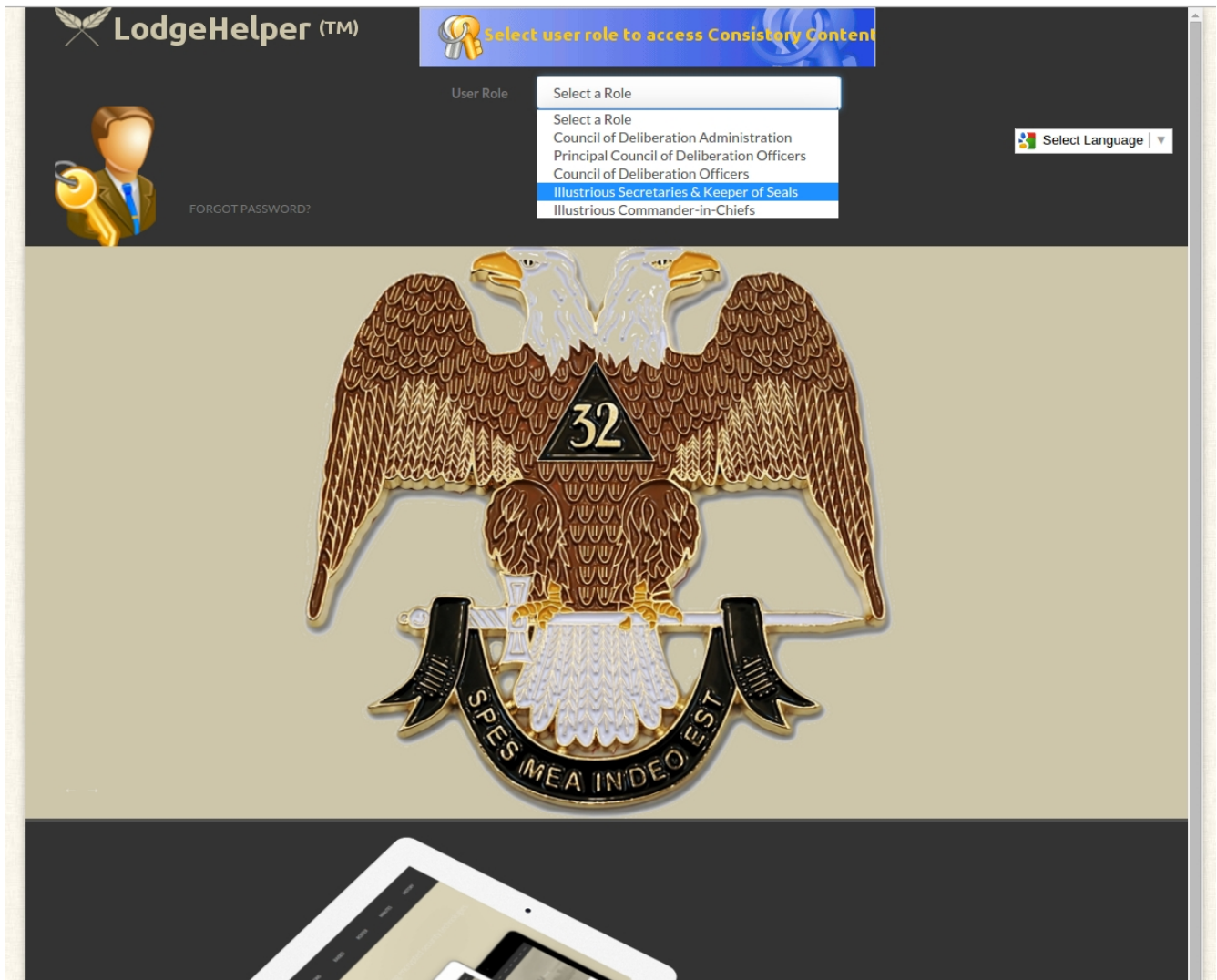


# KSA Helper <sup>(TM)</sup>

## End User Documentation



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## **Executive Summary**

KSA Helper <sup>(TM)</sup> is a Consistory Membership Management System developed to “ensure that Consistory History is not lost to history”.

The purpose is to organize, automate and synchronize Consistory business processes -- activities, such as Consistory Secretary & KSA reports, new petitions, reinstatement, and detailed information for each Consistory Member.

It empowers the Commander-in-Chief and Secretaries & KSA to make faster decisions by bringing timely actionable data to them instantly. Its reporting platform is built around Consistory business intelligence; such as membership and Semi-annual reports using an intuitive dashboard and interactive reports so users can view data in meaningful and different ways.

You can make the filing of paper forms obsolete and have current information about the Consistory, its membership records, and reports, mailing labels, meeting records, dues payments, and so much more are the working tools awaiting the Secretary & KSA.

Using Grand Secretary/KSA Role, you can see the yearly activities for each Consistory. Consistory Secretaries can see only their own Consistory data. The Commander-in-Chief can view their Consistory data with no edit ability and no access to the Secretaries Reports Menu as those duties are the responsibility of the Secretary. This documentation is divided into several User Roles. Please note that this documentation may contain textual or graphic images of another Orient; but rest assured that the system is customized for each Jurisdiction.

### **Consistory Secretaries & Commander-in-Chief**

To login, find your user-name by selecting the Role (Consistory Secretaries or Commander-in-Chief) from the first drop-down menu (i.e. Illustrious Secretary & KSA Mt. Golden Gate #295) and enter the password that was individually provided to you. Please change your password by selecting the “Change Password Icon”. The system will then log you out to allow you to use the newly changed password. Upon authentication, your Consistory Yearly Activities will be displayed. See Figure 1.

## Semi-annual Reports.

To produce your report, select the double-headed eagle Icon. The system will determine the current reporting period; however, past reports are always available from the Secretary Reports Menu. See Figure 2 through 4 for the result.

