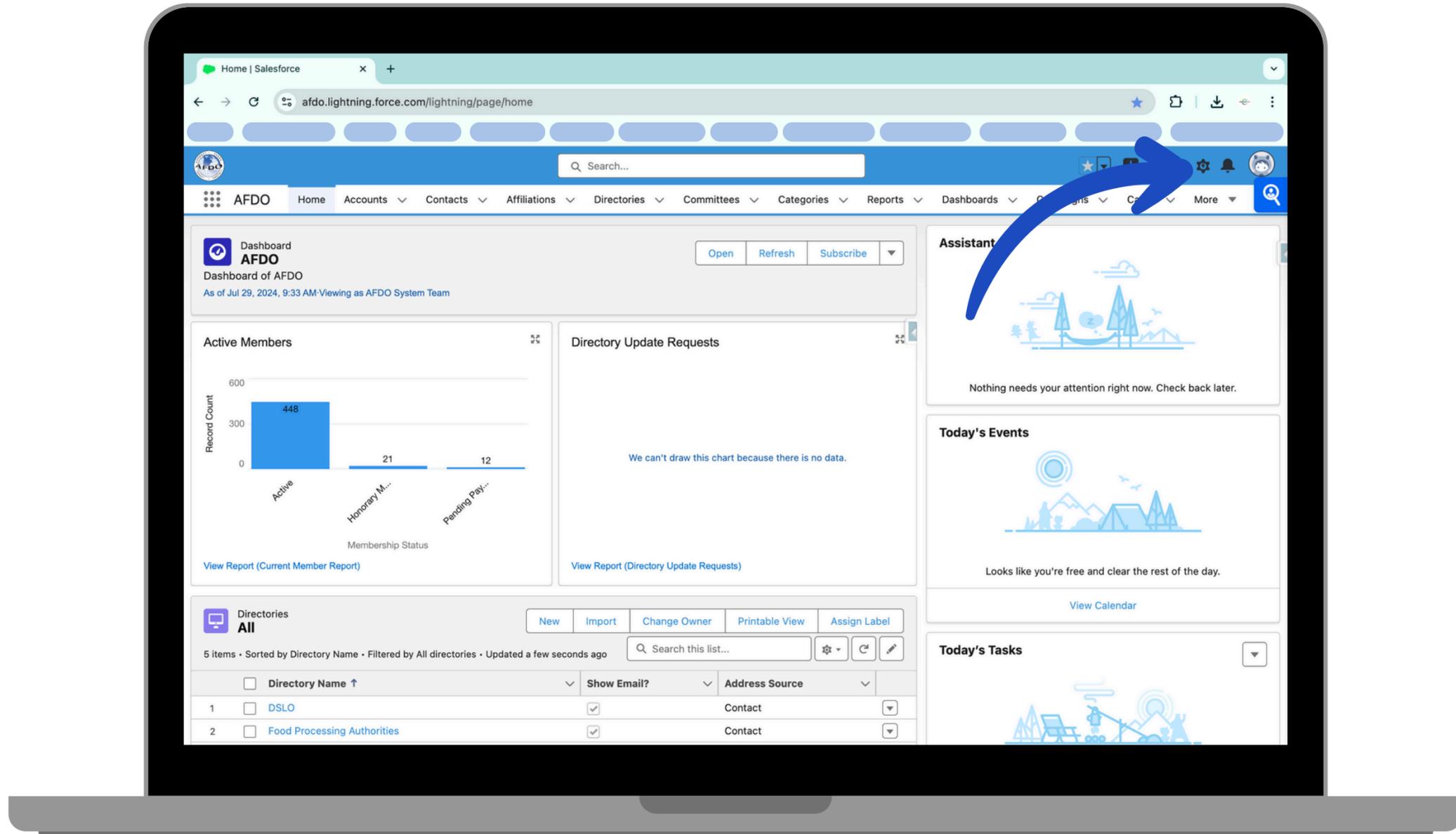


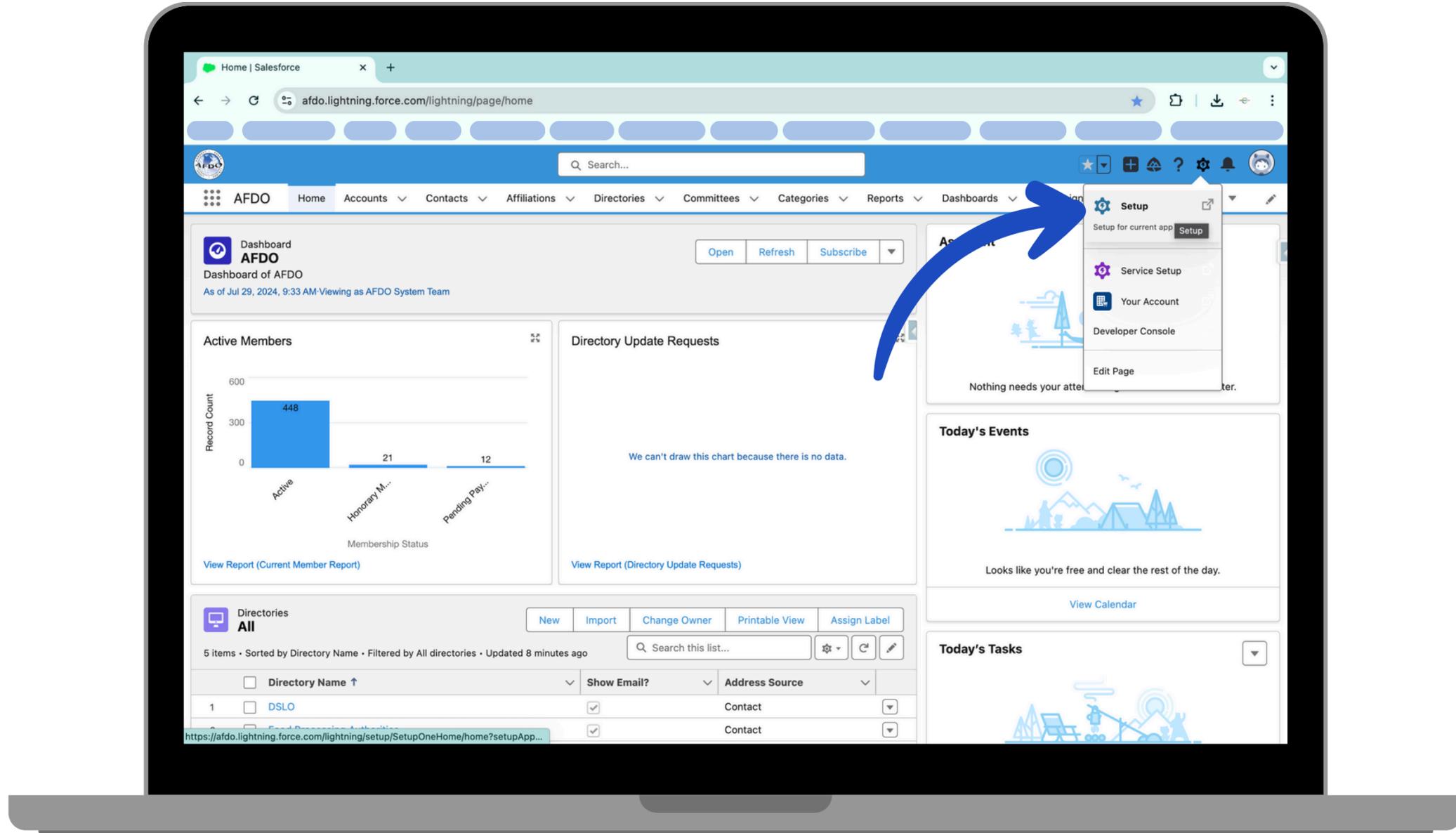


ADDING A NEW COMMITTEE

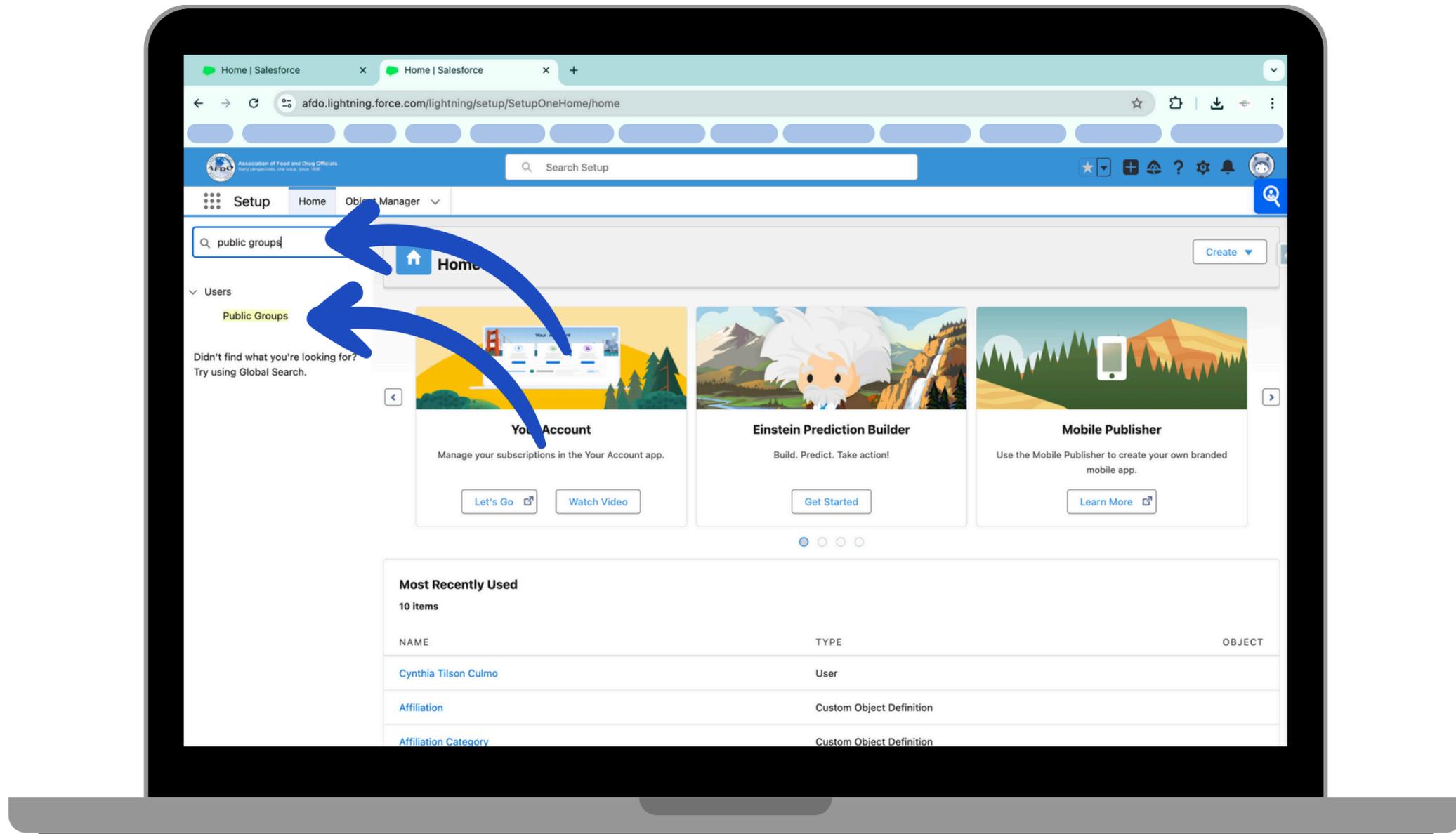
STEP 1: FROM
SALESFORCE,
HIT THE GEAR
ICON TO SEE
THE
DROPDOWN
MENU



