SALESFORCE

DAEDALIANS FLIGHT USER MANUAL

(Rev 13, 26 Oct 2021)

Note

This manual is intended to be a living document. This version reflects the status of the Daedalian Salesforce Database as of 26 Oct 2021, Improvements will continue to be made to the database, and the manual will be updated as changes are implemented. Changes from Rev 12 are highlighted, and a Change Log is provided at the end of this document.

For questions or comments on this manual or the use of Salesforce, you can contact us at mailto:flt9adjutant@gmail.com

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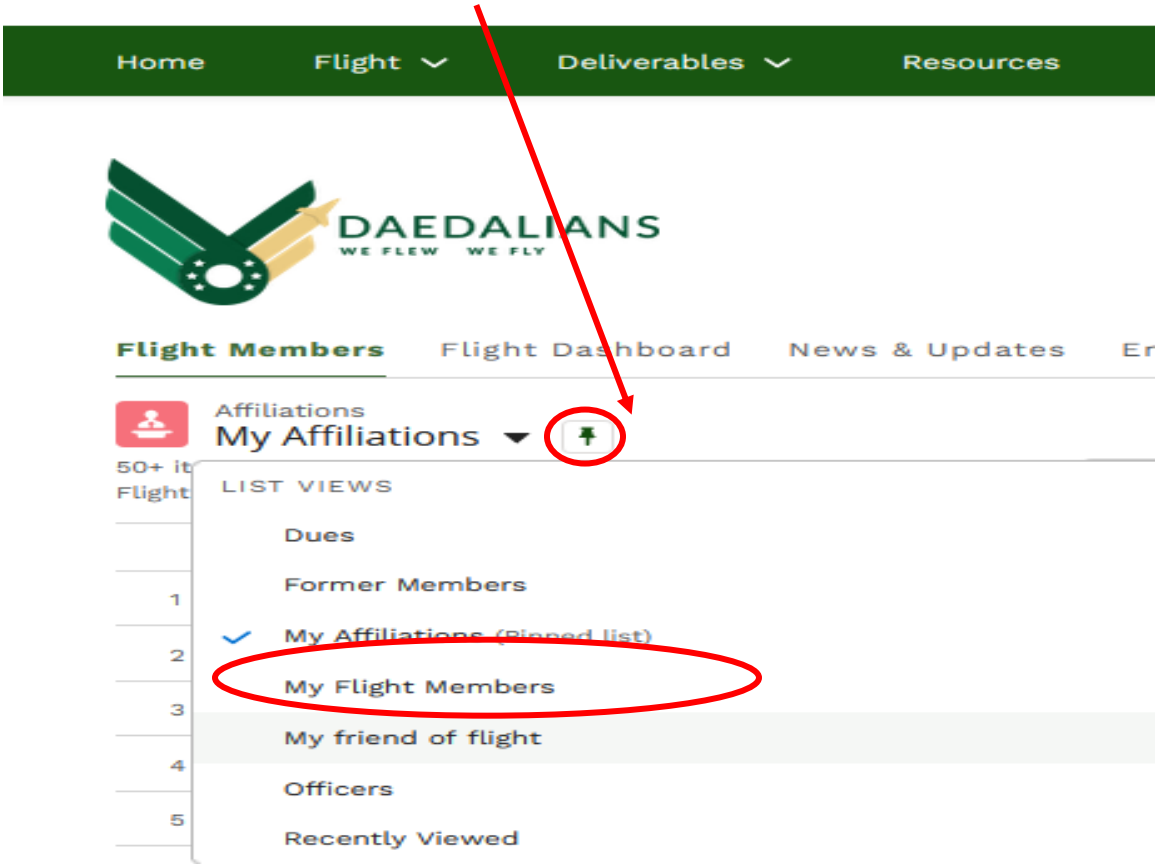
HOME (OPENING PAGE)

Log into Salesforce Home page by going to **https://daedalians.force.com** and entering your Flight's user name and password.

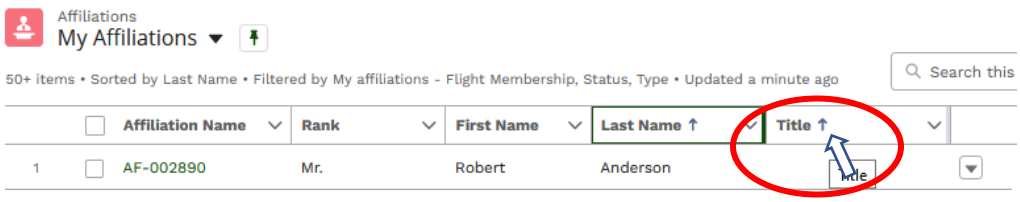
Flight Members

This page opens to the My Affiliations (pinned list,) which lists all members, current or former, who are affiliated to your flight. There is a scroll down triangle to the right of "My Affiliations which provides different List Views, as shown in the figure. You can make any of the List Views the "pinned" (default View) by clicking on the "pin" button



Sorting within the List Views

Note that you can sort the data in any view by column. If you place your cursor just to the right of any column title (e.g. Title), you will get a sort arrow, and can sort all the data by that Title, ascending or descending

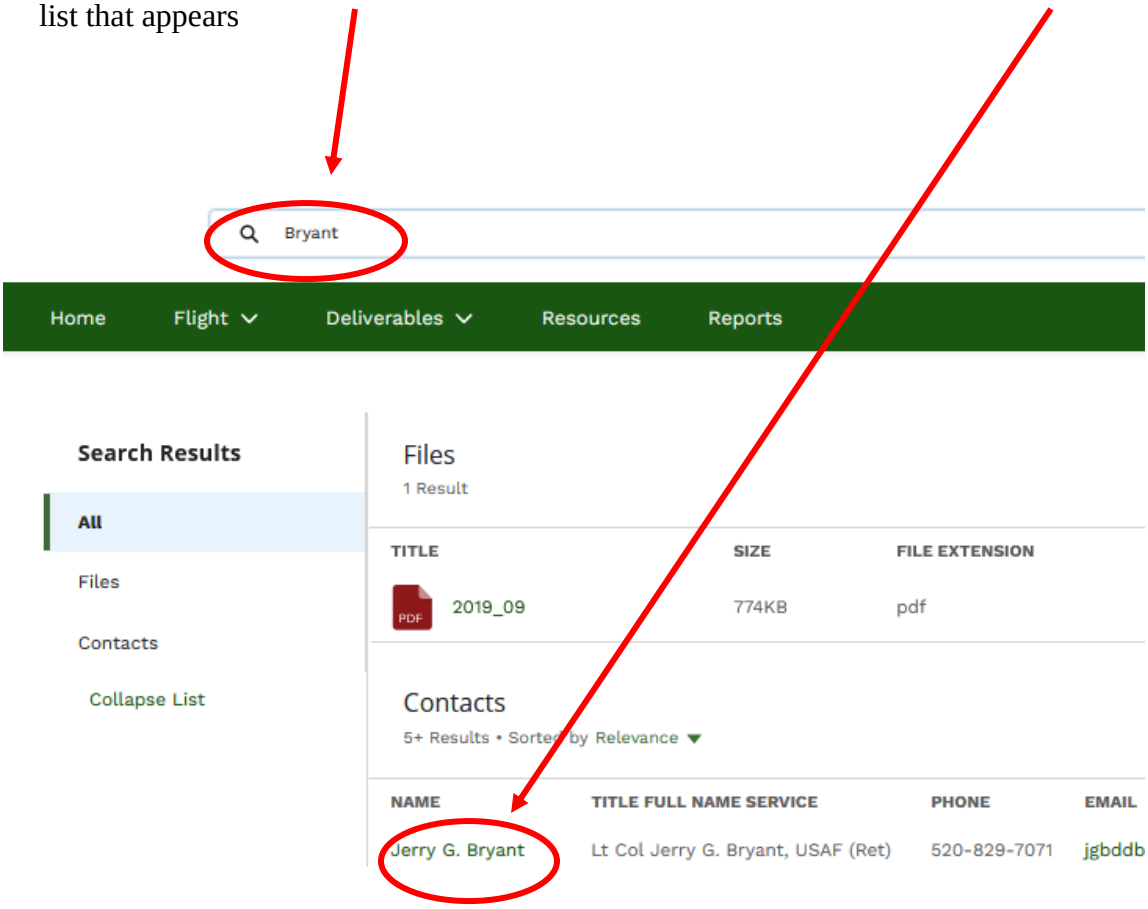


The following describes the functions that can be performed using each List View

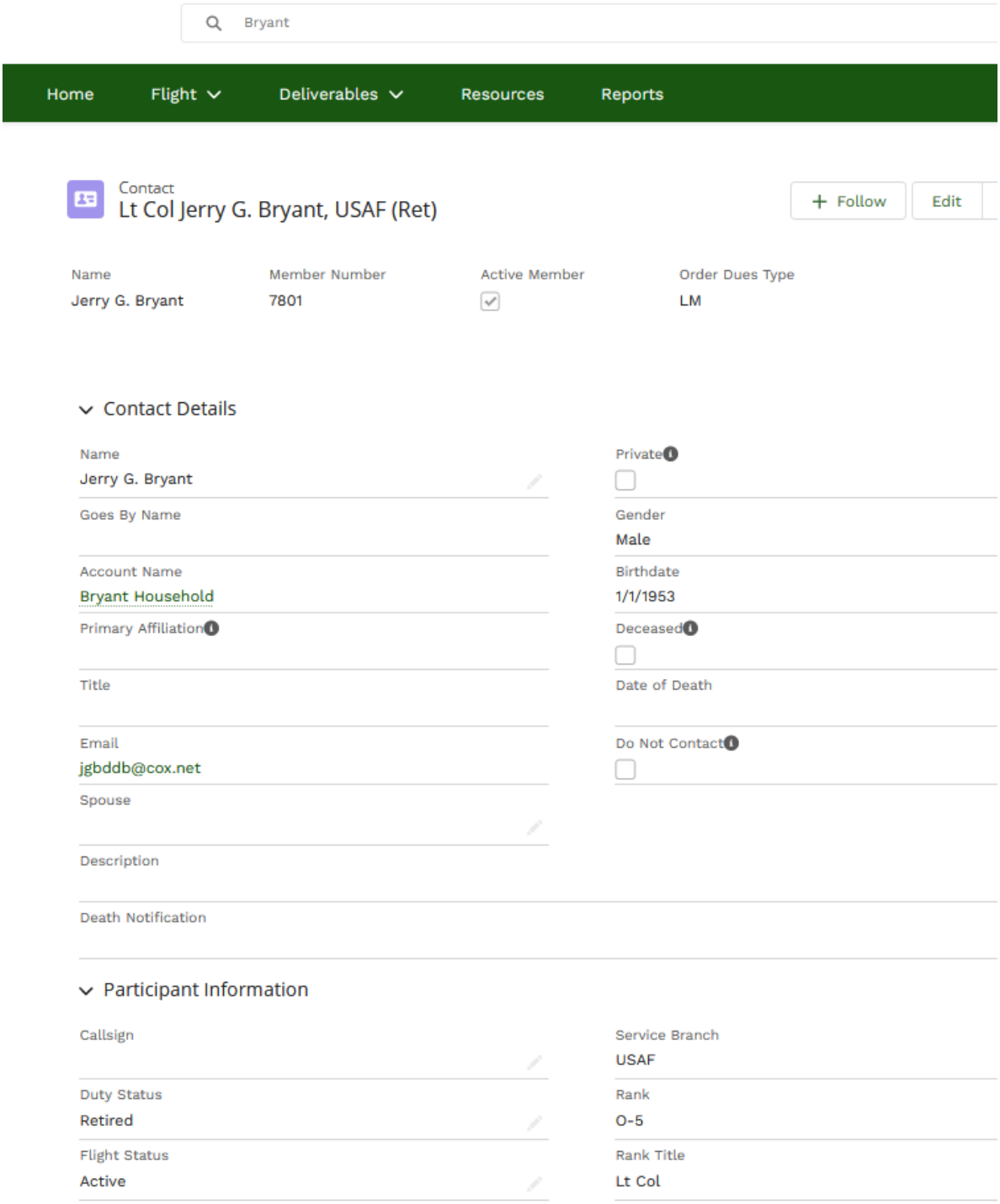
My Affiliations

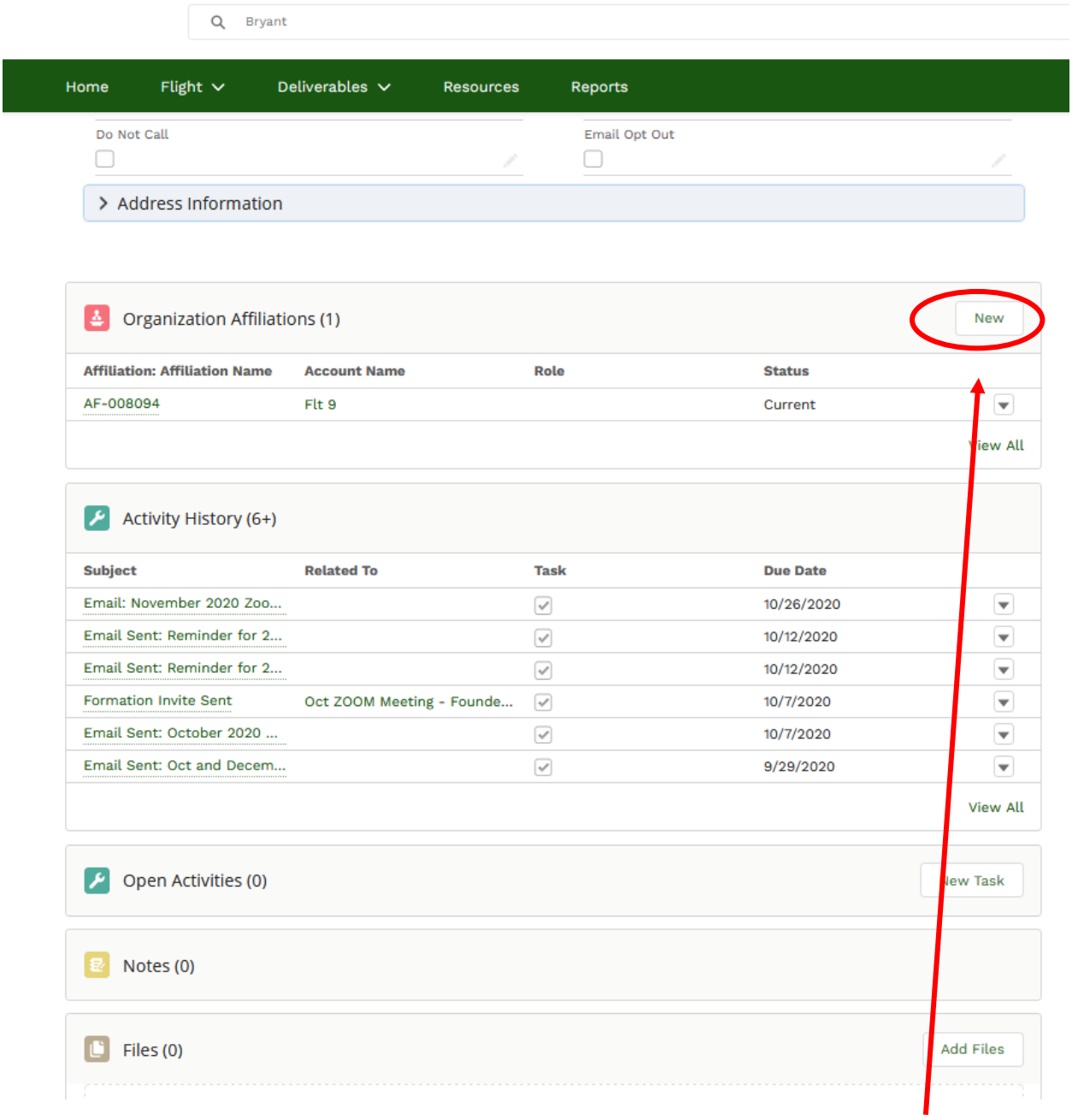
Adding a Member to the Flight

To add a member to a flight, the person must first be a member of the National Order and in the National Daedalian Database. Enter the person's name in the top search box, then hit enter." If they are in the National database, you will then be able to click on the appropriate name from the list that appears



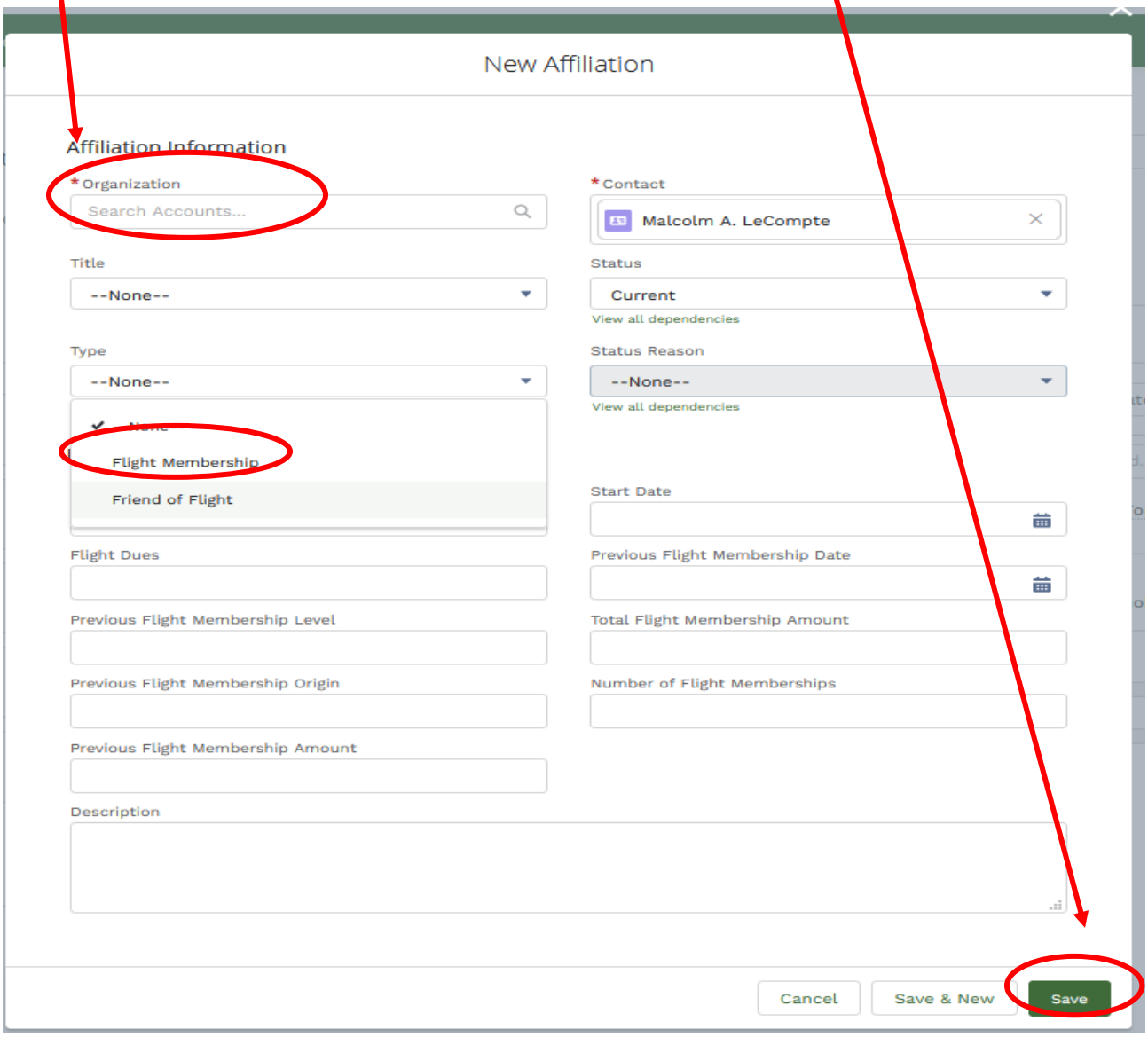
You will then get a page with Contact Details, Participant Information, HQ Info, Contact Information, and Address information. See next page


Bryant
Home
Flight
Deliverables
Resources
Reports
Contact
Lt Col Jerry G. Bryant, USAF (Ret)
+ Follow
Edit
Name
Jerry G. Bryant
Member Number
7801
Active Member
Order Dues Type
LM
Contact Details
Name
Jerry G. Bryant
Private
Goes By Name
Gender
Male
Account Name
Bryant Household
Birthdate
1/1/1953
Primary Affiliation
Deceased
Title
Date of Death
Email
jgbddb@cox.net
Do Not Contact
Spouse
Description
Death Notification
Participant Information
Callsign
Service Branch
USAF
Duty Status
Retired
Rank
O-5
Flight Status
Active
Rank Title
Lt Col



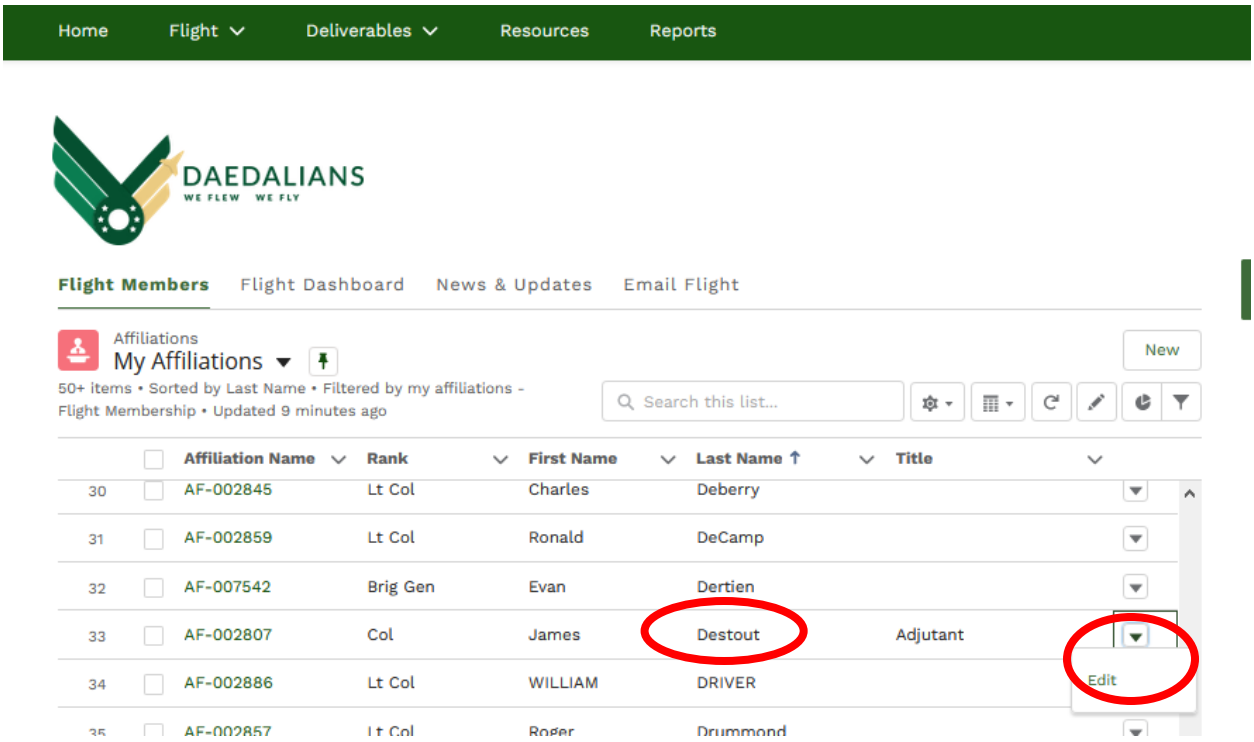
Scroll down to the bottom of the page to “Organization Affiliations”. Click on “NEW”.

On the new page, under “Organization”, click search accounts and select your Flight #. Then under “Type” select “Flight Membership” and then click on “SAVE.” Member is now in the Flight and should appear in the member list.

