

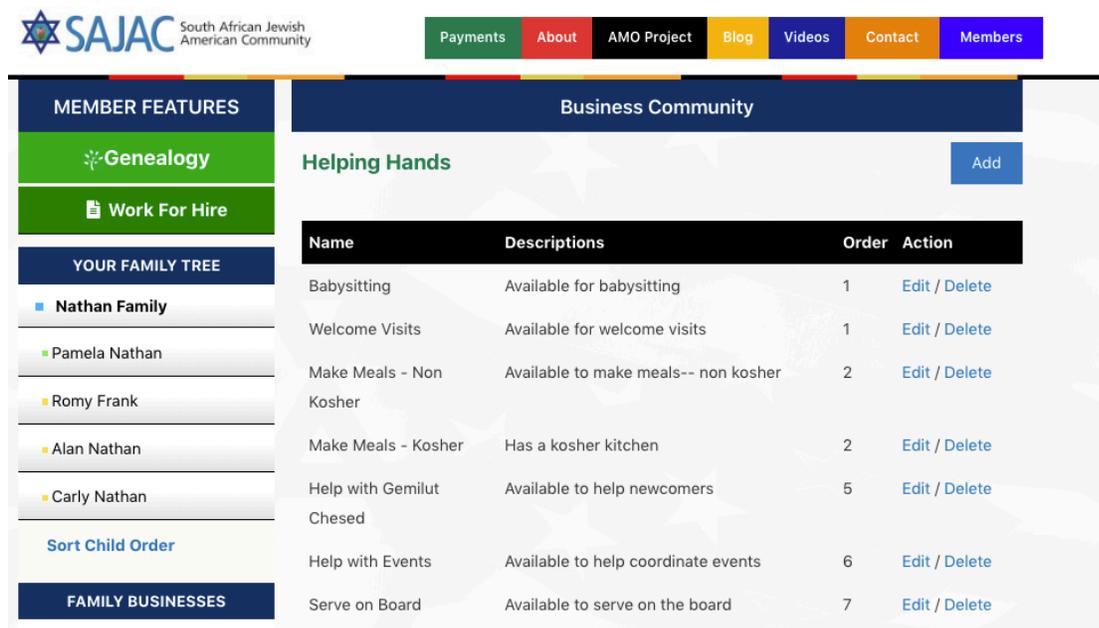
HOW TO MANAGE: HELPING HANDS

created: 6/2/2019

- 1) Login to the SAJAC ADMIN
- 2) On the left under **ADMINISTRATION** click on **HELPING HANDS**



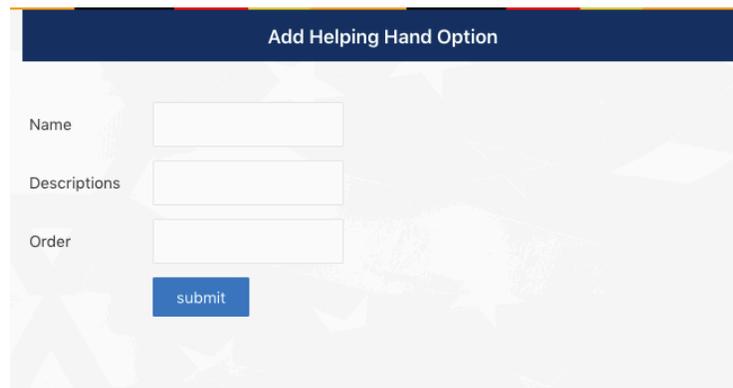
- 3) You will then see this screen.



| Name | Descriptions | Order | Action |
|--------------------------|--------------------------------------|-------|---|
| Babysitting | Available for babysitting | 1 | Edit / Delete |
| Welcome Visits | Available for welcome visits | 1 | Edit / Delete |
| Make Meals - Non Kosher | Available to make meals-- non kosher | 2 | Edit / Delete |
| Make Meals - Kosher | Has a kosher kitchen | 2 | Edit / Delete |
| Help with Gemilut Chesed | Available to help newcomers | 5 | Edit / Delete |
| Help with Events | Available to help coordinate events | 6 | Edit / Delete |
| Serve on Board | Available to serve on the board | 7 | Edit / Delete |

ADDING A NEW HELPING HAND

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

A screenshot of a form titled "Add Helping Hand Option" in a dark blue header. The form has three input fields: "Name", "Descriptions", and "Order". Below the "Order" field is a blue button labeled "submit". The background of the form area features a faint star pattern.

- 5) 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.

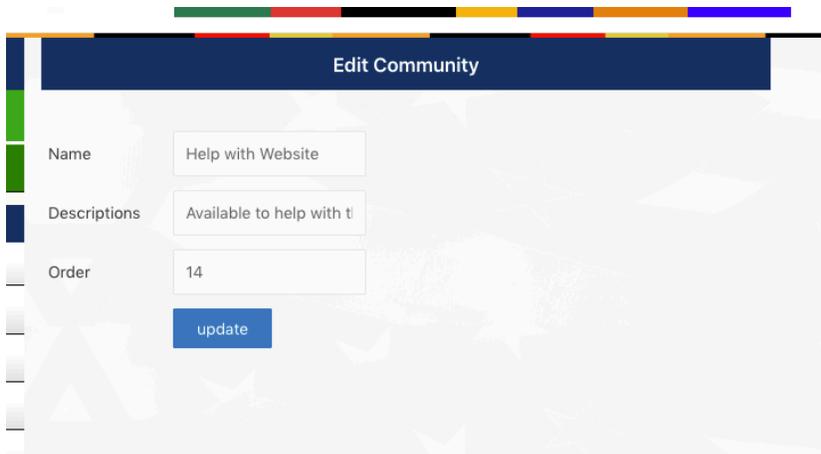
Example: Type in **15** for the sort order for this new Helping Hand and it will appear **AFTER** "Help with Website"

| | | | |
|--------------------------|---|----|-------------------------------|
| Serve on Board | Available to serve on the board | 7 | Edit / Delete |
| Help with Publications | Available to help with publishing | 8 | Edit / Delete |
| Serve on Committees | Available to serve on one of the committees | 9 | Edit / Delete |
| Help Shabbat San Diego | Available to help Shabbat San Diego | 10 | Edit / Delete |
| Help with Accounting | Available to help with accounting | 11 | Edit / Delete |
| Administrator | Administrator | 12 | Edit / Delete |
| Newcomer Shabbat Dinners | Available to help with newcomer Shabbat dinners | 13 | Edit / Delete |
| Help with Website | Available to help with the website | 14 | Edit / Delete |

EDITING / DELETING HELPING HAND

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

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



The screenshot shows a web interface for editing a community. At the top, there is a dark blue header bar with the text "Edit Community". Below this, there is a form with three input fields and an "update" button. The first field is labeled "Name" and contains the text "Help with Website". The second field is labeled "Descriptions" and contains the text "Available to help with t". The third field is labeled "Order" and contains the number "14". Below the "Order" field is a blue button with the text "update".

8) Make your changes and select **UPDATES**