Contacts Field Descriptions

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A List	The Alist can be used by your institution to organize your contacts into useful categories for mailings. To add a contact to the Alist, click in the Alist box. This will produce a check mark in the box and add the contact to the list. The name "Alist" can be changed to a custom field tag under Setup | Custom Fields. [ALIST : Logical]
Activity, Programs and Events Attended	Lists activities, programs and events that the person attended. Also, when a pledge is made to a campaign as a result of a specific campaign activity, that activity is automatically entered here. [ACTIVITY : Memo]
Address (Selectable)	This is not are real field in the database. Insert this field named <Addr_Box_Contacts> into mailmerge letters to print contact addresses following these rules: When Country is set to USA under System parameters Primary Address is selected: Company Address1 Address2 City, State ZIP Country When Country is set to USA under System parameters Secondary Address is selected: Greeting Company Xaddress1 Xaddress2 Xcity, Xstate Xzip Xcountry When Country is set to UK under System parameters Primary Address is selected: Greeting Company Address1 Address2 City, County Zip Country When Country is set to UK under System parameters Secondary Address is selected: Greeting Company Xaddress1 Xaddress2 Xcity, Xcounty Xzip Xcountry [ADDBOX : Memo]
Address Change Date	Enter the date on which the contact's address was manually updated. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats: ANSI - YYYY.MM.DD American - MM/DD/YYYY

	British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [ADDRCHG1 : Date]
Address History	Click on the open file folder icon next to the Address Change Date field to view the Address Change History for this contact. [ADDRHIST : Memo]
Address Type Primary	The Primary Address may have a type assigned to it such as Home, Work, Summer, Winter, etc. [ADDTYPE1 : Character (10)]
Address Type Secondary	The Secondary Address may have a type assigned to it such as Home, Work, Summer, Winter, etc. [ADDTYPE2 : Character (10)]
Address1	Individual's, membership's, or institution's mailing address. [ADDRESS1 : Character (50)]
Address2	An additional line for recording an individual's, membership's, or institution's mailing address. [ADDRESS2 : Character (50)]
Affiliations	Contacts-Biography Information: Use this field to enter any associates or group affiliations for the contact. [AFFILIATE : Memo]
Alternate Billing Address	Enter the "Primary - Alternate Address for Membership Billing" as you would like it to appear on the envelope or mailing label. [BILLADD1 : Memo]
Alternate Billing Email	Enter the Alternate Billing Contact's email address. [BILLEMAIL : Character (50)]
Alternate Billing Mail Date 1	Enter the beginning date for alternate billing. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats: ANSI - YYYY.MM.DD American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [BMAILDATE1 : Character (5)]
Alternate Billing Mail Date 2	Enter the ending date for alternate billing. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats: ANSI - YYYY.MM.DD American - MM/DD/YYYY British - DD/MM/YYYY

	German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [BMAILDATE2 : Character (5)]
Alternate Billing Phone	Enter the phone number of the individual or organization that will receive the renewal notice and billing for the membership. [BILLPHONE : Character (25)]
B List	The Blist can be used by your institution to organize your contacts into useful categories for mailings. To add a contact to the Blist, click in the Blist box. This will produce a check mark in the box and add the contact to the list. The name "Blist" can be changed to a custom field tag under Setup | Custom Fields. [BLIST : Logical]
Bill to Member	Click either Yes or No to indicate if the contact is to be billed for the membership. [BILLMEMBER : Numeric (1)]
Billing Address (Selectable)	This is not are real field in the database. Insert this field labeled <Addr_Box_MemBilling > into mailmerge letters to print the Membership Billing Address following these rules: If Membership Alternative Billing is selected and Primary Alternate Address is selected: Memo field for BillAdd1 is used If Membership Alternative Billing is selected and Secondary Alternate Address is selected: Memo field for BillAdd2 is used If Membership Alternative Billing is not selected then the address is dirived from the rules for the field "Address (Selectable)." [BILLADDBOX : Memo]
Billing Name (Selectable)	This is not are real field in the database. It is used on mailmerge letters to print the appropriate Dear field. [BILLNAME : Character (60)]
Birthday	Contacts-Biography Information: Enter the contact's birth date. [BIRTHDAY : Date]
Campaign Activity#	The default Campaign Activity# for this contact. [ACTIVITYNO : Numeric (2)]
Campaign#	The default campaign number for this contact. [CAMPAIGNO : Numeric (6)]
Caption	Image Management: Enter a caption for the image. [CAPTION : Character (75)]
Cell Phone	Use this field to record the contact's cellular phone number. [PHONECELL : Character (25)]
Children & Other Relationships	Contacts-Biography Information: List the names of the contact's children or other important relationships in his or her life. [RELATIONS : Memo]
City	City portion of the address. [CITY : Character (30)]