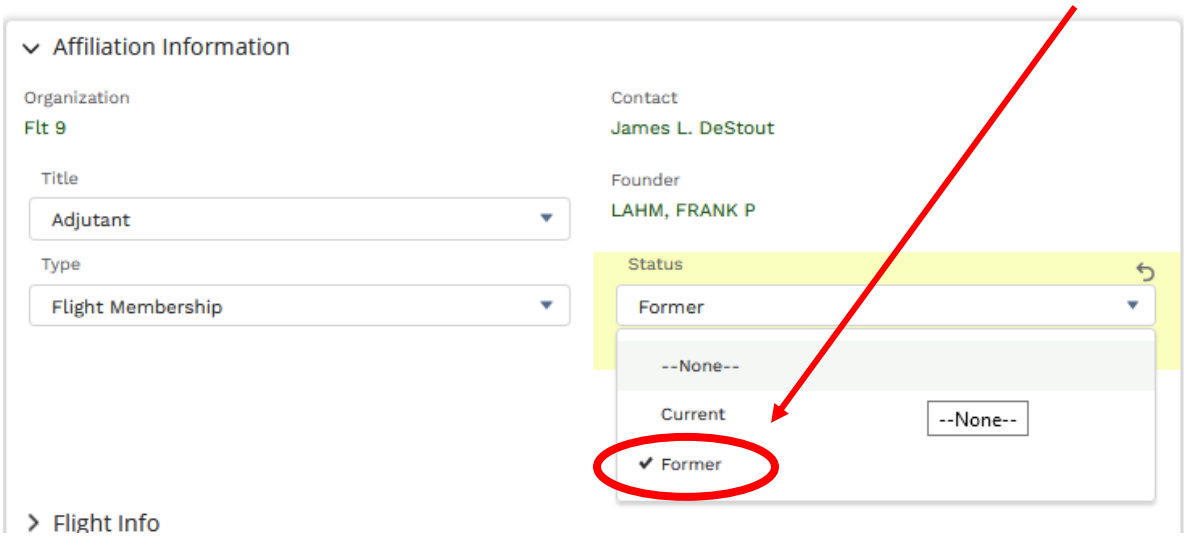


Removing a member/Last Flight

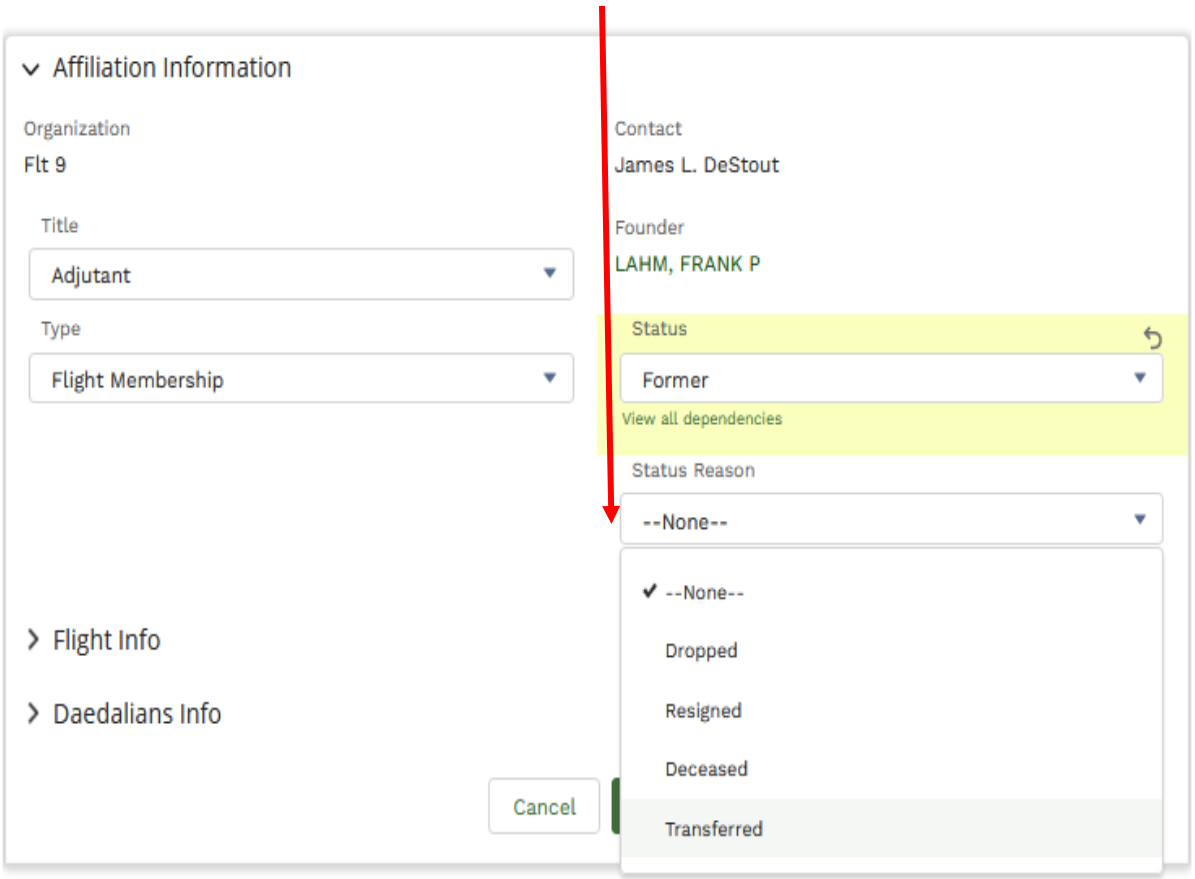
To remove a member from your list, go to the home page to find the name listed under the first tab of flight members. This will say my affiliations at the top. When you find the name, look for the arrow drop down to the right of the name. It will show the word EDIT. Click on in, and it will open to “Edit”. Click on edit



When the “Affiliation Information” box appears, change the status from “Current” to “Former”.



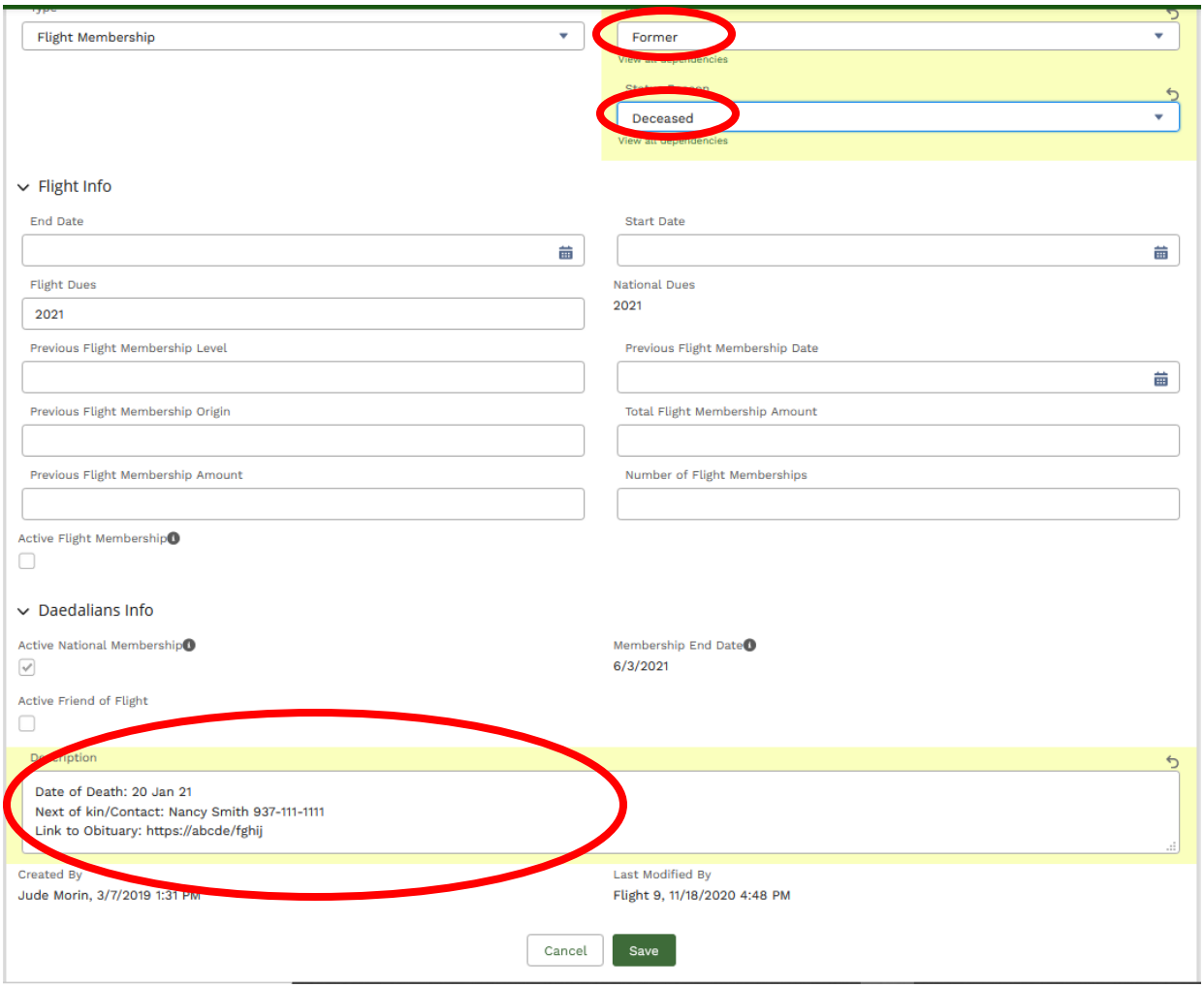
When you change the status from current to former, the Status Reason box will turn white, and you can select a reason from the drop-down menu



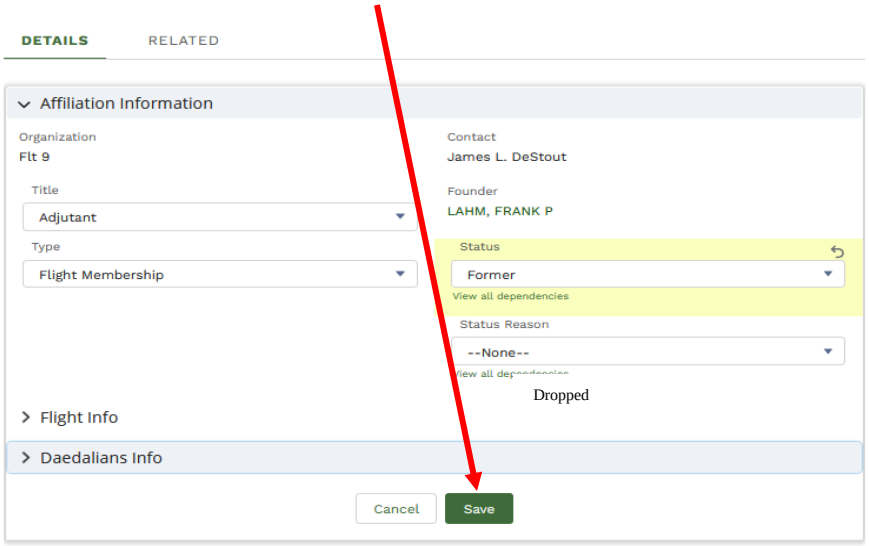
When you change the reason to deceased, HQ gets an immediate notification. However, we recommend that you scroll down and open (if needed) the “Daedalians Info” section and in the description box, put the following information if you have it:

- Date of Death
- Next of Kin/Contact with phone number (if different than the member)
- Link to Obituary

The following is an example:



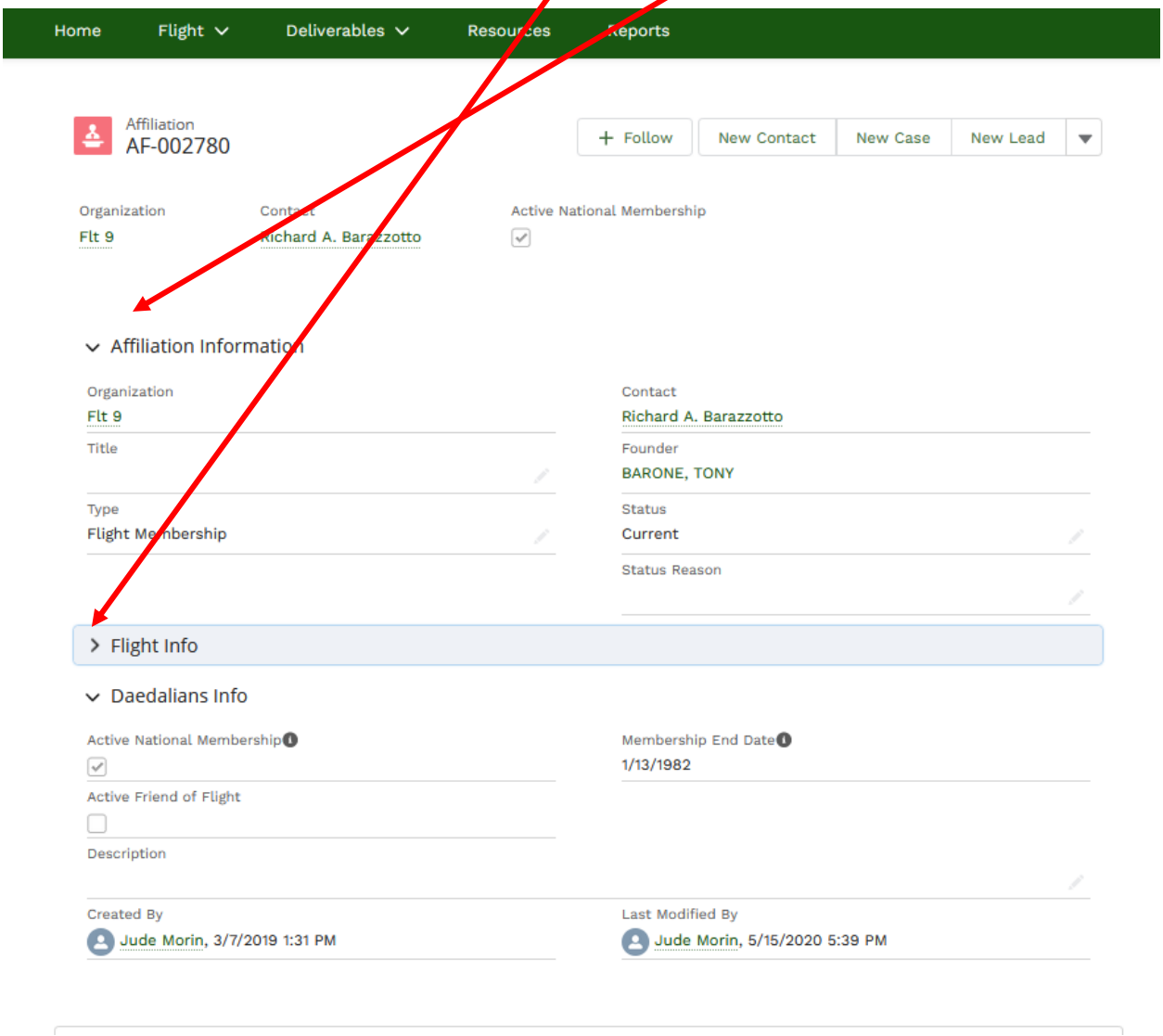
When finished, Click Save at bottom of the box.

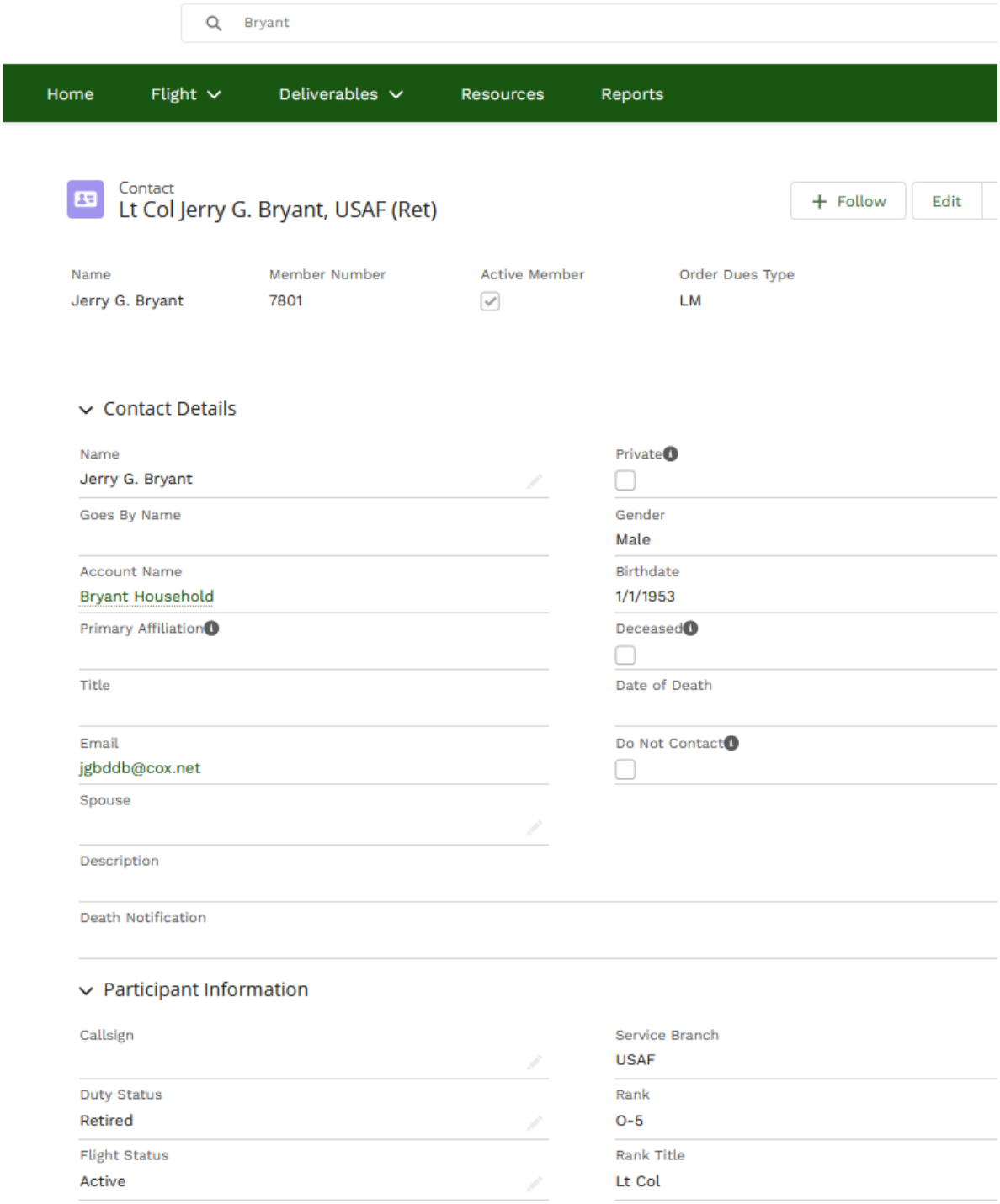


The member will now only show in the My Affiliations “Former Members” View List

Viewing or modifying a member's information

There are two ways to view or modify a member's information. The first is from the Home Page My Affiliations list. Just click on the member's Affiliation Name and a new box will open with basic categories of Affiliation Information, Flight Info, and Daedalian info, some of which can be edited. **Note** that each of these categories is collapsible or expandable with a symbol left of the category name. When the symbol points down, all of the information is visible, and when it is pointing to the right, the information is hidden.





If you then click on the contact name, you will see more detailed info (including address, phone number, email, etc.), much of which can be edited. Again, note that each of the categories is collapsible or expandable with a symbol left of the category name. When the symbol points down, all of the information is visible, and when it is pointing to the right, the information is hidden.

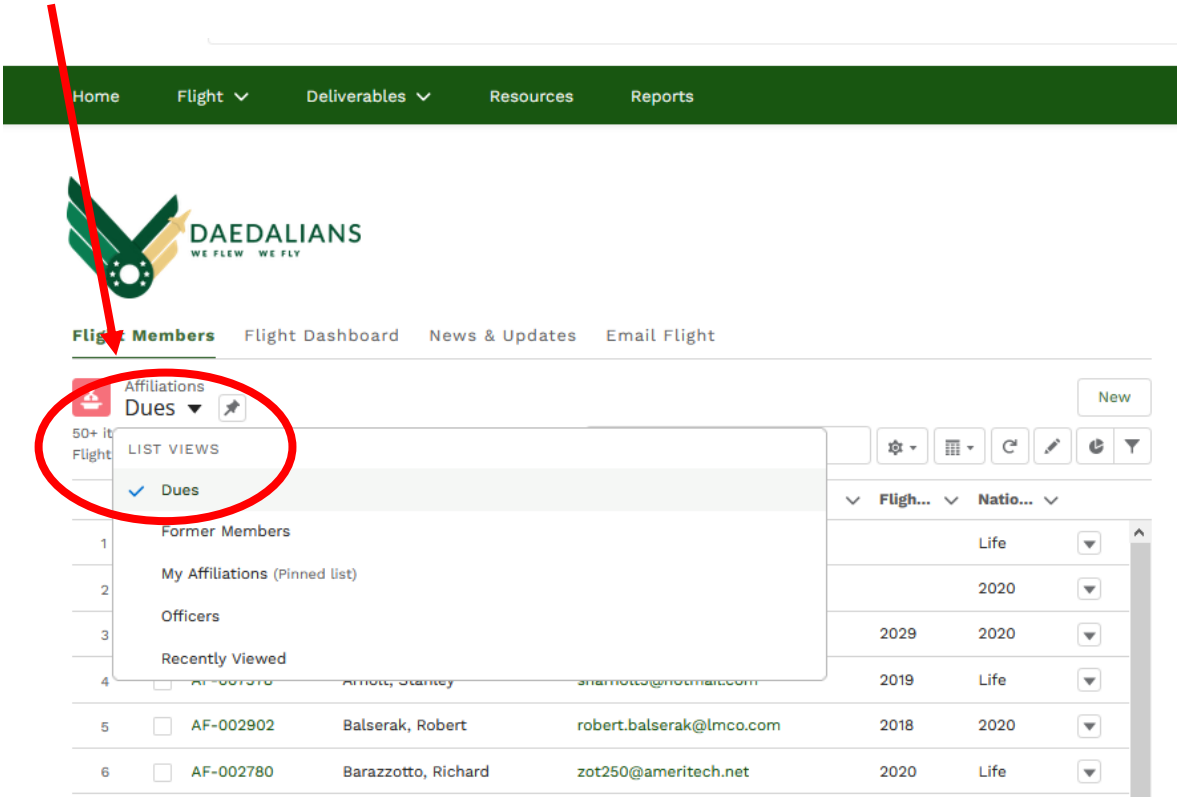
Adding a Friend of Flight (FoF)

At the present time, the individual flights cannot add Friends of Flight to the Salesforce database (possible change in future). This must be done at the National level, where they will assign an Affiliation number. To add a FoF, email the person's name, address, phone number and email address to membership@daedalians.org. Once National has assigned an affiliation number, you should use the same procedure as "Adding a member to the flight" above, except that under "Type" select "Friend of Flight" and then click on "SAVE."

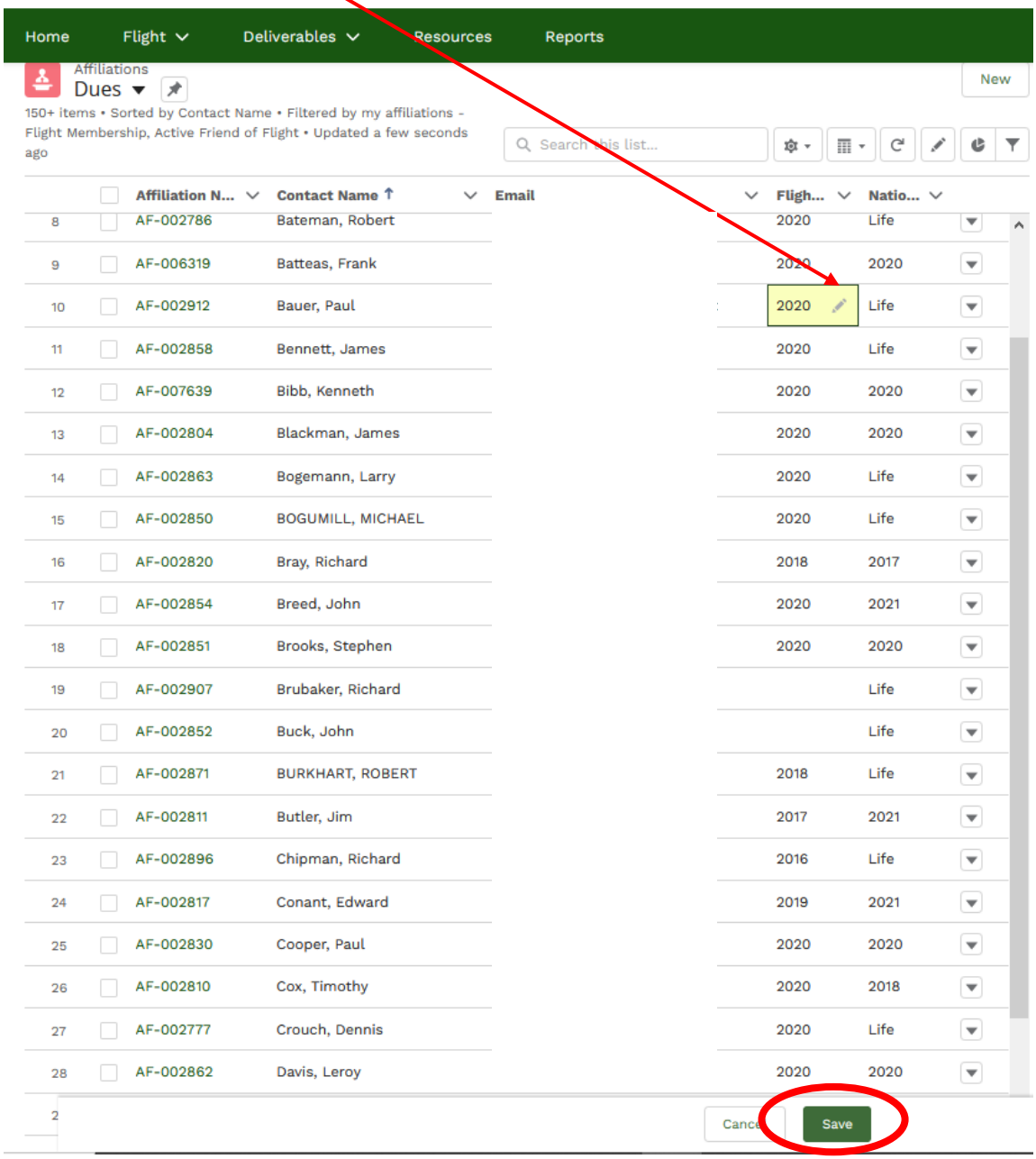
The FoF should now appear in the "My Friends of Flight" Affiliations List View on the home page.