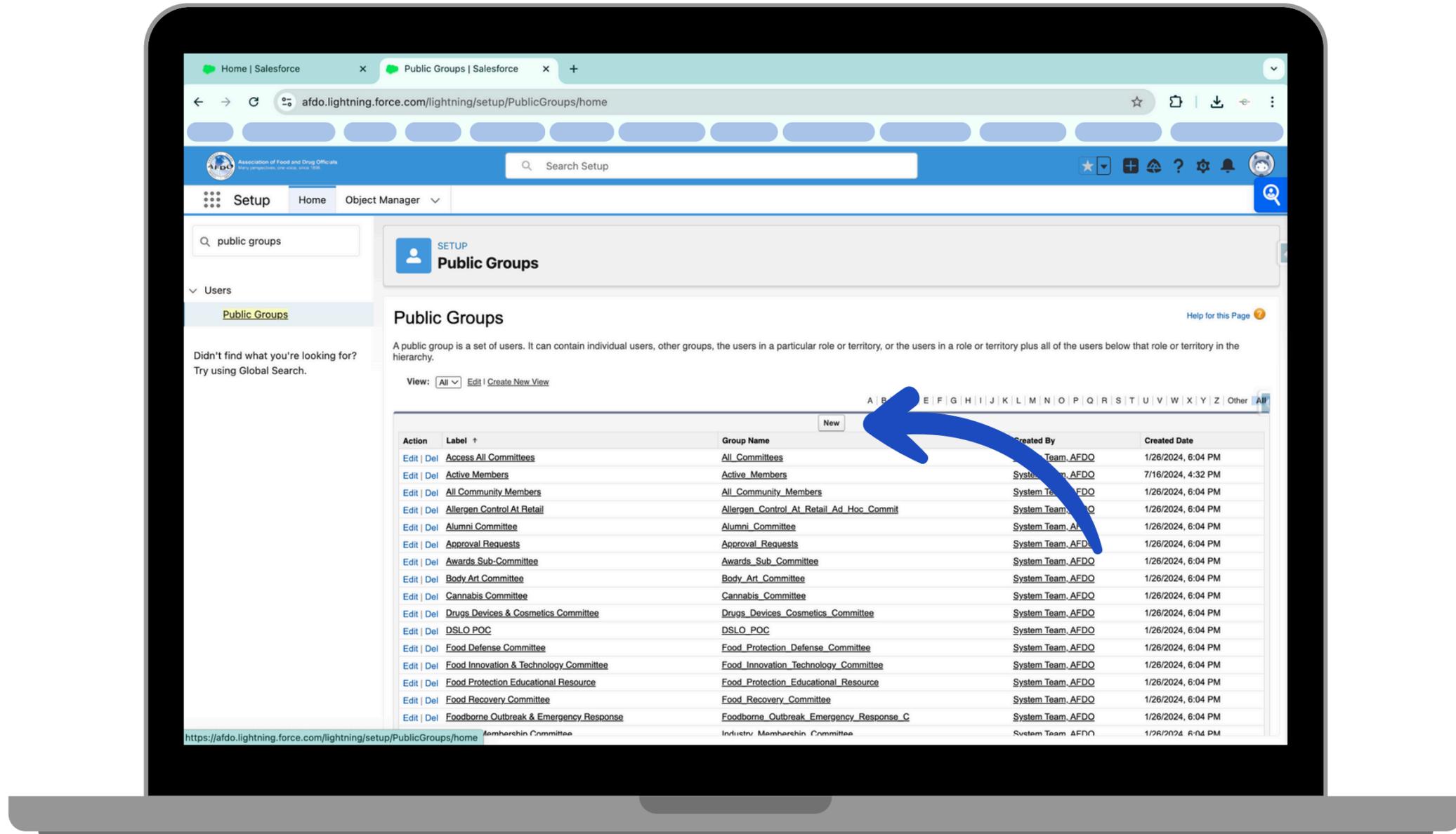
STEP 2: CLICK SETUP FROM THE DROP DOWN MENU



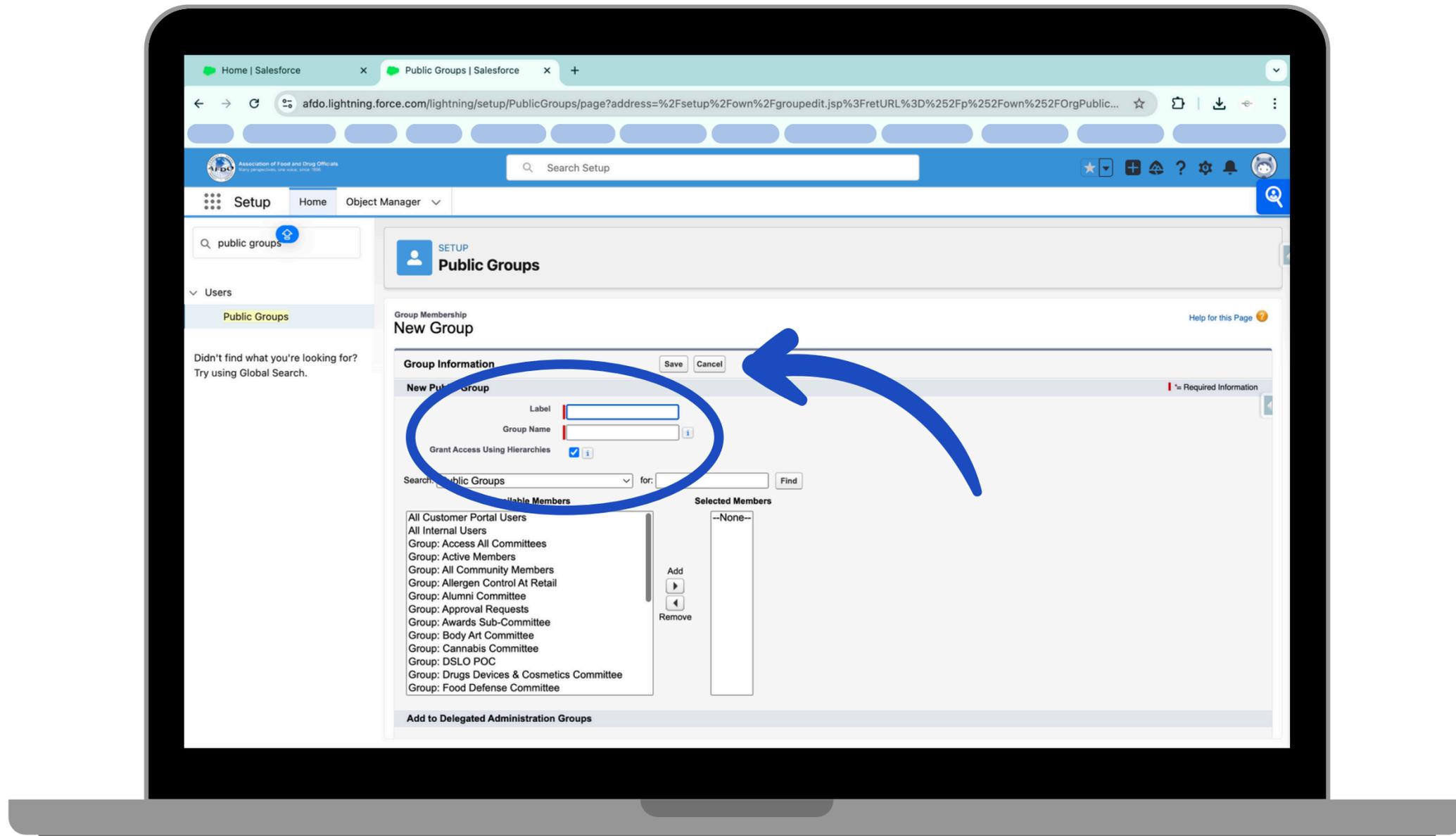
STEP 3: TYPE
"PUBLIC
GROUPS" INTO
THE QUICK FIND
BOX ON THE
LEFT-HAND SIDE
AND CLICK ON
"PUBLIC
GROUPS"



