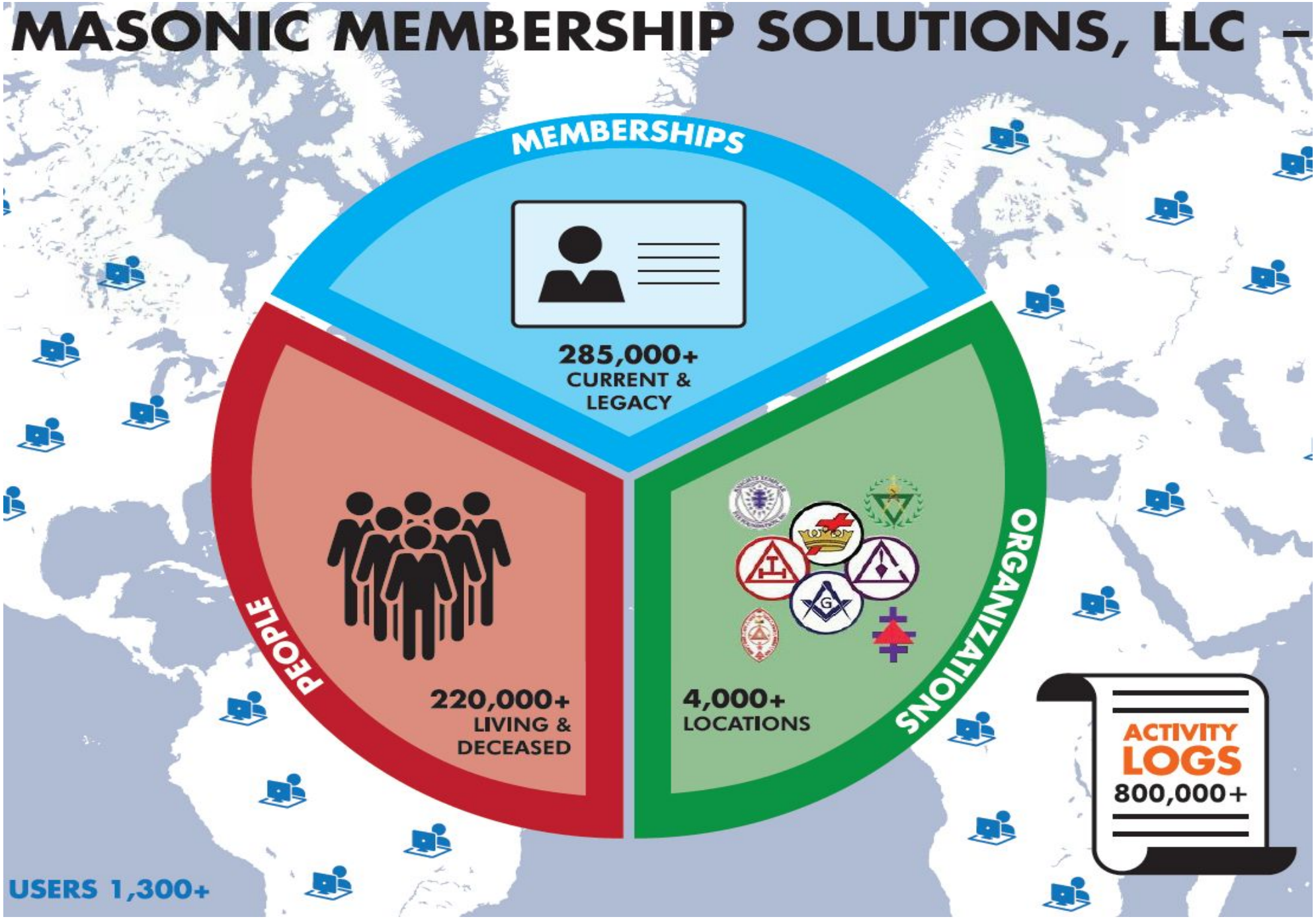
MASONIC MEMBERSHIP SOLUTIONS, LLC –
MEMBERSHIPS
285,000+
CURRENT &
LEGACY
PEOPLE
220,000+
LIVING &
DECEASED
ORGANIZATIONS
4,000+
LOCATIONS
ACTIVITY
LOGS
800,000+
USERS 1,300+

MMS - Masonic Membership Solutions

History:

- Research Database providers – and selection - MJO Data
  Why MJO – and the advantages from other systems in the industry

- The Grand Encampment (GEKT) database loaded in 4th Quarter 2010
  Issues with file at time of LOAD – ONLY active
  KTEF – history – LS, AP, P – was lost for inactive members
  KTEF – Action item - 2011 – 2012 (Reinstated or Affiliated)
  ALL Originations - member coming back in active status after loaded into MMS
  Rebuild history when notified

- Why PC not Mac and why Internet Explorer (IE) selected 2010
  Mac – will emulate PC with IE using VMWARE Fusion
  Status on other browser support – Edge / Chrome

MMS - Masonic Membership Solutions

IMPORTANT MESSAGES TO USERS ----- please read:

MMS/YRIS is supported within a PC-Windows (Versions 7 – 10) environment running the Internet Explorer browser.

NOTE: Only Internet Explorer (IE) is supported as the base Browser at this time. We are currently addressing the issues within our software.

In ALL versions of Internet Explorer (IE) you must be in COMPATIBILITY VIEW Which is set within Tools from the Menu Bar.

Windows 10 Users

MMS/YRIS works in Windows 10 with the IE 11 Browser. Windows 10 comes with IE 11 and Edge installed but IE 11 is hidden by default. Follow the link below for instructions on adding IE 11 shortcut on your Windows 10 machine.

Click here for Windows 10 instructions

MAC Users

Mac users you should either move to a PC with Windows or move to software that can be loaded onto the Mac that provides you Windows and Internet Explorer (IE) functionality. Today there are two such products – Parallels and VMWARE Fusion both will support Windows and IE on the Mac.

MMS - Masonic Membership Solutions

October 31, 2015 GEKT purchased all rights to the object code, data tables and processing schema.

- GEKT formed Masonic Membership Solutions, LLC
- GEKT entered into a MMS Software Maintenance Agreement with MJO Data
  - User access to MMS System 24x7
    - System wide backup of source code and data (12am / 12pm daily) stored 2 months.
    - Programming support
  - Fulfillment for KTEF & GEKT
  - Live production site at **Tier 3** data center running Enterprise SQL on dedicated servers holding over 325 individual tables to support the MMS system
    - We also have at our support team location 3 additional servers
      - DEV – All development
      - QA - Quality Control – MMS support team tests all new enhancements & modifications
      - TEST LIVE – MMS support team preforms final testing

MMS - Masonic Membership Solutions

Data Centers throughout the industry are rated according to Tiers 1 – 4

- MMS is in a Tier 3 center:
  - **Tier 3** = All support within a Tier 1 + Tier 2 + the additional support:
    - Dual-powered equipment and multiple uplinks.
    - Guaranteeing 99.982% availability.
    - 1.6 hours Downtime Per Year

NOTE: Tier 4 = Guaranteeing 99.995% availability and 2.4 Minutes Down Per Year

A **data center** is a facility used to house computer systems and associated components, such as telecommunications and storage systems. It generally includes redundant or backup power supplies, redundant data communications connections, environmental controls (e.g., air conditioning, fire suppression) and security devices. Large data centers are industrial scale operations using as much electricity as a small town.

