

You can search the membership list by entering a **Name** (or partial) and **ID number**, or by setting the choice in **Membership Status** (*All, Active, Pending, Associate*) to reflect your needs.

Members

All Search

Name ID

Membership Status All Active Pending Associate

Advanced Options Enable

Results Options Show

Sort by Name ID Seniority Date

Note: if you have a large Membership and do a full search on a status of 'All' or 'Active' it will take some time to complete.

There are multiple choices available if you **Enable** the **Advanced Options**, allowing you to add various parameters to your search. You can search based on data supplied by the Employer.

Advanced Options Disable

Phone

E-mail

Address 1

Address 2

City

Province

Postal Code

LOA Type

LOA Notes

Has UNANet Account

Has TD1

Has Direct Deposit

Employer Information

Status

Site

Unit

You can control the display of the search results. Use the show button to **Results Options**. Defaults can be deselected by clicking on the check box. Others can be added by clicking their check box. If you add the **UNANet** option to the results, you will have a column showing the status of FirstClass usage - *active, pending, or inactive*. No entry indicates no **UNANet** account.

Results Options

Check off which pieces of information you want in your search results. [Hide](#)

Primary	Employer	Personal	
<input checked="" type="checkbox"/> Member ID	<input type="checkbox"/> Seniority Date	<input checked="" type="checkbox"/> Home Phone	<input type="button" value="Check All"/>
<input checked="" type="checkbox"/> Name	<input type="checkbox"/> Employer Status	<input checked="" type="checkbox"/> Work Phone	
<input type="checkbox"/> Membership Status	<input type="checkbox"/> Site	<input type="checkbox"/> Cell Phone	
<input type="checkbox"/> LOA Type	<input type="checkbox"/> Unit	<input type="checkbox"/> Address	
		<input type="checkbox"/> UNANet	
		<input type="checkbox"/> E-mail	
		<input type="checkbox"/> TD1	
		<input type="checkbox"/> Direct Deposit	

Note the default settings that are applied, such as the **Membership Status**, set to **All** and the **Sort** being done by **Name**. These settings can be changed to better meet your needs.

Sort by Name ID Seniority Date

Note: if you have a large Membership and do a full search on a status of 'All' or 'Active' it will take some time to complete.

When a search is completed, the results are set to **Show 10 entries** and arrows allow you to move through the entire list. Depending on what you intend to do with your list, you can change this setting. Options include:

4 found Status: 'Pending' Sorted by: Name

Show entries from found set Filter:

Controls for how many items show at once: upper left corner of table.

Show entries from found set

- 10
- 25
- 50
- 100
- All

Arrows to navigate through the table of entries: bottom left corner of table.

Showing 1 to 4 of 4 entries from found set

Filter to search for a particular value: upper right corner of the table.

Filter:

If you want to print lists, set the results to **Show All Entries**. Then the entire lists will be printed rather than just those that are visible.

Examples of some searches:

Example 1:

You need the address and phone number for a member

Enter the person's name in **Name Field**. (partial or full name)

Click the **Search** button.

Click the **Detail** button to show all information.

The screenshot shows a search interface on an orange background. A green box highlights the 'Name' field containing 'fairy' and a dropdown menu set to 'Pending'. Below this, 'Advanced Options' are set to 'Enable' and 'Results Options' to 'Show'. The 'Sort by' section has radio buttons for 'Name' (selected), 'ID', and 'Seniority Date'. A 'Search' button is highlighted with a green box. A note below the button reads: 'Note: if you have a large Membership and do a full search on a status of 'All' or 'Active' it will take some time to complete.'

1 found Name: 'fairy', Status: 'Pending' Sorted by: Name

Show entries from found set

Filter:

	Member ID	Name	Home Phone	Work Phone
1	94792	Fairy, Tink R	(780) 987-3214	

Showing 1 to 1 of 1 entries from found set

Example 2

You need a list of all members sorted by Seniority.