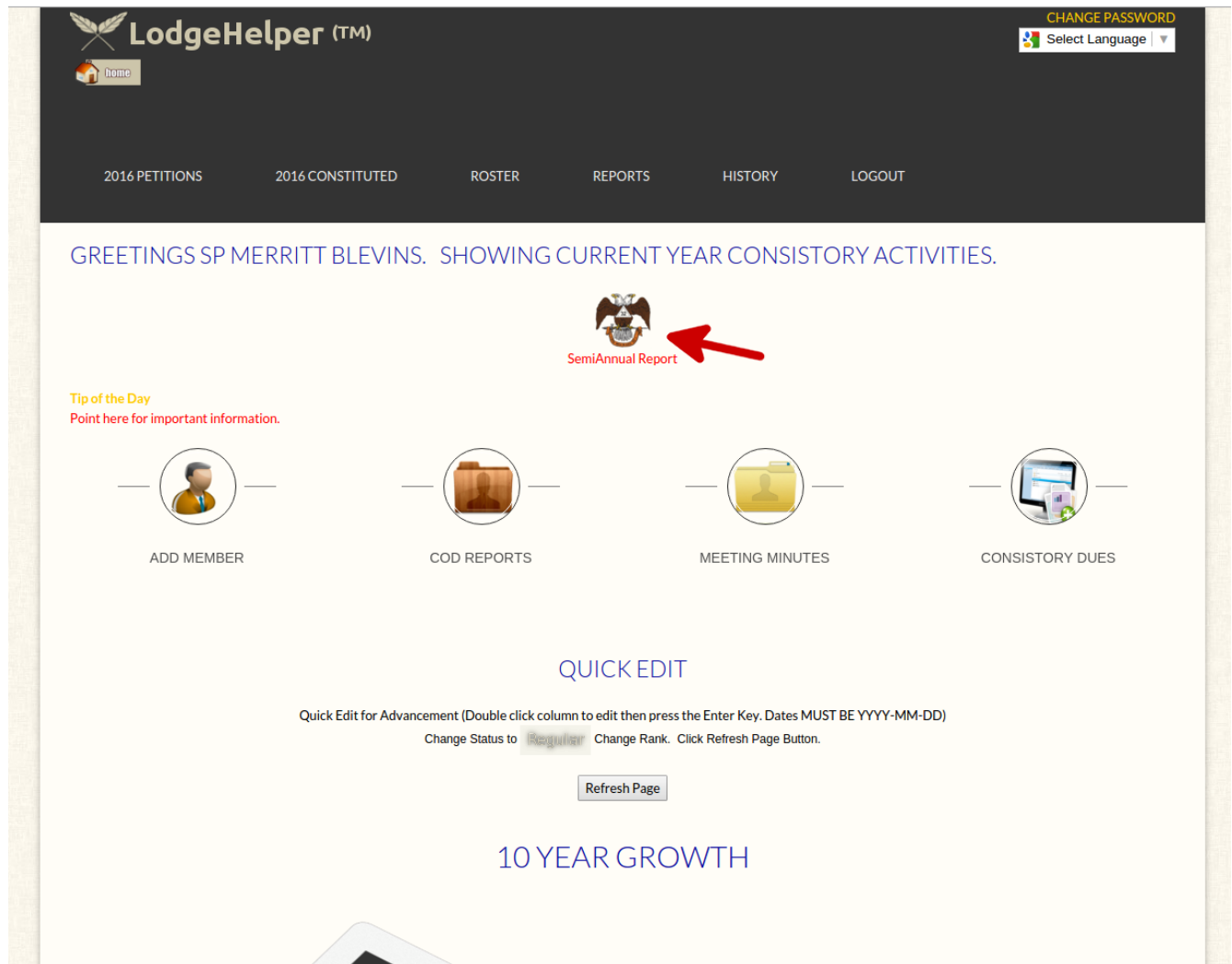


Figure 1

**SEMI-ANNUAL REPORT FORM**

**Consistory Name & No:** Test Consistory #1000 Orient: California and Hawaii  
**REPORTING PERIOD:**

Commander-in-Chief:	Cairo Atkins ID# 158805
Address/City/State/Zip	Ap #3657-1999 Ut Ave Novoli NC
1st Lieutenant	Ira Baker ID# 169617
Address/City/State/Zip	Ap #434-4522 Id Rd. Sandy NC
2nd Lieutenant	Dale Ballard ID# 209797
Address/City/State/Zip	7742 Egestas. Street Midnapore NC
Treasurer	Norman Bruce ID# 143595
Address/City/State/Zip	Ap #918-3870 Semper Street Castel Ritaldi NC
Secretary/K.S.A.	Merritt Blevins ID# 194558
Address/City/State/Zip	Ap #872-9983 Vitae St. San Vito Chietino NC

**General Comments to the office of Grand Secretary-General, H.E.**

Testing comments field.

**32° REINSTATED SINCE LAST REPORT | \$20 each**

Date Reinstated	Name of Reinstated	Member #	Address
2016-01-20	SP, Cairo Atkins	158805	Ap #3657-1999 Ut Ave Novoli NC 99999
2016-01-02	SP, Magee Chaney	158244	P.O. Box 826, 5298 Arcu St. Bayonne NC HQ9 3GY
2016-01-02	SP, Wyatt Cruz	204363	332-707 Lacus. Road Bevel NC 8671

**33° REINSTATED SINCE LAST REPORT | \$240 each**

Date Reinstated	Name of Reinstated	Member #	Address
2016-01-02	SP, Dale Ballard	209797	7742 Egestas. Street Midnapore NC 6271

**MEMBERS SUSPENDED, EXPELLED OR DROPPED SINCE LAST REPORT**

Date	Name	Member #	Reason suspended, expelled or dropped
2016-01-02	SP, Stuart Cherry	215298	
2016-01-02	SP, Orson Dejesus	196090	

**MEMBERS AFFILIATED BY DEMIT SINCE LAST REPORT | \$30.00 each 32° and \$100.00 each 33°**

Date	Degree	Name	From What Consistory	Address
2016-01-09	SP	SP, Cairo Atkins	Golden Gate #295	Ap #3657-1999 Ut Ave Novoli NC
2016-01-02	SP	SP, Ivor Daniels		5042 Non Rd. Rae Lakes NC
2016-01-02	GIG	SP, Harper Dean		571 Dolor Avenue Vollezele NC

**MEMBERS INITIATED SINCE LAST REPORT**

Fees for new advanced candidates (during this reporting period), Patent and Charity and Endowment Fund are not shown on this report. These fees are paid at the time the Patent is ordered. Do not pay Patent Fee, Charity Endowment Fund or request Patents on the Semi-Annual Report. List all requests for Patents on a separate form.

Date	Name of Candidate	DOB	Address
2016-01-02	SP, Stuart Cherry	1952-01-05	8422 Sit Avenue Mariakerke NC

**MEMBERS DECEASED SINCE LAST REPORT**

Figure 2

Consistory Name & No: Test Consistory #1000 Orient: California and Hawaii

**SEMI ANNUAL REPORT FORM - RECAPITULATION FORM**

Number of members REPORTED on last report (Total from member roster)	<b>104</b>
Number of 32° members INITIATED since last report	<b>1</b>
Number of 32° members REINSTATED since last report	<b>3</b>
Number of 33° members REINSTATED since last report	<b>1</b>
Number of 32° members ADMITTED BY DEMIT since last report	<b>2</b>
Number of 33° members ADMITTED BY DEMIT since last report	<b>1</b>
<b>TOTAL:</b>	<b>112</b>

Number of members SUSPENDED since last report	<b>2</b>
Number of members DEMITTED since last report	<b>1</b>
Number of members EXPELLED since last report	<b>0</b>
Number of members DECEASED since last report	<b>2</b>
<b>TOTAL:</b>	<b>5</b>
Total members this report:	<b>107</b>

**AMOUNT DUE TO THE UNITED SUPREME COUNCIL, 33°**

Totals	Description	Rate	Amount Due
<b>104</b>	Total Members on roll	\$10.00	<b>\$1,040.00</b>
<b>2</b>	Demits granted	\$15.00	<b>\$30.00</b>
<b>3</b>	32° Reinstatement	\$20.00	<b>\$60.00</b>
<b>1</b>	33° Reinstatement - plus dues	\$240.00	<b>\$240.00</b>
<b>2</b>	32° Affiliated by Demit	\$30.00	<b>\$60.00</b>
<b>1</b>	33° Affiliated by Demit plus USC dues	\$100.00	<b>\$100.00</b>
	<b>TOTAL DUE UNITED SUPREME COUNCIL, 33°</b>		<b>\$1,530.00</b>

Given under our hand this

**2016-01-10**

Commander-in-Chief  **2016-01-10**

Secretary, K.S.A.  **2016-01-10**

Deputy for Orient  **2016-01-10**

Figure 3

Consistory Name & No: Test Consistory #1000 Orient: California and Hawaii

Number of members: 104

Name	Phone	Offices	Rank	Address	Service Years
Atkins, Cairo	(960) 743-6984	- Illustrious Commander-in-Chief - Grand Commander - Most Wise and Perfect Master - Thrice Potent Master	SP	Ap #3657-1999 Ut Ave Novoli NC 99999 Email: <a href="mailto:mrbo_1C@hotmail.com">mrbo_1C@hotmail.com</a>	33
Baker, Ira	(466) 756-7030	- Illustrious 1st Lt. Commander - First Lieutenant Grand Commander - ME & PK Senior Warden - Deputy Master, Hiram of Tyre	SP	Ap #434-4522 Id Rd. Sandy NC 0306MO Email:	13
Ballard, Dale	(214) 660-6864	- Illustrious 2nd Lt. Commander - Second Lieutenant Grand Commander - ME & PK Junior Warden - Venerable Senior Warden	GIG	7742 Egestas. Street Midnapore NC 6271 Email:	50
Berger, Hiram	(760) 743-4514	- Illustrious Chancellor - Perfect Knight Grand Orator - Venerable Junior Warden	SP	2511GG91 Email: <a href="mailto:testuser@abc.com">testuser@abc.com</a>	4
Bishop, Coby	(803) 702-6638		SP	Ap #133-2784 Eu, Rd. Maglie NC 9778 Email:	49
Blevins, Merritt	(548) 826-1318	- Illustrious Treasurer - Grand Architect - Perfect Knight Secretary - Treasurer	SP	Ap #872-9983 Vitae St. San Vito Chietino NC 8698 Email:	32
Bond, Oscar	(953) 414-0164		SP	3385 Nec, Street Ruda NC 40059-750 Email:	58
Boyer, Judah	(159) 447-4957	- Illustrious Prior - Grand Recorder - Illustrious Prior - KSA	SP	Ap #710-3551 Duis Ave Armento NC 691575 Email:	
Bruce, Norman	(727) 297-1894		SP	Ap #918-3870 Semper Street Castel Ritaldi NC 41601 Email:	57
Bryant, George	(140) 134-2940	- Illustrious Hospitaler - Grand Treasurer - Perfect Knight Treasurer - Orator	GIG	636-5272 Nibh. St. Thurso NC E5 8AK Email:	

Figure 4

## Membership Roster

To view/print/export your Consistory membership roster, point to the Roster Link on the top menu. See Figure 5.

