



## HOW TO: HOW TO INSTRUCTIONS FOR SUPER ADMIN

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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***

### **ADMINISTRATION**

#### **-- PAYMENT LIST**

Clicking on this link when you are logged in as a super admin will show you payments paid through the PAYMENTS page from users.

#### **-- PAYMENT OPTIONS**

Clicking on this link when you are logged in as a super admin will show you the items and categories available on the payments page.

You can edit or delete an existing option.

You can add an option.

You can select the PAYMENT CATEGORY button and it will open a pop up and be able to make a category active or inactive or delete it.

#### **-- HELPING HANDS**

### **ADDING A NEW HELPING HAND**

You can **ADD** a new **HELPING HAND** option by selecting the **ADD** button on the top right hand side of this screen.

Type in the new **NAME** of the Helping Hand you wish to add

Type in the **DESCRIPTION** of this Helping Hand

Type in a # for the **ORDER** in which you would like it to appear in the list.

On the previous page, you will see numbers to the right of the descriptions, this is the order in which they will appear in the system.

**Example:** Type in **15** for the sort order for this new Helping Hand and it will appear **AFTER** *“Help with Website”*

### **EDITING / DELETING HELPING HAND**

**DELETING:** If you select **DELETE** next to the existing Helping Hands, it is gone forever. You will need to recreate it.

**EDITING:** Click EDIT to the right of the Helping Hand you would like to edit

Make your changes and select **UPDATE**

**-- BUSINESS CATEGORIES:** [https://www.sajac.com/sajac/sajac-membership/business\\_category.php](https://www.sajac.com/sajac/sajac-membership/business_category.php)

Clicking this link will allow you to see all of the existing BUSINESS CATEGORIES. You can add, edit or delete as needed. These are used for the actual categories for the businesses within the website.

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## **MARKETING**

### **-- MEMBER LIST**

<https://www.sajac.com/sajac/sajac-membership/lists.php>

You can select the type of list you would like from the dropdown menu.

You can then filter the selected list by Active, Active Don't Have To Pay, Inactive and Inactive Deceased

Once you have made your filtering selections select the button called GENERATE LIST. You may then EXPORT and download the list

### **-- EMAIL CAMPAIGNS LIST**

[https://www.sajac.com/sajac/sajac-membership/email\\_send.php](https://www.sajac.com/sajac/sajac-membership/email_send.php)

**This has been detailed in the pdf here: HOW TO EMAIL CAMPAIGNS TEMPLATE CREATION EDIT SEND - SAJAC (PDF)**

## -- LIST MAINTENANCE

[https://www.sajac.com/sajac/sajac-membership/list\\_maint.php](https://www.sajac.com/sajac/sajac-membership/list_maint.php)

This has been detailed in the pdf here: [HOW TO EMAIL CAMPAIGNS TEMPLATE CREATION EDIT SEND - SAJAC \(PDF\)](#)

## DIRECTORIES:

- **FAMILY DIRECTORY:** [https://www.sajac.com/sajac/sajac-membership/directory\\_member\\_all.php](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.

- **BUSINESS DIRECTORY:** [https://www.sajac.com/sajac/sajac-membership/directory\\_business.php](https://www.sajac.com/sajac/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](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