



HOW TO: HOW TO DIRECTORY ASSEMBLY

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Upon arriving upon <https://www.sajac.com> an admin will login under their account.

MEMBER LOGIN:

A member can login from the home page or by clicking MEMBERS in the top navigation bar. <https://www.sajac.com/sajac/sajac-membership/login.php>

They will need to enter their username, password and the code in the box before being allowed to enter the Member's site.

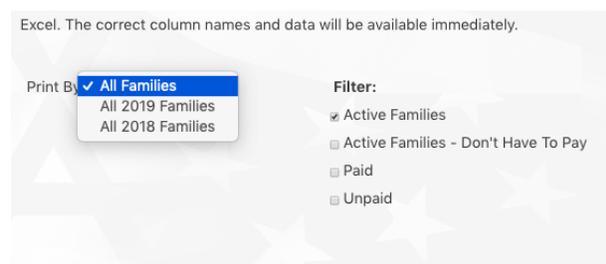
****MUST BE LOGGED IN AS ADMIN***

DIRECTORIES:

- **MEMBER DIRECTORY:** https://www.sajac.com/sajac/sajac-membership/directory_member_all.php

Upon clicking this link on the left menu navigation under DIRECTORIES, an admin will initially see a list of all families.

The admin may select the dropdown from the list and opt to filter results under the filter section on the right.



An admin may select EXPORT to export the selected list to download it as a CSV file or they may select all and paste these records into their spreadsheet program.

Add Blue Page

Blue Pages

- BUSINESS

SectionName

Blue Pages

SectionName

A. United Jewish Federation of San Diego County (UJF)

SectionAddress

4950 Murphy Canyon RoadSan Diego, CA 92123

SectionPhone

(858) 571-3444

SecFax

Fax: (858) 571-0701

SectionWebSite

Fax: (858) 571-0701

SectionEmail

www.jewishinsandiego.org

Organization

info@jewishfederationsandiego.org

OrganizationPhone

OrganizationAddress

OrganizationFax

OrganizationWebSite

OrganizationEmail

OrganizationComments

Update

Diego County (UJF)

SectionAddress 4950 Murphy Canyon Road San Diego, CA 92123

SectionPhone (858) 571-3444

SecFax Fax: (858) 571-0701

SectionWebSite Fax: (858) 571-0701

SectionEmail www.jewishinsandiego.org

Organization info@jewishfederationsandiego.org

OrganizationPhone -

OrganizationAddress

OrganizationFax --

OrganizationWebSite

OrganizationEmail--

OrganizationComments

SectionName B. Jewish Education

DIRECTORY:
[https://
www.sajac.com/
sajac/sajac-
membership/](https://www.sajac.com/sajac-membership/)



[directory_business.php](#)

Upon clicking this link on the left menu navigation under DIRECTORIES, an admin will initially see a list of all business. They may then filter on just active or inactive businesses.

An admin may select EXPORT to export the selected list to download it as a CSV file or they may select all and paste these records into their spreadsheet program.

- **BUSINESS LISTING BY INDIVIDUAL:** https://www.sajac.com/sajac/sajac-membership/directory_business_list.php

Upon clicking this link on the left menu navigation under DIRECTORIES, an admin will initially see a list of all business by individual. They may then filter on just active, inactive or inactive deceased individuals.

An admin may select EXPORT to export the selected list to download it as a CSV file or they may select all and paste these records into their spreadsheet program.

- **BLUE PAGES:**

- 1) Login to the SAJAC MEMBERS AREA <https://www.sajac.com/sajac/sajac-membership/login.php> with the username and password provided to you.
- 2) Once you are logged in, will click on **BLUE PAGES** under the **DIRECTORIES** menu.
- 3) You can either **ADD, EDIT or DELETE** a Blue Page from this screen.

NOTE: If you DELETE a BLUE PAGE it is GONE FOREVER. You will have to re-add it.

ADD A BLUE PAGE

- 4) Click on **ADD** button top right and enter all of the information needed then select **SUBMIT** and it will add the new Blue Page Listing.

EDIT BLUE PAGE

- 5) Click on the **PENCIL** to the right of the Blue Page Listing
- 6) Enter all of the new or correct information and select **UPDATE**

EXPORT

- 7) Click the export button top left and it will automatically download a CSV file called BluePages.csv