**Data Management Information System (DMIS)**

**Member Contact Information & Reports**

The Academy’s Data Management Information System (DMIS) ([www.eatright.org/dmis](http://www.eatright.org/dmis)) allows DPGs, MIGs and Affiliates to access their membership records and records of dietetics professionals. The system updates daily so that any new information entered by Academy Headquarters is included.

Basic Functions:

* View individual member/non-member data. (only affiliates have access to non-member data based on state)
* Produce membership directories.
* Analyze member/non-member statistical reports.
* Create user-defined fields to track information related to your Affiliate. For example, an Affiliate could assign a district or a state practice group.

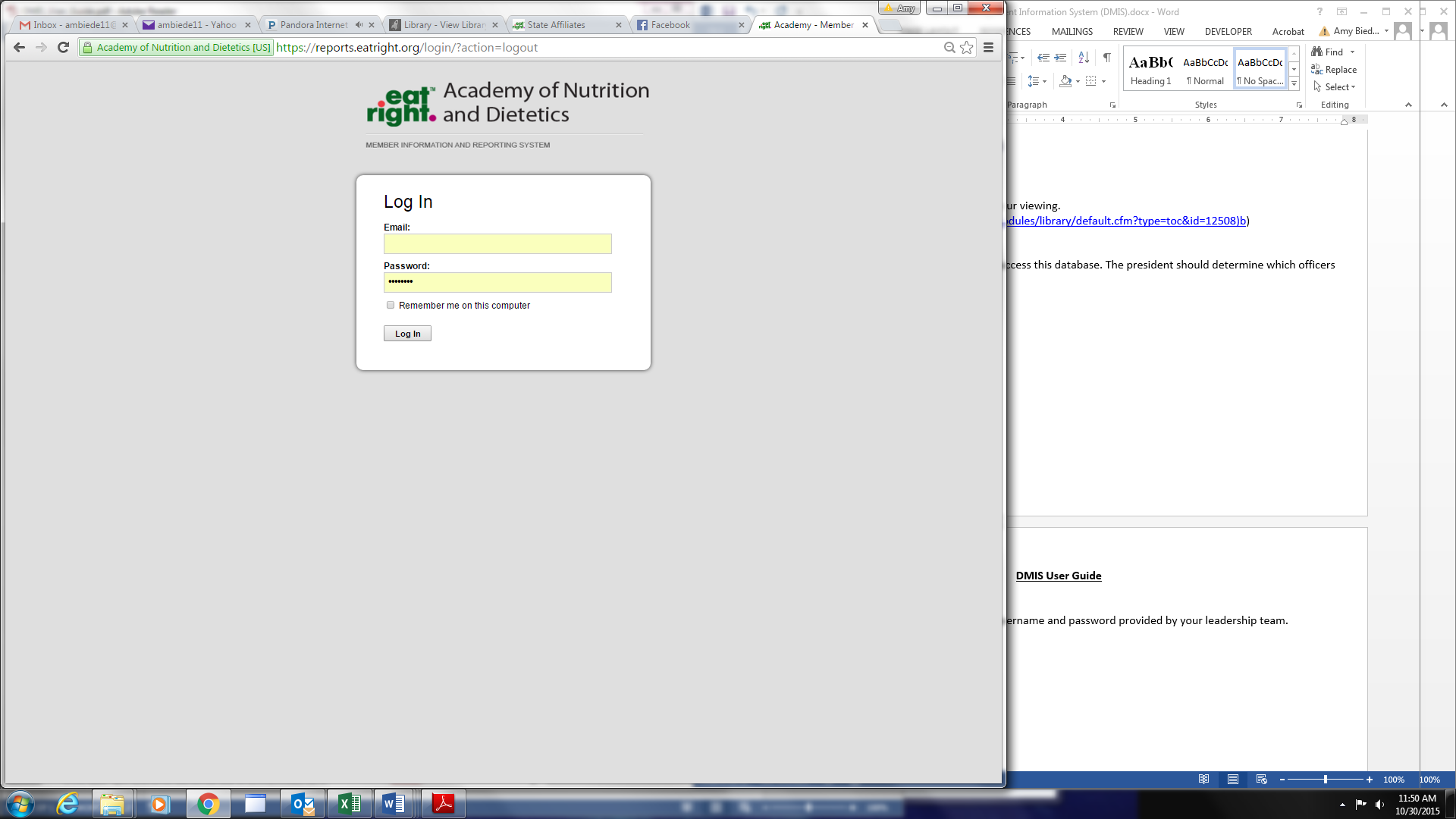
A pre-recorded [DMIS Tutorial](http://affiliatecommittees.webauthor.com/modules/library/default.cfm?type=toc&id=12508) is available for your viewing. (<http://affiliatecommittees.webauthor.com/modules/library/default.cfm?type=toc&id=12508)b>)

