

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 <https://jordan.adventist.org> 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.

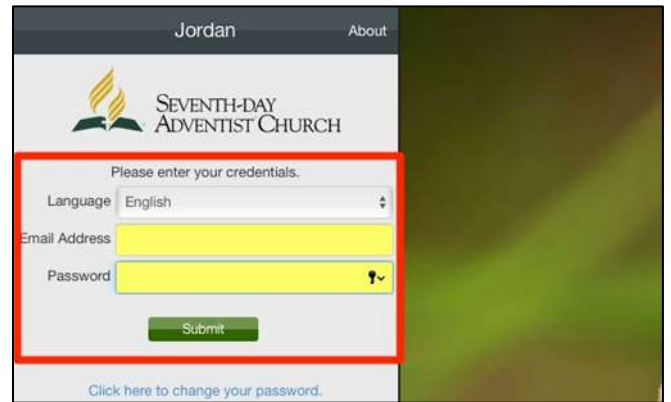


Figure 1

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.



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](#)).

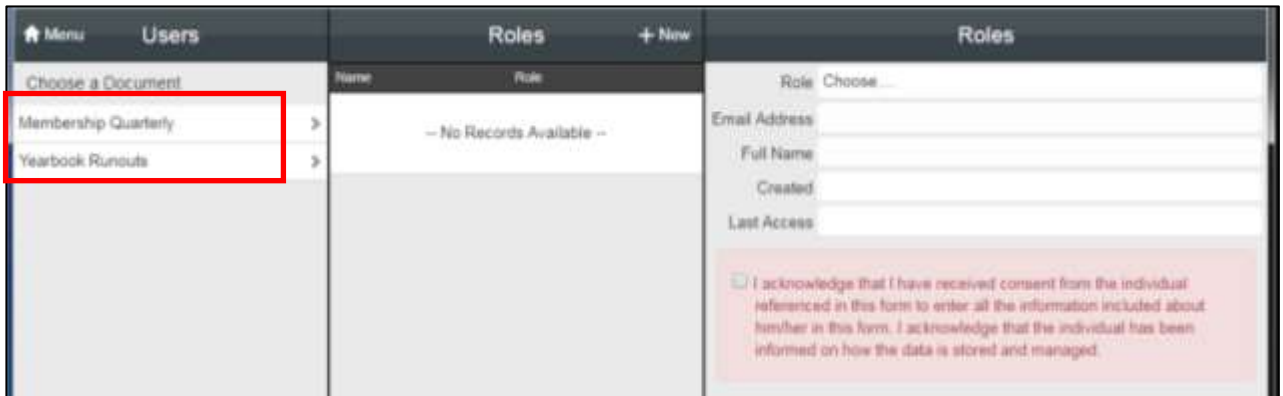


Figure 3

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](#)).

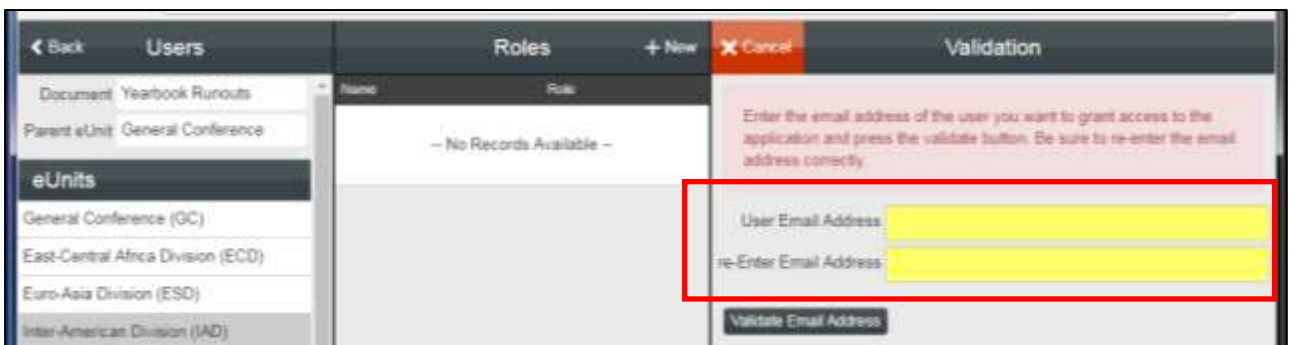


Figure 4

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)

The screenshot shows a web form titled "Roles" with a "Cancel" button on the left and an "Accept" button on the right. The form is in the "Adding new" state. It contains three input fields: "Role" (a dropdown menu with "Choose..." selected), "Email Address" (containing "davisr@gc.adventist.org"), and "Full Name" (highlighted in yellow). Below these fields is a red-bordered box with a checkbox and the following text: "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](#)).

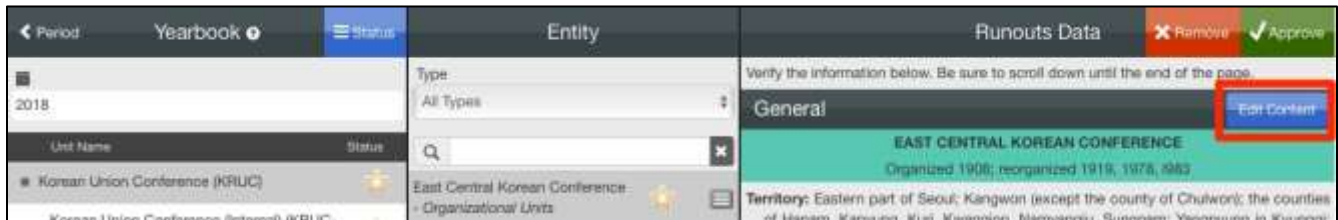


Figure 6

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:



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.

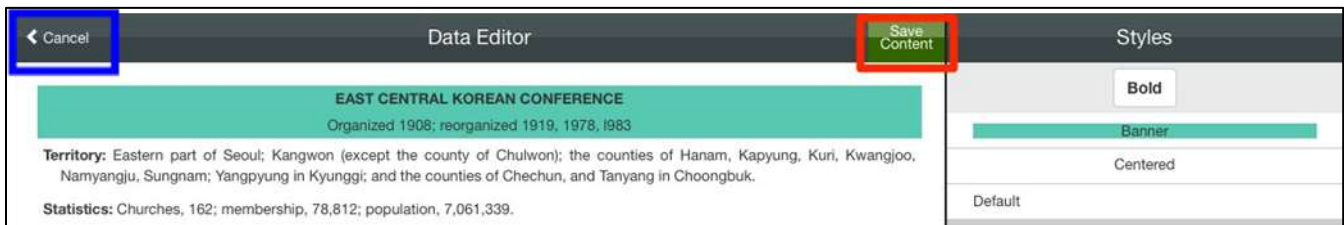


Figure 8

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.

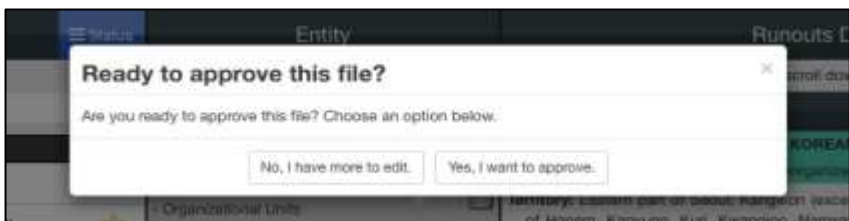


Figure 9

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.

