

# Master Chapter Reports

## Legend of Columns

Column	Name	Meaning
A	Member No	ASHRAE member number
B	Name	Full name
C	Prefix	Prefix (e.g. Mr. , Mrs., etc.)
D	First Name	First name
E	Last Name	Last name
F	Suffix	Suffix (e.g. II, Jr. etc.)
G	Gender	Male or female
H	Date of Birth	Birth date
I	Age	Age
J	Nickname	Nickname or preferred first name
K	Designation	Designation (e.g. PhD, PE, etc.)
L	Company Name	Place of business
M	Job Title	Job title
N	Addressline1	Primary address line 1
O	Addressline2	Primary address line 2
P	Addressline3	Primary address line 3
Q	City	Primary city
R	State	Primary state
S	Postal Code	Primary Postal code
T	City, State, Postal Code	Primary city, state, postal code
U	Country	Primary country
V	Primary Address Type	Type of primary address (e.g. business, home, etc.)
W	Alternate Addressline1	Alternate address line 1
X	Alternate Addressline2	Alternate address line 2
Y	Alternate Addressline3	Alternate address line 3
Z	Alternate City	Alternate address city

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AA	Alternate State	Alternate address state
AB	Alternate Postal Code	Alternate address postal Code
AC	Alternate City, State, Postal Code	Alternate address city, state, postal code
AD	Alternate Country	Alternate address country
AE	Phone Number	Primary phone number
AF	Phone Type	Primary phone type (e.g. business, home)
AG	Email Address	Primary email address
AH	Fax Number	Primary fax number
AI	Alternate Phone Number	Alternate phone number
AJ	Member Type	Grade (e.g. Member, Associate, Student)
AK	Join Date	Join date of current member grade
AL	Begin Date	Effective date of current paid membership year
AM	End Date	End date of current paid membership year
AN	Election Date	Original election date to ASHRAE
AO	Member Status	Current status of membership (e.g. active, grace, etc.)
AP	Industry Code	Code for description of area of industry type
AQ	Industry Description	Area of industry type (e.g. consulting firm)
AR	Industry Date	Date industry code last updated in ASHRAE system
AS	Company Size Code	Code for size of company
AT	Company Size Description	Size of company
AU	Company Size Date	Date company size last updated in ASHRAE system
AV	Title Code	Code for job title
AW	Title Description	Job title
AX	Title Date	Date title was last updated in ASHRAE system
AY	Function Code	Code for description of function within their company
AZ	Function Description	Function within company
BA	Function Date	Date function was last updated in ASHRAE system

See bottom of final page for examples. These dates are very important for you to understand!

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BB	Technical Interest Code1	Primary technical interest code
BC	Technical Interest Description1	Primary technical interest
BD	Technical Interest Code2	Secondary technical interest code
BE	Technical Interest Description2	Secondary technical interest
BF	Technical Interest Code3	Tertiary technical interest code
BG	Technical Interest Description3	Tertiary technical interest
BH	Broad Interest Code1	Primary area of interest for ASHRAE products and services code
BI	Broad Interest Description1	Primary area of interest for ASHRAE products and services
BJ	Broad Interest Code2	Secondary area of interest for ASHRAE products and services code
BK	Broad Interest Description2	Secondary area of interest for ASHRAE products and services
BL	Broad Interest Code3	Tertiary area of interest for ASHRAE products and services code
BM	Broad Interest Description3	Tertiary area of interest for ASHRAE products and services
BN	Student Expected Graduation Date	If student, expected date of graduation
BO	Chapter Number	Internal number of chapter
BP	Chapter Name	Chapter name
BQ	Print Grade	Actual grade (e.g. Member-Fellow, Affiliate, etc.)
BR	Society Dues Paid Amount	Amount paid to Society (e.g. \$165, \$16, etc.)
BS	Chapter Dues Paid Amount	If paid to Society, actual amount of chapter dues paid

AK	Join Date	Join date of current member grade – I could be a student whose original election date was November 1, 1994, but because I might have advanced to Associate in May 1997, then my new join date would be the first day of the next month – June 1, 1997.
AL	Begin Date	Effective date of current paid membership year – if we are in the 2007-2008 year, my begin date would be June 1, 2007. This is because my membership year is 6/1/2007 – 5/31/2007 (based on my join date).
AM	End Date	End date of current paid membership year - if we are in the 2007-2008 year, my end date would be May 31, 2007. This is because my membership year is 6/1/2007 – 5/31/2007 (based on my join date). End date is like “paid through date.”
AN	Election Date	Original election date to ASHRAE – a member maintains this date if he/she stays paid in membership. If I was a student and joined

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		in October 18, 1994, it would make my original election date November 1, 1994. As long as I maintain an active membership throughout my ASHRAE life, my original election date would always remain November 1, 1994.
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