Office of Archives, Statistics, and Research

Instructions on How To Use Jordan The SDA Yearbook Runout Editor

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Accessing Yearbook Data in Jordan

To access the Yearbook Runout digital information you have to access Jordan at <u>https://jordan.adventist.org</u> in your Internet navigator. The application will prompt you to enter your credentials (*Figure 1*). If you are at the Division level the access is granted to you by the General Conference. If you are at the Union level the access is granted by the Division. And if you are at the local Conference level the Union will grant the access. You should have received an email with directions to create your password and access Jordan. On the login page, enter the email address used to give you access to Jordan and the password you have created.



To scroll down on this screen, please use the small, vertical scroll bar to the immediate right.

After logging in you will see the Menu screen. Select the menu "Yearbook" and the option "Runouts." (*See Figure 2*). This will open the Yearbook Runout editor application. Finally, select the "Period" in the left-hand column. The Period is identified by the year in which the data will be published, which is one year ahead of the current year.

BLogor	Menu	Yearbook	
<u>/1</u> ~	atust		
3	ntguatus	All and a second se	

Figure 2

Adding a Data Manager

To add a data manager for a subordinate entity, in the home screen (*Figure 2*, previous section):

1. Click on the Configuration option in the left column, then on the Users square that appears in the right column. You will then see each of the applications for which you manage data in Jordan listed in the left column (*Figure 3*).

🕈 Menu Users		Roles + No	*	Roles
Choose a Document	_	Name Pisk	Roke	Choose
Membership Quarterly	>	- No Records Available	Email Address	
Yearbook Runouts	>		Full Name	
	- 1		Created	
			Last Access	
			Paterents Intervibaer	Nedge that I have received consent from the individual ed in this form to enter all the indumation included about in this form. I activisively that the individual fras been if on how the data is stored and managed.

Figure 3

2. Select Yearbook Runouts. The left column will then display the organizational units for which you are responsible. Click on the one belonging to the data manager you wish to add. The center column will then list any data managers already associated with that entity. To add another, click on the +New button on the top right of the center column. Then enter the email address of the new data manager in the right column and click on Validate Email Address (*Figure 4*).

< Back	Users	Roles	+ New	X Cancel	Validation
Document	Yearbook Runouts	une Rok			
Parent «Unit	General Conference	- No Records Available - Appendix and press the variable south to revenue			press the validate builton. Be sure to re-enter the email
eUnits			-	address correct	у.
General Confe	mence (GC)			User Email Addr	***
East-Central A	tal Africa Division (ECD) re-Enter Email Address		***		
Euro-Asia Divi	sion (ESD)		L		
Inter-American	t Division (IAD)			Validate Email Add	858

Figure 4

Note: If this person uses more than one Jordan application, you must create the account using the same email address used in their other account(s) in order for them to see all of them together!

3. Choose their Role (Data Manager is the only option), and enter their full name. Because of strict data privacy laws recently enacted by the European Union, you must also certify that you have consent from this person to put their data in the system. (Currently, this new law applies only to countries

within the European Union, but since this seems to be a trend for governments worldwide we are beginning to require consent from all fields in anticipation that other nations will soon have similar requirements). (*Figure 5*)

× Cancel	Roles	🗸 Accept						
	Adding new.							
Role	Choose	Ŧ						
Email Address	davisr@gc.adventist.org							
Full Name								
I acknowledge that I have received consent from the individual referenced in this form to enter all the information included about him/her in this form. I acknowledge that the individual has been informed on how the data is stored and managed.								
	Figure 5							

4. Finally, click on the Accept button in the upper right corner. The system will send the new data manager an automatic email with login instructions.

Editing an Entity

The editing window in Yearbook (outside of Configuration) has three columns (see *Figure 2* and Figure 6).

