

## Using the On-Line Activity Module (OAM)

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The On-line Activity Module was developed from requests from members and coordination of the Configuration Advisory Committee (CAB) to clarify and provide additional means for Chapters to access membership records. Unfortunately, too many of our members are still using just the M112 (Chapter Activity Report) and M114 (Semi-Annual Membership Roster – Quarterly) for following chapter membership. While these reports have been used for many years, they do not provide the flexibility of the OAM.

All members (Chapter and Federation) listed on the Officer Roster, F-7, have access to read and/or print the Activity Reports of the OAM. However, permission has been given to the following officers to update the Activity Reports, revise the F-7, update addresses, phone number and email. Access the NARFE Email System (NES) to send emails is also included: President, First Vice President, Secretary, Secretary-Treasurer, and Membership Chair.

When you first sign on to the NARFE website ([www.narfe.org](http://www.narfe.org)) using your last name and membership number; you will see a block on the left-hand side which says: “Chapter Resources”. Click on that block and the next screen you will see has blocks with “Online Activity Module” (OAM) and “Online Reports Module (ORM). The OAM will have the various Activity Reports, and the ability to specify a date range, such as a month, quarter, year, or several years. It can also print labels for your newsletters, or special mailings. The ORM will have the reports generated by NARFE Headquarters with which most chapters are familiar: L-103, M114, M112, M111, M110, A220, M-130 and W-101.

At the end of the first paragraph of the OAM, there is a “**CLICK HERE**”. When you click there, it will take you to another page, with presentations either in .pdf format, or You Tube Videos to provide you with a tutorial on how to use the OAM and its various Activity Reports. Activity Reports provide membership events, which can be specialized by dates you choose, monthly, quarterly, annually or over a range over four years. These Activity Reports are: New Member(s); Reinstatement; Dropped for Non-Renewal; Transferred into Chapter; Transferred out of Chapter; Deceased Not Transferred; Voluntary Cancellations; Sent Second Notice; Decreased Transferring Membership to spouse; New Prospective; Payment Status Changes; and Deceased Archive. Just about everything you ever wanted to know about your membership.

## Online Activities Module (OAM)

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NARFE Headquarters is constantly working to improve the timeliness and quality of the information it delivers to federation and chapter officers. NARFE's Online Activities Module (OAM) provides current membership information on demand. This sophisticated online service is designed to perform intricate tasks with a simple click of a button. To assist NARFE officers in using this versatile and powerful tool, the Configuration Advisory Board created a series of instructional documents and tutorials. To access NARFE CAB's OAM documentation, which includes an overview on using the OAM, please [CLICK HERE](#)

Please [CLICK HERE](#) for list of officers who have access to the Online Activities Module (OAM).

## Online Reports Module (ORM)

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For several years, NARFE has offered periodic online membership and financial reports through the NARFE website. These reports, formerly printed and mailed to each chapter and federation, contain the membership and financial information necessary to manage federations and chapters. In the ORM you will find the **L-103, M114, M112, M111, M110, A220, M-130, W-101** etc.

Future plans involve migrating these reports to the OAM. NARFE officers are encouraged to **become familiar with the OAM.**

Please [CLICK HERE](#) for list of officers have access to the Online Reports Module (ORM).

## Online Activity Module (OAM) Overview (updated 04/25/2017)

The Online Activity Module is where federation and chapter officers do many of the online tasks associated with NARFE. The OAM allows you to produce various reports on member data, allows key officers to update the data, provides a convenient way to communicate with members and officers, and allows you to create and maintain your own web site. This Overview, with links to documents, videos, and websites, was created by NARFE CAB to help you navigate the OAM. **Please help us keep this material current.** If you see material that is out of date, please contact your CAB representative by clicking the link in the table below or go to the CAB portion of the NARFE web.