 <span>PETITIONS</span> <span>CONSTITUTED</span> <span>ROSTER</span> <span>REPORTS</span> <span>HISTORY</span> <span>LOGOUT</span>								
2016 ROSTER								ROSTER
NUMBER OF MEMBERS: 104								
Edit	Name	Phone	Office(s)	Rank	Address	Service Years	Validate	Delete
	Atkins, Cairo	(960) 743-6984	Illustrious Commander-in-Chief Grand Commander Most Wise and Perfect Master Thrice Potent Master	SP	Ap #3657-1999 Ut Ave Navoli NC 99999 Email: <a href="mailto:mrb9_1C@hotmail.com">mrb9_1C@hotmail.com</a>	33		
	Baker, Ira	(466) 756-7030	Illustrious 1st Lt. Commander First Lieutenant Grand Commander ME & PK Senior Warden Deputy Master, Hiram of Tyre	SP	Ap #434-4522 1d Rd. Sandy NC 0306MO Email:	13		
	Ballard, Dale	(214) 660-6864	Illustrious 2nd Lt. Commander Second Lieutenant Grand Commander ME & PK Junior Warden Venerable Senior Warden	GIG	7742 Egestas. Street Midnapore NC 6271 Email:	50		
	Berger, Hiram	(760) 743-4514	Illustrious Chancellor Perfect Knight Grand Orator Venerable Junior Warden	SP	2511GG91 Email: <a href="mailto:tesuser@abc.com">tesuser@abc.com</a>	4		
	Bishop, Coby	(803) 702-6638		SP	Ap #133-2784 Ea, Rd. Maglie NC 9778 Email:	49		
	Blevins, Merritt	(548) 826-1318	Illustrious Treasurer Grand Architect Perfect Knight Secretary Treasurer	SP	Ap #872-9983 Vitae St. San Vito Chietino NC 8698 Email:	32		
	Bond, Oscar	(953) 414-0164		SP	3385 Nec, Street Ruda NC 40059-750 Email:	58		
	Boyer, Judah	(159) 447-4957	Illustrious Prior Grand Recorder	SP	Ap #710-3551 Duis Ave Armento NC 691575 Email:			

Figure 5

## Membership Profile Sheets

To update a members data, select the Icon to the left of the name on the Roster. See Figure 6 and 7.



## Edit Member

DATES MUST BE YYYY-MM-DD FORMAT

<b>Petition Date</b>	<input type="text" value="1963-02-26"/>	Admitted By Demit? <input type="checkbox"/> /Date	<input type="text" value="2016-01-09"/>	From What Consistory?	<input type="text" value="Golden Gate #295"/>
Phone	<input type="text" value="(960) 743-6984"/>	Email Address	<input type="text" value="mrbo_1C@hotmail.com"/>	Demit To Other Consistory?	<input type="text" value="0000-00-00"/> <b>Date</b>
Consistory Name	<input type="text" value="Test Consistory"/>	Consistory No	<input type="text" value="1000"/>	Consistory Address	<input type="text" value="555 Elm Street"/>
Consistory City	<input type="text" value="Los Angeles"/>	Orient	<input type="text" value="CA"/>	Consistor Zip	<input type="text" value="99999"/>
Secretary / KSA	<input type="text" value="Illustrious Secretary &amp; KSA Recorder Test C"/>	Commander In Chief	<input type="text" value="Illustrious Commander-in-Chief Recorder Test C"/>	Member Number	<input type="text" value="158805"/>
Member First Name	<input type="text" value="Cairo"/>	Member Middle Name	<input type="text" value="leo1"/>	Member Last Name	<input type="text" value="Atkins"/>
Member Address	<input type="text" value="Ap #3657-1999 Ut Ave"/>	Member City	<input type="text" value="Novoli"/>	Member State	<input type="text" value="NC"/>
Member Zip	<input type="text" value="99999"/>	Member DOB	<input type="text" value="1958-01-09"/>	Member Deceased Date	<input type="text" value="1998-01-03"/>
<b>Member Initiated Date</b>	<input type="text" value="1951-08-04"/>	Member Constituted Date	<input type="text" value="2016-01-05"/>	Member Elevated Date	<input type="text" value="2016-01-05"/>
Member Rank	<input type="text" value="SP"/>	Member Suspended Date	<input type="text" value="2007-01-18"/>	Member Suspended Reason	<input type="text" value=""/>
Member Expelled Date	<input type="text" value="1979-01-12"/>	Member Expelled Reason	<input type="text" value=""/>	Member Demit Date	<input type="text" value="0000-00-00"/>
Member Reinstated Date	<input type="text" value="2016-01-20"/>	Member Ring Size	<input type="text" value="7.5"/>	Member Crown Size	<input type="text" value="7.5"/>
Member Ritual Rent Date	<input type="text" value="2016-01-22"/>	Ritual Returned Date	<input type="text" value="2016-01-12"/>	Member Status	<input type="text" value="Regular"/>
SP College Year 1	<input type="text" value="2016-01-12"/>	SP College Year 2	<input type="text" value="2016-01-11"/>	SP College Year 3	<input type="text" value="2016-01-19"/>

**Member Office(s)**

Previously saved offices at last edit

- Illustrious Commander-in-Chief
- Grand Commander
- Most Wise and Perfect Master
- Thrice Potent Master

UPDATE RECORD

Figure 6

## Edit Member Offices

Check-mark Member Office(s) THEN  OR  IF NO CHANGES.

**Name:** Cairo Atkins

**Current Offices:**

- Illustrious Commander-in-Chief
  - Grand Commander
    - Most Wise and Perfect Master
    - Thrice Potent Master

NEW OFFICES






	<input type="checkbox"/> Illustrious Commander-in-Chief <input type="checkbox"/> Illustrious 1st Lt. Commander <input type="checkbox"/> Illustrious 2nd Lt. Commander <input type="checkbox"/> Illustrious Chancellor <input type="checkbox"/> Illustrious Treasurer <input type="checkbox"/> Illustrious Prior <input type="checkbox"/> Illustrious Hospitaller <input type="checkbox"/> Illustrious Master of Ceremonies <input type="checkbox"/> Illustrious Grand Standard Bearer <input type="checkbox"/> Illustrious Captain of the Guard <input type="checkbox"/> Illustrious Sentinel <input type="checkbox"/> Illustrious Assistant Secretary		<input type="checkbox"/> Grand Commander <input type="checkbox"/> First Lieutenant Grand Commander <input type="checkbox"/> Second Lieutenant Grand Commander <input type="checkbox"/> Grand Chancellor <input type="checkbox"/> Grand Architect <input type="checkbox"/> Grand Recorder <input type="checkbox"/> Grand Treasurer <input type="checkbox"/> Grand Master of Ceremonies <input type="checkbox"/> Grand Orator <input type="checkbox"/> Grand Almoner <input type="checkbox"/> Grand Captain of the Guard <input type="checkbox"/> Grand Sentinel
	<input type="checkbox"/> Most Wise and Perfect Master <input type="checkbox"/> ME & PK Senior Warden <input type="checkbox"/> ME & PK Junior Warden <input type="checkbox"/> Perfect Knight Grand Orator <input type="checkbox"/> Illustrious Treasurer <input type="checkbox"/> Perfect Knight Secretary <input type="checkbox"/> Perfect Knight Treasurer <input type="checkbox"/> Perfect Knight Hospitaller <input type="checkbox"/> Perfect Knight Master of Ceremonies <input type="checkbox"/> Perfect Knight Captain of the Guard <input type="checkbox"/> Perfect Knight Tyler		<input type="checkbox"/> Thrice Potent Master <input type="checkbox"/> Deputy Master, Hiram of Tyre <input type="checkbox"/> Venerable Senior Warden <input type="checkbox"/> Venerable Junior Warden <input type="checkbox"/> Treasurer <input type="checkbox"/> KSA <input type="checkbox"/> Orator <input type="checkbox"/> Master of Ceremonies <input type="checkbox"/> Captain of the Guard <input type="checkbox"/> Hospitaller <input type="checkbox"/> Tyler

Figure 7

# Yearly Petitions Section

To view the yearly petitions, point to the Petitions Link from the top menu, then select the current year petitions.



