



Vision Computer Programming Services, Inc.

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Members – Flagged

Members can be flagged for various reasons such as health issues, money due, etc. Follow these simple steps to flag members.

1. From the Main Menu click the Members button
2. Click the Misc. tab
3. Choose a member that you would like to be flagged in the Find dropdown at the top
4. Near the bottom click the ‘Set as Flagged Account’ checkbox
5. Fill in a message that will be displayed when you click on that members record
6. Choose another member in the Find dropdown
7. Choose your member that you flagged again
8. The message will appear and you can click Continue to proceed to that members screen
9. The members name will be highlighted in yellow on all tabs when you are in the Members form

FYI!

Shaun Berry #3114

"Shaun has SEVERE asthma and must have his inhaler at all times"

Continue

Groups	Guidance/Accidents/Mentoring	Member Stars	Charges / Payments	Misc.	Academics	Medications		
Member Info	Contacts	Medical	General	Household	Custom	Photo	Outcome Measurements/Surveys	Calendars / Activities
First Name:	Shaun	Middle:		Last:	Berry	Nickname:		

Groups	Guidance/Accidents/Mentoring	Member Stars	Charges / Payments	Misc.	Academics	Medications			
Member Info	Contacts	Medical	General	Household	Custom	Photo	Outcome Measurements/Surveys	Calendars / Activities	
Shaun Berry - 3114									
Household Name: Berry Household									
Member Lives with:									
Household Occupants									
Mom: N			Step Mom: ?		Dad: ?		Step Dad: ?		Grandparent: ?
Name			Foster Parent(s): Y		Other: ?				
Type									