

Terminology

Internet Browser:	The program you use to connect to the Internet–Netscape Navigator, Microsoft Internet Explorer, etc.
Login:	Gain access to eAdventist.NET through e–mail address and password (which is like your signature or ATM PIN)
Logout:	Click on <u>Logout</u> at the top right of screen to end your access to eAdventist.NET.
Click:	Move cursor over hyperlink, tab, or button, and press left mouse button once.
Field:	Box (usually white) that will hold data–i.e. Last Name, First Name, etc.
Tab key:	On the keyboard–used to move from one field to the next.
Hyperlink:	A method of getting to another set of data–words are underlined. When cursor is moved over them, it changes to a hand. When clicked, takes you to the new set of information.
Tab:	Labels which type of data is visible on the screen–i.e. Family Unit, Details, Notes, Requested, Voted, etc. Looks like the tab on a manila file folder. Is generally limited to current information. Click on the tab to access its information.
Button:	Gray, rectangular shapes on the screen: gives a report of information (History, Statistics, Address & Phone History, Print FUR); allows you to change statistical information (Change Status, Change Family Unit, New Person, New Request). The SAVE button preserves the changes you have made.
Primary Contact:	Formerly referred to as Head of Household. The Person identified as the primary contact, will have mail addressed to him/her unless a different Mailing name is specified on the Family Unit information (i.e. Mr. & Mrs. Smith).
Online Church:	Church does its membership transactions online (on the new system).
Offline Church:	Conference does the transactions for this church, instead of the church doing its own. Generally an interim situation until church can go online.
Off–system Church:	Neither the church nor the conference processes membership transactions online, i.e. on the new system.