal was complimentary. [DUESCOMPED : Logical]

Country Country portion of the address. [COUNTRY : Character (30)]

County County portion of the address (UK). [COUNTY : Character (30)]

Current Solicitor Record the name of the person who is currently assigned to be responsible for soliciting donations from a contact. [SOLICITOR2 : Character (30)]

Date (today) [X : Date]

Date Joined Displayed as "Date Joined", the date that this membership was established. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

- ANSI - YYYY.MM.DD
- American - MM/DD/YYYY
- British - DD/MM/YYYY
- German - DD.MM.YYYY
- Italian - DD-MM-YYYY
- Japan - YYYY/MM/DD
- US - MM/DD/YYYY

To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [STARTED : Date]

Dates & Places of Birth and Death Contacts-Biography Information: Use this unlimited notes field to record the dates of birth and death as well as information about where a contact was born. For example, b. 05/15/1938 Pittsburgh, PA
d. 03/24/1989 Exton, PA. [DATES : Memo]

Dear (casual) The Dear (casual) field is used to indicate the name you wish to appear in a letter after the word "Dear" in casual letters. For example, you may enter "Smitty" in this field and whenever a letter is generated for this individual the greeting will read "Dear Smitty." [DEAR2 : Character (60)]

Dear (formal) The Dear (formal) field is used to indicate the name you wish to appear in a letter after the word "Dear" in formal letters. For example, you may enter "Mr. Smith" in this field and whenever a letter is generated for this individual the greeting will read "Dear Mr. Smith." [DEAR : Character (60)]

Deceased Contacts-Biography Information: A check box in this field indicates the person is deceased. When the Deceased box is checked, a "DECEASED" flag will appear in the top left portion of the screen. [DECEASED : Logical]

Deceased Date Contacts-Biography Information: The date the person died. [DECDATE : Character (15)]

Docent A docent is a lecturer or tour guide in a museum. To add an individual to the Docent

Contacts Field Descriptions

02/12/2010

List, click in the Docent box at the top of the Contacts Screen. This will produce a check mark in the box and add the individual to the Docent List. [DOCENT : Logical]

Donation Matching Policy

Many employers sponsor matching gift programs and will match charitable contributions made by their employees. Use the Donation Matching Policy field to describe the company's policy on gift matching. [MATCHNOTES : Memo]

Donations

Do not enter data in this field; it is automatically maintained by the program. [DONATIONS : Numeric (10;2)]

Donations in 2001

Total donations for the year 2000 or fiscal year 2000-2001. [DONYEAR1 : Numeric (9;2)]

Donations in 2002

Total donations for the year 2001 or fiscal year 2001-2002. [DONYEAR2 : Numeric (9;2)]

Donations in 2003

Total donations for the year 2002 or fiscal year 2002-2003. [DONYEAR3 : Numeric (9;2)]

Donations in 2004

Total donations for the year 2003 or fiscal year 2003-2004. [DONYEAR4 : Numeric (9;2)]

Donations in 2005

Total donations for the year 2004 or fiscal year 2004-2005. [DONYEAR5 : Numeric (9;2)]

Donations in 2006

Total donations for the year 2005 or fiscal year 2005-2006. [DONYEAR6 : Numeric (9;2)]

Donations in 2007

Total donations for the year 2006 or fiscal year 2006-2007. [DONYEAR7 : Numeric (9;2)]

Donations in 2008

Total donations for the year 2007 or fiscal year 2007-2008. [DONYEAR8 : Numeric (9;2)]

Donations in 2009

Total donations for the year 2008 or fiscal year 2008-2009. [DONYEAR9 : Numeric (9;2)]

Donations in 2010

Total donations for the year 2009 or fiscal year 2009-2010. [DONYEAR10 : Numeric (9;2)]

Dues Amount

Enter the amount of dues paid by this type of membership. [DUES : Numeric (9;2)]