Leave the Name and ID fields blank.

Membership Status set to show **All**.

Skip the **Advanced Options**.

Set **Results Options**: click **Show** and select/deselect each information category you need.

Sort by: Click the button beside **Seniority Date**.

Click the **Search** button.

Name ID

Membership Status

Advanced Options [Enable](#)

Results Options

Check off which pieces of information you want in your search results. [Hide](#)

Primary	Employer	Personal	
<input checked="" type="checkbox"/> Member ID	<input type="checkbox"/> Seniority Date	<input type="checkbox"/> Home Phone	Check All
<input checked="" type="checkbox"/> Name	<input type="checkbox"/> Employer Status	<input type="checkbox"/> Work Phone	
<input checked="" type="checkbox"/> Membership Status	<input type="checkbox"/> Site	<input type="checkbox"/> Cell Phone	
<input type="checkbox"/> LOA Type	<input type="checkbox"/> Unit	<input type="checkbox"/> Address	
		<input checked="" type="checkbox"/> UNANet	
		<input type="checkbox"/> E-mail	
		<input type="checkbox"/> TD1	
		<input type="checkbox"/> Direct Deposit	

Sort by Name ID Seniority Date

[Search](#)

Note: if you have a large Membership and do a full search on a status of 'All' or 'Active' it will take some time to complete.

32 found

Status: 'All' Sorted by: Seniority

Show 10 entries from found set

Filter:

		Member ID	Name	Membership Status	UNANet
1	Detail	94794	Hetfield, James	Pending	
2	Detail	94793	Bear, Panda	Pending	
3	Detail	94792	Fairy, Tink R	Pending	
4	Detail	89398	Member, Joe	Pending	Inactive
5	Detail	94789	Stark, Tony	Active	
6	Detail	<input type="text"/>	<input type="text"/>	Active	Inactive
7	Detail	<input type="text"/>	<input type="text"/>	Active	
8	Detail	<input type="text"/>	<input type="text"/>	Active	
9	Detail	<input type="text"/>	<input type="text"/>	Active	Inactive
10	Detail	<input type="text"/>	<input type="text"/>	Active	Active

← → Showing 1 to 10 of 32 entries from found set

Example 3

You need a list of people who membership is Pending

Set **Membership Status** to **Pending**.

Ignore **Advanced Options**.

From **Results Options** select/deselect appropriate category for list.

In **Sort by** select **Name**.

Click the **Search** button.

Name ID

Membership Status

Advanced Options Enable

Results Options

Check off which pieces of information you want in your search results. [Hide](#)

Primary	Employer	Personal	
<input checked="" type="checkbox"/> Member ID	<input type="checkbox"/> Seniority Date	<input type="checkbox"/> Home Phone	<input type="button" value="Check All"/>
<input checked="" type="checkbox"/> Name	<input type="checkbox"/> Employer Status	<input type="checkbox"/> Work Phone	
<input checked="" type="checkbox"/> Membership Status	<input type="checkbox"/> Site	<input type="checkbox"/> Cell Phone	
<input checked="" type="checkbox"/> LOA Type	<input type="checkbox"/> Unit	<input type="checkbox"/> Address	
		<input type="checkbox"/> UNANet	
		<input type="checkbox"/> E-mail	
		<input type="checkbox"/> TD1	
		<input type="checkbox"/> Direct Deposit	

Sort by Name ID Seniority Date

Note: if you have a large Membership and do a full search on a status of 'All' or 'Active' it will take some time to complete.

All

4 found

Status: 'Pending' Sorted by: Name

Show entries from found set

Filter:

		Member ID	Name	Membership Status	LOA
1	<input type="button" value="Detail"/>	94793	Bear, Panda	Pending	
2	<input type="button" value="Detail"/>	94792	Fairy, Tink R	Pending	
3	<input type="button" value="Detail"/>	94794	Hetfield, James	Pending	
4	<input type="button" value="Detail"/>	89398	Member, Joe	Pending	



Showing 1 to 4 of 4 entries from found set

Example 4

You need a list of members showing UNA member ID, names, address and home phone numbers. You need to have a hard copy to take to a meeting and an electronic copy to send.