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Company	Company, corporation, or organization name. This field can be left blank for individuals or memberships whose mailing address does not include a company. [COMPANY : Character (50)]
Complimentary Dues	This logical field is flagged if the last dues renewal was complimentary. [DUESCOMPED : Logical]
Country	Country portion of the address. [COUNTRY : Character (30)]
County	County portion of the address (UK). [COUNTY : Character (30)]
Current Solicitor	Record the name of the person who is currently assigned to be responsible for soliciting donations from a contact. [SOLICITOR2 : Character (30)]
Date (today)	[X : Date]
Date Joined	Displayed as "Date Joined", the date that this membership was established. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats: ANSI - YYYY.MM.DD American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [STARTED : Date]
Dates & Places of Birth and Death	Contacts-Biography Information: Use this unlimited notes field to record the dates of birth and death as well as information about where a contact was born. For example, b. 05/15/1938 Pittsburgh, PA d. 03/24/1989 Exton, PA. [DATES : Memo]
Dear (casual)	The Dear (casual) field is used to indicate the name you wish to appear in a letter after the word "Dear" in casual letters. For example, you may enter "Smitty" in this field and whenever a letter is generated for this individual the greeting will read "Dear Smitty." [DEAR2 : Character (60)]
Dear (formal)	The Dear (formal) field is used to indicate the name you wish to appear in a letter after the word "Dear" in formal letters. For example, you may enter "Mr. Smith" in this field and whenever a letter is generated for this individual the greeting will read "Dear Mr. Smith." [DEAR : Character (60)]
Deceased	Contacts-Biography Information: A check box in this field indicates the person is deceased. When the Deceased box is checked, a "DECEASED" flag will appear in the top left portion of the screen. [DECEASED : Logical]
Deceased Date	Contacts-Biography Information: The date the person died. [DECDATE : Character (15)]

