

## BASIC TRAINING

*infoodle*  
oodles of info



*GETTING STARTED*  
STUDENT HANDBOOK

1  
LEVEL

[www.infoodle.com](http://www.infoodle.com)  
Phone: (+64) 579 3085  
Email: [sales@infoodle.com](mailto:sales@infoodle.com)

STORE

MANAGE

CONNECT

TRACK

# INFOODLE BASIC TRAINING

1

## How to find infoodle

1. Enter the URL into the web address box at the top of your screen.

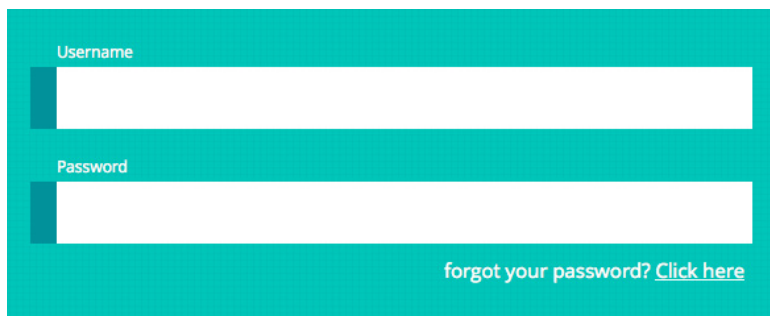


Enter your URL here:

## How to login

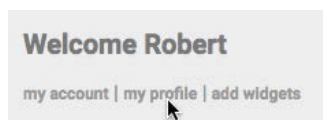
2. Enter your User name and password.

Keep your password in a safe place



## How to change your password

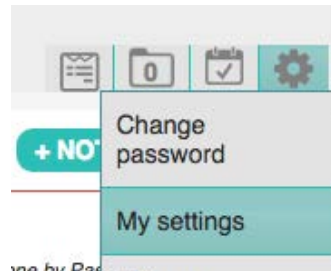
Click on **my profile**



Click cog button



Select **My settings**



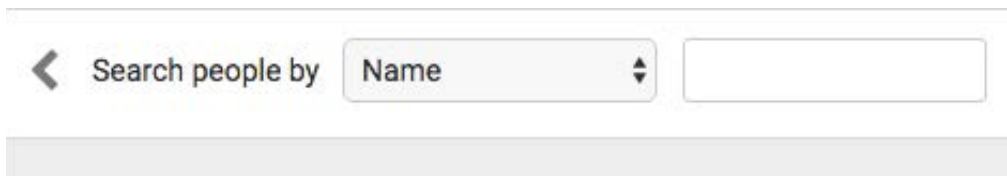
Edit details

Title	<input type="text" value="Mr"/>
Firstname	<input type="text" value="John"/>
Middlename	<input type="text"/>
Lastname	<input type="text" value="Banks"/>
Gender	<input type="text" value="Male"/>

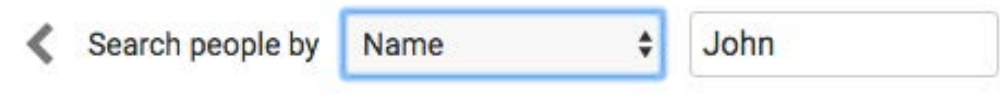
Click the **save** button



## How to search for people



Type the person's name



# Changing a persons details

## Change personal details

<b>Title</b>	Mr
<b>Firstname</b>	John
<b>Middlename</b>	
<b>Lastname</b>	Banks
<b>Gender</b>	Male

<b>Phone numbers</b>	Mobile	027 345 6789	Cell?	<input checked="" type="checkbox"/>	+ -
<b>Email address</b>	Main	admin@mytauranga.org.nz	Active?	<input checked="" type="checkbox"/>	+ -
	Work	Banks@work.org.nz	Active?	<input type="checkbox"/>	+ -


## Personal Privacy


<b>Phone numbers</b>	Mobile	027 345 6789	Cell?	<input checked="" type="checkbox"/>	+ -	Visible	Private
<b>Email address</b>	Main	admin@mytauranga.org.nz	Active?	<input checked="" type="checkbox"/>	+ -	Visible	Private

Don't forget to save

## Change household details

### Household Details

**Guardians**  
 Edna Brown

**Children**  
 Fred Brown

Add new member ● edit

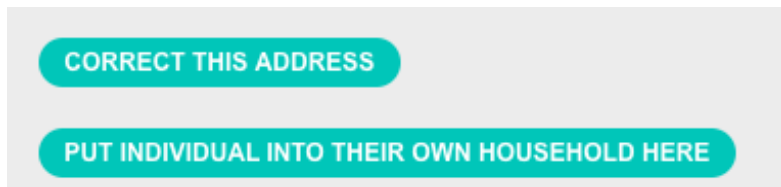
**Main** +

**Ms E. Brown** ● edit

39 West Tamaki Rd  
 Glen Innes  
 Auckland 1072  
 Phone : 021 657 301

QR Code  
 Map  
 Privacy ●

To change the address click on **Correct this address**.

