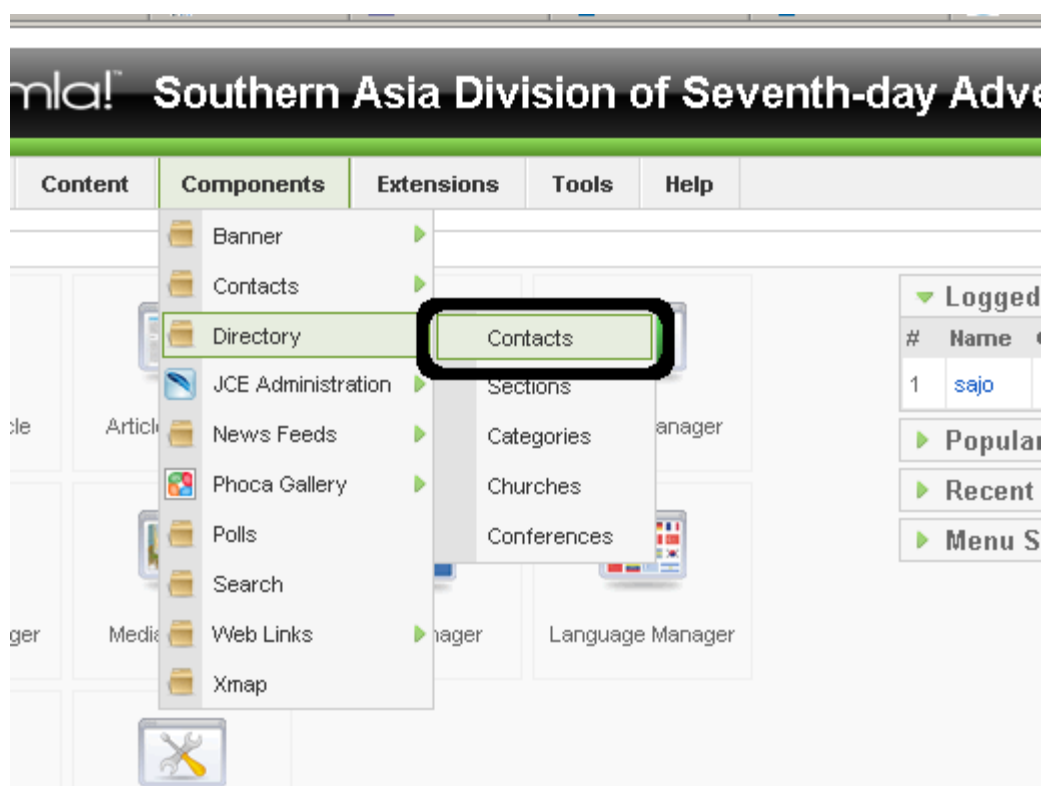
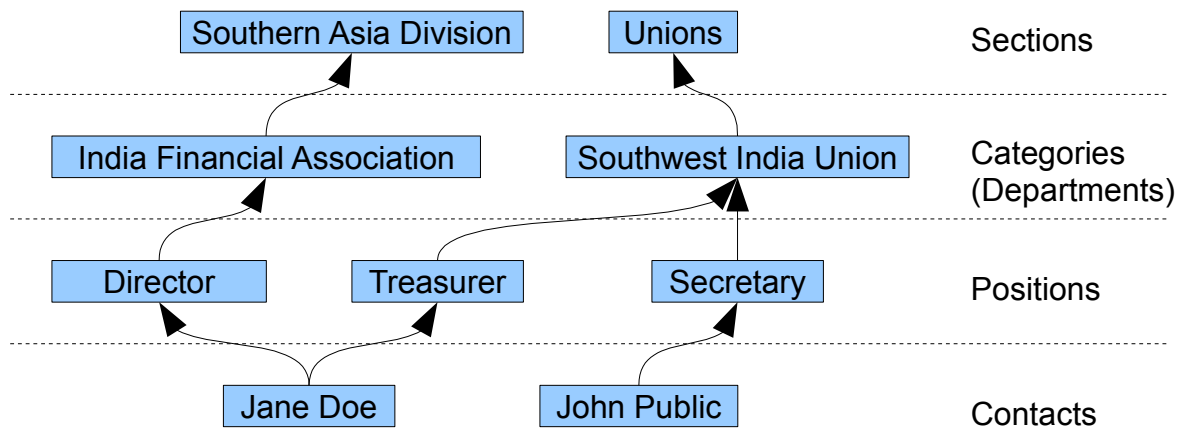


Managing the Directory (Contacts)

The management of the contacts in the directory is accomplished through the directory component. It can be accessed by selecting “Contacts” from the “Directory” sub menu of the “Components” menu. **MAKE SURE THAT YOU DO NOT TRY TO USE THE “Contacts” COMPONENT.** It is not the same component and it will cause you to waste your time.



