# Master Data Files FAQs

❖ **What are the MDF?**
- The Master Data Files are the electronic repositories for our chapter records and information. The information is stored both on the computer and offsite in the cloud. The files are our institutional memory and are intended to provide committee and program chairmen with the information necessary to do their jobs.

❖ **Who is responsible for updating the MDF?**
- All committee and program chairs/chairmen and anyone who collects chapter information throughout the year.

❖ **What information should be added to the MDF every year?**
- The documents common to all committees and programs that should be updated in the MDF annually are:
  - Updated job description, if applicable
  - Calendar or timeline of yearly events and projects
  - End of year reports
  - Current list of vendors or suppliers and brief explanation of their services, if applicable
  - Copies of contracts or agreements made during the year
  - New or revised forms
  - Photos specific to your committee or program
  - Testimonials from members and those we serve
  - Any other helpful information for those who follow you in your position. (Contact lists, timeline and description of special events, etc.)

❖ **Where do I find my files?**
- Go to the working files at the top center of the south computer monitor. There are four main folders: "Programs," "Committees," "Photos" and "Archives."
- Click on your program or committee to access the main file categories.

❖ **How do I upload information into my files?**
- Bring your information on a flash drive to the Chapter House and copy your documents into the appropriate files. Those with Office 365 licenses may copy directly into the files in One Drive.
- If you are comfortable scanning on the printer, save the document to your files and copy to a flash drive. Then, drag and drop into the MDF.
- If you are a bit tech shy and want to leave paper documents in the yellow basket under the computer counter, please attach a work form (below) to the document or documents and leave for me to scan.

- Documents and photos may be unloaded into multiple folders.  For instance, a testimonial could be uploaded to the individual program file and also to the separate "Testimonials" folder.

❖ **What's the best way to organize my folders?**
- The best way to organize your files is to think of where you would look first for a particular document. The organization needs to be intuitive. Documents that address a broad topic and recur each year such as "Calendar," "President's Reports" or topics that include multiple files "Vendors" "Agreements" etc.. are put into a folder with sub-folders designating the year or category. Stand-alone files usually address a topic that is unique or would be hard to find in a larger folder. Most of the folders are already set up in the MDF. For example, the VP Communications folder includes:

> Sub folder: Calendar (Recurs yearly, main topic)
> > Sub folders:  2018 - 2019
> > > 2019 – 2020
> > > 2020 – 2021

> Sub folder: Annual Reports (Recurs yearly, includes multiple documents:
> > Sub folders: 2013 – 2014
> > > 2014 – 2015, etc.

> Individual files:
> > NAL Guidelines for Chapter Community Newsletters
> > Mailing list, etc.

❖ **How do I access files created prior to 2017?**
- The main MDF files are divided into two sections: **Archived** files and **2017 on.** First check to see if the document is in the current working file as some folders contain pre-2017 documents. If you do need to access the main MDF, please access the "Archived" set of files.

A recording of the MDF training video will be available in the member area of the website under FAQs.


Any questions, please contact Barbara Engen 801-201-8949.

## MDF Input Request

Committee/Program _____     Date: _____

Your name_____     Phone: _____

Brief explanation, if necessary: