Database 102

DATABASE

Access at Department Level
ATLAS

Database 102

ATLAS

Web address: **atlasams.com**

Username: email address

Password: your password

Headquarters must manually set up each Atlas user.

Database 102

ATLAS is the back-end part of the database. Be cautious of what is edited in this area.

Departments can view anyone in the League as it is not restricted to State. It is asked that you not edit those outside responsibility.

WebLink is now **Atlas** by MemberClicks

Sign In to Atlas

Email

[ ]

NEXT

See a demo of
Atlas, a MemberClicks Product

If you do not have an account, please contact your System Administrator.

Database 102

ATLAS access is provided to Department Commandant and Department Paymaster. Additionally, the Board of Trustees and National Headquarters have access.

WebLink is now **Atlas** by MemberClicks

Sign In to Atlas

Email

[   ]

NEXT

See a demo of **Atlas,** a MemberClicks Product

If you do not have an account, please contact your System Administrator.

Database 102

Once logged in, a menu bar will load.
From here, you can search profiles, created/edit events, and run reports.

	Date	Atte
Central Division Conference	4/2/2020 9:00 AM - 4/4/2020 10:00 PM	
Midwest Division Spring Conference	4/17/2020 8:30 AM - 4/18/2020 5:00 PM	
Department of Kansas Conference	6/6/2020 8:00 AM - 4:00 PM	

Database 102

PROFILES

Select "Profiles" to bring up a search bar.
Note, it is best to enter Last Name, First Name
For detachment search, start with using the number.

Search for a profile name or ID...   ⊗   + New Profile

Select Profiles

waid, e

Profile Info

Billing

Member Activity

Affiliation Codes

Categories

Events

Related Profiles

Profile Info

Select...   ▾   ✕

+ Add Search Field

RUN THIS SEARCH

Database 102

Once inside a Detachment's page, a variety of information is available including a list of members. Click on each member to get to their profile.

Profile Edit

General Information

Membership Information

Additional Addresses

Additional Phones

Additional Emails

Listings

Social Media

Affiliation Codes

Billing

Web Portal Credentials

Custom Fields

Delete Profile

Database 102

EVENTS

At the main menu, click on Events to View and Create Events.

Please include Department and Detachment MCL Events, Conventions, etc.

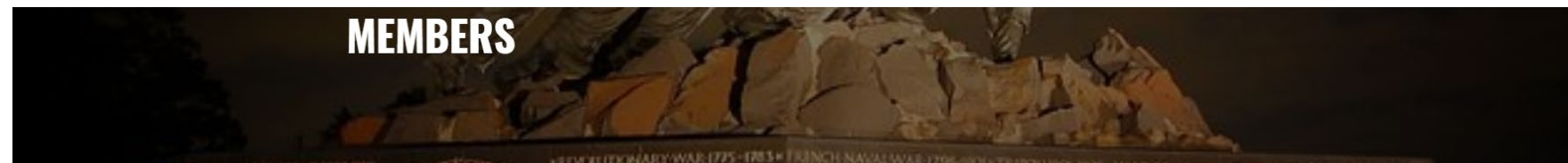# Database 102

Events are visible on the Events Calendar

in the MCL
Library for
everyone
to see.

Go to

www.mcleaguelibrary.org

Database 102

REPORTS
If you click on "Reports"
from the main menu
it will bring up a column
of options.
Select "Run a Report"
Then select "Custom Reports"

Reports	Communication
Run a Report	
Run a Saved Query	
Manage Custom Reports	

Dashboard   Profiles   Events   Revenue   Reports

Reports

⊞ **Profile Reports**
⊞ **Member Reports**
⊞ **Event Reports**
⊞ **Sales Opportunities**
⊞ **Exception Reports**
⊞ **Custom Reports**

Database 102

The Roster report continues to take shape.

It is called "Detachment Summary."

The Departments will be able to generate their own roster report and distribute to detachments.

Dashboard | Profiles | Events | Revenue | Reports

Reports

- ⊞ Profile Reports
- ⊞ Member Reports
- ⊞ Referral Reports
- ⊞ Contact Reports
- ⊞ Task Reports
- ⊞ Event Reports
- ⊞ Committee Reports
- ⊞ Revenue Reports
- ⊞ Sales Opportunities
- ⊞ Web Reports
- ⊞ Exception Reports
- ⊞ Admin Reports
- ⊟ Custom Reports

    DataReview_Implementation_Summary.rpt
    DataReview_Parent_Record_List.rpt
    DataReview_Profile_Snapshot.rpt
    Deceased Report Without Taps Date.rpt
    Detachment Dues.rpt
    Detachment Summary.rpt

Database 102

The Detachment Summary will open a menu so Division, Department, then Detachment can be selected. It will open a Detachment Roster. Note: If you see a person listed twice, it is because they have an additional relationship to the detachment – such as Paymaster.
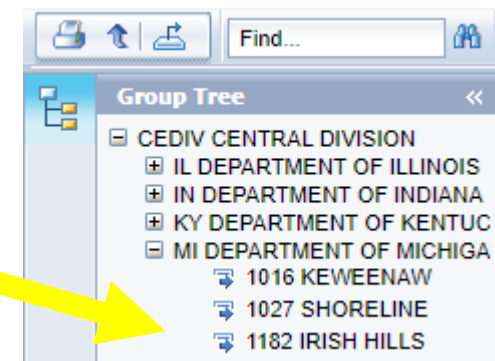
| As of:	08/25/2020		Marine Corps League							
Division:	CEDIV CENTRAL DIVISION		Department:	MI DEPARTMENT OF MICHIGAN			Detachment:	155 FLINT		
							Detachment:	155 FLINT		162
Active Member										
Profile ID	Member		Address	City	State	Zip	MemberID	Life Join Date	Mbr Since	Active Member