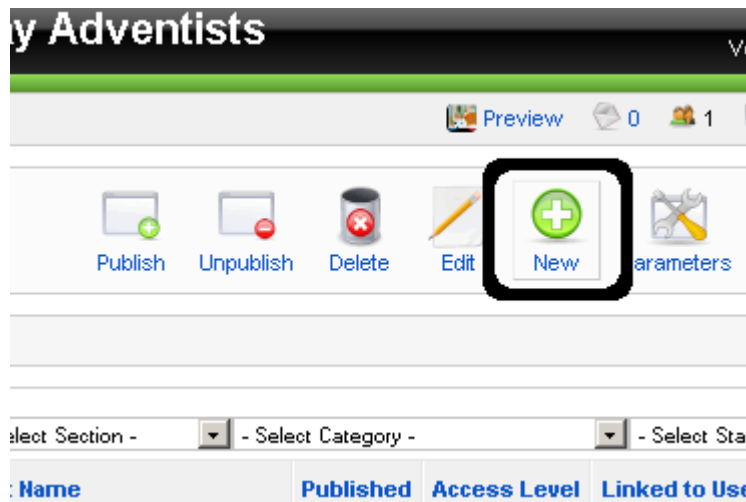
The way the contacts are organized is a little bit more complicated than any other entities on the Southern Asia Division website. Each contact can have multiple positions and each position can be with a different “Department” or “Category.” Each “Department” or “Category” is then a member of a “Section.” The “Sections” are what determine where a contact will show up. For example, a Contact that has a Position in a Department that is in the “Southern Asia Division” Section will show up in the main directory on the website. Similarly, a Contact that has a Position in one of the “Union” Categories (but not a department in the “Southern Asia Division” section) will not show up in the main directory, but they will show up in the list of contacts for that Union. A diagram may be useful for understanding the organization here.



Now that you have some idea of how the contacts portion of the directory component is organized we can begin. Let's start by adding a new contact.

Create a New Contact/Edit a Contact


- 1.1) The first step to creating a new contact is clicking on the “New” button in the upper right hand corner. (To edit a contact, click on the contact's name).



- 1.2) Once you find yourself on the New Contact page, you can start by filling out the “Details.” The only fields here that are necessary to fill out are “First Name” and “Last Name.” Alias will be populated automatically and the others do not need to be changed.





Details	
First Name:	<input type="text" value="Steven"/>
Last Name:	<input type="text" value="Oxley"/>
Alias:	<input type="text"/>
Published:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Linked to User:	<input type="text" value="- No User -"/>
Order:	New Contacts default to the last position. Ordering can be changed after this Contact is saved.
Access Level:	<input type="text" value="Public"/> <input type="text" value="Registered"/> <input type="text" value="Special"/>

- 1.3) After filling out the “Details” the next step is to fill out the “Information” below it. All that is involved with that is filling out the e-mail address, telephone number and any relevant positions.

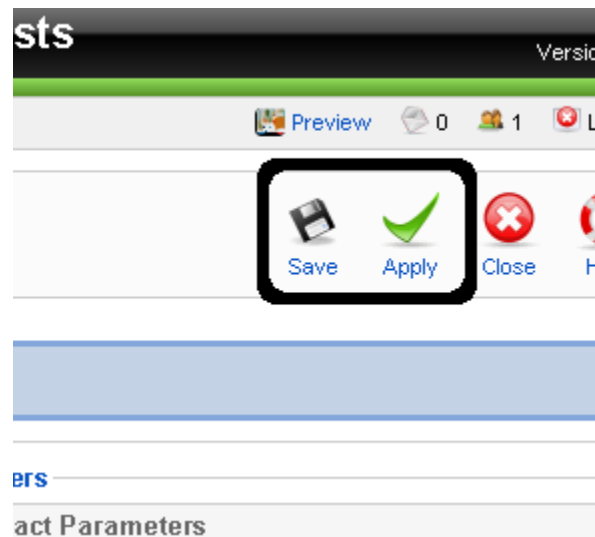
Information	
Contact's Position:	<input type="text"/> Order: <input type="text"/> <input type="text" value="—Select a Department—"/> 
E-mail:	<input type="text" value="steven.oxley@example.com"/>
Street Address:	<input type="text"/>
Town/Suburb:	<input type="text"/>
State/County:	<input type="text"/>
Postal Code/ZIP:	<input type="text"/>
Country:	<input type="text"/>
Telephone:	<input type="text" value="91(0)944-1234-567"/>
Mobile Phone Number:	<input type="text"/>