MMS - Masonic Membership Solutions

MMS Policy on system enhancements and modifications

- Done Wednesdays
  - Programming & DBA support start at 6:00am EST
    - TEST migrated to LIVE TEST
      - Technical team runs first set of production tests
        - National level – N
        - State level - S
        - Local level – L
          - Done for each masonic body in the database
            - Approved – release to MMS Support team

  - MMS Support team starts at 7:00am EST – and goes through the same test
    - Once approved LIVE TEST is migrated to LIVE

NOTE: Exceptions to that is if we discover an issue that could effect data integrity – we will take it down once we notify the user base that are on the system at that time.

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In 2012 we opened the database up to other Masonic bodies.

Today we have the following bodies in the system:

- Chapter & Council: (12 states)
  DE IA LA MO MT NH OK SC UT VT WY
- Chapter ONLY: (3 states)
  DC IN NY
- Council ONLY (1 state)
  IL
- Other Masonic Organizations (3)
  KTP
  WY Grand Lodge
  AMD

NOTE: Some states because of the size are adding records after we provided the structure

MMS - Masonic Membership Solutions

The following will outline the install fee structure and the annual maintenance fees which are billed based on membership as of midnight December 31, these are billed by the MMS, LLC.

File Conversions - One Time Fees	FEE
Task	$
Appendant ONLY - One Time License Fee	$3,000.00
Chapter & Council - One Time License Fee	$0.00
Master Setup	$250.00
Local Setup - Per Active Location	$5.00
Local Setup - Per In-Active Location	$5.00
Raw Records Converted / Dupes	$500.00
Raw Record Load - Per Active record	$0.060
Raw Record Load - Per In-Active record	$0.060

MMS - Masonic Membership Solutions

Additional install fees are required in some cases but not established until after the MMS team has time to review how the input data to be loaded will be received.

Hourly Rates - One Time Fees	FEE
Task	$
Hourly - Program Spec Conversions & Special Reports or Processes	$150.00
Hourly - Project Management Spec Conversions & Projects	$75.00
Hourly - Documentation	$35.00

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The fees as noted below are based on a report that is run at Midnight Dec 31st EST – and have two prices – Active Members – Inactive Members

Annual Maintenance Fee	FEE
Task	$
Annual Maintenance Fee - Per Record Active (Based on Midnight Dec 31st) Billed Jan - pro rated first year when converted	$0.12
Annual Maintenance Fee - Per Record Inactive or Petitioner or Candidate (Based on Midnight Dec 31st) Billed Jan - pro rated first year when converted	$0.04

MMS - Masonic Membership Solutions

The MMS support teams is broken into two areas and issues access and will do on-line or on site training.

- Knights Templar – Supported by Grand Encampment Office (GEKT)
- Other Bodies – Supported by MMS team - Knights Templar Eye Foundation Office (KTEF)

MMS: Masonic Membership Solutions

Chapters & Councils: (214) 888-0220
Administrator: Robert Bigley
Email: manager@yris.us

Grand Encampment of Knights Templar (Commanderies) (713) 349-8700
Administrator: John Elkinton
Email: john@gektusa.org

MMS - Masonic Membership Solutions

How access rights are assigned within the system:

- Two types of access rights available:
  - View only rights
  - Edit only rights

- When requests are received by the MMS support team the Grand Recorder or Secretary of that jurisdiction will be contacted as all rights are approved by him

- Each grand body must take the access rights serious and manage it monthly
  - Because we take security very serious it should be known that only Grand or Local Recorders or Secretaries or their assistant will be granted edit access

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How does one request access within MMS:

URL: www.masonic-web.com

(1) From the URL address select "Register for new User Account."
- Complete the form < click Create User >

(2) You will receive e-mail to validate email address.
- Validate address then < click Request Access >
  (can also be done through URL)
- Complete "Request Access" Form < click Submit >

(3) You will get email from Admin who either approves or disapproves your request.

(4) If approved go to URL and log in - complete Disclaimer.

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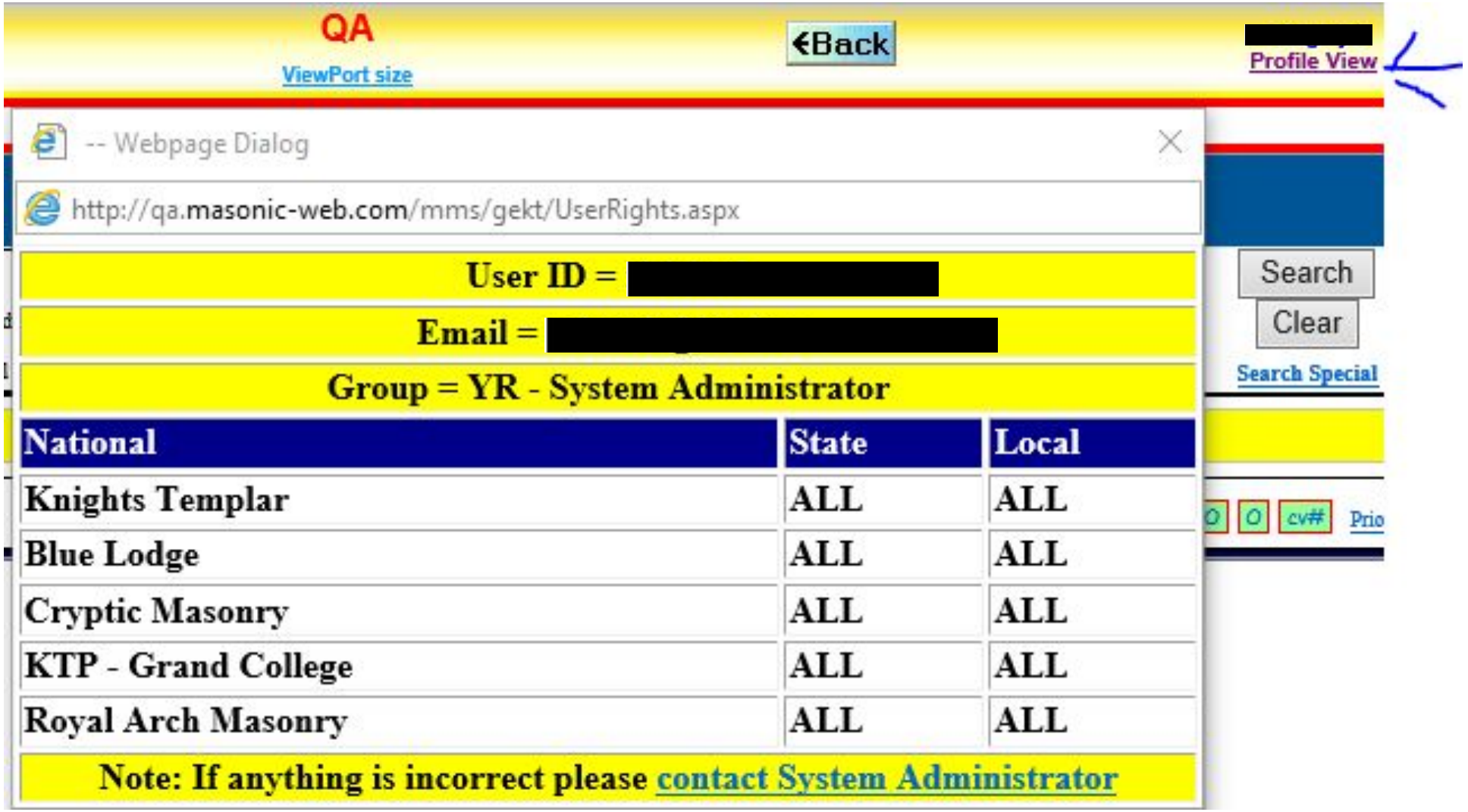
Once logged into MMS you will see the following:

