

Once a list appears, you are able to edit. Click the **Detail** button in the appropriate entry.

Show entries from found set Filter:

		Member ID	Name	Address	Home Phone
1	Detail	94793	Bear, Panda	123 Street Edmonton AB T0X 2Q9	() 23-5678

When **Details** appear, **pencil/trash/plus** buttons and open fields are available for modifications to the data. Click in the fields for **Site Phone**, **LOA Type**, and **LOA Notes** to enter data. You must click the **Update** button to complete the entry.

	Member ID	Name	Address	Home Phone																									
<div style="text-align: center; padding: 5px;"> Close Detail </div>	<p>Panda Bear </p> <p>No SIN Present Set</p> <p>123 Street Edmonton AB T0X 2Q9 </p>	<div style="background-color: #333; color: white; padding: 2px; text-align: center; font-weight: bold;">+ Contact Information</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Home</td> <td style="width: 60%;">(780) 123-5678 </td> <td style="width: 20%; text-align: center;"></td> </tr> </table> <p>UNANet Account <i>none</i></p>	Home	(780) 123-5678		<div style="background-color: #333; color: white; padding: 2px; text-align: center; font-weight: bold;">Membership Information</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Member ID</td> <td style="width: 80%;">94793</td> </tr> <tr> <td>Status</td> <td>Pending Term Membership</td> </tr> <tr> <td>Since</td> <td>September 19, 2017</td> </tr> </table> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Site Phone</td> <td style="width: 80%;">780-369-2587</td> </tr> <tr> <td>LOA Type</td> <td>MatLv <input type="button" value="v"/></td> </tr> <tr> <td>LOA Notes</td> <td><input type="text"/></td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> Update </div>	Member ID	94793	Status	Pending Term Membership	Since	September 19, 2017	Site Phone	780-369-2587	LOA Type	MatLv <input type="button" value="v"/>	LOA Notes	<input type="text"/>	<div style="background-color: #333; color: white; padding: 2px; text-align: center; font-weight: bold;">Employer Information</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Employee No.</td> <td style="width: 80%;"></td> </tr> <tr> <td>Status</td> <td></td> </tr> <tr> <td>FTE</td> <td></td> </tr> <tr> <td>Site</td> <td></td> </tr> <tr> <td>Unit</td> <td></td> </tr> </table>	Employee No.		Status		FTE		Site		Unit	
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Employer Information - Employee No., Status, FTE, Site Unit are not edited by UNA, but appear exactly as provided by employer. UNA receives this electronically from some but not all employers. The difficulty in searching this information is the inconsistent way information is recorded by the Employer. To get valid results using these fields, consult your Employee list to ensure you are using the same terms the employer is using. If the Employer Information is available, you will see it in the **Detail** view for any member. A separate section is required to access this data.