< Period	Yearbook 💿	= 20000	Entity		Runouts Data × Remo	Ne 🗸 Approve
6		-	Туре		Verify the information below. Be sure to scroll down until the end of the	page.
2018			All Types	4	General	EarContine
Koman Union Conference (KRUC)		Q East Central Korean Conference Gravization// Units		EAST CENTRAL KOREAN CONFERENCE		
				Cirganized 1908; reorganized 1919, 1976, 1975, 1983 Territory: Eastern part of Seouri, Kangwon (except the county of Chulwon); the counties of language Kangwon Kangwon (except the county of Chulwon); the counties		



- 1. The first column will show the organizational unit under your responsibility.
- 2. The second displays the entities of the selected unit in the first column. At the top is a drop-down list to select the type of entity you want to view. Immediately below that there is a search area you can use to look for a specific entity by name.
- 3. The third and last column shows the runout content of the selected entity. This has buttons to *"Remove," "Approve,"* and *"Edit Content."*

To work on a runout's information, you have to click on the *Edit Content* button for the entity you want to edit. If you have selected an Organizational Unit you will have access to edit the areas "General" and "Institutions and/or Other Entities." If you are accessing an institution, the only area to edit will be "General." Be very careful to scroll down the entire page and check all the information!

After clicking an *Edit Content* button you will see the data editing screen (*Figure 7*). This has two columns:

< Canol	Data Editor	Content	Styles		
1	EAST CENTRAL KOREAN CONTERENCE		Bold		
	Organizati 1908, recipiented 1919, 1979, 082		Darmer		
	out; Kangeon (except the county of Chulwon); the counties of Hana pryong in Kyunggi; and the counties of Chechun, and Tanyang in Choon		Centered		
Statiatics: Churches, 162; mar	mbership, 76,812; population, 7,061,339.	De	tault		
Telecommunications			Indent Text 1 Level		
Telephone: 82 (2) 8911-8101	i.		Indent Text 2 Levels		
Fax: 82 (2) 0911-9190.			Indent Text 3 Levels		
E-mail: eckcpd1@kuc.oc/e:			Indent Text 4 Levela		
Website: www.eckc.or.kr.					
Cable: "Adventiat." Secul, K		Inst	tructions		
Address: 37 Bongfrwasanro 56	Sgit Jungrang-Gu: Secul 02066; Korea.				
Administration:			 Do not show your changes, submit clean text. If a conference or mission is being moved to a 		
President, Rwang Soo Park.			different union do not delete it; just type in a		
Secretary, Bun Chut Shin.			note at the bottom of the page that it is now under its new union.		
Treasurer, Geun Tes Jung.			Review and update territory descriptions.		
Departments:			preferably using geographical or political		
Children's Ministries, Se Jin	Kwon.		boundaries to describe the area. Termones are now being mapped electronically and more		
Communication, and Health	Ministries, Hyung Sik Ju.		specific descriptions are needed. If your		

Figure 7

- 1. The first column is the area to edit the content. You can click on this area to add, modify, or remove text.
- 2. The second column contains the Styles you can use to format the content.
 - a. To apply a style to a particular paragraph, place the cursor anywhere within that paragraph and then click on the desired style.
 - b. To make a section of text bold, select the desired text and click on the Bold button.

Below the style list you will find the instructions related to the entity type you are editing.

Please read these Content Editing Directions carefully; they contain specifications that are often overlooked!

If you want to save the applied changes click on the "Save Content" button located at the right side of the Data Editor title (*Figure 8, red*). This will save the content. You can return to edit it again if you have not finished working on it.

However, if you don't want to save your changes, click on the cancel button in the upper left corner (*Figure 8, blue*) and you will leave the data editing window without saving the changes. You can return later to this screen.