Flight Dues

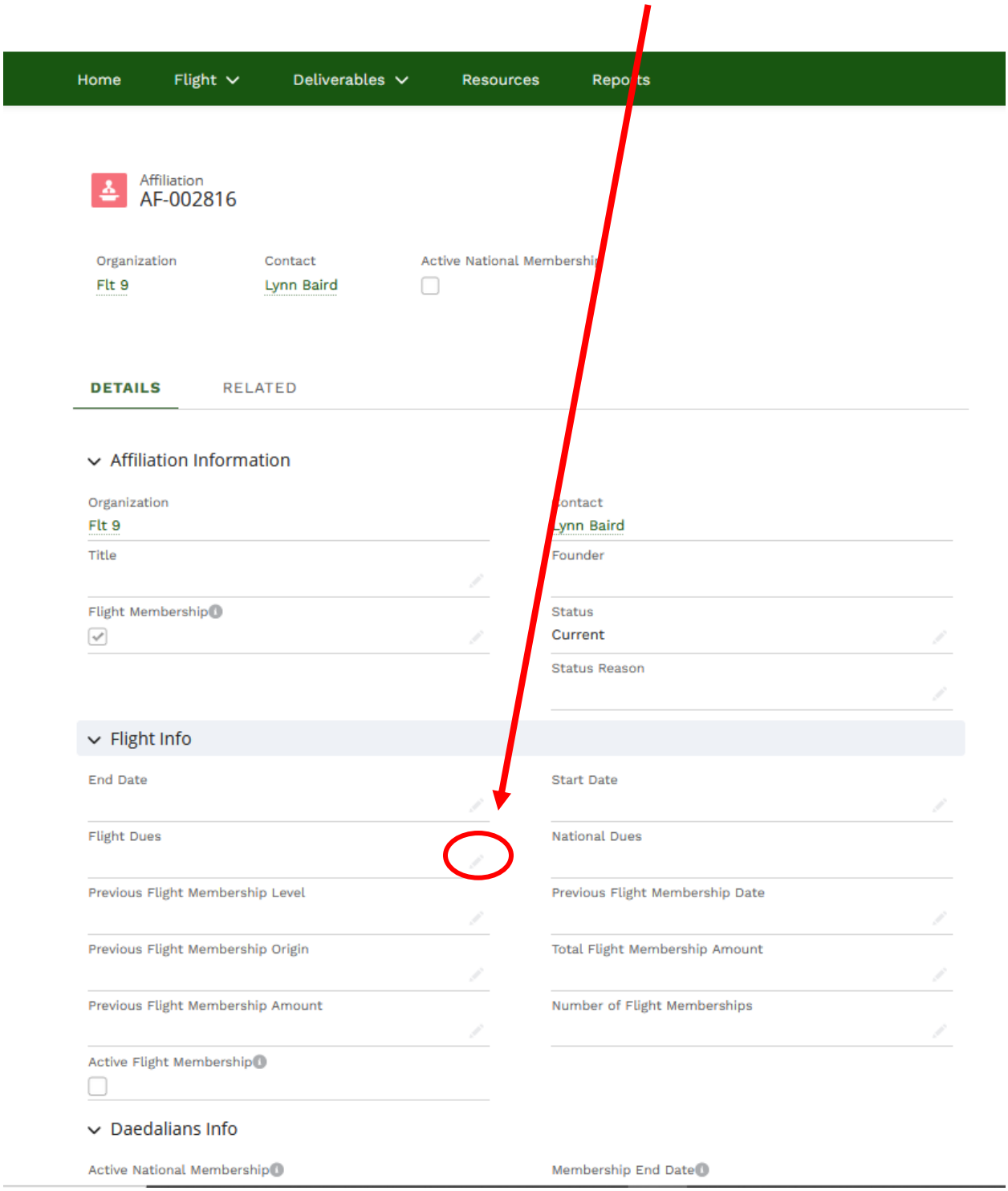
Select the "Dues" List View to the right of "My Affiliations" on the home page. Here you can update flight dues payments.



Under Flight Dues, select “Edit” to the right of the Flight Dues date. A box will appear around the date, and you can edit it. **Save at the bottom of the page**. Dues dates must be updated individually. If they are life members of your flight enter the word “Life” instead of a year.



If you should have Friends of Flight who are paying Flight dues, the procedure is somewhat different. For FOF, do not sort by “Dues”. Instead click the FoF’s Affiliation Number in the “My Friends of Flight” List View and update the Flight Dues under the Flight Info section.



Former Members

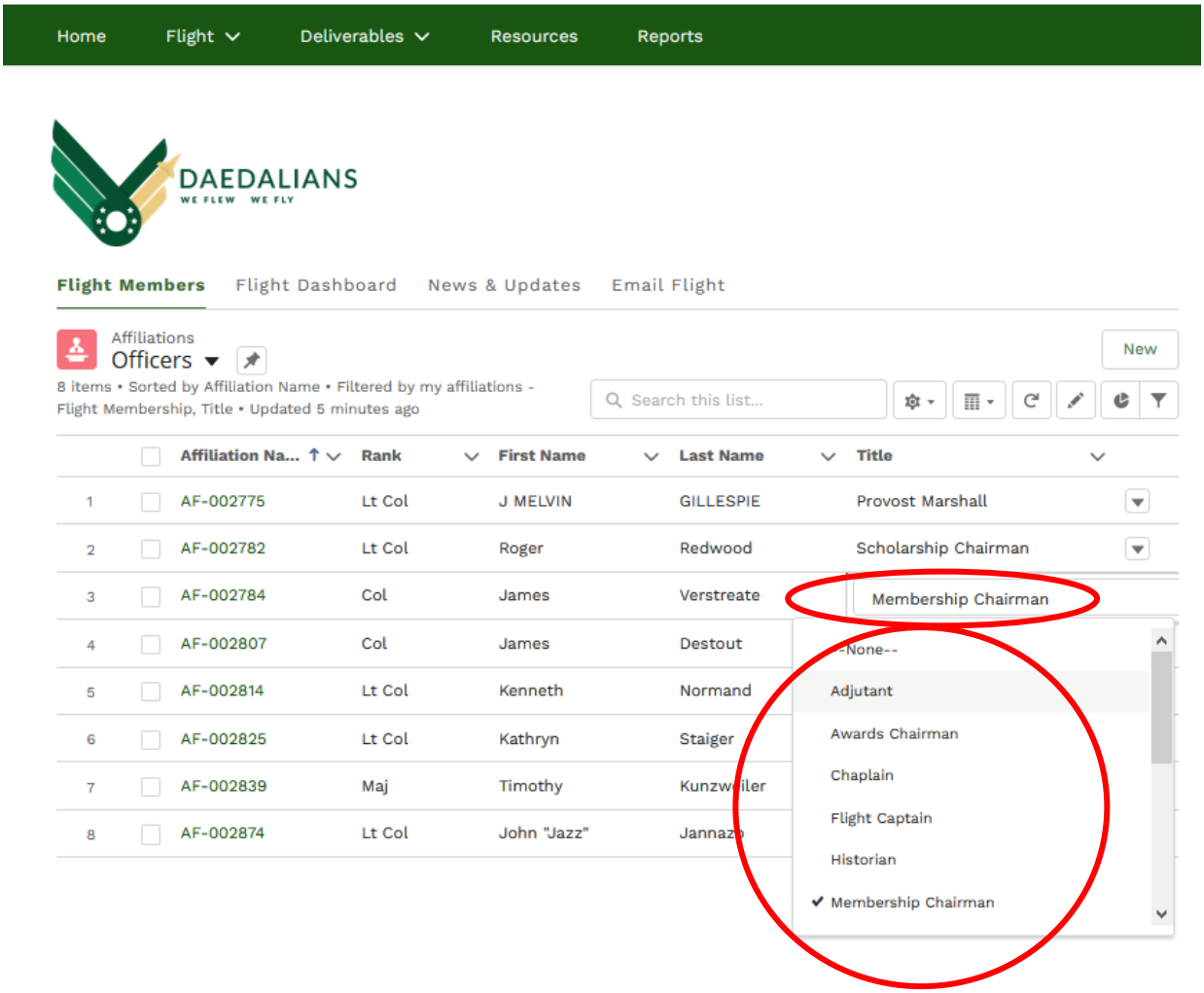
This is a List View of former members.

Friends of Flight

This List View is for Friends of the Flight who have been submitted to National and had an Affiliation number assigned

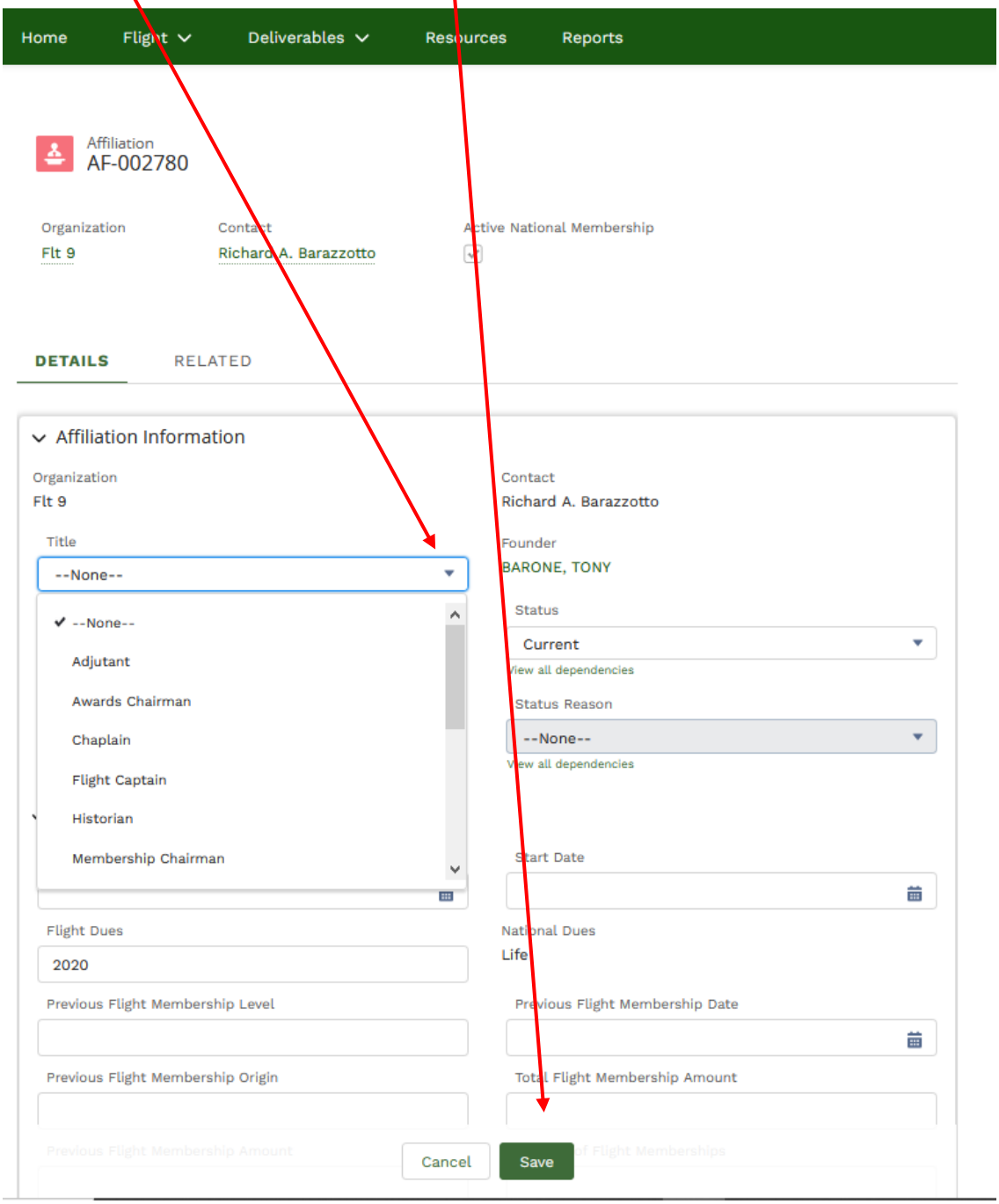
Designating/Sorting Officers

To change the Officer status on a current Officer, select the “Officers” List View to the right of “My Affiliations” on the home page. Here, click on the “edit” pencil, and then click on the name of the office. This will bring up a drop-down menu where you can change the Officer status to another Officer position or select “None”.



To designate a new or replacement Officer, you must go back to the “My Affiliations” List View. Click on the Affiliation Name next to your new Officer’s name. On the resultant screen, click on the “edit pencil” next to “Title”. Select from the drop-down menu the appropriate title and then click

Save at the bottom of the page.



Flight Dashboard

More for National Use. However, you can find on the bottom left of the page a report on Flight members who are delinquent on National Dues - View Report (Dash: Lapsed Members)

News and Updates

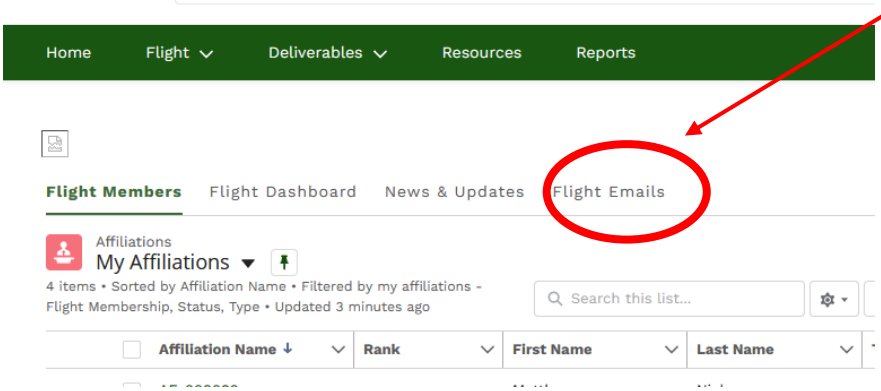
More for use between individual flights. TBD

Flight Emails

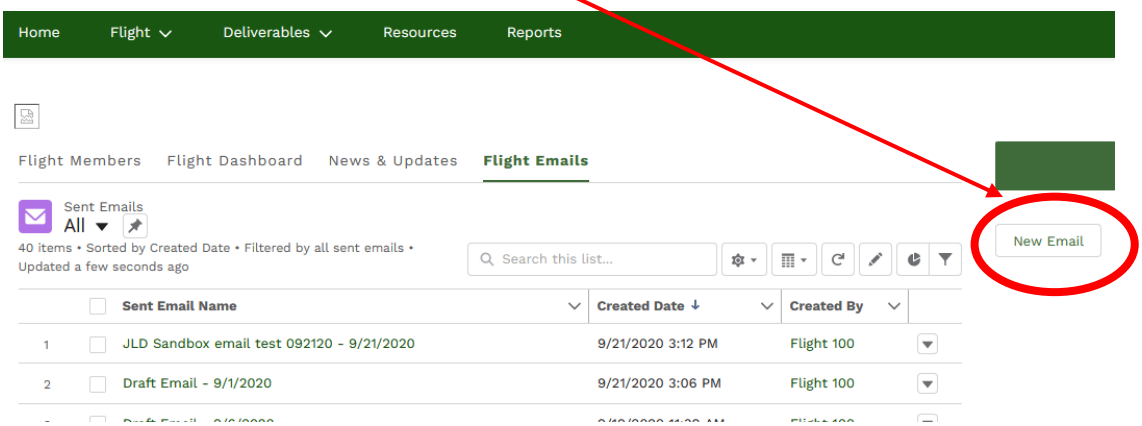
Creating, Addressing and Sending a Flight Email

This section is to be used when you want only to send out information. This is NOT the invitation system for formations. Most flights will use this to send out any general info (newsletters, announcements, etc.)

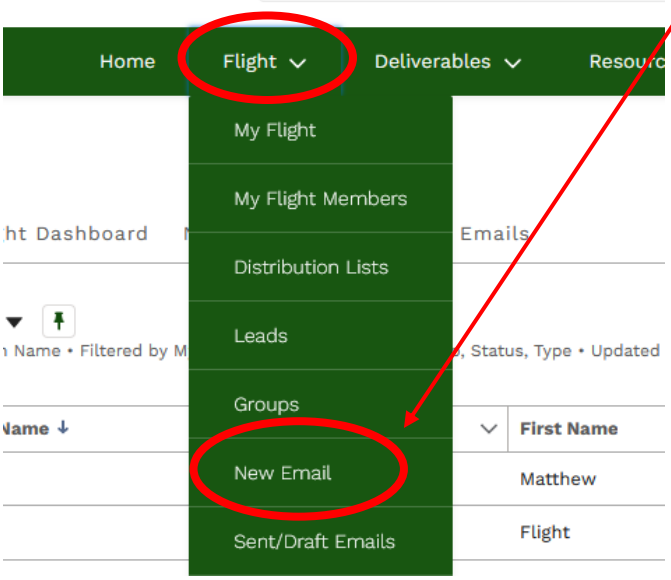
Log into your flight on salesforce and go to the home page. Select the Flight Emails tab to see a list of your Flight Emails.



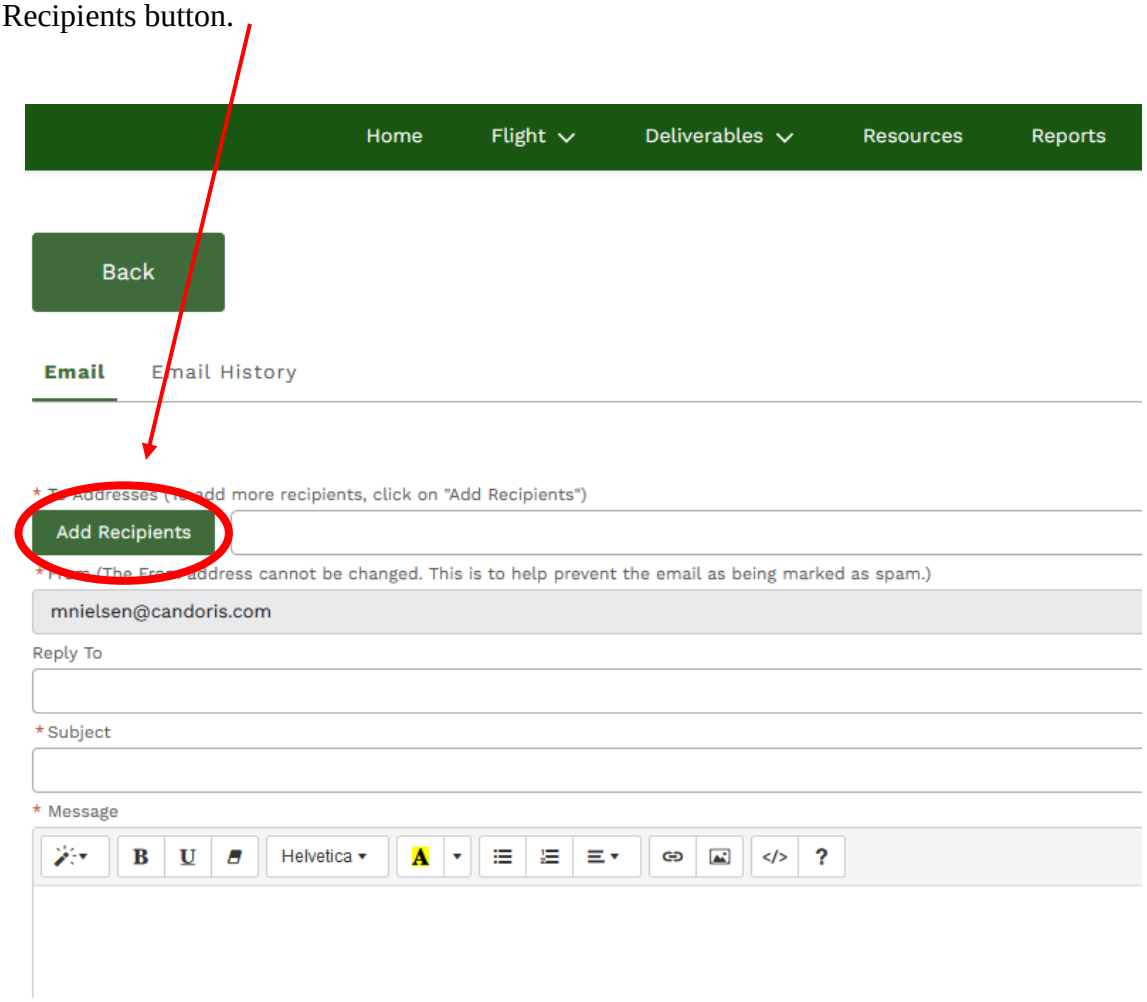
To create a new email, select "New Email"



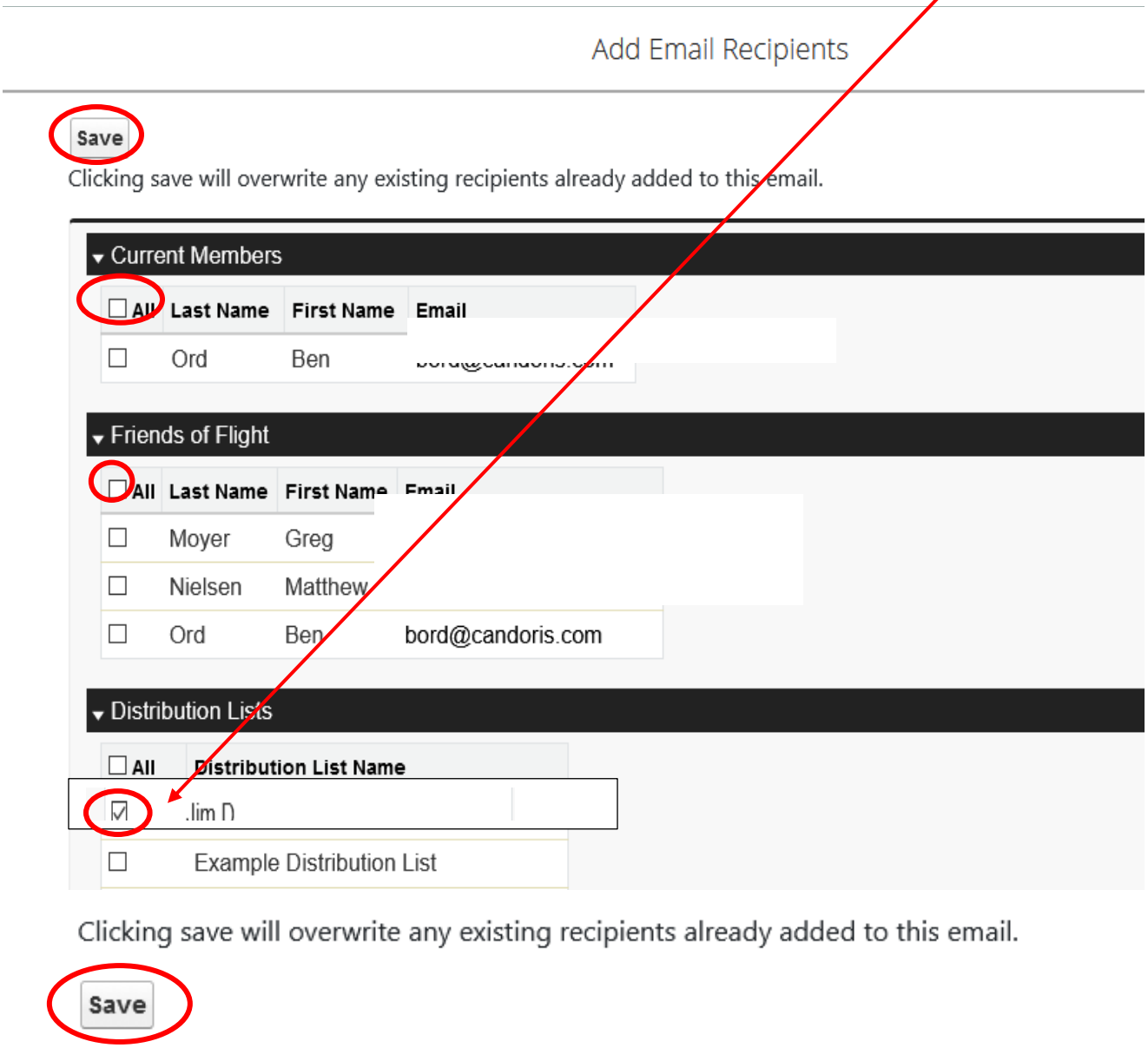
NOTE: You can also start a new email from anywhere on Salesforce by simply selecting "New Email" from the green banner drop-down list



You will then get the following screen. Select the recipients you want by clicking the "Add Recipients button.

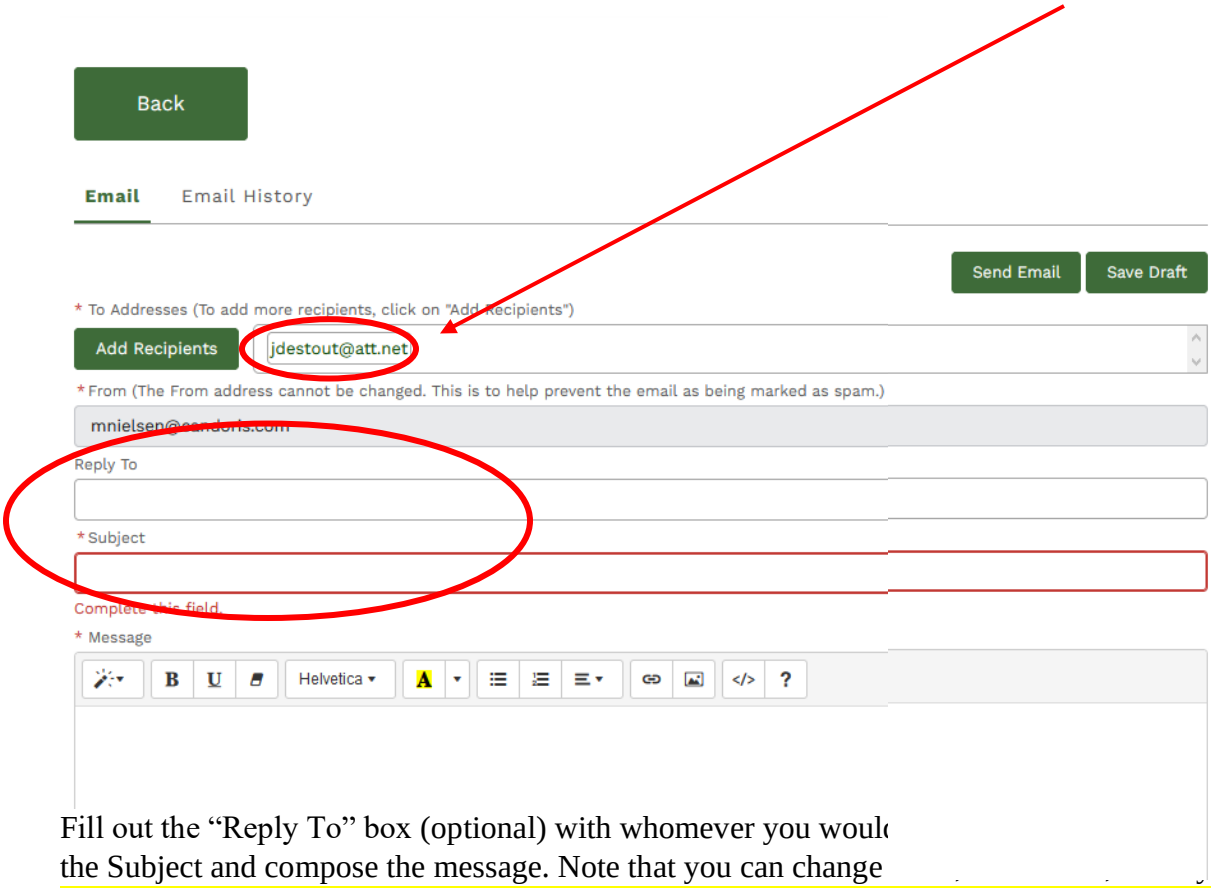


Here you will select the recipients of the new email. You can select all or specific Flight Members, all or specific Friends of Flight, and any special Distribution List you would like to get the email. (**Note:** this example has only one flight member in the field, but yours should have all of your current flight members). In this example, we've selected only the Distribution List "Jim D" (The creation of Distribution Lists is covered on page 23 of this manual)



When finished selecting addressees click "Save" at the top or bottom of the page.*
***Note** that clicking on save overwrites any previous addressees. That allows you to "resend" the email to additional people without it automatically going to all of the original addressees. If you want the "resend" to go to them, just select them again before saving.