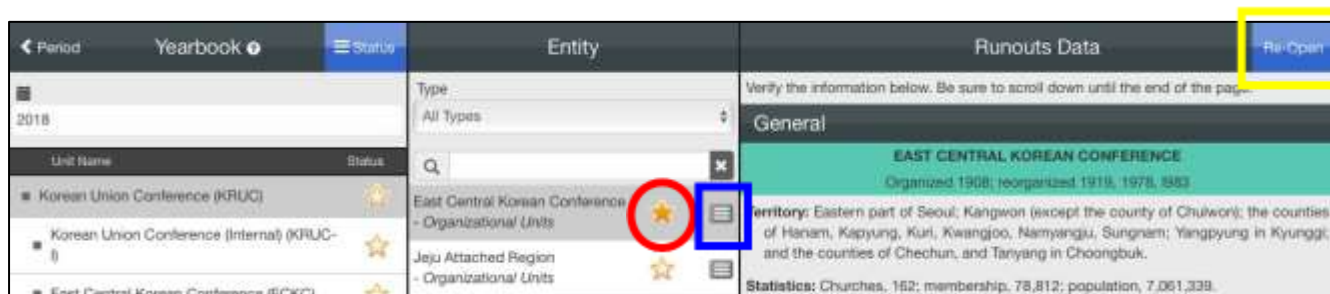


Figure 10

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 10, blue](#)). This will open the form to add the External Editor's contact information ([Figure 11](#)).

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](#)).

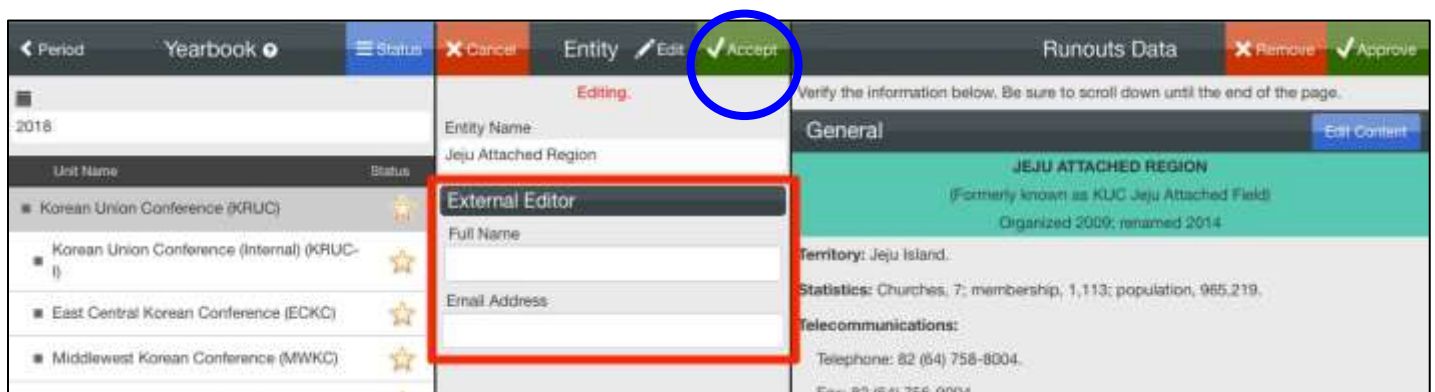


Figure 11

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](#)).

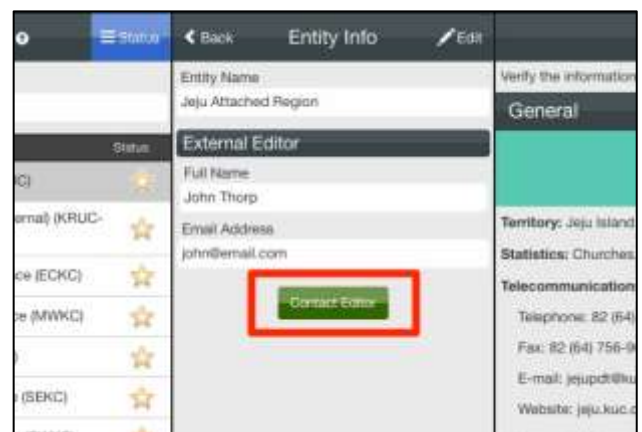


Figure 12

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.



Figure 13

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.

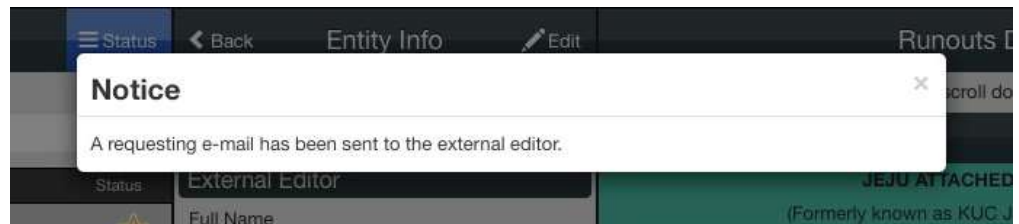


Figure 14

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.

