

Part 3 – Committees

Instructions:

By now you should be familiar with the basic keystrokes, such as Ctrl+C (create), Ctrl+M (modify), F1 (Help), etc. Details about the basic keystrokes can be found in Chapter 1 of the Getting Started manual.

In this lesson you will practice how to create a committee. From the “Managers” menu, select “Committee.” The first item on the Committee menu is “Getting Started.” The Getting Started program walks you through all the elements involved in creating a committee. Note that there are instructions to the right of the button on each step. You can press the “F1” key to access the Online Help at any time. Complete the following exercises:

Create a Committee

- ☐ Complete each step in “Getting Started” to create a Committee record and attach several members to it.

*Enter the Committee Name here:*_____

- ☐ Answer the following questions:

1. Only people that exist in the member table can be added to a committee:

- a) True
- b) False

Answer:_____

2. The “Create Committee Merge” program creates committee meetings based on:

- a) The Committee Meeting information in the Committee Information form
- b) The current date, multiplied by 12 for each month of the year
- c) The committee member’s “Term” dates

Answer:_____

3. To change the location of where the committee meeting will be held:

- a) Phone each committee member and tell them
- b) Modify the “Meeting Schedule” in the Committee Information form
- c) Set up a new meeting and cancel the old one

Answer:_____

Reviewed By: _____

Date: _____

Trainee: _____