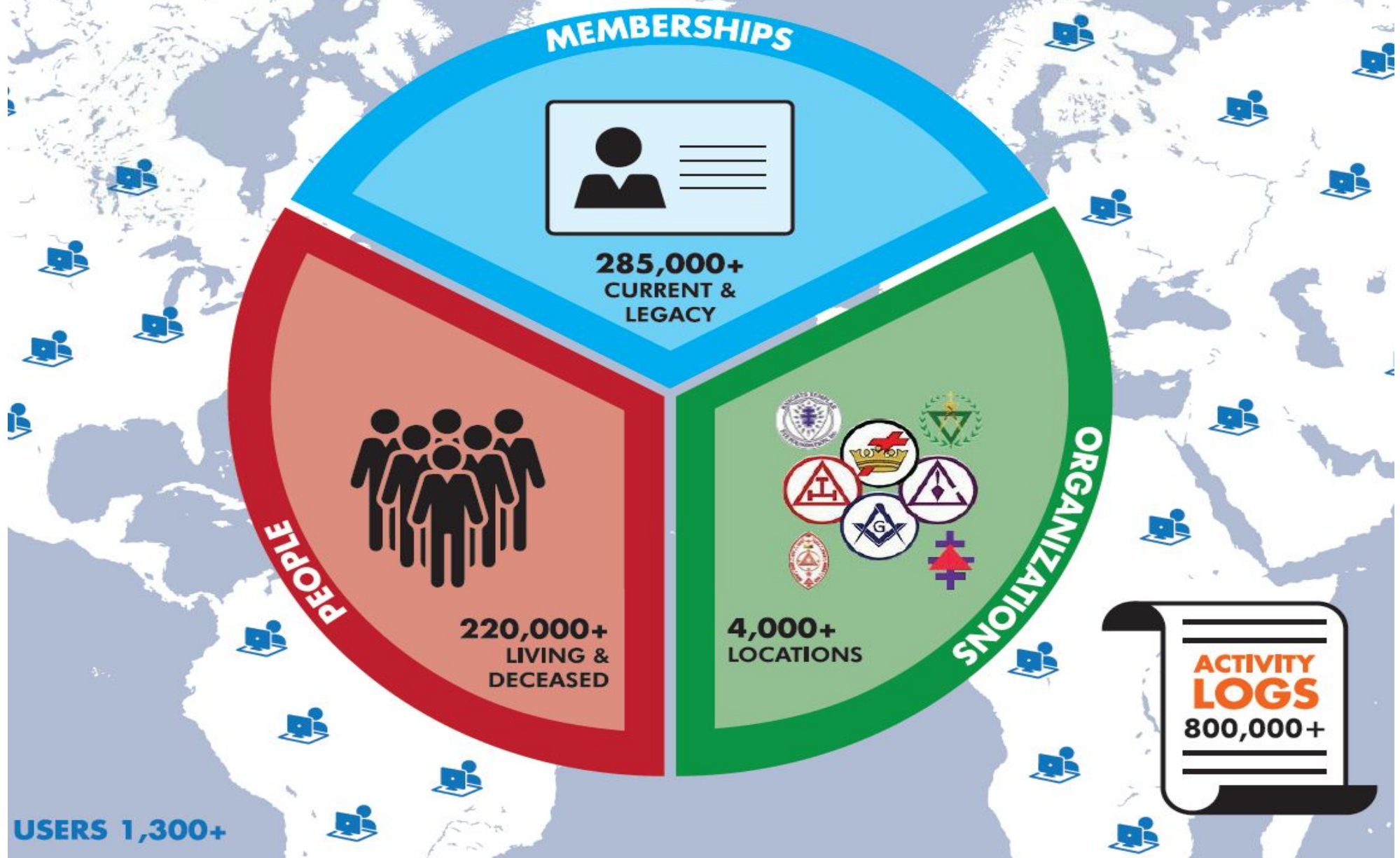


MASONIC MEMBERSHIP SOLUTIONS, LLC –

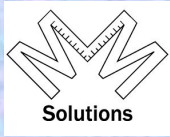




MMS - Masonic Membership Solutions

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

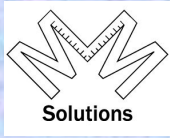
Mac users you should either move to a PC with Windows or move to software that can be loaded onto the Mac that provides you Windows and Internet Explorer (IE) functionality. Today there are two such products – [Parallels](#) and [VMWARE Fusion](#) both will support Windows and IE on the Mac.