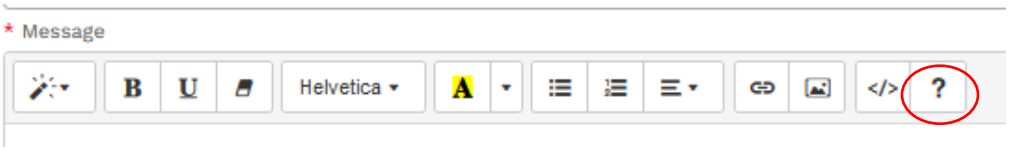
This will take you back to the email, and the addressees you selected will be filled in.



Fill out the “Reply To” box (optional) with whomever you would Fill in the Subject and compose the message. Note that you can change e, etc. If you have difficulty with changing text style, see the following paragraph on the help icon.

(Help Menu)

Among the icons at the top of the message box there is a help icon.



Hitting the icon brings up a menu of keystrokes for possible use in formatting. Particularly useful are “Undo (CTRL+Z), “Redo” (CTRL+Y), and to clear the text style, CTRL+Backslash.

NOTE: You must have text in the message block to avoid an error when sending. Links and email addresses are considered text. A picture is not considered text.

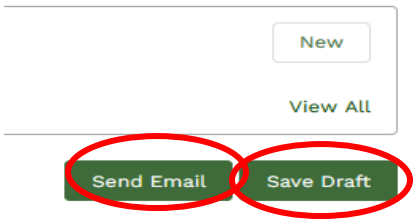
You can also insert pictures, and you can also copy and paste pictures into the message.

NOTE: Pictures that are too large may cause a problem in either sending the email or receiving them, particularly in Outlook. If your pictures is very large, you may want to resize it in a photo editing program

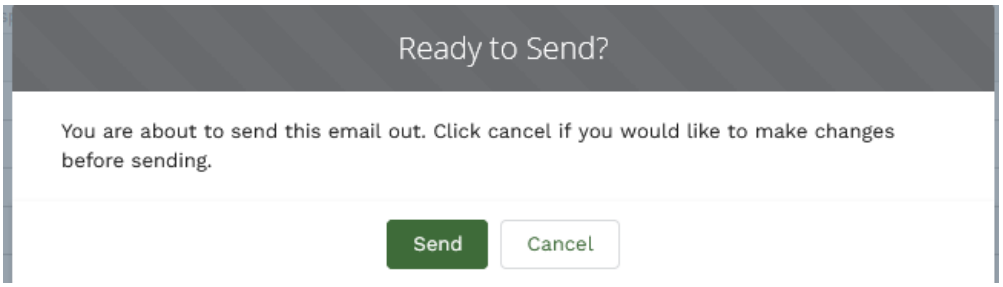
Below the message you can add any desired attachments (just hit new and upload your attachment (s).



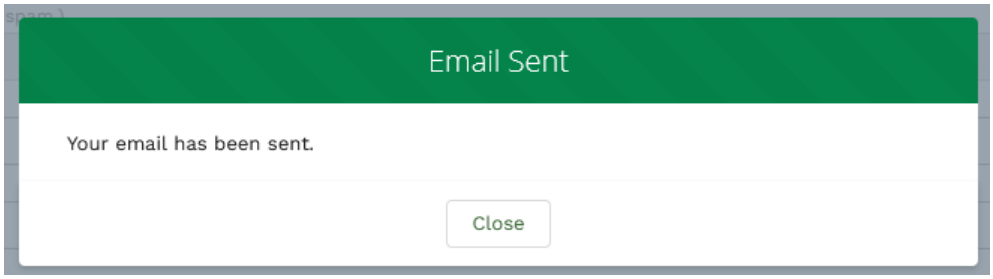
When you have completed your message, we suggest you hit the "Save Draft" button. This will put a copy of the unsent email in with your draft emails, in the event you have to leave for other info or just want to wait until later to send the email. When ready, hit "Send Email".



You'll get the following box, If you're ready, hit Send.

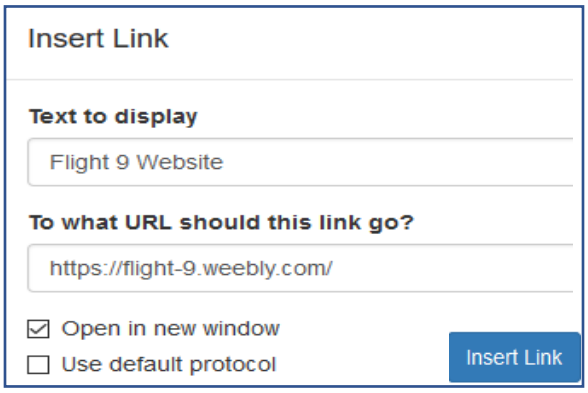


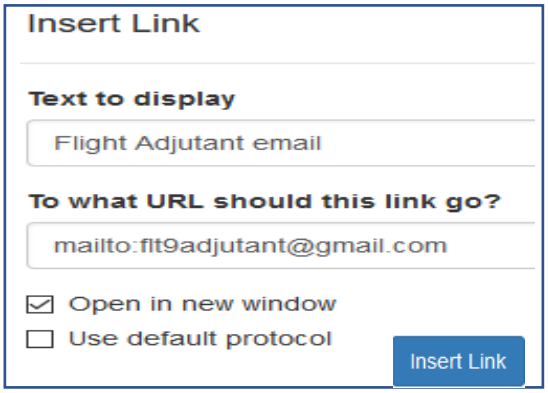
Wait for the following message that indicates your email has been successfully sent



Inserting Links. When you want to insert a URL link or an email link, do the following:

1. Write whatever text you want to show in your message
2. Highlight the text
3. Click the hyperlink symbol 
4. In the URL box, enter the URL for a weblink or 'mailto:' immediately followed by the email address for an email link
5. Click 'Insert Link'





Resending of Emails

If you want to resend an email (perhaps to new addressees or to add info), simply go to your Sent Emails page and select the email. Select "Add Recipients" select all desired recipients (including the original recipients if you want them to get it. That's because when you "Add Recipients", it overwrites the old addressees). Select "Add" , Save the Draft Email and Send.

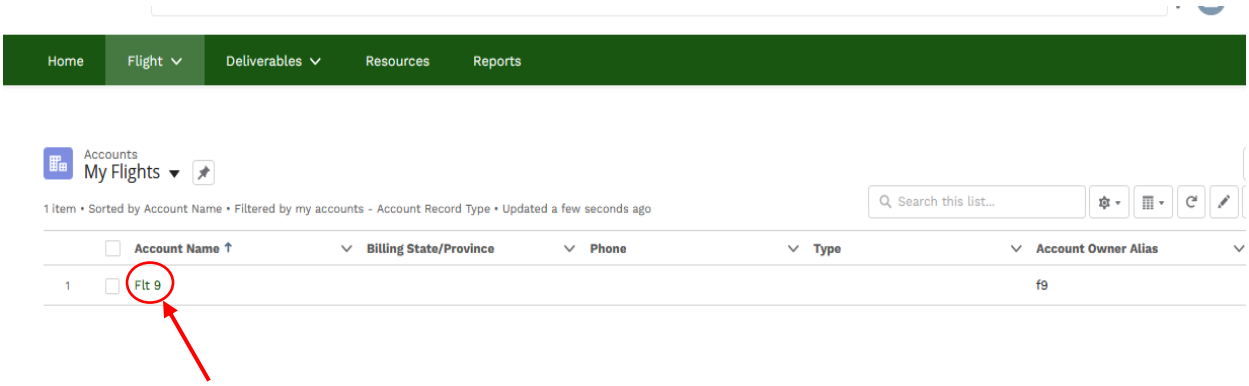
NOTE

If you would like to resend an email, but want to delete an addressee (e.g., you discover a duplicate email address in your "Current Member" list), go to "Add Recipients", select "All" for "Current Members", and then uncheck the box for any address you do not want to receive the email. If you also want to resend to any Friends of Flight or Distribution List, check them and select "Add". Save the Draft email and Send.

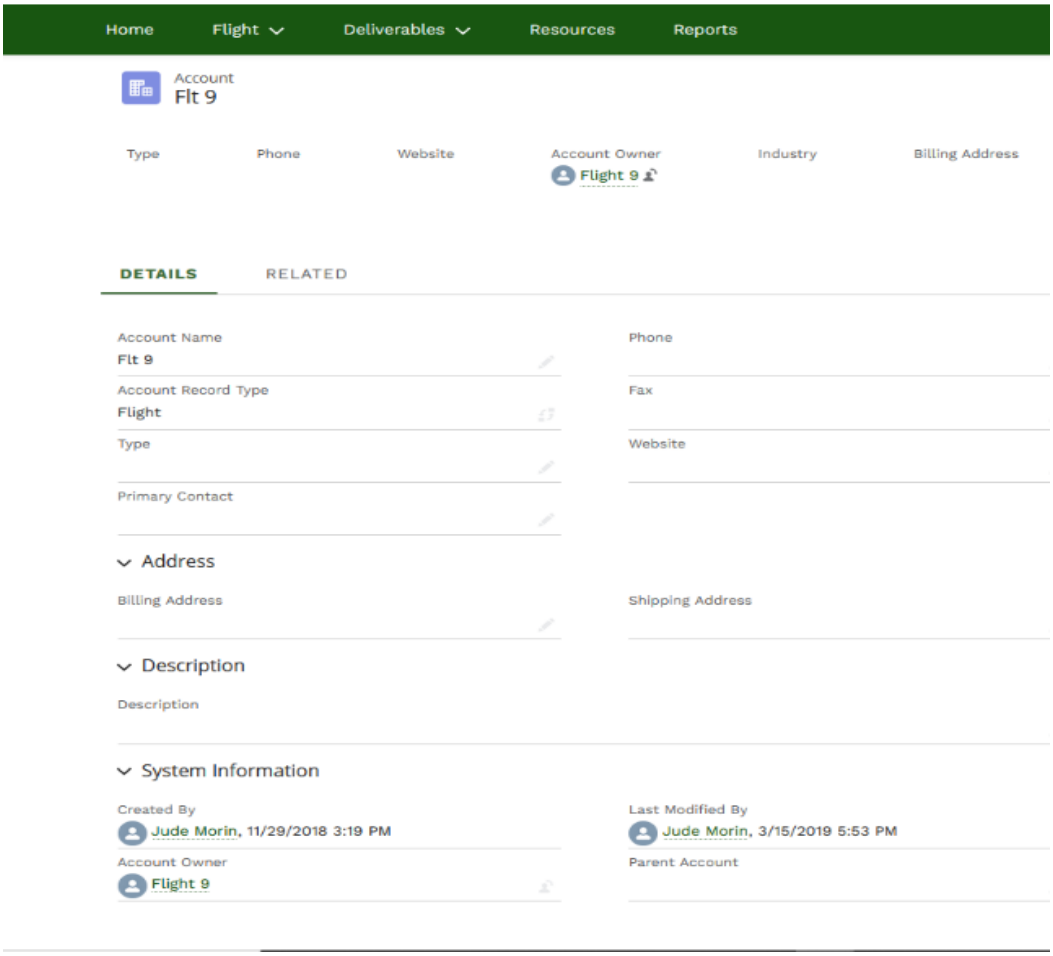
FLIGHT

My Flight

Selecting My Flight takes you to a table with your Flt # in it.

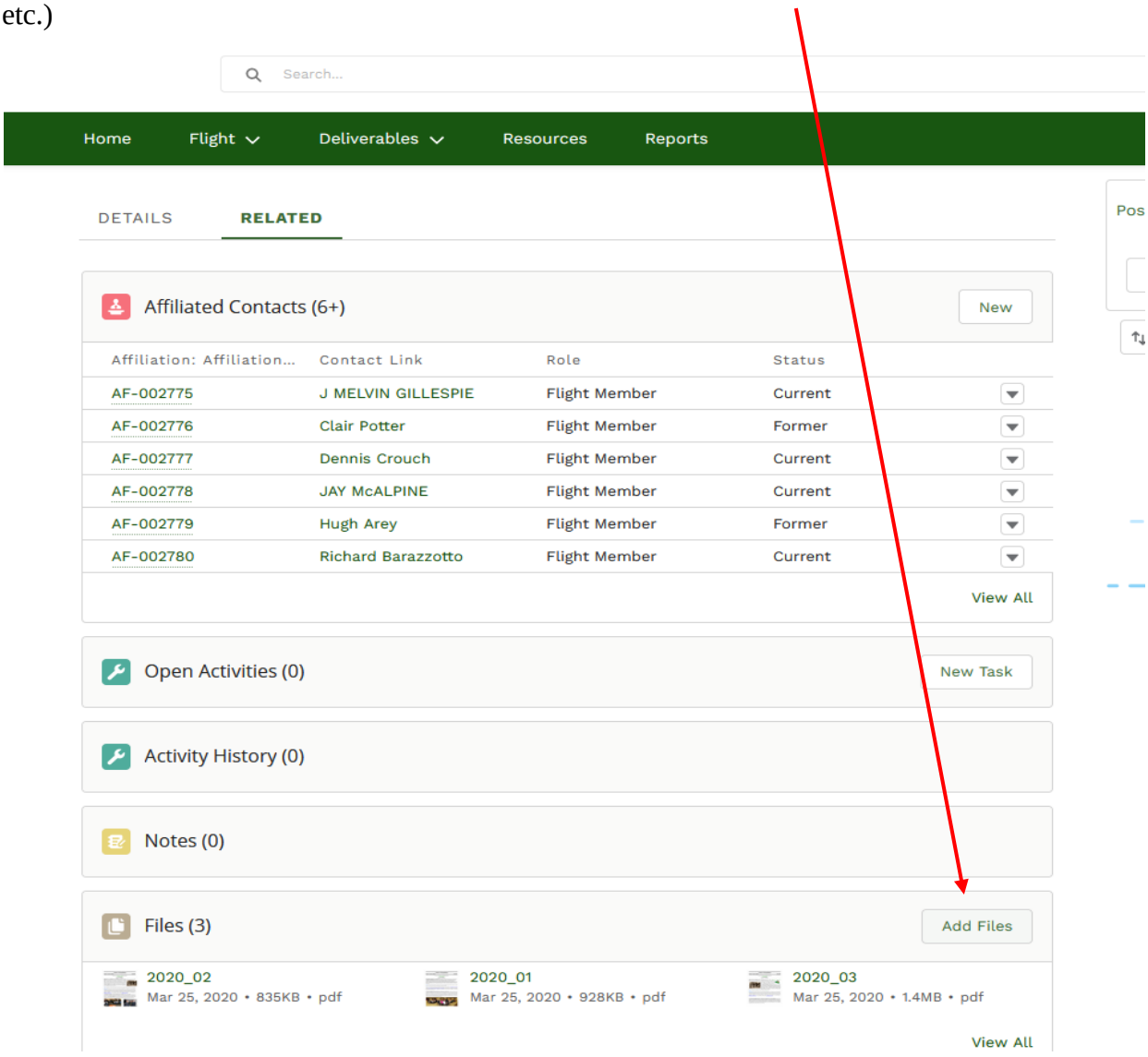


Clicking the Flt # takes you to a page with Flight Details. There's really nothing much for us to do on the Details tab. But the next paragraph describes how you can store documentation for the flight.



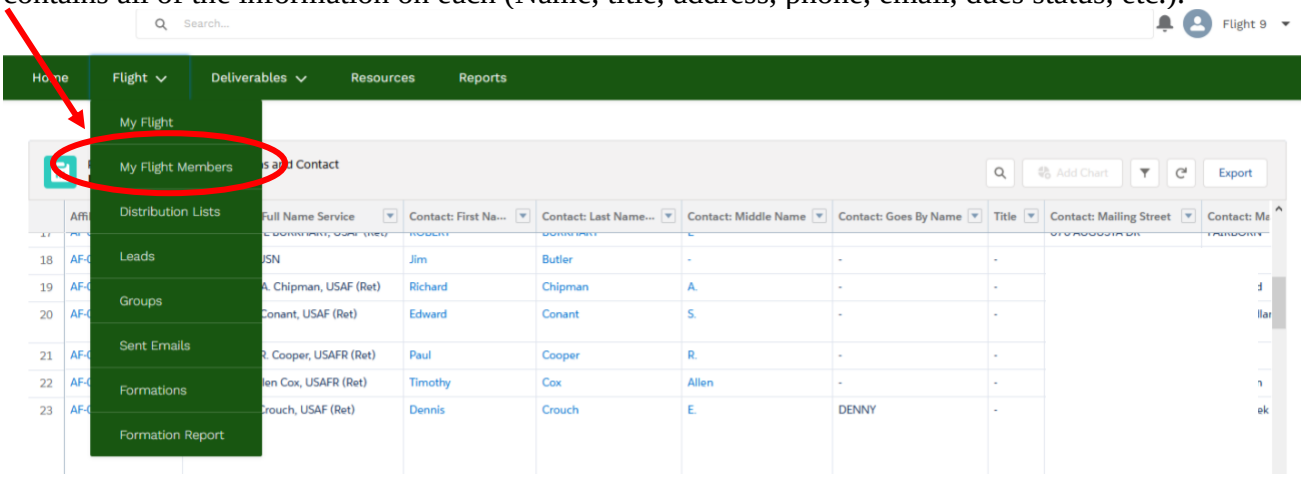
Uploading and Storing Documentation

Follow the instructions in the preceding section to get to the Flight Details page. Select the Related tab. Scroll down to the Files block, and there you can add files (newsletter, By-laws, etc.)

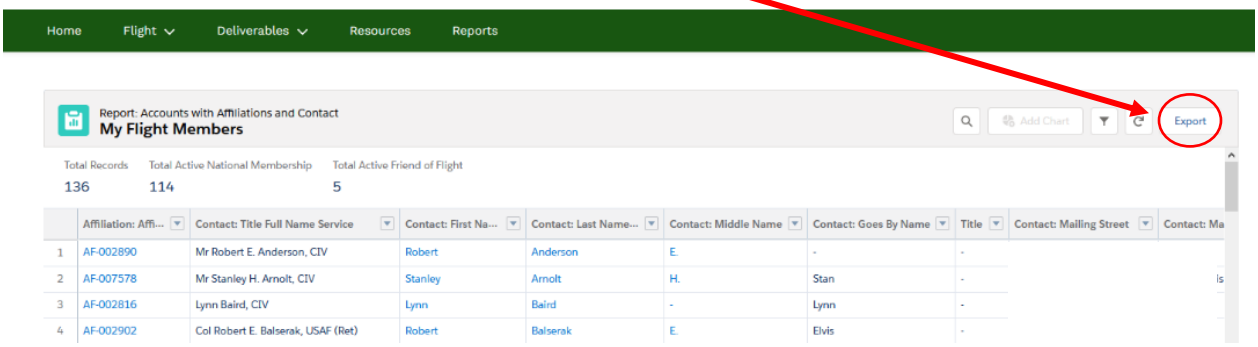


My Flight Members

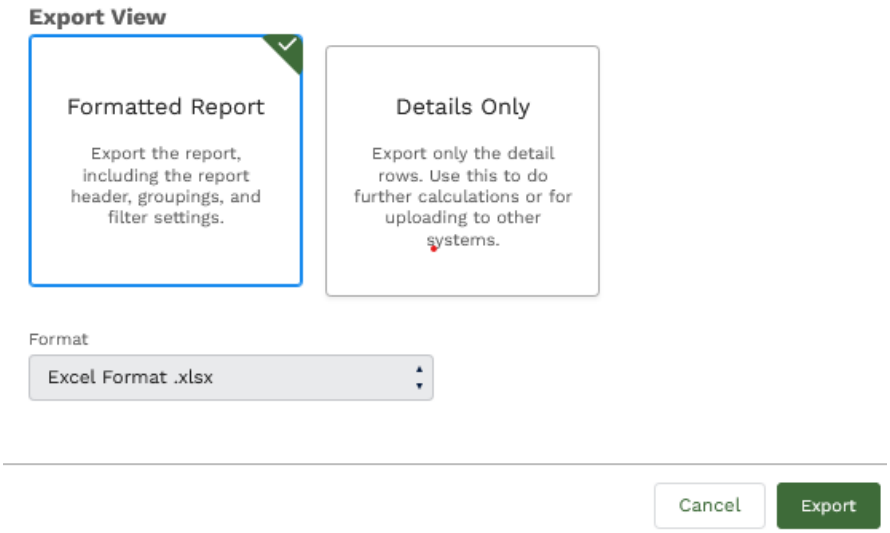
Select My Flight Members. This provides a full roster of the current Flight members and contains all of the information on each (Name, title, address, phone, email, dues status, etc.).



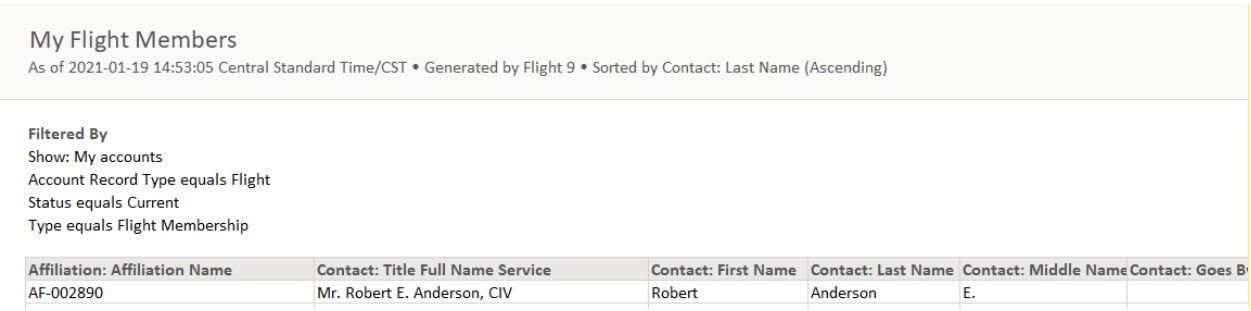
This roster can be downloaded through use of the "Export" button



When you export the roster, you will get the following screen



As you can see there are 2 choices for export. The "Formatted Report" will export/open as an MS Excel ".xlsx" file and will look like this.



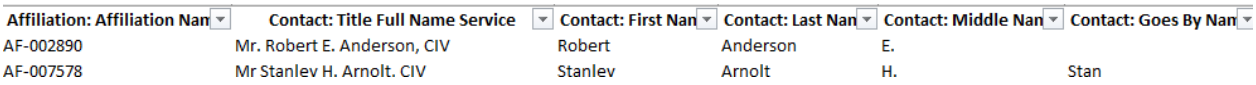
My Flight Members

As of 2021-01-19 14:53:05 Central Standard Time/CST • Generated by Flight 9 • Sorted by Contact: Last Name (Ascending)

Filtered By
Show: My accounts
Account Record Type equals Flight
Status equals Current
Type equals Flight Membership

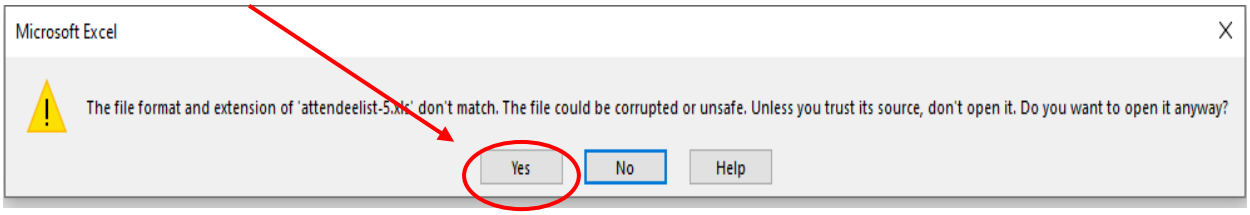
Affiliation: Affiliation Name	Contact: Title Full Name Service	Contact: First Name	Contact: Last Name	Contact: Middle Name	Contact: Goes B
AF-002890	Mr. Robert E. Anderson, CIV	Robert	Anderson	E.	

However, if you want to sort the data by columns you must get rid of the top 11 rows as they have merged cells. The "Details Only" export will export/open as an MS Excel ".xls" file (an older version. It will look like this and can be sorted without deleting any rows.



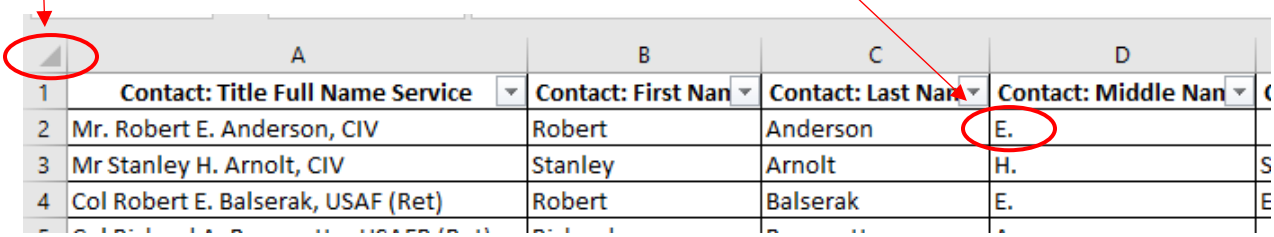
Affiliation: Affiliation Nan	Contact: Title Full Name Service	Contact: First Nan	Contact: Last Nan	Contact: Middle Nan	Contact: Goes By Nan
AF-002890	Mr. Robert E. Anderson, CIV	Robert	Anderson	E.	
AF-007578	Mr Stanley H. Arnolt, CIV	Stanley	Arnolt	H.	Stan

NOTE: Whenever you open the "Details Only" exported file, whether you opened it immediately or saved it to your computer, you may get the following message (depending on SW versions). If so, just go ahead and select "Yes".