< Cancel	Data Editor	Save Content	Styles
	EAST CENTRAL KOREAN CONFERENCE	Bold	
	Organized 1908; reorganized 1919, 1978, 1983 Eastern part of Seoul; Kangwon (except the county of Chulwon); the counties of Hanam, Kapyung, Kuri, Kv ngiu, Sungnam; Yangpyung in Kyunggi; and the counties of Chechun, and Tanyang in Choongbuk.	Centered	
Statistics:	Churches, 162; membership, 78,812; population, 7,061,339.		Default

Figure 8

After clicking on the Save Content button the system will prompt you with the question "*Ready to approve this file?*" (*Figure 9*). If you have more work to do on the selected entity click "No, I have more to edit." If you are done with the entity click on "Yes, I want to approve." At any time you can directly click the "Approve" button to approve the content. The question window will only appear after you have saved the data as a reminder to also approve it.

=======	Entity.		Rund
Ready to app	prove this file?		×
Are you ready to app	prove this file? Choose an opt	ion below.	
	No, I have more to edit.	Yes, I want to approve.	
- Organiza	No. Minite more to ease		Non Kanadian

Figure 9

After you click on the "*Approve*" button, the *Edit Content* button will disappear. You will also see a full star beside the name of the entity (*Figure 10, red*). This is an internal marker which shows you which entities have been approved. If for some reason you want to make a correction, you can click on the "Re-Open" button (*Figure 10, yellow*) and this will restore the Edit Content button for that entity. The marker star will return to the empty star status and you will be able to follow the editing process again.

< Period	Yearbook 👁	🖃 Statio	Entity		Runouts Data		
		7	Type		Ver#y the information below. Be sure to scroll down until the end of the page		
2018			All Types		General		
Unit Name		Status	a .		EAST CENTRAL KOREAN CONFERENCE Organized 1908: reorganized 1918, 1978, 1983		
· Korean Unior	Korean Union Conterence (KRUC)		East Central Korean Conterence		Ferritory: Eastern part of Seoul, Kangwon (except the county of Chulwori); the count		
Korean Union Conference (Internal) (KRUC- I)		-	- Organizational Units		of Hanam, Kapyung, Kuri, Kwangjoo, Namyangju, Sungnam; Yangpyung in Kyung		
		3-6	Jeju Attached Region - Organizational Linits		and the counties of Chechun, and Taryang in Choongbuk. Statistics: Churches, 162; membership, 78,812; population, 7,061,339.		
East Centra	East Central Korean Conference (ECKC)						

Figure 10

Using an External Editor

The system provides a way to use an external editor to help update an entity's content (this would mainly be used for updating individual institutions). The external editor is a person with knowledge about the entity whom you trust to work on that entity's information on your behalf.

To add an External Editor, click on the three-line icon located to the right of the selected entity's name (*Figure* <u>10</u>, *blue*). This will open the form to add the External Editor's contact information (*Figure* <u>11</u>).

Enter the Full Name and the Email Address. Be sure to verify that the email address is correct, otherwise the External Editor will not be contacted, and click "*Accept*" (*Figure 11*).





After you have clicked on the "Accept" button (top right of center column) you will see the button "Contact Editor." Click on this button when you are ready for the external editor to be contacted to work on this particular entity (*Figure 12*).



Figure 12

After clicking on the "Contact Editor" button you will be prompted to add a personal message to the automatic email to the external editor which is generated by the system (*Figure 13*). You can use this to provide any extra explanation you consider necessary. When finished, click on the "Send Email" button.

	Contact Editor	anal down until the end of the page.
2018 Unit Long Korson Union Contenunce (KRUC) Korson Union Contenunce (Internal) (KRUC) B East Control Korson Contenunce (ECKC)	The external editor will be contacted by email with a request to edit the information for the selected institution, in the text area you can add a message to the editor: Thank you for helping us entering this information.	Et: Communication ACHED REGION Instantianed Antiched Finish Commentationed 2014 1131 population, 965:210
Middlewest Korean Conference (MWKC)	Send Eme	3



The system will notify you that an email has been sent to the external editor (Figure 14). The external editor will

receive an email containing a private link which he/she must use to access the runout editor. Later in this document you will find instructions for an external editor using this system.

