

# Stay in Touch with your Members and/or Clients

Whether you are supporting Clients or Members, *For Community Support Management* provides the essential facilities to track and manage relevant details, and to keep you in contact:

- Add and edit full client or member details.
- Group and categorise for easier management of documents, emails and information distribution.
- Retain a history of interaction for future review, including case notes and evaluations.
- Manage new membership campaigns.

Clients and members are the life blood of your organisation. Let potential contacts know what you do, and maintain your personal connection with people who have joined or contacted you...

The screenshot displays the 'Member Details' window for a member named Jim. The interface is divided into several sections:

- Personal Information:** First Name: Jim, Last Name: K, Phone: 39589, Mobile: 93453, Email: jim@email.com.
- Address:** 14 Any Road, BAKERS CREEK, QLD, 4740, Australia.
- Referral Information:** Referrer: Mary B, Support Center, Education: High School Year 12, Ref Name: S, Member Type: Associate.
- Directory:** C:\ForCSManagement\Documents\MemberDocuments\M001-40\
- Timeline:** Date Created: Wednesday, 10 December 2008, Time Created: 4:00 PM, Date Referred (In): Tuesday, 10 June 2008, First Interview Date: Wednesday, 11 June 2008, Final Interview Date: (empty).

Below the form is a table of interactions:

Entry Date	Type	Details	Funding Type
11/12/2008	Meeting	Regarding personal needs	Private
11/12/2008	Phone Call	Regarding annual conference	Family
11/12/2008			Private

At the bottom, there are buttons for 'Copy This', 'Add Referral', 'Workflow', 'Email', 'Lists', 'New', 'Help', and 'Close'. A status bar at the very bottom shows 'Record: 11 of 11'.

Screens & component content may vary in final 'delivered' version

Please call us on (07) 3420 5457 to trial a FREE demo copy of *For Community Support Management*.