

CONTACT US

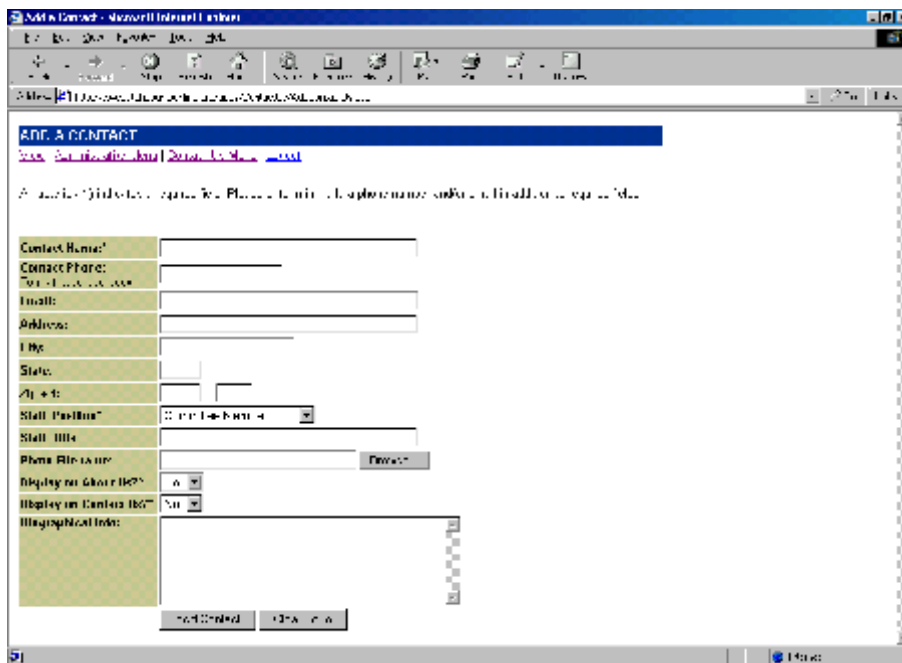
This application allows you to enter contact information for your department. Depending on your access level you will be able to enter either/both the contact types and/or contact information. The data you enter into this application displays on the Contact Us and About Us pages of each organization's home page.

View Contact Types. This page displays all of the contact categories that have been created for your organization. To add a contact type, click the Add link.

Add Contact Type. Add a category of contacts for your organization, following the guidelines established in the General Information section of this document.

View Contact Information. This page displays all contacts for your organization. To Add, Edit, Delete, or view Details, press the corresponding link for that contact.

Add a Contact. Enter minimally the name of the contact and the phone number and/or email address if this person is to be displayed on the Contact Us page of the web. (By definition, a "contact" must be able to be contacted!) The required Staff Position field is a generic position and determines that contact's physical position on the Contact Us and About Us pages. If your organization prefers not to display employee names, you can

A screenshot of a web browser window displaying a form titled "ADD A CONTACT". The browser's address bar shows a URL starting with "http://www...". The form has a blue header bar with the title "ADD A CONTACT" and a link "View Contact Types" in red. Below the header, there is a line of text: "A contact's physical position is determined by the Staff Position field." The form fields include: "Contact Name:" (text input), "Contact Phone:" (text input), "Email:" (text input), "Address:" (text input), "City:" (text input), "State:" (text input), "Zip:" (text input), "Staff Position:" (dropdown menu), "Staff Title:" (text input), "Phone Alternative:" (text input) with a "Browse..." button, "Display on Contact Us?" (radio buttons), "Display on Contact Us?" (radio buttons), and "Biographical Info:" (text area). At the bottom of the form are "Add Contact" and "Cancel" buttons.

alternatively type a position name or function name into the Contact Name field. If you would like to display a photo of the staff person on the About Us page, click the browse button to locate a .jpg, .jpeg, .gif, or .png image from among your file folders to upload to the web server when you add the contact record. To display the contact on the About Us page, select "Yes" from the dropdown list. To display the contact on the Contact Us page, select "Yes" from that dropdown menu. Use the Biographical Info field to display this information on the About Us page.

Contact Information Details. This page displays all the current information for the contact and provides access to add other details about the contact. The most important of these details is the Contact Type (Category). **YOU MUST ASSOCIATE THE CONTACT WITH AT LEAST ONE CATEGORY.** Click the Add button to associate the current contact with one or more categories. Once a category has been assigned to the contact, the Edit button for the contact category appears. Use the Edit button to change the associated category or delete the association altogether.

Edit a Contact. Use this page to make changes to a contact that has already been entered. If you leave the Photo Filename field blank, the existing photo for the contact will remain on the server. If you browse for a new photo, the old one will be replaced.

Delete a Contact. Use this page to delete a contact. Deleting a contact will also delete any associated categories. The photo will also be removed from the web server.