

DIRECTORIES IN THE JUST BETWEEN FRIENDS SYSTEM

There are two types of directories available in the system. They can be produced in paper format, online or both.

Online Directories

- Online directories are created automatically by virtue of the fact that you enter households into your unit in the Just Between Friends system.
- Only available for those people who self-entered or you have entered into the system
- Viewable only by other members in your group
- Secure
- Individual Privacy options always available
- Ability for each member to manage the view of their online information to other people in their group(s)
- Admin/Unit Controlled – online directory may be turned off through request to Just Between Friends Customer Support

Paper Directories

- Paper directories are intended to be used as the traditional student printed directory
- The paper directories must be managed and controlled by an administrator in the system
- Grade or Classroom centric
- These directories are not automatically created as are the online directories but rather must be initiated by an Admin in the system with the correct permissions
- Your school must have grades and/or classrooms established with students linked to those groups for information to appear in the paper version of the directory