



PROCEDURES

MARINE CORPS LEAGUE INFORMATION SYSTEM

DEPARTMENT LEVEL RUN ROSTER REPORT

*THIS INFORMATION IS ALSO CONTAINED IN A VIDEO ON THE MCL NATIONAL WEBSITE.
MEMBER LIBRARY / VIDEO DATABASE 102 MEMBER PORTAL. PLEASE VIEW THE VIDEO FIRST*

DEPARTMENT LEVEL SYSTEM USER AUTHORITY / PERMISSIONS

- 1 VIEW ALL DETACHMENT MEMBER PROFILES IN DEPARTMENT
- 2 UPDATE DETACHMENT PROFILE INFORMATION FOR DETACHMENTS AS NEEDED
- 3 UPDATE MEMBER ADDRESS, CITY, STATE, ZIP, PHONE NUMBER(S), eMAIL ADDRESS
Note, changing eMail address at this level DOES NOT change LOGIN USERNAME.

MEMBER PROPER NAMES & DETACHMENT NAMES CAN NOT BE CHANGED AS THEY ARE LEGAL ENTITIES AND CAN ONLY BE UPDATED AT MCL NATIONAL OFFICE

MAKE YOUR CHANGE ENTRIES IN ALL CAPS SO PRINTOUTS ARE UNIFORM AND EASY TO READ

ONCE YOU HAVE COMPLETED THIS TRANSACTION YOU WILL RECEIVE AN EMAIL VERIFICATION FROM NATIONAL

A CURRENT DETACHMENT ROSTER WILL BE PRINTED QUARTERLY FOR EACH DETACHMENT IN THE DEPARTMENT

A CURRENT DETACHMENT ROSTER WILL BE PRINTED UPON A DETACHMENTS REQUEST.

DETACHMENT COMMANDANT REGISTRATION PROCEDURES

- 1** **CURRENT DEPARTMENT COMMANDANT & CURRENT DEPARTMENT PAYMASTER** WHO ARE ON THE CURRENT ROSTER OF INSTALLATION (ROI) IN NATIONAL HEADQUARTERS CAN REQUEST A LOGIN AT THE DEPARTMENT LEVEL
- 2** **SEND DEPARTMENT REQUEST TO THE DIVISION NVC FOR VERIFICATION OF MEMBERS & DETACHMENT GOOD STANDING STATUS.** ONCE VERIFIED THE DIVISION NVC SENDS THE REQUEST TO NATIONAL HEADQUARTERS.
- 3** **DIVISION COMMANDANT** ALSO IDENTIFIES AT THIS TIME ANY CURRENT ACTIVE DEPARTMENT USES TO BE INACTIVATED ON THE SYSTEM AS A DEPARTMENT CAN **ONLY HAVE TWO VALID USERS**
- 4** **DIVISION NVC FORWARDS TO NATIONAL HEADQUARTERS: J D FOSTER** JFoster@MCLeague.org
- 5** THE **NEW REGISTERED USER** WILL RECEIVE AN EMAIL (EMAIL ADDRESS ON FILE) WITH THEIR LOGIN PROCEDURES

LOGIN

**NOTE, THE LOGIN WEBSITE IS NOT THE MEMBER PORTAL ON THE MCL WEBSITE
RATHER ACCESS VIA A WEB APPLICATION**

USE THE INFORMATION YOU RECEIVED FROM NATIONAL HEADQUARTERS TO LOGIN

ATLAS

National Marine Corps League

Login

Username

Password

Remember My Login

Login

[Forgot your password?](#)

MCL DATABASE DEPARTMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

PRINTING A DEPARTMENT OR DETACHMENT ROSTER

The screenshot shows the Atlas Marine Corps League database interface. The top navigation bar includes Dashboard, Profiles, Events, Revenue, Reports, Communication, and Admin. The Reports menu is expanded, showing options: Run a Report (circled in red), Run a Saved Query, and Manage Custom Reports. Below the navigation bar, the page title is "Membership" and there is a date filter set to "01/01/2021" through a calendar icon. A data table is displayed below the navigation bar with the following content:

	New Members	New Investment	Dropped Members	Lost Investment	Gain (Loss)
Membership Activity Totals	1192	\$16,470.00	1071	\$14,860.00	121

CLICK REPORTS / CLICK RUN A REPORT

PRINTING A DEPARTMENT OR DETACHMENT ROSTER

The screenshot shows the 'Atlas' application interface. At the top left, the word 'Atlas' is displayed in blue. Below it, a navigation bar contains 'Dashboard', 'Profiles', and 'E'. A sidebar menu titled 'Reports' is visible, listing various report categories: Profile Reports, Member Reports, Referral Reports, Contact Reports, Task Reports, Event Reports, Committee Reports, Revenue Reports, Sales Opportunities, Web Reports, Exception Reports, Admin Reports, and Custom Reports. The 'Custom Reports' option is circled in red, with a red circle containing the number '1' next to it.

