

# eDirectory Startup Notes

eDirectory is a computer based church directory program that displays information normally found in a printed church directory on your computer. It can run on any PC compatible computer running Windows 95 or later.

Using eDirectory, you will be able to quickly and easily look up families or family members in your church, view the names, address information, phone numbers, e-mail addresses, and even see their picture if one has been taken of them for the eDirectory.

There is context-sensitive, on-line help once you have started up eDirectory on your computer. However, you'll need to use the following instructions on how to get the program up and running on your computer and how to access the data.

## Getting the Program Onto Your Computer

To get the eDirectory from your church website, there are two steps you will need to perform. First you will need to Register to have an active **User Name** and **Password** so that you are granted access to the eDirectory Database (**eDirData.zip**) file:

- From within the church website, click on the “Register Now” link to register yourself and to create your Username and Password which you will need.

**eDirectory Registration Form**

\* denotes a required field

\*First Name

\*Last Name

\*Email Address

\*Phone Number

Address

City

State

Zip Code

**Create Your Username & Password**

\*Username  alphanumeric only, no spaces

\*Password  alphanumeric only, no spaces

\*Confirm Password

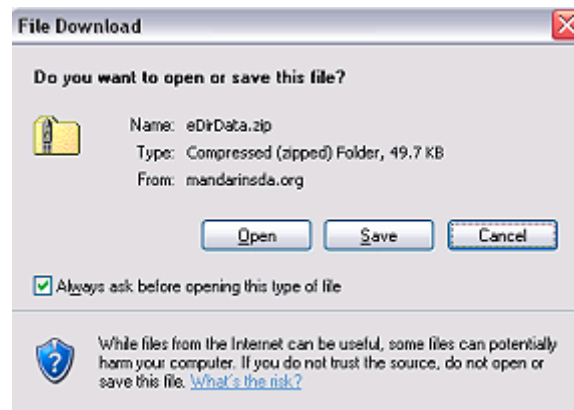
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- Upon receiving your registration, you will be notified within 24 hrs that your Username/Password has been activated granting you access to the “eDirData.zip” file.
- Once you are registered, return to the Online Directory page of the website and click on the “**Download eDirData.zip now**” link.

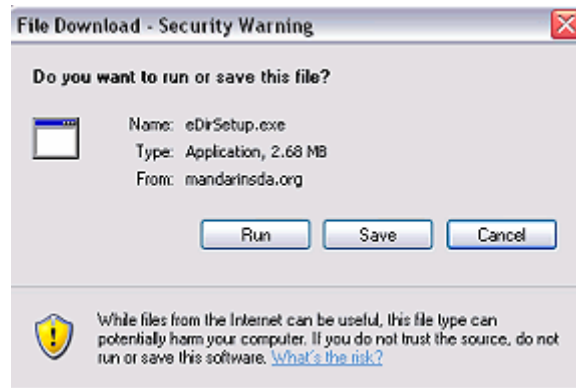
- You will see a window asking you to enter your Username & Password



- Ensure that you enter your Username & Password exactly as you have created it when you registered (case sensitive).
- After entering your Username/Password, you will be asked to open or save the file.

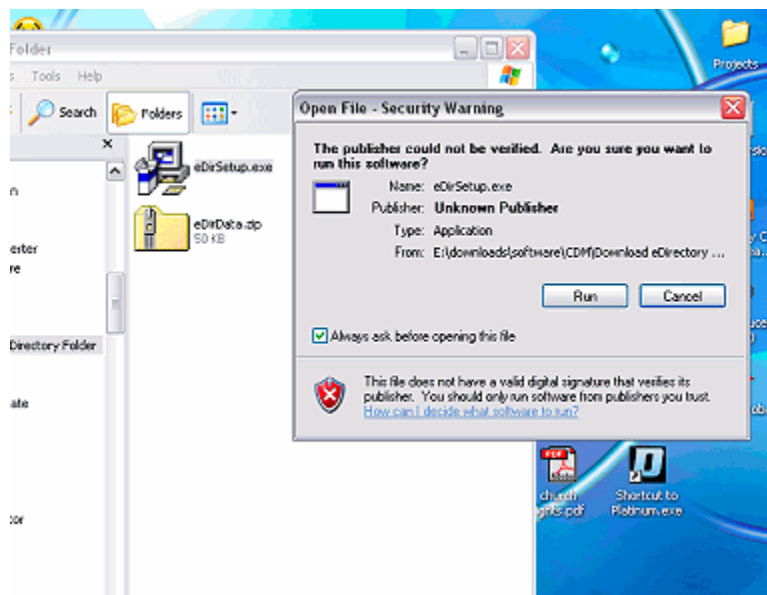


- Choose “**save**” and save the “eDirData.zip” file to your desktop or in a location you will be able to locate later.
- Next, you will need to have the eDirectory Program installed on your computer to view the eDirData.zip file. You can download the program from the website by clicking on the “**Download the eDirSetup.exe**” link located on the Online Directory page of the website.



We recommend you download the “eDirSetup.exe” file to your desktop or in a location you can locate easily. You will only need to download this file once.