Dues Amount Change Date

Records the date that a dues payment was received when it is more or less than the prior dues payment amount. [DUESUDDATE : Date]

Dues Paid

The total amount of dues paid. [DUESPAID : Numeric (12;2)]

Dues Paid in 2001

Total membership dues for the year 2000 or fiscal year 2000-2001. [DUESYEAR1 : Numeric (9;2)]

Dues Paid in 2002

Total membership dues for the year 2001 or fiscal year 2001-2002. [DUESYEAR2 : Numeric (9;2)]

Contacts Field Descriptions

02/12/2010

Dues Paid in 2003	Total membership dues for the year 2002 or fiscal year 2002-2003. [DUESYEAR3 : Numeric (9;2)]
Dues Paid in 2004	Total membership dues for the year 2003 or fiscal year 2003-2004. [DUESYEAR4 : Numeric (9;2)]
Dues Paid in 2005	Total membership dues for the year 2004 or fiscal year 2004-2005. [DUESYEAR5 : Numeric (9;2)]
Dues Paid in 2006	Total membership dues for the year 2005 or fiscal year 2005-2006. [DUESYEAR6 : Numeric (9;2)]
Dues Paid in 2007	Total membership dues for the year 2006 or fiscal year 2006-2007. [DUESYEAR7 : Numeric (9;2)]
Dues Paid in 2008	Total membership dues for the year 2007 or fiscal year 2007-2008. [DUESYEAR8 : Numeric (9;2)]
Dues Paid in 2009	Total membership dues for the year 2008 or fiscal year 2008-2009. [DUESYEAR9 : Numeric (9;2)]
Dues Paid in 2010	Total membership dues for the year 2009 or fiscal year 2009-2010. [DUESYEAR10 : Numeric (9;2)]
Education	Contacts-Biography Information: This is an unlimited notes field in which you may record information about the educational background of a contact. [EDUCATION : Memo]
Email	Use this field to record the contact's email address. [EMAIL : Character (50)]
Emergency Contact	Enter the name of the person the contact would like to have notified in case of emergency. [VOLCONTACT : Memo]
Employee	To add a contact to the Employee List, click in the Employee box at the top of the Contacts Screen. This will produce a check mark in the box and add the contact to the Employee List. [EMPLOYEE : Logical]
Employer, Occupation	Contacts-Biography Information: Enter the name of the contact's employer or list occupations held by the contact in the past. [OCCUPATION : Memo]
Fax#	Use this field to record the contact's fax number. [FAXNO : Character (25)]
Field 01	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF1 : Character (75)]
Field 02	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF2 : Character (75)]
Field 03	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF3 : Character (85)]
Field 04	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF4 : Date]

Contacts Field Descriptions

02/12/2010

Field 05	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. This field is best used for currency. [UDF5 : Numeric (10;2)]
Field 06	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. This field is best used for currency. [UDF6 : Numeric (10;2)]
Field 07	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. This field is best used for currency. [UDF7 : Numeric (12;2)]
Field 08	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. This field is best used for currency. [UDF8 : Numeric (12;2)]
Field 09	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. This field is best used for currency. [UDF9 : Numeric (12;2)]
Field 10	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF10 : Character (75)]
Field 11	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF11 : Character (75)]
Field 12	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF12 : Character (75)]
Field 13	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF13 : Character (75)]
First Name	First name of the contact. This field is only for search and display purposes. By default, it is not printed on mailing labels. [FIRSTNAME : Character (30)]
Follow-Up Date	Follow-up date for scheduling future appointments or phone calls to a contact. [FUDATE : Date]
Follow-Up Type	Use the Follow-Up Type field to specify what type of follow-up was performed, e.g., call, email, fax, letter, meeting, visit, or other. This field is controlled by a drop-down menu. Click on the downward pointing arrow to the right of the field to view entries in the authority file. Click on your choice to select an entry for the field. You can add, edit, or delete items on this list from Main Menu Setup Authority Files. [FUTYPE : Character (10)]
Group	Each contact may be assigned to a group. You can define your own group names by going to Main Menu Setup Contacts. [GROUP : Character (30)]
Home Phone	Use this field to record the contact's home phone number. [PHONEH : Character (25)]
Hours and Availability Details	Enter information about the number of hours and availability for volunteer hours for the contact. [VOLAVAIL : Memo]