Database 102

At the top left is a small menu of options
Click the **printer** button to export to a
PDF file.
Click the **up arrow** to return to the
previous menu.
Click the (right) ICON to export as an
Excel workbook. Note, the fields don't
line up on the Excel Export.
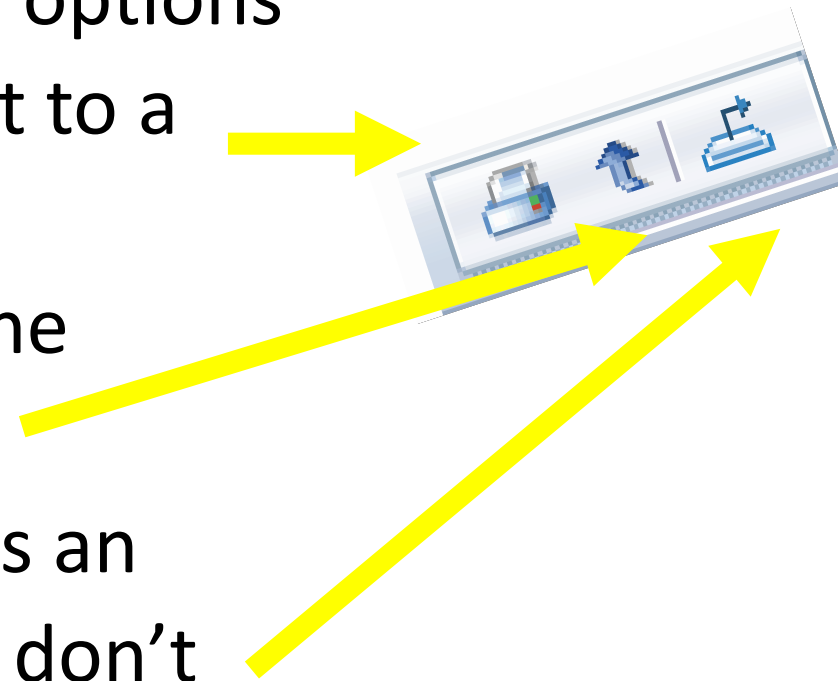
Database 102

FUTURE

Note that the new database does have the ability to process payments electronically if we set it up.

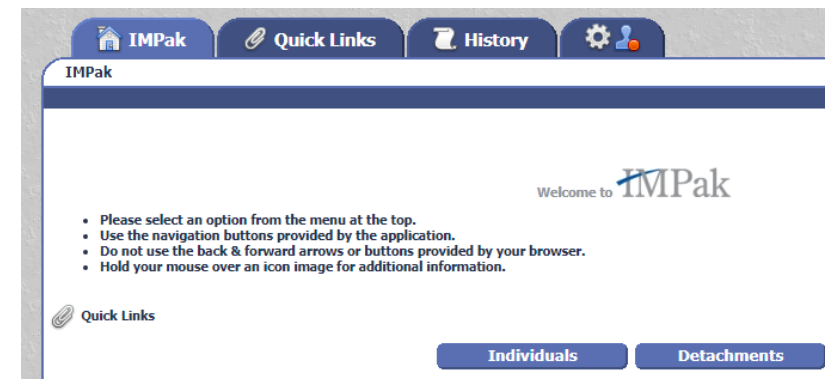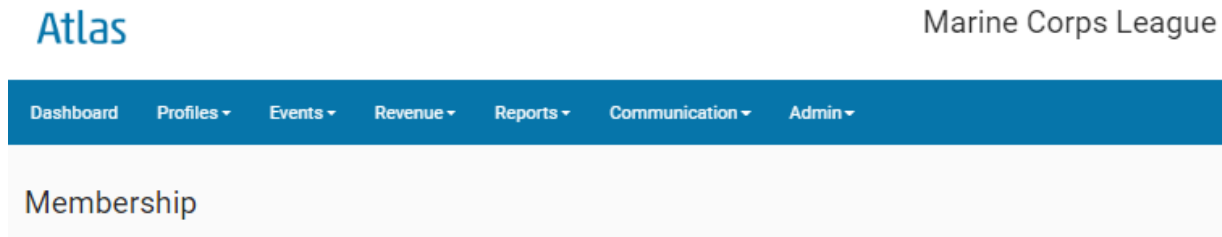This is a platform that can help make our transmittal process electronic in the future.

Database 102

Presently, our headquarters membership staff are utilizing the old and new databases simultaneously and will do so for a year or more as we transition.

Procedures are being documented for our current and future employees to use the database.

Database 102

Points of Contact

JD Foster – Membership Supervisor

jfoster@mcleague.org

Bob Borka – COO

coo@mcleague.org

Database 102