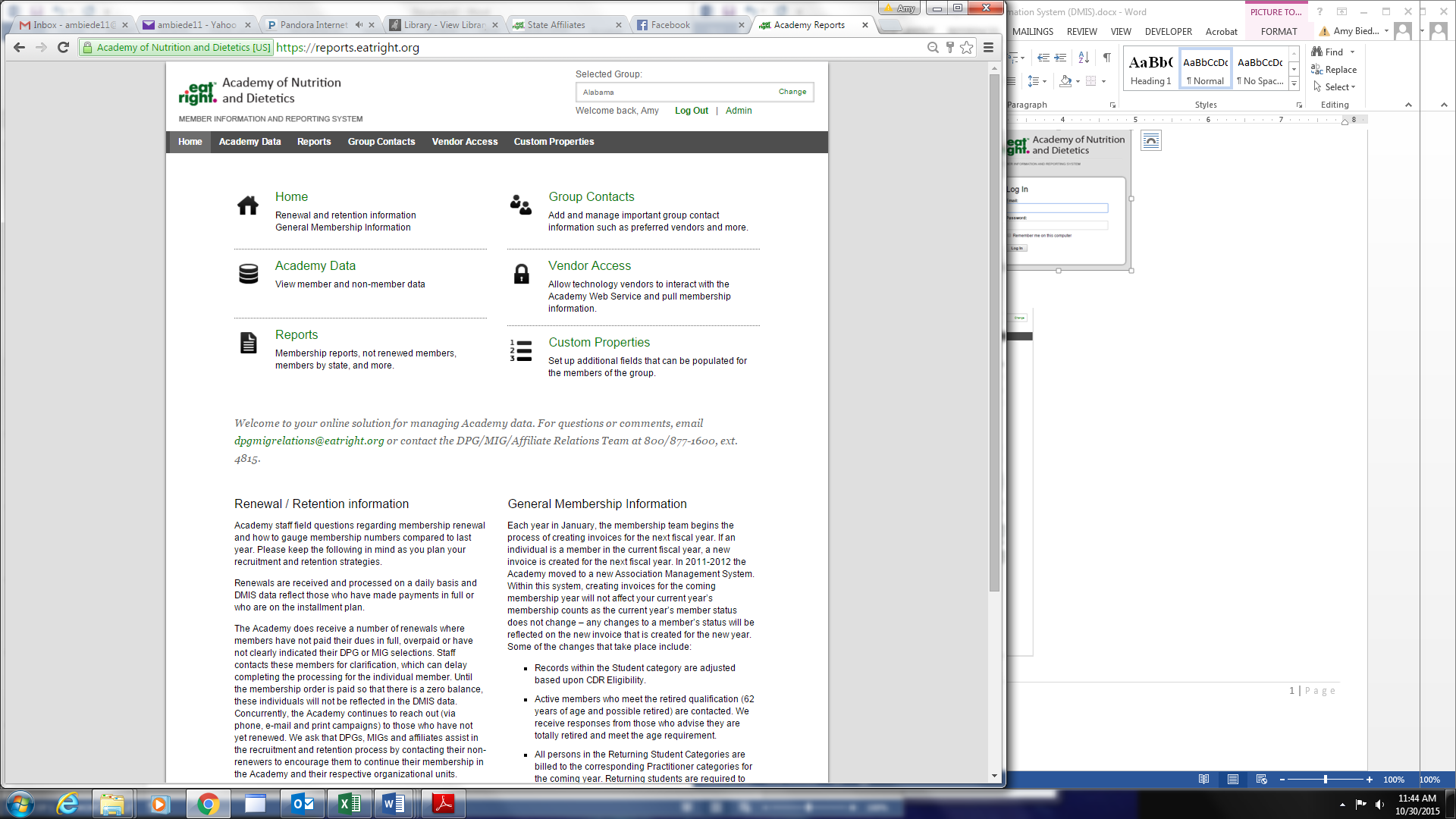
Each Affiliate will receive one (1) password to access this database. The president should determine which officers should receive access.