This screenshot shows a list of reports under the 'Custom Reports' heading. The reports listed are: DataReview_Implementation_Summary.rpt, DataReview_Parent_Record_List.rpt, DataReview_Profile_Snapshot.rpt, Deceased Report Without Taps Date.rpt, Detachment Dues.rpt, Detachment Summary.rpt, DetachmentDetailByDept.rpt, DetachmentDuesInvoice.rpt, Life Interest Check Edit List - Page1.rpt, Life Interest Check Edit List - Page2.rpt, and Life Interest Check Edit List - Page3.rpt. A red circle with the number '1' is placed over the 'Custom Reports' heading, and another red circle with the number '2' is placed over the 'DetachmentSummary.rpt' link.

1

CLICK CUSTOM REPORTS

2

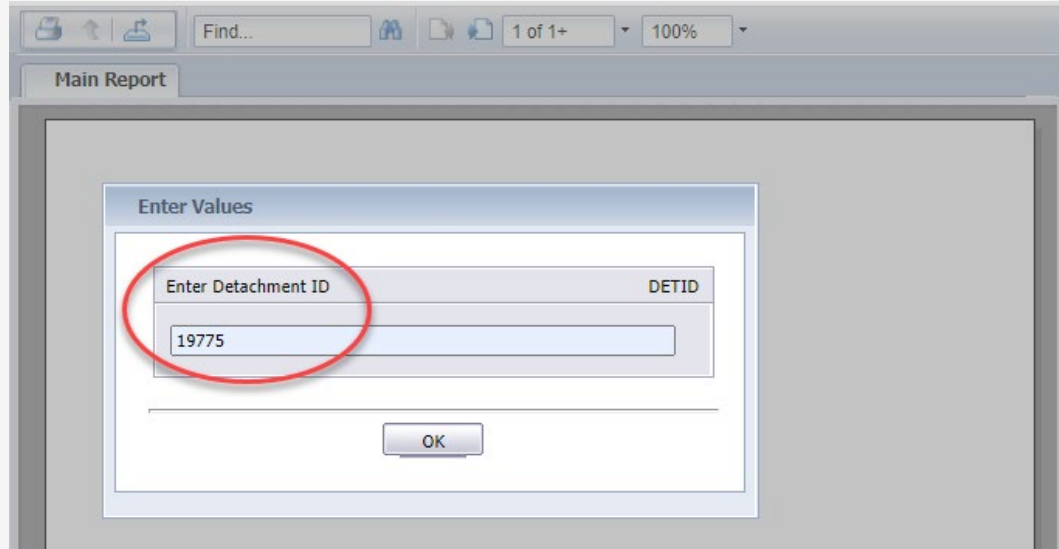
CLICK ON REPORT TO RUN

NOTE ONLY REPORTS ACTIVATED TO DATE FOR MCL

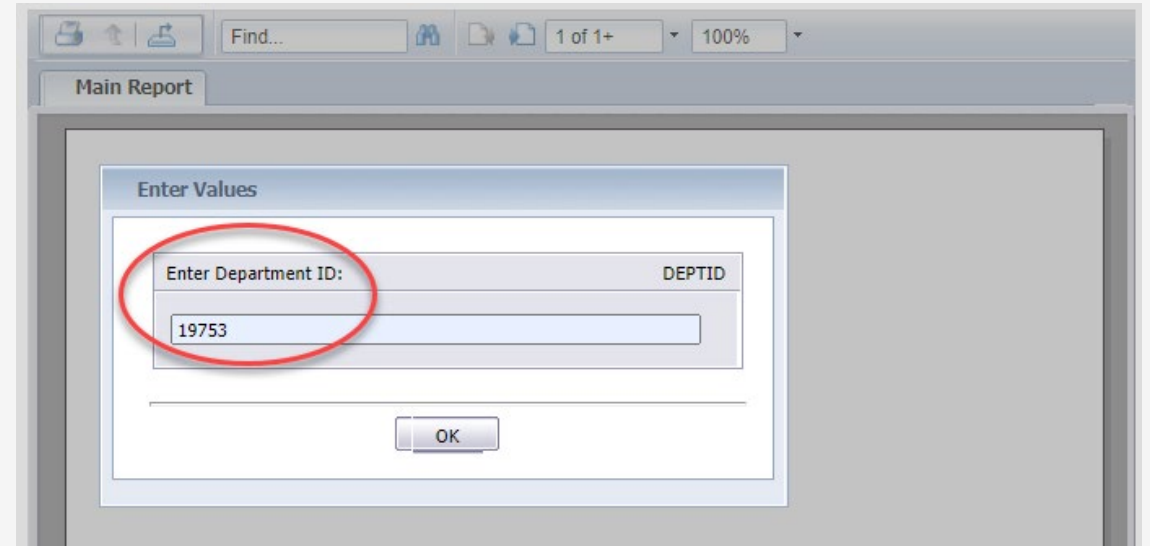
This screenshot shows a portion of the report list, specifically the 'MCL-Department Roster_detail.rpt' and 'MCL-Detachment Roster_detail.rpt' entries. These two entries are enclosed in a green rectangular box. A red circle with the number '2' is placed to the right of the box.

