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 e-Communities. 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, please note that Internet Explorer 6.0 is not supported.

Logging in:

Go to the Login page at http://www.al-anon.info/OnlineGroupRecords
- Type in your login and password   (Use the same login and password you use for e-Communities)
- 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. Enter your e-mail address.
3. Open your e-mail Inbox and find the message from wso@al-anon.org entitled "**Security Information for Al-Anon Family Groups**."
4. Click the link in the e-mail message labeled "Reset my password."
5. Enter your Zip/Postal Code and type 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]

Please note that some changes made before September 2009 do not appear in the Change Log.

Reports

Five reports are available at this time; they can be saved in a Web page format and printed, or exported to Word, Excel or as a PDF file.

Groups in "No Mail" Status
- Click on the "# of groups in No Mail status" 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. Reports are only available in Word at this time; the Excel format will be available at a later date.