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



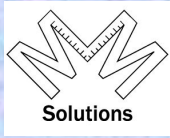
MMS - Masonic Membership Solutions

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.

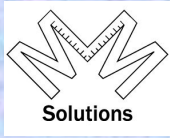


MMS - Masonic Membership Solutions

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.



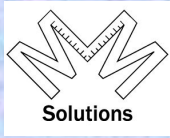
MMS - Masonic Membership Solutions

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

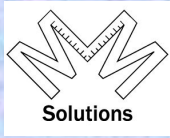
NOTE: Some states because of the size are adding records after we provided the structure



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.

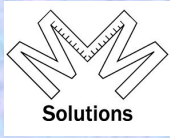
File Conversions - One Time Fees	FEE
Task	\$
Appendant ONLY - One Time License Fee	\$3,000.00
Chapter & Council - One Time License Fee	\$0.00
Master Setup	\$250.00
Local Setup - Per Active Location	\$5.00
Local Setup - Per In-Active Location	\$5.00
Raw Records Converted / Dupes	\$500.00
Raw Record Load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



MMS - Masonic Membership Solutions

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	\$
<p data-bbox="601 629 1447 925">Annual Maintenance Fee - Per Record Active (Based on Midnight Dec 31st) Billed Jan - pro rated first year when converted</p>	<p data-bbox="1760 886 1905 929">\$0.12</p>
<p data-bbox="601 953 1447 1325">Annual Maintenance Fee - Per Record Inactive or Petitioner or Candidate (Based on Midnight Dec 31st) Billed Jan - pro rated first year when converted</p>	<p data-bbox="1760 1282 1905 1325">\$0.04</p>



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 Records or Secretaries or their assistant will be granted edit access

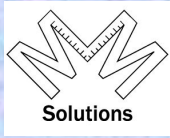


MMS - Masonic Membership Solutions

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.



MMS - Masonic Membership Solutions

Once logged into MMS you will see the following:

Masonic Membership Solutions

Login

User Name:

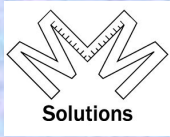
Password:

Log In

[Register for new User Account](#)

[Recover your forgotten Password](#)

[Request Access](#)



MMS - Masonic Membership Solutions

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

QA [ViewPort size](#) [←Back](#) [Profile View](#)

Webpage Dialog
http://qa.masonic-web.com/mms/gekt/UserRights.aspx

User ID = [REDACTED]

Email = [REDACTED]

Group = YR - System Administrator

National	State	Local
Knights Templar	ALL	ALL
Blue Lodge	ALL	ALL
Cryptic Masonry	ALL	ALL
KTP - Grand College	ALL	ALL
Royal Arch Masonry	ALL	ALL

Note: If anything is incorrect please [contact System Administrator](#)

Search
Clear
[Search Special](#)

cv# Prio



MMS - Masonic Membership Solutions

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





MMS - Masonic Membership Solutions

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

Personal Functions - User Profile Update
Administrative ► User Profile ► User Profile Update

User Profile Update

User Name: [REDACTED]

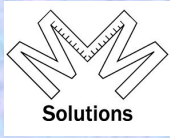
First name: [REDACTED]

Last name: [REDACTED]

E-mail address: [REDACTED]

Primary Phone: 214-888-0220 International Number

Secondary Phone: [REDACTED] International Number



MMS - Masonic Membership Solutions

User ID's

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

Login

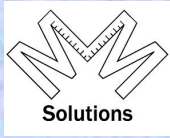
The User Entered is not a valid registered ID - Please double check or contact the System Administrator

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

Login

The User Password for the User ID entered is not correct - Please double check or contact the System Administrator

- 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.



MMS - Masonic Membership Solutions

Log In Issues - Compatibility View

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

Login

Invalid browser setup. Please use internet explorer in compatibility mode. See instructions below.

