

Title: Membership Database Upload		NO. RM.01.002
Key Words: Members, Database, Chair -Monthly	EFFECTIVE DATE: 9/15/2014	Page 1 of 2
ADMINISTRATIVE APPROVAL: W. Dunwoody, Division Chair	SUPERSEDES: New	
PROCESS OWNER: Division Chair		

Purpose: To access and make available to other member leaders up to date information on Healthcare Division members.

Scope: Access and upload of HCD member information from the ASQ Member list site to the HCD website secure access page.

Safety/Security Concerns: Membership Information Must Remain Confidential and Password Protected.

Process	Instructions	Responsible	Time	Pictures, Diagrams, References
1. Access Membership Database online	1 a. Connect with the online membership list portal on the ASQ site.	Chair or designee		http://asq.org/perl/members/munit_lists.cgi
	1 b. Open HCD Division "All Regions" Membership List			Membership List files are usually available by the 8 th of each month for the previous month. Historical downloads are not available.
	1 c. Consolidate all CSV sheets into one XLSX workbook with 4 tabs names "Division", "New", "Unpaid", & "Allotment."			
	1 d. Save XLSX file to a local computer drive/folder.			File nomenclature is yyyyymm HCDivision where mm is the month prior to the membership list availability date. Ex: File upload available 9/8/14. File named 201408 HCDivision.xlsx
2. Upload Membership File to the HCD Website	2a. Access HCD website membership list protected page.	Chair or designee		http://asqhcd.org/about-division/about-us/board-access-area/membership-lists/
	2b. Click on "Edit Page"			
	2c. Browse to the XLSX file saved during step 1.d and upload to the website media file library.			Hover over Media tab and click "Add New"

**ASQ Healthcare Division
RELIABLE METHODS WORK INSTRUCTIONS**

TITLE: Membership Database Upload	DATE: 9/15/2014	NO. RM.01.002	Page 2 of 2
--	------------------------	----------------------	--------------------

Process	Instructions	Responsible	Time	Pictures, Diagrams, References
3. Save XLSX workbook to an embedded link on the limited access page on the HCD website.	3a. Copy the URL of the document uploaded in step 2c.	Chair or designee		
	3b. Access the editable version of the Membership Lists page.			Hover over the page link and click "All Pages" Double-click on the file named "Membership Lists"
	3c. In the "Visual" window verify that text that corresponds to the date of the XLSX file is present.			
	3d. If text indicated in 3c is not present, enter appropriate text in the correct field of the table.			
	3e. Click on the HTML tab.			
	3f. Find and highlight the text that corresponds to the date of the uploaded XLSX file.			
	3g. Click on the Link Button.			
	3h. Paste the link into the URL field and Click Add Link.			
	3i. Click on the Update Button.			
	4. Test the new link	4a. Click on the View Page Button.	Chair or designee	
4b. Click on the link that corresponds to the date of the uploaded report.				