MMS - Masonic Membership Solutions

As a user you can always verify your access once in the system:



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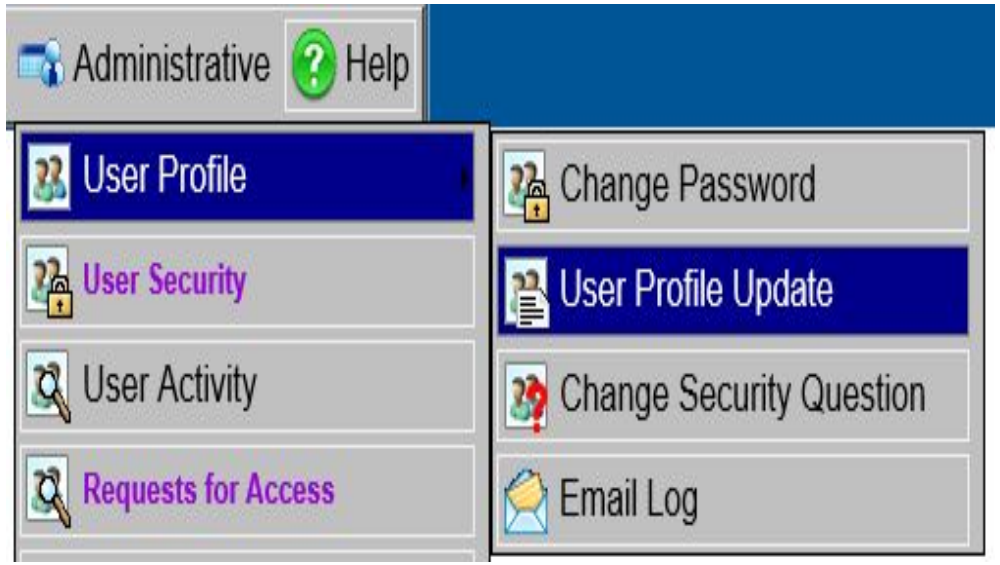
When ID's are setup they are assigned an Email address, which has nothing to do with the email address on the member's record.

- ID's are not linked to membership records.

- Because of this the User can always change that email address that is assigned to his ID by clicking:
  - *Administrative / User Profile / User Profile Update* from the home screen



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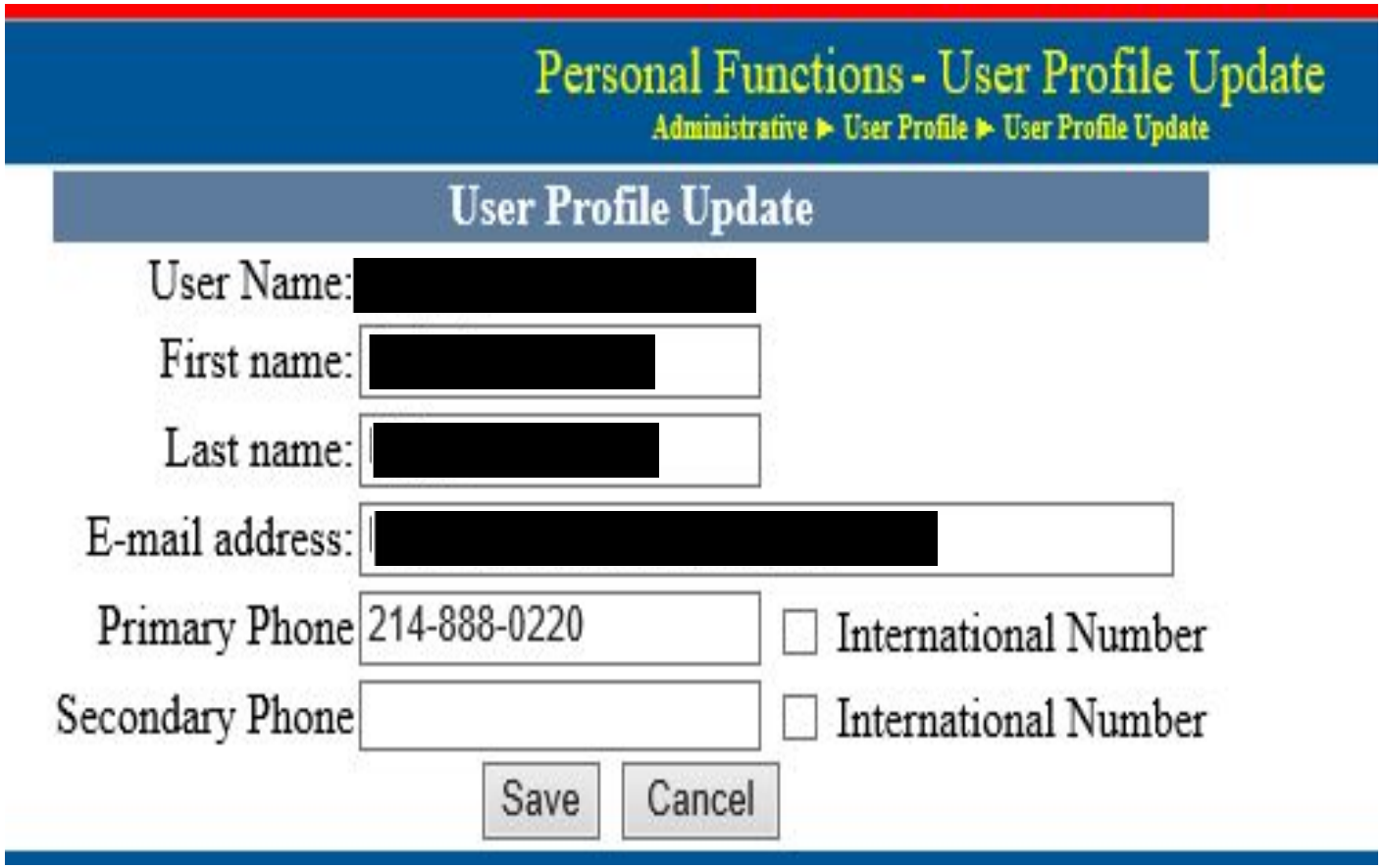
This brings up your personal profile which you can correct at any time.



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User ID's

- If you enter the incorrect Userid you will get a message

- If you have the correct ID but wrong password you will get a message

- Because of the clear messages there is no such thing as ***"the system will not let me in and I don't know why".***

- System locks the User ID if user tries to access 3 times with incorrect password. Message appears for user to contact System Administrator who will unlock User ID.

  NOTE: We cannot see passwords.

- Also every quarter we deactivate all User ID's that have not been used in over 12 months, when the user logs in after deactivation they get message to contact System Administrator.

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Log In Issues - Compatibility View

- Why we have it
  - Why is does get removed from IE settings
    - New message – no more SERVER ERROR.