Contacts Field Descriptions

02/12/2010

ID#	Each contact must be assigned a unique ID#. When adding a new contact, PastPerfect will alert you of the last number used and invite you to assign the next number in the sequence. You may use the suggested number or assign any other unique number to the contact. Use this ID# to link a contact to an accession by entering the ID# on the Accession Screen. Contacts may also be linked in this manner to Incoming Loans and Temporary Custody screens. [IDNO : Numeric (6)]
Image (picture)	Image used for Report Maker Reports. [imagefile : Character (60)]
Imagefile	Name of associated image file (must include image subdirectory, e.g., "001\mypic.jpg") [IMAGEFILE : Character (40)]
In-kind Donation	This field stores a description of the last in-kind donation. In-kind donations include goods, services, commodities, stocks, bonds or real property. [INKIND : Memo]
In-kind Donation Date	This field stores the date of the last In-kind donation. [INKINDATE : Date]
In-kind Donation Type	This field store the type of the last in-kind donation. [INKINDTYPE : Character (30)]
In-kind Donation Value	This field store the value of the last in-kind donation. [INKINDVAL : Numeric (13;2)]
In-kind Total	This field stores the total value of in-kind donations. [INKINDTOT : Numeric (13;2)]
Include on Overdue List	Select Yes or No if you want this contact's membership to appear on the Overdue List when scheduled dues payments are not made. [ACTIVE : Numeric (1)]
Income Level	Enter the approximate income level for the contact. This field is controlled by a drop-down menu. Click on the downward pointing arrow to the right of the field to view entries in the authority file. Click on your choice to select an entry for the field. You can add, edit, or delete items on this list from Main Menu Setup Authority Files. [INCOME : Character (18)]
Industry	Click on the open folder icon to the right of the Company field. This takes you to a subscreen of information that can be collected about a company. Use the Industry field to record the type of business. This field is controlled by an Authority File. With the cursor in the field, press F7 or right click to view entries in the Industries Authority File. Double click on your choice to enter the industry name in the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu Setup Authority Files. [INDUSTRY : Character (30)]
Interests	Contacts-Biography Information: List the contact's hobbies, interests, or preferred activities in the Interests field. [INTERESTS : Memo]
Interval	Interval for dues payments may be annual, biannual, semiannual, life, quarter, month, week, or other. [INTERVAL : Character (20)]
Largest Donation	This field stores the largest donation made by the contact. [MAXDONATE : Numeric (12;2)]
Largest Donation Date	This field stores the date that the largest donation was received. [MAXDATE : Date]

