



SECRETARIAT MANUAL 2011-2012



R. I. District 3140

Secretariat Manual

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Secretariat Manual

Role of a Secretary

What exactly is the role of a Secretary?

There is a very wrong notion about Secretaries prevailing that Secretaries are supposed to just write minutes and report.

It's **WRONG!!!!** A secretary practically has to everything in the club. To mention just the basics that the secretaries **HAVE** to do are:

- Maintaining Records
- Working / Coordinating with Different People
- Communication
- Ambassadorial Relations
- Reporting
- Installation
- OCV

And many more other things. . .



Who are the people a Secretary has to Coordinate with?

A Secretary has to coordinate with **everyone** that a Club comes in contact with. Mainly they are:

- President
- Vice President
- SAA
- Treasurer
- Board of Directors
- Partners-In-Service
- Club Members
- Associates [Sponsors, NGOs, Media or any other organisation that the club is associated with]
- District Council Members
- Outside Club Rotaractors

Is it Secretary's job to communicate with everyone??

Yes, indeed it is. **All the communication** that reaches a secretary has to be filtered and **passed down** to the **Board of Directors** and **Members**. All secretaries are registered on Pressec, other clubs usually communicate about their club's activities via Pressec. It is a secretary's job to ensure that this communication reaches all the members of the club. But all that comes on Pressec doesn't necessarily have to reach the members; the secretary should be smart enough to understand what should be communicated and what shouldn't be.

It is also secretary's job to ensure that all the **activities** happening in the **club** is **communicated** to all the **outside club rotaractors, District Council Members and**

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Rotarians. It can be done via Mailers or phone calls or even messages. Secretary's Call...

How do I ensure Ambassadorial of my Club?

This will happen through **timely communication in the club.** Like mentioned earlier, it is a secretary's responsibility to communicate. All the projects happening in other clubs should be communicated to the members in order to ensure good participation from the club, and also this will create a good image of the club and also help in bonding your club members with other club members.

What records a secretary has to maintain?

This has been covered in the **section Records to be maintained**, please refer that.

Is only minuting a Secretary's responsibility?

No, calling for a meeting, communicating about the same, preparing the agenda of the meeting and ensuring it reaches all the people who'll be attending it at least 24 hrs in advance and eventually minuting a meeting and reporting the same. All these are the responsibility of a Secretary.

Why is Installation and OCV so important?

Installation is the very first thing that happens as the year begins, it is very important for the club. **OCV** happens in the middle of the year, and all the records that have been maintained are seen and a general discussion about the club's functioning. It is called as a **Secretary's day**. OCV helps the club in performing better as through this the DRR and his team can give feedback and suggest action plans which will help your club function better so make the most of it !!!

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Records to be Maintained

What are the Records that have to be maintained?

- Minutes / Agenda
- Attendance [should be maintained by SAA]
- Database - Membership File (Inducted & Probationary)
Roster (Alumni, Members & Associates)
- Correspondence File
- Secretariat File
- Secretariat Book
- PR File [should be maintained by Public Relation Officer]
- Editorial File [should be maintained by Editor]
- Ambassadorial File
- Communication File
- Bye-Laws
- Summary of Projects
- Pictures of Club Projects
- Others (Sample of Invites, Poster, Banner Design, Press Release, Bulletins etc)



What will be the Contents of a Secretariat Book?

- Club Projects Avenue wise
- GBM – Date & Attendance
- BOD – Date & Attendance
- District Projects – Name, Date, Time, Venue, Attendance & Hosted (Yes or No)
- Joint Projects
- PIS Projects
- Ambassadorial – Outside Clubs & PIS

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What will the Correspondence File contain?

- Synopsis/Summary of all activities
- Copy of Reports
- All the Club merchandise
- Last year's project synopsis
- Vision & Structure
- Marketing Proposals
- Press-Releases
- Coverage (Newspaper, Radio, TV, Magazine, etc)
- Club Records – Individual Nominations
 - Awards
 - Achievements



Why should a club maintain these records?