**DMIS User Guide**

**Welcome Screen**

Login to the welcome screen by entering the username and password provided by your leadership team. <https://reports.eatright.org/login>





Your group name will appear in the upper right hand corner.

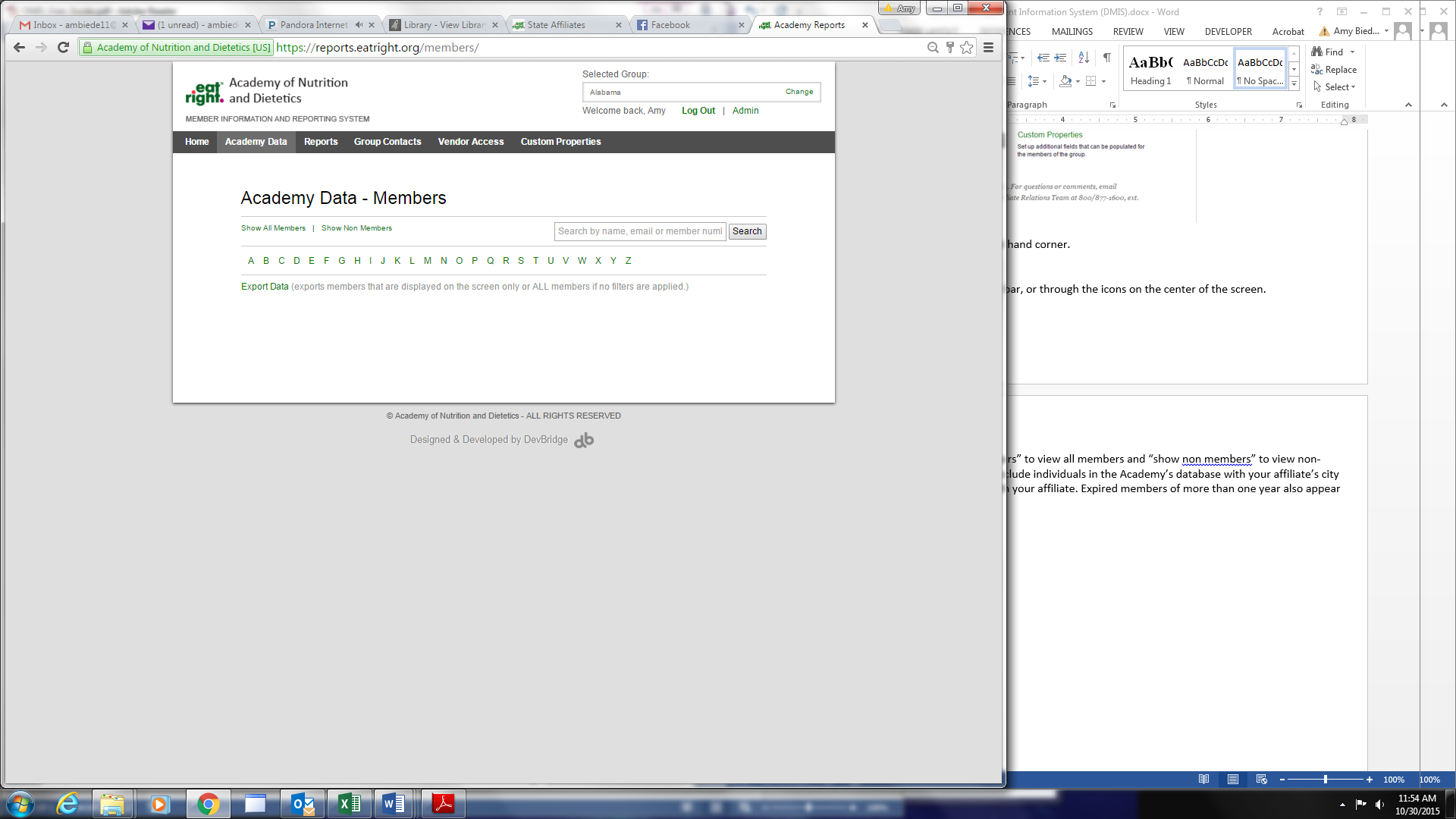
**Navigate**

Navigate the resources along the black header bar, or through the icons on the center of the screen.