Contacts Field Descriptions

02/12/2010

Largest Dues Payment	This field stores the largest membership dues payment made by the contact. [MAXDUES : Numeric (10;2)]
Last Donated	This field stores the last date of the last donation made. [LASTDONATE : Date]
Last Donation Amount	This field stores the amount of the last donation entered for this contact. [LASTDONAMT : Numeric (10;2)]
Last Donation Tax Deductible Amount	This field stores the amount designated as tax deductible for the last donation made. [LASTDONDED : Numeric (10;2)]
Last Dues Paid Amount	This field stores the amount of the last dues payment entered for this contact. [LASTDUEAMT : Numeric (10;2)]
Last Dues Tax Deductible Amount	This field stores the amount designated as tax deductible for the last dues payment made. [LASTDUEDED : Numeric (10;2)]
Last Mailing	Each time a letter or label is printed for a contact, the date is automatically entered here. [LASTMAILED : Datetime]
Last Name	Last name of the contact. This field is only for search and display purposes. By default, it is not printed on mailing labels. [LASTNAME : Character (40)]
Last Paid	This field is automatically filled with the date of the last dues payment for a membership when entering dues receipts. You may enter this date manually if required. [LASTPAID : Date]
Maiden Name	Contacts-Biography Information: Enter the contact's maiden name in this field, if it exists. [MAIDENNAME : Character (50)]
Mail & Contact Log	This unlimited notes field is for notes about mailings and the contact. [CONTACT : Memo]
Maildate1	<p>This field is used to indicate the starting date for changing over to the contact's secondary address. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:</p> <ul style="list-style-type: none">ANSI - YYYY.MM.DDAmerican - MM/DD/YYYYBritish - DD/MM/YYYYGerman - DD.MM.YYYYItalian - DD-MM-YYYYJapan - YYYY/MM/DDUS - MM/DD/YYYY <p>To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu.</p> [MAILDATE1 : Character (5)]
Maildate2	<p>This field is used to indicate the ending date or the last day that mail will be sent to the contact's secondary address. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:</p> <ul style="list-style-type: none">ANSI - YYYY.MM.DDAmerican - MM/DD/YYYY

Contacts Field Descriptions

02/12/2010

British - DD/MM/YYYY

German - DD.MM.YYYY

Italian - DD-MM-YYYY

Japan - YYYY/MM/DD

US - MM/DD/YYYY

To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu.

[MAILDATE2 : Character (5)]

Mailing Lists

This field displays the name or names of mailing lists on which the contact is included. Do not enter data in this field; it is automatically maintained by the program. [LISTS : Memo]

Marital Status

Contacts-Biography Information: Select a marital status for the contact from the prefilled drop-down menu. [MARSTATUS : Character (12)]

Membership Name

Name of the membership. This can be an contact's name, a family name, a company name, corporation, or organization. [MEMBERNAME : Character (50)]

Membership Type

Your organization probably has a number of Membership Types. To create Membership Types go to Setup | Contacts and choose the Membership Types button on the Sidebar. Add, edit or delete Membership Types, Membership Types Codes and Membership Types Dues on this screen. [TYPE : Character (20)]

Membership#

The Membership# is the unique identifying number that PastPerfect uses to link the membership to dues and donations. [MEMNO : Numeric (6)]

Membership# (old)

Membership# transferred from PastPerfect version 3.5. This field is not used in version 4.0. [MEMBERNO : Character (10)]

Name & Title

Enter the name and title of the contact in the order you wish it to appear on letters and mailing labels. Generally, entries in the Name and Title field use first name, middle initial, last name, and title as their format. For example, "Dr. Paul T. Smith, Executive Director". [GREETING : Character (50)]

Nick Names or Alias

Contacts-Biography Information: Enter any other names by which the contact has been known, including nicknames, maiden name, married names, or aliases. [OTHERNAME : Memo]

Notes

The Notes field may be used to record any additional information. There is no limit to the number of lines or the type of information recorded in this field. [NOTES : Memo]

Number of Employees

Clicking on the open folder icon to the right of the Company field opens a screen in which you may enter some information about the company. Enter the number of employees at the company, if known. [NOEMPLOYEE : Numeric (6)]

Original Solicitor

Record the name of the person who was originally assigned to be responsible for soliciting donations from a contact. [SOLICITOR1 : Character (30)]

Other#

Other number may be used to record any number which may have been given to a contact other than the number assigned by your museum. This is useful for Contacts databases that have been converted to PastPerfect from other computer systems.