To make the use of the exported roster easier, you can do the following:

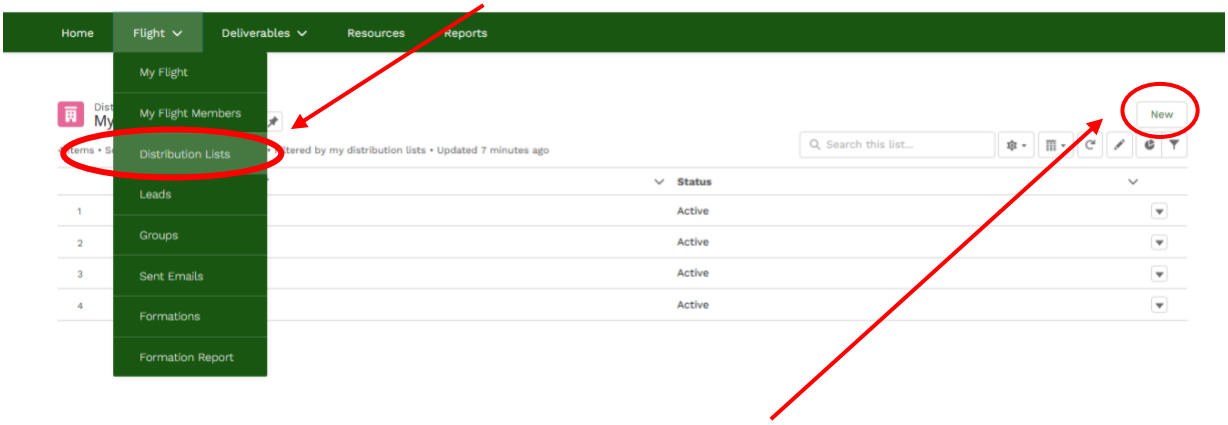
a. Download the file and open
b. For the Formatted Report, delete Rows 1-11 to get rid of the merged cells
c. Click the top left "All" cell (above the number 1) and add "All Borders"
d. Delete the first column (Affiliation name) for Details Only and first 2 columns for Formatted Report
e. Select the first member's "middle name" cell and select "Freeze Frames" (on View tab). That freezes all the column titles and the first three Name columns. You can then scroll horizontally and vertically without losing the member name or the column titles.
f. Save the file as an excel file.



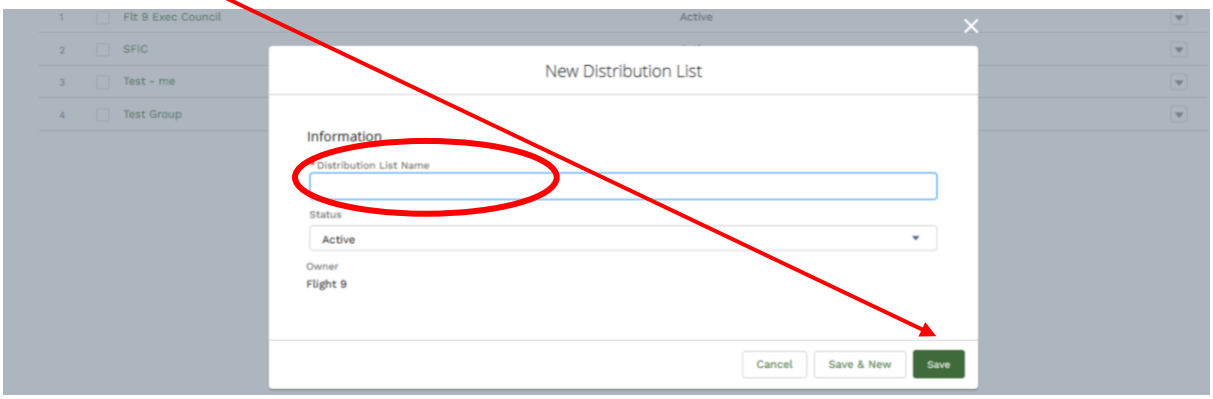
	A	B	C	D
1	Contact: Title Full Name Service	Contact: First Nan	Contact: Last Nan	Contact: Middle Nan
2	Mr. Robert E. Anderson, CIV	Robert	Anderson	E.
3	Mr Stanley H. Arnolt, CIV	Stanley	Arnolt	H.
4	Col Robert E. Balserak, USAF (Ret)	Robert	Balserak	E.

Distribution Lists

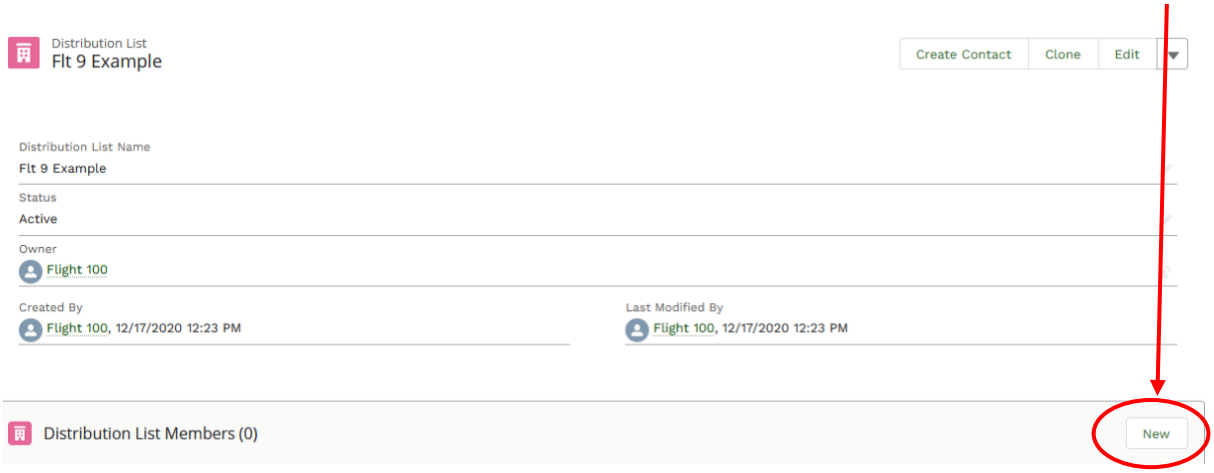
This function is used to create distribution lists for use on Formation Invites and for Flight Email. To create a distribution list, select “Distribution List” under the Flight menu.



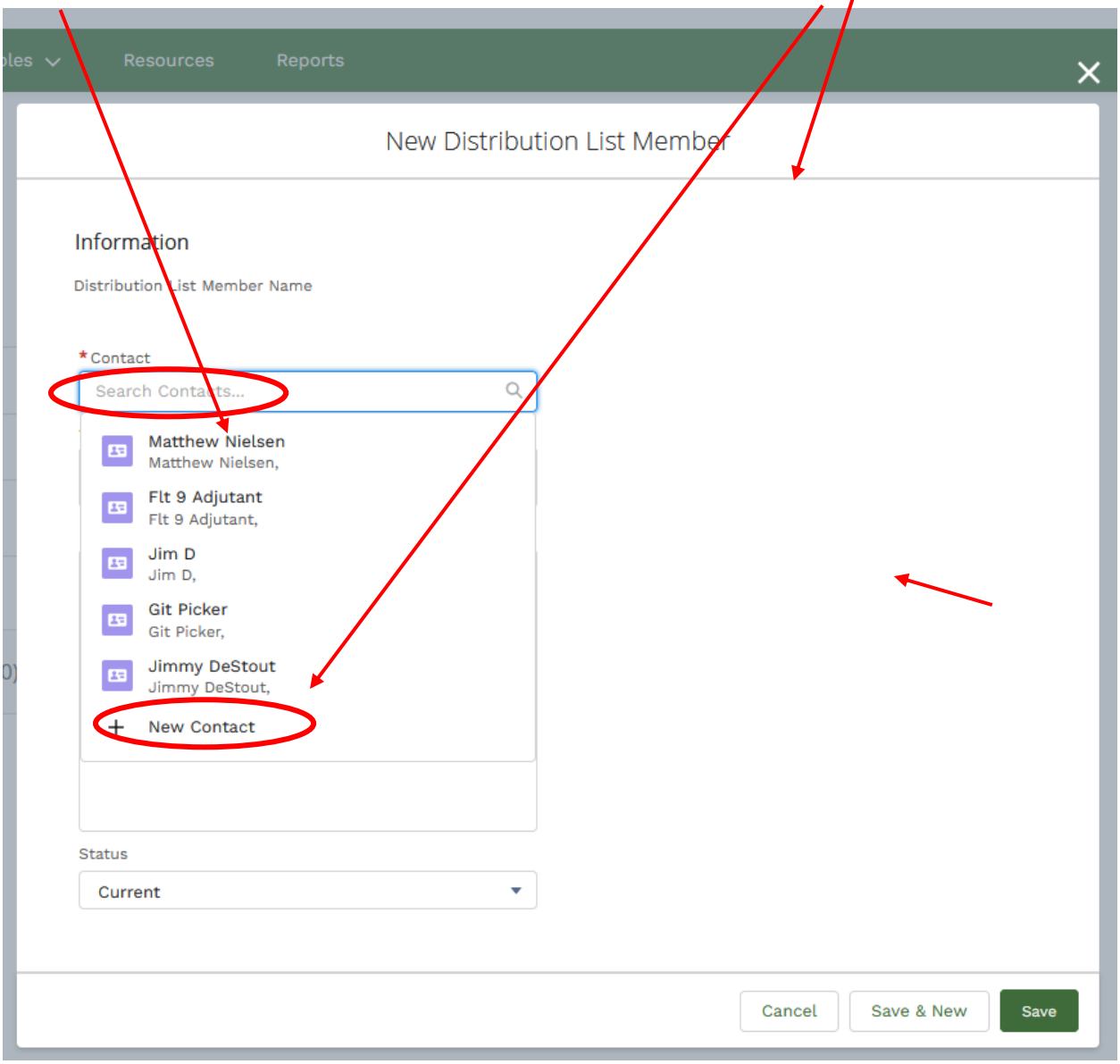
You will then see all your distribution lists. To then create a new distribution list, select “New”. You will get the box shown below. Select a name for your new distribution list, and then select save.



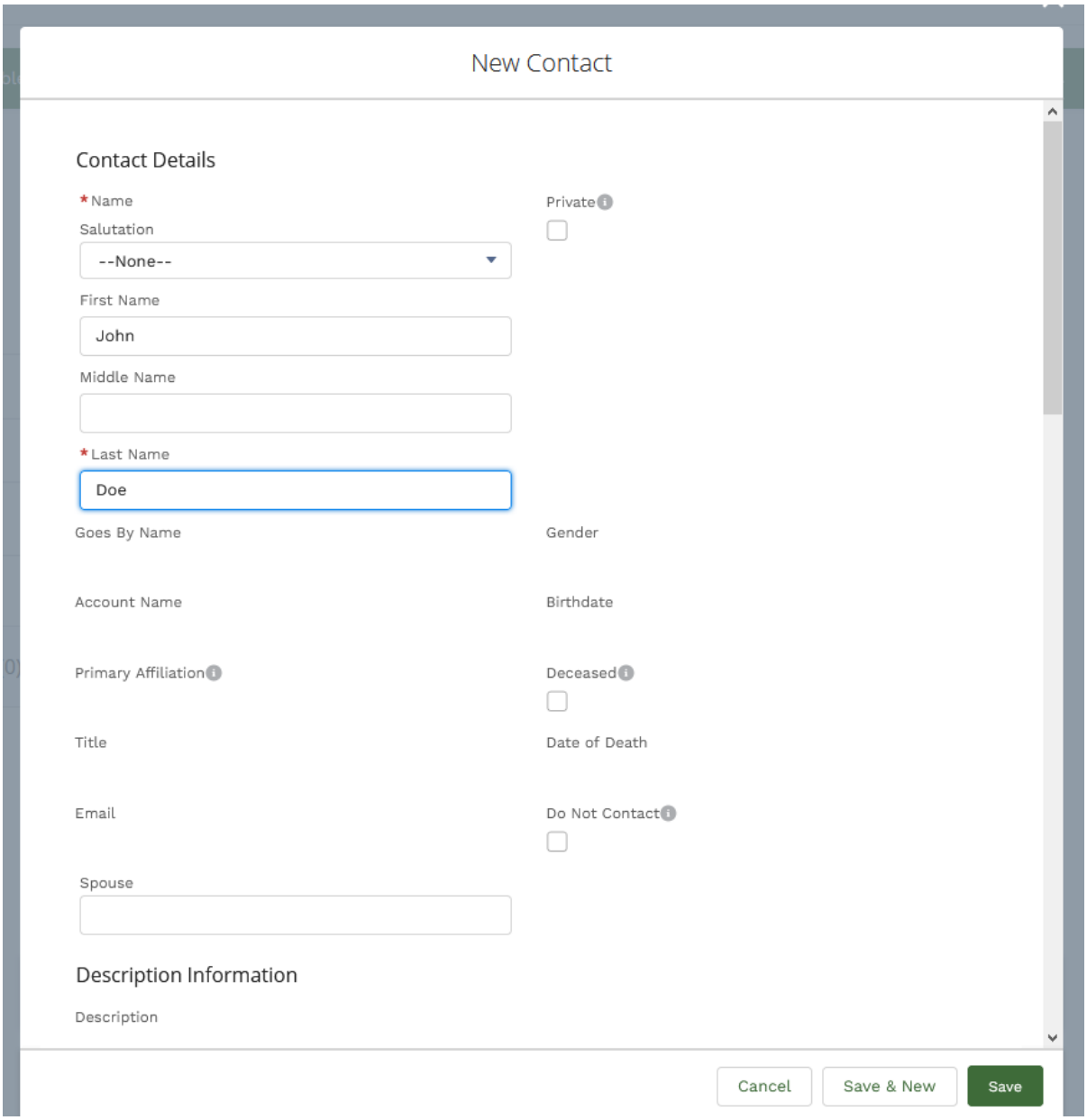
This will bring you the following page, where you will add people to the list by selecting :New”



In the resultant box, use the “Search” box to find the any desired Flight Member or Friend of Flight. Then select on the desired name. Or, for any additional desired people you want to include in the distribution list (but who aren’t Flight Members or FOF), select “New Contact)

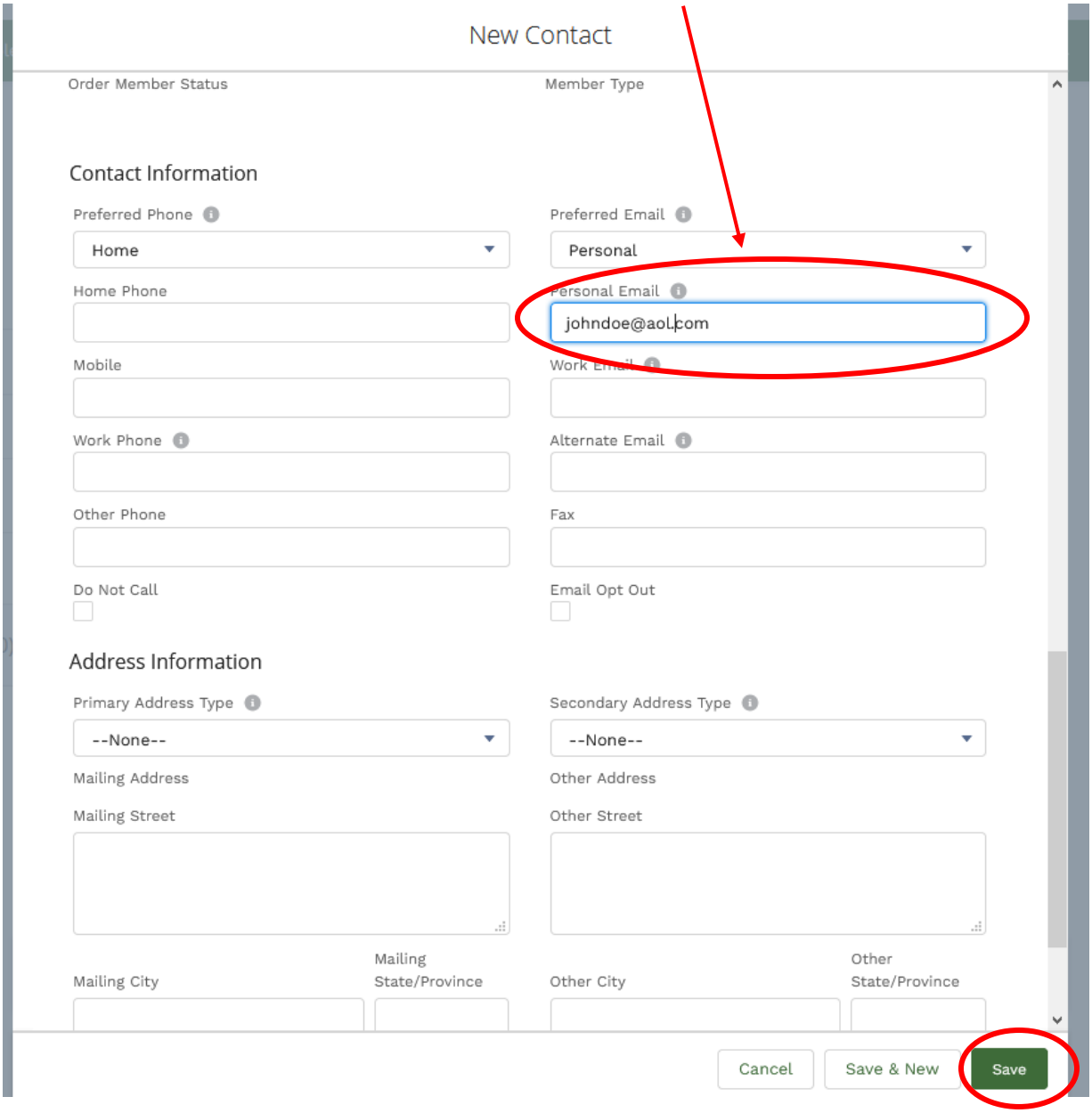


When you select New Contact, you ‘ll get the following box

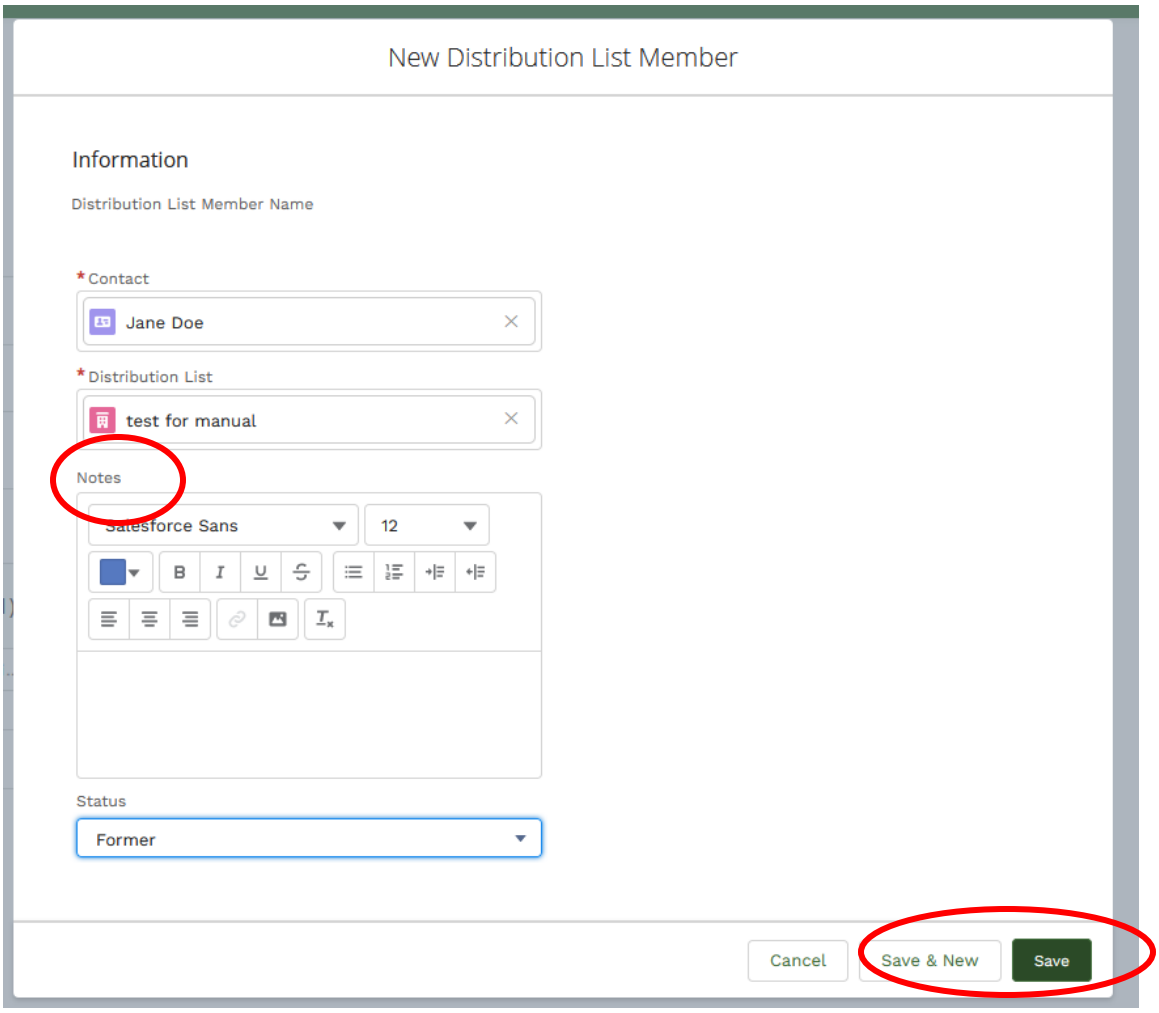


Fill out the first and last name.

Then scroll down to “Personal Email” and fill it in.

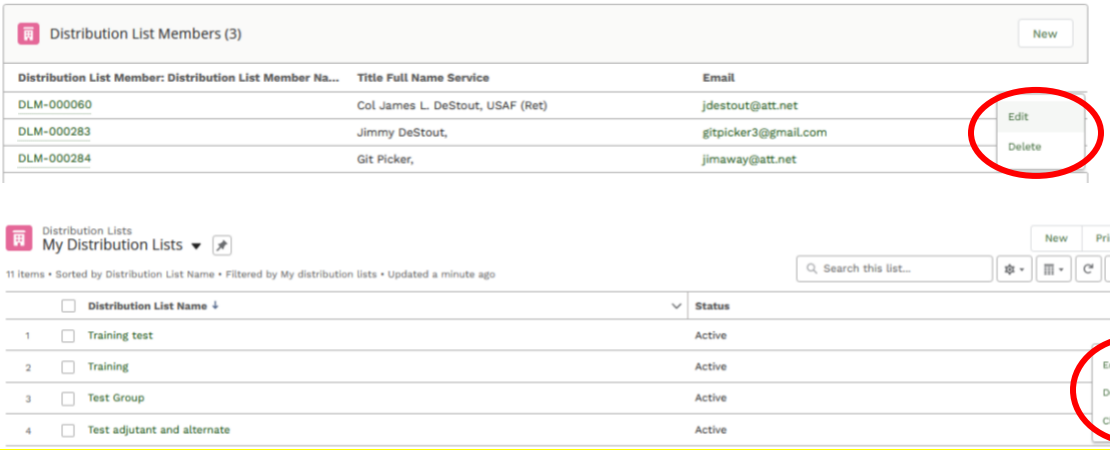


Click Save and you will get the following info box. Here you can add notes (e.g., Wing Commander, Mayor, etc)



To add additional names, select “Save and New”, and repeat. When finished, select “Save”. Your new distribution list is complete and should show under your “Distribution Lists”. This list will now be available for sending Formation Invites and Flight Emails.

NOTE: You can delete any Distribution List or Distribution List member by using the drop-downs to the right of the Distribution List or individual Distribution member name.



Leads

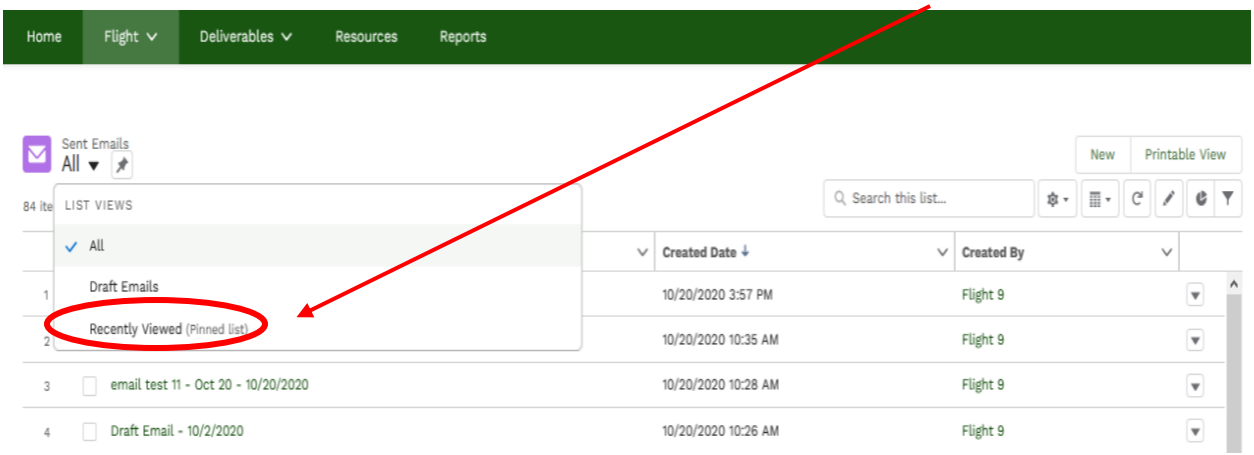
This function will be used for membership leads in the future.