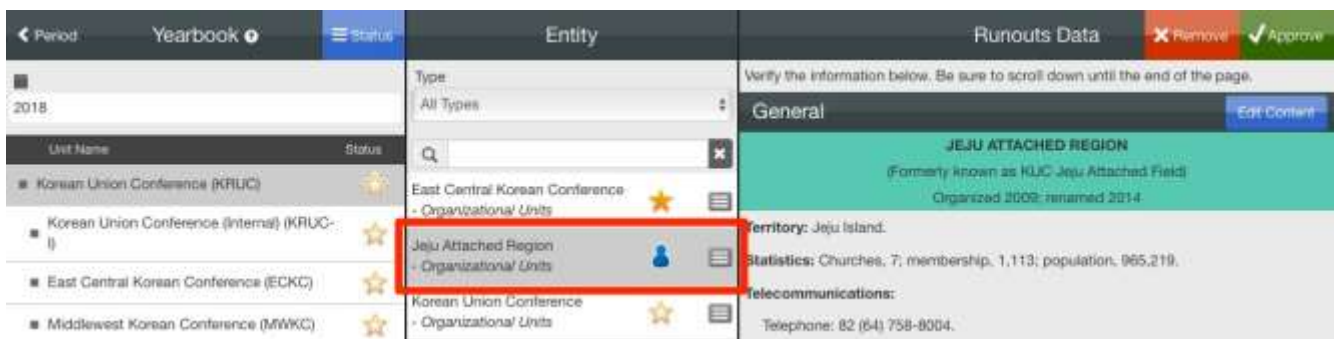


Figure 15

Removing an Entity

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

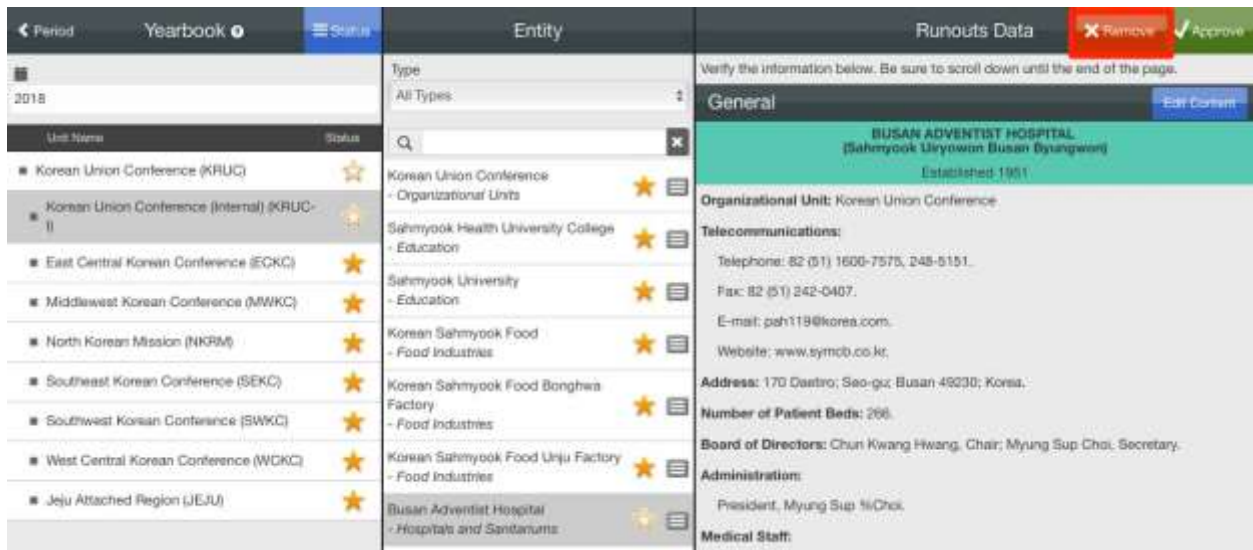


Figure 16

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*).

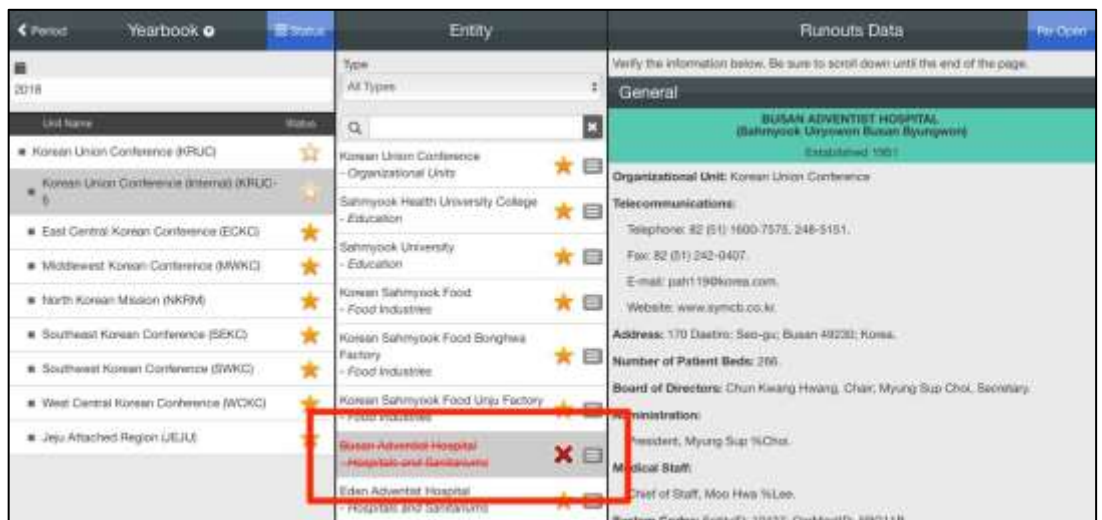


Figure 18

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*).

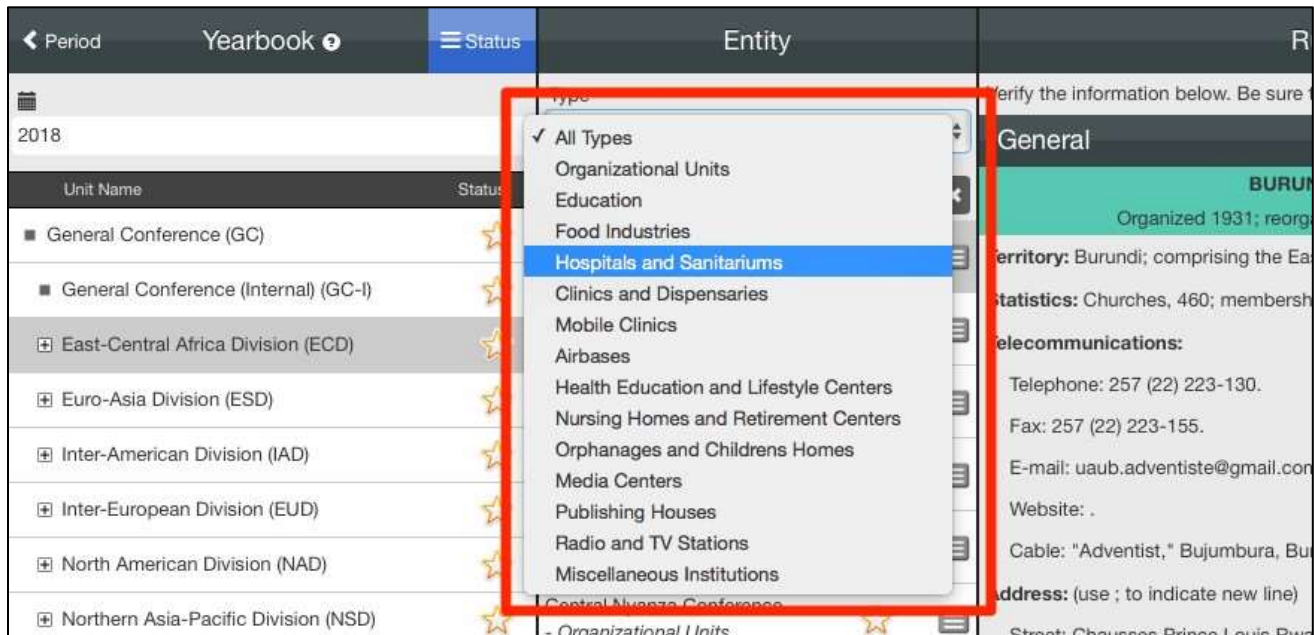


Figure 19

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*).

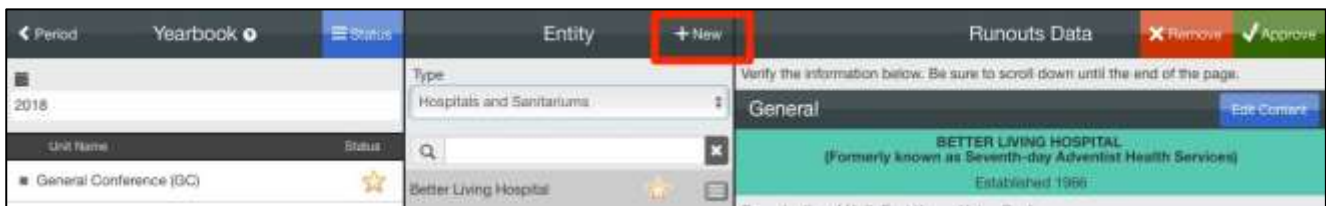


Figure 20

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.