2

PRINTING A DEPARTMENT OR DETACHMENT ROSTER



The screenshot shows a software window titled 'Main Report' with a toolbar at the top containing icons for print, back, forward, and search, along with a search bar and a page indicator '1 of 1+' and '100%'. Below the toolbar is a tab labeled 'Main Report'. The main content area displays a dialog box titled 'Enter Values'. Inside the dialog, there is a label 'Enter Detachment ID' followed by a text input field containing the number '19775'. To the right of the input field is the label 'DETID'. Below the input field is an 'OK' button. A red circle highlights the input field and its label.



The screenshot shows a software window titled 'Main Report' with a toolbar at the top containing icons for print, back, forward, and search, along with a search bar and a page indicator '1 of 1+' and '100%'. Below the toolbar is a tab labeled 'Main Report'. The main content area displays a dialog box titled 'Enter Values'. Inside the dialog, there is a label 'Enter Department ID:' followed by a text input field containing the number '19753'. To the right of the input field is the label 'DEPTID'. Below the input field is an 'OK' button. A red circle highlights the input field and its label.

ENTER DETACHMENT PROFILE ID PRESS OK

ENTER DEPARTMENT PROFILE ID PRESS OK

MIDWEST DIVISION (19751) – Missouri (19755), Iowa (19752), Kansas (19753), Minnesota (19754), Nebraska (19757), North Dakota (19756), South Dakota (19758)

PRINTING A DEPARTMENT OR DETACHMENT ROSTER

CLICK ON PRINTER ICON 1

MCL-Detachment Roster_detail.rpt

Profile ID	Member	Since	Paid
20773	DENIS ARMS	/2003	Y
20774	WILLIAM C E	/2013	Y
20775	DONALD J B	/2018	Y
20776	MAX BEERUP	/2003	Y
20757	KENDRA BOL	/2013	Y
20778	DAVID BROV	/2017	Y
20779	WILLIAM E B	/2003	Y
20780	PRESTON E B	/2003	Y

SELECT PDF FORMAT 2

CLICK EXPORT 3

MCL DATABASE DEPARTMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

PRINTING A DEPARTMENT OR DETACHMENT ROSTER

Find... 1 of 1+ 100%

Main Report

As of: 04/12/2021 Division: MWDIV MIDWEST DIVISION Department: KS DEPARTMENT OF KANSAS
Detachment: 1025 GEN LARRY OPPENHEIMER Detachment ID: 19775 Paid: 88