The District Secretariat Team will ensure that these records are maintained and will refer to it during the OCV.

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Minutes and Agenda



What is an agenda?

Agenda briefs everyone about the flow of the event/project/meeting.

Why do you prepare an agenda?

Usually while discussing things in a meeting we very easily get carried away in some topic and then forget or miss out on discussing the other important things. An agenda would help you stay focussed on to what needs to be discussed it would also help you allocate your time accordingly.

When do you send the agenda to the members/directors?

The agenda should be mailed to the members/director at least 24 hrs prior to the meeting. This would enable the members/ directors schedule their day accordingly and incase they are unable to attend the meeting on the basis of the agenda circulated they will be able to give in their valuable suggestions.

What are minutes?

Minutes are the decisions taken during the meeting, it also comprises of important points discussed, important announcements made and Date, time, Venue.

Why do we write minutes?

Minutes are written so that later on one can get back to the date when the minutes were written and go through the decisions taken and important points discussed. Also it helps keeping everything on record so that later on members can refer back to them. For members who were unable to attend the meeting they can also know what was discussed.



When do you send the minutes to the members/directors?

Minutes must be circulated to all the members within 7 days of completion of the meeting.

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General Body Meetings & Board of Director's Meeting [GBMs & BODs]



What is a General Body Meeting [GBM]?

General body meeting is meeting conducted to update all the members about the projects done so far and announce the upcoming projects, it also serves as a platform to update members about the other Club projects and their activities.

How many GBMs should be conducted in a month?

As per the Rotaract constitution **minimum 2 GBM** must be conducted every month

What is a Board of Director's Meeting [BOD]?

Board of Director's Meeting is a meeting which is conducted to review, discuss, and plan the activities of the club.

How many BODs should be conducted in a month?

As per the Rotaract constitution **minimum 1 BOD** must be conducted every month

Should be GBMs & BODs be reported to District?

Yes all the GBMs & BODs must be reported to the district

What if the club fails to adhere to the criteria of conducting GBMs & BODs?

The club president misses the opportunity to receive the RI Presidential Citation and also fails to receive the Responsible President Citation

How do we report them to the District?

The procedure of reporting GBMs & BODs is explained above in the Pranali & Reporting Segment

If the BOD conducted is a closed door meeting, do the clubs still have to report it on Pranali?

Yes, the clubs still have to report to the district, but the club can avoid writing the minutes [mention in the actual event as "Closed door Meeting"] but have to write the agenda of the meeting



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Official Club Visit

What is an Official Club Visit?

An Official Club Visit is nothing but the DRR's visit to the club.

Does the DRR come to inspect your club at an Official Club Visit?

NO, Official Club Visit is not an inspection rather an interaction of the club with the DRR and his Team.

What is the purpose of an Official Club Visit?

The very purpose of the Official Club Visit is to get insights about the club activities in details and give feedbacks to ensure smooth and better functioning of the club. It is a medium through which the DRR and his team have an opportunity to interact with you and get to know your club better.

What exactly has to be done for an Official Club Visit?

- Ensure all the records are maintained
- Ensure all your club members/directors are present
- Invite all the District council Members.

What should be the flow of the Official Club Visit?

Official Club Visit is divided in 3 parts,

- Core Team Meet [DRR, DCMs and the Core Team of the Club]
- BOD [DRR, DCMs, Core Team of the Club & the Director]
- GBM [DRR, DCMs, Core Team of the Club, the Director of the club & Outside club rotaractors]

The OCV guidelines were given at DTS, it will also be attached with the OCV confirmation mail that will be sent to all the clubs

MEETING
PROGRESS

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What are the Pre- Official Club Visit functionalities that I have to ensure?

- Give in your preference dates
- Confirm the Date with the District Secretariat Team
- Submit Pre-OCV Report along with Pre-Installation Report at least 15 days Prior to the OCV
- Plan in advance
- Follow the procedures.
- Ask District Secretariat Team for help if needed
- Ensure all Records are maintained
- Invite Rotarian, DCMs and other rotaractors
- Be prepared to share your views and thoughts with the DRR
- Encourage your members to ask questions and interact

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What is a Pre-OCV Report?