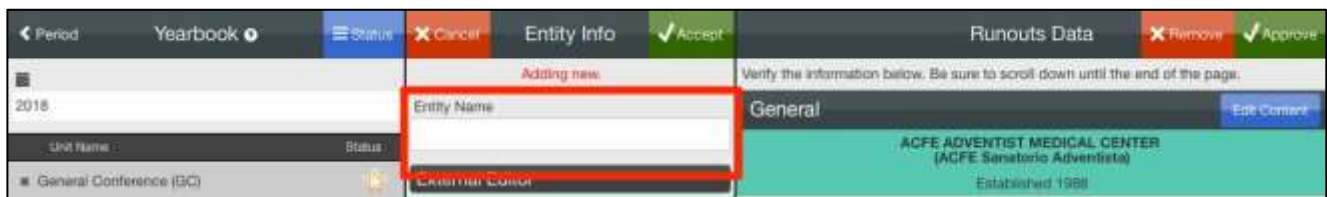


Figure 21

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*).

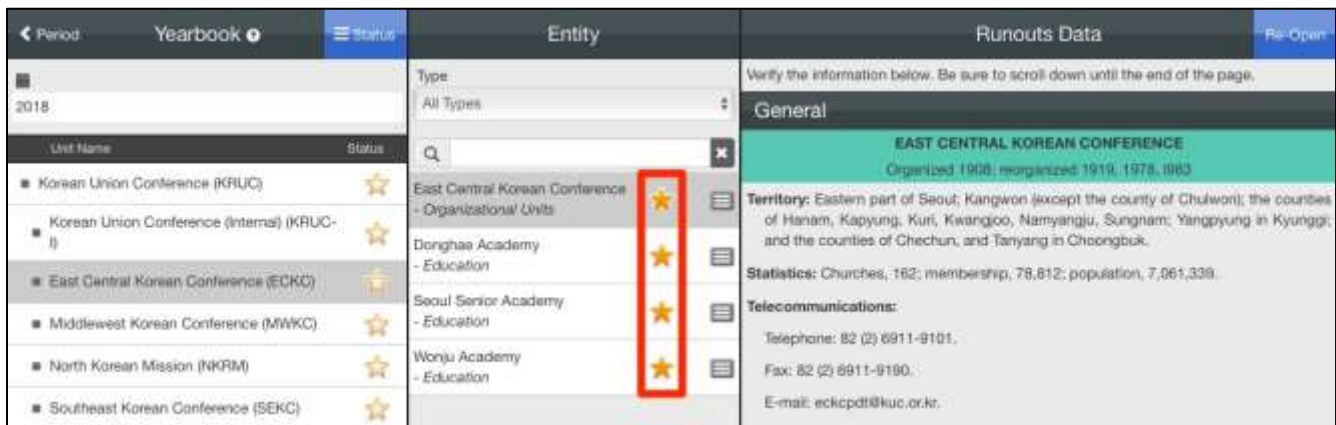


Figure 22

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.

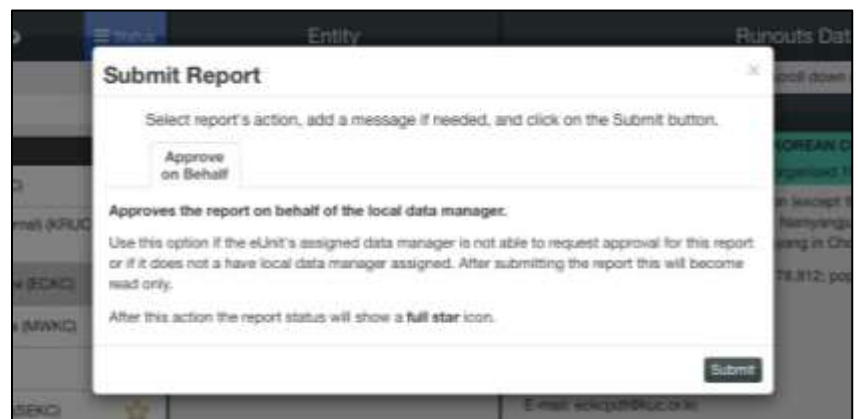


Figure 23

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*).

Period	Yearbook	Status	Entity	Runouts Data
2018			Type: All Types	Verify the information below. Be sure to scroll down until the end of the page.
	Unit Name	Status		General
	Korean Union Conference (KRUC)	★	East Central Korean Conference - Organizational Units	EAST CENTRAL KOREAN CONFERENCE Organized 1908; reorganized 1919, 1978, 1983
	Korean Union Conference (Internal) (KRUC-I)	★	Donghae Academy - Education	Territory: Eastern part of Seoul; Kangwon (except the county of Chulwon); the counties of Hanam, Kapyung, Kuri, Kwangjuo, Namyangju, Sungham; Yangpyung in Kyunggi; and the counties of Chechun, and Tanyang in Choongbuk.
	East Central Korean Conference (ECKC)	★	Seoul Senior Academy - Education	Statistics: Churches, 162; membership, 78,812; population, 7,061,339.
	Middlewest Korean Conference (MWKC)	★	Wonju Academy - Education	Telecommunications: Telephone: 82 (2) 6911-9101. Fax: 82 (2) 6911-9190. E-mail: eckcpdt@kuc.or.kr.
	North Korean Mission (NKRM)	★		
	Southeast Korean Conference (SEKC)	★		

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	Status	Entity	Runouts Data
2018			Type: All Types	Verify the information below. Be sure to scroll down until the end of the page.
	Unit Name	Status		General
	Korean Union Conference (KRUC)	★	East Central Korean Conference - Organizational Units	EAST CENTRAL KOREAN CONFERENCE Organized 1908; reorganized 1919, 1978, 1983
	Korean Union Conference (Internal) (KRUC-I)	★	Jeju Attached Region - Organizational Units	Territory: Eastern part of Seoul; Kangwon (except the county of Chulwon); the counties of Hanam, Kapyung, Kuri, Kwangjuo, Namyangju, Sungham; Yangpyung in Kyunggi; and the counties of Chechun, and Tanyang in Choongbuk.
	East Central Korean Conference (ECKC)	★	Korean Union Conference - Organizational Units	Statistics: Churches, 162; membership, 78,812; population, 7,061,339.
	Middlewest Korean Conference (MWKC)	★	Middlewest Korean Conference - Organizational Units	Telecommunications: Telephone: 82 (2) 6911-9101. Fax: 82 (2) 6911-9190. E-mail: eckcpdt@kuc.or.kr. Website: www.eckc.or.kr.
	North Korean Mission (NKRM)	★	North Korean Mission - Organizational Units	Cable: "Adventist," Seoul, Korea.
	Southeast Korean Conference (SEKC)	★	Southeast Korean Conference - Organizational Units	Address: 37 Bonghwasanro 56gil, Jungnang-Gu, Seoul 02068, Korea.
	Southwest Korean Conference (SWKC)	★	Southwest Korean Conference - Organizational Units	Administration: President, Kwang Soo Park.
	West Central Korean Conference (WCKC)	★	West Central Korean Conference	
	Jeju Attached Region (JEJU)	★		

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).