Academy Data

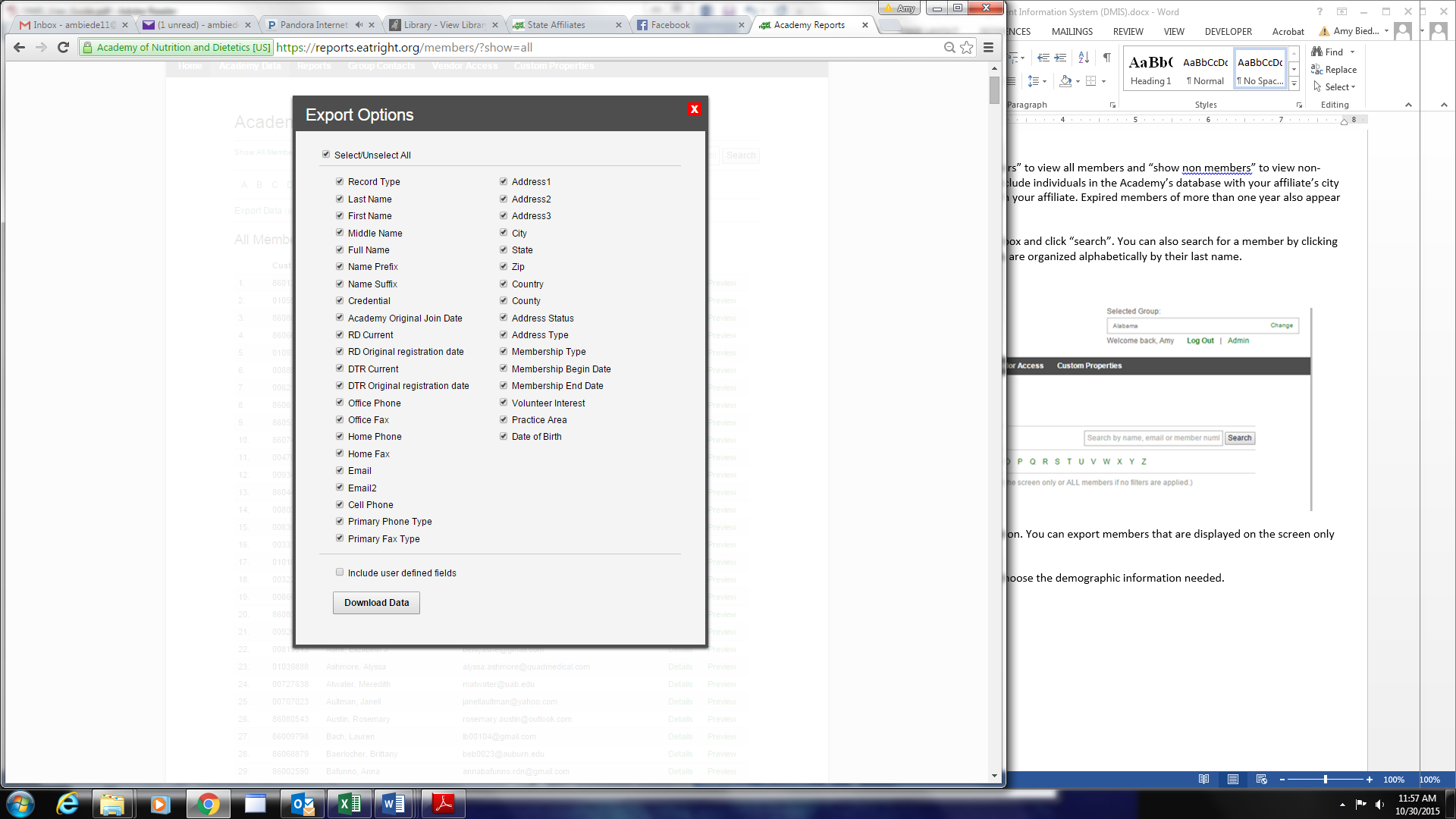
In this screen you can click on “show all members” to view all members and “show non members” to view non-members. For affiliates, these non-members include individuals in the Academy’s database with your affiliate’s city in their address, but may not be associated with your affiliate. Expired members of more than one year also appear as non-members.

You can search by typing a name in the search box and click “search”. You can also search for a member by clicking on any letter of the alphabet below. Individuals are organized alphabetically by their last name.