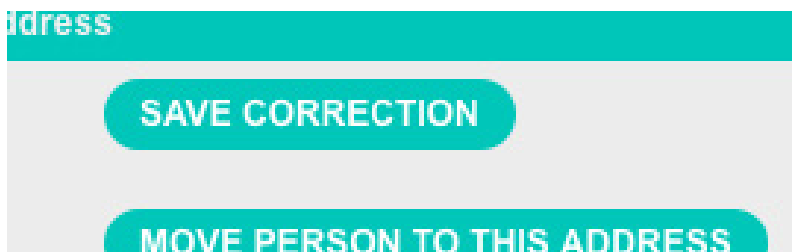


Start typing in the **street address** box the new address.

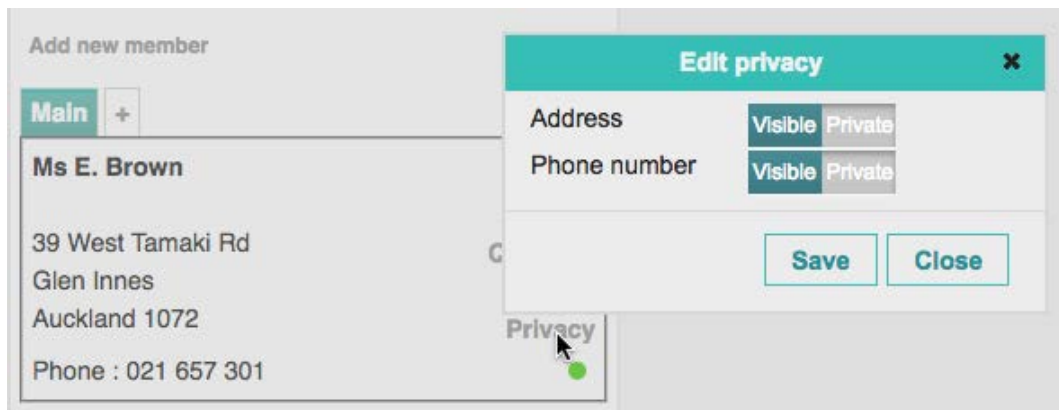
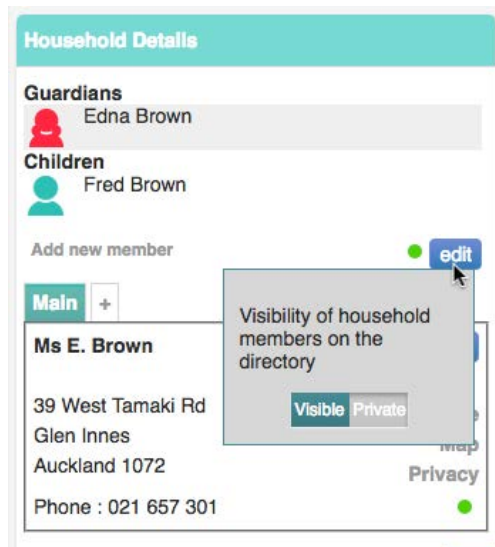
**Note:** It may be that some addresses pop up. Select these only if the address is the same.

A screenshot of a form with a teal header. The form contains the following fields: "Household name" (empty), "Street address\*" (containing "39 West Tamaki Rd" and highlighted with a blue border), "Address line 2" (empty), "Area" (containing "Glen Innes"), "City" (containing "Auckland"), "Postcode" (containing "1072"), "Country" (a dropdown menu showing "New Zealand"), "Phone" (containing "021 657 301"), and "Fax" (empty). A "Set ad" link is visible in the top right corner.

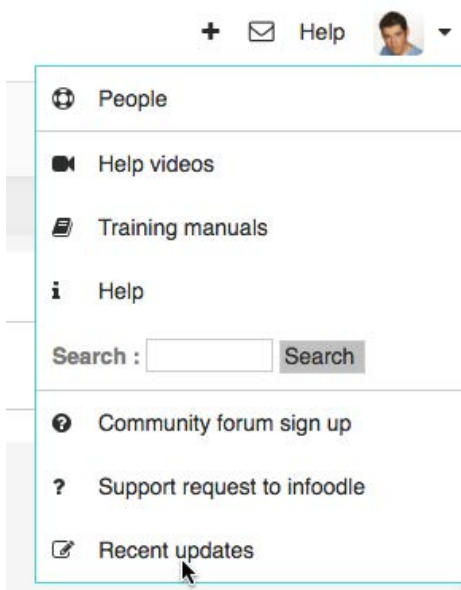
Once you have typed in the correct new address click on **save correction**.