Pre-OCV Report gives general information about the club, projects that have been done and the upcoming projects. It also provides an insight into the clubs functioning and its systems.

When do I have to submit the Pre-OCV Report?

Pre-OCV Report along with Pre-Installation Report has to be submitted at least 15 days prior to the OCV

To whom should I mail the Pre-OCV Report?

The Pre-OCV Report should be mailed to
tanvi@rotaract3140.org and marked a CC to
shaista@rotaract3140.org
karna@rotaract3140.org
ojasvi@rotaract3140.org

By when can I conduct the Official Club Visit for my club?

You can schedule your OCV anytime from 1st October 2011 to 31st January 2012
NO OCV will be conducted post 31st January 2012

How do I schedule my Club's Official Club Visit?

- Give in your preference dates
- Confirm the Date with the District Secretariat Team

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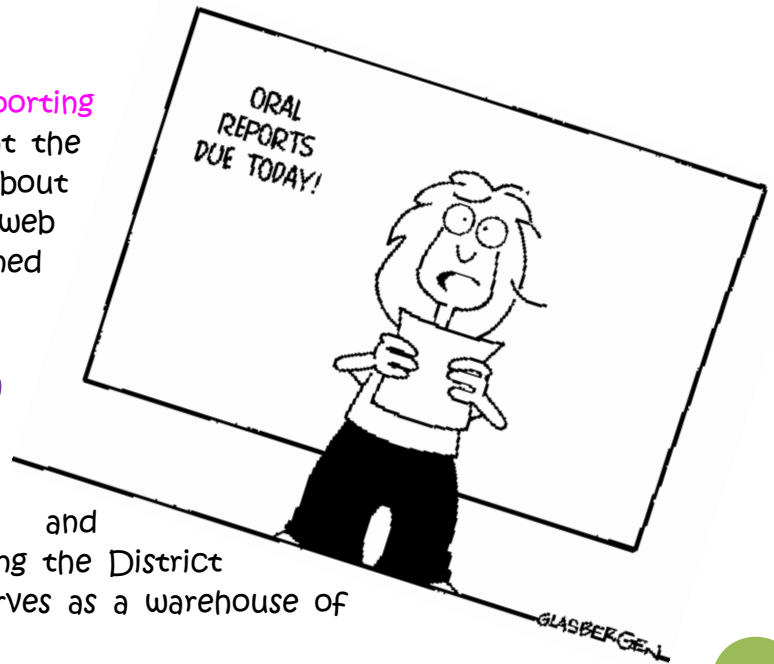
Pranali

What is Pranali?

Pranali is the **District Online Reporting System**. It is through this medium that the club communicates to the District about the activities of their club. It is a web based reporting software designed exclusively for Rotaractors.

What is the purpose of building a system like Pranali?

Pranali is used to **report** all the Projects, Meetings, Ambassadorial, and Members. It not only helps in informing the District about your club activities but also serves as a warehouse of information.



How will Pranali benefit you?

Reporting everything to the District Secretariat Team manually is quite a tedious job and requires lot of coordination. To make things very simple, Pranali was invented in order to report everything online, with less pain of Coordination and labour work. It also ensures we don't harm the environment and manage all our reporting in an eco-friendly manner which otherwise was not possible through manual paper based reporting.

What exactly do you have to do on Pranali?

You have to report all the **Projects, Meetings, Ambassadorial, Members**, and this year onwards you can now **register all your members for any District event** as well as **pay their District Dues** online through Pranali avoiding the last minute hustle of registering and paying within the slots.

What happens if you don't report on Pranali?

If you don't report on Pranali, the District considers it as "**Not done**".

What happens if the club doesn't register their members on Pranali?

The Members/ Directors who are not registered on Pranali are **not considered** as members of the club by the District. Registration on Pranali is a must as otherwise your members will not be able to register for any District event and pay the District Dues.

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What is the Deadline to Submit all the Reports on Pranali?