Groups

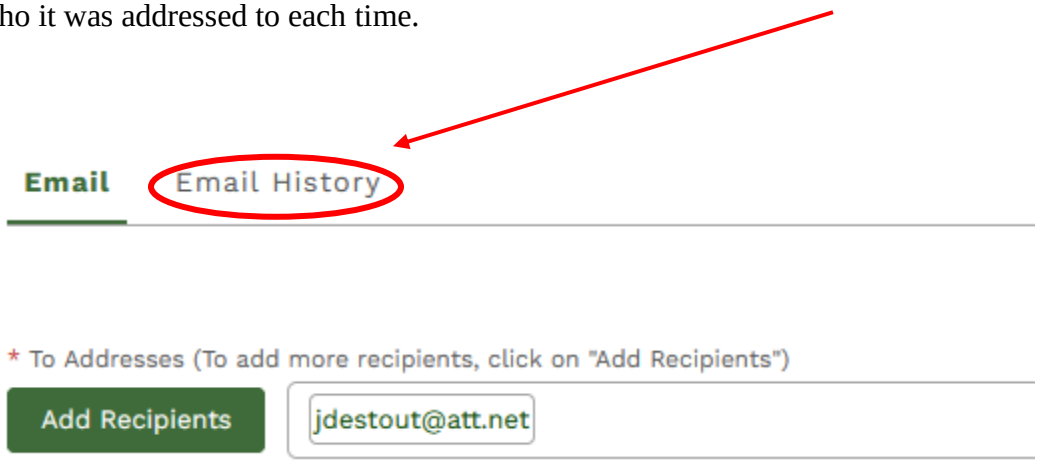
This function is currently being worked on and has no present use.

Sent Emails

Provides a list of sent Emails, which can be viewed by All, Recently Viewed, or Draft Emails,



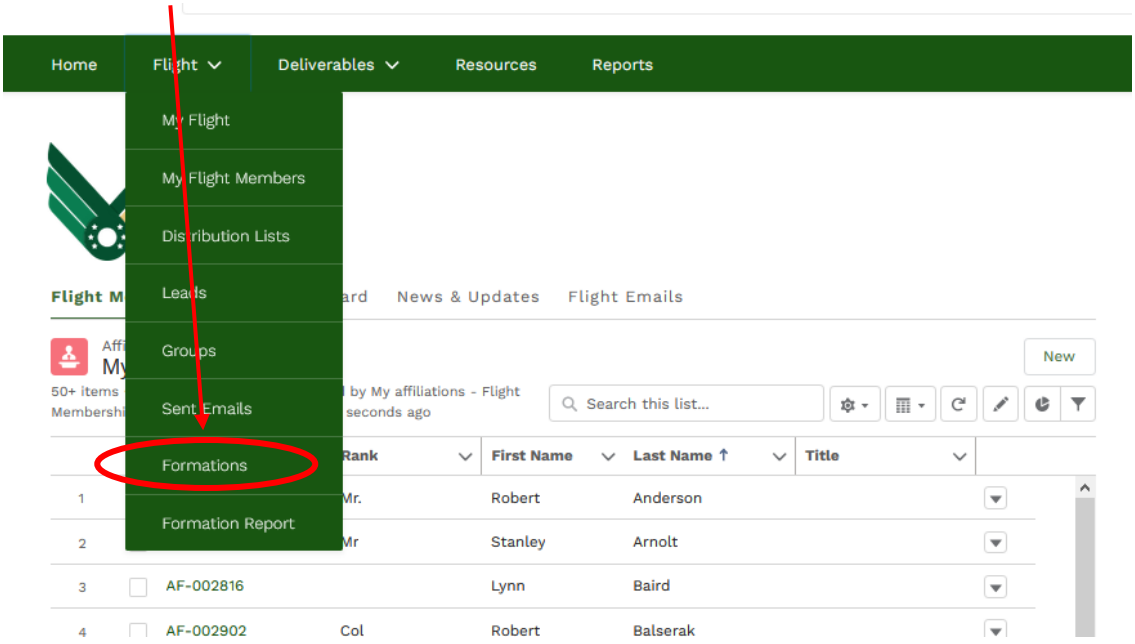
Clicking on a specific email will open the email and still have the addressees. You can then review how many times the email has been sent by going to the Email History Tab, as well as who it was addressed to each time.



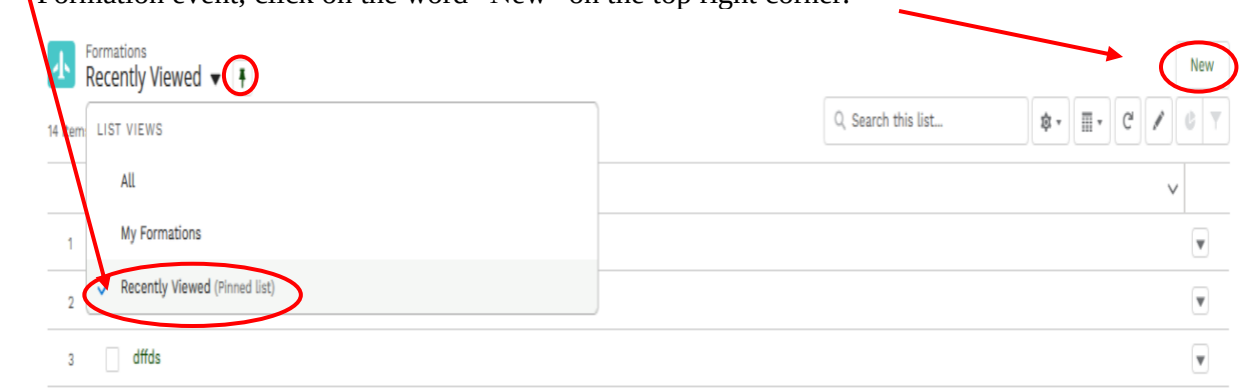
Formations (Events)

Creating Formation and Sending Invitation

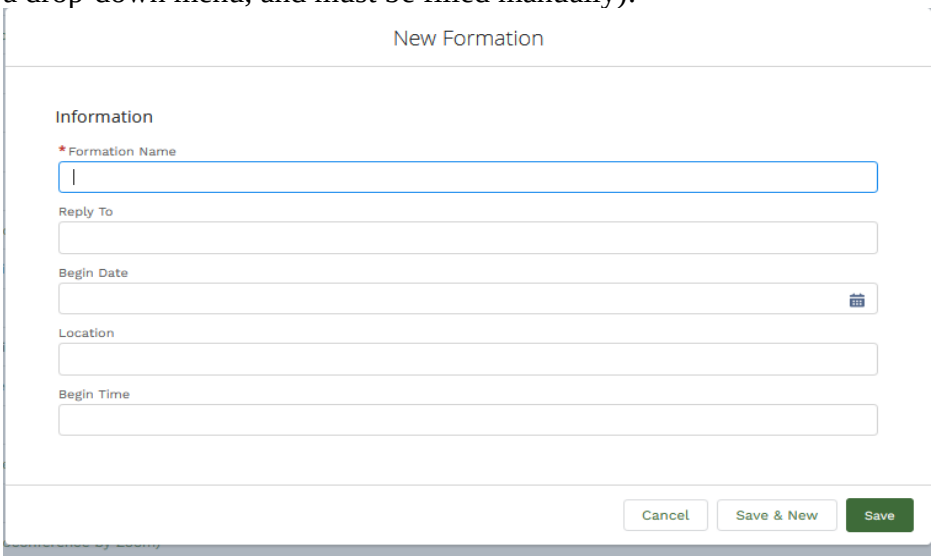
Allows one to view or create a Formation (Event), such as a Flight Meeting, where you want to invite members and guests and allow them to respond. Select Formations from the "Flight menu".



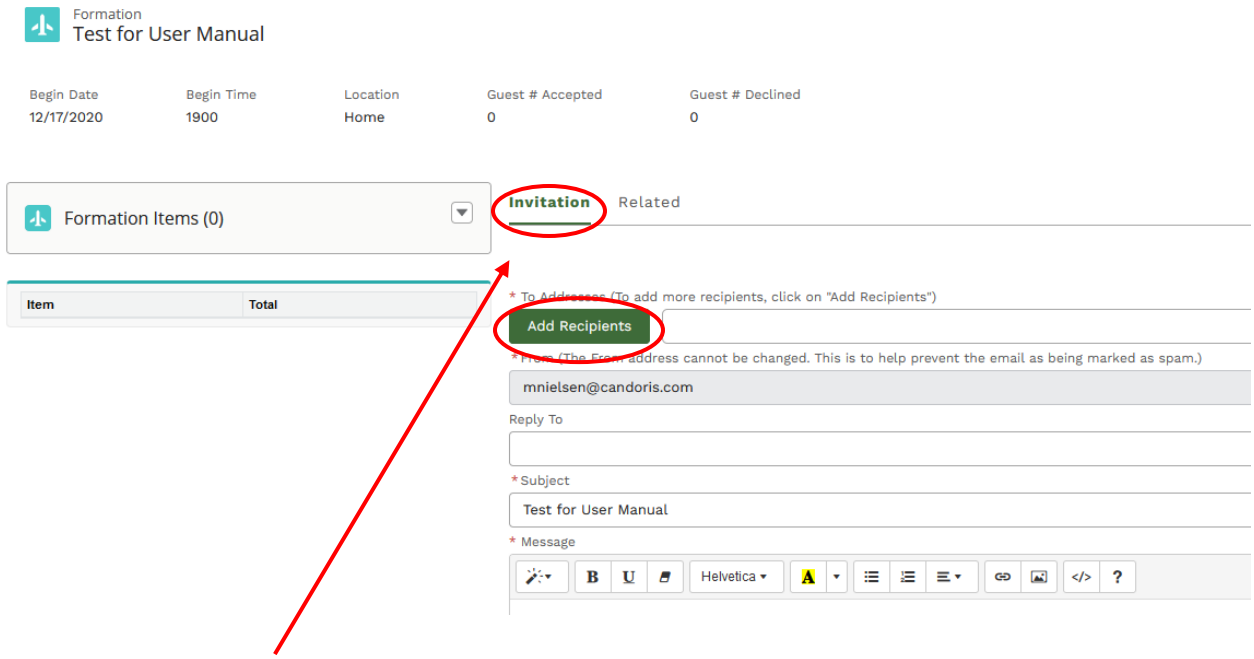
By default, when you select Formations, you may see your flight's recently viewed Formations, but you can click the arrow next to the formation and see all the Formations created. Again, you can change the "pinned" view by changing the List View and clicking on the pin symbol. To create a new Formation event, click on the word "New" on the top right corner.



When you click on new, a pop up box will appear allowing you to enter the basic details of the Formation (Name, Reply To Address, Date, Location and time (the “Begin Time” does not have a drop-down menu, and must be filled manually).

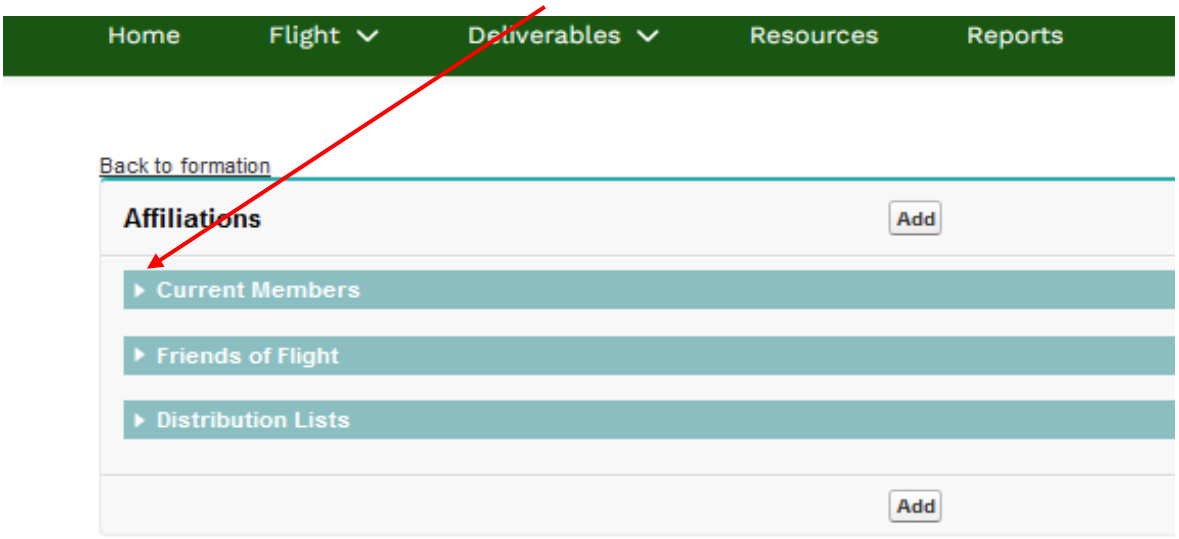


After completing the form, hit “Save”. This will take you to the following page, with two tabs: Invitation and Related.

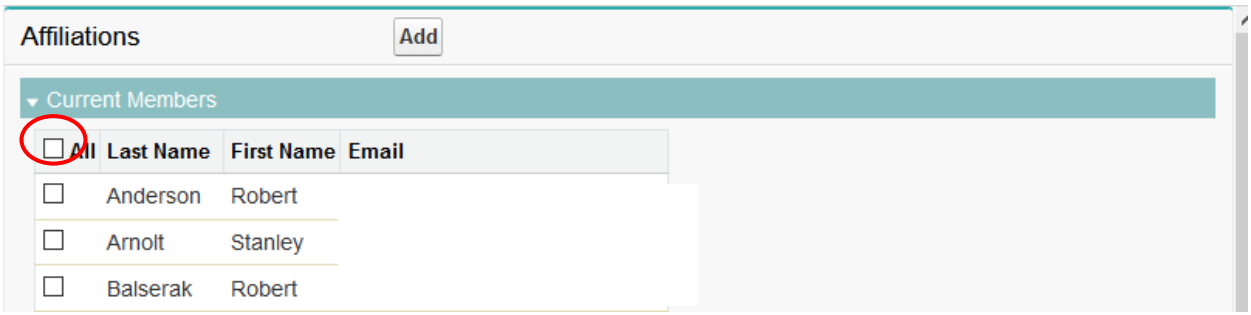


You will be on the Invitation tab. The following steps can be performed in any order. We recommend that you first select the invitees. Click on the “Add Recipients” tab at the top of the page.

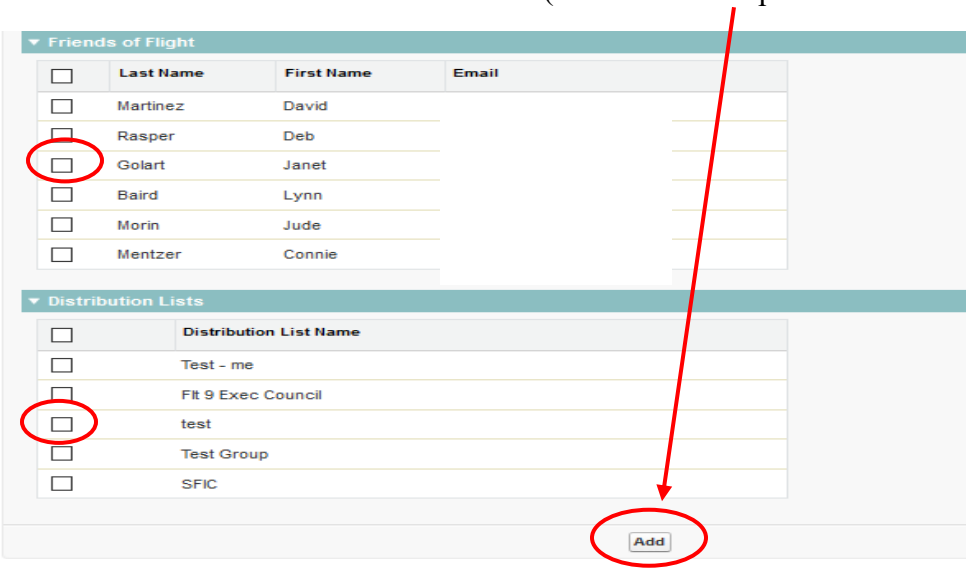
You will then get the following page, with three categories: Current Members, Friends of Flight, and Distribution Lists. We've contracted the lists for this illustration, but they will come up expanded. Therefore, you must use the triangles on the left if you want to contract the items.



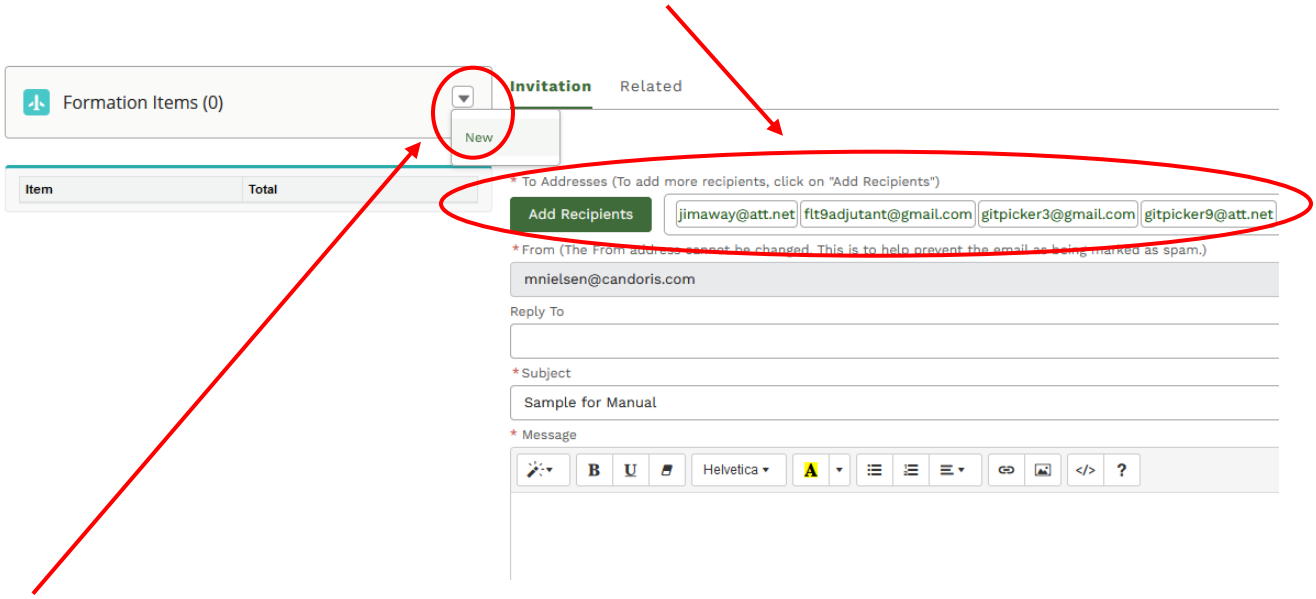
This is what the current members list will look like when you pull it up. You can quickly select all members by clicking "All" to the left of "Last Name". This will fill all the boxes. Or you can select individual names.



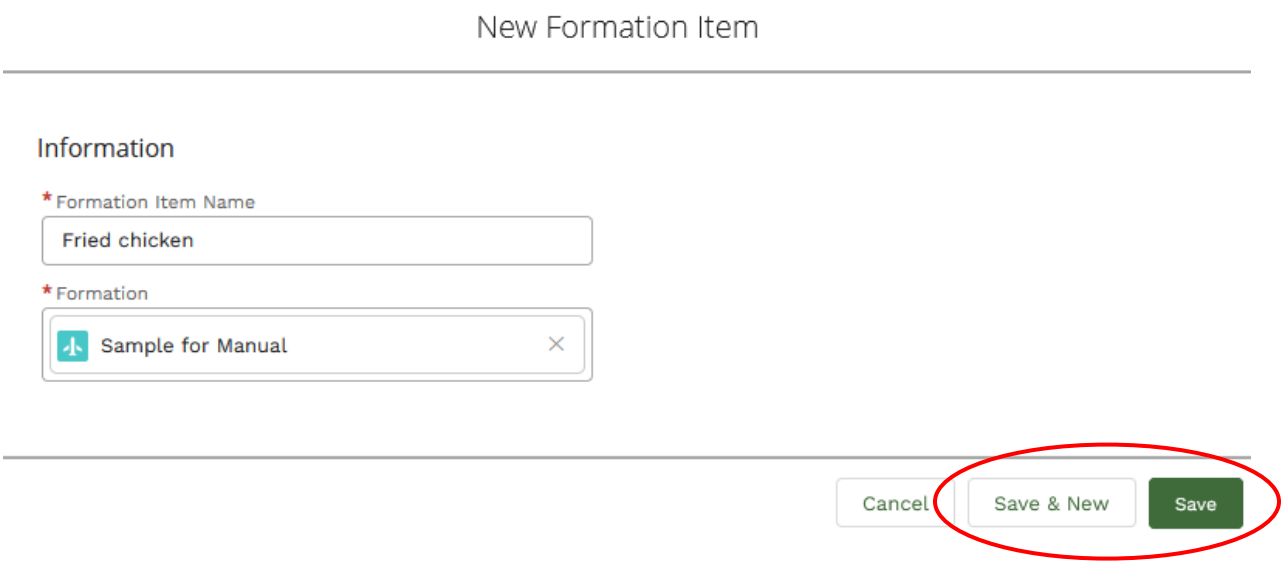
Then scroll down to get to the "Friends of Flight and "Distribution Lists" and select any desired Friends or distribution lists. Then select "Add" (buttons at the top and bottom of the page).



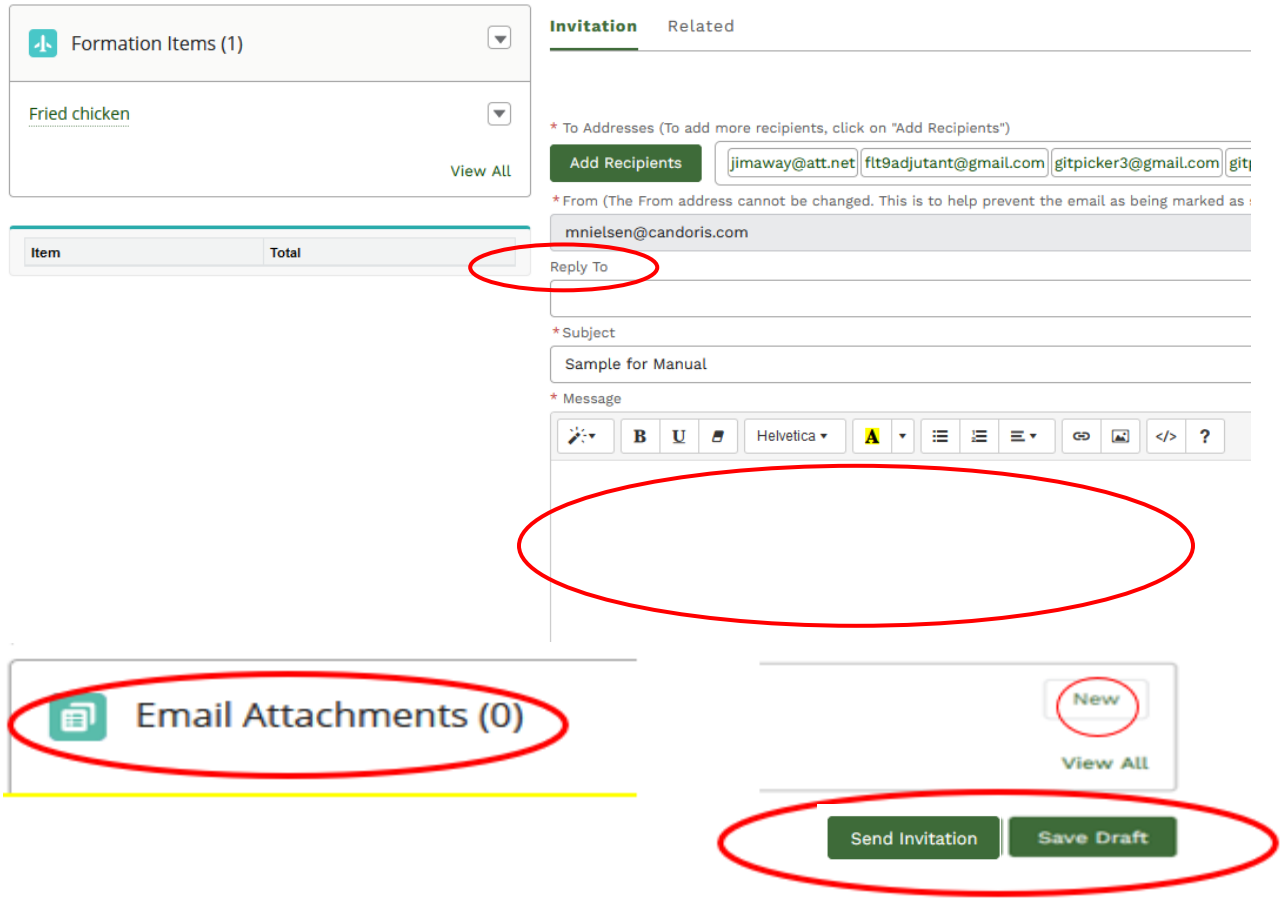
This will take you back to the Invitation tab, where the addressees will now be listed



We suggest at this point that you add any Formation items (can be done after composing the message). This could be a single or multiple menu items or an item called “round of golf”, etc. This step is critical as it is the mechanism by which people will respond to your invitation. Click on the triangle to the right of “Formation Items” and select “New”. You will get a popup screen where you can enter a new Formation Item or items.



To create multiple items, use “Save and New”, and enter a new item. When finished, click “Save” and the recipients of the invite can respond affirmatively by selecting one of the items.



As with the Flight emails, fill out the "Reply To" box (optional) with whomever you would like any replies to go to. Compose whatever message you want. For guidance on text formatting, see page 22. You can also insert pictures (see page 23) and below the message you can add any desired attachments (just hit new and upload your attachment (s)).To insert a URL link or an email link, see "**Inserting Links**" on page 24.

When you have completed your message, we suggest you hit the "Save Draft" button. This will put a copy of the unsent Formation Invitation in with your draft emails, in the event you have to leave for other info or just want to wait until later to send the invitation.

