Section 1   Logging In

When accessing the Unlocking Doors Contact Database, users should log in with their email address and password. If they have an issue logging in to their account, they should contact their administrator.

Section 2   Search Page

2.A   Searching for contacts by name

Enter the contact's first and last name in the search bar at the top of the page. After each keystroke, the closest results will be displayed. Up to ten contacts will be displayed at a time. To view the next page, scroll to the bottom of the contact list and click the right arrow.

2.B   Searching for contacts by tag

On the left hand side, click on the dropdown beneath the 'Tag' label and select the desired tag. The contacts with the proper tag assigned will be displayed. To search these filtered results by name, refer to section 2.A.

2.C   Adding contacts

On the left hand side, click the 'Add Contact' button to navigate to the Add Contact Page. Only users with the permissions of an editor or admin may add contacts. Refer to section 3.

2.D   Editing contacts

Click on a contact in the table to edit the contact information. Only users with the permissions of an editor or admin may edit contacts.

Section 3   Add Contact Page

Fill out the indicated fields in order to create a new contact. The only field that is strictly required is 'company' to create a contact. Once all desired information is entered, scroll to the bottom of the page and click 'Save.' Only users with the permissions of an editor or admin may add contacts.

Section 4   Admin Page

To navigate to the admin page, click the 'Admin Page' button on the left hand side of the search page. This option is only visible to users with the admin permission. This page displays all users currently stored in the database.