All the **Project, Meeting, and Secretariat Reports** have to reach to the District by **10th of every consecutive month** i.e. the reports of September should be submitted by 10th of October and likewise the reports of October by 10th of November. And the **Ambassadorial Reports** should reach the District by **15th Of Every Consecutive Month**.

Only for the month of July and August a revised deadline will be communicated to all.

What happens if you report within the given period of time i.e. by 10th of every consecutive month?

For every month that you report within the deadline, the **feedbacks will be given** by the District directors. Reporting on time each month will ensure that your club administration is smooth and the District is aware of your activities.

What happens if you violate the deadline?

So for every month that you don't report on time, the **feedbacks** for those projects **will not be given**

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Get Started with Pranali

How to get to Pranali?

Log on to www.rotaract3140.org -R-Zone - Pranali

How to Register?

Once you click on **Pranali**, the Log in page will appear.

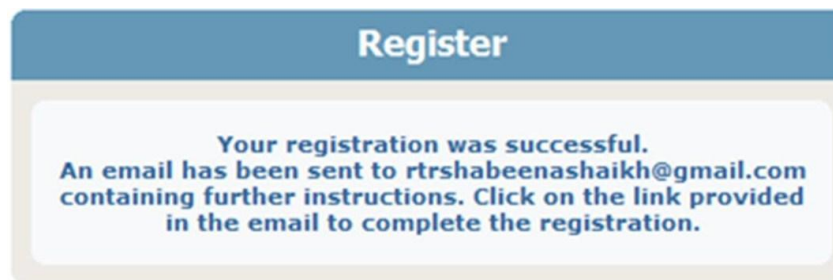
Click on **Register**, if you are not a Pranali user

You'll have to **fill** in the following **details**:

- Username
- Password
- Email ID [Please ensure that this is the email id you access on regular basis]
- First Name
- Last Name
- Name of the Club
- Locality
- Gender
- Date of Joining
- Contact Number
- Blood Group
- Designation in the Club
- Level [This will automatically appear once you enter your designation]
- Vertical [This will automatically appear once you enter your designation]

Click on **Submit**

Once you've filled all these details you're ready to go but remember before you get access to Pranali your membership has to be approved by the Club Presidents.



Important Pointers:

- Do not register again, if you are already registered, just retrieve your password
- Get all the new members registered
- If you have forgotten your username and password or you have changed your club, inform the Admin and do not register again
- Register Alumni (If they have joined some other club, then do not register them as that will lead to duplication)

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I have registered but when I try logging in it says my email needs to be verified

To ascertain that the Email ID is yours we need this verification to be done.

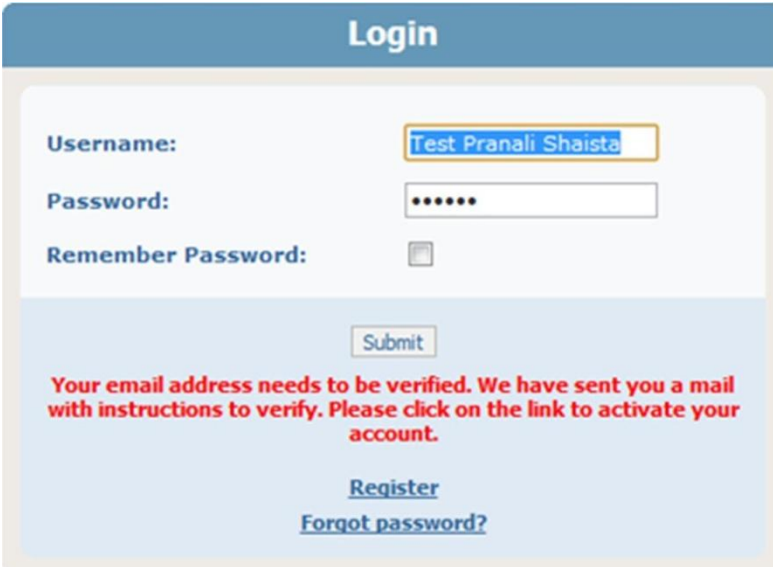
How to verify your Email ID?