≡ Status	< Back	Entity Info	🖊 Edit	Runouts I
Notic	е			× scroll do
A reques	ting e-mail has	s been sent to the exter	nal editor.	
Status	External E	-ditor		JEJU ATTACHED
A.,	Full Name			(Formerly known as KUC J
		Fig	gure 14	

Once the system has contacted the external editor you will see in the selected entity a blue user icon replacing the star marker (*Figure 15*). This is to indicate which entities are using external editors.

< Period	Yearbook o	Estatus	Entity			Runouts Data 🗙 Remove 🗸 A			
			Туре		1	Verity the information below. Be sure to scroll down until the end of the	page.		
2018		All Types 2		4	General				
OvtName		Status	a		×	JEJU ATTACHED REGION			
# Korean Union Conference (KRUC)		East Central Korean Conference 🔔 📻			(Formerty known as KU/C Jeps Attached Field) Organized 2009: renamed 2014				
Korean Union Conference (Internal) (KRUC-		× 🖈	- Organizational Units		_	Yerritory: Jeju Island.			
East Central Korean Conference (ECKC)		12	- Organizational Units 🧔 🗎		-	Batistics: Churches, 7, membership, 1,113, population, 965,219.			
Middkevest Korean Conterence (MWKC)		Korean Union Conterence Organizational Units							



Removing an Entity

If you want to remove an entity you have to click on the "Remove" button. (see Figure 16)



Figure 16

Once you click on "Remove", this will open a window asking you for the reason why the entity has to be removed (*Figure 17*). Be advised that organizational units cannot be removed using this option. For these cases the GC ASTR department has to be contacted directly. After entering the removal message you should click on the "Submit Removal" button.



Figure 17

After the removal operation, the entity will be marked with a red X, as shown below (*Figure 18*).



Figure 18

Creating a New Entity

To create a new entity, you have to first select the parent organizational unit in the left column. Then click on the Type popup list and choose the entity type (*Figure 19*).



Figure 19

After you have selected an entity type you will see the "+New" button at the top of the middle column. Click on it to add a new entity (*Figure 20*).

< Period	Yearbook O	E Statis	Entity	-+ New	Runouts Data	× Rensour	🗸 Арргоин
		-	Type	-	Verify the information below. Be sure to scroll down un	til the end of the pag	#.
2018			Hospitals and Sanitariums		General		Bale Comment
Unit Rame		Btatua	Q	E	BETTER LIVING HOSP (Formerly known as Seventh-day Adve		1
General Conference (BC) State Living Ho		Setter Living Hospital		 Construction and the second second property of the second sec second second sec	Establehed 1966		



After clicking the "+New" button you will be asked to enter the new entity name (Figure 21), then click on "Accept." After this process the new entity will be available in the list to be edited.

< Period	Yearbook o	E Status	XCred	Entity Info	Accept	Runouts Data	×Tensor 🗸 Approx	
H .			Adding new.			Verify the externation below. Be sure to scroll down until the end of the page.		
2018			Entity Name General		Ent Comer			
Strit Name	Unit Name Etablist					ACFE ADVENTIST MEDICAL CEN IACFE Sanatorio Adventista		
# General Conference (BC)		Enternal Conor			Established 1988			



Renaming an Entity

If an Organizational Unit or Institution has changed its name just correct the name within the editing window as you edit the rest of the file. Do not delete the entity and create a new one just to change the name.

Submitting Reports

After you have edited and approved all the entities belonging to a unit you should be able to request that the next higher organization grant approved status for your organizational unit. When you are ready, click on the "Status" button. Be advised that the system will not allow requests for status approval if the entities have not all been approved (*Figure 22*).





In our example the selected unit does not have a data manager. Therefore, the Submit Report window will only show the option to "Approve on Behalf" (*Figure 23*). Each option in this window has an explanation indicating when and how to use it.



Figure 23

Once a unit has been submitted and approved you will see that the star for that organizational unit will change to full color (*Figure 24*).



Figure 24

Before a union can be submitted for status change, all of the conferences have to be approved (*Figure 25*). Then a status change may be requested.