Do **not** enter anything in **Name/ID** and leave **Membership Status** set to **All**.

Do **not** set any **Advanced Options**.

Result Options - use the Show button to reveal the available choices.

Some of the needed options are selected by default. Add **Address** and Remove **Work Phone**.

Leave **Sort by** to present the list alphabetical by **Name**.

Click **Search** button.

Name ID

Membership Status

Advanced Options Enable

Results Options

Check off which pieces of information you want in your search results. [Hide](#)

Primary	Employer	Personal
<input checked="" type="checkbox"/> Member ID	<input type="checkbox"/> Seniority Date	<input checked="" type="checkbox"/> Home Phone
<input checked="" type="checkbox"/> Name	<input type="checkbox"/> Employer Status	<input type="checkbox"/> Work Phone
<input type="checkbox"/> Membership Status	<input type="checkbox"/> Site	<input type="checkbox"/> Cell Phone
<input type="checkbox"/> LOA Type	<input type="checkbox"/> Unit	<input checked="" type="checkbox"/> Address
		<input type="checkbox"/> UNANet
		<input type="checkbox"/> E-mail
		<input type="checkbox"/> TD1
		<input type="checkbox"/> Direct Deposit

Sort by Name ID Seniority Date

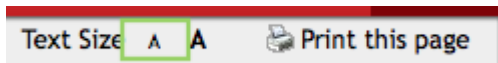
Note: if you have a large Membership and do a full search on a status of 'All' or 'Active' it will take some time to complete.

Change the options at the top of list to **Show All entries**.

32 found

Show entries from found set

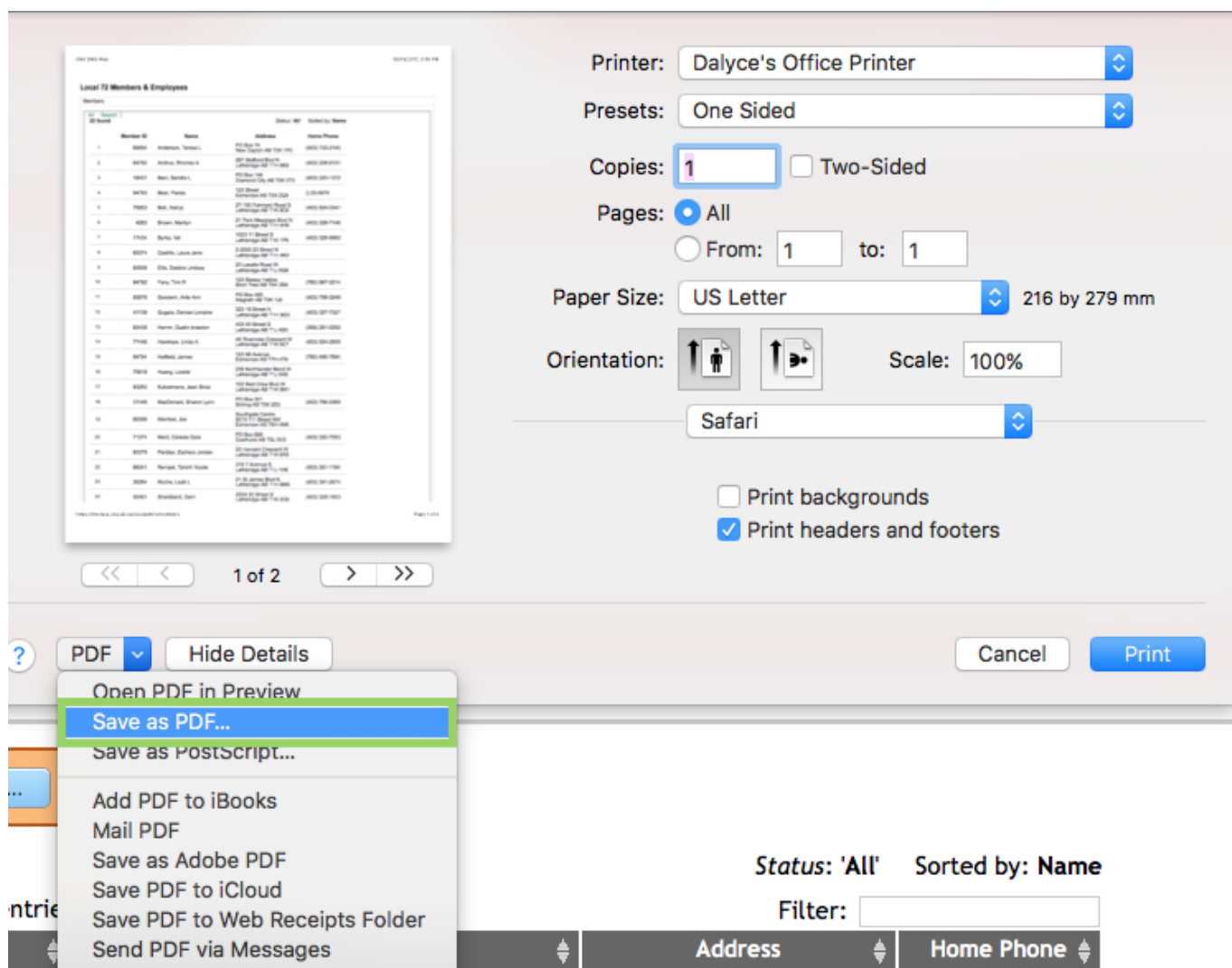
If you desire more information on each page, remember that you can make the text smaller by clicking the first **A** beside **Text Size** on the upper right of the page.