LodgeHelper (TM)

PETITIONS

CONSTITUTED

ROSTER

REPORTS

HISTORY

LOGOUT

2016 PETITIONS

\* Will only show names on below form letters when degree dates have been entered for member.










Number of Petitioners: 3			
EDIT	Petitioner Name	View/Print Congrats Letter *	Print Certificate *
	Bro. Testing Petitioner1		
	Bro. Testing Petitioner2		
	Bro. Testing Nrw Member Record		

Figure 8

# Yearly Constituted / Reinstatements Section

To view the yearly Constituted and reinstated members, point to the Constituted Link from the top menu. See Figures 5-7

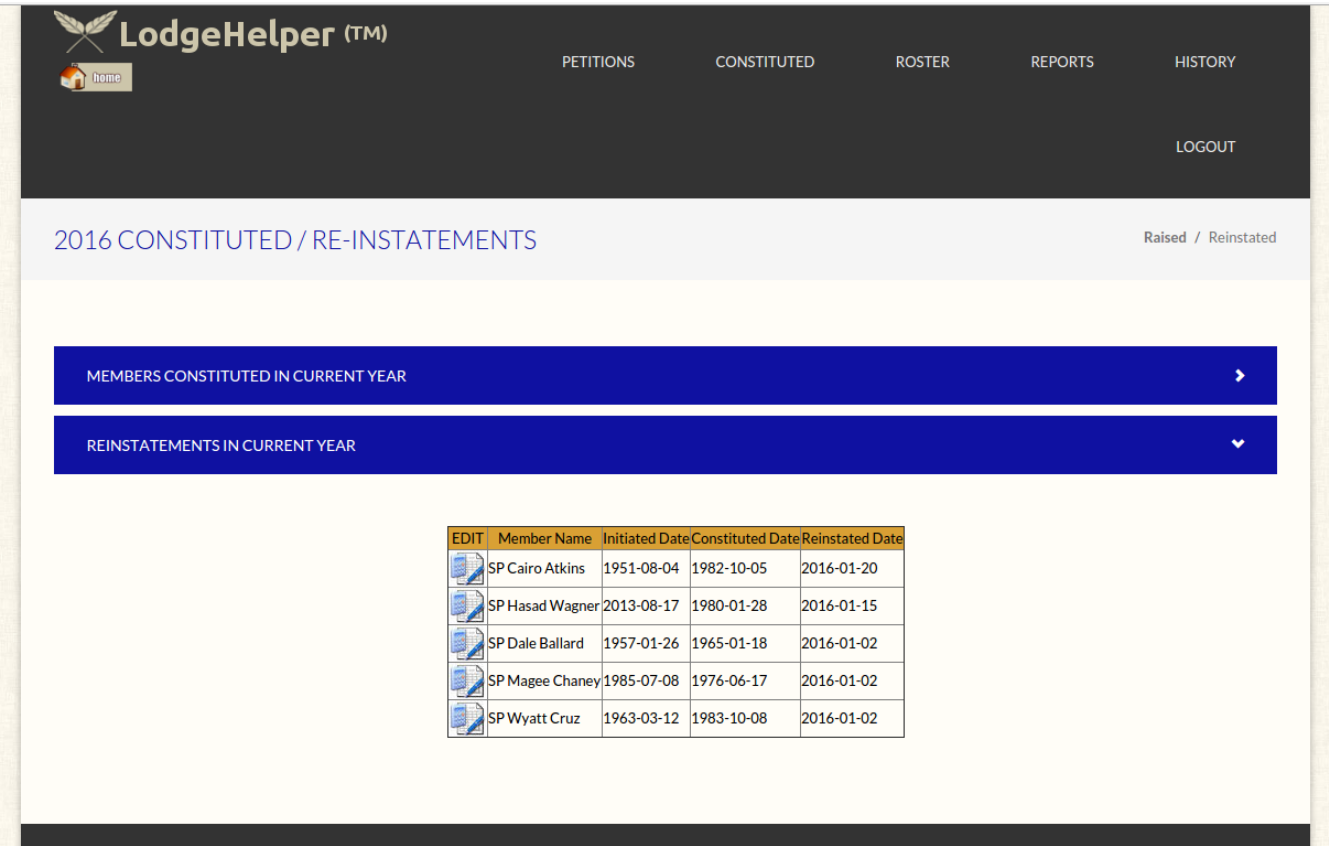
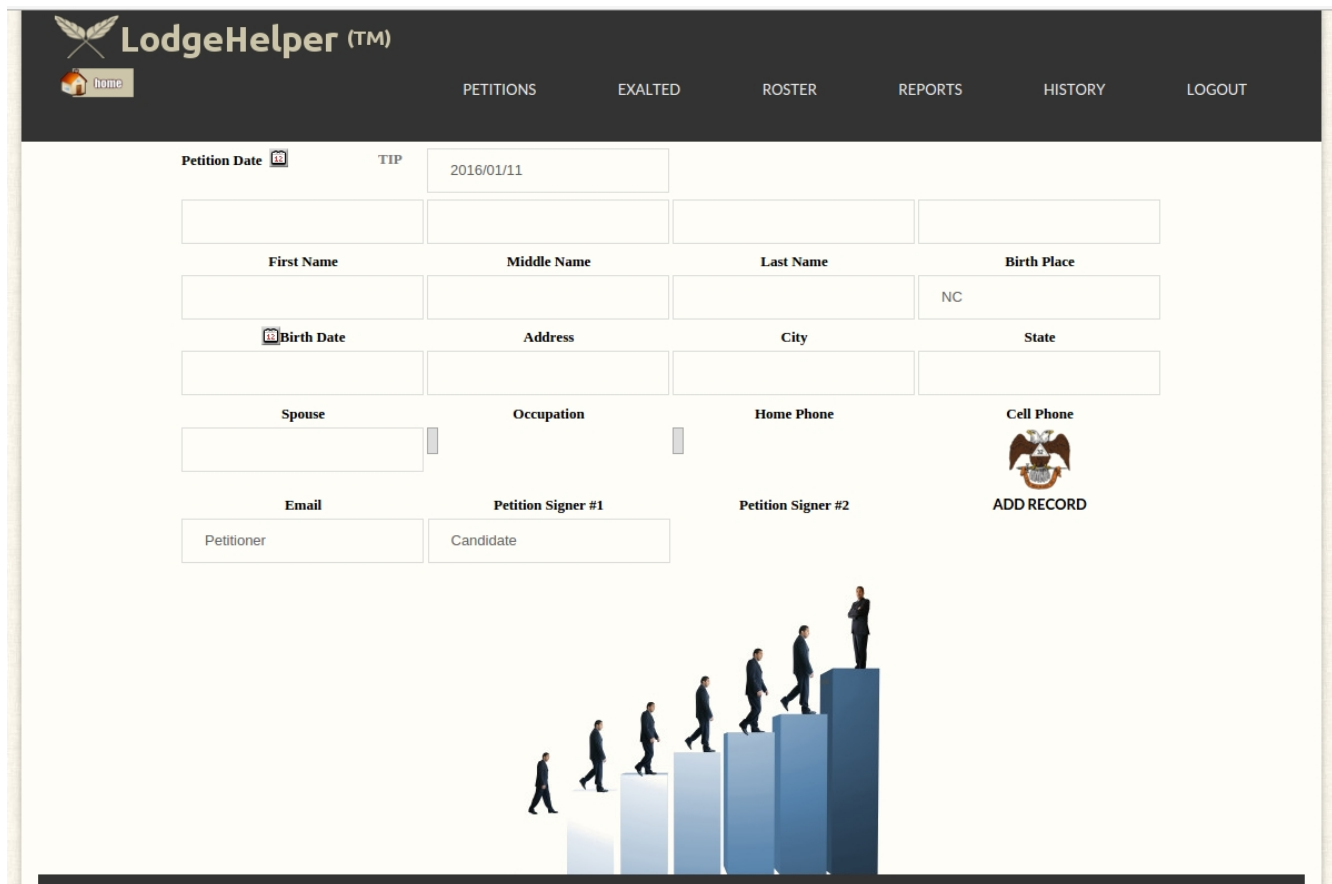