< Period	Yearbook 🛛	≣sutor	Entity			Runouts Data Ba Opin				
2018			Type All Types			Verify the information below. Be sure to scroll down until the end of the page. General				
Unit Name		Status	۹ 🛛		×	EAST CENTRAL KOREAN CONFERENCE Organized 1908: reorganized 1919, 1978, 8853				
Korean Union Conference (RRUC) Korean Union Conference (Internal) (KRUC-		•	East Central Korean Conference - Organizational Units	*		Territory: Eastern part of Secul; Kangwon (except the county of Chulwon); the counties of Hanam, Kapyung, Kun, Kwangloo, Namyanglu, Sungnam; Yangpyung in Kyunggi.				
 East Centra 	(Korean Conference (ECKC)	*	Jeju Attached Region - Organizational Units Korean Union Conference	and the counties of Chechun, and Tanyang in Choongbuil Statistics: Churches, 152; membership, 78,812; population		Statistics: Churches, 152; membership, 78,812; population, 7,061,339.				
# Middlewest	st Korean Conference (MWKC)		Organizational Units			Telecommunications: Teleconom: 82 (2) 6911-9101.				
 North Korea 	in Mission (NKRM)	*	Middlewest Korean Conference - Organizational Units	*		Fax:82 (2) 6911-9190.				
Southeast F	Korean Conterence (SEKC)	*	North Korean Mission - Organizational Units	*		E-mail: eckcpdfilliuc.ockr. Website: www.eckc.ockr.				
212/10/2014 2015	Korean Conference (SWKC)	*	Southeast Korean Conference - Organizational Units	*		Cable: "Adventist," Seoul, Korea.				
West Central Korean Conference (WCKC) Joju Attached Region (JEJU)		*	Southwest Korean Conference - Organizational Units	*		Address: 37 Bonghwesanro 56pli, Jungrang-Gu, Seoul 02008; Korea. Administration:				
			West Central Korean Conference 👍 🥅			President, Kwang Soo Park.				

Figure 25

The system will indicate that it is necessary to request approval from the next level, in this case the division. Follow the instructions shown in the window (*Figure 26*).



Figure 26

Once the report is submitted, the unit's star will appear half full (*Figure 27*). This indicates that the unit wishes to be approved. The Division, in this case, will receive an email indicating that a unit is requesting approval.

< Period	Yearbook 🧕	≡ Status	Entity	F		
i			Туре		Verify the information below. Be sure	
2018			All Types	\$	General	
Linit Nome		Status	٩	×	EAST CENTRA Organized 1908:	
	Conference (KRUC)	SUC-D	East Central Korean Conference Organizational Units	* 🗉	Territory: Eastern part of Seoul; Kang of Hanam, Kapyung, Kuri, Kwangj	
East Central Korean Conference (ECKC)			Jeju Attached Region - Organizational Units	* 🗉	and the counties of Chechun, an Statistics: Churches, 162; member	

Figure 27

The division will then validate the information, and if everything is acceptable, approve the unit by clicking on the "Status" button (*Figure 28*).

< Period	Yearbook 🛛	≣statu)	Entity			Runouts Data			
2018		1	Type All Types 0			Verify the information below. Be sure to scroll down until the end of the page. General			
1AST Name	/	Status	Q		×	EAST CENTRAL KOREAN CONFERENCE Organized 1908: reorganized 1918, 1978, 1983			
Northern Asia-Pacific Division (NSD) Northern Asia-Pacific Division (Internal)		合合	East Central Korean Conference - Organizational Units	*		Yerritory: Eastern part of Seoul, Kangwon (except the county of Chulwon); the counties of Hanam, Kapyung, Kun, Kwangjoo, Namyangju, Sungnam; Yangpyung in Kyunggi.			
(NSD-I)	ian Misalan (CHUM)	**	Jeju Attached Region - Organizational Units	*		and the counties of Chechun, and Tanyang in Choongbuk. Statistics: Churches, 162: membership, 78,812: population, 7,061,329.			
Japan Union Conference (JPUC)		-	Korean Union Conterence - Organizational Units	*		Telephone: 82 (2) 6911-9101.			
E Korean Union Conference (KRUC)		Ű.	Addiewest Korean Conference Organizational Units			Fdx: 82 (2) 6911-9190.			
# Mongolia M	lasion (MGMF)	20	North Korean Mission			E-mail: ackcpdt@kuc.or.kr			