Sign in to your Email ID that you had provided while registering

You will have a mail from the admin team which will have an Email verification link.

Just click on to that link and your email has now been verified

You can now log in with your username and password if your account has been approved by your president.



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My members have registered, but are unable to access their account

For any member to be able to access their account, their membership should be approved by the President or Secretary of the Club.

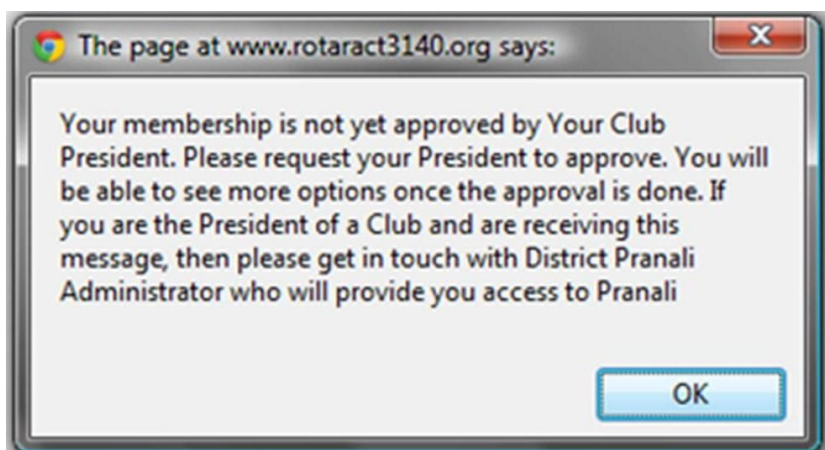
How to Approve Members?

When you Log in, you'll see various Tabs, click on the last Tab viz. Members & Clubs,

In the drop-down list, you'll find a Sub-Tab as "Member - Approve Club Members"

You'll have a list of all the members whose membership is not approved Click on Edit, cross-check their information especially 'designation, vertical and level'

At the end, there is Tab as "Approved", Click on the drop-down arrow, Click on "Yes" and then Save



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Now you're a registered member of Pranali and your membership has been approved by your Club President

How to Log In?

Log on to www.rotaract3140.org -R-Zone - Pranali

Enter your Username and Password

Click on Submit

You're ready to experience a whole new world of Pranali

Whenever you Login for the very first time on Pranali this year, the first page that will automatically open will be the "Edit your Profile" Page, You can edit your profile, enter/modify the necessary details, and you're ready to go

Oops you forgot your Password!!!!

How to retrieve password?

On Pranali Log In page, you'll find a tab as "Forgot Password"

Click on Forgot Password

Enter your Username or Email ID

Click on Submit

You'll receive a mail from the District Admin Team with your Username and New Password



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I changed my Email ID and Contact number!?!?!?

How to edit your profile?

When you Log in, you'll see various Tabs, click on the last Tab viz. Members & Clubs,

In the drop-down list, you'll find a Sub-Tab as "Member - Edit your Profile"

Click on that tab, modify the details and click on Save

Yayie!!! I've now moved a level up in the hierarchy...

How to change your designation?

When you Log in, you'll see various Tabs, click on the last Tab viz. Members & Clubs,

In the drop-down list, you'll find a Sub-Tab as "Member - Change Designations"

Click on that tab, you'll have the list of all your members in the club.

Click on Edit, change the designation and Click on Save

Just for your information, which designation falls under which "Vertical?"