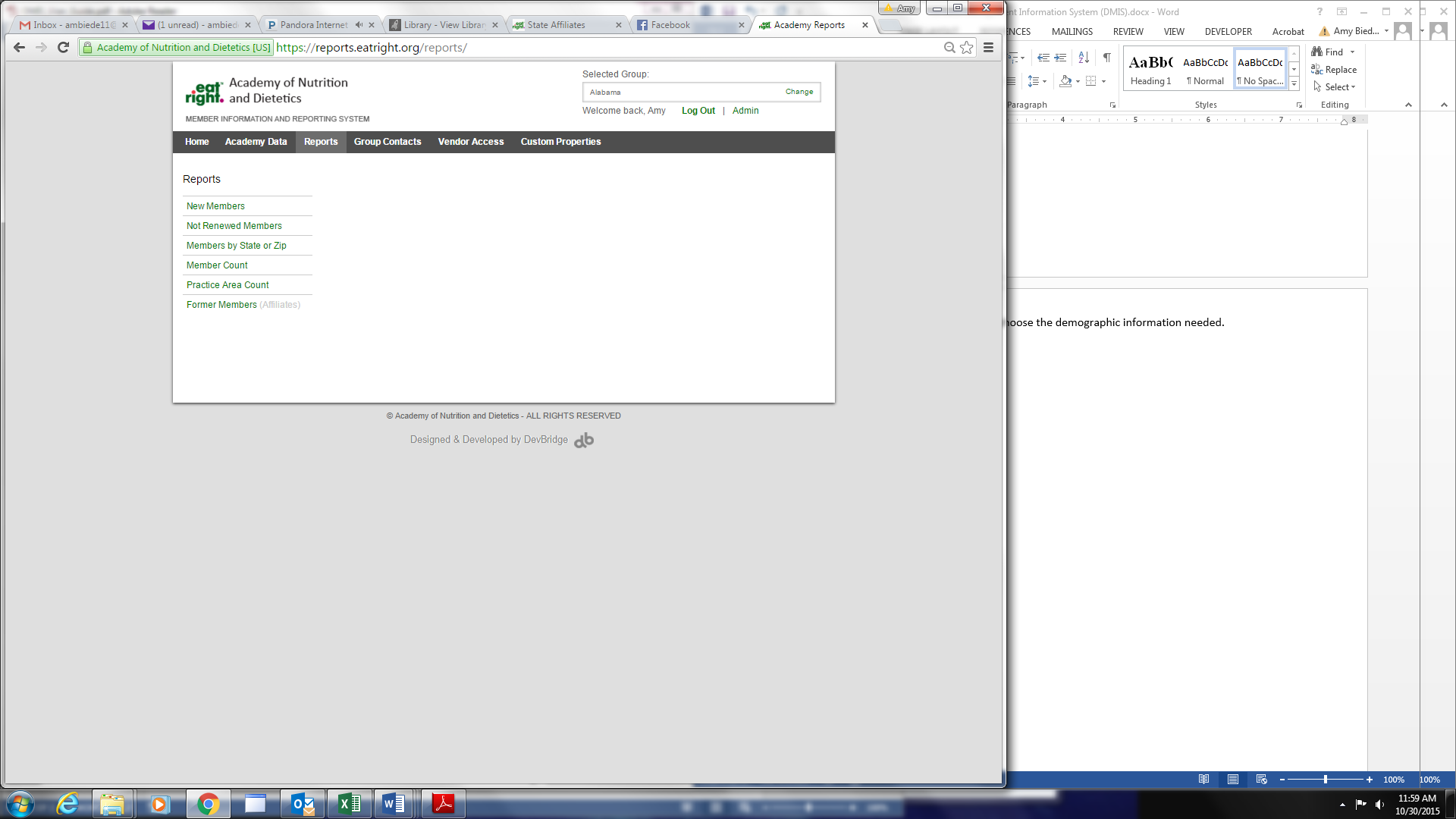
You can export the data to view more information. You can export members that are displayed on the screen only or ALL members if no filters are applied.

A pop-up window will appear allowing you to choose the demographic information needed.



**Reports**

There are several built in reports.



New Members

Clicking on New Members will allow you to pick this current fiscal year or last fiscal year and a specific date range if you choose.

Not Renewed Members

Not Renewed Members are the individuals who were a member in the previous fiscal year, but not in the current fiscal year.

Member Count

Member Count allows you to view a breakdown of membership numbers by member type for the current or previous fiscal year.