Contacts Field Descriptions

02/12/2010

[OTHERNO : Character (10)]

Paid thru	This field displays the date that the membership expires. When membership dues payments are received, this date is automatically recalculated to be the current paid thru date plus the interval. [NEXTDUE : Date]
Places/Areas of Residence	Contacts-Biography Information: List places associated with the contact and/or places where the contact has lived. [RESIDENCE : Memo]
Planned Giving Information	<p>Use this field to briefly describe any planned giving for this contact. Planned giving usually requires legal documents which should be managed by the organization directors.</p> <p>Planned giving or charitable gift planning refers to the process of making a charitable gift of estate assets to a nonprofit organization.</p> <p>Planned gifts are usually deferred, meaning they are arranged now and fulfilled later. For example, a person could include a provision in his or her will to make a bequest to a charitable organization. That arrangement would be a "planned" gift. Some types of planned giving are charitable trust, charitable lead trust, charitable gift annuity, or charitable remainder trust.</p> <p>[PGIVING : Memo]</p>
Pledge Amount	The Pledge Amount field is a dollar amount pledged to your organization by a contact. [PLEDGE : Numeric (10;2)]
Potential Pledge Amount	Use this field to estimate the total potential pledges for this contact. [POTENTIAL : Numeric (12;2)]
Prior Dues Amount	Records the prior dues amount that was more or less than the last dues payment. [DUESUPDOWN : Numeric (9;2)]
Prospect Rating	Use this field to indicate whether the contact is a good prospect for making gifts and donations to your institution. This field is controlled by a drop-down menu. Click on the downward pointing arrow to the right of the field to view entries in the authority file. Click on your choice to select an entry for the field. You can add, edit, or delete items on this list from Main Menu Setup Authority Files. [RATING : Character (25)]
Publications	Contacts-Biography Information: List any publications by or about the contact or publications in which images or information about the contact are published. For example, Webster's Biographical Dictionary. 1976. p.1148. [PUBLISHED : Memo]
Secondary Address Change Date	<p>Enter the date on which the contact's secondary address was manually updated. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:</p> <p>ANSI - YYYY.MM.DD American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD</p>

Contacts Field Descriptions

02/12/2010

US - MM/DD/YYYY
To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [ADDRCHG2 : Date]

Secondary Address1 Individual's, membership's, or institution's secondary address. [XADDRESS1 : Character (50)]

Secondary Address2 An additional line for recording an individual's, membership's, or institution's secondary mailing address. [XADDRESS2 : Character (50)]

Secondary Billing Address Enter the "Secondary - Alternate Address" for membership billing as you would like it to appear on the envelope or mailing label. [BILLADD2 : Memo]

Secondary Cell/Pager Use this field to record the contact's secondary cellular phone number. [XPHONECELL : Character (25)]

Secondary City City portion of the secondary address for this contact. [XCITY : Character (30)]

Secondary Country Country portion of the secondary address for this contact. [XCOUNTRY : Character (30)]

Secondary County County portion of the secondary address for this contact (UK). [XCOUNTY : Character (30)]

Secondary Fax# Use this field to record the contact's secondary fax number. [XFAXNO : Character (25)]

Secondary Home Phone Use this field to record the contact's secondary home phone number. [XPHONEH : Character (25)]

Secondary State Enter the two character state code for the contact's secondary address. [XSTATE : Character (20)]

Secondary Work Phone Use this field to record the contact's secondary work phone number. [XPHONEW : Character (25)]

Secondary Zip Use this field to record the ZIP Code or Postal Code associated with the contact's Secondary Address. [XZIP : Character (13)]

Sex Contacts-Biography Information: Indicate whether the contact is male or female. [SEX : Character (6)]

Skills & Work Preferences Enter information about any special skills, talents, education, or expertise that the contact brings to his/her volunteer work. [VOLSKILLS : Memo]

Spouse Use the spouse field to record the name of the husband or wife of the contact. Enter the spouse's Contact ID# in the Spouse ID# field to link the two contacts. [SPOUSE : Character (30)]

Spouse ID# Enter the spouse's Contact ID# in this field to link the two contact records. [SPOUSEIDNO : Numeric (6)]