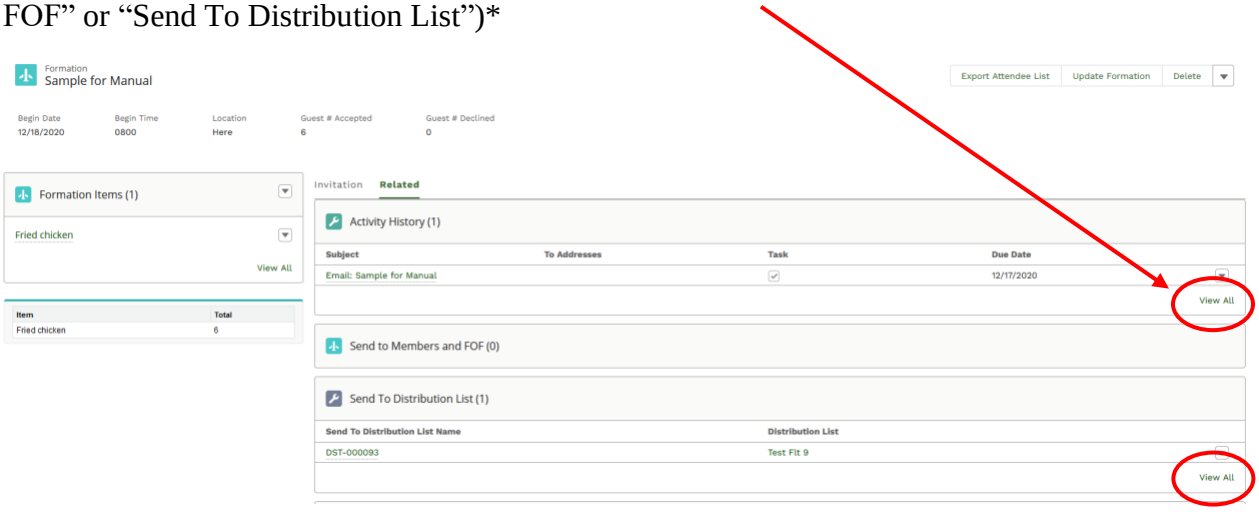
CAUTION

If you leave to any other page other than the 2 tabs (Invitation or Related) or the "Add Recipients" page without saving a Draft and then come back, you will lose anything you composed in the message portion of the invitation, and have to rebuild it. This includes hitting any of the "View All" buttons in the Related tab. That is why we recommend above that you hit "Save Draft" after completing the message block.

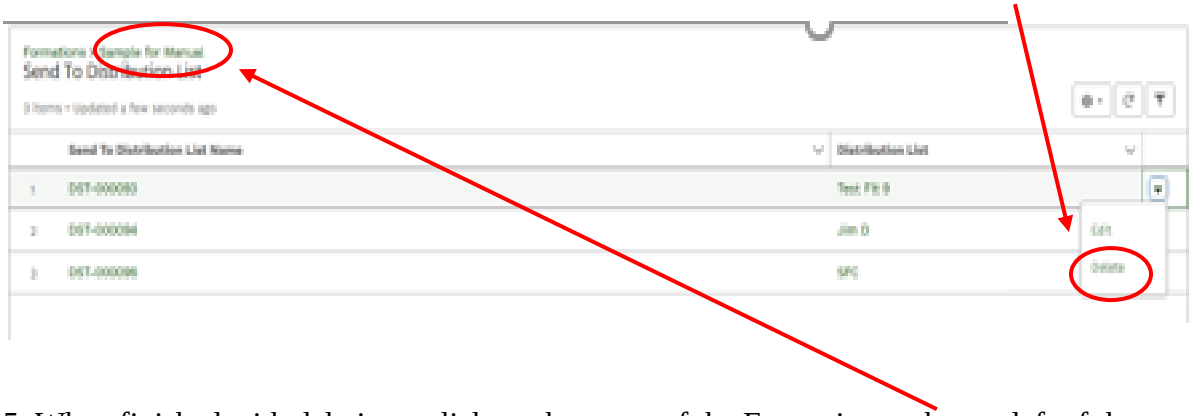
Deleting Addresses prior to sending Email

If you should realize prior to sending that you need to delete any Members/Friends of Flight or any Distribution Lists from your addressees, take the following steps:

1. Click "Save Draft" (If you don't take this step, you may lose the body of the message)
2. Go to the "Related" tab
3. Select "View All" under the box where you want to make a deletion ("Send To Members and FOF" or "Send To Distribution List")*



4. Under the triangle to the right of whomever you want to delete, select Delete

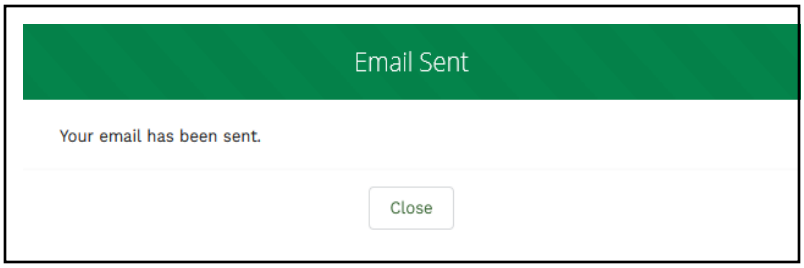


5. When finished with deletions, click on the name of the Formation at the top left of the page.

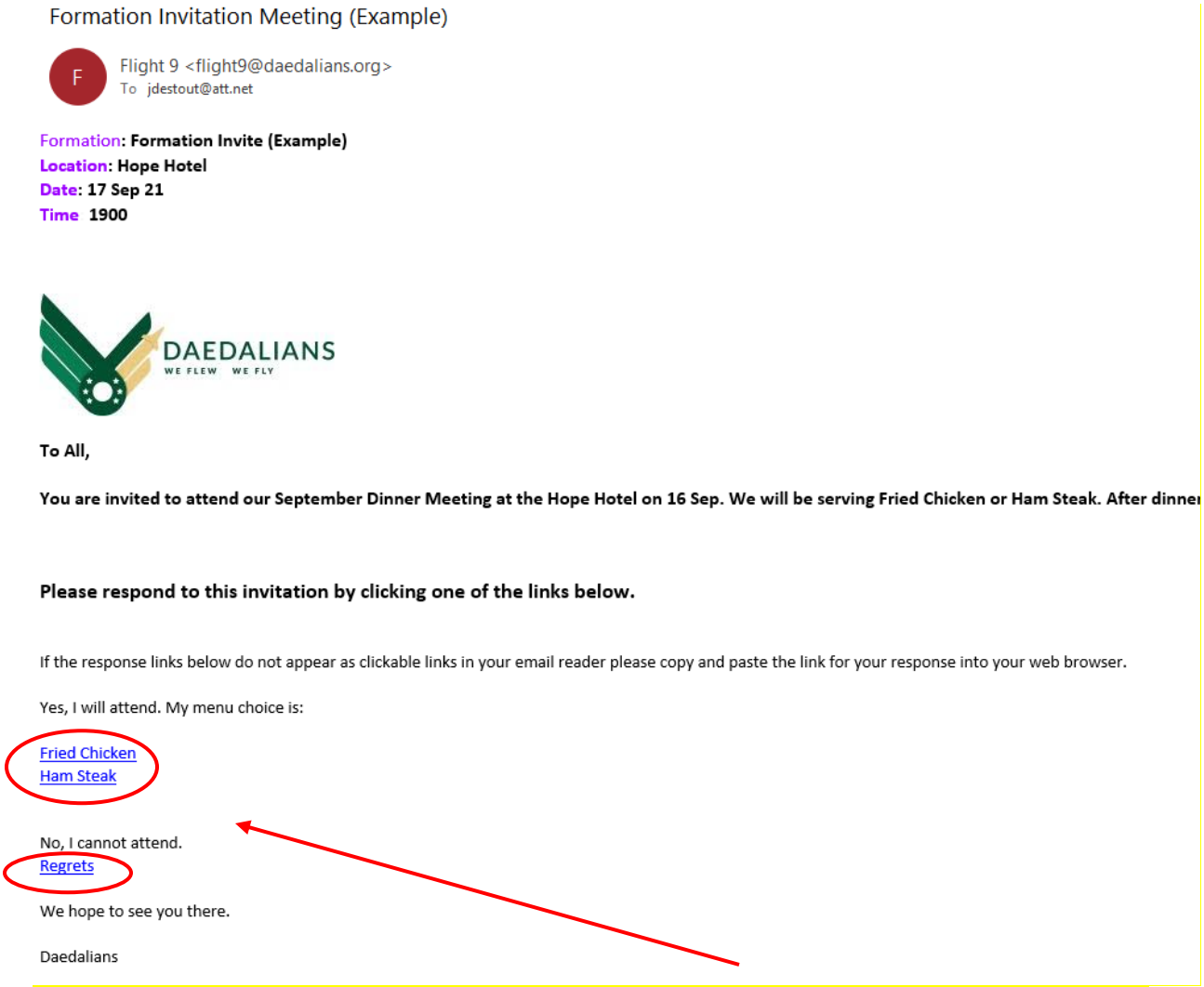
6. This will take you back to the Invitation page, where the deleted addressees will be gone.

NOTE: If you should delete the individual from the Related Tab without going to the "View All" button and then go to the Invitation page/tab, the deleted addressee(s) will still show. Refresh the Page and they will be gone.

Sending the Formation Invite
When ready, hit "Send Invitation". When the box on the right appears, your invitation has been sent.



Your invitees should then receive an email with the invite that looks like this example.


Formation Invitation Meeting (Example)

F Flight 9 <flight9@daedalians.org>
To jdestout@att.net

Formation: **Formation Invite (Example)**
Location: Hope Hotel
Date: 17 Sep 21
Time 1900

DAEDALIANS
WE FLEW WE FLY

To All,

You are invited to attend our September Dinner Meeting at the Hope Hotel on 16 Sep. We will be serving Fried Chicken or Ham Steak. After dinne

Please respond to this invitation by clicking one of the links below.

If the response links below do not appear as clickable links in your email reader please copy and paste the link for your response into your web browser.

Yes, I will attend. My menu choice is:

Fried Chicken
Ham Steak

No, I cannot attend.
Regrets

We hope to see you there.

Daedalians

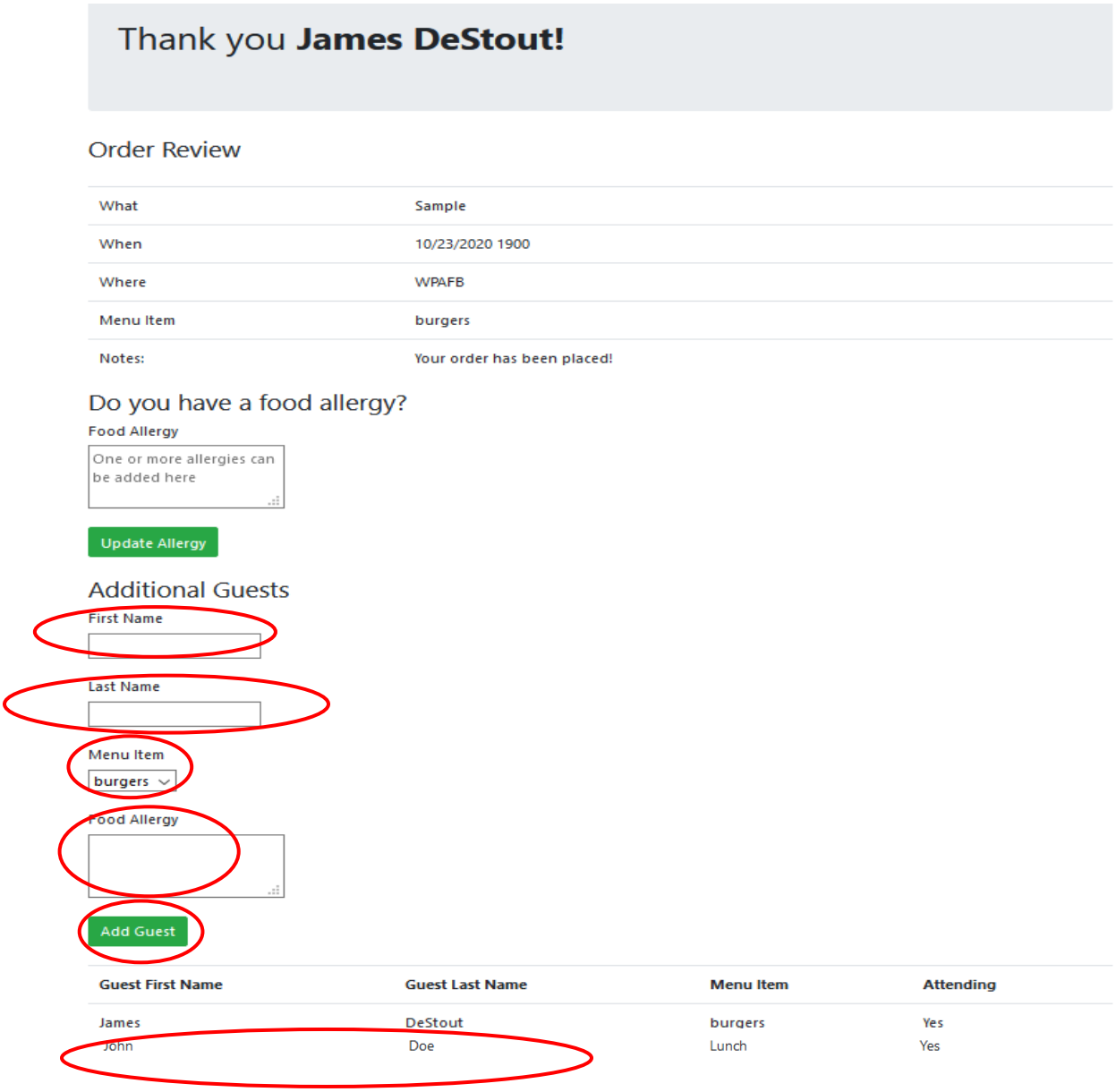
Note that the link to your Formation Items "Fried Chicken' and Ham Steak are now active, as well as a "Regrets" Link. Members can respond by using either link.

CAUTION

The Formation Name, Location, Date and Time are not generated automatically in the invitation. You need to include them in the "Message" block of the Invitation (a change is in process to do this automatically).

Responses to Formation Invitation and Attendee List

When the member clicks the Formation Item link they are automatically taken to a web page where they can add a guest(s). They can fill in the name(s), select the item, add any food allergies and then click on the "Add Guest" button, and the guest will be automatically displayed at the bottom and added to your response to the invitation. Repeat for additional guests.
NOTE: For multiple guests, you may have to "Refresh" the page each time to see them all at the bottom of the page.

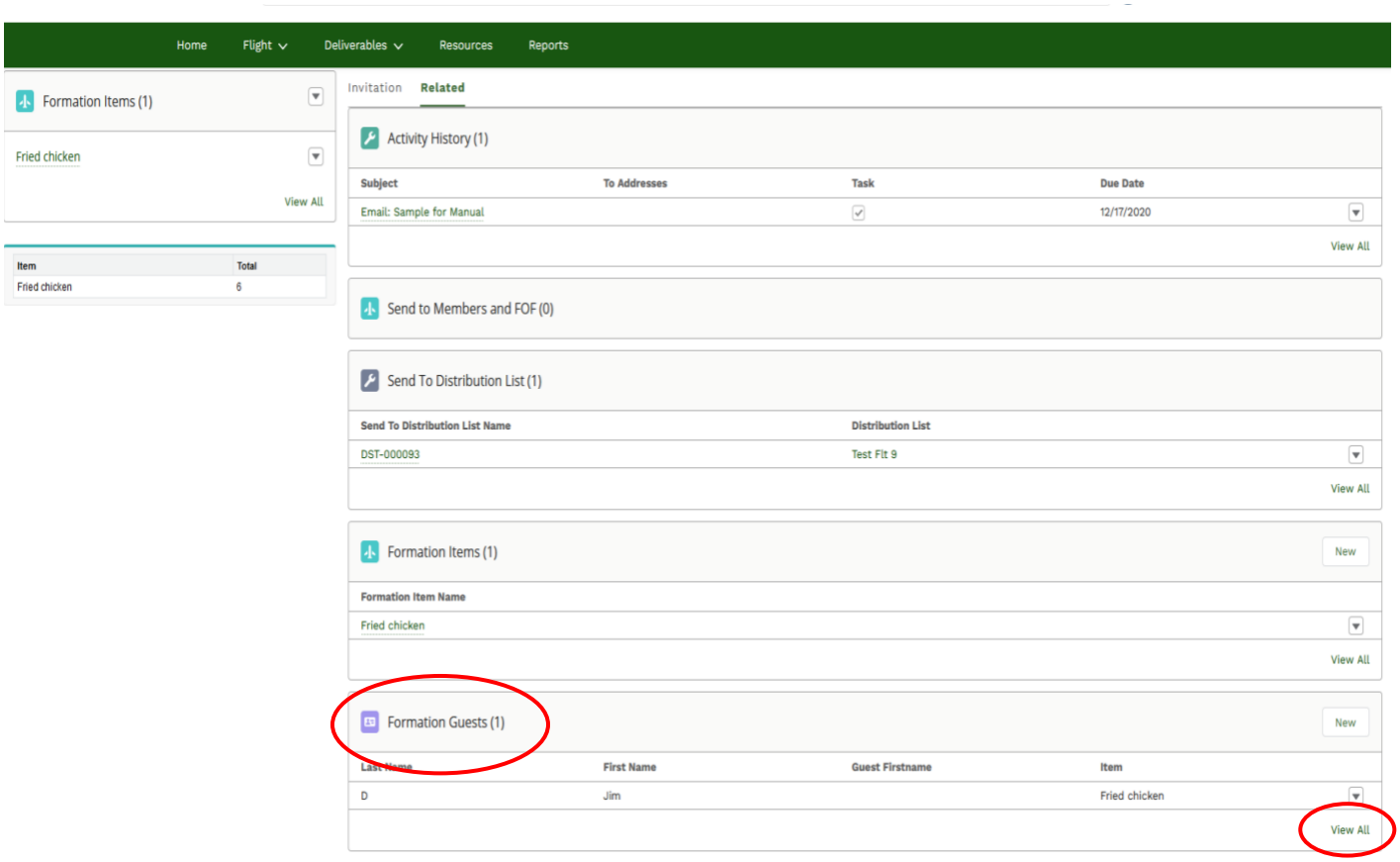


If the invitee selects the regrets link. They will get a page acknowledging that they will not be attending

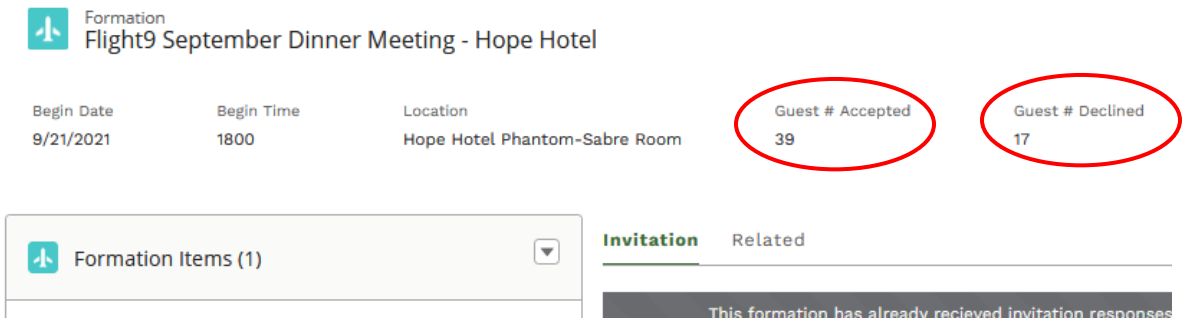
Once members have sent their response, they and their guests will be added to the "Attendee/Guest" list. This list can be viewed in two different fashions. The first is to go to the specific formation under Flight – Formations. On the "Related" tab, under Formation Guests you will see all the people who responded, their menu choices etc. Clicking the "View All" button will bring up a "scrollable" list of all responders (attending or regrets).

CAUTION

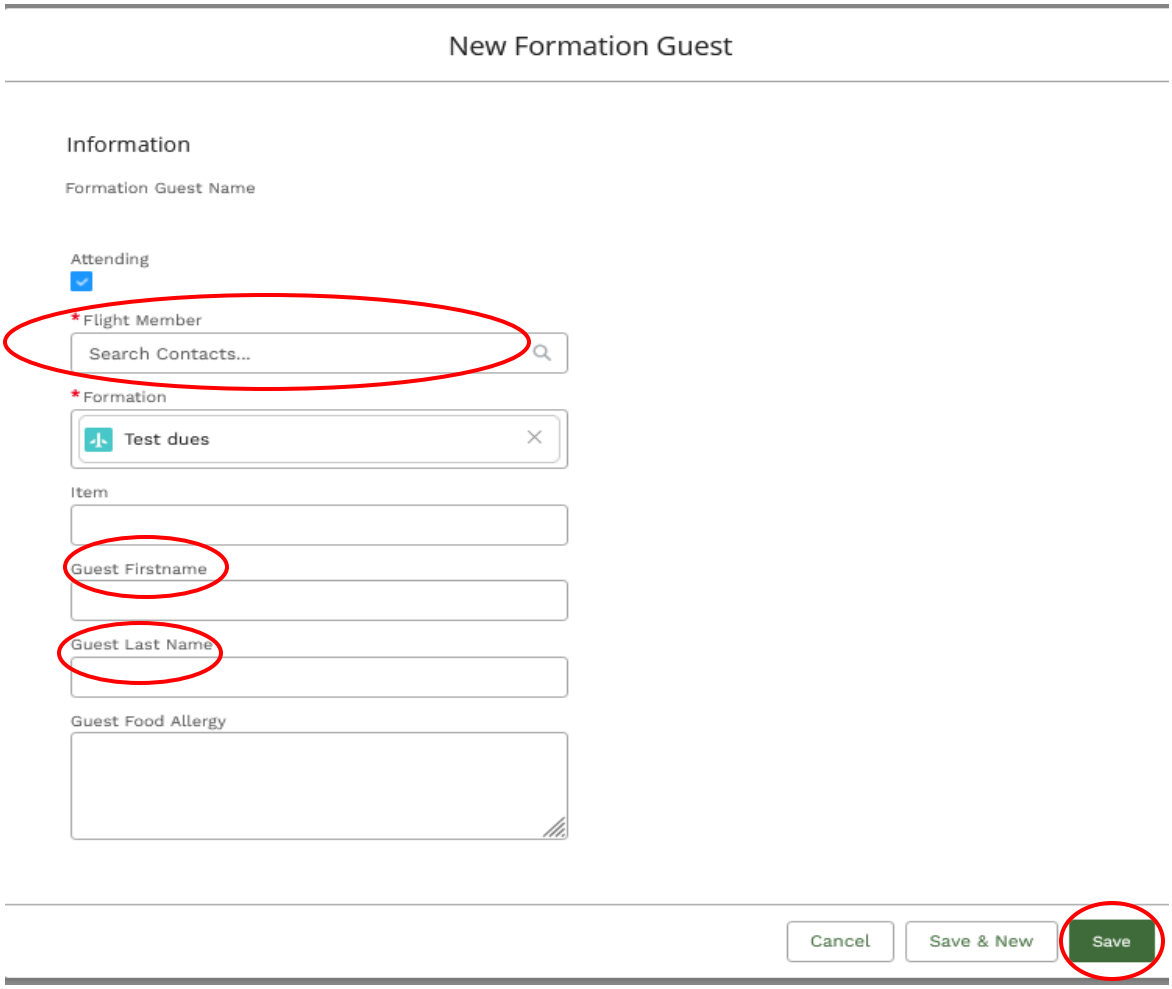
Do not use the "Formation Guests - View All" to determine the total number of attendees, as it includes all "Regrets" responses. You can see your total number of "accepted" guests/attendees" on the main page of the formation or on the attendee list (next page)



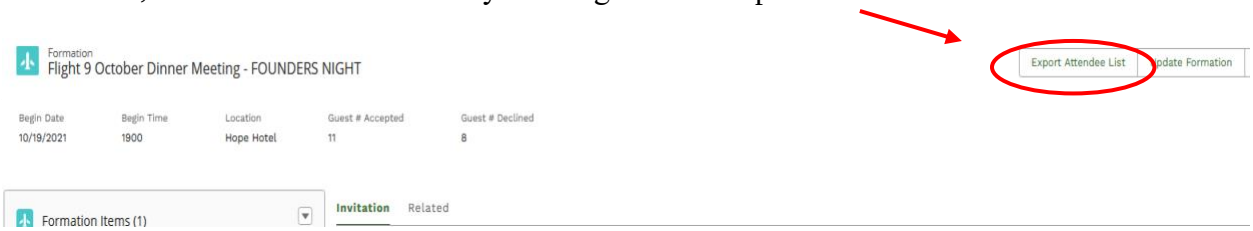
The number of attendees (accepted) and regrets (declined) are kept at the top of the Formation page, illustrated in the following figure:



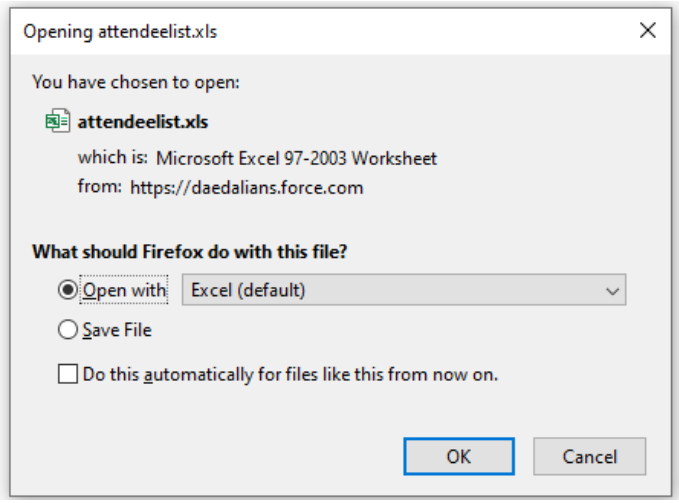
By selecting the "New" button, the Flight Officer(s) can **manually add other guests**. The following popup box will appear. Under Flight Member, you must enter the current flight member who is sponsoring the guest. Use the "Flight Member" Search box to select the appropriate member. Then fill in the Item, add Guest First and Last Name and hit Save. The guest will be added to the Formation Attendee List. If you are **manually adding** one of your members (who didn't use the link in the invitation), just select the flight member, leave the Guest First and Last Names blank and hit "Save".



The Formation Attendee list can also be viewed or downloaded as an Excel file from the "Invitation, Invitees or Related" tab by clicking on the "Export Attendee List" button.

