

Dear Colleagues:

January 7, 2009

POMS has developed an online system to update member profile and renew membership. The system can also generate various reports that can be downloaded to an Excel spreadsheet. The **Advance Reports** module lets you search database using multiple attributes. Please read the following instructions to use this system.

### **Instructions to Use the Online System**

#### **Update Member Profile, Renew Membership and Enroll as a New Member**

Go to [www.poms.org](http://www.poms.org) and click on Membership in the left column. Or use the following link to go to the home page of the membership system directly: [www.pomsmembers.org](http://www.pomsmembers.org)

**Login:** Login is required. The system will prompt you to enter your e-mail address that matches with your e-mail address stored in POMS database and a password to login.

**Find Your E-mail Address in POMS Database:** Go to [www.pomsmembers.org](http://www.pomsmembers.org) and click on “*View Members Profile*” to view your current profile and find your e-mail address stored in POMS database. After you click on View Member Profile, you will be prompted to enter your last name. After you enter your last name, you will be presented with a list of all records in the database that match with your last name. Click on “*view*” in the last column of the record that contains your name to view the complete profile including your e-mail.

**Note: Your name may not appear in the list for various reasons:**

- ❖ You might have used an accent while typing your last name. Do not use an accent. For example, Corrêa should be entered as Correa.
- ❖ There is a possibility of misspelling. Try finding your name again by typing just the first three letters of your last name.
- ❖ You may also find your record by searching the database through “**View Reports**” instead of View Members Profile. See instructions below for “View Reports” option.

- If your name does not appear in the list, you have to create your record and then enroll as a new member. You will click on “**Create New Profile**” and follow the instructions.
- If your name appears in the list but the profile does not have your e-mail address or you wish to change your e-mail address currently stored in POMS database, send us an e-mail at [poms@utdallas.edu](mailto:poms@utdallas.edu) giving your last name; first name; and the new e-mail address. Your e-mail address will be changed in the system and you will be informed of the update. Please visit POMS membership website after your e-mail address has been updated. This step is necessary to avoid duplicate records.

**Password:** If you know your e-mail address stored in POMS database then click on “**Member Login**” to get your password.

## POMS Membership Renewal 2009

You must have recently received a paper copy of the membership renewal form from Dr. Chelliah Sriskandrajah, Associate Executive Director-POMS. If you have returned the completed form to Dr. Sriskandrajah then do not renew your membership online. If you have not returned the completed membership form to Dr. Sriskandrajah then you can renew your membership either online or sending the form to Dr. Sriskandrajah. **We prefer that you use the online system.**

## View Reports

POMS membership database can be searched by the following attributes of members: first name, last name, affiliation, faculty rank, POMS colleges, area of interest, city, and country.

The *Advance Reports* module lets you search the database using multiple attributes. The attributes on which the database can be searched include:

- Area of Interest
- Faculty Rank (includes students and retired members)
- Membership in Other Societies
- Membership in POMS Colleges
- Membership in POMS Chapters
- Affiliation in Academia or Business

You will find the entry “*view*” in the last column of each report. You can see the detailed profile of the member by clicking on “*view*”. The profile also contains the photograph of the member. However, a member has to log on to the system (as described above) to upload the photograph.

The *Advance Reports* module also lets you search the database to find *All Members* for a selected year. Currently only 2008 and 2009 data are available.

The report generating module is linked to the live database and is therefore dynamic. All reports that are generated can be downloaded to an Excel spreadsheet.

## **Standardized Names of Universities/Organizations**

We have standardized the names of all universities and their addresses for the current members in our database. A non-standardized format leads to the problem of having multiple names for the same university. For example: UT Dallas, UT Dallas at Texas, Univ. of Texas at Dallas, University of Texas, Dallas, were considered as different universities while doing the search by the university. Not any more!

The standard addresses are taken from the website of each university/organization.

Still the system provides flexibility to add new universities and organizations.

If you have any concern with the current name and/or address of your university in the POMS database, please let us know.

The system is now available. The instructions to use this system are also provided on the home page of the membership renewal system. Go to [www.poms.org](http://www.poms.org) and click on Membership in the left column. Or use the following link to go to the home page of the membership system directly: [www.pomsmembers.org](http://www.pomsmembers.org)

A great deal of effort has gone into developing this system. I wish to thank all those POMS members who tested the system and provided feedback. Ed Anderson, Kaushik Dutta, Cheryl Gaimon, Jim Gilbert, Chelliah Sriskandrajah, and Martin Starr deserve special thanks for spending time and testing the system multiple times.

Please note that this is a very elaborate database and may still have some wrinkles. Send me an e-mail at [poms@fiu.edu](mailto:poms@fiu.edu) if you have any comments or face any problem in using the system.

Best wishes for a Happy and Prosperous New Year.

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