



Office Bearers

User Guide

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1. What is the Purpose of This Facility?

This facility enables the user to access information about the Office Bearers of the Stedman Cousins.

Anonymous Users can view a list of the Office Bearers that shows the job title and the name of each Officer Bearer.

Registered Users and Stedman Cousins Members can view a list of the Office Bearers that also shows the contact details for each Officer Bearer.

1.1. Key Points

A summary of the key points covered in this document is shown in Table 1.

Item	Reference
1. Terms used in this document.	Section 2.1 on page 4.
2. An outline of the functions available.	Section 3 on page 5.
3. How to access the Office Bearers Page.	Section 6.1 on page 6.
4. Where to go for help and where to find additional information.	Section 7 on page 7.

Table 1: Things You Need to Know



2. Terms and Concepts

This section provides a definition of the terms and concepts used in this document.

2.1. Terms

Term	Definition
Anonymous User	A Web site user who is just visiting, i.e. a Guest.
Stedman Cousins Member	A user who has applied for membership of the Stedman Cousins and has paid the appropriate membership fee.
FAQ	FAQ is an acronym for "Frequently Asked Question(s)". The term refers to listed questions and answers, all supposed to be frequently asked in some context, and pertaining to a particular topic.
Forum	An Internet forum is a web application for holding discussions and posting user generated content. Internet forums are also commonly referred to as Web forums, message boards, discussion boards, (electronic) discussion groups, discussion forums, bulletin boards, fora (the Latin plural) or simply forums.
Help Desk	The Help Desk provides the users with a central point for help on various issues in using the Web site. The user notifies the help desk of his or her issue, and the system issues a Ticket that has details of the problem. This enables the Web site administrators to manage the issues through to resolution.
Home Page	The homepage (often written as home page) or main page is the front page, webserver directory index, or main web page of a website of a group, company, organisation, or individual.
Registered User	A user who has registered with the Stedman Cousins Web site by providing basic information including a userid and a valid e-mail address. There is no fee required.

Table 2: Definition of Terms



3. What Functions are Available?

This section provides an outline of the functions available on the Office Bearers Page.

The Office Bearers Page allows the user to access information about the Office Bearers of the Stedman Cousins.

The information that can be made available about each Office Bearer includes:

- Job Title (President, Secretary, etc.).
- Name.
- E-Mail Address.
- Phone Number.
- Postal Address.

The Job Title and Name will always be shown. The other data items may or may not be shown depending on whether that information has been captured and what privacy options may have been selected.

A photo of the Office Bearer will also be shown (if it is available).

If a photo of an Office Bearer is shown, the user can click on the photo to view the contact details for that person.

4. Who Uses This Facility?

This section explains what particular user groups can and cannot do on the Office Bearers Page.

The Office Bearers Page is used by Registered Users, Stedman Cousins Members or Anonymous Users who wish to find information about the Office Bearers of the Stedman Cousins.

5. When is This Facility Needed?

This section describes the situations where the user needs to make use of the Office Bearers Page.

The Office Bearers Page is needed when a user wishes to find information about the Office Bearers of the Stedman Cousins.



6. How Do I Use This Facility?

This section describes the steps required to perform each function available on the Office Bearers Page.

6.1. Accessing the Office Bearers Page

To access the Office Bearers Page, you simply select the **Office Bearers** item on the Main Menu. The system will display the Office Bearers Page.

6.2. Office Bearers Page

An example of an Office Bearers Page is shown in Figure 1.