MMS - Masonic Membership Solutions

➢ **Structure of a record**

- ❑ Everything in the database is stored at a N S L structure
  - N – National S – State L – Local
- ❑ Data within that structure for a member is a ONE-to-Many Relationship
  - One People record – contains Profile data
    - People record has MANY memberships
      - Current and historical membership status
      - Orders / Degree dates
      - Honors (National / State / Local)
      - Offices (Current & Past – National / State / Local)
      - Committees (National / State)
      - Elite Categories
      - Data on other Organizations not in Database
  - *KT –KTEF Contributions / Dues Notices / Dues Payments / Dues Cards*

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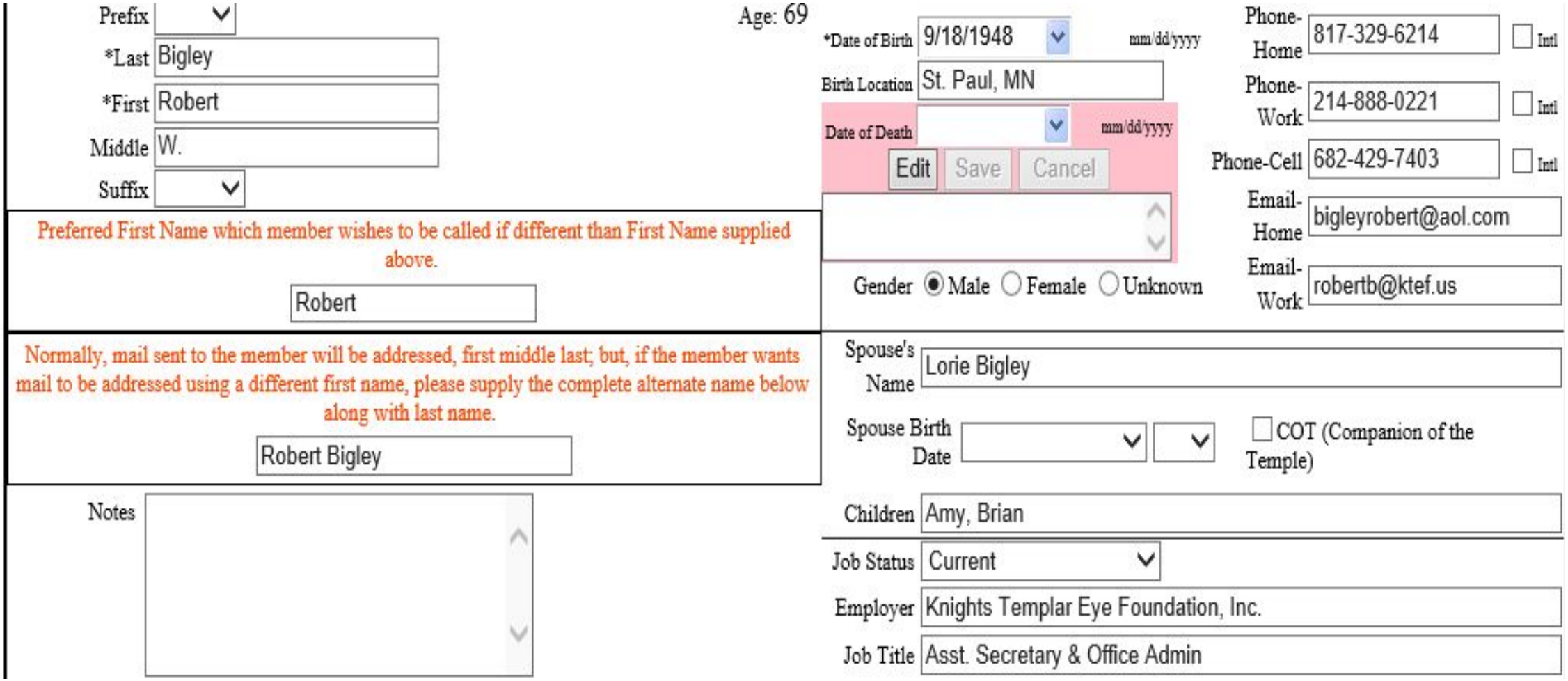
➢ **This is the People Record containing the members Profile data:**



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➢ **Individual members wanting to update their profile data can do that at any time**

❑ This is done by going to the GEKT web site **http://www.knightstemplar.org/**

- Within the pulldown “Information” will be a selection for “MM Solutions”
- Or at the bottom of the home window clicking on
  - “MM SOLUTIONS UPDATES”

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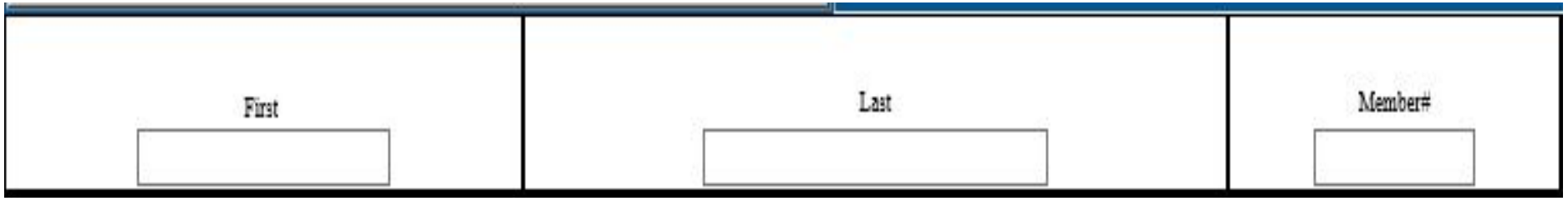
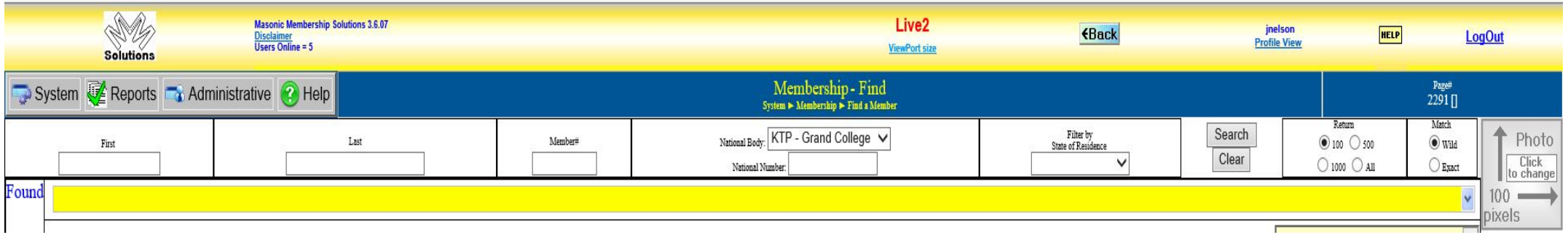
On this home screen you will also see the Member search area – by Name or member number:

- ❑ National View – has access to the full database – id assigned to
- ❑ State View/Edit – has access to database of all members within that state – id assigned to
- ❑ Local View/Edit – has access to database of all members within that local body – id assigned to