Figure 9

## Adding a new Petitioner

To add a new or existing member:

1. Select the Add Member Icon; located in the Control Panel Section.
2. Enter the following required fields, Petition Date, First/Last Name (other fields can be added anytime).



The screenshot displays the LodgeHelper (TM) web application interface. At the top, there is a dark navigation bar with the LodgeHelper logo and a 'home' button. Below the navigation bar, a horizontal menu contains links for PETITIONS, EXALTED, ROSTER, REPORTS, HISTORY, and LOGOUT. The main content area features a form titled 'ADD RECORD' with a grid of input fields. The fields are organized as follows:

- Petition Date:** A date picker showing '2016/01/11'.
- TIP:** A small icon next to the date field.
- First Name, Middle Name, Last Name, Birth Place:** Four input fields in a row.
- Birth Date, Address, City, State:** Four input fields in a row.
- Spouse, Occupation, Home Phone, Cell Phone:** Four input fields in a row.
- Email, Petition Signer #1, Petition Signer #2:** Three input fields in a row.
- ADD RECORD:** A button with a lodge emblem icon.

At the bottom of the form, there is a decorative graphic showing a series of blue steps ascending from left to right, with silhouettes of people walking up the steps.

Figure 10

# Membership Search

To search for a member within your Jurisdiction, select the Member Lookup Link under the Roster Menu.

Search for Lodge Member (Search Categories: First Name OR Last Name OR Birthplace (one category only))

Search Results For : **Smith**

Bro. Antonio Smith Lodge: Prudence #6 Home Address: Spouse: Petition Signer #1: Petition Signer #2 Member Mobile Phone: Email Address:

Bro. Daryl Smith Lodge: Widows Son #17 Home Address: ~~15280 Lynn Rd.~~ Leavenworth KS 66048 Spouse: Petition Signer #1: Petition Signer #2 Member Mobile Phone: ~~813-724-1235~~ Email Address:

Bro. Don Smith Lodge: Pythagoras #86 Home Address: Spouse: Petition Signer #1: Petition Signer #2 Member Mobile Phone: Email Address:

Bro. James Smith Lodge: Olive Branch #74 Home Address: ~~1301 N. 40th~~ Street Kasas City KS 66102 Spouse: Petition Signer #1: Petition Signer #2 Member Mobile Phone: ~~913-706-1003~~ Email Address:

Bro. Jonathan Smith Lodge: Widows Son #17 Home Address: ~~7808 E. 30th~~ Town. Kansas City MO 64138 Spouse: Petition Signer #1: Petition Signer #2 Member Mobile Phone: ~~816-446-7078~~ Email Address:

Bro. Joseph Smith Lodge: Acacia #91 Home Address: ~~7120 E. Harrison Court~~ Fort Riley KS 66442 Spouse: Petition Signer #1: Petition Signer #2 Member Mobile Phone: ~~913-226-1000~~ Email Address: ~~1000james@comcast.net~~ Email Address:



Bro. Marcus Smith Lodge: Pride of the West #53 Home Address: ~~8511 East 64th~~ Kansas City Mo. 64133 Spouse: Petition Signer #1: Petition Signer #2 Member Mobile Phone: ~~816-446-6883~~ Email Address:

Figure 11

# Orient Listing

To produce an Orient membership list, select the Orient Listing Link under the History Menu.

DOWNLOAD PDF



Consistory	Member	Mobile Phone	Email	Status
Exemplar #299	SP Kenneth Alexander	(555) 555-5555	john.doe@gmail.com	Regular
	SP Edward Alvarez	(555) 555-5555	john.doe@gmail.com	Regular
	SP Hedley Ayers	(555) 555-5555	john.doe@gmail.com	Regular
	SP Byron Becker	(555) 555-5555	john.doe@gmail.com	Regular
	SP Omar Best	(555) 555-5555	john.doe@gmail.com	Regular
	SP Owen Blackwell	(555) 555-5555	john.doe@gmail.com	Regular
	SP Wallace Bradford	(555) 555-5555	john.doe@gmail.com	Regular
	SP Dylan Branch	(555) 555-5555	john.doe@gmail.com	Regular
	SP Evan Brennan	(555) 555-5555	john.doe@gmail.com	Regular
	SP Tad Cantu	(555) 555-5555	john.doe@gmail.com	Regular
	SP Logan Carpenter	(555) 555-5555	john.doe@gmail.com	Regular
	SP Abbot Carr	(555) 555-5555	john.doe@gmail.com	Regular
	SP Garrett Chang	(555) 555-5555	john.doe@gmail.com	Regular
	SP Dillon Chen	(555) 555-5555	john.doe@gmail.com	Regular
	SP Berk Clayton	(555) 555-5555	john.doe@gmail.com	Regular
	SP Tanner Cole	(555) 555-5555	john.doe@gmail.com	Regular
	SP Mufutau Collins	(555) 555-5555	john.doe@gmail.com	Regular
	SP Reece Colon	(555) 555-5555	john.doe@gmail.com	Regular
	SP Louis Cooley	(555) 555-5555	john.doe@gmail.com	Regular
	SP Michael Copeland	(555) 555-5555	john.doe@gmail.com	Regular
	SP Alvin Curry	(555) 555-5555	john.doe@gmail.com	Regular
	SP Omar Dotson	(555) 555-5555	john.doe@gmail.com	Regular
	SP Duncan Doyle	(555) 555-5555	john.doe@gmail.com	Regular
	SP Stephen Duffy	(555) 555-5555	john.doe@gmail.com	Regular
	SP Allstair Dunlap	(555) 555-5555	john.doe@gmail.com	Regular
	SP Orlando Estes	(555) 555-5555	john.doe@gmail.com	Regular
	SP Hiram Farley	(555) 555-5555	john.doe@gmail.com	Regular
	SP Dennis Frye	(555) 555-5555	john.doe@gmail.com	Regular
	SP Myles Frye	(555) 555-5555	john.doe@gmail.com	Regular
	SP Charles Fuller	(555) 555-5555	john.doe@gmail.com	Regular
	SP Hamilton Gardner	(555) 555-5555	john.doe@gmail.com	Regular
	SP Merrill Garrison	(555) 555-5555	john.doe@gmail.com	Regular
	SP Lucian Gill	(555) 555-5555	john.doe@gmail.com	Regular
	SP Conan Gillespie	(555) 555-5555	john.doe@gmail.com	Regular
	SP Seth Good	(555) 555-5555	john.doe@gmail.com	Regular
	SP Gannon Gordon	(555) 555-5555	john.doe@gmail.com	Regular
	SP Hiram Greer	(555) 555-5555	john.doe@gmail.com	Regular
	SP Malachi Grimes	(555) 555-5555	john.doe@gmail.com	Regular
	SP Yuli Guy	(555) 555-5555	john.doe@gmail.com	Regular
	SP Rogan Herrera	(555) 555-5555	john.doe@gmail.com	Regular
	SP Cole Higgins	(555) 555-5555	john.doe@gmail.com	Regular
	SP Tafari Hobbs	(555) 555-5555	john.doe@gmail.com	Regular

Figure 12

## Consistory Profile Sheet

Please note that various reports depend on information contained within your Consistory Profile Sheet. (Reports Menu).