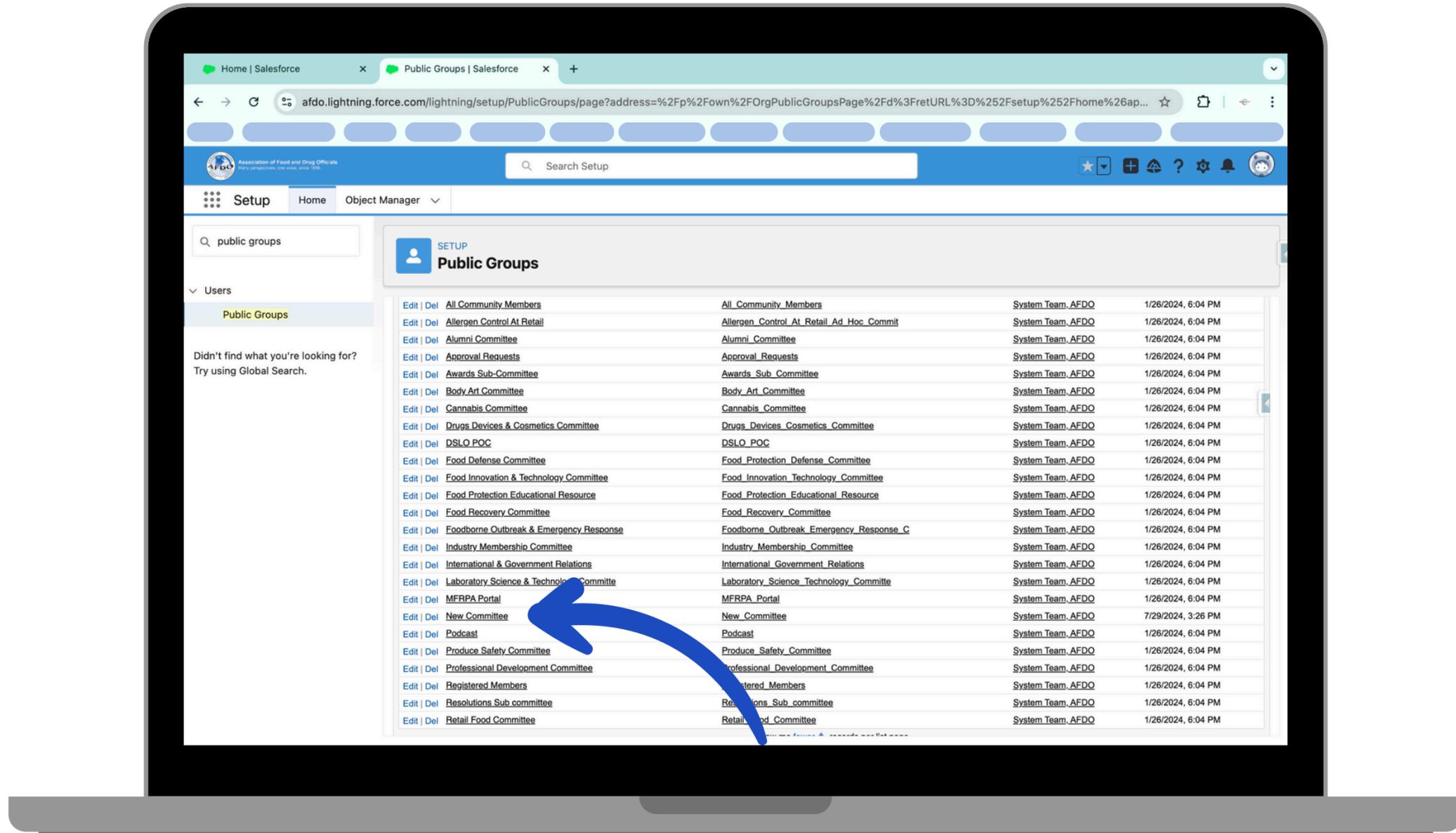
STEP 4: HIT THE NEW BUTTON IN THE CENTER OF THE PUBLIC GROUP PAGE



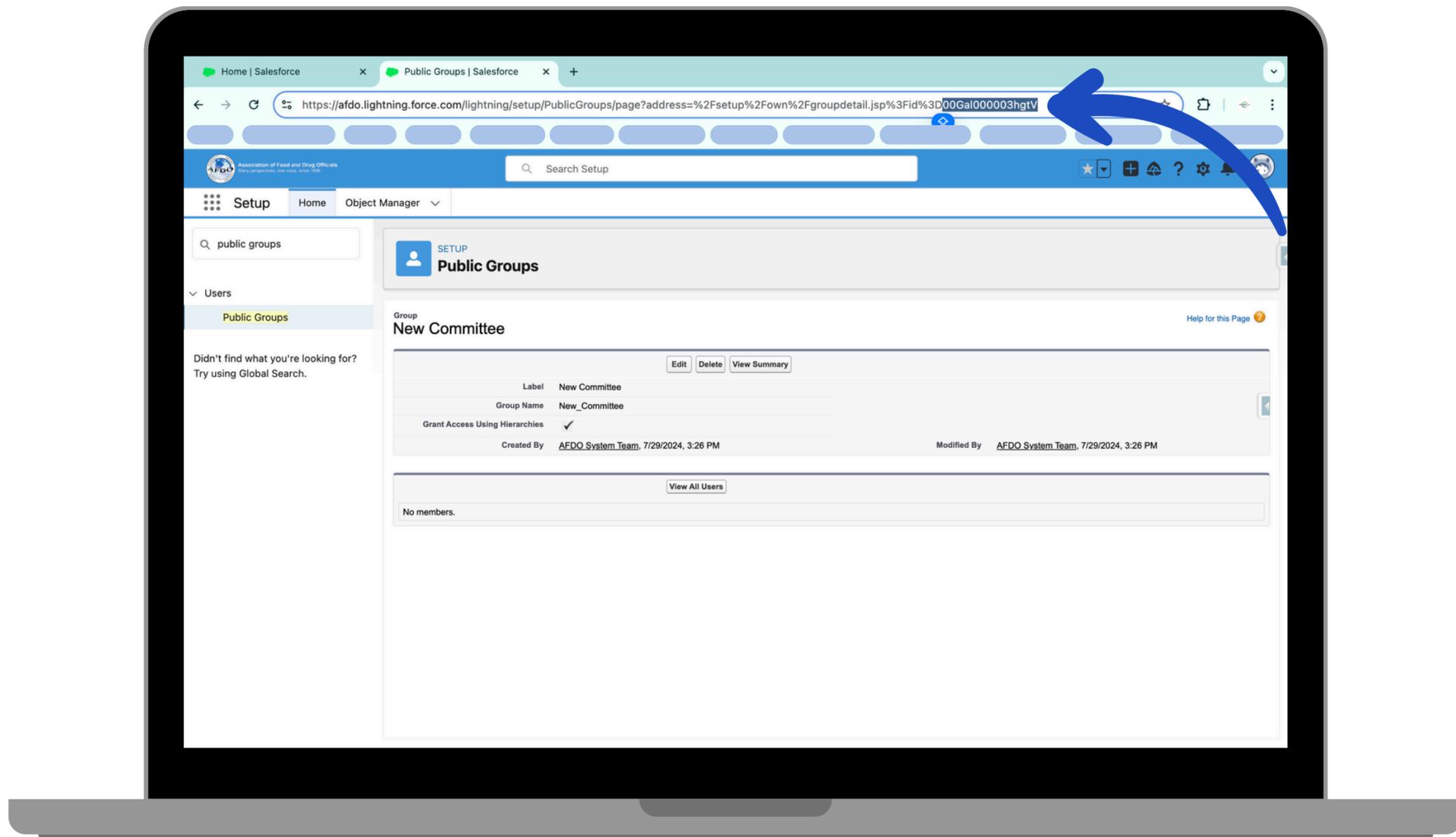
STEP 5: TYPE IN THE NAME OF THE COMMITTEE INTO THE LABEL FIELD. HIT SAVE. NOTE THE GROUP NAME SHOULD AUTO POPULATE FROM THE LABEL FIELD