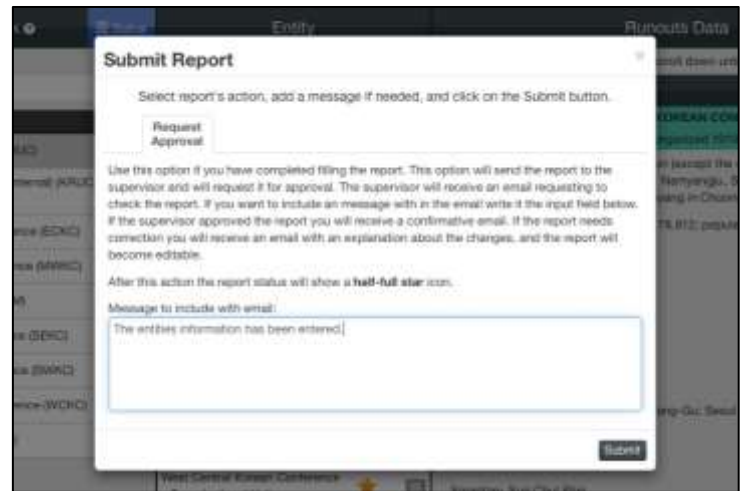


Figure 26

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.

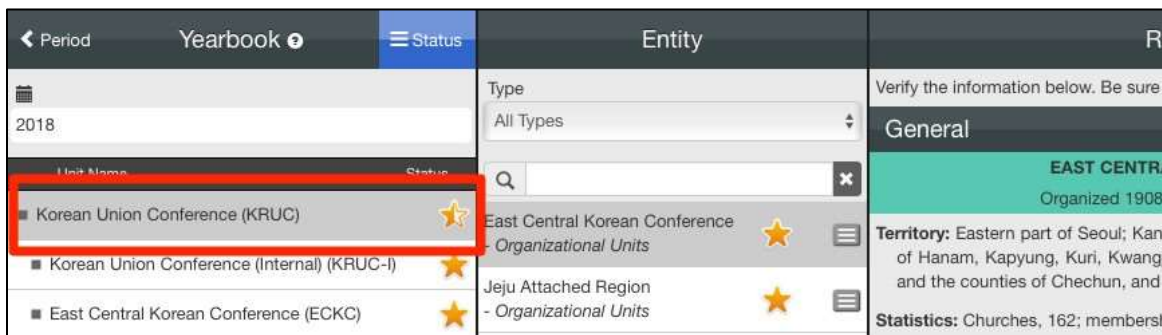


Figure 27

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

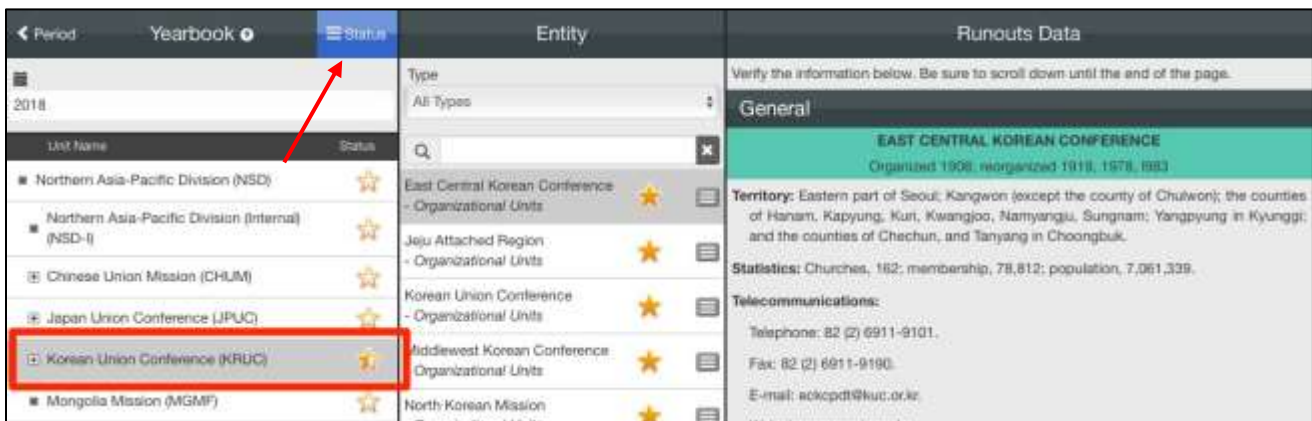


Figure 28

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).

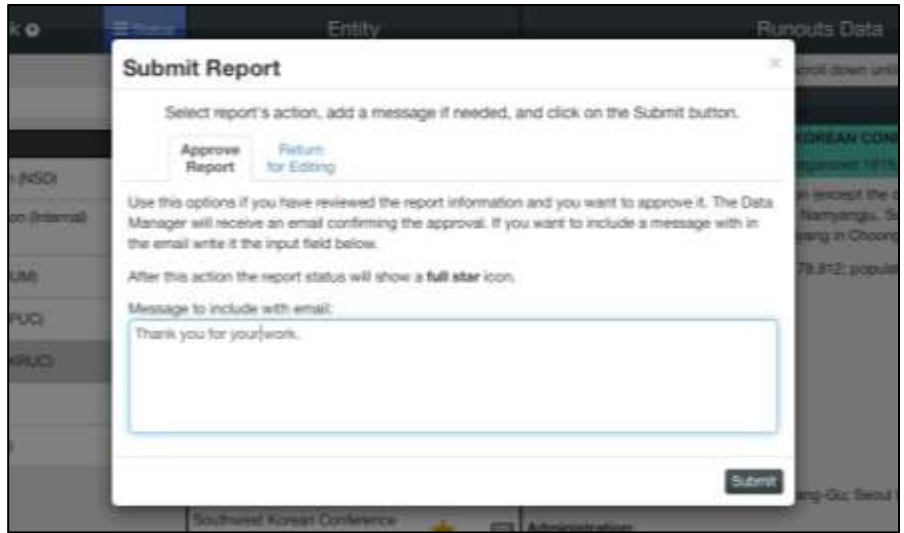


Figure 29

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.

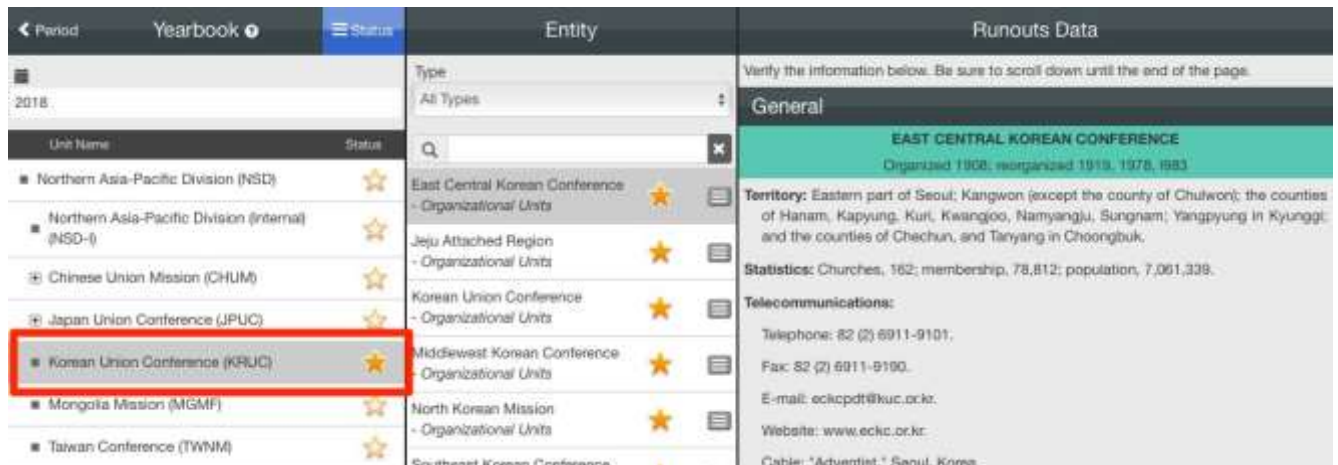


Figure 30

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).