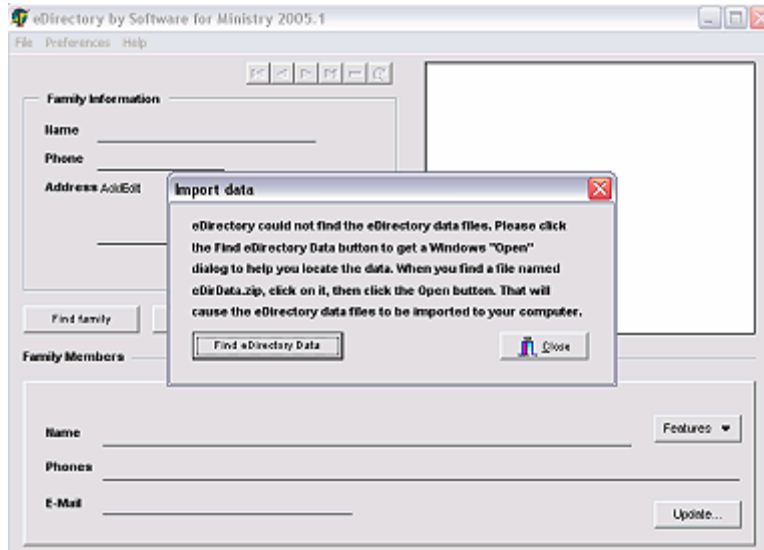
- To install the eDirectory Program, double-click on the “eDirSetup.exe” file you just downloaded and follow the installation menu.



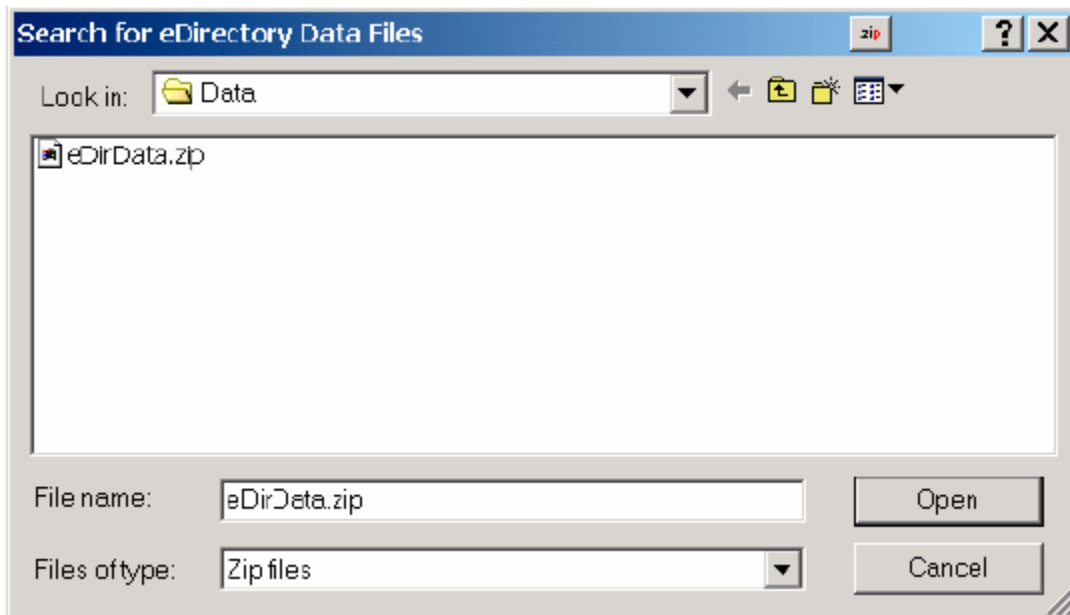
- When the setup program appears on your screen, keep clicking **Next** to install the program. We recommend that you use the defaults provided for you in the setup program.
- Once the program is installed, you will be asked to locate the **eDirData.zip** file you downloaded with your username and password. This will unpack and import your data file for you to view. See below for details on using the program.

# Using the Program

Upon launching your eDirectory Program you may see this message on your screen...



...it means that eDirectory has not yet found the church directory data files it needs to display the information for you. Click the **Find eDirectory Data** button to see a standard Windows “Open” dialog that looks like this:



In the example above, you’ll notice that the **eDirData.Zip** file, the compressed file that contains the data used by eDirectory, has been located. Were this on your computer, you would now click on the filename and then click Open or double-click directly on the file name. Either way will cause eDirectory to unpack the data files and place them in its folder on your computer and then display the first name.

The next time you enter eDirectory, the data will already have been set up, so you won't have to do this step again.

Once eDirectory has found the data, you can use the program any time you wish. You can even make changes in the information if a church member changes address or phone numbers. Use the on-line help system for instructions on using various features in the program. eDirectory is not designed to be a program that allows you to enter new families into the data file. However, your church can issue updates to the church directory at any time so that you can get all the new additions to your church family from time to time.

## **Getting Support**

eDirectory is so simple to use you are not likely to ever need support. However, if you have questions about using the program or setting it up, please contact your church office for help.