Docent	A docent is a lecturer or tour guide in a museum. To add an individual to the Docent List, click in the Docent box at the top of the Contacts Screen. This will produce a check mark in the box and add the individual to the Docent List. [DOCENT : Logical]
Donation Matching Policy	Many employers sponsor matching gift programs and will match charitable contributions made by their employees. Use the Donation Matching Policy field to describe the company's policy on gift matching. [MATCHNOTES : Memo]
Donations	Do not enter data in this field; it is automatically maintained by the program. [DONATIONS : Numeric (10;2)]
Donations in 2008	Total donations for the year 2005 or fiscal year 2005-2006. [DONYEAR1 : Numeric (9;2)]
Donations in 2009	Total donations for the year 2006 or fiscal year 2006-2007. [DONYEAR2 : Numeric (9;2)]
Donations in 2010	Total donations for the year 2007 or fiscal year 2007-2008. [DONYEAR3 : Numeric (9;2)]
Donations in 2011	Total donations for the year 2008 or fiscal year 2008-2009. [DONYEAR4 : Numeric (9;2)]
Donations in 2012	Total donations for the year 2009 or fiscal year 2009-2010. [DONYEAR5 : Numeric (9;2)]
Donations in 2013	Total donations for the year 2010 or fiscal year 2010-2011. [DONYEAR6 : Numeric (9;2)]
Donations in 2014	Total donations for the year 2011 or fiscal year 2011-2012. [DONYEAR7 : Numeric (9;2)]
Donations in 2015	Total donations for the year 2012 or fiscal year 2012-2013. [DONYEAR8 : Numeric (9;2)]
Donations in 2016	Total donations for the year 2013 or fiscal year 2013-2014. [DONYEAR9 : Numeric (9;2)]
Donations in 2017	Total donations for the year 2014 or fiscal year 2014-2015. [DONYEAR10 : Numeric (9;2)]
Dues Amount	Enter the amount of dues paid by this type of membership. [DUES : Numeric (9;2)]
Dues Amount Change Date	Records the date that a dues payment was received when it is more or less than the prior dues payment amount. [DUESUDDATE : Date]
Dues Paid	The total amount of dues paid. [DUESPAID : Numeric (12;2)]
Dues Paid in 2008	Total membership dues for the year 2005 or fiscal year 2005-2006. [DUESYEAR1 : Numeric (9;2)]
Dues Paid in 2009	Total membership dues for the year 2006 or fiscal year 2006-2007. [DUESYEAR2 : Numeric (9;2)]

Dues Paid in 2010	Total membership dues for the year 2007 or fiscal year 2007-2008. [DUESYEAR3 : Numeric (9;2)]
Dues Paid in 2011	Total membership dues for the year 2008 or fiscal year 2008-2009. [DUESYEAR4 : Numeric (9;2)]
Dues Paid in 2012	Total membership dues for the year 2009 or fiscal year 2009-2010. [DUESYEAR5 : Numeric (9;2)]
Dues Paid in 2013	Total membership dues for the year 2010 or fiscal year 2010-2011. [DUESYEAR6 : Numeric (9;2)]
Dues Paid in 2014	Total membership dues for the year 2011 or fiscal year 2011-2012. [DUESYEAR7 : Numeric (9;2)]
Dues Paid in 2015	Total membership dues for the year 2012 or fiscal year 2012-2013. [DUESYEAR8 : Numeric (9;2)]
Dues Paid in 2016	Total membership dues for the year 2013 or fiscal year 2013-2014. [DUESYEAR9 : Numeric (9;2)]
Dues Paid in 2017	Total membership dues for the year 2014 or fiscal year 2014-2015. [DUESYEAR10 : Numeric (9;2)]
Education	Contacts-Biography Information: This is an unlimited notes field in which you may record information about the educational background of a contact. [EDUCATION : Memo]
Email	Use this field to record the contact's email address. [EMAIL : Character (50)]
Email2	Use this field to record a second email address for this contact. This email address will be listed as a "cc" for emails sent to this contact. [EMAIL2 : Character (50)]
Email3	Use this field to record a third email address for this contact. This email address will be listed as a "cc" for emails sent to this contact. [EMAIL3 : Character (50)]
Emergency Contact	Enter the name of the person the contact would like to have notified in case of emergency. [VOLCONTACT : Memo]
Employee	To add a contact to the Employee List, click in the Employee box at the top of the Contacts Screen. This will produce a check mark in the box and add the contact to the Employee List. [EMPLOYEE : Logical]
Employer, Occupation	Contacts-Biography Information: Enter the name of the contact's employer or list occupations held by the contact in the past. [OCCUPATION : Memo]
Fax#	Use this field to record the contact's fax number. [FAXNO : Character (25)]
Field 01	This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF1 : Character (75)]
Field 02	This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF2 : Character (75)]