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Vertical	Designation	Level
Alumni	Alumni	Alumni
Communication	Vice President Communication	Management
	Public Relation Officer	Director
	Jt. Public Relation Officer	Jt. Director
	Editor	Director
	Jt. Editor	Jt. Director
	Web Communication	Director
	Jt. Web Communication	Jt. Director
Finance	Vice President - Finance	Management
	Finance - Director	Director
	Jt. Finance - Director	Jt. Director
General	GB Member	GB Member
	Immediate Past President	Management
	Past President	Management
HR/CDRS	Vice President - HR/CDRS	Management
	Membership Development - Director	Director
	Jt. Membership Development - Director	Jt. Director
	Ambassadorial & Participation - Director	Director
	Jt. Ambassadorial & Participation - Director	Jt. Director
Management	President	Management
	Vice President - Projects	Management
Projects	Club Service Director	Director
	Jt. Club Service Director	Jt. Director
	Community Service Director	Director
	Jt. Community Service Director	Jt. Director
	Professional Development Director	Director
	Jt. Professional Development Director	Jt. Director
	International Service Director	Director
	Jt. International Service Director	Jt. Director
	Secretariat	Secretary
Jt. Secretary		Jt. Director
Partners-In-Service Director		Director
Jt. Partners-In-Service Director		Jt. Director
Sergeant-At-Arms - Director		Director
Jt. Sergeant-At-Arms - Director		Jt. Director

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Once you have all the members registered on Pranali, you're ready to Report

Note:

Every month you'll be making a Secretariat Report which will give out the information of your Club's strength. This will be done on Pranali

How do you make a Secretariat Report?

When you Log in, you'll see various Tabs, click on the first Tab viz. **Project Report**,

In the drop-down list, you'll find a Sub-Tab as "**Reports - Secretariat**"

Click on that Sub-Tab,

Click on **Add new** [a tab to the extreme right] Fill in the required details

Details you'll have to enter:

- Month
- Membership at the beginning of the month [Male & Female]
- Addition [Male & Female]
- Deletion [Male & Female]

The last column and row are auto-generated i.e. once you enter the above details, they appear automatically.

Click on **Save**

Important Pointer:

The number of members should be equivalent to the members whose District Dues are paid

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Reporting is not very difficult, Let me try Project Report

How do make a Project Report?

When you Log in, you'll see various Tabs, click on the first Tab viz. **Project Report**,

In the drop-down list, you'll find a Sub-Tab as "**Reports – Projects- Create/Edit**"

Click on that Sub-Tab,

Click on **Add new** [a tab to the extreme right]

Fill in all the details

Details required:

General

- Project Name
- Organisers [your club's name will be selected by default, this tab comes to use when you're reporting a Joint Project, you'll have to select the name of all the clubs who were a part of the project]
- Project Level [Select anyone of the following]
 - Club Level
 - District
 - Inter-District
 - Joint
 - Zonal
- Venue
- Frequency [Select anyone of the following]
 - Annually
 - Semi-Annual
 - Monthly
 - Bi-Monthly
 - Weekly
 - Bi-Weekly/Fortnightly
 - Daily
 - Quarterly
 - One time only

Calendar

- RMonth [the month in which the project happened]
- Start Date
- Start Time
- End Date
- End Time

Team

- Avenue Director
- Chairperson
- Committee
- Project Partners

Literature

- Summary - The project in brief
- Aim - Reason behind doing the project/ core objective

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- Concept - Idea behind the project
- Groundwork - all the work that has been done prior to the event. Sponsorship, venue booking, publicity, etc. everything in details must be written covering the points till the project was called to order
- Actual Event - details of what happened during the project, make it as detailed as possible
- Follow-up - all the post event work; sending Thank you letters etc
- Feedback - Take feedback from people outside your club like the PIS, DCM, Buddy Council Member or the beneficiaries of the project

Avenues

- Club Service
- Community Service
- Professional Development
- International Service
- Entrepreneurship
- Public Relations
- Editorial
- Web Communications/Digital Communication
- Interact
- RRD/TRS
- PIS
- Ambassadorial
- Secretariat

Any one of these 5 Avenues

Any one of these Support Functions

You can report project in only One Avenue and One Support function. The projects reported in more than One Avenue or One Support Function will be considered Void.

Attendance

- Club Rotaractors [project/meeting]
- Visiting Rotaractors [Number of Outside club rotaractors present]
- District Council Members [Number of District Council Members present]
- Partners in Service [Number of Rotarians/Interactors present]
- Guests [Number of parents, friends, anyone outside Rotaract fraternity present]
- Prospective Rotaractors [Number of probationary members present]
- Attendance Total [it will be automatically generated]

Photos

Select 5 best photographs of the event which portrays the event in action and gives a little more details about the project.