**NOTE: Read the New User section below the tables if this is the first time you are using this document.**

<b>OAM Presentations</b>				
Presentation	PDF Link	YouTube Link	Playlist	Last Updated
Getting to the OAM	<a href="#">PDF</a>	<a href="#">YouTube</a>	<a href="#">New Officer</a>	04/20/2017
Overview and Access	<a href="#">PDF</a>	<a href="#">YouTube</a>	<a href="#">New Officer</a>	04/20/2017
Navigation Buttons	<a href="#">PDF</a>	<a href="#">YouTube</a>	<a href="#">New Officer</a>	10/07/2015
Activity Reports, Selection Criteria	<a href="#">PDF</a>	<a href="#">YouTube</a>	<a href="#">New Officer</a>	10/07/2015
Activity Reports, Basic Layout	<a href="#">PDF</a>	<a href="#">YouTube</a>	<a href="#">New Officer</a>	04/20/2017
Activity Reports, Deceased and Dropped	<a href="#">PDF</a>	<a href="#">YouTube</a>	<a href="#">New Officer</a>	10/07/2015
Officer Roster	<a href="#">PDF</a>	<a href="#">YouTube</a>	<a href="#">New Officer</a>	04/20/2017
F-7 Update	<a href="#">PDF</a>	<a href="#">YouTube</a>	<a href="#">Key Officer</a>	04/21/2017
Member Roster	<a href="#">PDF</a>	<a href="#">YouTube</a>	<a href="#">Key Officer</a>	04/21/2017
Activity Report, Other Activity	<a href="#">PDF</a>	<a href="#">YouTube</a>	None	08/24/2015
User Accounts and Contact Us	<a href="#">PDF</a>	<a href="#">YouTube</a>	None	09/08/2015
Printing with the OAM	<a href="#">PDF</a>	<a href="#">YouTube</a>	None	02/15/2016
EXCEL for NARFE	<a href="#">PDF</a>	<a href="#">YouTube</a>	None	02/13/2016
NARFE Email System (NES)	<a href="#">PDF</a>	<a href="#">YouTube</a>	None	04/24/2017
<b>Other Documentation</b>				
<a href="#">Access to the OAM - one page description</a>		(Updated 02/25/2015)		
<a href="#">Contacting a CAB member - one page description</a>		(Updated 03/01/2015)		
<a href="#">F-7 Update Officer Handout PDF</a>		(Updated 09/12/2015)		
<a href="#">F-7 Update Chapter Information Handout PDF</a>		(Updated 09/14/2015)		
<b>Links to NARFE Web Pages – Requires logon to NARFE</b>				
<a href="#">NARFE CAB Activities</a> – home page for CAB website and blog				
<a href="#">NARFE Web Page to Contact CAB Member</a>				
<a href="#">NARFE OAM Home</a> – Online Activity Module (dynamic) and Online Reports Module (static)				
<a href="#">NARFE Access to the OAM</a> - explains which officers have what type of access to the OAM				
<b>Other Links</b>				
<a href="#">NARFE CAB YouTube Channel</a>				
<a href="#">NARFE Headquarters YouTube Channel</a>				
<a href="#">NARFE CAB Google Drive Folder with Presentation PDFs</a>				

# Online Activity Module (OAM) Overview (updated 04/25/2017)

## New User Section

This document, developed by The Configuration Advisory Board (CAB), is designed to help officers understand and use the OAM. There are two basic types of documentation: PDF documents and YouTube videos. If you do not have a PDF reader on your computer, you can download one for free at [adobe.com/reader](http://adobe.com/reader). YouTube videos are free to view.

When reading a PDF document you have a few options. You can download the document to your computer or you can read it online. The document is stored in a Google Drive folder. If you use a Chrome browser you will most likely bring up the document with the bottom portion below the screen. The default view in Chrome, and most likely other browsers, has the image too large to view on one page. You can reduce the size of the image by using the “zoom” option in the Chrome settings. While this will allow you to see the entire page it will also reduce the size of the text. This is not recommended for the presentation PDFs because the page section below the screen is almost always blank.

- The **OAM Presentations** table lists presentations on specific sections of the OAM. Each table row has a link to a PDF of the presentation with notes, a link to a YouTube video, and for some videos a link to a YouTube playlist. A **playlist** allows you to see multiple videos in a sequence. The two playlists were created so that new users could see the material in the proper order.
- The **Other Documentation** table provides links to additional CAB-created documents that show how to best use or understand particular sections of the OAM. The documents maintained by the CAB list the date created or last updated. A few of them are designed as handouts. If you are helping people get started with the OAM these may be helpful to you.
- The **Links to NARFE Web Pages** contains links that may be useful. Please note that you will be going to the NARFE web site and you will need to logon as a NARFE member.
- The **Other Links** table provides hyperlinks to locations on the Internet that may be of interest. The links allow you to access the OAM Presentations and Other Documents without using the individual links on this overview document. These links include:
  - **NARFE CAB You Tube channel:** If you wish to receive emails announcing new videos produced by NARFE CAB, click the red “Subscribe” button on the NARFE CAB YouTube channel (located on the top right).
  - **NARFE Headquarters YouTube channel:** You should also consider subscribing to the NARFE Headquarters YouTube channel for videos posted by headquarters.
  - **PDF documents of presentations:** CAB documents are stored on a Google Drive. If you prefer, you can go directly to the folder that contains the PDFs on OAM presentations.

**Please help us keep this material current.** If you see material that is out of date, please contact your CAB representative by clicking the link in the table above or go to the CAB portion of the NARFE web. The PDF documents will be updated without modifying the hyperlink. The YouTube videos create a new link when updated. Older videos will be “annotated” on the first slide that a new version is available, and will provide a link for the updated video.