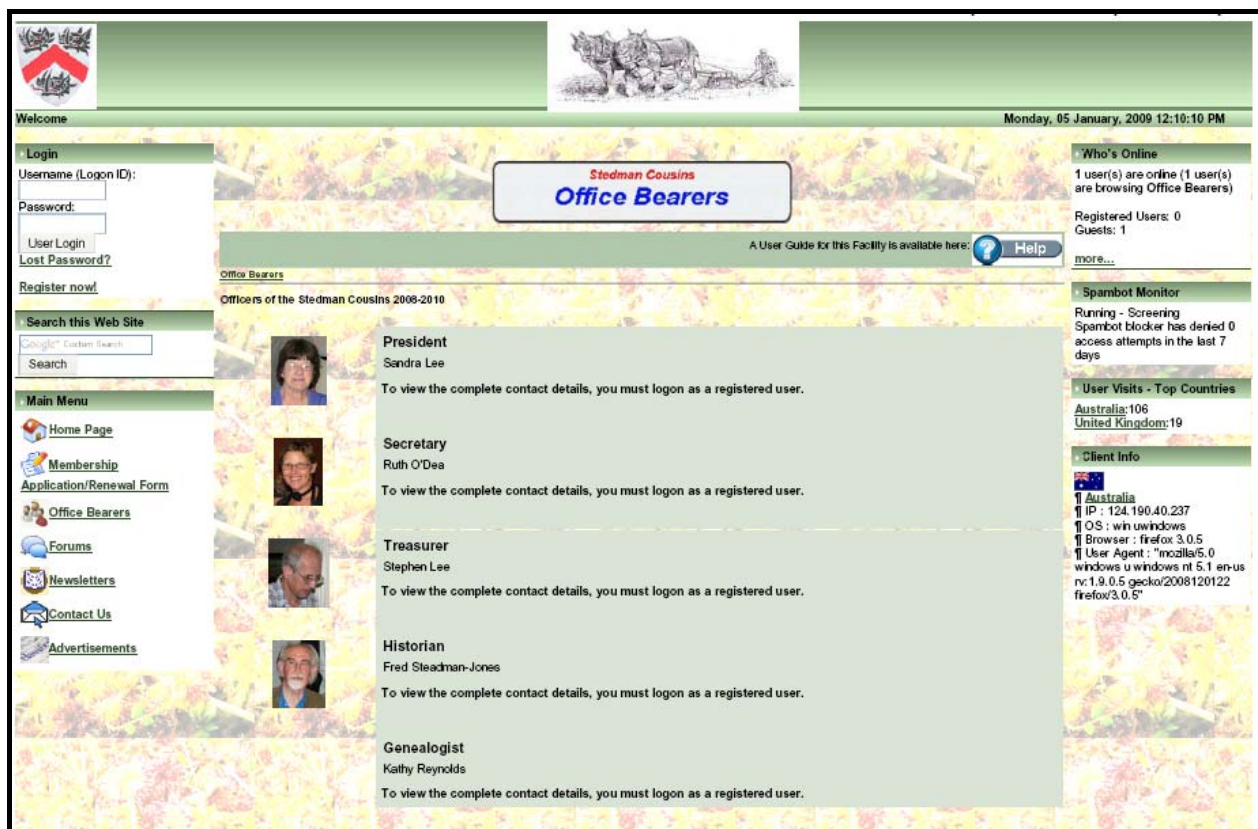


Figure 1: Sample Office Bearers Page



7. Where Do I Go for Help?

This section explains what to do if you find errors or omissions, if you have questions, if you have comments or suggestions, or if you have problems using the Web site.

7.1. *Errors and Omissions*

If there are any errors or omissions in this document, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.

7.2. *Questions*

If you have any questions about the information in this document, please use the **FAQ** facility on this Web Site. By searching the set of FAQs you may find the information you are looking for. If you cannot find the answer to your question, please submit your question using the **FAQ** facility so the administrators can respond.

7.3. *Comments and Suggestions*

If you have any comments about the functions provided by this Facility or if you have suggestions for improvement, please use the **Forums** facility on this Web Site. This will enable the administrators and other users to respond to your comments.

7.4. *System Problems*

If you encounter an error when using this Facility, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.



7.5. Related Documents

A list of related User Guides is shown in Table 3.

To find out how to	Refer to this User Guide
Find information about: <ul style="list-style-type: none"> • The Stedman Cousins' aims and pursuits. • News about recent activities (e.g. the latest publications of the Stedman Cousins Newsletter). • News about forthcoming events. • News about the latest Forum topics. • News about the latest FAQ items. • The latest advertisements. 	Home Page - User Guide.pdf
Access Stedman Cousins Web site facilities through the User Menu and the Main Menu.	Home Page - User Guide.pdf
Access the site-wide search facility.	Home Page - User Guide.pdf
Access information about the Office Bearers of the Stedman Cousins.	Office Bearers - User Guide.pdf (this document)
View the contact details for a particular Office Bearer of the Stedman Cousins.	Office Bearers - View Contact Details - User Guide.pdf
Add a record about an Office Bearer to the list of Stedman Cousins Office Bearers.	Office Bearers - Add an Office Bearer - User Guide.pdf

Table 3: Related Documents