In this case, the Submit Report window will show two options: *Approve Report* or *Return for Editing* (*Figure 29*). *Return for Editing* is used to return editing control to that entity's Data Manager for corrections (see below for further details).



Figure 29

When the unit is approved the star marker will show as a full star (*Figure 30*). This process has to be repeated for each union under the division. After a division has approved all of its unions it can request approval for the whole division from the General Conference using the Status button.



How to Return for Editing

When subordinate entities request approval, review their content before granting it. In case of error, the Return for Editing function allows a data manager to reopen a field for corrections. When an entity has been reopened

by a higher data manager, either that data manager or the one assigned to that entity may make the edits. To return for editing, click on the Status button and select the *Return for Editing* tab (*Figure 31*).

i o	Entity	Runouts Data
	Submit Report	· croit down unit
1950	Select report's action, add a message if needed, and click on the Submit button. Approve Fedure Report Fedure	IDREAN CON
o (trianul)	Use this options reported with the report information and you want to approve it. The D Manager will receive an email confirming the approval. If you want to include a message with in the email write it the input field below.	
UMB	After this action the report status will show a full star icon.	79.8=2; popule
rua 1940	Message to include with email: Thank you for your[work.	
	Southwest Korset Conference de 100 Administration	nt any fac from



Enter a brief message in the message box explaining the reason why the entity is being returned for editing and what action, if any, is expected from the entity's data manager. Click on *Submit* (bottom right corner *Figure 31*) and then on "*Click to confirm submission*" (*Figure 32*). Once this steps are complete the following will happen:

- 1. An automatic email will be sent to the entity's data manager with an announcement that the entity has been reopened and this message.
- 2. The entity will then return to a half star status and be available for editing.

IMPORTANT:

If the field to be edited is a local conference or mission and the union has already been approved, it will be necessary to first reopen the union using Return for Editing and then reopen the local field.

iook:	Entity	Runouts	Data
visium (ES	Submit Report	×	al duin
sD)	Select report's action, add a message if needed, and click or	the Submit button.	-
m (140)	Approve Return Report for Editing		OHE & C
e EUDI	Use this options if the report needs currection. The Data Manager will re corrections. Please write an explanatory message in the input field belo		
	submitting the report will become editable for the data manager		10 pep
1111000	After this action the report status will show a empty star icon.		
autores	Message to include with email:		
Thurstee.	Please disregard		
High			
(i	1		ALSO
11	K Cancel	Click to confirm submission	
then.	Berlin-Central German Sacrata	Oliver Feddlarder	

Figure 32

Reviewing Submitted Reports

A data manager is expected to review the new information submitted by the entities for which they are responsible. Occasionally, an entity will not have any changes from the previous year. Once an entity has altered their content a small red flag will appear next to the entity's name (*Figure 33*). If an entity has a full star but no red flag, it will mean that the entity has been submitted without being changed.

To see exactly what an entity has changed, click on the *View Changes* green button in the upper right corner (*Figure 33*).



Figure 33

This will open the Differences window (Figure 34).

Here the added information is highlighted in green and underlined. Deleted information is highlighted in pink and struck through.