**STEP 6: CLICK
ON THE PUBLIC
GROUP THAT
HAS BEEN
CREATED**

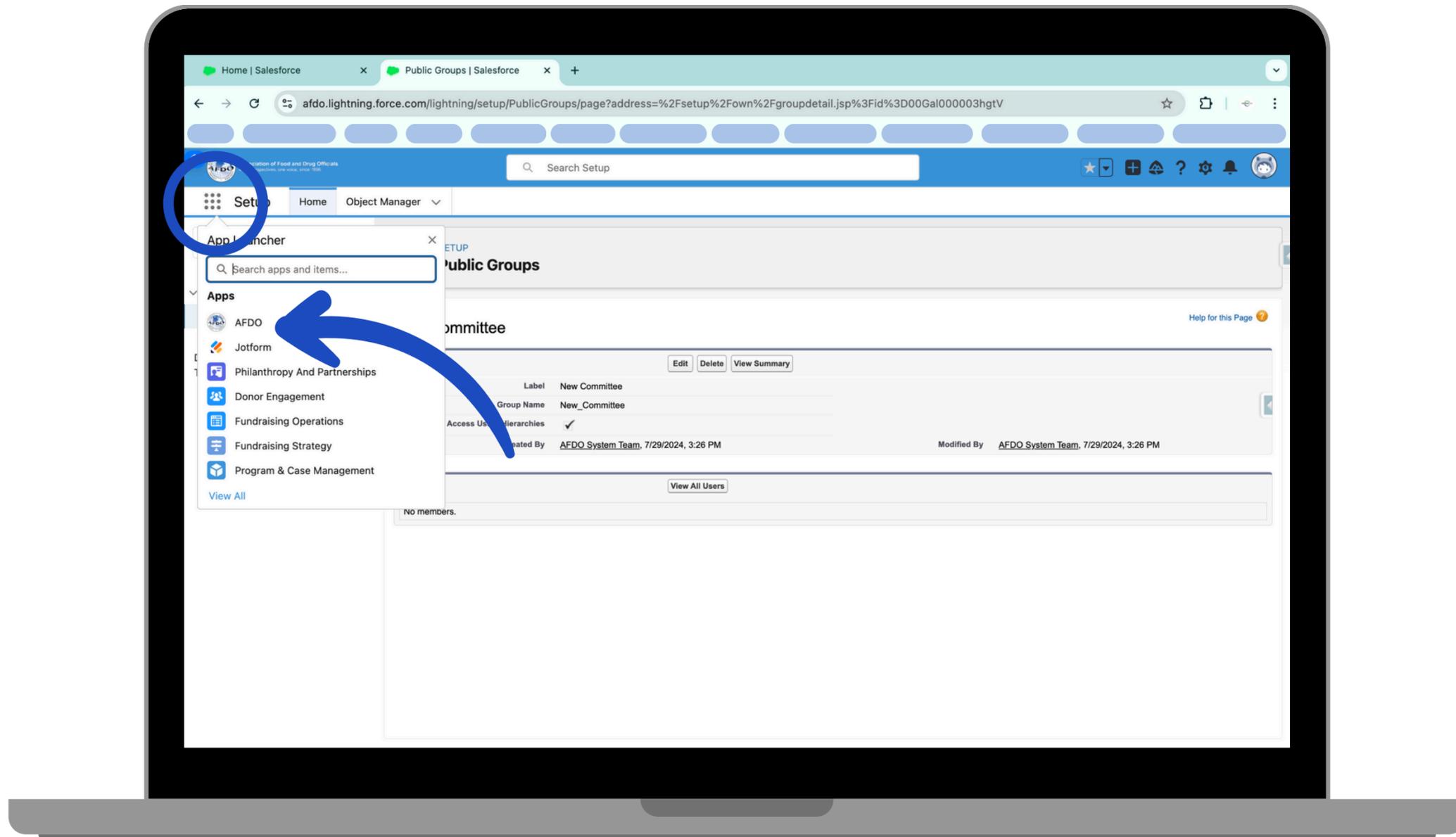


**STEP 7: TAKE
THE LAST 15
DIGITS OF THE
URL AND COPY IT
TO YOUR
CLIPBOARD**

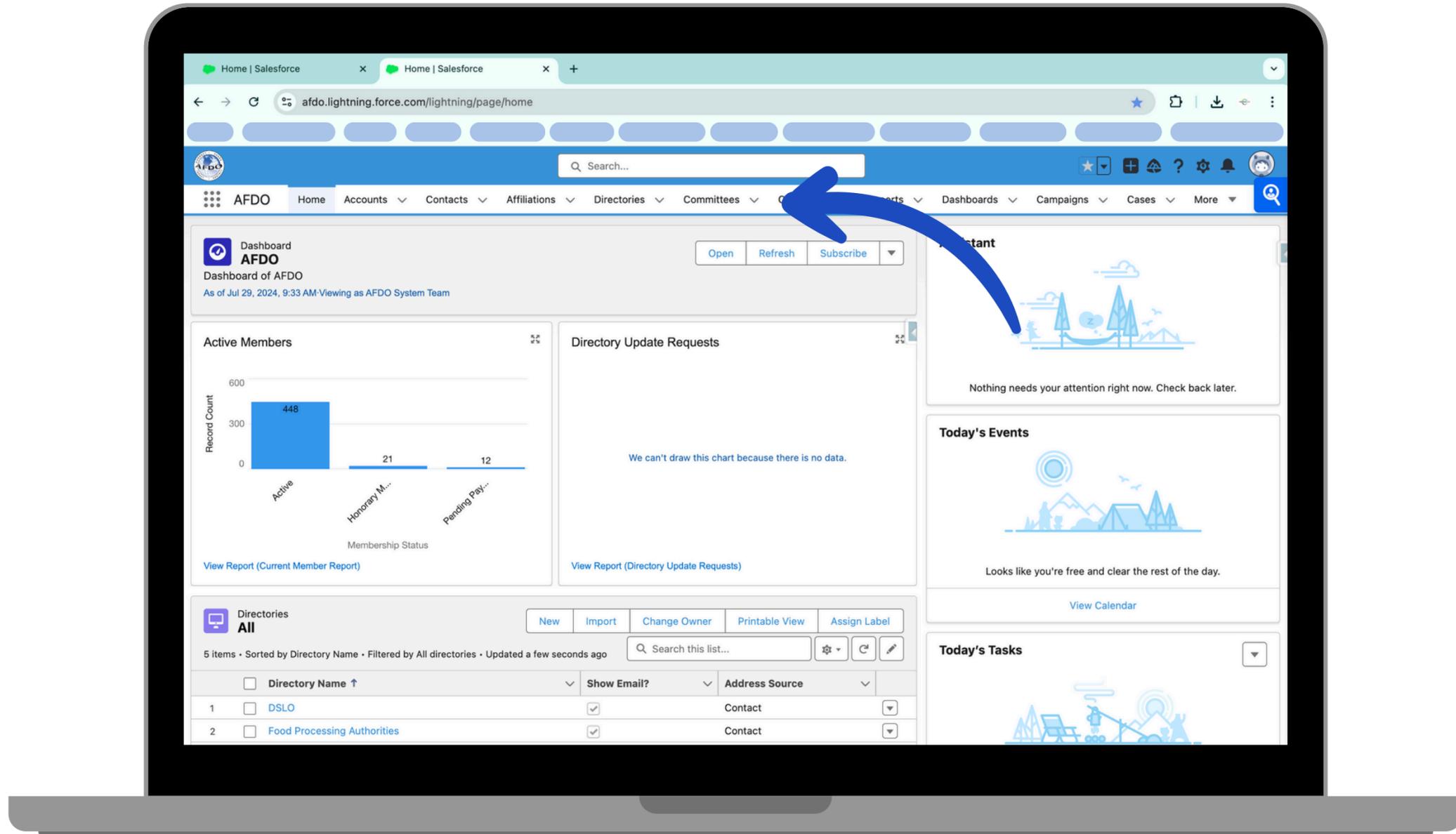


STEP 8: CLICK ON THE APP LAUNCHER ON THE LEFT-HAND SIDE AND HIT THE AFDO APP FROM THE DROPDOWN MENU

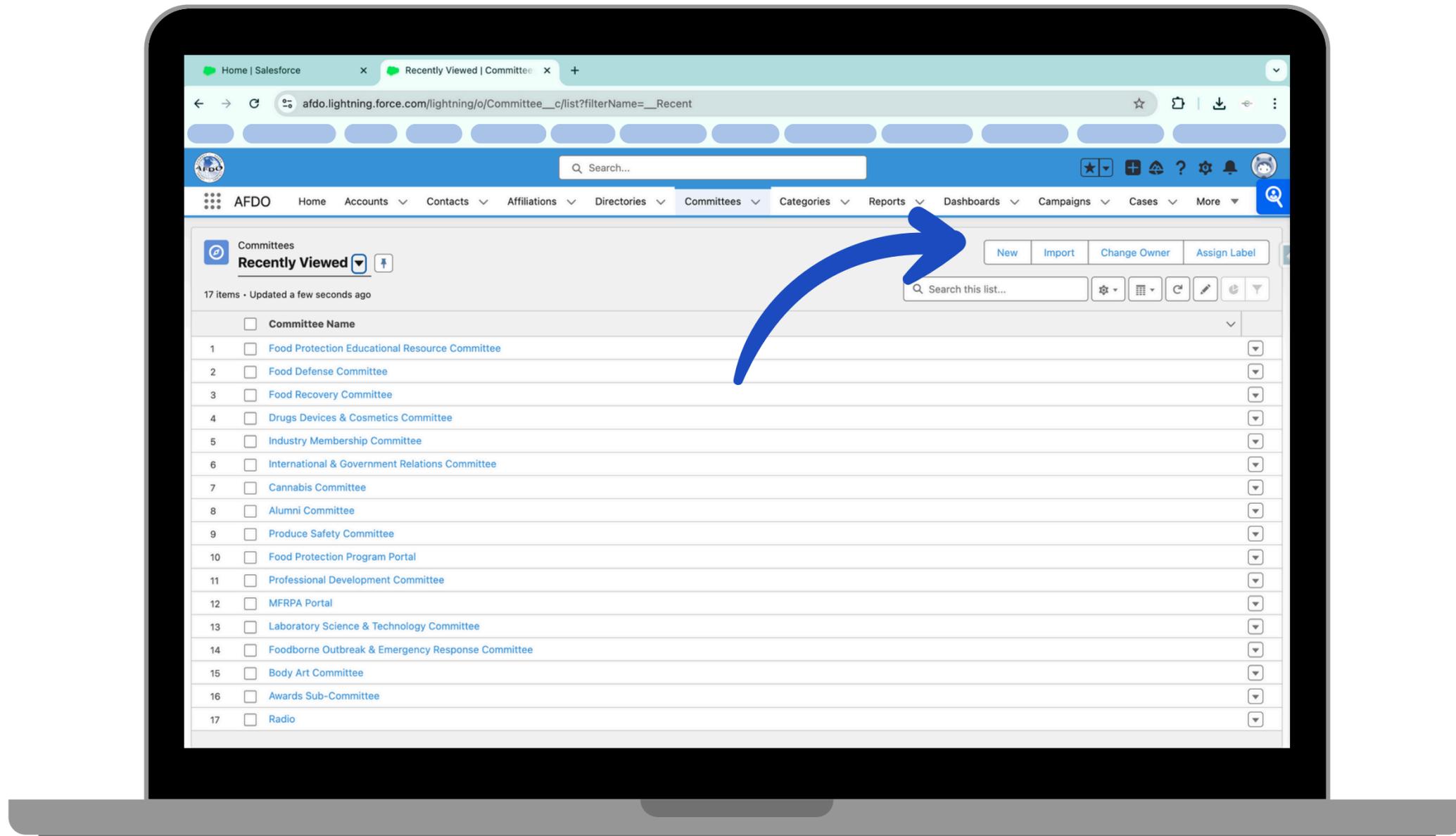
NOTE: IF YOU CANNOT SEE THE AFDO APP FROM THE MENU TYPE IN AFDO IN THE SEARCH BAR OF THE APP LAUNCHER



