

Faith Presbyterian Church

Directory Instructions

Faith's online directory allows members to search for other members and retrieve their contact information and their photos. Having the directory available online allows members the flexibility to get information anywhere that they have internet access, and they don't have to remember where they put the paper directory. Our directory also allows members to update their own information as conditions change such as getting a new cell phone number or modifying an email address.

Obviously, we don't want to expose people's information to everyone, so the system is password protected so that only people in the directory can have access to the information of others. Also people may only update their own records, not change the information of others. We will have two to three administrators who will have the capability to add people as people join the church, modify a record where the individual feels uncomfortable using the system, and deleting people from the directory as they leave.

The system is structured around a family unit of one or two adults and minor children. This structure means that spouses will be able to modify the information of their spouse. They will also be able to place their minor children on their record or remove them from their record. This will become clearer as we discuss how to use the system.

A word about photos: photos can be changed at any time. We will periodically take pictures before or after a service, and we can update the photos on file, but the process must be done by an administrator since we need to have uniformed sized photos. Don't like your photo? Let us know and we'll take another one and it'll be updated within a day.

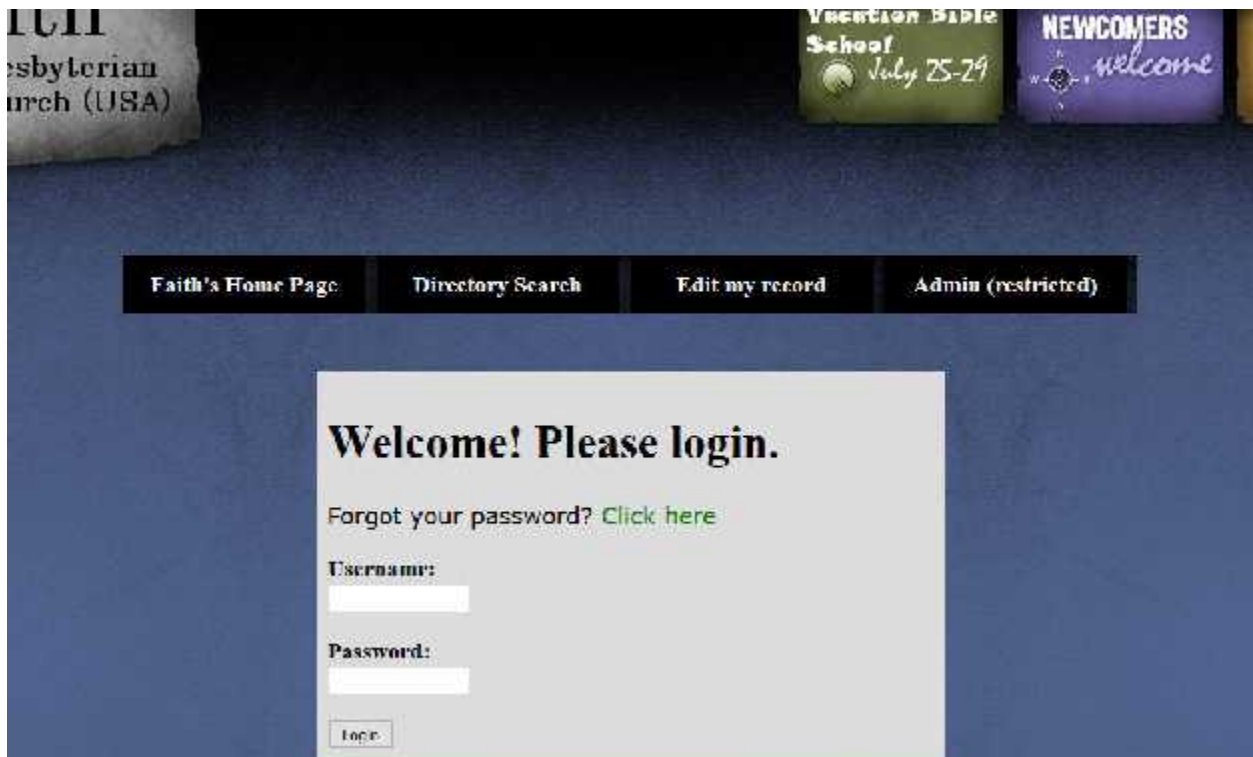
Accessing the directory

To access the directory go to the church website www.faithpresusa.com or www.faithpresusa.org. Move the mouse to scroll across "Members" on the menu and you will see "Church directory" in the drop down area. It's circled in red on the first picture on the next page.

Click on "Church directory" and you will be taken to the log-in screen for the directory.



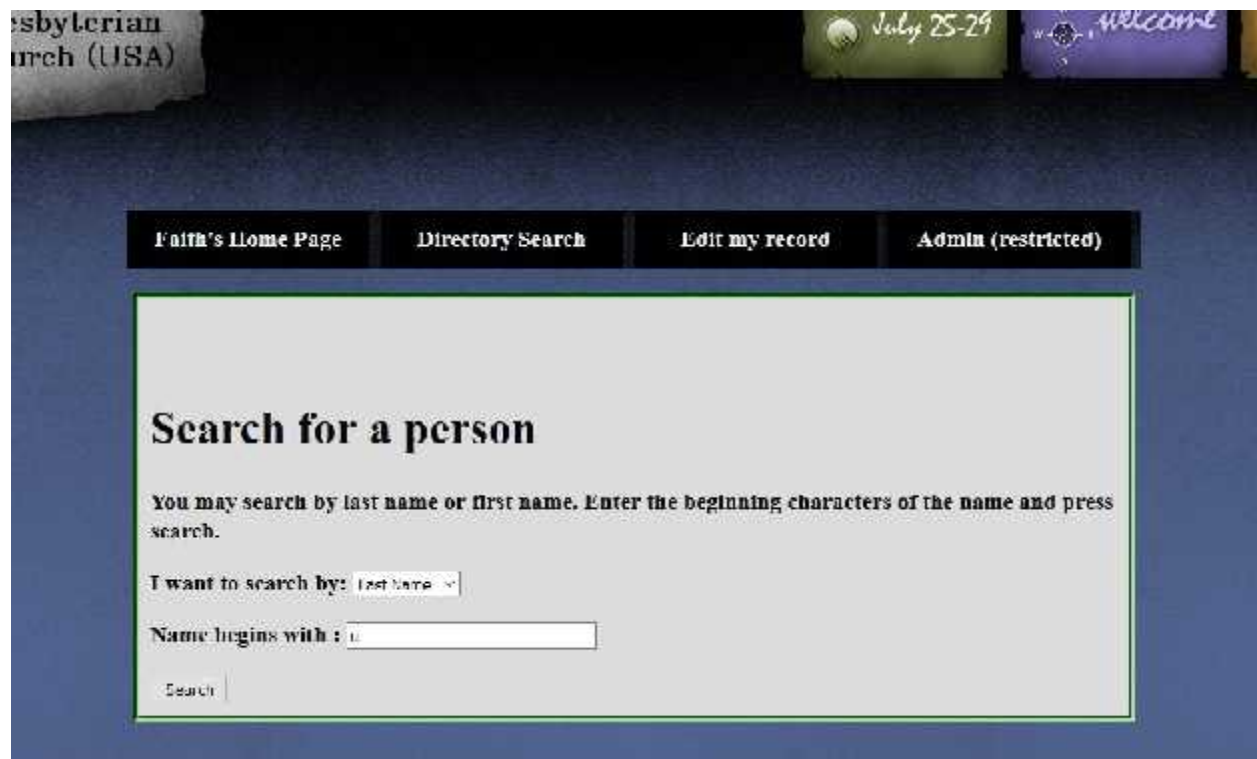
The picture below shows the log-in screen. Enter your user name and your password and press the “Login” button. If the system doesn’t find it, it will tell you and you can try again.



Assuming that you have entered it correctly, you will see the basic directory screen which looks like the next image:



You will see the “Search for a person” and “Edit my record” areas under “Directory Menu”. You can click one of these links or use the directory area in the black band above the gray box. Let’s assume that you want to find someone so select “Search for a person” and click on it. You will see:



The system allows you to search by last name or first name. The default is last name, but if you click on what looks like an arrow head to the right of "Last Name" you will see "First Name" on the drop down area. Select "First Name" if you are not sure of the persons last name. In the figure above, you will see an "u" in the "Name begins with:" box. If you enter this and press the "Search" button you would see everyone in the directory whose last name begins with the letter U.



The screen above shows you what you would get back if we had someone named Underwood in the data base. If there is a photo on file, it will show up where it says "Photo not Available".

It's that simple. Don't know to spell someone's last name, just enter the first letter and you will get everyone with that first letter.

If you want to search later, you can click on "Directory Search" in the menu area and you will be taken to the search screen.

Now if you want to edit your information, you would select "Edit my record" in the menu area. You can see this on the following page:



Let's suppose that our fictional member, John Underwood has logged in and selects "Edit my record" he would see the following screen:

Edit your Directory Information

Underwood

John & Cynthia

Street Address: 123 Main St
 Additional Address:

City: State: Zip:

Ext. #1: #2:

Minor Children's Names: Ake

Home Phone: (002555)1234

John's contact info
 Cell Phone: (802)5551234
 Email Address: underwood@home.com

Cynthia's contact info
 Cell Phone: (802)234567
 Email Address: c.underwood@home.com

John can change any data shown in the white boxes and press “Update My Record” to modify his and Cynthia’s information. The system will update the information and send an email to John’s email address indicating that the changes have been made.

Did you see the drop down menu item that says “Change username/password”? You can change your user name, your password, or both by clicking on this item. If you do, you will get the following screen:



The screenshot shows a web interface with a dark blue background. At the top, there is a horizontal menu bar with four items: "Faith's Home Page", "Directory Search", "Edit my record", and "Admin (restricted)". Below the menu bar is a white rectangular form titled "Change User Name or Password". Inside the form, the text "Enter your current user name and password" is displayed. There are four input fields: "User Name:", "Password:", "New User Name: (4-15 characters)", and "Password (6-15 characters)". At the bottom of the form is a button labeled "Change Password or User Name".

You would enter your current user name and password then enter either a new user name or password. If you want to change both, enter both. Then press the “Change Password or User Name” button.

When you are finished with the directory, select the Faith’s Home Page area on the menu bar, as shown in the next picture, and you will be back on Faith’s home page.



If you have any questions or comments about the directory, select the “Contact Us” menu item on Faith’s home page and fill out the contact form.