

# WSO ONLINE GROUP RECORDS

The WSO Online Group Records application allows District Representatives to view the Al-Anon group records for their district in the WSO database. It is a password protected Web site that requires the same login and password you use for AFG Connects. Your login and password are confidential and for your use only.

District Representatives are able to:

- Compare District records with the WSO records
- Check when a new group has been registered or a change has been processed
- Run reports for their district on demand

A current version of your browser is recommended to best view the application.

## Logging in:

Go to the Login page at <http://al-anon.info/OnlineGroupRecords>

Type in your login and password (Use the same login and password you use for AFG Connects)

- Click on “log in” and that will take you to the home page

## What if I don't remember my password?

1. Below the login and password field click on “If you cannot remember your password to log in, [click here](#)”
2. Click on “Forgot my password” and enter your user name.
3. Open your e-mail Inbox and find the message from [custserv@al-anon.org](mailto:custserv@al-anon.org) entitled “**AFG Connects Password reset request.**”
4. Click the link in the e-mail message labeled “Reset my password.”
5. Enter your new password twice.
6. Click on Submit.

**Go back to the WSO Online Group Records site and e-mail the WSO Group Records Coordinator if you need assistance.**

## How can I find a specific group?

Several search criteria are available. You can search by:


- Group ID
- Meeting city
- Zip/Postal
- Status

or any combination of the above criteria. After selecting your criteria, click “search.”\* You can sort the result list by clicking on the column heading. The groups matching the search criteria may have several pages. Just click on the page number at the bottom of list to view the additional pages.

\*If no criteria are entered, it will bring up all groups in the district.

## How can I see the group detail?

1. Click anywhere on the row or on “Details”
2. Click on the top tabs to view the group information [Overview, Meeting Details, CMA, GR, Notes, and Change Log]

A flagged  e-mail address indicates that e-mails sent to this address previously “bounced” (couldn’t be delivered) and follow-up is needed, as it is currently excluded from WSO electronic mailing lists.

Please note that three years of changes are retained in the Change Log.

## Reports

Reports can be saved in a Web page format and printed, or exported to Word, Excel or as a PDF file.

### Groups “reported not meeting”

- Click on the “# of groups in reported not meeting” link

### Groups in “No Mail” Status

- Click on the “# of groups in No Mail status” link

### Groups with “bounced” e-mail address

- Click on the “# of groups with bounced e-mail address” link


### Group Details in District

1. In your list of groups, click on details to view the group details
2. Click on the “Group Detail Report” button on the Overview tab

### All Groups by District

- Click on the “All Groups by District” button


### District Groups for Excel

- Click on the “District Groups for Excel” button
- Click on the export icon  on the top of the page to export the report

### Change Log

1. Select a time range (Last full month, last 30-days or last 90-days)
2. Click on the “Change Log” button

### **To export your report \***

1. Click on the export icon  on the top of the page
2. In the Export Option box, click on the drop down and select the MS Word, MS Excel or PDF format
3. Choose the page range and click on the “Export” button
4. Select Open or Save, then click OK

\*Your computer must allow pop ups to be able to export reports.