Consistory : Test Consistory1000

Address1: 555 Elm Street

Address2:

City: Los Angeles, California and Hawaii 99999

Phone: (555) 555-5555

Email:

Commander In Chief: Cairo Atkins ID# 158805

1st Lieutenant: Cairo Atkins ID# 158805

2nd Lieutenant: Ira Baker ID# 169617

Secretary/KSA: Dale Ballard ID# 209797

Treasurer: Hiram Berger ID# 168924

Coby Bishop ID# 141384

Merritt Blevins ID# 194558

Oscar Bond ID# 201608

Norman Bruce ID# 143595

Austin Buckley ID# 217291

Walker Campos ID# 181644

Wyatt Cantrell ID# 129275

Magee Chaney ID# 158244

Jin Chang ID# 194897

Stuart Cherry ID# 215298

Tad Church ID# 188867

Ronan Church ID# 189211

Armand Cleveland ID# 191982

Hyatt Crosby ID# 140717

Wyatt Cruz ID# 204363

Drew Davis ID# 123520

Comments for Semi Annual Report::

Update record

Figure 13

## Consistory Dues Recording

To record Consistory yearly dues, select the Multi Member Dues Update Icon. See Figure 19.

Multi Record Update															
DOWNLOAD PDF				Download to Excel											
Member LName	Member FName	Mobile Phone	Email	Jan Dues	Feb Dues	Mar Dues	Apr Dues	May Dues	Jun Dues	Jul Dues	Aug Dues	Sep Dues	Oct Dues	Nov Dues	Dec Dues
Bell, Jr.	Darryl			10	10	10	10	10	10	10	10	10	10	10	10
Bellamy	Martin			10	10	10	10	10	10	10	10	10	10	10	10
Benford	Bernard			10	10	10	10	10	0	0	0	0	0	0	0
Benjamin	Willie			10	10	10	10	10	10	10	10	10	10	10	10
Bodden	Robert			10	10	10	10	10	10	10	10	10	10	10	10
Boggs	Bryan			10	10	10	10	10	10	0	0	0	0	0	0
Boseman	Ralph														
Bowman	Walter			10	10	10	10	10	10	10	10	10	10	10	10
Brown	Floyd			10	10	10	10	10	10	10	10	10	10	10	10
Christopher	Tony			10	10	10	10	10	10	10	10	10	10	10	10
Clemons	Tommie			10	10	10	10	10	10	10	10	10	10	10	10
Cobb	Dexter			10	10	10	10	10	10	10	10	10	10	10	10
Cobb	Floyd			10	10	10	10	10	10	10	10	10	10	10	10
Connelly	Levi			10	10	10	0	0	0	0	0	0	0	0	0
Cooper, Sr.	Elezo			10	10	10	10	10	10	10	10	10	10	10	10
Covington	Robert														
Curry	Vernor			10	10	10	10	10	10	10	10	10	10	10	10
Davis	Edward			10	10	10	10	10	10	10	10	10	10	10	10
Dent	Lester			10	10	10	10	10	10	10	10	10	10	10	10
Dunlap	Ronald			10	10	10	10	10	10	10	10	10	10	10	10
Eaton	Christopher			10	10	10	10	10	10	10	10	10	10	10	10
Falls, Sr.	Ronald			10	10	10	10	10	10	10	10	10	10	0	0
Fentress	William														

Figure 14

## Historical Data

### Membership By Year



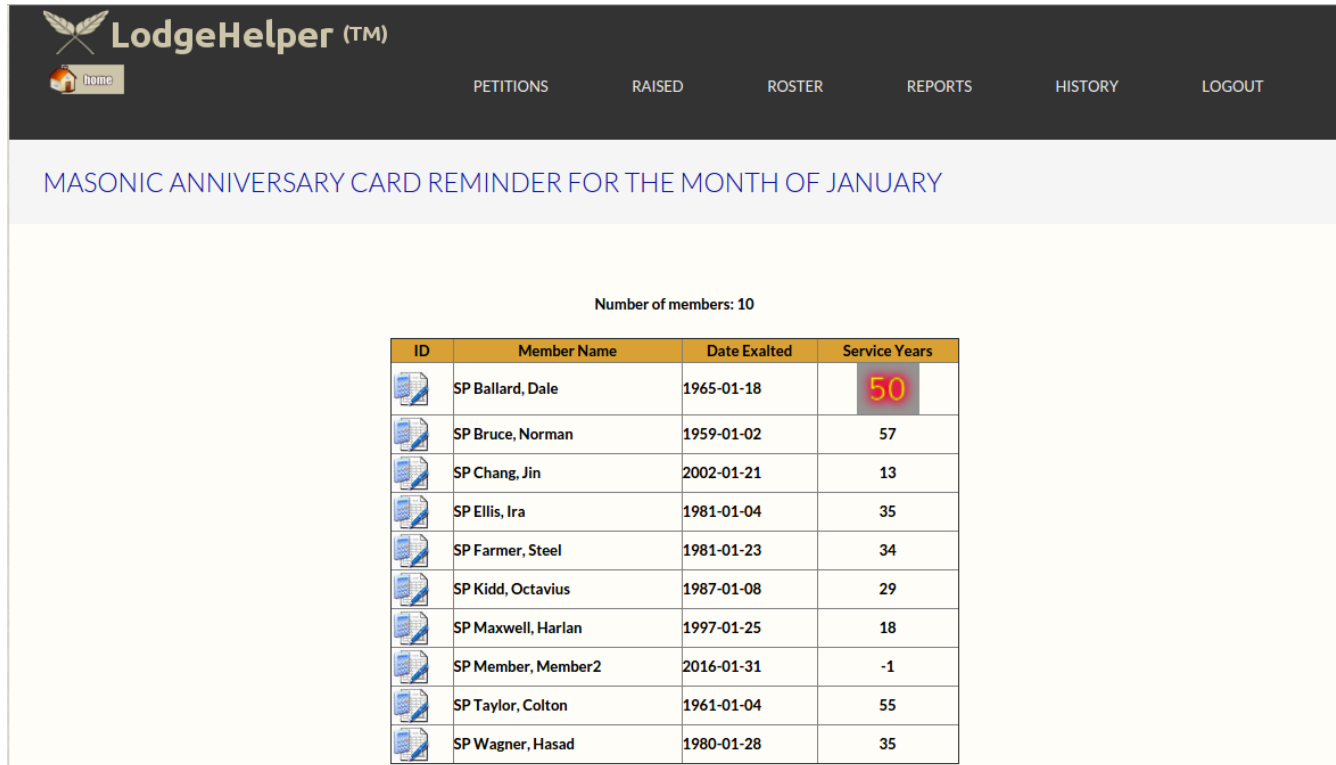
  <a href="#">PETITIONS</a> <a href="#">ROSTER</a> <a href="#">REPORTS</a> <a href="#">HISTORY</a> <a href="#">LOGOUT</a>					
MEMBERSHIP BY YEAR					
Year	Member	Advanced	Presided	Exalted	Status
1951	SP Cairo Atkins	04 Aug 1951	06 Sep 1978	05 Oct 1982	Regular
	SP Harper Dean	22 Nov 1951	16 Jul 1996	27 Oct 1960	Regular
	2				
1952	SP Curran Wood	06 Dec 1952	11 May 2001	13 Jul 1992	Regular
	1				
1953	SP John Taylor	22 Jan 1953	14 Mar 1986	17 Aug 1980	Regular
	SP Kennan Gardner	04 Jun 1953	25 Dec 1979	15 Jun 1967	Regular
	SP Leonard Russell	20 Nov 1953	27 Jul 1951	19 Jun 1979	Regular
	SP Malachi Holden	15 Apr 1953	23 Jul 1975	06 Oct 1965	Regular
	4				
1954	SP Chandler Neal	18 Oct 1954	03 Oct 1956	13 Nov 2012	Regular
	SP Vincent Ratliff	30 Jan 1954	04 Nov 2013	14 Sep 1974	Regular
	2				
1955	SP Fitzgerald Dickson	21 Nov 1955	27 Jun 1987	30 Oct 1972	Regular
	SP Isaac Hopkins	02 Jul 1955	09 Dec 1961	05 May 1959	Regular
	SP Wyatt Cantrell	12 Sep 1955	08 Mar 1969	14 Mar 1982	Regular
	3				
1956	SP Hiram Berger	27 Jul 1956	08 Jan 1992	25 Dec 2011	Regular
	SP Jared Ingram	16 Jan 1956	26 Apr 1996	24 Jun 1995	Regular
	SP Ross Peck	10 Sep 1956	10 Nov 2005	10 Jul 1956	Regular
	SP Ryder Hunt	24 Feb 1956	14 May 1990	26 Dec 2002	Regular
	4				
1957	SP Barrett Davis	30 Apr 1957	04 Aug 1967	13 Jun 1955	Regular
	SP Dale Ballard	26 Jan 1957	02 Dec 1973	18 Jan 1965	Regular
	2				
1958	SP Benedict Mckenzie	04 Sep 1958	11 Sep 2009	29 Nov 1997	Regular
	SP Octavius Kidd	09 Mar 1958	05 Mar 2011	08 Jan 1987	Regular
	2				
1959	SP Colton Taylor	16 Oct 1959	18 Jan 1985	04 Jan 1961	Regular
	1				