Hints – don't need the full name





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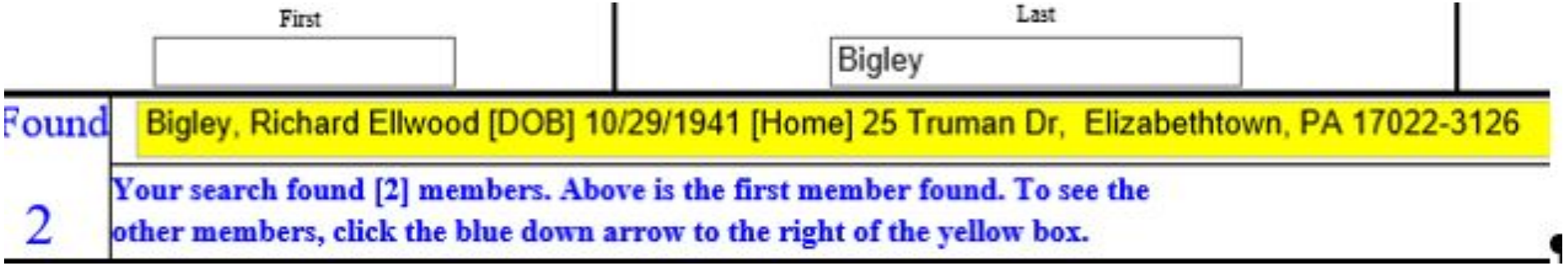
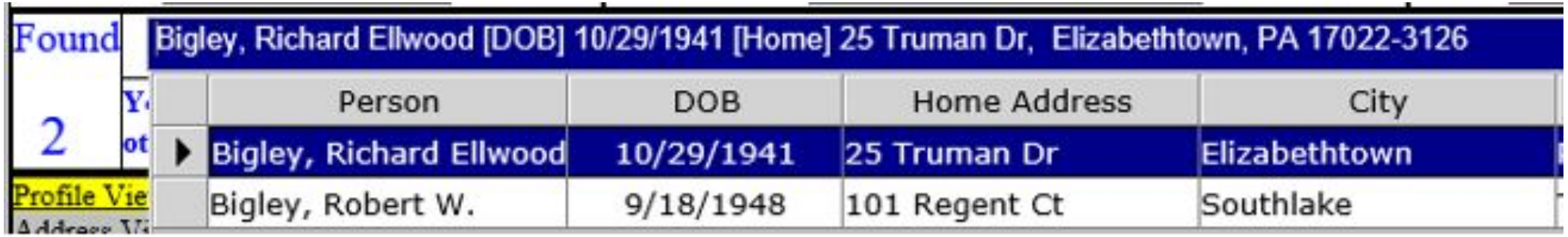
Once you do a name search the system will return its results

- The yellow bar will display the record found from the search entered.



- The FOUND area will tell you how many records it found.
- Using the pull down on the right of the yellow bar will display all the records found.



By selecting the area to the left of the name of the person you would like to look at will bring up the full Profile data for this member.

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Once in the system you will see the following screen:

➢ Top Left side you have:

- ❑ Logo – Clears screen your on and also gets you back to home screen
- ❑ 4 sections contain individual task – all are pull downs
  - System – shows you system tasks
  - Reports – provides 5 base sections to run reports
  - Administrative – administrative tasks
  - Help – contains user guides & documentation

MMS - Masonic Membership Solutions

System – shows you system tasks

- **Membership**
  Find a Member – used to find a member

- **Organization**
  Maintenance – allows for updates to be done to the National, State or Local body information based on your access rights.

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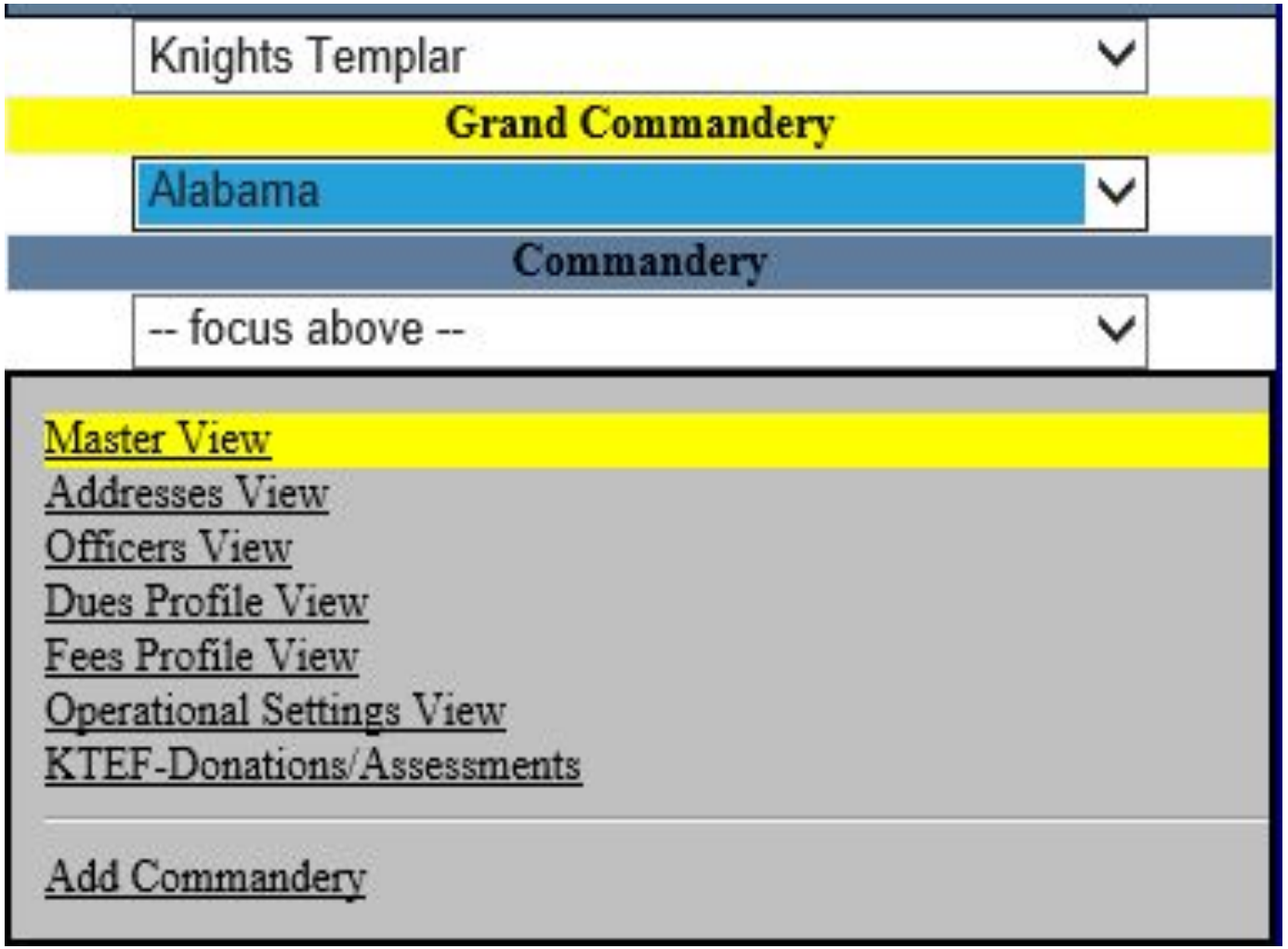
Organization Section:



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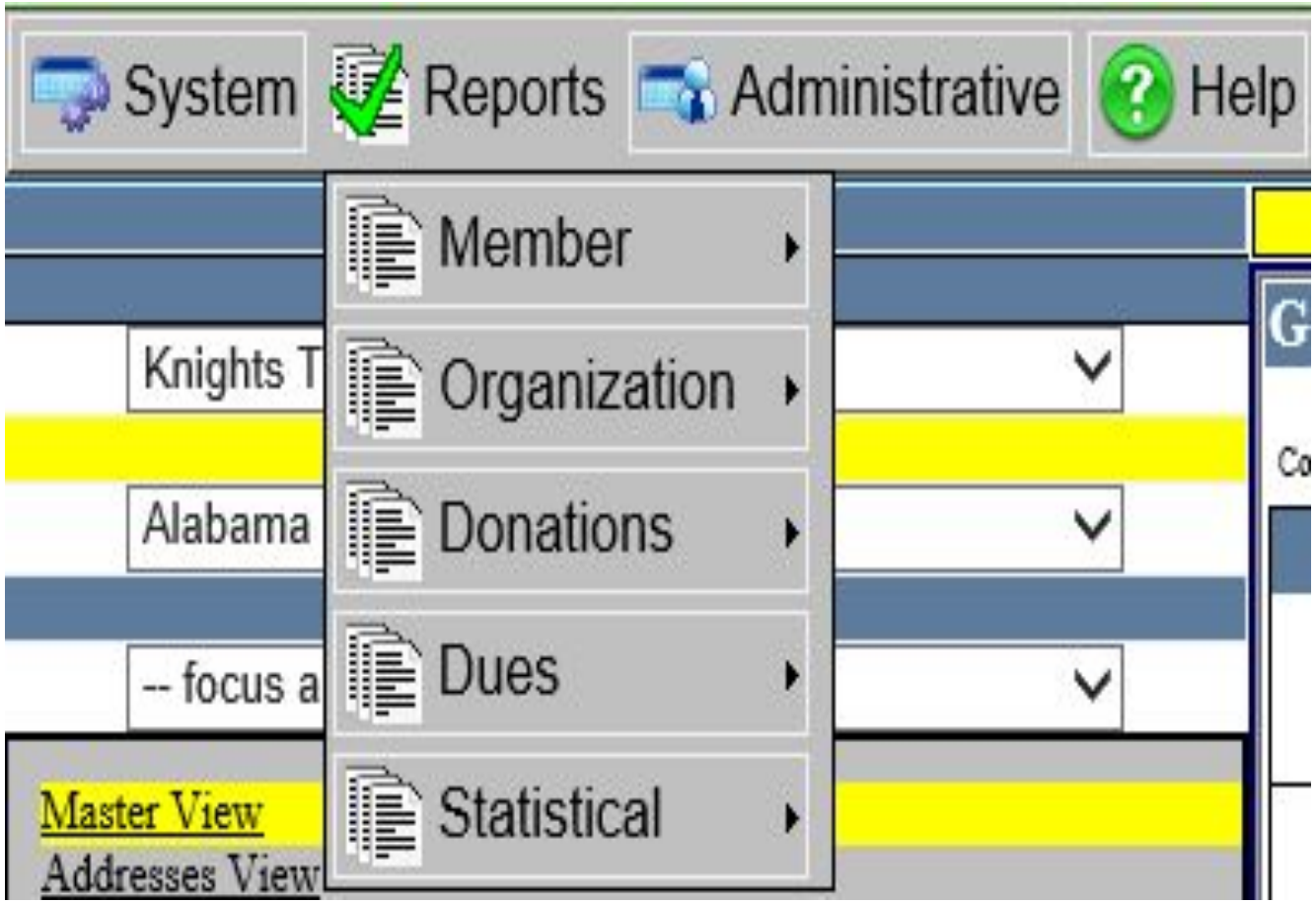
Reports – provides 5 base sections to run reports



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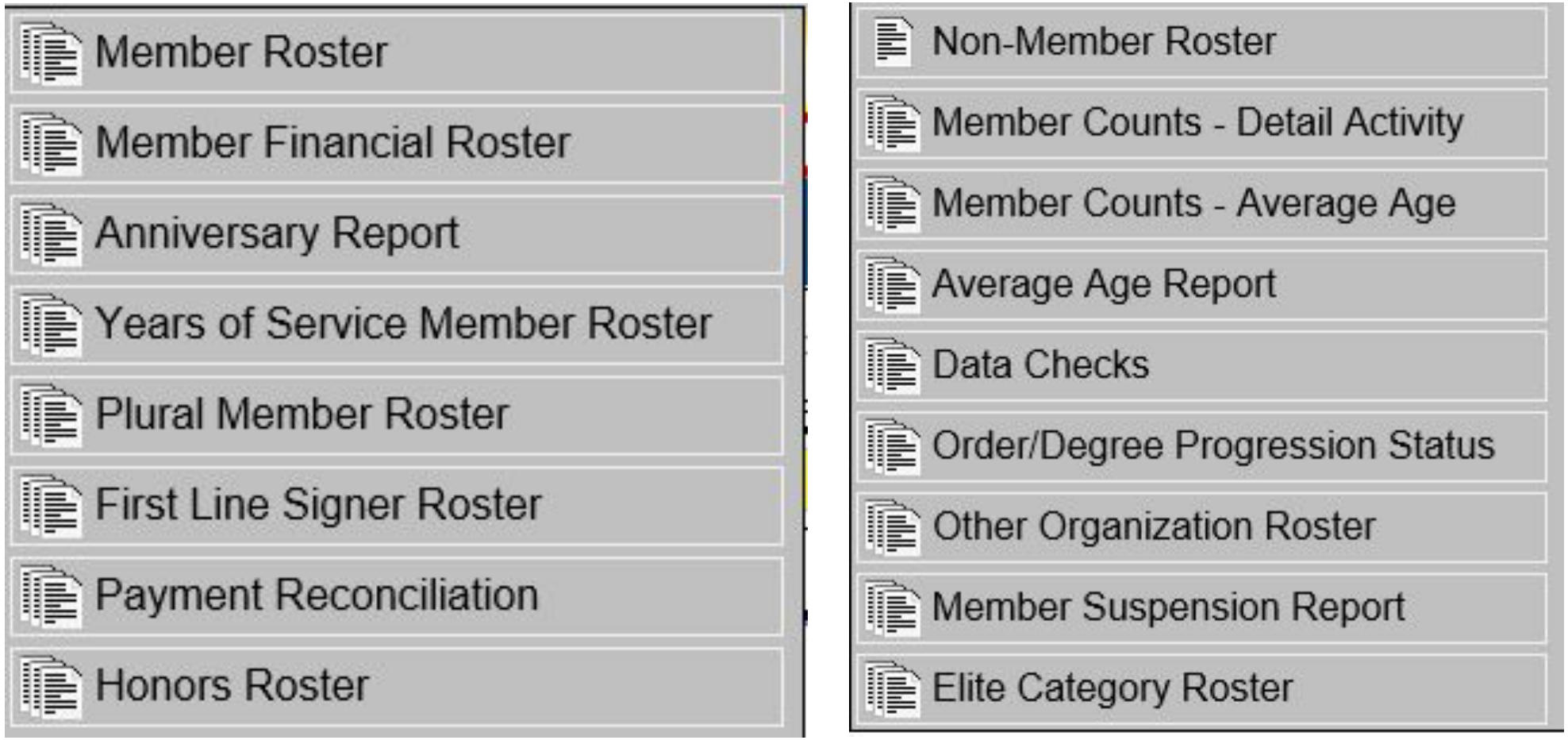
Reports – Member section