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

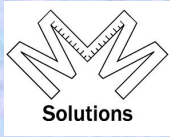


MMS - Masonic Membership Solutions

➤ Structure of a record

- ❑ Everything in the database is stored at a N S L structure
 - N – National S – State L – Local

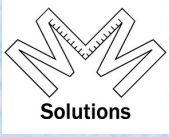
- ❑ Data within that structure for a member is a ONE-to-Many Relationship
 - One People record – contains Profile data
 - People record has MANY memberships
 - Current and historical membership status
 - Orders / Degree dates
 - Honors (National / State / Local)
 - Offices (Current & Past – National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



MMS - Masonic Membership Solutions

➤ This is the People Record containing the members Profile data:

Prefix <input type="text"/> *Last <input type="text" value="Bigley"/> *First <input type="text" value="Robert"/> Middle <input type="text" value="W."/> Suffix <input type="text"/>	Age: 69	*Date of Birth <input type="text" value="9/18/1948"/> mm/dd/yyyy Birth Location <input type="text" value="St. Paul, MN"/> Date of Death <input type="text"/> mm/dd/yyyy <input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>	Phone-Home <input type="text" value="817-329-6214"/> <input type="checkbox"/> Intl Phone-Work <input type="text" value="214-888-0221"/> <input type="checkbox"/> Intl Phone-Cell <input type="text" value="682-429-7403"/> <input type="checkbox"/> Intl Email-Home <input type="text" value="bigleyrobert@aol.com"/> Email-Work <input type="text" value="robertb@ktef.us"/>
Preferred First Name which member wishes to be called if different than First Name supplied above. <input type="text" value="Robert"/>		Gender <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Unknown	
Normally, mail sent to the member will be addressed, first middle last; but, if the member wants mail to be addressed using a different first name, please supply the complete alternate name below along with last name. <input type="text" value="Robert Bigley"/>		Spouse's Name <input type="text" value="Lorie Bigley"/> Spouse Birth Date <input type="text"/> <input type="text"/> <input type="checkbox"/> COT (Companion of the Temple)	
Notes <input type="text"/>		Children <input type="text" value="Amy, Brian"/> Job Status <input type="text" value="Current"/> Employer <input type="text" value="Knights Templar Eye Foundation, Inc."/> Job Title <input type="text" value="Asst. Secretary & Office Admin"/>	



MMS - Masonic Membership Solutions

➤ 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”

Masonic Membership Solutions

Personal Identification Verification - Required for Secure Entrance

First Name:

Membership#:

Last Name:

Birth Date: mm/dd/yyyy

All fields are required.

Membership# is obtained from your dues card.



MMS - Masonic Membership Solutions

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

First <input type="text"/>	Last <input type="text"/>	Member# <input type="text"/>
-------------------------------	------------------------------	---------------------------------

The screenshot shows the MMS web application interface. At the top, there is a yellow navigation bar with the MMS Solutions logo, version information (Masonic Membership Solutions 3.6.07), a disclaimer, and the number of users online (5). The user is logged in as 'Live2'. There are links for 'Back', 'Profile View', 'HELP', and 'LogOut'. Below this is a blue navigation bar with 'System', 'Reports', 'Administrative', and 'Help' menus. The main content area is titled 'Membership - Find' and includes a breadcrumb trail 'System > Membership > Find a Member'. The search area contains three input fields for 'First', 'Last', and 'Member#'. There are also dropdown menus for 'National Body' (set to 'KTP - Grand College') and 'Filter by State of Residence'. Search controls include 'Search' and 'Clear' buttons, and options for 'Return' (100, 500, 1000, All) and 'Match' (Wild, Exact). A 'Photo' section with a 'Click to change' button and a '100 pixels' indicator is also visible.



MMS - Masonic Membership Solutions

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

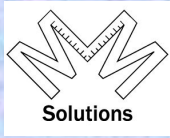
- The yellow bar will display the record found from the search entered.