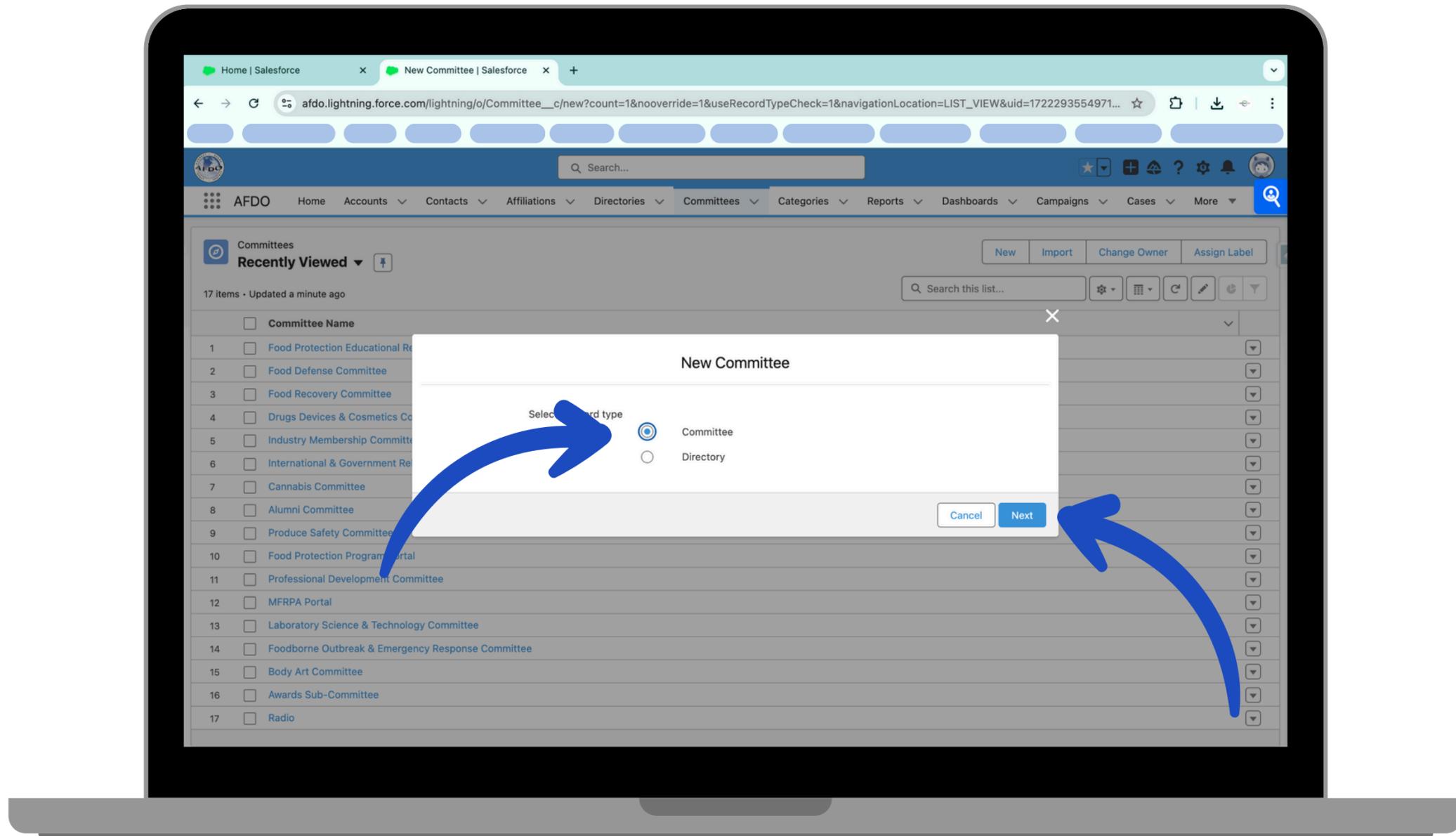
STEP 9: GO TO THE COMMITTEES TAB AT THE TOP OF THE AFDO APP NAVIGATION BAR



STEP 10: HIT THE NEW BUTTON ON THE COMMITTEES LIST VIEW

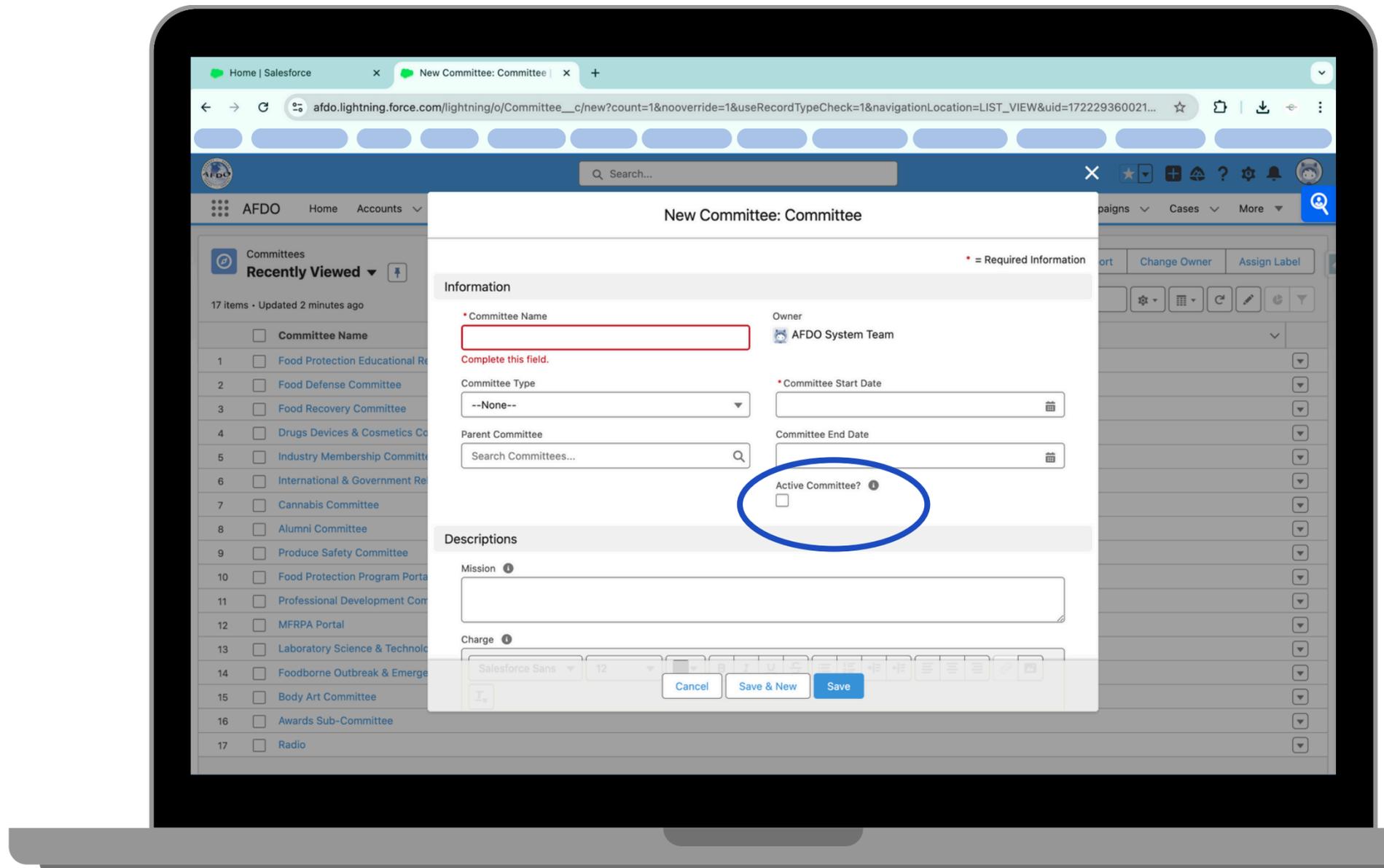