Click the **Print this Page** button on the upper right of your page. The usual print dialog box will appear. To produce a paper version of the list to bring to a meeting, use the standard **Print** button on the lower right.



To produce a PDF version, again select **Print this page**. When the Print dialog box appears select PDF on the lower left and select **Save As PDF**. Give the file an appropriate name and save to the desktop of your computer.



Login to your **FirstClass** account. Create a message addressed appropriately and attach the PDF file before sending.

Example 5

Advanced Options: Enable/Disable

The **Advanced Options** allow you to connect to various parameters. You can enter professional numbers as the search parameter or produce a list of UNANET users. The **LOA Type** is not always

available though executive members can add/edit data to include **LOA Type**. LOA Type includes designations such as short term disability (STD), maternity leave (MatLv), etc. This is used only by the local and may not be necessary.

The screenshot shows a search interface with the following elements:

- Name** and **ID** input fields.
- Membership Status** dropdown menu set to "All".
- Advanced Options** section with a **Disable** link.
- Fields for **Phone**, **E-mail**, **Address 1**, **Address 2**, **City**, **Province**, and **Postal Code**.
- LOA Type** dropdown menu with options: All Types (selected), No Type, LOA, LTD, STD, MatLv, and WCB.
- LOA Notes** input field.
- Has UNANet Account** and **Has TD1** checkboxes.
- Has Direct Deposit** dropdown menu.
- Employer Information** section with fields for **Status**, **Site**, and **Unit**.
- Results Options** section with a **Show** link and radio buttons for **Sort by**: Name (selected), ID, and Seniority Date.
- Search** button.
- Note:** if you have a large Membership and do a full search on a status of 'All' or 'Active' it will take some time to complete.

Some Employer data can be added to the list.

If you are setting parameters in the **Advanced Options**, be sure to leave them visible as you the search. Once you **Disable** the **Advanced Option**, the setting no longer apply to the search.