	First		Last	Bigley
Found	Bigley, Richard Ellwood [DOB] 10/29/1941 [Home] 25 Truman Dr, Elizabethtown, PA 17022-3126			
2	Your search found [2] members. Above is the first member found. To see the other members, click the blue down arrow to the right of the yellow box.			

- 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.

Found	Bigley, Richard Ellwood [DOB] 10/29/1941 [Home] 25 Truman Dr, Elizabethtown, PA 17022-3126			
2	Person	DOB	Home Address	City
▶	Bigley, Richard Ellwood	10/29/1941	25 Truman Dr	Elizabethtown
Profile View	Bigley, Robert W.	9/18/1948	101 Regent Ct	Southlake

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.



MMS - Masonic Membership Solutions

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.



MMS - Masonic Membership Solutions

Organization Section:

Knights Templar	▼
Grand Commandery	
Alabama	▼
Commandery	
-- focus above --	▼

Master View

Addresses View

Officers View

Dues Profile View

Fees Profile View

Operational Settings View

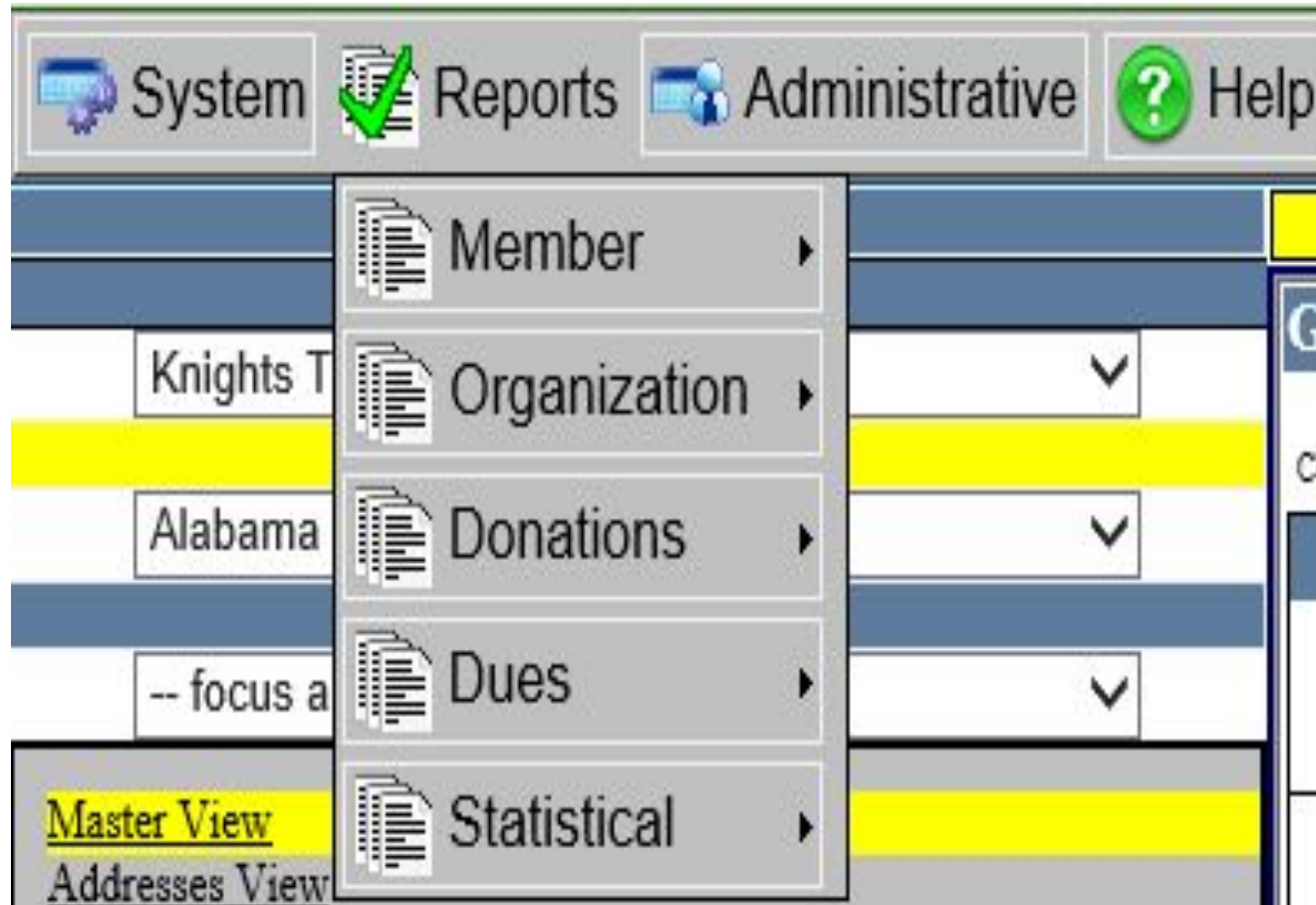
KTEF-Donations/Assessments

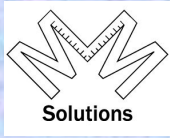
Add Commandery



MMS - Masonic Membership Solutions

Reports – provides 5 base sections to run reports





MMS - Masonic Membership Solutions

Reports – Member section


-  Member Roster
-  Member Financial Roster
-  Anniversary Report
-  Years of Service Member Roster
-  Plural Member Roster
-  First Line Signer Roster
-  Payment Reconciliation
-  Honors Roster

-  Non-Member Roster
-  Member Counts - Detail Activity
-  Member Counts - Average Age
-  Average Age Report
-  Data Checks
-  Order/Degree Progression Status
-  Other Organization Roster
-  Member Suspension Report
-  Elite Category Roster



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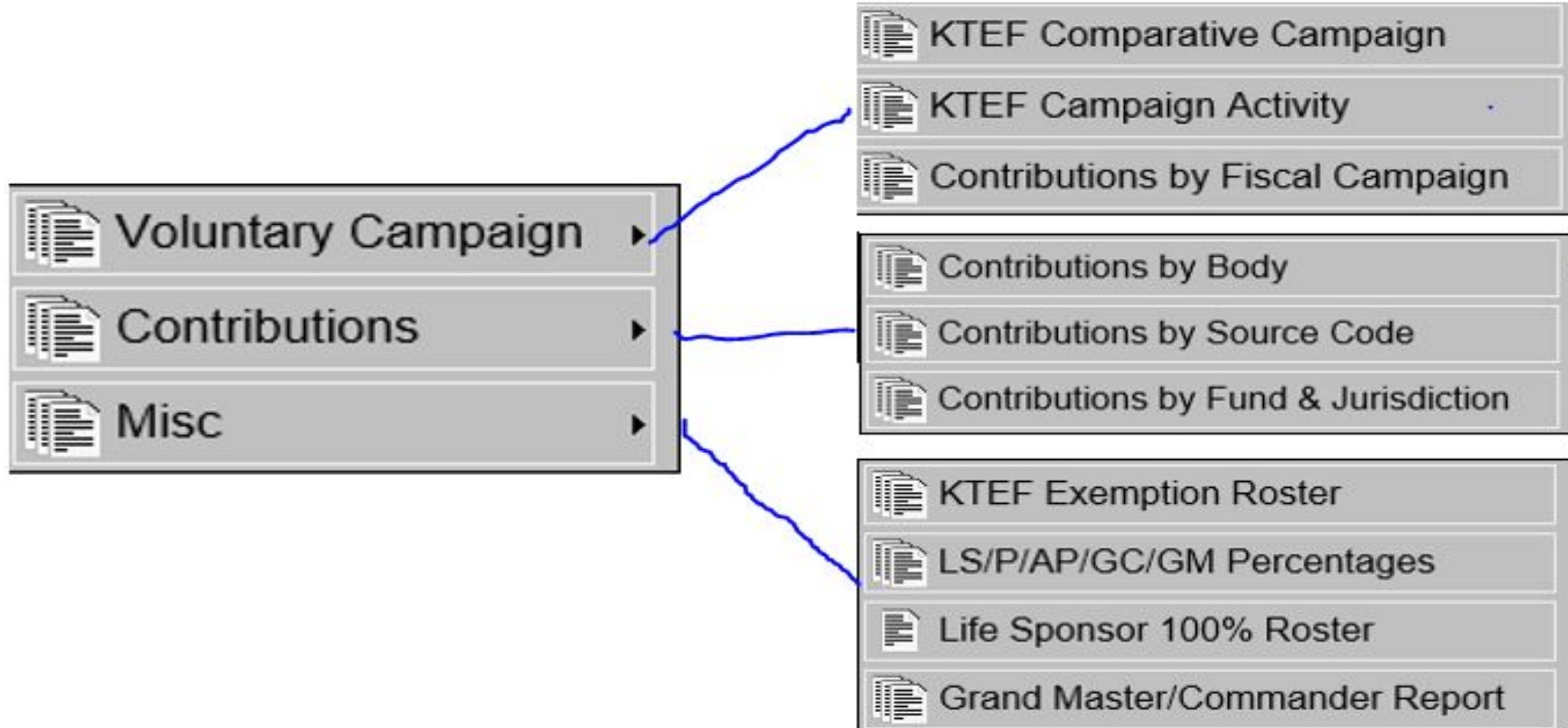
Reports – Organization section