Field 03	This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF3 : Character (85)]
Field 04	This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF4 : Date]
Field 05	This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. This field is best used for currency. [UDF5 : Numeric (10;2)]
Field 06	This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. This field is best used for currency. [UDF6 : Numeric (10;2)]
Field 07	This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. This field is best used for currency. [UDF7 : Numeric (12;2)]
Field 08	This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. This field is best used for currency. [UDF8 : Numeric (12;2)]
Field 09	This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. This field is best used for currency. [UDF9 : Numeric (12;2)]
Field 10	This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF10 : Character (75)]
Field 11	This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF11 : Character (75)]
Field 12	This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF12 : Character (75)]
Field 13	This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF13 : Character (75)]
First Name	First name of the contact. This field is only for search and display purposes. By default, it is not printed on mailing labels. [FIRSTNAME : Character (30)]
Follow-Up Date	Follow-up date for scheduling future appointments or phone calls to a contact. [FUDATE : Date]
Follow-Up Notes	Enter any notes recarding what should occur during follow up. [FUNOTES : Memo]
Follow-Up Type	Use the Follow-Up Type field to specify what type of follow-up was performed, e.g., call, email, fax, letter, meeting, visit, or other. This field is controlled by a drop-down menu. Click on the downward pointing arrow to the right of the field to view entries in the authority file. Click on your choice to select an entry for the field. You can add, edit, or delete items on this list from Main Menu | Setup | Authority Files. [FUTYPE : Character (10)]

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Group	Each contact may be assigned to a group. You can define your own group names by going to Main Menu | Setup | Contacts. [GROUP : Character (30)]
Home Phone	Use this field to record the contact's home phone number. [PHONEH : Character (25)]
Hours and Availability Details	Enter information about the number of hours and availability for volunteer hours for the contact. [VOLAVAIL : Memo]
ID#	Each contact must be assigned a unique ID#. When adding a new contact, PastPerfect will alert you of the last number used and invite you to assign the next number in the sequence. You may use the suggested number or assign any other unique number to the contact. Use this ID# to link a contact to an accession by entering the ID# on the Accession Screen. Contacts may also be linked in this manner to Incoming Loans and Temporary Custody screens. [IDNO : Numeric (6)]
Image (picture)	Image used for Report Maker Reports. [imagefile : Character (60)]
Imagefile	Name of associated image file (must include image subdirectory, e.g., "001\mypic.jpg") [IMAGEFILE : Character (40)]
In-kind Donation	This field stores a description of the last in-kind donation. In-kind donations include goods, services, commodities, stocks, bonds or real property. [INKIND : Memo]
In-kind Donation Date	This field stores the date of the last In-kind donation. [INKINDATE : Date]
In-kind Donation Type	This field store the type of the last in-kind donation. [INKINDTYPE : Character (30)]
In-kind Donation Value	This field store the value of the last in-kind donation. [INKINDVAL : Numeric (13;2)]
In-kind Total	This field stores the total value of in-kind donations. [INKINDTOT : Numeric (13;2)]
Include on Overdue List	Select Yes or No if you want this contact's membership to appear on the Overdue List when scheduled dues payments are not made. [ACTIVE : Numeric (1)]
Income Level	Enter the approximate income level for the contact. This field is controlled by a drop-down menu. Click on the downward pointing arrow to the right of the field to view entries in the authority file. Click on your choice to select an entry for the field. You can add, edit, or delete items on this list from Main Menu | Setup | Authority Files. [INCOME : Character (18)]
Industry	Click on the open folder icon to the right of the Company field. This takes you to a subscreen of information that can be collected about a company. Use the Industry field to record the type of business. This field is controlled by an Authority File. With the cursor in the field, press F7 or right click to view entries in the Industries Authority File. Double click on your choice to enter the industry name in the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [INDUSTRY : Character (30)]
Interests	Contacts-Biography Information: List the contact's hobbies, interests, or preferred activities in the Interests field. [INTERESTS : Memo]