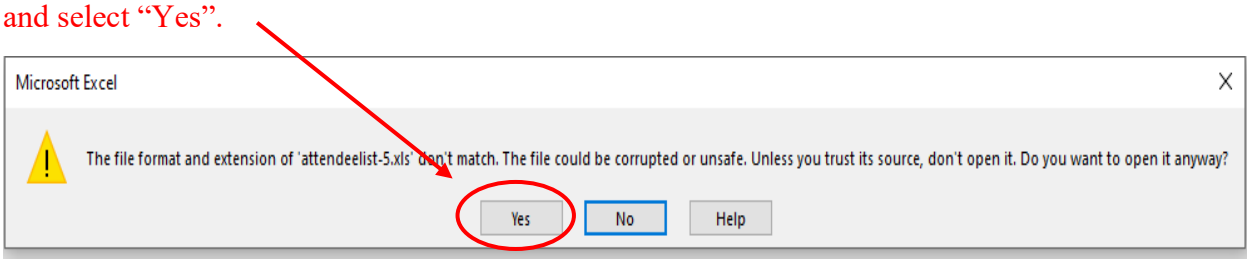


You will then get the following "pop-up"



As you can see, you can choose to open the excel file (to preview it) or save it on your computer. In either case, you can manipulate the file (delete columns, add columns, add notes, sort data different ways, etc.), but if you used the "Open with" function, those changes won't be saved on Salesforce. The recommendation is to use the Open With" function if you just want to check status but save the file if you want to manipulate it and save changes. When it is finalized, then print it out from your Excel (or equivalent) program for use at the Formation.

NOTE: Whenever you open the file, whether you opened it immediately or saved it to your computer, you may get the following message (depending on SW versions). If so, just go ahead and select "Yes".



The Attendee list will be displayed as follows:

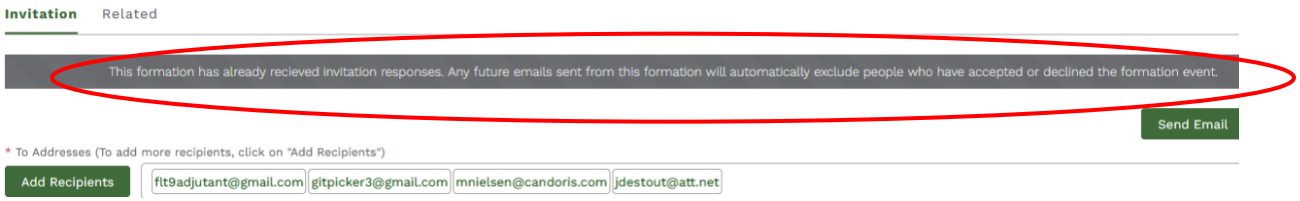
A1 | Date:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Date:					23-Oct-20											
2	Location:	WPAFB															
3							PAYMENT TYPE				PAYMENTS FOR						
4	LAST	FIRST	GOES BY	MBR	GUEST	ITEM	Total	Cash	Check	Credit Card	Meal	Raffle	Flt Dues	Donation	FLT DUES	NATL DUES	NOTES
5	DeStout	James	Jim	x		burgers									2020	2021	
6		Betty		James DeStout	x	Burgers											
7																	
8																	
9																	
10																	
11																	
12	Regrets																
13	LAST	FIRST															
14																	

Note that any "Regrets" responses are captured.

Re-Sending Formation Invitations

If you want to re-send a Formation Invitation, simply go to the Flight Formations page and select your Formation. The invitation will open. **Note** the new banner on the page/



The banner reads.

“This formation has already received invitation responses. Any future emails sent from this formation will automatically exclude people who have accepted or declined the formation event”

You may note that those who have responded are no longer in the Recipients box.

That means that the “Resend” will go to all those who were originally invited, but didn’t respond, as well as any new names or lists you add by using the “Add Recipients” button. Make any changes you would like to the message or Subject (e.g., Reminder – Formation….), select any new invitees if you may desire, and hit the “Add Button”. Then hit “SAVE DRAFT” and then “SEND EMAIL” when you are ready.

Formation Reports

TBD

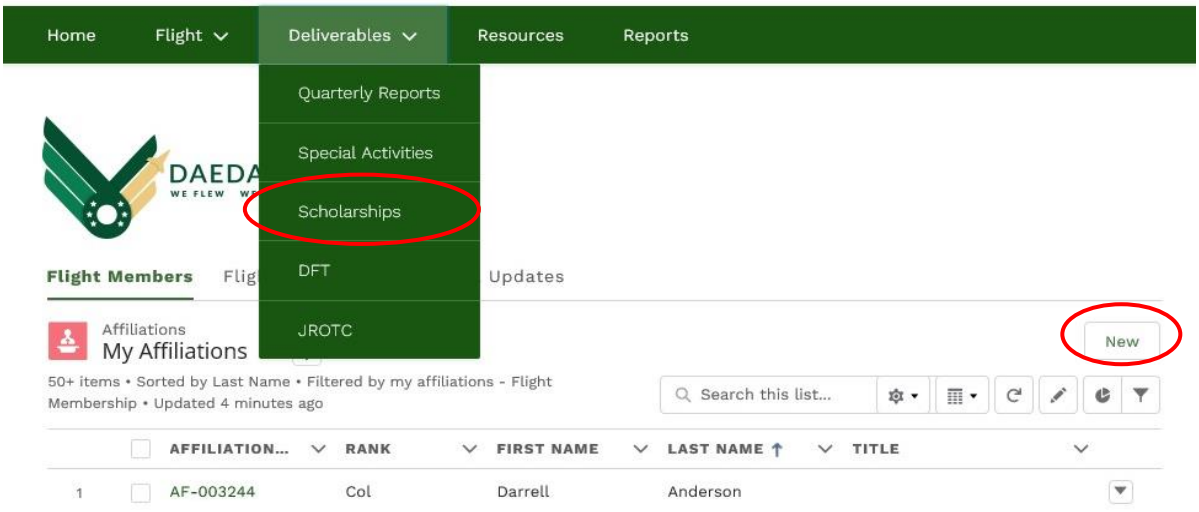
JROTC Schools

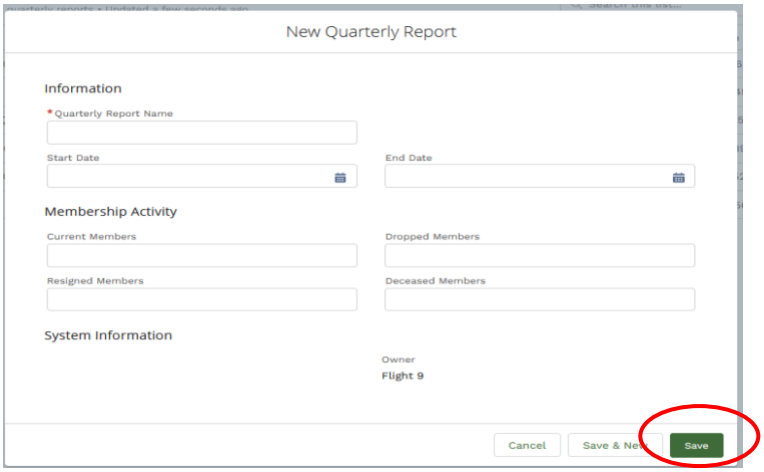
UNDER DEVELOPMENT. This will be available in the future to help manage the Flight's JROTC Award Program.

DELIVERABLES

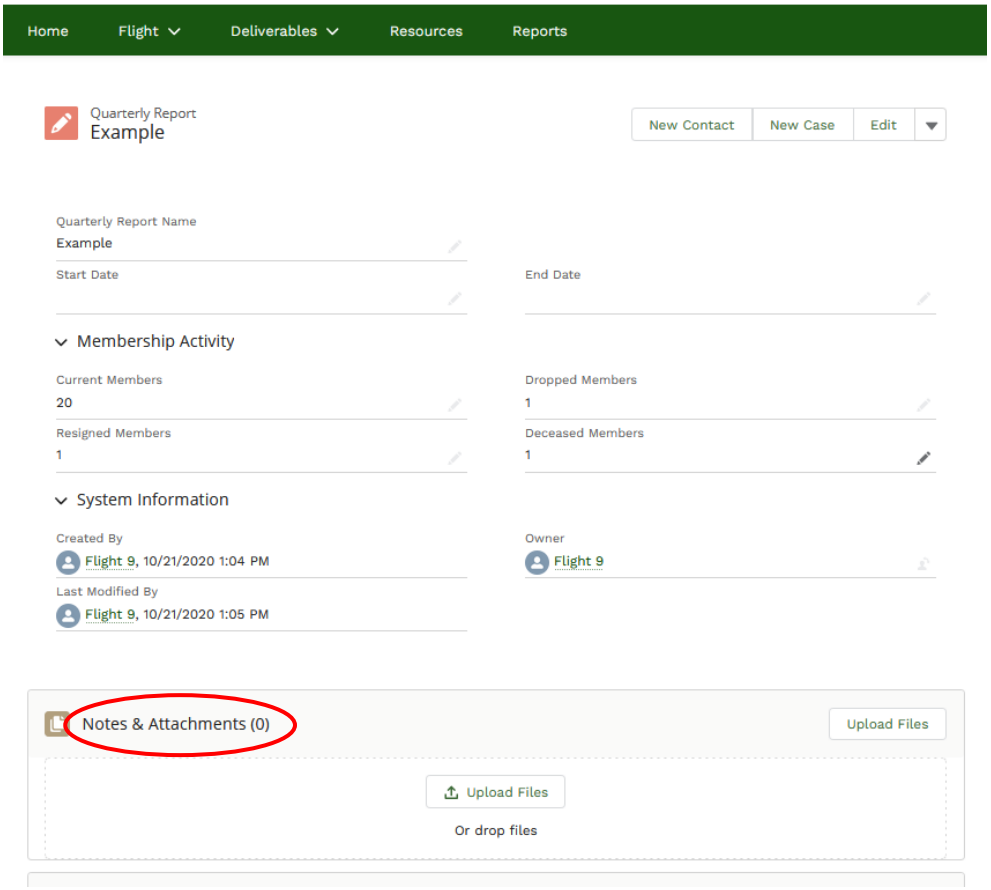
Quarterly Report

Deliverables has five sections. The only required deliverable each quarter is the "Quarterly Report". However, we recommend that the Special Activities be updated each quarter and that the Scholarships, DFT and JROTC sections be updated when appropriate (at least annually)**.** Proceed as follows to create the Quarterly Report. Select Quarterly Reports from the drop-down menu and select "New"





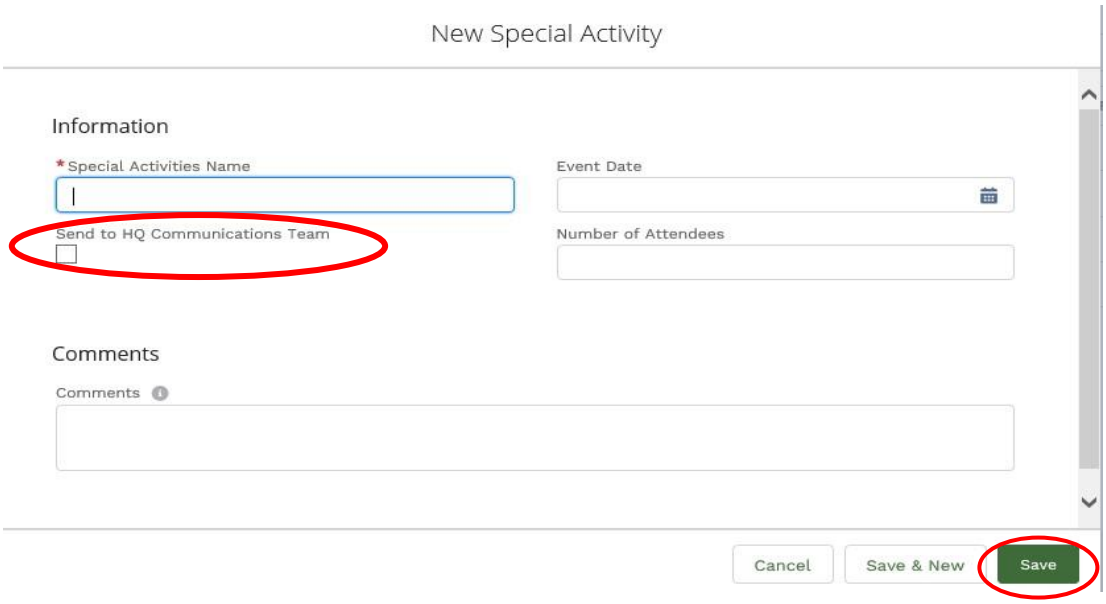
Enter the required data. For the "Quarterly Report Name" we recommend a format similar to "Flight x Quarterly Report, 1st Quarter 20xx". For Start and End Dates use the calendars inside the data entry box. When all entries have been made hit "Save" and the Quarterly Report is done, and you will get the following page.



Note that below the report you can add notes or attachments.

Special Activities

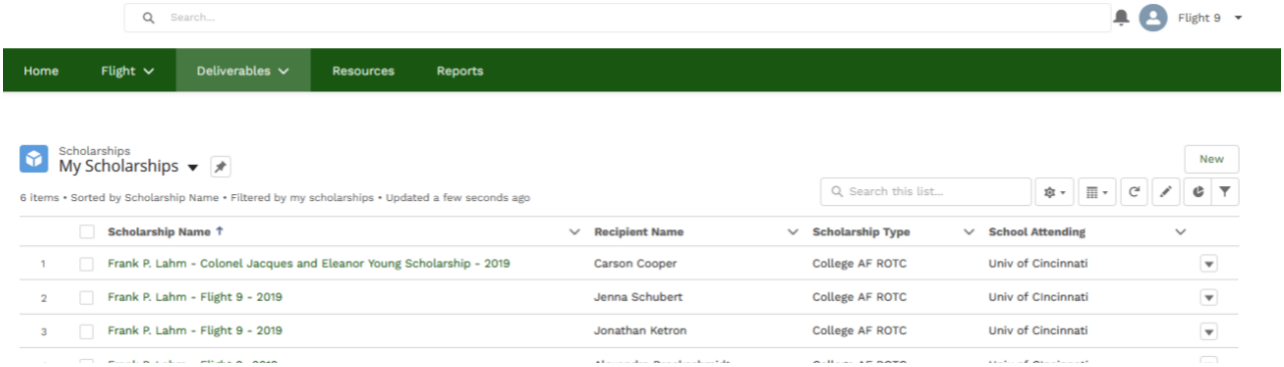
Special activities are events such as Monthly Luncheons/Dinners, Socials, Awards, etc. Select “Special Activities” and new.



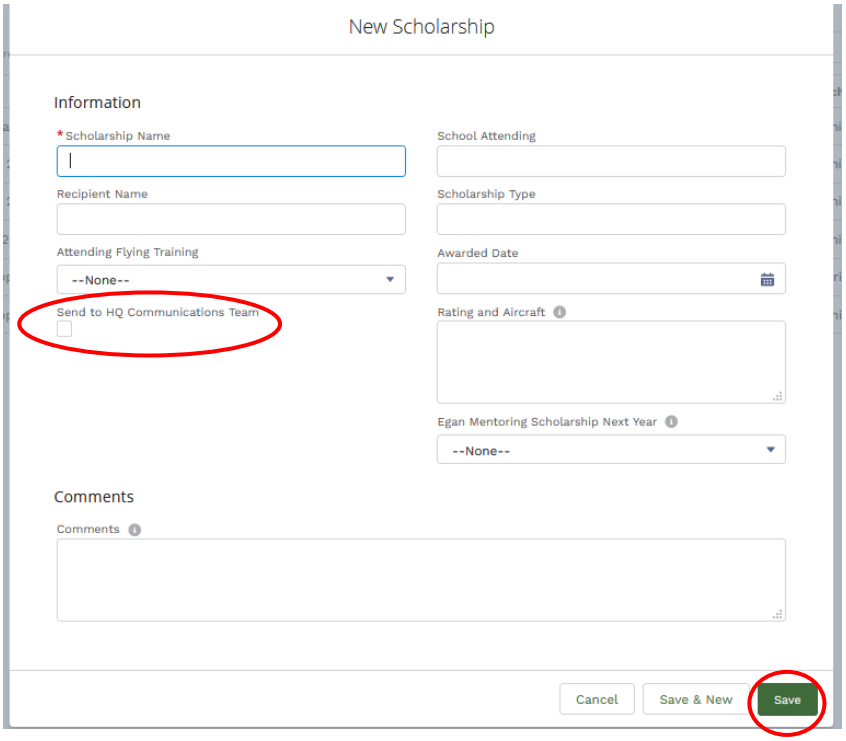
Enter the required data. We recommend that the "Special Activities Name" begin with the Flight number. For the comments, use whatever format you prefer. For the Event Date use the calendar inside the data entry box. If you would like HQ to see the deliverable (recommended,) click on the "Send to HQ" button. When all entries have been made hit "Save" and the Special Activity is done.

Scholarships

For these entries follow the steps above shown for Quarterly Reports and Special Activities, selecting "Scholarships" and "New". Complete a New Scholarship Form for each Student



For the Scholarship Name, we recommend that it contain the Flight Number. Scholarship Type should be College AF (or Navy or Army) ROTC, as appropriate.



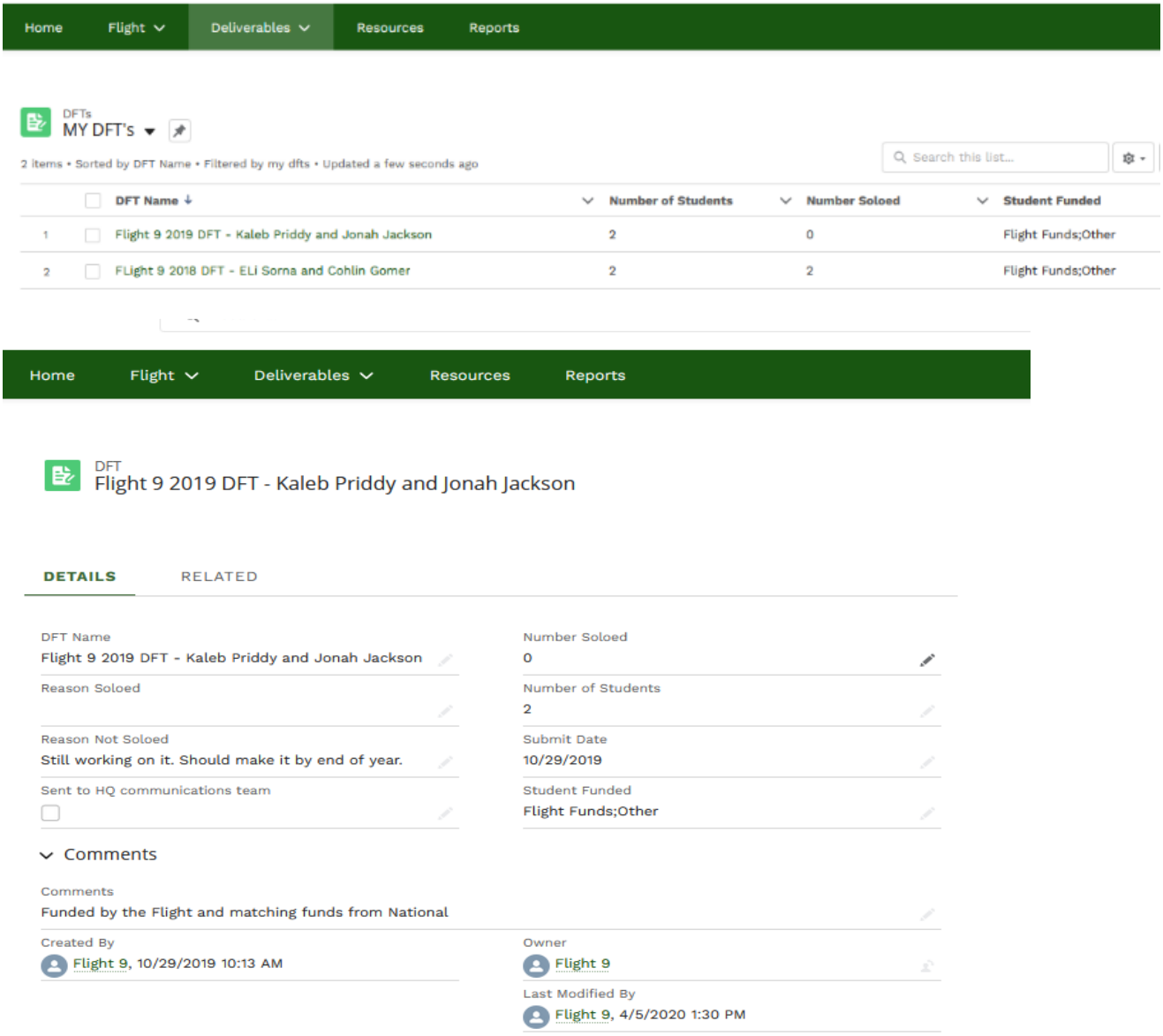
When all entries have been made hit "Save" and the report is done. Again, If you would like HQ to see the deliverable (recommended,) click on the "Send to HQ" button.

DFT

Follow the steps shown for Previous deliverables, selecting “DFT”. For this report, you can do one report for the year. You can update the report at any time. We recommend putting the names of the students in the name of the report. If you would like HQ to see the deliverable (recommended,) click on the “Send to HQ” button

When all entries have been made hit “Save” and the report is done.

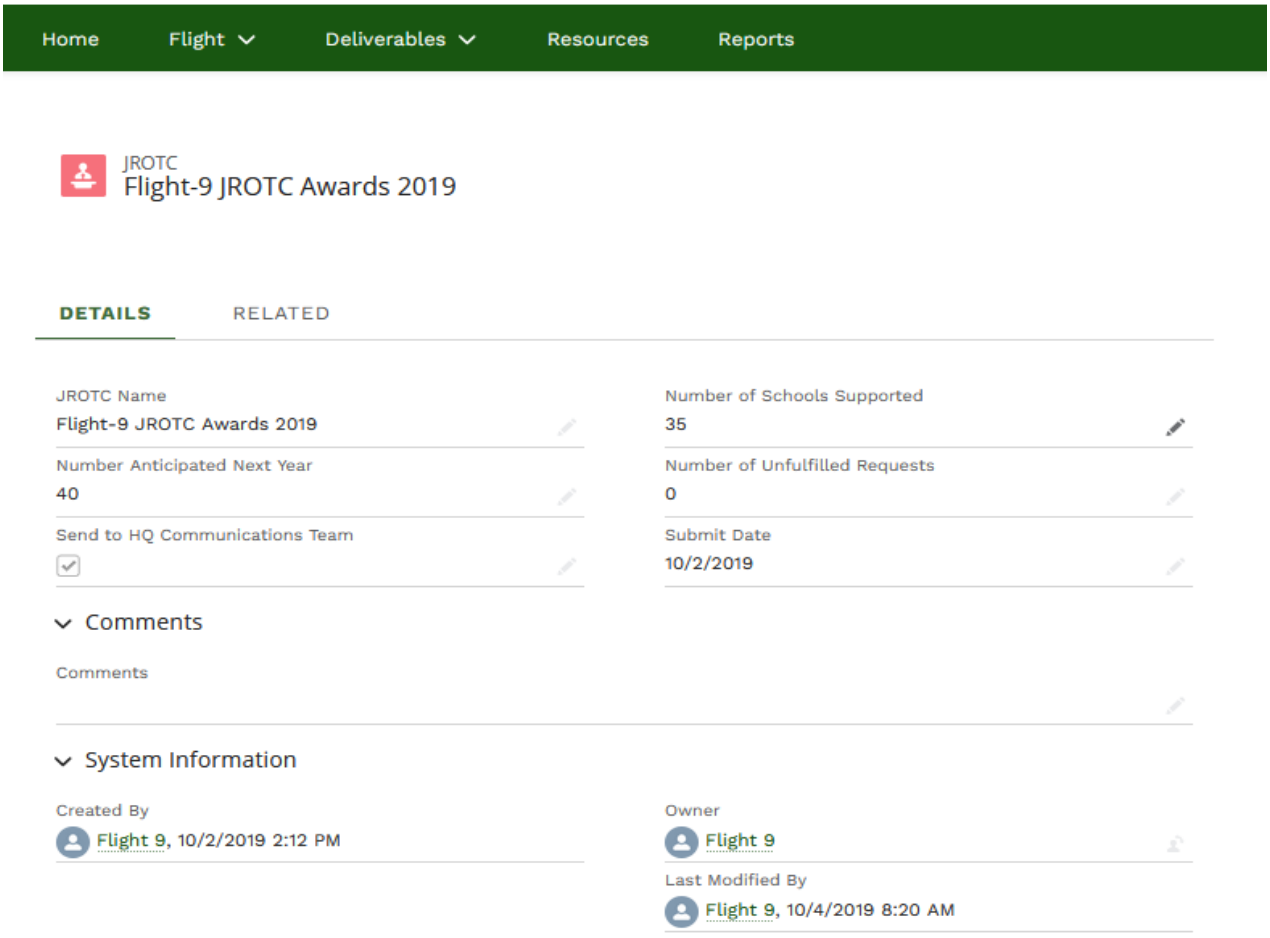
Sample Report



JROTC

Follow the steps shown for Previous deliverables, selecting “JROTC”. For this report, you can do one report for the year. We recommend putting the names of the students in the name of the report. If you would like HQ to see the deliverable (recommended,) click on the “Send to HQ” button. When all entries have been made hit “Save” and the report is done.

Sample Report



RESOURCES

For National Use

REPORTS

Dash Reports

Mostly for National Use. Refer to Dues section for info on Lapsed Members report.

Formation Report

TBD

My Flight Members

This provides a full roster of the current Flight members and contains all of the information on each (Name, title, address, phone, email, dues status, etc.).
This is the same report described previously under “Flight > My Flight Members”, page 22.

My Flight

This is the same page previously described under “Flight”

CHANGE LOG

Rev 13 Changes to Rev 12

1. Page 4, added the link to the Salesforce Home Page
2. Page 24, Expanded instructions for Resending of Emails
3. Page 39. Added references on message block to Email pages
4. Page 41, Replaced illustration of Formation Invite and added additional instructions
5. Page 42, Added a note on refreshing the response page for more than 1 guest.
6. Page 43, Added a caution and figure on determining number of attendees to a Formation
7. Page 44, expanded instruction on manually adding members or guests – new figures
8. Page 46, added info on Resending a Formation Invitation
9. Pages 47, added the Topic “JROTC Schools”, describing it as “Under Development”