

HOW TO:

ACCESS THE DIRECTORY



Elliott Merrill
COMMUNITY MANAGEMENT



STEP 1:

First, select the **DIRECTORY** icon at the top of the screen to access the directory menu.

The screenshot displays the Caliber Test Community interface. At the top, a dark navigation bar contains the Caliber Software logo, the text 'Caliber Test Community', and a user profile for Christopher J. Madsen with account #1001103001 and a Logout button. Below this is a secondary menu with icons for Home, Profile, Accounting, Compliance, Maintenance, Architectural, WebLinks, Documents, Directory, and Notifications. The Directory icon is highlighted with a yellow arrow from the top right. The main content area is divided into two sections. The top section shows 'Primary Account - Primary' with a balance of \$250.00. Below this is a 'Select Your Preferred Owner QuickView' section with a grid of icons for Profile, Accounting, Compliance, Maintenance, Architectural, Web Links, Documents, Directory, and Notifications. The Directory icon in this grid is circled in yellow with a diagonal line through it, indicating it is not the recommended path for a full directory view.

The directory icon located in the **OWNER QUICK VIEW** area will only show a reduced list of owner information and you do not have access to filter the number of entries displayed per page. Therefore, to see a full directory list and to get more details, you must go to the directory page using the icon in the upper menu.



STEP 2:

- You can expand your number of items per page using the box on the right (Show items per page) and changing the default '10' to a higher number.

The screenshot shows the Caliber Software interface. The top navigation bar includes icons for Home, Profile, Accounting, Compliance, Maintenance, Architectural, WebLinks, Documents, Directory (highlighted), and Notifications. The user is logged in as Christopher J. Madsen with account #1001103001. The main content area is titled 'Owner Directory' and contains a table with columns: Name, Unit Address, Phone, Email, and Type. A control box on the left allows users to change the number of items per page from the default '10'. A pagination bar at the bottom of the table shows page numbers 1 through 9, with an ellipsis and arrows for navigation.

Name	Unit Address	Phone	Email	Type
BONHAM, BRAYDON	7841 N SILVER RANCH RD, Lot# 1008		bonham@reefpt.com	primary owner
BROWN, CLINTON & BROWN, AMANDA	7899 N SILVER RANCH RD, Lot# 1003		avail@reefpt.com carolb@elliottmerrill.com	primary owner
CALIBER, CATHY & CALIBER, RICK	7887 N SILVER RANCH RD, Lot# 1004		CATHY.IMES@CALIBERSOFTWARE.COM	primary owner
CALL, NICHOLAS & CALL, MEGAN	7829 N SILVER RANCH RD, Lot# 1009	(801) 765-4321	megnick@reefpt.com	primary owner
COHEN, BRETT & COHEN, MICHELLE	7817 N SILVER RANCH RD, Lot# 1010		michelle@reefpt.com	primary owner
DUNN, JOSEPH	7873 N SILVER RANCH RD, Lot# 1005	(801) 555-1111	wdunn@reefpt.com	primary owner
Feber, Darrin	4477 E BRIDLEWAY RD, Lot# 1020			primary owner
GRANDE, JOHN & GRANDE, SHANNA	4473 E BRIDLEWAY RD, Lot# 1018		shanna@reefpt.com	primary owner
Guide Mortgage Company	4485 E BRIDLEWAY RD, Lot# 1017		carol@reefpt.com dave@reefpt.com	primary owner
Guide Mortgage Company	7805 N SILVER RANCH RD, Lot# 1011			primary owner

- If you have more names in the directory than will fit on the page, you will find arrows at the bottom and numbers indicating the numbers of pages and allowing navigation by clicking these numbers. (**IMPORTANT: If you do not see this navigation bar, you may need to use Google Chrome.**)
- Owners must opt-in to allowing their email and phone number to be shown in the directory and are responsible for updating this information when needed or to contact Elliott Merrill if the information needs changed.



CONCLUSION:

The benefits of the Caliber Directory are as follows:

- ✓ Provides instant updates when owners change their contact information in Caliber.
- ✓ Allows owners to keep their information private or opt-in to make their contact information visible to other owners.



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