Interval	Interval for dues payments may be annual, biannual, semiannual, life, quarter, month, week, or other. [INTERVAL : Character (20)]
Largest Donation	This field stores the largest donation made by the contact. [MAXDONATE : Numeric (12;2)]
Largest Donation Date	This field stores the date that the largest donation was received. [MAXDATE : Date]
Largest Dues Payment	This field stores the largest membership dues payment made by the contact. [MAXDUES : Numeric (10;2)]
Last Donated	This field stores the last date of the last donation made. [LASTDONATE : Date]
Last Donation Amount	This field stores the amount of the last donation entered for this contact. [LASTDONAMT : Numeric (10;2)]
Last Donation Tax Deductable Amount	This field stores the amout designated as tax deductible for the last donation made. [LASTDONDED : Numeric (10;2)]
Last Dues Paid Amount	This field stores the amount of the last dues payment entered for this contact. [LASTDUEAMT : Numeric (10;2)]
Last Dues Tax Deductable Amount	This field stores the amout designated as tax deductible for the last dues payment made. [LASTDUEDED : Numeric (10;2)]
Last Mailing	Each time a letter or label is printed for a contact, the date is automatically entered here. [LASTMAILED : Datetime]
Last Name	Last name of the contact. This field is only for search and display purposes. By default, it is not printed on mailing labels. [LASTNAME : Character (40)]
Last Paid	This field is automatically filled with the date of the last dues payment for a membership when entering dues receipts. You may enter this date manually if required. [LASTPAID : Date]
Maiden Name	Contacts-Biography Information: Enter the contact's maiden name in this field, if it exists. [MAIDENNAME : Character (50)]
Mail & Contact Log	This unlimited notes field is for notes about mailings and the contact. [CONTACT : Memo]
Maildate1	This field is used to indicate the starting date for changing over to the contact's secondary address. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats: ANSI - YYYY.MM.DD American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY To set the type of date you wish to use, go to the Setup screen and choose System

	Parameters. Make your selection from the Date Style drop-down menu. [MAILDATE1 : Character (5)]
Maildate2	This field is used to indicate the ending date or the last day that mail will be sent to the contact's secondary address. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats: ANSI - YYYY.MM.DD American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [MAILDATE2 : Character (5)]
Mailing Lists	This field displays the name or names of mailing lists on which the contact is included. Do not enter data in this field; it is automatically maintained by the program. [LISTS : Memo]
Marital Status	Contacts-Biography Information: Select a marital status for the contact from the prefilled drop-down menu. [MARSTATUS : Character (12)]
Membership Name	Name of the membership. This can be an contact's name, a family name, a company name, corporation, or organization. [MEMBERNAME : Character (50)]
Membership Type	Your organization probably has a number of Membership Types. To create Membership Types go to Setup | Contacts and choose the Membership Types buton on the Sidebar. Add, edit or delete Membership Types, Membership Types Codes and Membership Types Dues on this screen. [TYPE : Character (20)]
Membership#	The Membership# is the unique identifying number that PastPerfect uses to link the membership to dues and donations. [MEMNO : Numeric (6)]
Membership# (old)	Membership# transfered from PastPerfect version 3.5. This field is not used in version 4.0. [MEMBERNO : Character (10)]
Name & Title	Enter the name and title of the contact in the order you wish it to appear on letters and mailing labels. Generally, entries in the Name and Title field use first name, middle initial, last name, and title as their format. For example, "Dr. Paul T. Smith, Executive Director". [GREETING : Character (50)]
Nick Names or Alias	Contacts-Biography Information: Enter any other names by which the contact has been known, including nicknames, maiden name, married names, or aliases. [OTHERNAME : Memo]
Notes	The Notes field may be used to record any additional information. There is no limit to the number of lines or the type of information recorded in this field. [NOTES : Memo]
Number of Employees	Clicking on the open folder icon to the right of the Company field opens a screen in which you may enter some information about the company. Enter the number of

