DATA RETRIEVAL for PC & Lap Top users (for Tablets & Smart Phones see note)

Using the On-Line Directory

The online directory is a rapid way of finding contact details for members of groups and some individual Circuit and Church Office holders.

Open the Website, SELECT HOME > DIRECTORY.
NB: **You will be asked to sign in as for cloud access.**

That does not necessarily allow access to the Directory as that will be confined to selected groups, currently this list includes:

Cloud Admin, CIRCUIT OFFICERS, Circuit Meeting Members, LOCAL CHURCH OFFICERS and Local Preachers.

If allowed access the enquirer will see a box saying 'All Groups' which, when selected, will present a drop-down menu showing all the groups and offices included in the directory, select the one of interest and all members that fit the criteria will be listed.
Groups listed in **UPPERCASE** are umbrella groups, individual offices are listed immediately below them. Some offices are vacant at present, if that is so, your search will default to your previous enquiry.

SEARCH FOR A PERSON

Typing a name (or part of a name) in the box labelled '**Search for a person**' will show every group in which that name appears when **'Any Group'** is selected from the drop down menu. Click **'Reset'** to make another enquiry.

Alternative data search methods

Manual Data Base Search

Most members who are listed on the Data Base will have cloud access will see several Icons on the cloud home page when they log in.
Two of the most useful Icons are **'People'** and **'Groups'** as all cloud users can make use of them to find information.

To simply look up these details on individuals, select 'People' to reveal the list of people on the data base, select a name by scrolling down. To find information about them, click on the name to see a form with various sections on it:
Basics - shows their name and User name if they have one.
Contacts - shows contact details; address, Phone No. etc. depending upon what they have agreed to give us.
Groups - will have their church affiliation and offices held highlighted.

Select **'Groups'** will list the Groups by name, select a group then 'Members' reveals the names; this may be all that is required. Select the small ⊕ attached to some groups and further groups will be listed

 The **On-Line Directory** will enable you to find details of groups and individuals and you can print of the results, which is fine for just a few names. There is a more convenient way of listing details of larger groups, which can also be used for individual officers holding posts in the Churches or Circuit.

That is to make use of the **'Sort & Search' Facility** by selecting the **'PEOPLE'** icon, every name in the data base will be listed on the left, with a menu of possible **actions** on the right
>Select **'Search & Sort'**
Below the banner saying 'Search for' is a list of all groups and activities, all shaded grey, but when selected they will be shaded black with white text.

You will see the list on the left change to show those in that group i.e. the list is 'filtered'. Scrolling up and down the list allows you to select or de-select' filters', until you have found what you want.

By selecting **'ACTIONS'** at the top of the menu you can select from the following:

'Send Email' which allows Emails to be sent using Webmail, if you have permission.. This is fine for sending messages, but attachments are limited to files already in the Document Library.

'**Export Filtered'** If selected this reveals further options to choose from; the most useful being the ability to export a list of Email addresses (see below).

The Options are:

Contacts & Groups will produce an Excel spreadsheet of all the details which can be used to export those details into your own address book. **This is not recommended as that data could be amended at any tim**e.

Contact Summary will produce a .pdf with all the details listed as might be expected in an address book. This could be useful if saved to your PC or printed off as a reference document, for personal use.
That will have the same limitations as above as it will need updating/ checking regularly.

Email Addresses will produce a **';'** separated list of all the addresses which can be copied and pasted into the address bar of **any Email platform** thus overcoming the restrictions of Webmail. The list will be as up to date as possible and removes the need to keep long circulation lists on PCs or other portable devices (as advised by TMCP). The list can also be 'weeded' if it has unnecessary contacts on it. This may appear to be a complicated process, but it is not. It is far faster that thumbing through a, possibly out of date, printed directory and manually extracting the data.

It has the advantage that you can request 'Delivery Confirmation' and 'Read Receipts' - particularly useful if it is an urgent message.

The great advantage in using the list on the Website is we will all be using the same lists.

TMCP advise that we do not retain these lists on private devices, as they may not be secure.

Emails to a large list should always be sent as 'Blind Copies' BCC, most peoples in fact do this now, this of course means that you cannot check your personal list against other lists.

In the past emails have ben sent to wrong or inappropriate addresses, using the lists from CHRESTOS is the most satisfactory way of avoiding such problems.

Nothing is ever 100% perfect and ultimately it all relies on folk being vigilant and disciplined in reporting changes.

NB. Not all members will be able to access some of the actions,
Pease report any problems to r.collis245@btinternet.com**.**
TRY IT AND SEE—TRIAL & ERROR IS THE QUICKEST WAY TO LEARN

Note:

Mobile Devices

The Website is accessible on mobile devices, but **you will not be able to enter the cloud by tapping the cloud Icon.**

If you enter **www.aylesburyvale.org.uk/cloud** you will find the sign in page .or you can select DIRECTORY to get access to the sign in page. This will only allow you to use the On-line Directory.

You may find that not all sections of the cloud are easily accessible on some mobile devices.

NB. Items tested are iPad & Android phone.