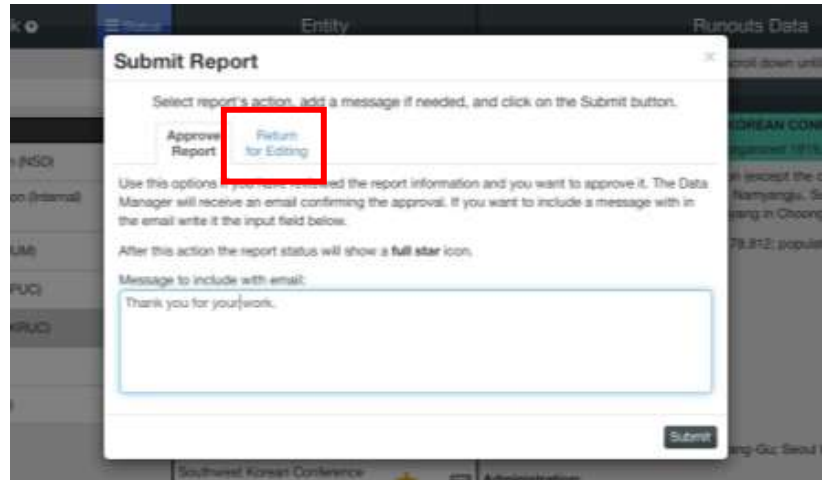


Figure 31

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.

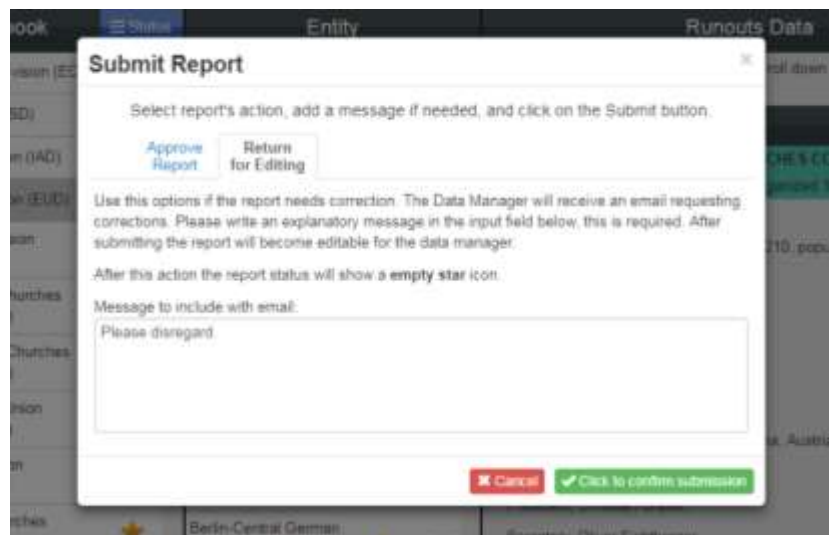


Figure 32

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*).

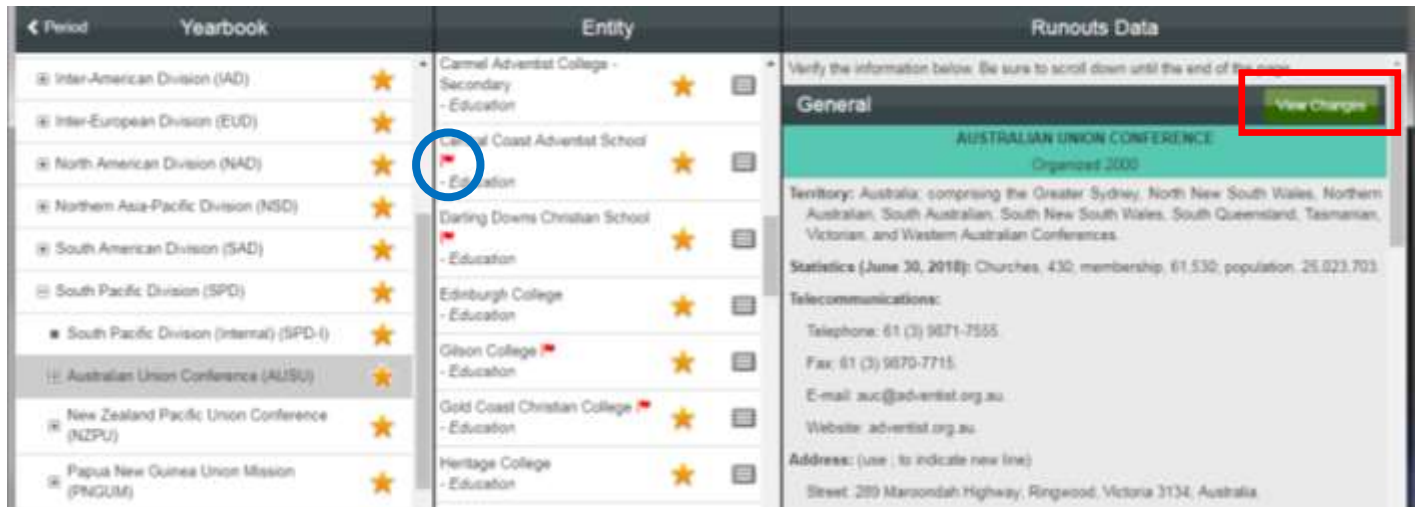


Figure 33

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.

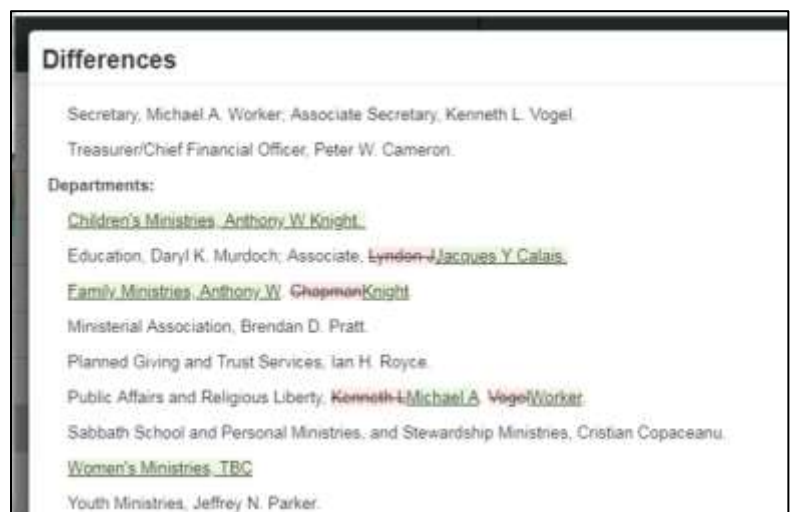


Figure 34

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.