Log

This area is self generated; you don't have to do anything here
Once you've filled in all these details, Click on **Save**

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Important Pointers:

- You can report 1 project maximum in 1 Avenue + 1 Support Function
- Projects that do not follow the above point, will be considered void
- Do not ignore the summary of the project, write it well
- Aim and concept are not same
- Follow up carries a lot of weight age while reviewing a project
- Attached best of 5 photos as they will talk for your project
- In case of editorials either mail the bulletin or courier the bulletin to the District Editor & District Secretary.
- Reporting Installation :
Mention name of the project as
Installation, name of your club, name of the installation if any
Eg: Installation, Bombay Heights, Triumph
- Reporting Official Club Visit :
Mention name of the project as
OCV, name of your club, name of the OCV if any
Eg: OCV, Thane Central
- Reporting Joint Projects :
Mention name of the project as
Joint Project, name of your club, name of the Project
Eg: Joint Project, HR College, Word Wizard

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I know how to make Report for a Project but what about Meetings!!!!



How to make a Report for a Meeting [GBM + BOD]?

When you Log in, you'll see various Tabs, click on the first Tab viz.

Project Report,

In the drop-down list, you'll find a Sub-Tab as "Reports – Projects- Create/Edit"

Click on that Sub-Tab,

Click on **Add new** [a tab to the extreme right]

Fill in all the details

Details required:

General

- Project Name [General Body Meeting 1]
- Organisers [your club's name will be selected by default, incase of a Joint GBM, select the name of the club with whom the meeting was conducted]
- Project Level [Select anyone of the following]
 - Club Level
 - District
 - Inter-District
 - Joint
 - Zonal
- Venue
- Frequency [Select anyone of the following]
 - Annually
 - Semi-Annual
 - Monthly
 - Bi-Monthly
 - Weekly
 - Bi-Weekly/Fortnightly
 - Daily
 - Quarterly
 - One time only

Calendar

- RMonth [the month in which the meeting happened]
- Start Date
- Start Time
- End Date
- End Time

Team

- Avenue Director
- Chairperson
- Committee
- Project Partners

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Literature

- Summary
- Aim
- Concept
- Groundwork – [The agenda of the Meeting](#)
- Actual Event – [The minutes of the Meeting](#)
- Follow-up
- Feedback

Avenues

- Club Service
- Community Service
- Professional Development
- International Service
- Public Relations
- Editorial
- Web Communications/Digital Communication
- Interact
- RRD/TRS
- PIS
- Ambassadorial
- **Secretariat** [\[All the meetings will be reported under Secretariat\]](#)
- Entrepreneurship

Attendance

- Club Rotaractors [\[Select the names of the club members who attended the project/meeting\]](#)
- Visiting Rotaractors [\[Number of Outside club rotaractors present\]](#)
- District Council Members [\[Number of District Council Members present\]](#)
- Partners in Service [\[Number of Rotarians/Interactors present\]](#)
- Guests [\[Number of parents, friends, anyone outside Rotaract fraternity present\]](#)
- Prospective Rotaractors [\[Number of probationary members present\]](#)
- Attendance Total [\[it will be automatically generated\]](#)

Photos

Not mandate, but good if you're able to provide photographs for GBMs & BODs as well.

Log

This area is self generated; you don't have to do anything here

Once you've filled in all these details, Click on **Save**

Important Pointers:

- For multiple selections, press Ctrl + keep clicking on the names of members.
- In case you do not wish to disclose the minutes of your Board meetings, then you may write 'Closed Door Meeting' in the space where you write minutes. But report the meeting with the agenda

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My reports are ready, now how do I submit them to the District!?!?!?

How to Submit the saved reports?

