INFORMATION TECHNOLOGY

A. Website for district	E. Reserved for new section
B. Electronic Mailing lists for district	F. Reserved for new section
C. National Contact List maintenance	G. Reserved for new section
D. DB2000, Membership Management Tool	H. Reserved for new section

A. Website

The District 31 Website is located on the ITCom server at ***www.usps.org/lc/d31***

The design and maintenance of the website is <u>Microsoft Front Page 98.</u>

The file transfer program used to upload new information into the website is <u>WS_FT95LE by Ipswitch, Inc.</u>.

The outgoing ITCom person must advise the Server Administrator at USPS ITCom of the change at which time a new password will be issued. There are certain requirements that must be met for all USPS websites. There are additional requirements established for websites hosted on the ITCom server at USPS. These requirements are available on the USPS website.

B. Electronic Mailing List

D31 has a mailing list on the USPS website that allows mailing of messages to all D31 members who have subscribed to the service.

To subscribe go to the usps website at ***www.usps.org***.
> (1)Enter the ***members area*** of that website.
> (2) On the right hand side of the screen find the name ***mailing list***.
> (3)Click on this and follow the instructions.
>
> Members who subscribe are reminded of their password monthly. The mailing list program does not automatically acknowledge changing an e-mail address. ***The member must input E-mail address changes or not get mail.***

The E-mail address to send messages through the mail list is ***d31@usps.org***

The D31 ITCom person administers the district mailing list.   Any mail that does not meet the strict rules of USPS will require approval of the mailing list administrator.

C. National contact list

The district commander must maintain the National contact list. Each April, USPS hdqts will change the password. D/C's will receive the district password, Squadron Cdr's will receive the squadron password. Effective that week, all old passwords will become invalid, so you will not have access until the new passwords are received by mail.   Use the following URL to access the contact list: *http://www.usps.org/national/tools/*

D. DB2000, Membership Management Tool

This is a database program designed to assist the squadrons in management of their membership information.It is designed to allow uploading of new information from the squadron to the national server. It also provides for the downloading of information from the national server to update the squadrons database. Uploading and downloading of information is password protected. Only the Commander of the squadrons and districts are issued a password.

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The district commander will be given access to the district listing of the DB2000 database. This provides information about all squadrons within the district. No maintenance of the list is possible from the district level, only from the squadron level. Data however within the district list can be manipulated to provide mailing lists, rosters and merit mark reports. It can also be used to develop the annual history report. Forms OD-1 may also be completed and printed using this program.