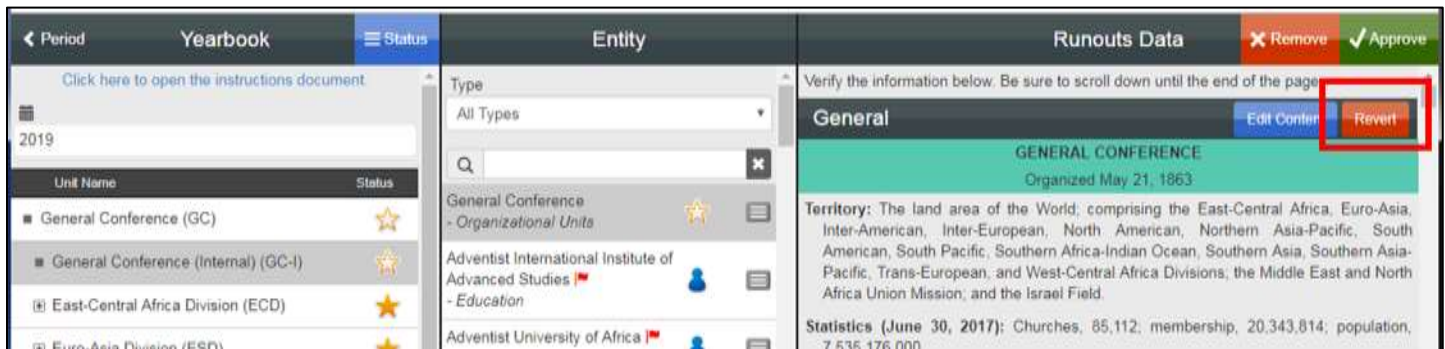


Figure 35

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)

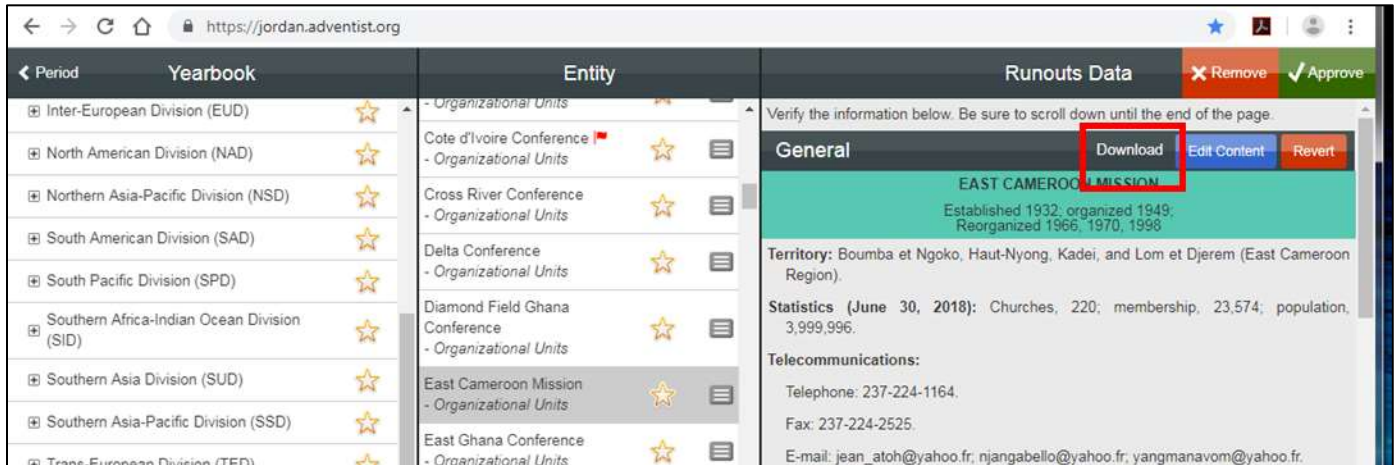


Figure 36

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.



Figure 37

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)

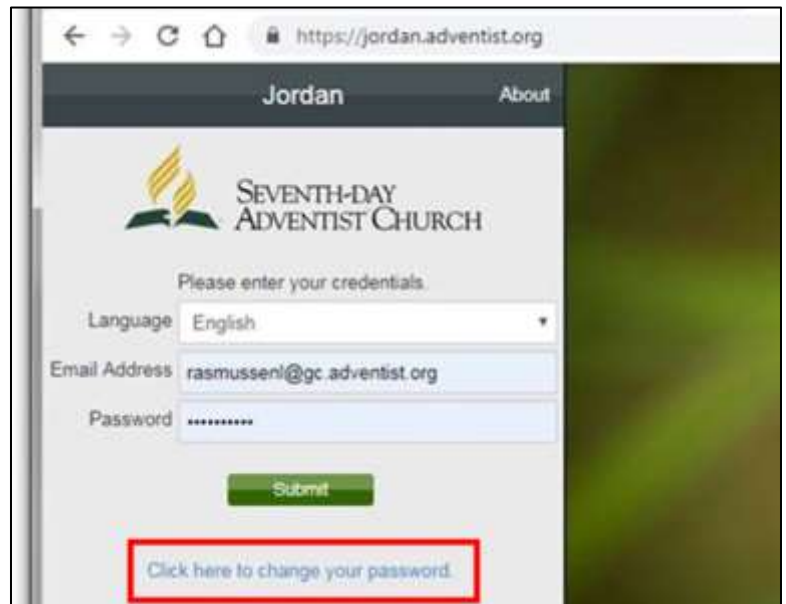
A screenshot of a web browser displaying the login page for the Jordan Adventist Church. The page has a dark header with "Jordan" and "About" links. Below the header is the church's logo and the text "SEVENTH-DAY ADVENTIST CHURCH". A form titled "Please enter your credentials" contains fields for "Language" (set to "English"), "Email Address" (containing "rasmussen@gc.adventist.org"), and "Password" (masked with dots). A green "Submit" button is below the form. At the bottom of the form area, a blue link "Click here to change your password." is highlighted with a red rectangular box.

Figure 38

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

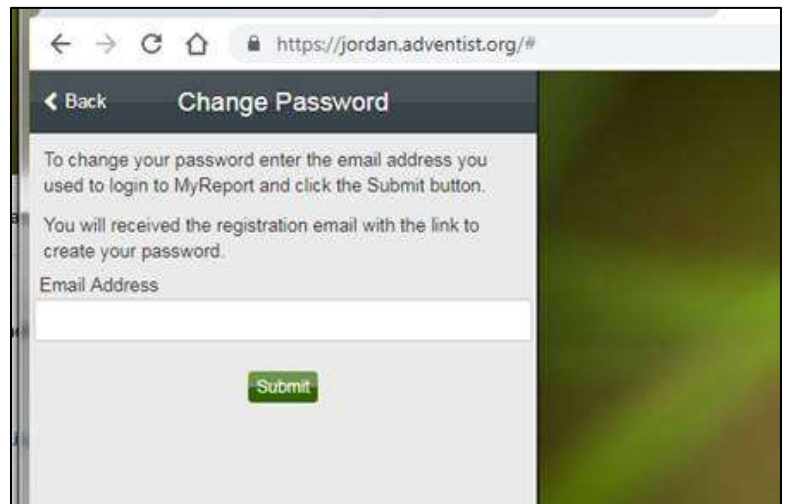
A screenshot of a web browser displaying the "Change Password" page. The page has a dark header with a "Back" button and the title "Change Password". Below the header, there is instructional text: "To change your password enter the email address you used to login to MyReport and click the Submit button. You will received the registration email with the link to create your password." Below the text is an "Email Address" input field and a green "Submit" button.

