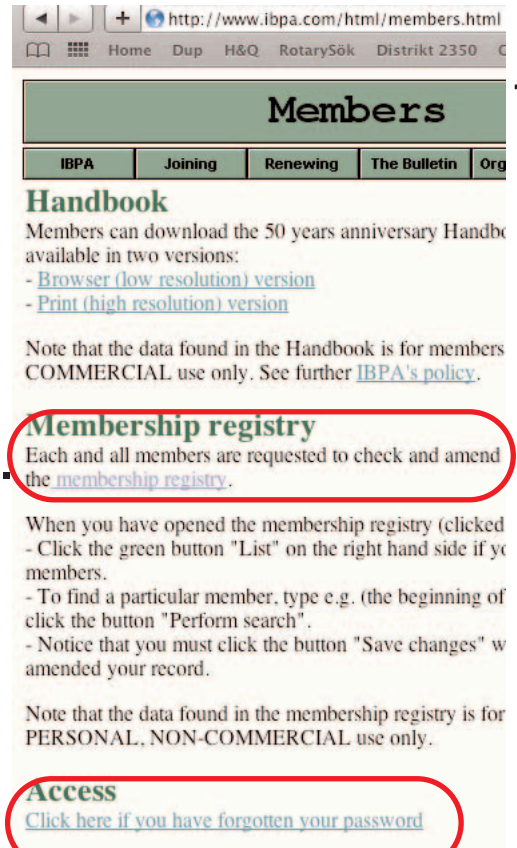


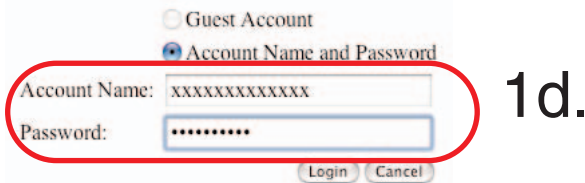
# IBPA REGISTRY MANUAL

## 1. OPEN THE MEMBERSHIP REGISTRY

- Go to the tab “Members” on IBPA’s web site.
- Click (1a) the link under “Access” if you have forgotten account name and password.
- Click (1b) the link “membership registry”
- Click (1c) the link “IBPA-members” in the new window “Instant Web Publishing” (below)
- Enter account name and password in the dialog (1d) that appears.

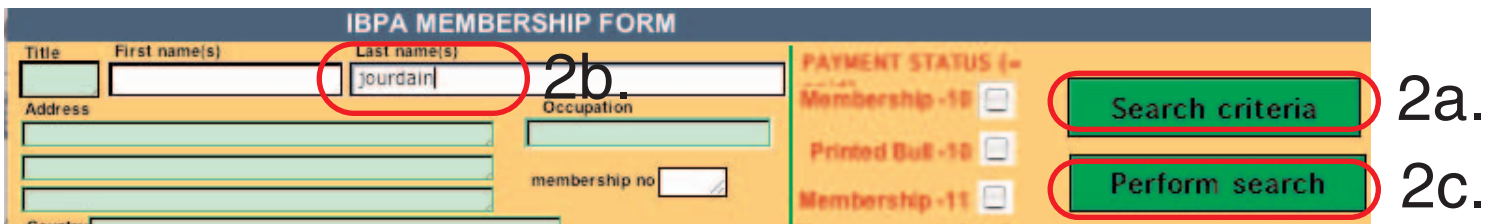


Open database "IBPA\_members" with:



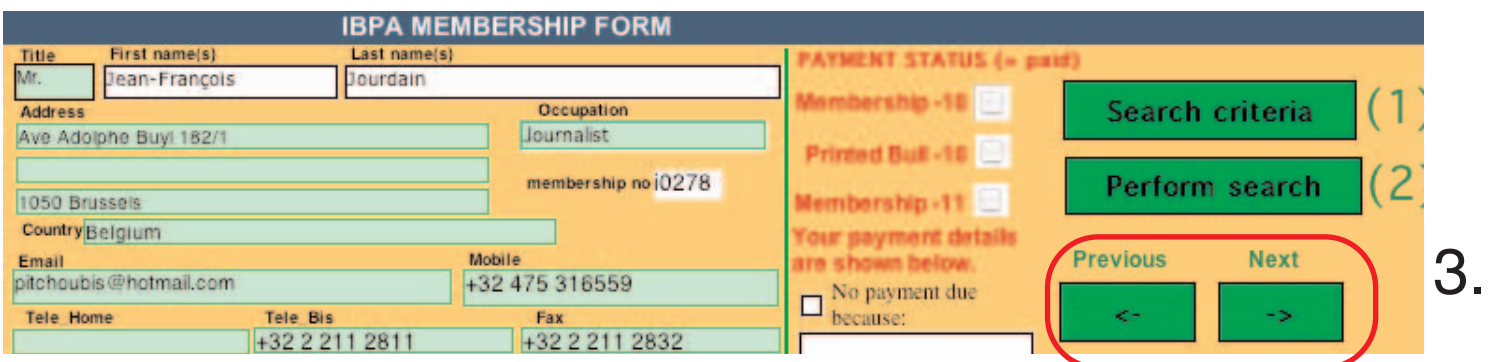
## 2. SEARCHING

- Click (2a) the button “Search criteria”
- Enter (2b) e.g. the last name of the member that you want to look up. (Normally the beginning of the name is sufficient.)
- Click (2c) the button “Perform search”



## 3. NAVIGATING BETWEEN HITS

You can use the “Previous” and “Next” buttons if your search gives you hits.



#### 4. LIST

You can, if you need a list of members, use the “List” button.

- enter your search criteria (enter asterisk as Last name if you want a list of all members). In the example below the search criteria was Sweden (in the field for Country).
- click the “List” button to display the members found (=the members meeting the search criteria).

The screenshot shows the 'IBPA MEMBERSHIP FORM' with various input fields. The 'Country' field is set to 'Sweden'. On the right side, there are buttons for 'Search criteria' (1) and 'Perform search' (2). Below these, there are navigation buttons: 'Previous' with a left arrow, 'Next' with a right arrow, and a 'List of all members' button (4) which is circled in red. The 'List' button is also circled in red.

#### 5. TOGGLING

You can use the button “Form view” found at the bottom of the list if you want to see the details on one of the listed members.

In the example Andersson’s details will be shown if “Form view” is clicked.

Would you be interested in Wirgren’s details, you must first click on Wirgren’s name, then the button “Form view”.

Last name	First names	
Andersson	Hans Christer	Årstagata
Brunzell	Anders	Pilegårder
Byström	Ralf	Langnasvä
Dimitrescu	Dan George	Halsjögat
Flodqvist	Sven-Olov	Jägaregat
Frennelius	Arne	Slaggkast
Gjerling	Göran	Hamngata
Granwald	Jan-Eric	Furulunds
Gullberg	Tommy	Finnbergs
Hallén	Hans-Olof	Kronetorp
Jannersten	Britt	Banérgata
Jannersten	Per E	Banérgata
Kamras	Jan	Sveavägar
Larsson	Thomas	Kristineho
Melander	Micke	Berghems
Nystrom	Roland	Tygelgata
Persson	Per OLLE	Baskemöll
Rynning	Erik	Aslaug Va
Schussler	Harry	Drottning
Sigvardsson	Bernt	Herrgårds
Sundelin	PO	Högbergs
Uisk	Ahto	Fänkålska
Ventura	Peter	Villa Cice
Wikner	Arvid	Östrandsä
Wirgren	Anders	Barkåkrag

At the bottom of the table, there are three buttons: 'previous 50', 'next 50', and 'Form view'. The 'Form view' button is circled in red.