

# Guide for Admin Member Management

## ADMIN HOME

The screenshot shows the Admin Home page with several callouts:

- Special Admin Links:** Points to the top navigation bar containing links for Admin Home, Website, Database, Forms, Reports, and Admin Options.
- Member Directory Searches all ACTIVE profiles:** Points to the Member Directory link in the navigation bar.
- See all Active Profiles or just groups:** Points to the 'Active Profiles' link in the Summary section, which shows 628 profiles.
- See all Inactive Profiles:** Points to the 'To Inactive' link in the Summary section, which shows 505 profiles.

The Admin Home page includes sections for Website Management, Database Management, Form Management, Report Management, and a Summary section with various statistics and links.

## PROFILE LISTING

The screenshot shows the Profile Listing page with several callouts:

- Results 341 - 350 of 505:** Points to the search results summary at the top left.
- Click to see profile details:** Points to the 'View Profile' link for Oliver H Ophiem.
- These links will Contact, Print, or Export the ENTIRE list of selected profiles – useful when doing specific group searches, i.e. search SAMA:** Points to the Contact, Print, and Export buttons at the top right.

The profile listing shows details for several members, including Oliver H Ophiem, Laurie Patterson, Tami S Paulson, and Rajean Paulus.

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## PROFILE DETAILS

Home Page Member Directory > Event Calendar > Message Board Career Center Logout

**VIEW PROFILE - TAMI PAULSON** [Edit](#) | [Return to results](#)

[View Profile](#) [Member History](#)  
[Edit Contact Preferences](#) [View Form Receipts](#) [View Permissions](#) [View Notes](#)  
[View Message History](#)

Profile 343 of 505

Member is valid Member is inactive - Reason: Deactivated by Administrator

**Username:** PAULSON.TAMI@CO.OLMSTED.MN.US  
**Password:** [REDACTED]  
**Contact Name:** TAMI PAULSON  
**Group:** Regular  
**MemberID :** 599  
**Email:** [PAULSON.TAMI@CO.OLMSTED.MN.US](mailto:PAULSON.TAMI@CO.OLMSTED.MN.US)

**License Number:**  
**Title:** SR APPRAISER  
**First Name:** TAMI  
**Middle Name:** S  
**Last Name:** PAULSON  
**President:**  
**Start Year:** 1994  
**Region:** 1

**MN Assr Designation:**  
**IAAO Designation:**  
**Other Designation:**  
**Address Line 1:** OLMSTED COUNTY  
**Address Line 2:** 151 4TH ST SE ASSESSOR'S OFFICE  
**City:** ROCHESTER  
**State:** MN  
**Zip:** 55904-3716  
**Country:**  
**Phone 1:** 507-328-7668  
**Phone 2:**  
**Fax:** 507-328-7964  
**Website:**  
**Primary Employer:** OLMSTED COUNTY

**5 Yr Member Awarded:** 1999  
**10 Yr Member Awarded:** 2004  
**15 Yr Member Awarded:**  
**20 Yr Member Awarded:**  
**25 Yr Member Awarded:**  
**30 Yr Member Awarded:**  
**35 Yr Member Awarded:**  
**40 Yr Member Awarded:**  
**Member Years as of June 2008:**

Select Edit to update or Change profile

Go to any of these tabs to see details for that person



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## EDIT MEMBER HISTORY DETAILS

Home Page Member Directory > Event Calendar > Message Board Career Center Logout

**EDIT PROFILE - TAMM PAULSON** [Return to results](#)

[Edit Profile](#) [Member History](#) [Edit Contact Preferences](#) [View Form Receipts](#) [View Permissions](#) [View Notes](#)  
[View Message History](#)

**Edit Profile**

**Keep Private**

<input type="checkbox"/>	1997 Dues Paid:	Yes
<input type="checkbox"/>	1998 Dues Paid:	Yes
<input type="checkbox"/>	1999 Dues Paid:	Yes
<input type="checkbox"/>	2000 Dues Paid:	Yes
<input type="checkbox"/>	2001 Dues Paid:	Yes
<input type="checkbox"/>	2002 Dues Paid:	Yes
<input type="checkbox"/>	2003 Dues Paid:	Yes
<input type="checkbox"/>	2004 Dues Paid:	Yes
<input type="checkbox"/>	2005 Dues Paid:	Yes
<input type="checkbox"/>	2006 Dues Paid:	\$60.00
<input type="checkbox"/>	2006 Payment Notes:	cc 3/27/06
<input type="checkbox"/>	2007 Dues Paid:	\$60.00
<input type="checkbox"/>	2007 Payment Notes:	CC 3/2/07
<input type="checkbox"/>	2008 Dues Paid:	
<input type="checkbox"/>	2008 Payment Notes:	

**Last Modified:** Sat Jul 26, 2008 8:35 AM  
**Modified By:** MemberClicks Admin