D	ifferences
	Secretary, Michael A. Worker, Associate Secretary, Kenneth L. Vogel.
	Treasurer/Chief Financial Officer, Peter W. Cameron.
D	epartments:
	Children's Ministries, Anthony W Knight,
	Education, Daryl K. Murdoch: Associate. Lyndon J Jacques Y Calais.
	Family Ministries, Anthony W. GhopmonKnight
	Ministerial Association, Brendan D. Pratt.
	Planned Giving and Trust Services, Ian H. Royce.
	Public Affairs and Religious Liberty, Kenneth LMichael A, VegetWorker.
	Sabbath School and Personal Ministries, and Stewardship Ministries, Cristian Copaceanu
	Women's Ministries. TBC
	Youth Ministries, Jeffrey N. Parker.

Figure 34

Reverting to the Unedited Version of an Entity

Unfortunately, a problem has been discovered within the Jordan system which sometimes causes the information for one entity to be replaced by the information for a different entity. As we have not found a solution for this problem yet, a *Revert* button has been added to the program. If you find that one of your entities has been overwritten, you can return it to its original information by clicking on this red button in the upper right corner of the window (*Figure 35*). Any edits made prior to the overwrite will be lost and need to be reentered.





Downloading Content for Printing

To download the content of an organizational unit, select that unit in the center column and click on the *Download* button in the right column. If the selected organizational unit is a division or union, all of the fields under that unit will also be downloaded. (*Figure 36*)

Period Yearbook		Entity			Runouts Data 🗙 Remove 🗸 Approv
Inter-European Division (EUD)	র্ম -	- Organizational Units	14		Verify the information below. Be sure to scroll down until the end of the page.
North American Division (NAD)	13	Cote d'Ivoire Conference 🟴 - Organizational Units	13		General Download Edit Content Revert
Northern Asia-Pacific Division (NSD)	삷	Cross River Conference - Organizational Units	13		EAST CAMEROO MISSION Established 1932, organized 1949;
South American Division (SAD)	54	Delta Conference		_	Reorganized 1966, 1970, 1998
South Pacific Division (SPD)	53	- Organizational Units	23		Territory: Boumba et Ngoko, Haut-Nyong, Kadei, and Lom et Djerem (East Cameroon Region).
€ Southern Africa-Indian Ocean Division (SID)	the second	Diamond Field Ghana Conference - Organizational Units	☆		Statistics (June 30, 2018): Churches, 220; membership, 23,574; population 3,999,996.
Southern Asia Division (SUD)	13	East Cameroon Mission	숣		Telecommunications: Telephone: 237-224-1164.
Southern Asia-Pacific Division (SSD)	\$	- Organizational Units	12		Fax: 237-224-2525.
Trans European Division (TED)	1	East Ghana Conference - Organizational Units	23		E-mail: jean_atoh@yahoo.fr; njangabello@yahoo.fr; yangmanavom@yahoo.fr.



There are two options for downloading institutions:

- 1. Scroll to the bottom of the content of the organizational unit to which it belongs and click on the *Download* button in the Institutions and/or Other Entities bar in the right column (*Figure 37*); or,
- 2. Select the institution in the center column and click on the *Download* button at the top of the right column.





If institutions are downloaded from the Institutions and/or Other Entities bar, all of the institutions for that organizational unit will be downloaded. If an institution is selected from the center column, only that institution will be downloaded.

Resetting a Password

Go to the Jordan login page and click on the blue text below the Submit button that says *Click here to change your password*. (*Figure 38*)



Figure 38

It will then give you a place to enter the email associated with the account. (*Figure 39*)



Figure 39

Once you have clicked on Submit an automatic email with a link to update the password should be sent to that address.

External Editor Interface

The external editor receives an email with a private link to access the entity editor. When the user clicks on the link a website will open with the information of the assigned entity. The external editor must click on the *Edit Content* button to begin making changes. (*Figure 40*)

	Runouts Data	Subnut Content
Hong	Kong Adventist Hospital - Tsuen Wa	n
Verify the information below. Be sure to a	cruil down until the end of the page.	
General		EatSoriem
	HONG KONG ADVENTIST HOSPITAL - TSUEN WAN (Formerly Tawin Wan Adventist Hospital)	
	Established 1964	
Organizational Unit: Chinese Union Mis	sion	
Telecommunications:		
Telephone: 652-2275-6688 (General):	852-2275-6700 (President): 852-2275-6705 (Finance): 852-2275-6700 (VPA).	