	employees at the company, if known. [NOEMPLOYEE : Numeric (6)]
Original Solicitor	Record the name of the person who was originally assigned to be responsible for soliciting donations from a contact. [SOLICITOR1 : Character (30)]
Other#	Other number may be used to record any number which may have been given to a contact other than the number assigned by your museum. This is useful for Contacts databases that have been converted to PastPerfect from other computer systems. [OTHERNO : Character (10)]
Paid thru	This field displays the date that the membership expires. When membership dues payments are received, this date is automatically recalculated to be the current paid thru date plus the interval. [NEXTDUE : Date]
Places/Areas of Residence	Contacts-Biography Information: List places associated with the contact and/or places where the contact has lived. [RESIDENCE : Memo]
Planned Giving Information	Use this field to briefly describe any planned giving for this contact. Planned giving usually requires legal documents which should be managed by the organization directors. Planned giving or charitable gift planning refers to the process of making a charitable gift of estate assets to a nonprofit organization. Planned gifts are usually deferred, meaning they are arranged now and fulfilled later. For example, a person could include a provision in his or her will to make a bequest to a charitable organization. That arrangement would be a "planned" gift. Some types of planned giving are charitable trust, charitable lead trust, charitable gift annuity, or charitable remainder trust. [PGIVING : Memo]
Pledge Amount	The Pledge Amount field is a dollar amount pledged to your organization by a contact. [PLEDGE : Numeric (10;2)]
Potential Pledge Amount	Use this field to estimate the total potential pledges for this contact. [POTENTIAL : Numeric (12;2)]
Prior Dues Amount	Records the prior dues amount that was more or less than the last dues payment. [DUESUPDOWN : Numeric (9;2)]
Prospect Rating	Use this field to indicate whether the contact is a good prospect for making gifts and donations to your institution. This field is controlled by a drop-down menu. Click on the downward pointing arrow to the right of the field to view entries in the authority file. Click on your choice to select an entry for the field. You can add, edit, or delete items on this list from Main Menu | Setup | Authority Files. [RATING : Character (25)]
Publications	Contacts-Biography Information: List any publications by or about the contact or publications in which images or information about the contact are published. For example, Webster's Biographical Dictionary. 1976. p.1148. [PUBLISHED : Memo]
Secondary Address Change Date	Enter the date on which the contact's secondary address was manually updated. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the

	following formats: ANSI - YYYY.MM.DD American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [ADDRCHG2 : Date]
Secondary Address1	Individual's, membership's, or institution's secondary address. [XADDRESS1 : Character (50)]
Secondary Address2	An additional line for recording an individual's, membership's, or institution's secondary mailing address. [XADDRESS2 : Character (50)]
Secondary Billing Address	Enter the "Secondary - Alternate Address" for membership billing as you would like it to appear on the envelope or mailing label. [BILLADD2 : Memo]
Secondary Cell/Pager	Use this field to record the contact's secondary cellular phone number. [XPHONECELL : Character (25)]
Secondary City	City portion of the secondary address for this contact. [XCITY : Character (30)]
Secondary Country	Country portion of the secondary address for this contact. [XCOUNTRY : Character (30)]
Secondary County	County portion of the secondary address for this contact (UK). [XCOUNTY : Character (30)]
Secondary Fax#	Use this field to record the contact's secondary fax number. [XFAXNO : Character (25)]
Secondary Home Phone	Use this field to record the contact's secondary home phone number. [XPHONEH : Character (25)]
Secondary State	Enter the two character state code for the contact's secondary address. [XSTATE : Character (20)]
Secondary Work Phone	Use this field to record the contact's secondary work phone number. [XPHONEW : Character (25)]
Secondary Zip	Use this field to record the ZIP Code or Postal Code associated with the contact's Secondary Address. [XZIP : Character (13)]
Sex	Contacts-Biography Information: Indicate whether the contact is male or female. [SEX : Character (6)]
Skills & Work Preferences	Enter information about any special skills, talents, education, or expertise that the contact brings to his/her volunteer work. [VOLSKILLS : Memo]

