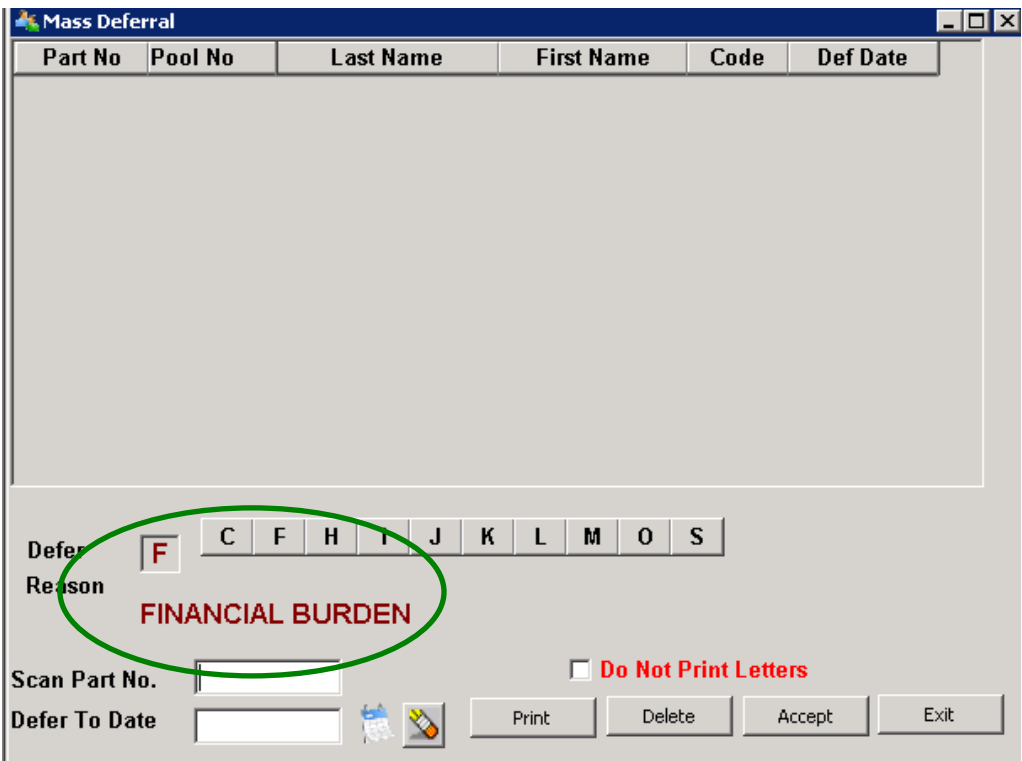


Enter Mass Deferrals

	<p>These steps are followed to enter <u>deferrals</u> for multiple people in one screen.</p> <p><u>Note:</u> Deferral is used when an individual is unable to serve in the current term of service but is willing to serve in the next term of service. For example, pregnancy, farm related reasons, etc. <u>Do not use deferral</u> for vacations, doctor's appointments, or other short-term reasons – use partial excuse.</p>
1.	After logging into the program, click the Pool Module icon.
2.	Click the Edit button.
3.	Go to Mass Update Records and click Enter Deferrals . The Mass Deferral screen will open.
4.	<p>Click a reason for the deferral. The selected reason will display.</p> 
5.	Enter a Defer To Date by clicking the blue calendar, and selecting the month and date. The date selected should be the beginning date of the next term of service.
6.	Click in the Scan Part No field.
7.	Type the individual participant number into the Scan Part No field, or scan the participant number bar code.
8.	To defer the next person for the same reason selected in Step 4, type the individual participant number into the Scan Part No field or scan a participant number bar code. Continue in this manner until a <u>different</u> defer code is needed.

9.	Repeat Steps 4 through 7 until all deferrals have been entered.
10.	To change a Defer To Date for an individual; click their Part No , select the correct date (by clicking the blue calendar), and click the Pencil button.
11.	Click Print to print a list of the names entered. (A sample list is at the bottom of the page.)
12.	Check the Do Not Print Letters checkbox if deferral letters are <u>not</u> printed through the program to mail to individuals. Leave this checkbox unchecked if letters <u>are</u> printed and mailed.
13.	After scanning or entering all deferrals, click Accept . The Pool Maintenance window will appear.

Sample Mass Deferral List

Part No	Pool No	Last Name	First Name	Code	Def Date
064577175	997100504	FRANCIS	LINDA K	F	9/1/2010
064591233	997100504	FULLER	TIMOTHY W	F	9/1/2010
064582641	997100504	DIXON	SANDRA K	F	9/1/2010