-  Officer Roster
-  Organization Roster
-  Voting Delegates
-  Departments/Regions



MMS - Masonic Membership Solutions

Reports – Donation section (KTEF ONLY)





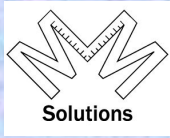
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Reports – Dues section (GEKT ONLY)



Reports – Statistical section





MMS - Masonic Membership Solutions

Administrative – User Profile section

-  User Profile ▶
-  User Forms ▶





-  Change Password
-  User Profile Update
-  Change Security Question
-  Email Log

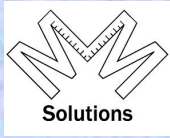
-  Recorder Signature Form



MMS - Masonic Membership Solutions

Help section

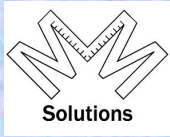
-  Send email to system admin
-  User Guides ▶
-  Publication Documentation ▶
-  Archived Documentation ▶



MMS - Masonic Membership Solutions

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	Knighthood	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

Other Masonic Organizations							
Organization	Local Name & #	City	State	Active	Comments	Created	By
DeMolay	Poplar Bluff Chapter	Poplar Bluff	MO	Y	1979-1981 Legion of Honor, Active 6/20/98 Mystic Knight of the Nobile Order of the Fellow Soldiers of Jacques DeMolay, Senior Knight 5/29/04 Area Governor, Region 2 5/31/03-5/31/07 Heart of Missouri Chapter Founding Chapter Dad 2/21/00	11/1/2017	ksampl
Knight Masons	Tipperary Council No. 62	Fayette	MO	Y	Tralee No. 41 8/25/92 Life Member 7/15/02 Tipperary No. 62 Founding Member / Charter Excellent Chief 12/15/96-9/13/97 Scribe 12/16/00-12/15/01 Treasurer 9/20/03-9/11/04 Endowed Member 4/15/01 Charlemagne No. 79 Charter Member 2/15/02-	11/1/2017	ksampl

Click a row below , then click ...

Edit-View-Delete

... or to add a new row click:

Add New

Organization

Local Name & #

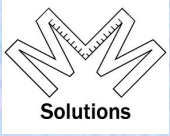
City

State

Active Yes No

Comments

Save Cancel Delete



MMS - Masonic Membership Solutions

Blue Lodge Data

Blue Lodge

Click a row below , then click ...

Edit-View-Delete

... or to add a new row click:

Add New

Lodge#	Lodge Name	Grand Lodge Member#	City	State	Active	Comments	Created	By
114	Twilight			MO	Y		10/10/2017	System

Blue Lodge#	<input type="text"/>	Grand Lodge Member#	<input type="text"/>	Comments
Lodge Name	<input type="text"/>			<div style="background-color: #f0f0f0; height: 150px; border: 1px solid #ccc; padding: 5px;"> <div style="text-align: right; margin-top: -20px;">^</div> <div style="text-align: right; margin-bottom: -20px;">v</div> </div>
City	<input type="text"/>			
State	<input type="text" value="v"/>			
Active	<input checked="" type="radio"/> Yes <input type="radio"/> No			
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>				