Spouse	Use the spouse field to record the name of the husband or wife of the contact. Enter the spouse's Contact ID# in the Spouse ID# field to link the two contacts. [SPOUSE : Character (30)]
Spouse ID#	Enter the spouse's Contact ID# in this field to link the two contact records. [SPOUSEIDNO : Numeric (6)]
State	Enter the two character state code. [STATE : Character (2)]
Stopmail	Place a check mark in the "Stop Mail" box and no mailing label will be printed for this contact. [STOPMAIL : Logical]
Student	Put a check mark next to the word "Student" if the contact is a student. [STUDENT : Logical]
Subtype	In addition to Membership Types, your organization may also have Membership Subtypes. To create Membership Subtypes go to Setup | Contacts and choose the Membership Subtypes buton on the Sidebar. Add, edit or delete Membership Subtypes and Membership Subtype Codes on this screen. [SUBTYPE : Character (20)]
Title	Title is a formal appellation attached to the name of a person by virtue of office, rank, hereditary privilege, noble birth, education, or attainment, or used as a mark of respect. Common titles include, Mr., Mrs., Ms., Dr., Curator, Director, President, Reverend, etc. [TITLE : Character (40)]
Titles & Honors	Contacts-Biography Information: Enter any titles or honors bestowed upon the contact. Title is a formal appellation attached to the name of a person by virtue of office, rank, hereditary privilege, noble birth, education, or attainment, or used as a mark of respect. List the title or honor and the group, institution or entity that bestowed the title or honor. [TITLES : Memo]
Updated	The last date and time the record was changed is automatically entered in this field. [UPDATED : Datetime]
Updated by	If you are using Security, the name of the last person to edit the record is automatically entered. [UPDATEDBY : Character (25)]
Use Alternate Billing Address	To send membership bills and notices to an address other than the contact's address, click the "Check this box to send membership bills and notices to the address below" button and follow the instructions on the subscreen. [ALTBILLING : Logical]
Volunteer	A volunteer is a person who performs services for your museum or institution without pay. To add an individual to the Volunteer List, click in the Volunteer box. This will produce a check mark in the box and add the contact to the Volunteer List. Click the Volunteer button on the Sidebar to enter more information about the volunteer. [VOLUNTEER : Logical]
Volunteer Available Friday	Put a check mark in the box next to the word "Friday" if the volunteer is available to work on Friday. [VOLFRI : Logical]

Volunteer Available Monday	Put a check mark in the box next to the word "Monday" if the volunteer is available to work on Monday. [VOLMON : Logical]
Volunteer Available Saturday	Put a check mark in the box next to the word "Saturday" if the volunteer is available to work on Saturday. [VOLSAT : Logical]
Volunteer Available Sunday	Put a check mark in the box next to the word "Sunday" if the volunteer is available to work on Sunday. [VOLSUN : Logical]
Volunteer Available Thursday	Put a check mark in the box next to the word "Thursday" if the volunteer is available to work on Thursday. [VOLTHUR : Logical]
Volunteer Available Tuesday	Put a check mark in the box next to the word "Tuesday" if the volunteer is available to work on Tuesday. [VOLTUE : Logical]
Volunteer Available Wednesday	Put a check mark in the box next to the word "Wednesday" if the volunteer is available to work on Wednesday. [VOLWED : Logical]
Volunteer Available from	Enter the beginning date that the volunteer is available. [VOLSTART : Date]
Volunteer Available until	Enter the ending date of availability for volunteer hours for the contact. [VOLEND : Date]
Volunteer Status	Enter the status of the volunteer. Choices are active, in training, inactive, and pending. This field is controlled by a drop-down menu. Click on the downward pointing arrow to the right of the field to view entries in the authority file. Click on your choice to select an entry for the field. You can add, edit, or delete items on this list from Main Menu | Setup | Authority Files. [VOLSTATUS : Character (12)]
Website	Use this field to record the contact's website address. [WEBSITE : Character (60)]
Work Phone	Use this field to record the contact's work phone number. [PHONEW : Character (25)]
Zip	Enter the ZIP Code or Postal Code. [ZIP : Character (13)]