

## Fields Needed In Template & Database

### General Information Tab

ID	Number
Association Name	Text
Street Address	Text
City	Text
State	Text
Zip	Text
Country	
Phone	Text (Phone Format)
Fax	Text (Phone Format)
Website Address	Text
Association Description	Memo (with scroll bar)
Category	List box <ul style="list-style-type: none"><li>- Construction</li><li>- Engineering</li><li>- Environmental</li><li>- Green</li></ul>

### Additional Information Tab

Association Contacts	Memo (with scroll bar)
National Association Officers	Memo (with scroll bar)
Number Of Members	Text
Data Founded	Text
Chapter Locations	Memo (with scroll bar)

## Styling Example of How The Template Should To The Viewer

The screenshot displays a software interface for managing addresses. The main window is titled "Addresses" and features a header for the current record, "Nicole Caron". Below the header, there are two tabs: "General Information" and "Other Information". The "General Information" tab is selected, showing a form with the following fields and values:

Address ID	4	Email Address	
First Name	Nicole	Home Phone	3245550122
Last Name	Caron	Work Phone	3245550155
Address	4321 Old Oak Rd.	Work Extension	
City	Redmond	Fax Number	3245550155
State/Province	WA	Mobile Phone	3245550155
Postal Code	86453	Date Last Talked	6/17/1999
Country	USA	Date Updated	1/23/2000

On the right side of the form, there are two sections: "Tasks" and "Reports". The "Tasks" section includes "Create new Address", "Dial...", and "Preview Fact Sheet". The "Reports" section includes "Addresses by Last Name", "Birthdays This Month", "Greeting Card List", and "Provide Feedback". At the bottom of the window, a status bar indicates "Record: 1 of 6".