Figure 40

After clicking the *Edit Content* button the system will show the data editing screen (*Figure 41*). This has two columns. The first column is the area to edit the content. You can click on this area to add, modify, or remove text. The second column contains the Styles you can use to format the content.

To apply a style to a particular paragraph, place the cursor anywhere within that paragraph and then click on the desired style. To make a section of text bold, select the desired text and click on the Bold button. Below the style list you will find the instructions related to the entity type you are editing. Follow these instructions carefully. When finished, click on the *Save Data* button.

Carosi	Data Editor	Save Data	Styles
Ŧ	HONG KONG ADVENTIST HOSPITAL - TSUEN WAN		Boid
	(Formerly Tauen Wan Adventist Hospital)		Danner
Organizational Unit: Chine			Centered Text
Telecommunications:			Text not indented
Telephone: 852-2275-66	88 (General): 852-2275-6700 (President): 852-2275-6705 (Finance): 852-2275-6700 (VPA).		Indent Text Level 1
Fax: 852-2413-5311.			Indent Text Levels 2
E-mail alex.lan@twah.org	g hk; paul yami@twah.org.hk.		Indent Text Levels 3
Website: www.twah.org.t	w.		Indent Text Levels 4
Address: 199 Tsuen King C	kcult; Tsuen Wan; New Territories; Hong Kong.		
Number of Patient Beds: 2	129		Instructions
Board of Directors: Robert	S. Folkenberg Jr., Chair; Alex Lan, Secretary.	1	Do not show your changes, submit clean text.
Administration:			 If an institution is being moved to a different orgunit do not delete it; just type in a note at the bottom of
President, Alex Khong Pr	oh %Lan.		the page that it is now under its new org unit. • Do not delete institutions; just type in a note at the
Chief Financial Officer, S	imon %Sim.		bottom of the page saying it was closed, sold, etc.
Vice Presidents:			 Give institution names in English. If desired, the name can also be listed in its native language on the
Administration, Paul 9	s'Yam.		next line.
Medical Affairs, Monty	Wai Ming %Lee:	I	 List only the chair and secretary of Boards of Management or Directors.
Director of Nursing (Ad	cling), Simon %Chan,		List the legal or corporate name only if it differs from
Medical Staff:			 the regular name. Beginning with Administration (not the Board), please
Chief of Medical Staff, Lu	ino Wai %-Chan.		place a % sign in front of the last name for each

	_	Runout	ts Data	
	Ready to Se	ubmit this file?		× .
bern	Are you ready to a	ubmit this file? Chosse an optio	n below.	
		No, I have more to edit.	Yes, I want to Submit.	
			en an	
		Figur	re 42	

The system will ask if you want to submit the file (*Figure 42*). You can select "No, I have more to edit" if you have not finished the information—This will allow you to close your navigator and return later to continue editing the document. To return you must use the provided private link.

If you have finished editing, select the option "Yes, I want to Submit."

Once you select "Yes, I want to Submit", the *Content Submission* window will open providing you an opportunity to enter a message which will be included in the notification email back to the unit data manager (*Figure 43*). Use this for any explanation, clarification, or comments you feel are needed.

	Ranouts Data
	Content Submission
	An entail will be sent to the organizational unit informing them that the editing process is complete. After this action this document will not longer be available for editing. In the text area you can add a message:
	I have completed the data for this institution.
l	
L	Send Ethi

Figure 43

After the document has been submitted the external editor will not be able to use the private link to edit the document anymore (*Figure 44*).

WARNING
This document is not available for editing

If the external editor must make new corrections, the Data Manager is required to send a new link by using the *Contact Editor* button. (*Figure 12*)

If the file is correct without editing, simply click on the *Submit Content* button in the upper right corner. (Figure 40)