

MY BACKPACK ALUMNI DIRECTORY

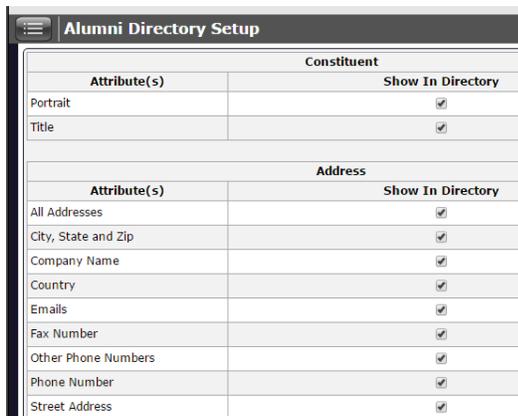
In My BackPack there are a few Directory choices. One of them is the Alumni Directory. The information you see is dictated by the Alumni Directory Setup choices and constituencies in Alumni.

In My BackPack under My BackPack Setup

- My BackPack Setup
 - Online Giving
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 - Summer/Program Registration
 - Student/Parent Community
 - Documents Page Setup
 - Profile Page
 - Alumni Directory
 - Student/Parent Directory

Alumni Directory Setup – What you see

When you edit this page there are checkboxes of display options (example of some of the information only – there are more choices within the setup window). What you check off to display is what will be in the Directory and viewable by all. Be very alert to the choices.



Alumni Directory Setup	
Constituent	
Attribute(s)	Show In Directory
Portrait	<input checked="" type="checkbox"/>
Title	<input checked="" type="checkbox"/>
Address	
Attribute(s)	Show In Directory
All Addresses	<input checked="" type="checkbox"/>
City, State and Zip	<input checked="" type="checkbox"/>
Company Name	<input checked="" type="checkbox"/>
Country	<input checked="" type="checkbox"/>
Emails	<input checked="" type="checkbox"/>
Fax Number	<input checked="" type="checkbox"/>
Other Phone Numbers	<input checked="" type="checkbox"/>
Phone Number	<input checked="" type="checkbox"/>
Street Address	<input checked="" type="checkbox"/>

In the Alumni Application you can choose to not display certain information a constituent has asked not to display in a Directory. Notice throughout a constituent record that the Do Not Publish checkbox is available throughout all tabs of information. When this box is checked, the information will not display in My BackPack Directories. To globally do not publish address information, you can click the checkbox at bottom of window for Address to be globally not published. There are also checkboxes next to each piece of the address to only exclude certain information (like address info but show emails).

Address | General | Attributes | Comments

Mailing Address

Name

Line 1

Line 2

Line 3

City/ST/Zip

Country Region

Sort Key

Reporting City/Town

Telephone Numbers

Tel. No.

Fax No.

E-Mails

Tatum

Spouse/Secondary

Do Not Publish this Address record Do Not Display in My BackPack

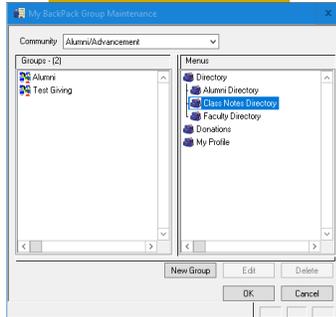
Constituent Main Do Not Publish flags are used to determine whether to publish the corresponding field's data in Mail Merge and Export data files.

OK Cancel Delete

Alumni Directory Setup – Setting the Group Security for the Directory to apply to MBP Users.

In the System Administration application, you can find or create My Backpack Group Security.

To create the group for Alumni Directory, choose My Backpack → Group Maintenance → Create a new Group. You will name the new Security Group. On the right under the menus open the Alumni/Advancement Community. To the right under Menus, you will see the Directory section. Clicking on Directories will expand to show all choices. Click and hold the mouse key down to drag the **Alumni Directory** to the left and place it in the new security group. Once done, you will apply this to the users so they will have access to the Alumni Directory. There is the global group add function in System Administration as well.



Alumni Directory Setup – Who you see -- set up by the Constituencies in Alumni.

In the Alumni application → go to Maintenance → Constituencies → Type Edit an Alumni constituency. Choose show in Community and Display in Directory.

Constituency Type - Alumni

Name

Abbreviation

Group

Include In My BackPack

My BackPack Name

Community

Display in Directory

OK Cancel