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)

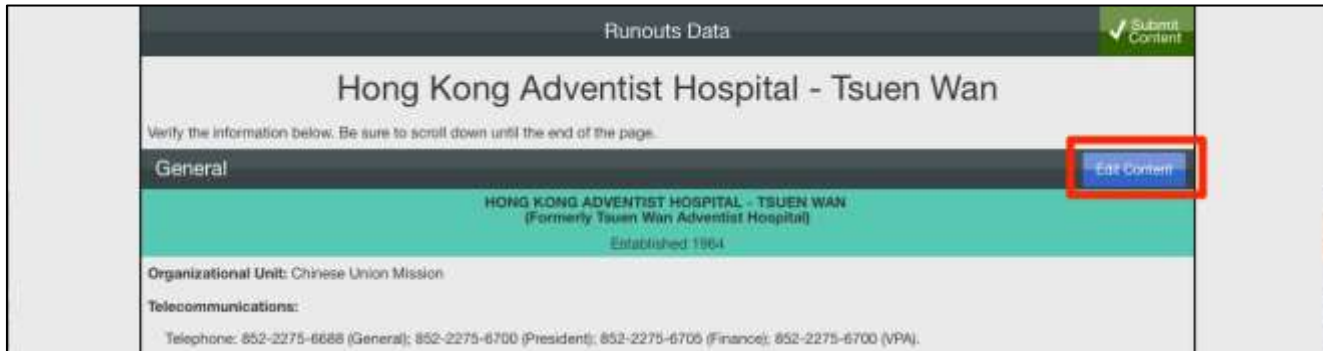


Figure 40

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.

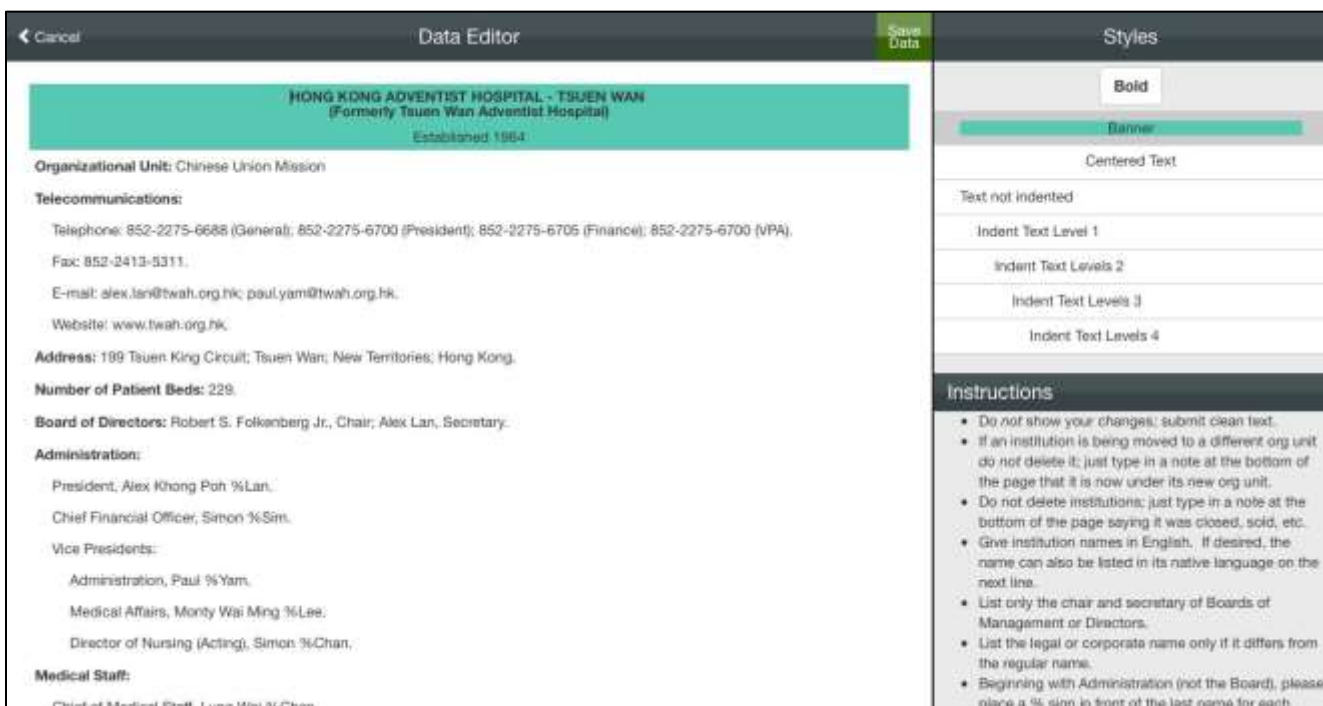


Figure 41

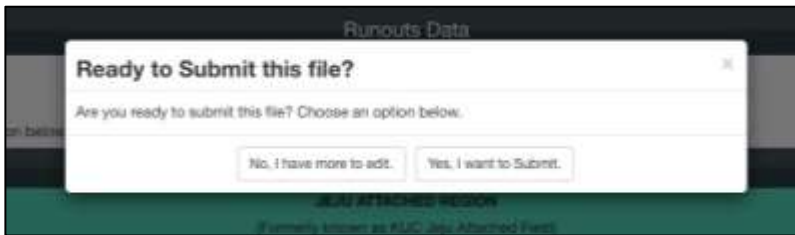


Figure 42

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.

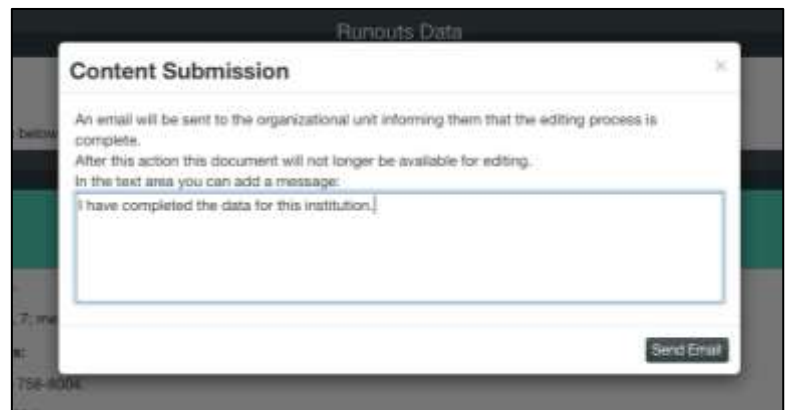


Figure 43

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).

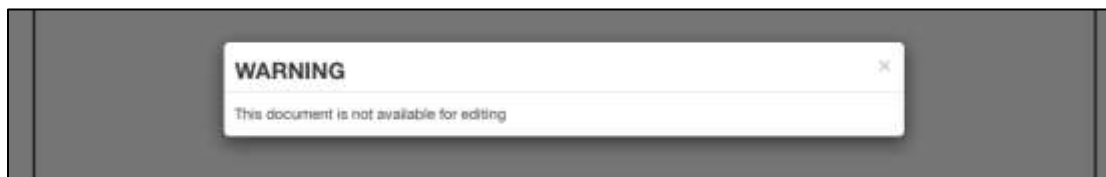


Figure 44

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)