STEP 11: SELECT THE COMMITTEE RECORD TYPE AND PRESS NEXT

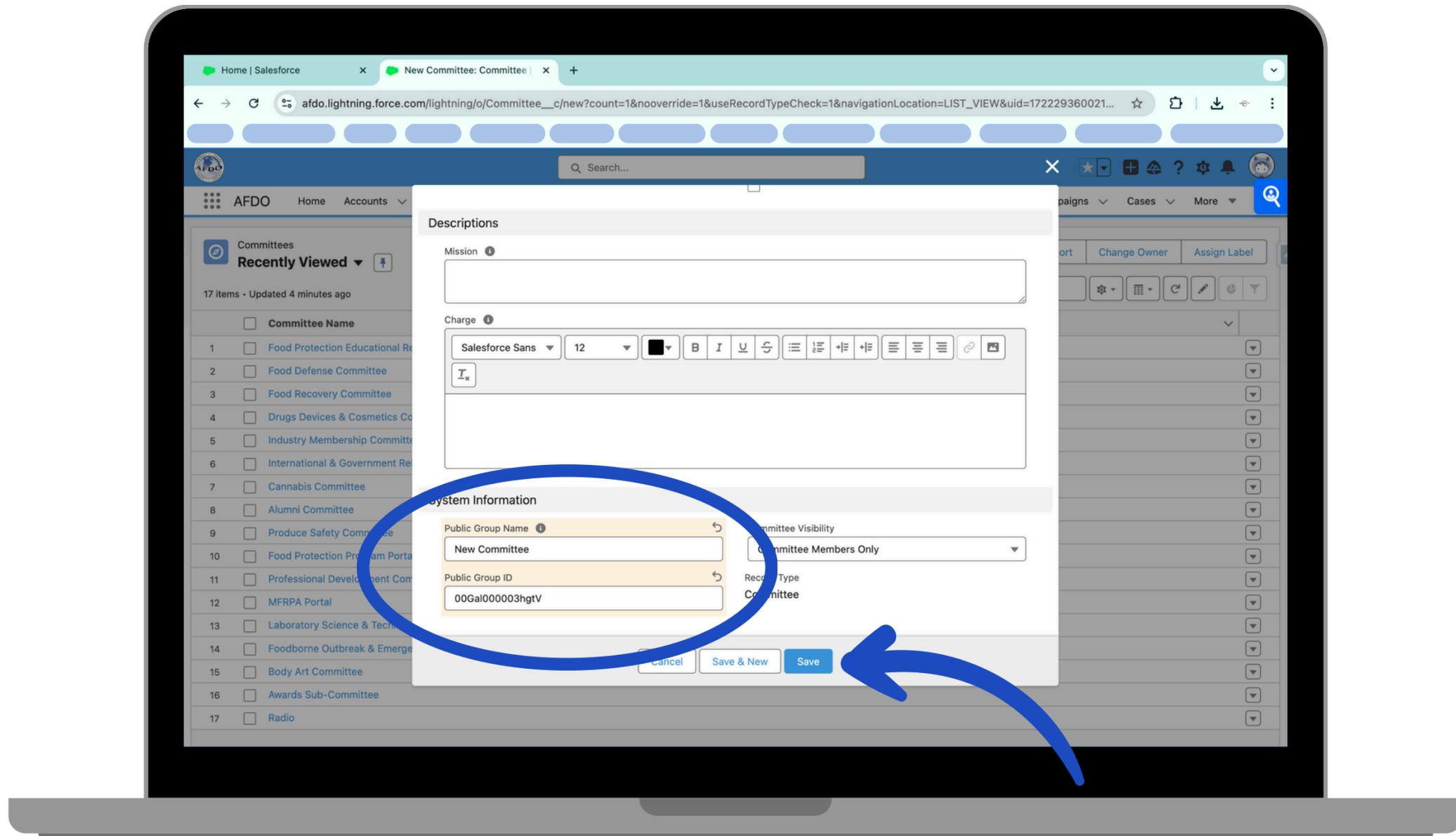


**STEP 12: FILL
OUT ALL OF THE
COMMITTEE'S
INFORMATION.**

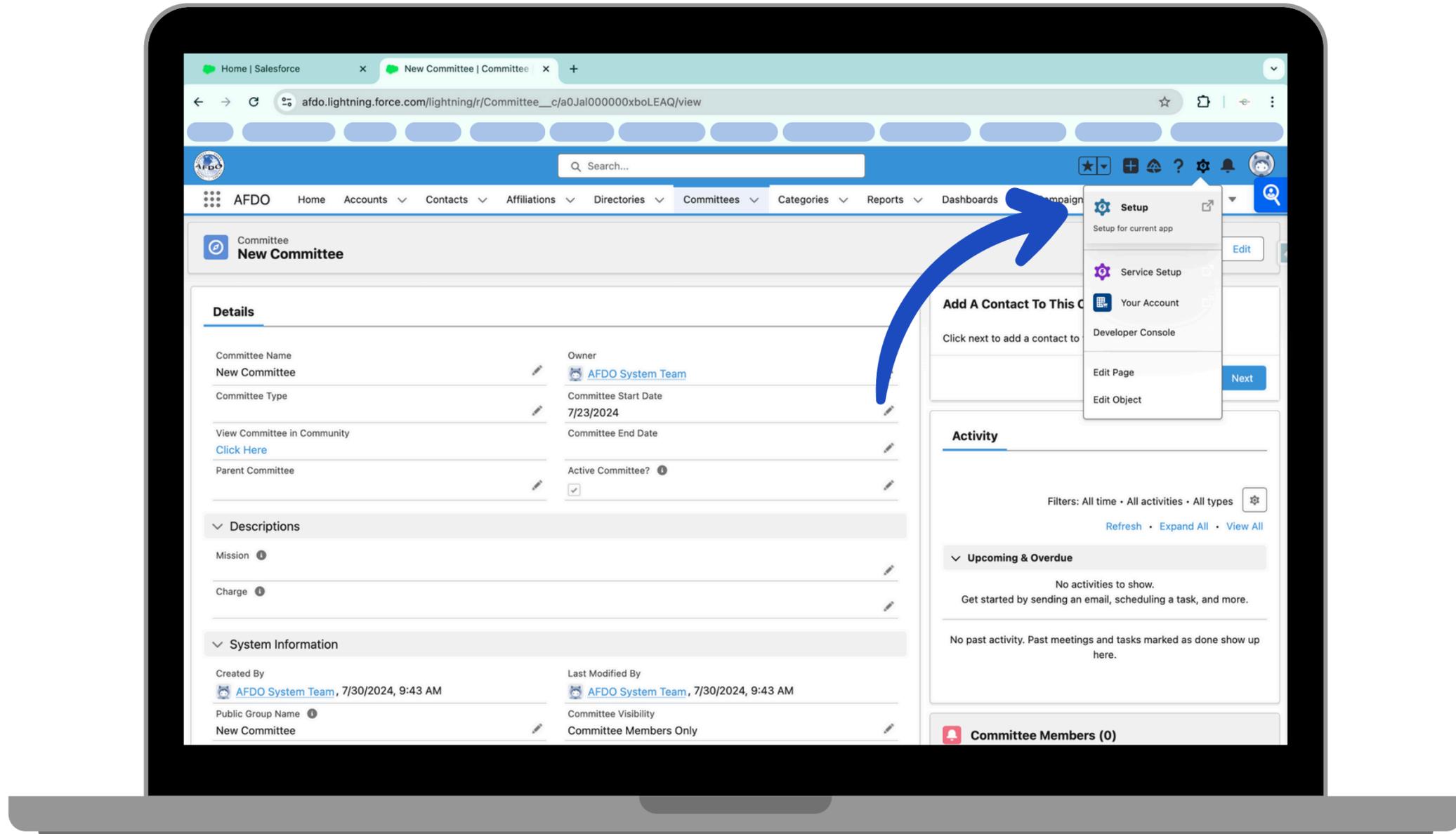
**NOTE: THE
COMMITTEE
MUST BE ACTIVE
IN ORDER TO
ADD MEMBERS**