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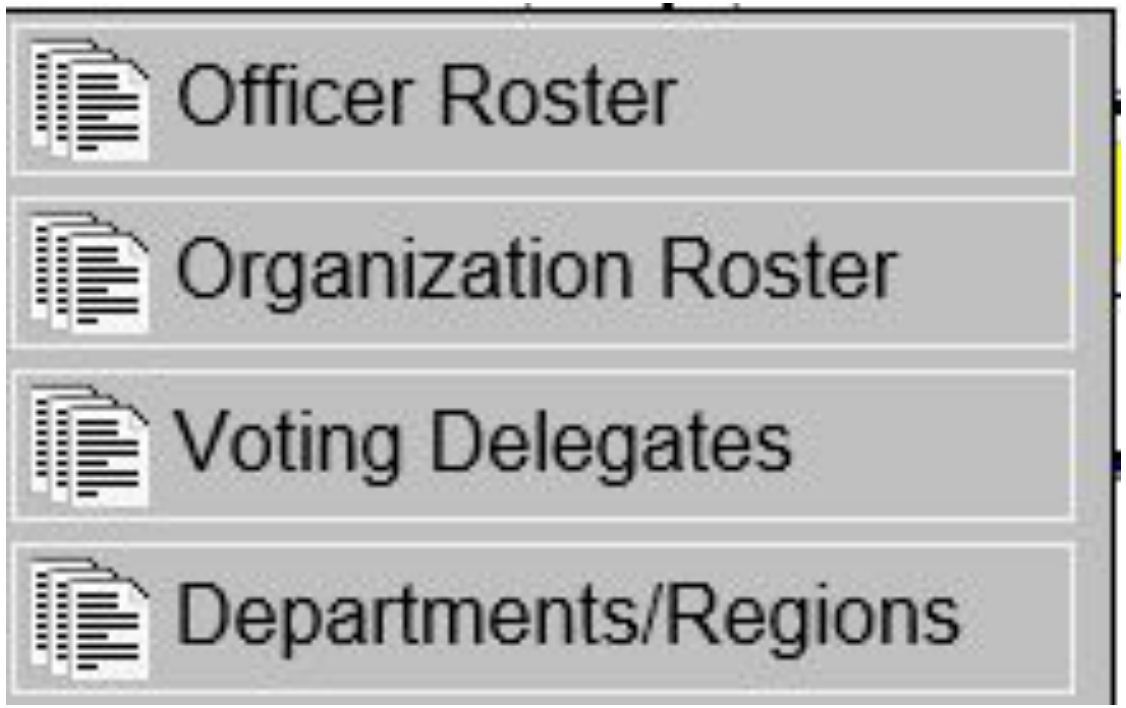
Reports – Organization section



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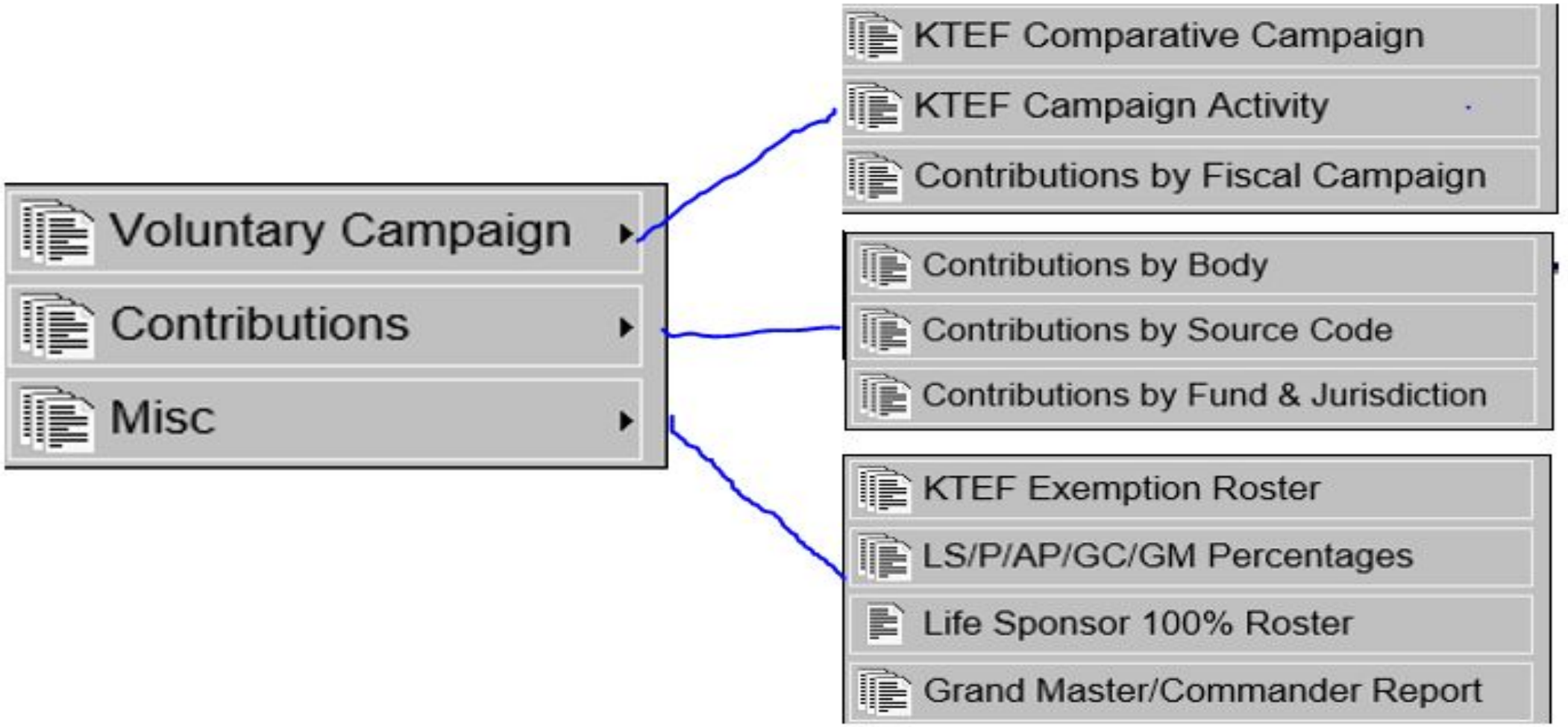
Reports – Donation section (KTEF ONLY)



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Reports – Dues section (GEKT ONLY)

Reports – Statistical section

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Administrative – User Profile section

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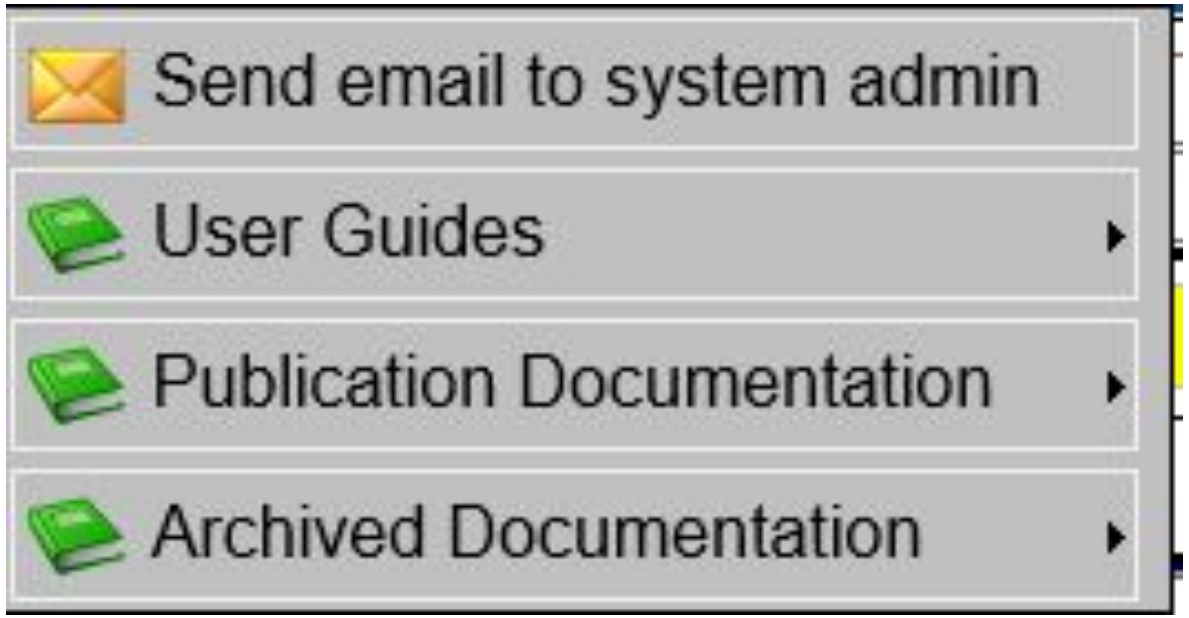
Help section