Practice Area Count

Practice area Count shows a breakdown of what members have selected as their area of interest.

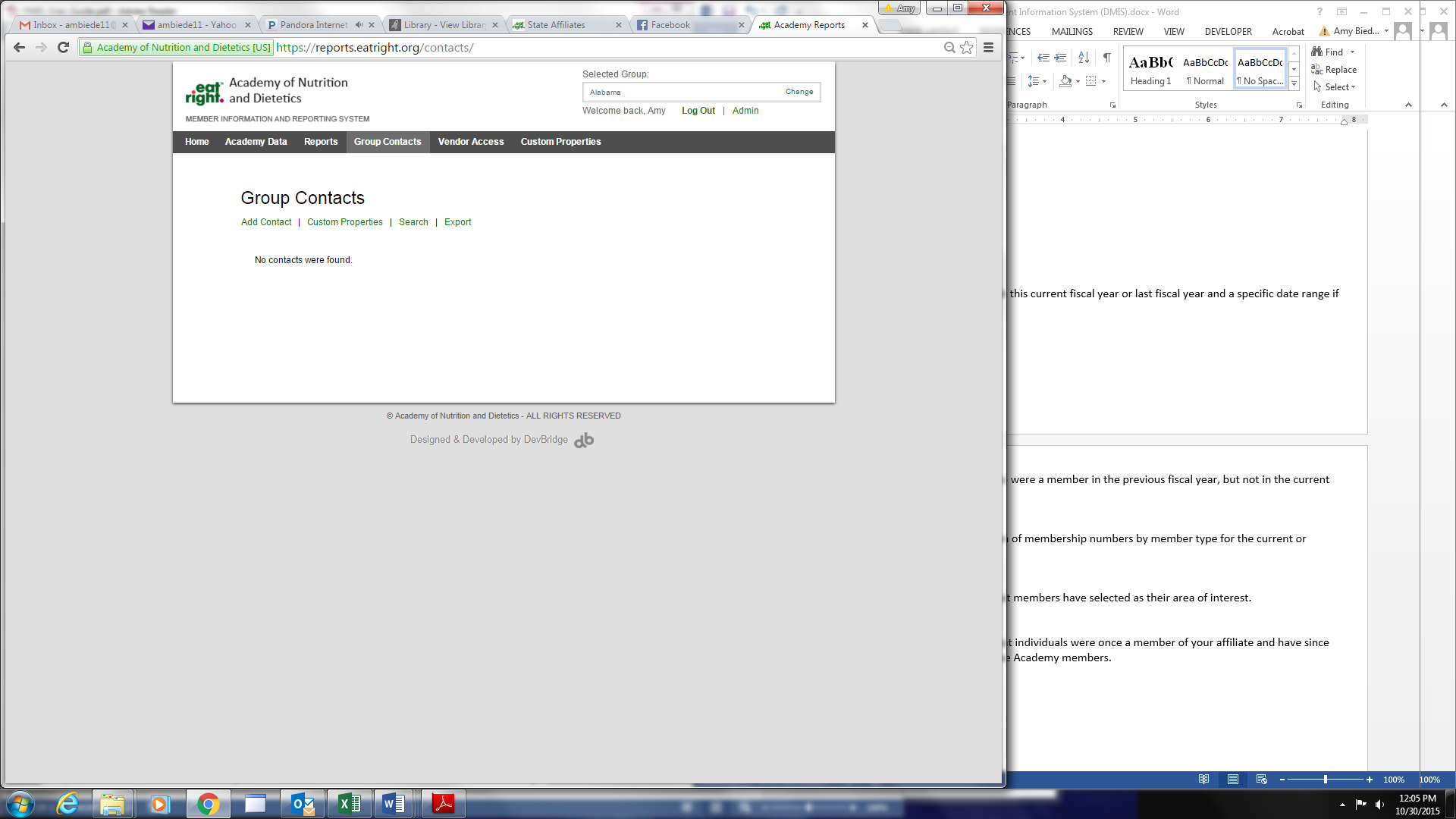
Former Members

Former members allows the affiliate to see what individuals were once a member of your affiliate and have since switched to a different affiliate. These are active Academy members.

**Group Contacts**

This option is used with certain vendors or contacts specific to your group. For example, a newsletter contractor, sponsorship contacts, friends of the group, etc.