Profile ID	Member	Address	City	St	Zip	MemberID	Life Number	Life Join Date	Mbr Since	Paid
20773	DENIS ARMSTRONG	22059 W 271ST ST	PAOLA	KS	66071-9303	184572			04/01/2003	Y
20774	WILLIAM C BAILEY	13914 W. 73RD STREET	SHAWNEE	KS	66216	332340	58632	06/30/2014	06/27/2013	Y
20775	DONALD J BEARY	9406 FALCON RIDGE DR	LENEXA	KS	66220	231318	64866	08/03/2020	04/26/2018	Y
20776	MAX BEERUP	8836 N LOCUST	KANSAS CITY	MO	64155-2525	184829	39598	04/20/2004	04/01/2003	Y
20757	KENDRA BOLEJACK	10236 W 96TH TERRACE	OVERLAND PARK	KS	66212-2219	332339			06/27/2013	Y
20778	DAVID BROWN	22772 BEGFORD RD	STILWELL	KS	66083-9189	352830			06/07/2017	Y
20779	WILLIAM E BURGETT	9108 ENGLAND ST	OVERLAND PARK	KS	66212-3931	157587	48636	08/28/2007	03/02/2003	Y
20780	PRESTON E BURRIS	4040 S. JACKSON DR. APT 106	INDEPENDENCE	MO	60457	173699	41696	11/30/2004	03/02/2003	Y
20781	JOHN J BYRNES	11305 W 59TH TERRACE	SHAWNEE	KS	66203-2776	200582	62252	04/26/2018	06/01/2005	Y
20782	CHARLES H CAMMACK	7911 DARNELL DR	LENEXA	KS	66215-6121	174858			09/02/1999	Y
20783	JOYCE L CAMPBELL	8101 SANTA FE DR APT B202	OVERLAND PARK	KS	66204	132398	19290	05/25/1999	05/01/1999	Y
20784	RICHARD K CAMPIN	4501 W 71ST ST	PRAIRIE VILLAGE	KS	66208	346064			01/07/2016	Y
20785	NICHOLAS J CARTER	13751 W 138TH #105	OLATHE	KS	66062-4637	172412			02/01/2010	Y
20786	ROBERT G CHANCELLOR	210 N LINCOLN	SPRINGHILL	KS	66083	227311			04/27/2009	Y
20787	WILLIAM R CLINTON	11232 PFLUMM RD	LENEXA	KS	66215-4811	159056			09/02/1999	Y
20789	RICHARD L CORNELIUS	24012 ST ANDREWS CT	PAOLA	KS	66071-5699	231342	59591	10/06/2015	02/01/2015	Y
20790	STEVEN K CRAWFORD	5943 CATALINA STREET	FAIRWAY	KS	66205-3110	359402			11/19/2018	Y
20791	VICTOR CRISSEY	15742 DEARBORN	OVERLAND PARK	KS	66223	246444			09/10/2013	Y
207461	CURTIS CROUCH	7114 W 72ND TERRACE	OVERLAND PARK	KS	66204-5187	364746			01/09/2020	Y
20792	PAUL V CUMMINGS	1941 E FRONTIER LN	OLATHE	KS	66062-2344	205848			03/01/2006	Y
20793	MICHAEL TIMOTHY CUNNINGHAM	815 E PLATT LANE	OLATHE	KS	66061	341042			01/12/2015	Y
20794	RICHARD F DEVINE	9328 KESSLER LANE	OVERLAND PARK	KS	66212	168143	33777	03/04/2002	03/01/2002	Y

crViewer (29).pdf
Open file

PDF FILE HAS BEEN EXPORTED / DOWNLOADED TO YOUR COMPUTER SYSTEMS
DOWNLOAD FILE FOLDER

Sho

DATABASE DEPARTMENT LEVEL USER

ROSTER AVAILABLE FROM YOUR DEPARTMENT UPON REQUEST

The Detachment Roster still will be sent quarterly by Department to Detachments plus upon request by Detachment

As of: 04/09/2021 Division: MWDIV MIDWEST DIVISION Department: KS DEPARTMENT OF KANSAS
Detachment: 1025 GEN LARRY OPPENHEIMER Detachment ID: 19775

Profile ID	Member	Address	City	St	Zip	MemberID	Life Number	Life Join Date	Mbr Since	Paid
20772	DENIS ARMSTRONG	22059 W 271ST ST	PAOLA	KS	66071-9303	184572			04/01/2003	Y
20774	WILLIAM C BAILEY	13914 W. 73RD STREET	SHAWNEE	KS	66216	332340	58632	06/30/2014	06/27/2013	Y
20775	DONALD J BEARY	9406 FALCON RIDGE DR	LENEXA	KS	66220	231318	64866	08/03/2020	04/26/2018	Y
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20757	KENDRA BOLEJACK	10236 W 96TH TERRACE	OVERLAND PARK	KS	66212-2219	332339			06/27/2013	Y
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20779	WILLIAM E BURGETT	9108 ENGLAND ST	OVERLAND PARK	KS	66212-3931	157587	48636	08/28/2007	03/02/2003	Y
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Paid: 88

NEW- EACH MEMBER / DETACHMENT / DEPARTMENT / DIVISION HAS A PROFILE ID IN THE NEW SYSTEM

A **PROFILE ID** IS A **UNIQUE IDENTIFIER CODE** IN THE MCL INFORMATION SYSTEM DATABASE + CURRENT MCL NUMBER AND LIFE MEMBER NUMBER

THE **PROFILE ID** WILL NOW APPEAR ON ALL REPORTS GENERATED FROM THE MCL INFORMATION SYSTEM & USED ON ROIs AND TRANSMITTALS