When you Log in, you'll see various Tabs, click on the first Tab viz. **Project Report**,

In the drop-down list, you'll find a Sub-Tab as "**Reports – Projects- Submit**"

Click on that Sub-Tab,

Select the report that you wish to submit,

Proof-read the report once again, make the necessary changes if any, scroll down and you'll find a tab "**Submit to District**"

Click on the drop-down, Click on "**Yes**"

Finally Click on **Save**

Note:

You can edit the report 'n' number of times before submitting it to the district but the Project Reports once submitted to the District cannot be edited again; the report is locked and is available only in the View mode.

My club attended so many Outside Club Project ☺

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How to create an Ambassadorial Report?

When you Log in, you'll see various Tabs, click on the first Tab viz. **Project Report**,

In the drop-down list, you'll find a Sub-Tab as "**Reports – Projects- Ambassadorial**"

Click on that Sub-Tab,

Select the Proj ID [It is the name of the project that was attended]

All the other tabs will be generated automatically once you select the Project ID,

Now **select the name** of your members who attended the project

Scroll down and you'll find a tab "**Submit to District**"

Click on the drop-down, Click on "**Yes**"

Finally Click on **Save**

Notes:

- In case you don't find the Name of the project in the drop-down list, you can go to Reports – Projects – Create/Edit, fill in only the required fields and in the Avenues, select Ambassadorial and submit
- The deadline to submit the Ambassadorial reports is 15th of every consecutive month.

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Finally I'm done with reporting for the Month, now I want to go through the feedbacks given!!!!

How to view Feedbacks received?

When you Log in, you'll see various Tabs, click on the first Tab viz. **Project - Feedback**, In the drop-down list, you'll find a Sub-Tab as "**Feedbacks - View Feedbacks received**" Click on that Sub-Tab, Click on **View** for the project you wish to see the feedbacks.

There is a District Project coming up and my members are very excited for it... But i haven't registered them?!?!?!??

How do I register my members for District Projects?

On your login screen amongst the various tabs is **Registration tab** Click on that, a drop down will appear click on **Events- Register Member** Click on **Add New** tab and a form will appear Choose the **Project Name** from the drop down list; The Proj ID will automatically appear Next select the **SID** from the drop down (current slot in which you would like to register) Slot Type, Slot Start Date and End Date and Slot Amount will appear automatically Next in the Username field **select your members** whom you want to register in that slot Total members and Approved will come automatically Click on **Save**.

Registration for District projects could not get simpler than this!!!

How do I approve the members registered for a District project?

When you Log in, you'll see various Tabs, click on the last Tab viz. **Members & Clubs**, In the drop-down list, you'll find a Sub-Tab as "**Member - Approve Club Members**" Click on the Drop arrow next to **Approve** Click on **Yes** Enter their **Designation, Vertical** and **Level** Click on **Save**

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I have to pay the District Dues of my Members

How do I pay district dues for my members?

On your login screen amongst the various tabs is **Finance tab**
Click on that from the drop down select **Finance- District Dues**
Click on the **Add new** tab and the district dues form will appear
Select the mode of payment from the following

- Cash
- Cheque
- Demand Draft

In case of Cheque or Demand Draft mode additional details like Bank name, branch name, Cheque/ DD no. will have to be keyed in

Next **Select the Members** from the list for whom you would like to pay the district dues

Total number of members and total dues amount will appear automatically

Click on to **Save**

It's a tedious job to Copy Paste all the reports

How to Export Data from Pranali?

When you click on "**Project Report – Create/Edit**",

Select the reports that you wish to save, and to the extreme left corner you'll find a tab "**Export Selected**", click on that.

The different formats in which the data can be exported appears

Output Formats [Select any one of these]

- o Excel
- o Word
- o CSV [Comma separated values]
- o XML

Click on "**Export**"

I'm finding it a little difficult to formulate a report

How to View Archives?

When you Log in, you'll see various Tabs, click on the first Tab viz. **Project Report**,

In the drop-down list, you'll find a Sub-Tab as "**Reports – Projects- Archives**"

Click on that Sub-Tab,

Select the project that you want to refer.

Secretariat Manual

Your Best Friends

Call us whenever you get stuck

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GO FOR IT !



GOOD LUCK !