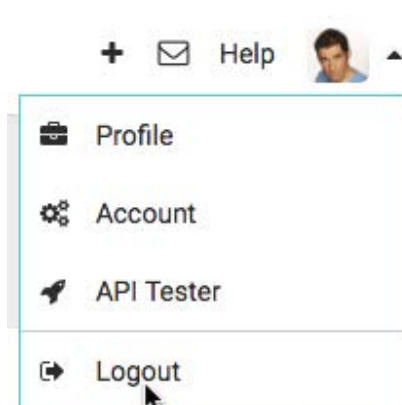
## Household Privacy



## Help



## Logging out



# How to use the mobile site

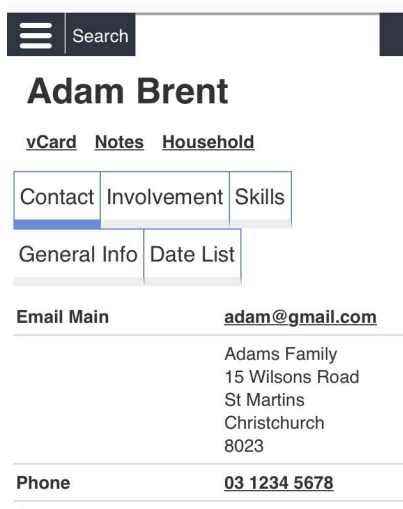
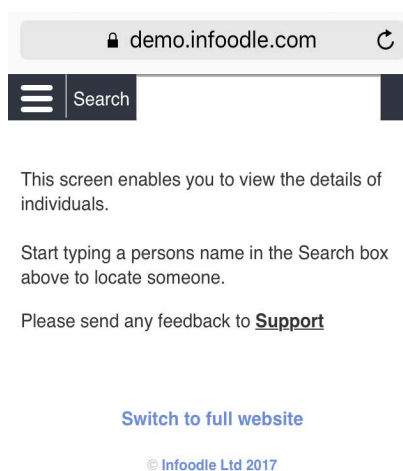
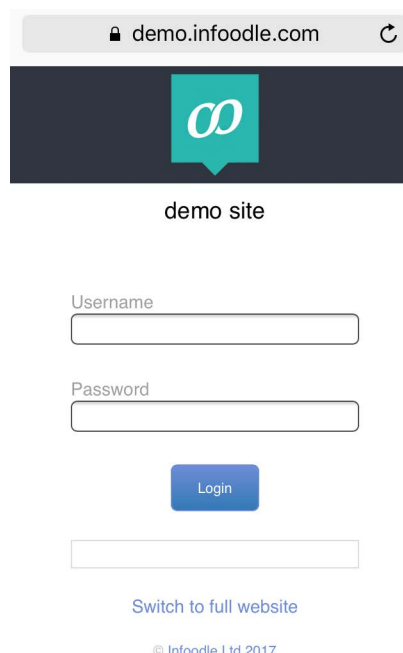
**Step 1.** Go to your web browser and enter your url (as in **1. Logging in** - page 2)

**Step 2.** Enter your username and password and select **Login**. This gives you an easy search version.

**Step 3.** In the **Search** box enter the name of the person you require and select their name. If you want the full website select [Switch to full website](#).

**Step 4.** You can now see their details on your screen.

Select **Logout** when you are done.



**Congratulations you have now completed**

*infoodle basic training* Level 1 - Getting Started

**Further groups training is available for download at [www.infoodle.com](http://www.infoodle.com)**

Groups Training Level 1, 2 and 3

Contact Training Level 1, 2 and 3

Reports Training Level 1

### **Why do we use Infoodle?**

Infoodle is a tool that not only has cool features but is used to equip you and your organisation to do the job you are required to do. That is to care, include and encourage everyone in your community.

In the church setting this means, infoodle is a tool to help equip the saints to fulfil their ministry and to build up the church. Ephesians 4:12





***www.infoodle.com***  
***Phone: (+64) 579 3085***  
***Email: sales@infoodle.com***

STORE

MANAGE

CONNECT

TRACK

# Certificate of Completion

has successfully completed

**infoodle basic training  
level 1**