- 1.4) Now, if the contact you are entering has only one position then your task should be easy, simply fill out the title of the Contact's Position in the first box, you can skip filling out the order, and select a “Department” from the drop-down box. If you need to fill out another position, then click on the green “+” after filling out the first position and you will be able to add a new position.

Information

Contact's Position:	Position1	Order: 0
	Auditing Service	 
Contact's Position:		Order:
	—Select a Department—	 
E-mail:	steven.oxley@example.com	
Street Address:		

- 1.5) If you mess up adding a position and need to delete it, all you have to do is click on the red “X” next to the position you need to delete. Now all you need to do is save the changes you've made. Just click on “Save” to save your changes and return to the list of contacts or click “Apply” to save your changes and stay on the same page.



- 1.6) That should also cover the information that you will need to edit a contact. The only thing that would be different is how you would access the contact. Simply click on the contact's name from the contact list.

Deleting Contacts

- 2.1) Deleting contacts is very simple. Just check the boxes next to the contacts you wish to delete, then click on the “Delete” button.

Filter:

#	<input type="checkbox"/>	First Name	Last Name
81	<input type="checkbox"/>	Ravindra	Shankar
82	<input type="checkbox"/>	Premila	Jayachandran
83	<input type="checkbox"/>	Mary	Thomas
84	<input type="checkbox"/>	Prakash	Sharma
85	<input checked="" type="checkbox"/>	Jayawant	Peter
86	<input type="checkbox"/>	Ch Prabhakar	Rao
87	<input checked="" type="checkbox"/>	Ramsangpuii	Colney
88	<input type="checkbox"/>	Premila	Masih

Month-day Adventists Version

[Preview](#) 0 1 ✖

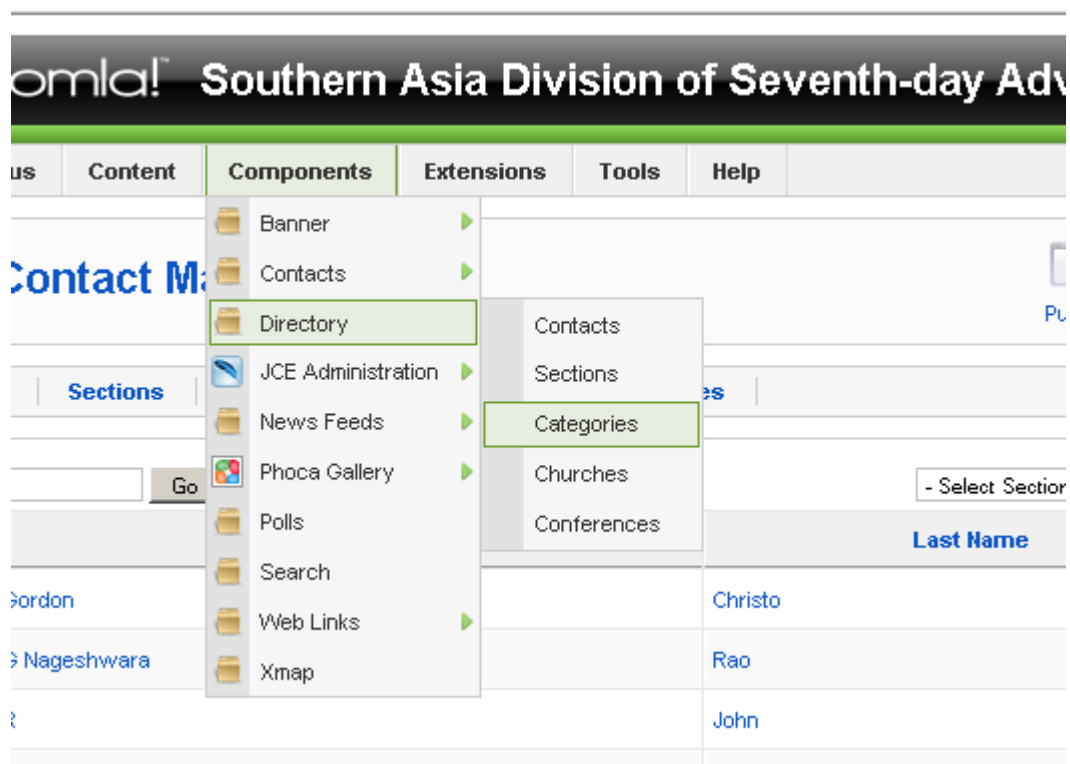
[Publish](#)
[Unpublish](#)
[Delete](#)
[Edit](#)
[New](#)
[Parameters](#)