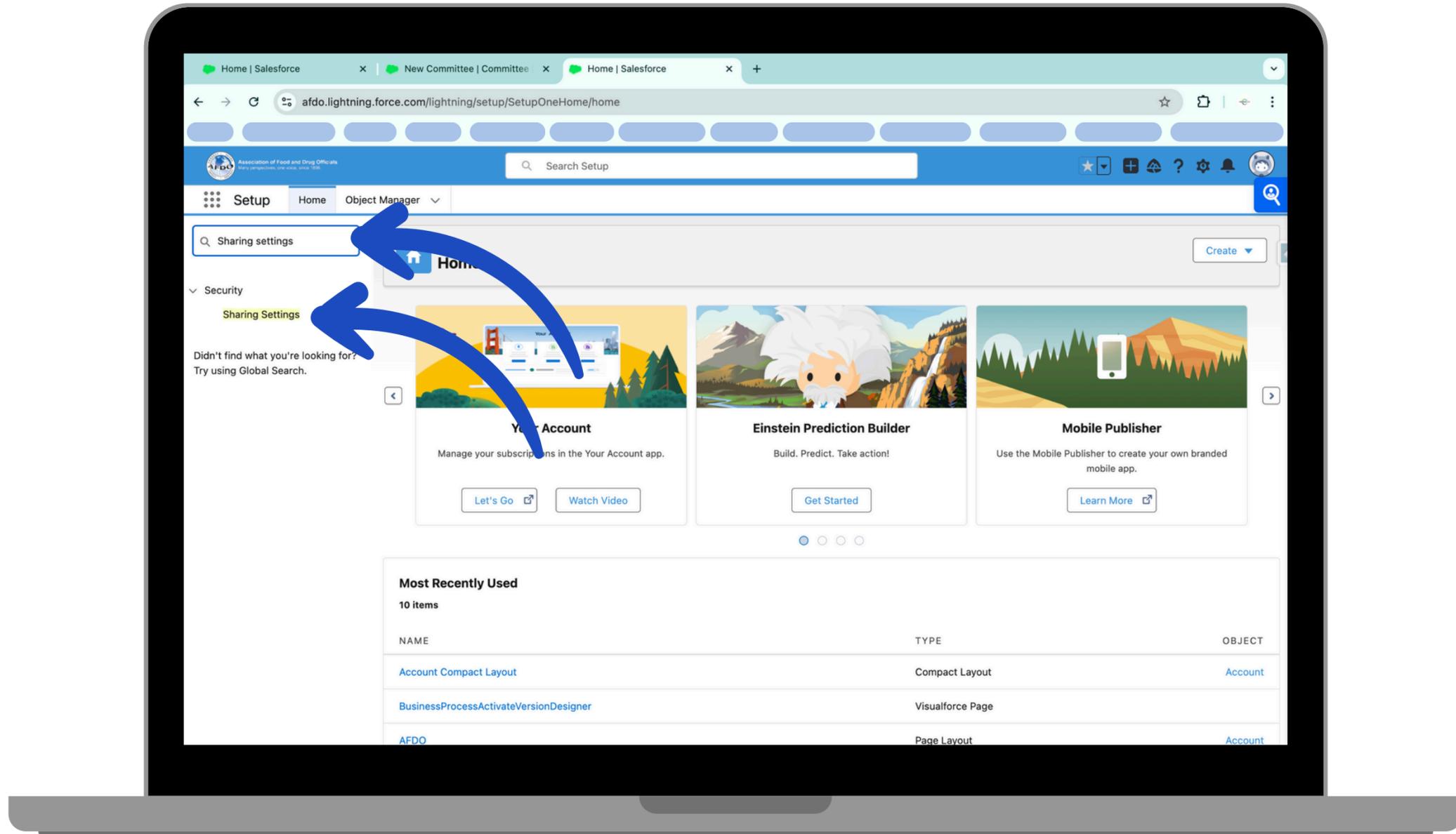
STEP 13: ADD THE NAME OF THE PUBLIC GROUP YOU JUST CREATED TO THE "PUBLIC GROUP NAME" FIELD AND PASTE THE 15 DIGIT CODE YOU COPIED TO YOUR CLIPBOARD IN THE "PUBLIC GROUP ID" FIELD AND HIT SAVE



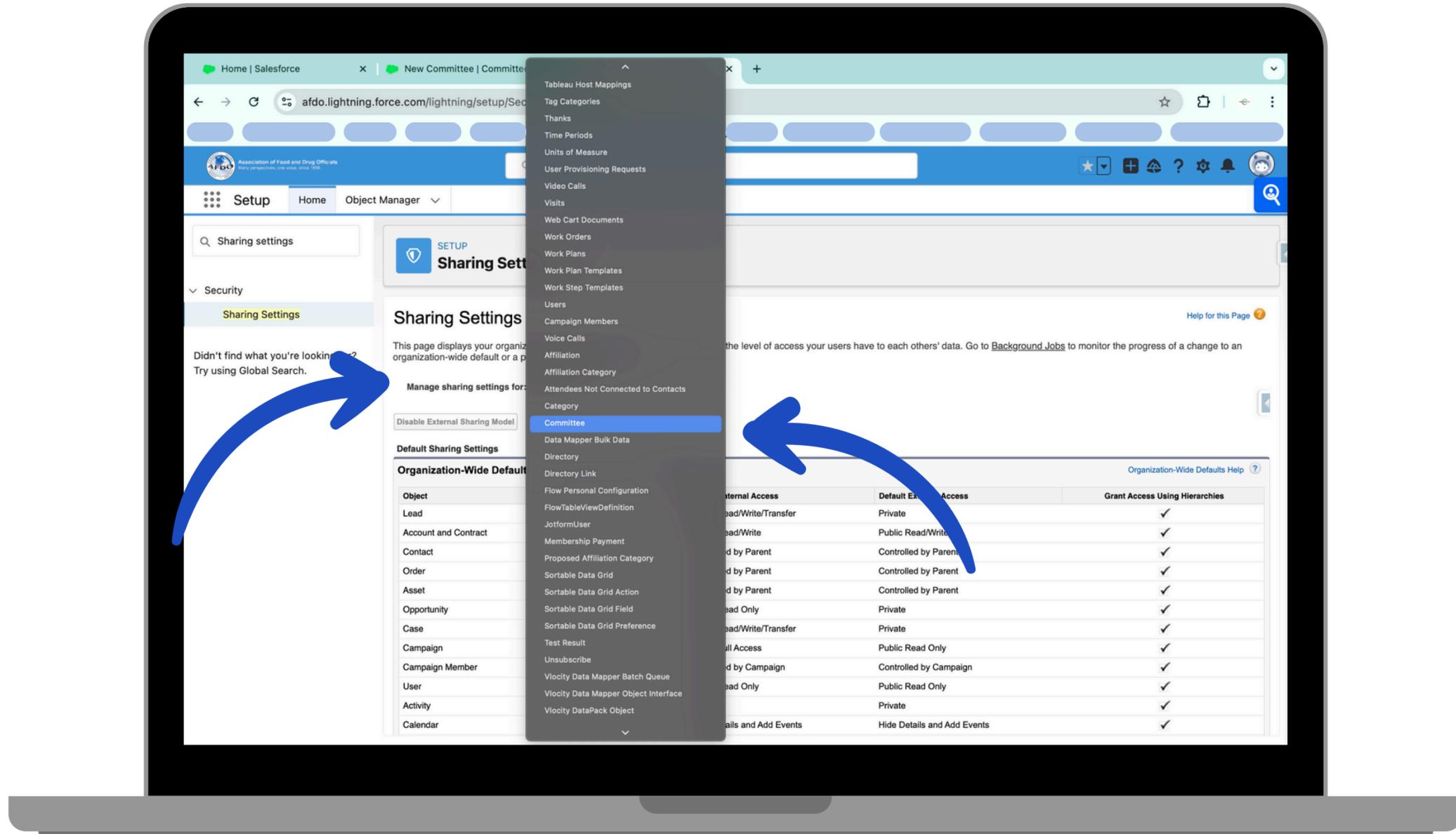
STEP 14: HIT
THE GEAR ICON
AND SELECT
SETUP FROM
THE
DROPDOWN
MENU



