Members Without Units

All this is found in “Organization Manager” and open for council key-3 and registrars.

Report

In the reports for Organization Manager, you will find a report called “Members without unit report.” Please note it have many columns so you will need to scroll to the right to view the registration details of the person.
Managing their Registration

On the Organization Manager page there is a tab called “Members without Unit”, when you click on this a roster page will open of all in your council. Select the member/members you want to transfer to a unit. Click on “Transfer”.
You now need to select the unit the member would transfer into.

You will then need to select the effective date. And select the “Submit Transfer.”
You will then see a notice of the success. The result will show the next day after the overnight jobs run.