Figure 15

## Anniversaries

To view records of members celebrating an anniversary for the current month, select the Anniversaries Link from the History Menu. For 50-year members, the number 50 will flash in red in the Service Years column.



**LodgeHelper (TM)**

home PETITIONS RAISED ROSTER REPORTS HISTORY LOGOUT

MASONIC ANNIVERSARY CARD REMINDER FOR THE MONTH OF JANUARY

Number of members: 10











ID	Member Name	Date Exalted	Service Years
	SP Ballard, Dale	1965-01-18	50
	SP Bruce, Norman	1959-01-02	57
	SP Chang, Jin	2002-01-21	13
	SP Ellis, Ira	1981-01-04	35
	SP Farmer, Steel	1981-01-23	34
	SP Kidd, Octavius	1987-01-08	29
	SP Maxwell, Harlan	1997-01-25	18
	SP Member, Member2	2016-01-31	-1
	SP Taylor, Colton	1961-01-04	55
	SP Wagner, Hasad	1980-01-28	35

Figure 16

## Member Reinstatement

To reinstate a suspended member, select the Add Member Icon, then select Reinstatement for petition option. A listing of suspended members will be displayed. Select the Icon to the left of the suspended members name to open his profile sheet then change the member status field from Suspended to Regular. Note: To suspend a member, open his profile sheet and change the member status field from Regular to Suspended then enter the suspended date and suspended reason. See Figure 23.

### Suspended Members Listing

This report is to aid the Temple Recorder in identifying members who's profile sheet has "Suspended" field marked. Please select the Edit Icon for Re-Instatement.





EDIT	Member	Phone	Member Email	Status	Rank	Suspended Date	Reason
	Gipson, Aaron			Suspended		2012-01-18	NPD
	Goolsby, John			Suspended	Noble	2014-01-18	NPD
	Ingram, Carlton			Suspended		0000-00-00	NPD
	Price, Curtis			Suspended		2007-06-07	NPD

Figure 17



## Meeting Minutes

To add meeting minutes, select the Add Minutes Icon. A template is provided; however, you can cut | paste from other sources. To print, select the Printer Icon **within** the word processor.

### Add Meeting Minutes

A screenshot of a word processor interface showing a template for adding meeting minutes. The template includes fields for the date, time, and location of the meeting, as well as sections for obituaries, sick and shut-in, minutes of last meeting, petitions, reading of bills, reports, old business, and new business. The interface also includes a path bar and a meeting date dropdown menu.

A Stated Communication of \_\_\_\_\_ was held on this \_\_\_\_ Day of \_\_\_\_\_, 2013, A. D. 2013, A. L. 6013.

The following offers were present:

and Members and Visitors as per Register.

Meeting called to order at \_\_\_\_pm, by Imperial Potentate \_\_\_\_\_, after pledge allegiance to the flag of the United States of America, the Temple was then opened in ritualistic form.

**OBITUARIES:**  
**Sick and shut-in:**  
**Minutes of last meeting:**  
Noble. \_\_\_\_\_ made a motion that the minutes of \_\_\_\_\_ 6, 2013 be accepted and passed to record. 2 nd by \_\_\_\_\_ Motion carried.

**PETITIONS:** None  
**READING OF BILLS:** None  
**REPORTS:**  
**OLD BUSINESS:** None.  
**NEW BUSINESS:**

Path: p » span » span » span

**Meeting Date:** 2014/07/23 **Title:** Temple Minutes  
Create Notes  
Temple Minutes  
Temple History  
Notes

Figure 18

## Viewing Meeting Minutes

To view or search for key words of the current year meeting minutes, select the Minutes Icon within the Consistory Secretary Reports Menu.

A screenshot of the Consistory Secretary Reports Menu. The menu is titled "The Most Worshipful Prince Hall Grand Lodge of Kansas" and "Free And Accepted Masons - Jurisdiction of Kansas". It lists the Most Worshipful Grand Master Nathaniel McLaughlin, 33°. The menu includes sections for Current Year Minutes, Current Year Notes, Lodge History, and My Lodge Members Committee Reports. Each section has a table with columns for View/Edit/Print, Lodge, Date, Title, and Delete.

**The Most Worshipful Prince Hall Grand Lodge of Kansas**  
Free And Accepted Masons - Jurisdiction of Kansas  
Most Worshipful Grand Master Nathaniel McLaughlin, 33°

**Current Year Minutes**

View/Edit/Print	Lodge	Date	Title	Delete
	Smooth Ashlar # 119	2014-04-11	Lodge Minutes	

**Current Year Notes**

View/Edit/Print	Lodge	Date	Title	Delete
	Smooth Ashlar # 119	2014-04-11	Notes	

**Lodge History**

View/Edit/Print	Lodge	Date	Title	Delete
	Smooth Ashlar # 119	2014-04-11	Lodge History	

**My Lodge Members Committee Reports**

View/Edit/Print	Report	Date	Report	Title	Member	Delete

Figure 19

## Changing your password

Select the Change Password Icon to change your password. The system will log you out and request you to log in again using the new password. To retrieve a forgotten password, select the “Forgot Password” image at the home page.

The Most Worshipful Prince Hall Grand Lodge of Kansas  
Free And Accepted Masons - Jurisdiction of Kansas  
Most Worshipful Grand Master Nathaniel McLaughlin, 33°

**Edit User Profile**

Email address :

Password:

Photo (optional) URL to photo. Example: <http://www.flickr.com/photos/yourpic.jpg>

Existing Photo

Figure 20

## Consistory Mailing Labels

Select the Avery Icon to produce labels. See Figure 21 for result.