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Other Relationships

Member#	National	State	Local	Status	Status	Modified
6001008	AMD-Grand Council	St. John of Patmos	6 - St. John of Patmos	Invested-Regular	8/1/2018	8/6/2018
5002815	Blue Lodge	Wyoming	53 - Dubois	Raised	6/5/1984	6/5/1984
2003046	Cryptic Masonry	Wyoming	4 - Lander	Greeted	1/1/1900	10/26/2015
1497314	Knights Templar	Alaska	2 - Anchorage	Affiliated	3/5/2010	11/11/2017
1281479	Knights Templar	Colorado	41 - St Bernard	Affiliated	11/16/2007	1/1/1900
1489685	Knights Templar	Illinois	5 - Blaney	Affiliated	6/27/2016	6/28/2016
1499079	Knights Templar	Utah	0 - Samuel Paul Honors	Affiliated	11/3/2017	4/23/2018
1434959	Knights Templar	Wyoming	7 - Hugh de Payen	Knighted	4/13/1985	1/1/1900
4125862	KTP - Grand College	44 - Agnus Dei No. XLIV	Agnus Dei No. XLIV	Ordained-Regular	5/2/1993	5/2/1993
3003306	Royal Arch Masonry	Wyoming	6 - Mount Horeb	Exalted	1/1/1900	10/26/2015

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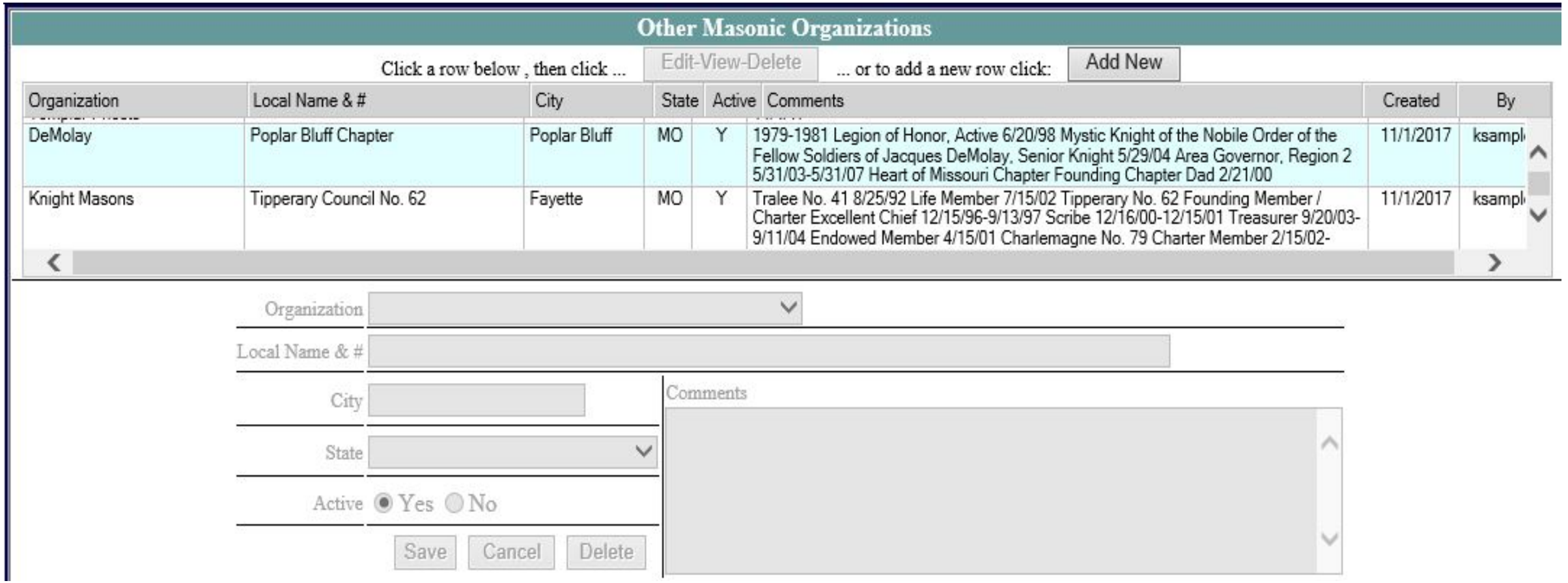
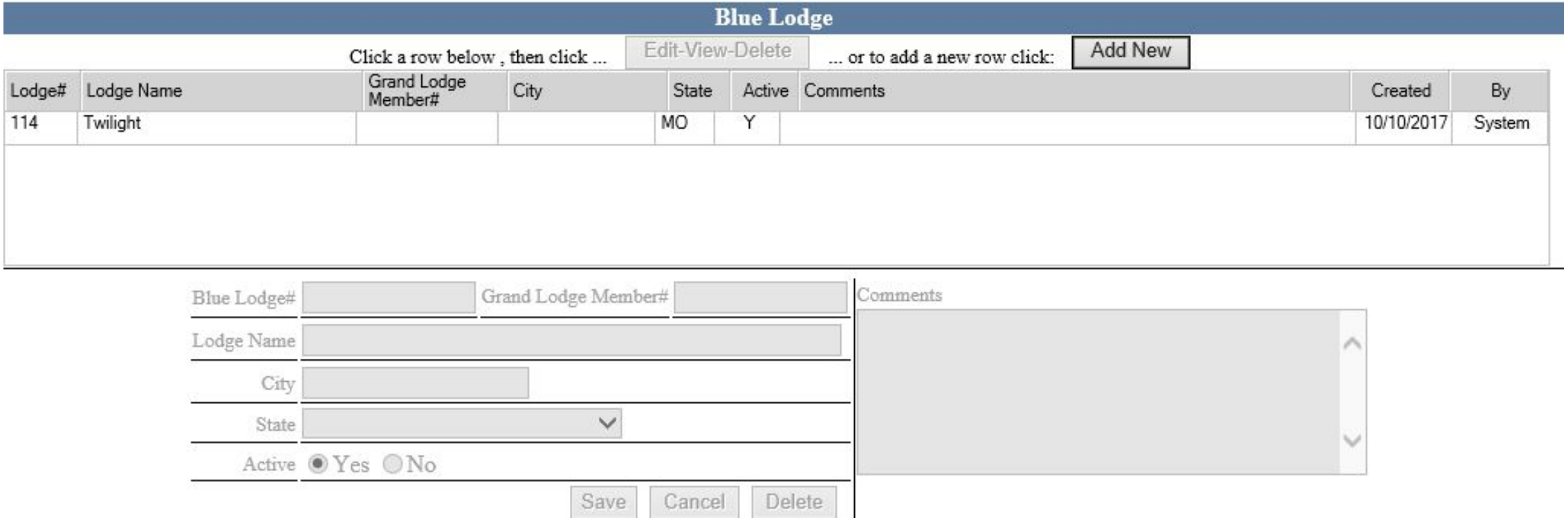
Other Organization Data



MMS - Masonic Membership Solutions

Blue Lodge Data