State Enter the two character state code. [STATE : Character (2)]

Contacts Field Descriptions

02/12/2010

Stopmail	Place a check mark in the "Stop Mail" box and no mailing label will be printed for this contact. [STOPMAIL : Logical]
Student	Put a check mark next to the word "Student" if the contact is a student. [STUDENT : Logical]
Subtype	In addition to Membership Types, your organization may also have Membership Subtypes. To create Membership Subtypes go to Setup Contacts and choose the Membership Subtypes button on the Sidebar. Add, edit or delete Membership Subtypes and Membership Subtype Codes on this screen. [SUBTYPE : Character (20)]
Title	Title is a formal appellation attached to the name of a person by virtue of office, rank, hereditary privilege, noble birth, education, or attainment, or used as a mark of respect. Common titles include, Mr., Mrs., Ms., Dr., Curator, Director, President, Reverend, etc. [TITLE : Character (40)]
Titles & Honors	Contacts-Biography Information: Enter any titles or honors bestowed upon the contact. Title is a formal appellation attached to the name of a person by virtue of office, rank, hereditary privilege, noble birth, education, or attainment, or used as a mark of respect. List the title or honor and the group, institution or entity that bestowed the title or honor. [TITLES : Memo]
Updated	The last date and time the record was changed is automatically entered in this field. [UPDATED : Datetime]
Updated by	If you are using Security, the name of the last person to edit the record is automatically entered. [UPDATEDBY : Character (25)]
Use Alternate Billing Address	To send membership bills and notices to an address other than the contact's address, click the "Check this box to send membership bills and notices to the address below" button and follow the instructions on the subscreen. [ALTBILLING : Logical]
Volunteer	<p>A volunteer is a person who performs services for your museum or institution without pay. To add an individual to the Volunteer List, click in the Volunteer box. This will produce a check mark in the box and add the contact to the Volunteer List.</p> <p>Click the Volunteer button on the Sidebar to enter more information about the volunteer. [VOLUNTEER : Logical]</p>
Volunteer Available Friday	Put a check mark in the box next to the word "Friday" if the volunteer is available to work on Friday. [VOLFRI : Logical]
Volunteer Available Monday	Put a check mark in the box next to the word "Monday" if the volunteer is available to work on Monday. [VOLMON : Logical]
Volunteer Available Saturday	Put a check mark in the box next to the word "Saturday" if the volunteer is available to work on Saturday. [VOLSAT : Logical]
Volunteer Available Sunday	Put a check mark in the box next to the word "Sunday" if the volunteer is available to work on Sunday. [VOLSUN : Logical]

Contacts Field Descriptions

02/12/2010

Volunteer Available Thursday Put a check mark in the box next to the word "Thursday" if the volunteer is available to work on Thursday. [VOLTHUR : Logical]

Volunteer Available Tuesday Put a check mark in the box next to the word "Tuesday" if the volunteer is available to work on Tuesday. [VOLTUE : Logical]

Volunteer Available Wednesday Put a check mark in the box next to the word "Wednesday" if the volunteer is available to work on Wednesday. [VOLWED : Logical]

Volunteer Available from Enter the beginning date that the volunteer is available. [VOLSTART : Date]

Volunteer Available until Enter the ending date of availability for volunteer hours for the contact. [VOLEND : Date]

Volunteer Status Enter the status of the volunteer. Choices are active, in training, inactive, and pending. This field is controlled by a drop-down menu. Click on the downward pointing arrow to the right of the field to view entries in the authority file. Click on your choice to select an entry for the field. You can add, edit, or delete items on this list from Main Menu | Setup | Authority Files. [VOLSTATUS : Character (12)]

Website Use this field to record the contact's website address. [WEBSITE : Character (60)]

Work Phone Use this field to record the contact's work phone number. [PHONEW : Character (25)]

Zip Enter the ZIP Code or Postal Code. [ZIP : Character (13)]