Download PDF Download to Excel SEND TO PRINTER AVERY®

Detail Lodge	Member	Mobile Phone	Email	Status	Office	Rank	Address
Bayview Lodge #64	Bro. Coleman, Melvin			Past Master	Worshipful Master	MM	
Community Lodge #43	Bro. Horne, Sr., Joe			Past Master	Worshipful Master	MM	
Fidelity Lodge #10	Bro. Penn, Ronald			Regular	Worshipful Master	MM	
Garrison Lodge #45	Bro. King, Samuel			Past Master	Worshipful Master	MM	
Garrison Lodge #45	Bro. Price, Austin			Past Master	Worshipful Master	MM	
George L. Greene Lodge #118	Bro. Freeman, Walter			Regular	Worshipful Master	MM	
Good Hope Lodge #29	Bro. Alexander, Kenyatta			Regular	Worshipful Master	MM	
Good Hope Lodge #29	Bro. Frett, Arian			Regular	Worshipful Master	MM	
Gravity Lodge #94	Bro. Tribble, David			Past Master	Worshipful Master	MM	
Joseph A. Meekins Lodge #103	Bro. Craddock, Luther			Regular	Worshipful Master	MM	
Orange Valley Lodge #13	Bro. Crawford, Timothy			Regular	Worshipful Master	MM	
Prince Hall Lodge #17	Bro. Horn, Tyrone			Regular	Worshipful Master	MM	
Silver Moon Lodge #105	Bro. Broussard, Daniel			Regular	Worshipful Master	MM	
Silver Square Lodge #66	Bro. Hallmon, Scott			Regular	Worshipful Master	MM	
Smooth Ashlar Lodge #119	Bro. Henderson II, Ronald			Past Master	Worshipful Master	MM	
St. John Lodge #5	Bro. Stagg, Ronald			Regular	Worshipful Master	MM	
Sunset Lodge #26	Bro. Hunt, Dan			Past Master	Worshipful Master	MM	
Surfside Lodge #112	Bro. Pierce Jr., Ernest			Past Master	Worshipful Master	MM	
Western Knights Lodge #56	Bro. Walker, II, Deryl			Regular	Worshipful Master	MM	
Wiley L. Kimbrough Lodge #91	Bro. Jones, Karl			Regular	Worshipful Master	MM	
ZZZTestLodge Lodge #1000	Bro. Smith, Test User Wayne			Regular	Worshipful Master	MM	
Community Lodge #43	Bro. Stevens, Willard			Past Master, 50 Year	Tyler	MM	
Fidelity Lodge #10	Bro. Wilson, Herbert			Past Master	Tyler	MM	
Garrison Lodge #45	Bro. Maxwell, Anthony			Past Master	Tyler	MM	
Gravity Lodge #94	Bro. Howard, Edward			Regular	Tyler	MM	
Silver Moon Lodge #105	Bro. Gray, John			Past Master	Tyler	MM	
Smooth Ashlar Lodge #119	Bro. Shakir, Hassan			Past Master	Tyler	MM	
St. John Lodge #5	Bro. Brooks, Derrick			Past Master	Tyler	MM	

Figure 21

SP Kenneth Alexander  
956-6807 Pharetra. Ave  
Cajazeiras, PB, 73375

SP Orlando Alvarado  
379-2258 Duis St.  
Altach, Vb, 7523

SP Orlando Alvarado  
379-2258 Duis St.  
Altach, Vb, 7523

SP Orlando Alvarado  
379-2258 Duis St.  
Altach, Vb, 7523

SP Orlando Alvarado  
379-2258 Duis St.  
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379-2258 Duis St.  
Altach, Vb, 7523

SP Orlando Alvarado  
379-2258 Duis St.  
Altach, Vb, 7523

SP Orlando Alvarado  
379-2258 Duis St.  
Altach, Vb, 7523

SP Edward Alvarez  
P.O. Box 503, 177 Justo. St.  
Carunchio, Abruzzo, 3978

SP Shad Atkins  
P.O. Box 146, 3451 Dolor, St.  
Feilding, North Island, 31942

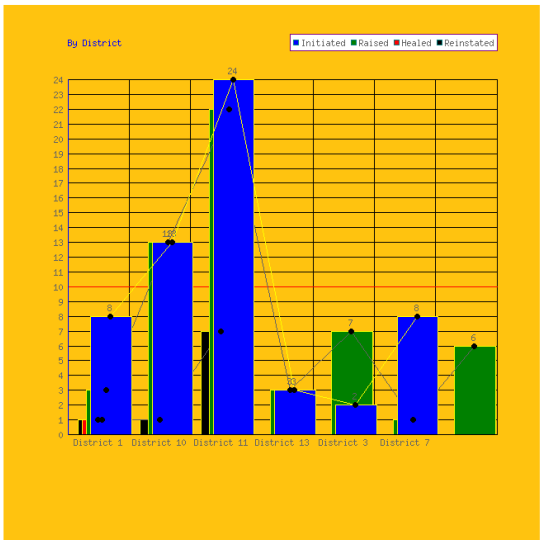
SP Shad Atkins  
P.O. Box 146, 3451 Dolor, St.  
Feilding, North Island, 31942

SP Cairo Atkins  
Ap #3657-1999 Ut Ave  
Novoli, NC, 99999

# Orient Statistical Analysis Report

## Statistical Analysis

Bro. Rollings	1949-03-16	65
Bro. Grant	1950-11-21	63
Bro. Long, Sr.	1956-05-01	58
Bro. Clayton, Sr.	1957-12-23	56
Bro. Dover	1959-06-15	55
Bro. Clark	1960-08-28	54
Bro. Harper	1959-11-28	54
Bro. Wright	1960-09-20	53
Bro. Benson	1962-03-25	52
Bro. Blue	1962-03-19	52
Bro. Jones	1963-01-00	51
Bro. Abbott	1964-03-20	50
Bro. Hill	1964-08-18	50
Bro. Dickson	1964-10-02	49
Bro. Jordan, Sr.	1967-04-26	47
Bro. Wilkerson	1967-08-17	47
Bro. Law	1967-11-18	46
Bro. Lewis	1968-09-17	46
Bro. McDowell	1968-02-20	46
Bro. Welch, Jr	1968-04-01	46
Bro. Ford	1969-10-21	44
Bro. Mitchell, Sr.	1970-04-18	44
Bro. Phipps	1970-02-15	44
Bro. Thompson	1970-11-20	43
Bro. Bridgette, Rev	1973-05-19	41
Bro. Johnson	1973-06-01	41
Bro. Sadler	1973-03-13	41
Bro. Mann	1974-08-19	40
Bro. Raleigh	1974-02-12	40
Bro. Ferguson	1975-10-20	38
Bro. Johnson	1976-08-17	38
Bro. Johnson, Jr.	1976-01-00	38
Bro. Bodden	1976-09-28	37
Bro. Burden	1977-09-09	37
Bro. Mitchell	1977-03-23	37
Bro. Murphy	1977-00-00	37
Bro. Prophet	1977-02-15	37
Bro. Whitfield	1977-03-22	37
Bro. Jackson	1978-01-19	36
Bro. Richey	1978-06-17	36
Bro. Arthur	1979-05-22	35
Bro. Cooks	1979-08-21	35
Bro. Hardison	1979-04-28	35
Bro. Jackson, Jr	1979-04-16	35
Bro. Jimmerson	1979-04-25	35
Bro. Jones	1978-09-19	35
Bro. Wilbert	1979-01-16	35
Bro. Blasseppala	1981-01-15	33



## Historical Lodge Membership

Year	Lodge	Member	Raised	Status
1949	Fidelity #10	Bro. Earsel Rollings	24 Sep 49	Past Master, 50 Year
		1		
1950	Sunset #26	Bro. Leo Grant	27 Jun 70	Regular
		1		
1956	Fidelity #10	Bro. George Long, Sr.	1 Jul 56	Past Master, 50 Year
1957		Bro. George Clayton, Sr.	23 Dec 57	Suspended
		2		
1959	St. John #5	Bro. I. Harper	20 Apr 60	Past Master, 50 Year
		1		
1959	Wiley L. Kimbrough #91	Bro. Hubert Dover		Past Master, 50 Year
		1		
1960	Sunset #26	Bro. Phillip Wright	15 Nov 60	Regular
		1		
1960	Wiley L. Kimbrough #91	Bro. James Clark	23 Jun 62	Regular
		1		
1962	St. John #5	Bro. Erwin Beason	27 May 62	Past Master, 50 Year
1962		Bro. Jasper Blue	18 Jun 62	Past Master, 50 Year
		2		
1963	Silver Moon #105	Bro. Tom Jones	1 Nov 63	Past Master
1964		Bro. Willie Dickson	27 Nov 64	Past Master
		2		

Figure 22