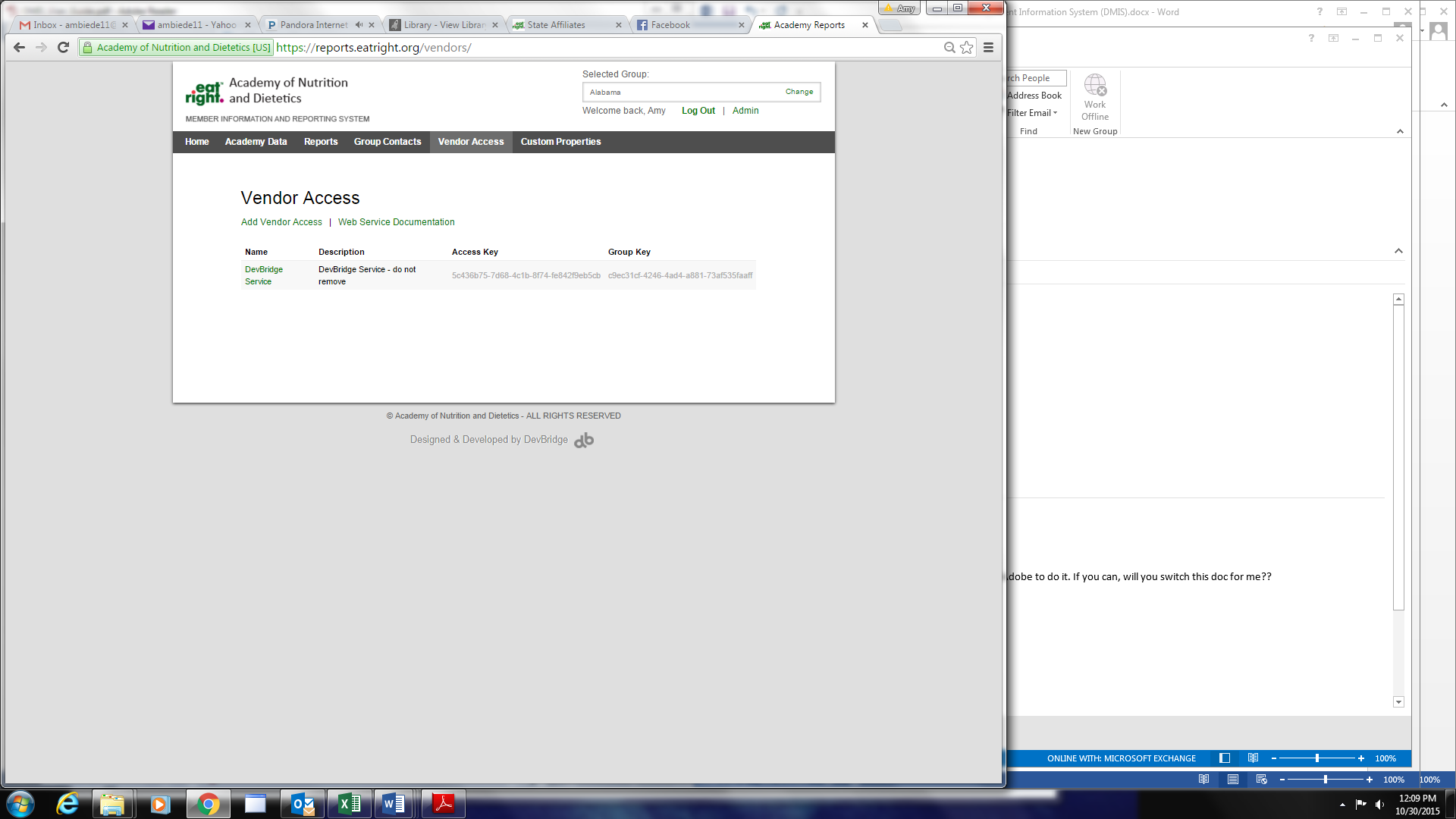
You may add new contacts as needed. This is meant to be a place to keep track of the names of individuals who are not members of the group but are important to your affiliate.



**Vendor Access**

This is where you would go to add a website vendor to be allowed to access this site for syncing membership information between the Academy and the affiliate website.

To add someone, enter their name and description. You will need to give them the access key.



**Custom Properties, User Defined fields**

This is where you would go to keep track of another demographic category about your members. For example, congressional districts, if they attended a symposium, etc. Click on “Add New Property”. This information pulled to reports and viewable along with the other demographic fields.

