

## HOW TO MANAGE: BLUE PAGES

created: 6/2/2019

- 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.

**Add Blue Page**

**Blue Pages**

<b>SectionName</b>	<input type="text"/>
<b>SectionAddress</b>	<input type="text"/>
<b>SectionPhone</b>	<input type="text"/>
<b>SecFax</b>	<input type="text"/>
<b>SectionWebSite</b>	<input type="text"/>
<b>SectionEmail</b>	<input type="text"/>
<b>Organization</b>	<input type="text"/>
<b>OrganizationPhone</b>	<input type="text"/>
<b>OrganizationAddress</b>	<input type="text"/>
<b>OrganizationFax</b>	<input type="text"/>
<b>OrganizationWebSite</b>	<input type="text"/>
<b>OrganizationEmail</b>	<input type="text"/>
<b>OrganizationComments</b>	<input type="text"/>

**Submit**

## EDIT BLUE PAGE

5) Click on the **PENCIL** to the right of the Blue Page Listing

**Export** **Add A Blue Page**

<b>SectionName</b>	A. United Jewish Federation of San Diego County (UJF)	
<b>SectionAddress</b>	4950 Murphy Canyon Road San Diego, CA 92123	
<b>SectionPhone</b>	(858) 571-3444	
<b>SecFax</b>	Fax: (858) 571-0701	
<b>SectionWebSite</b>	Fax: (858) 571-0701	
<b>SectionEmail</b>	www.jewishinsandiego.org	
<b>Organization</b>	info@jewishfederationsandiego.org	
<b>OrganizationPhone</b>	--	
<b>OrganizationAddress</b>	--	
<b>OrganizationFax</b>	--	
<b>OrganizationWebSite</b>	--	
<b>OrganizationEmail</b>	--	
<b>OrganizationComments</b>		

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**SectionName** B. Jewish Education 

6)  
7)sss

8) Enter all of the new or correct information and select **UPDATE**

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

## EXPORT

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