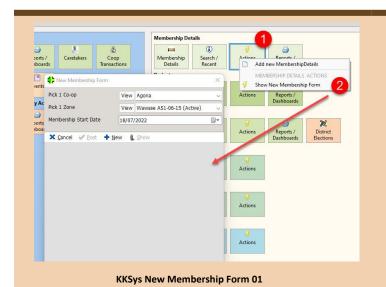# New Membership Form

> KKSys includes a rapid entry form for addition of individual new members data. This allows users to add data relating to farmers who have joined Kuapa Kokoo.
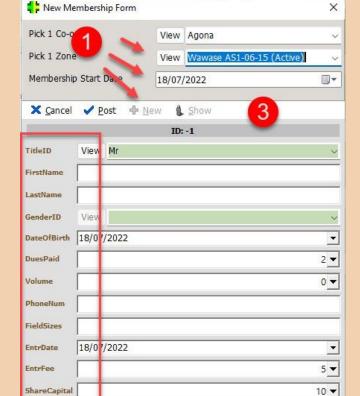>
> This rapid entry form just slightly stream-lines the data-entry process. Manually adding "Person", "Farmers" and "MembershipDetails" records individually has exactly the same result as using the New Membershp Form, but takes a bit longer.

## Using the New Membership Form



**KKSys New Membership Form 01**

**Accessing the New Membership Form**

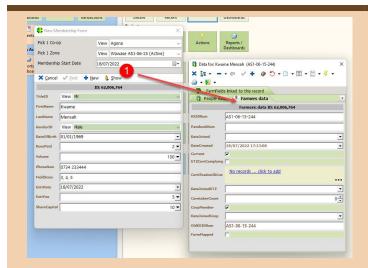1. Find the "Actions" button for the Membership Details entity on the main page of KKSys

2. Click "Show New Membership Form." The window will open



**KKSys New Membership Form 02**

**Entering Data**

1. Pick Co-op, Zone and Start Date for the member. Click the "New" button to open the data-entry panel.

2. Fill in all data-fields as needed.

3. Once the data is complete, click the "Post" button. This will post the record to the database.
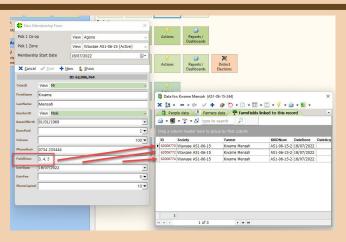
**Show New Farmer**

Once you are happy that all the data for the farmer has been entered correctly, click the "Post" button to insert all the data.

You can then see this farmer's data by clicking the "Show" button. (Marked 1., in the image on the left).

**Note that KKSys will automatically allocate this new farmer a new KKIDNum, which will be the next available KKID for the selected Society.**



**View New Farmer's Farm-Fields**

All data on the New Membership form is added to the farmer, and separated as per the data segregation of KKSys.

Note (shown in the image on the left) that multiple field-sizes can be entered, separated by commas, and this will result in multiple farm-field records being added for the farmer.

**Once a farmer is added you can add more, simply by clicking the "New" button, and repeating the data entry process. Remember to change the name of the Co-op or Zone if entering details for different Co-ops and Zones.**