- Select Section -
 - Select Category -
 - Select State

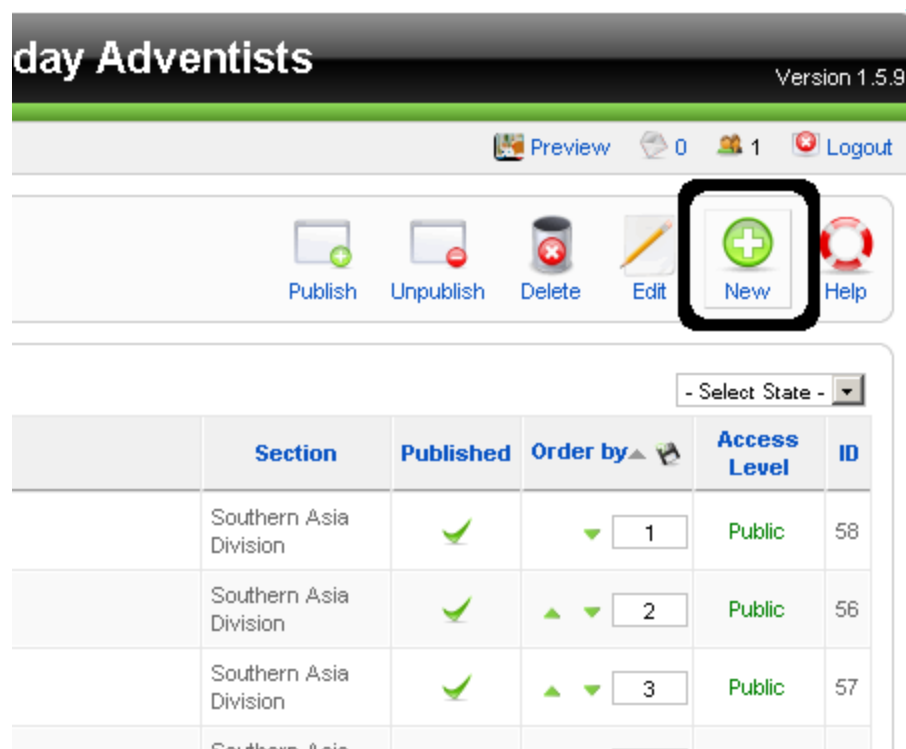
Last Name	Published	Access Level	Linked to User
	✓	Public	

Adding/Editing Contact Categories

- 3.1) The first step to organizing the directory contact categories is to move to the category management page. To do that select the “Categories” item in the “Directory” sub menu in the “Component” menu.



- 3.2) To add a category, click on the “New” button in the upper right hand corner. (If you want to edit a category, just click on the name of the category).



- 3.3) Now fill in the Details for the category – make sure to fill in the “Title” field and select a

“Section.” If the category is a department in the Southern Asia Division than you will want to select “Southern Asia Division” as the section. If the category is a Union, then select “Unions” as the section.

Category [New]

ils

Title:	<input type="text" value="New Category"/>
Alias:	<input type="text"/>
Published:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Section:	<div>Southern Asia Division</div> <div>Southern Asia Division</div> <div>Unions</div> <div>Developers</div>
Order:	
Access Level:	<div>Public</div> <div>Registered</div> <div>Special</div>
Image:	<div>- Select Image -</div>
Image Position:	<div>Left</div>

Preview

- 3.4) Now you can fill in a description for the directory if you'd like using the editor (see Managing Articles for more information about the editor). Finally, just click on “Save” or “Apply” in the upper right hand corner to save your changes.