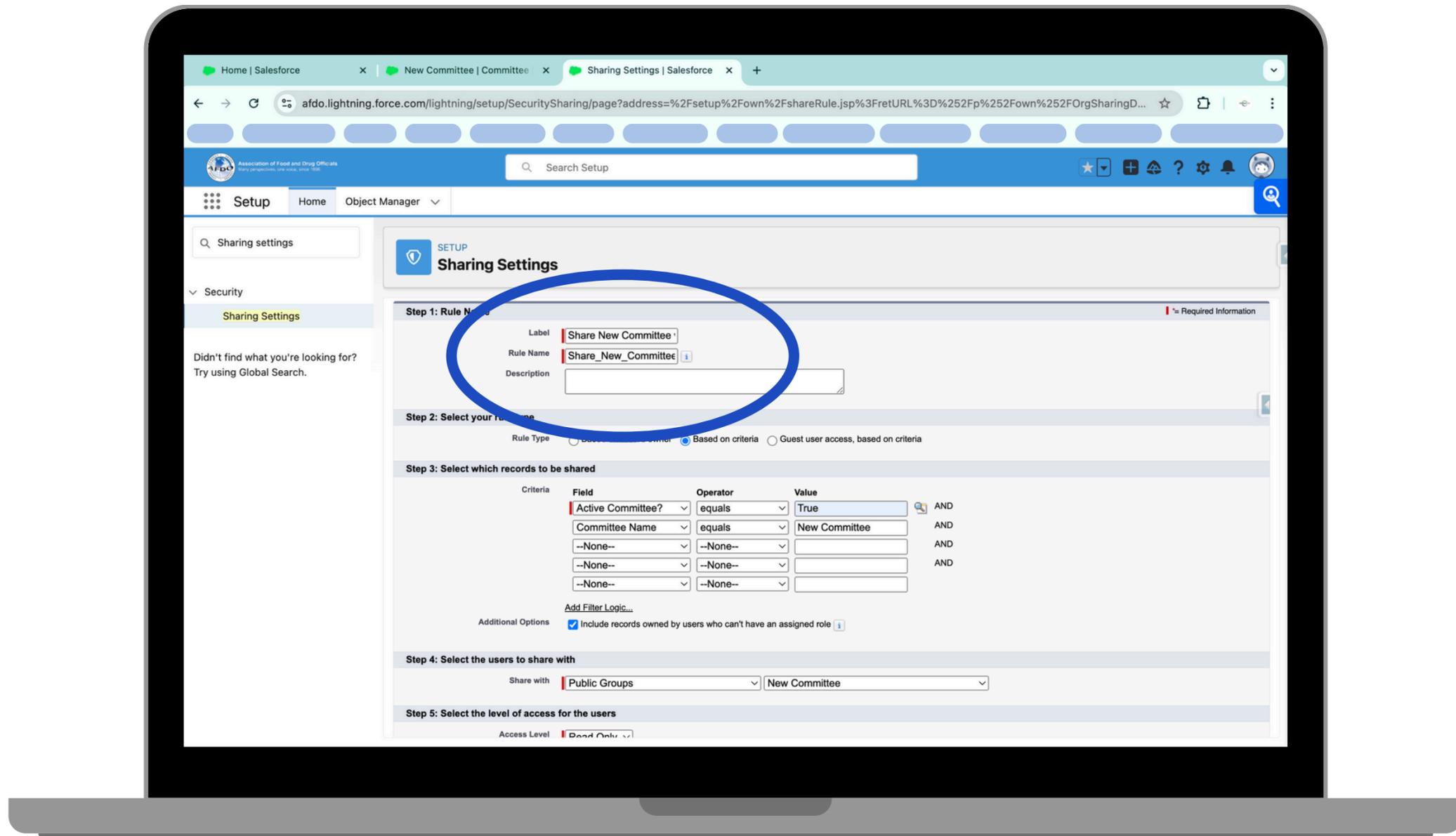
**STEP 15: TYPE
SHARING
SETTINGS INTO
THE QUICK
FIND BOX AND
HIT SHARING
SETTINGS IN
THE MENU**



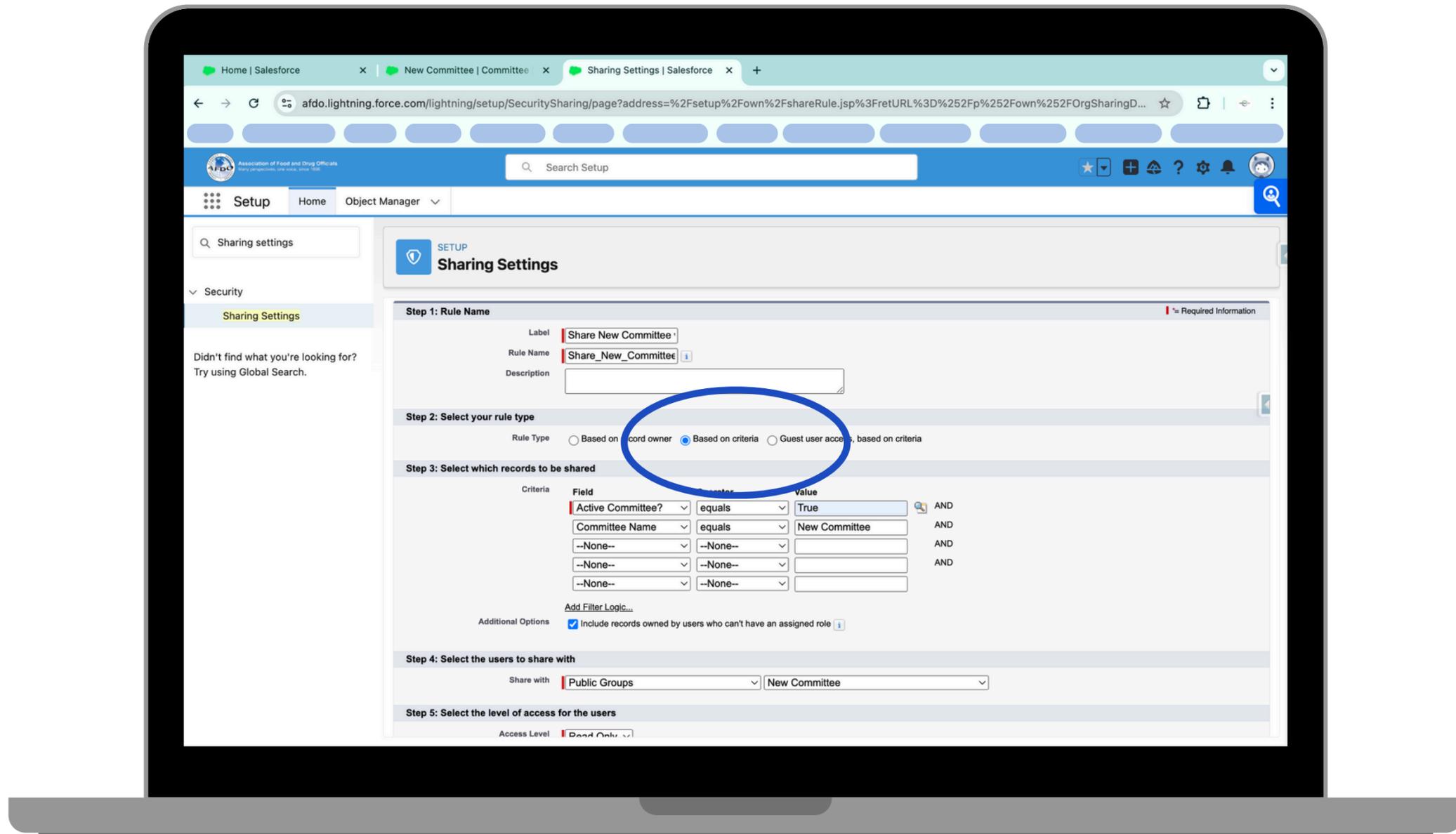
STEP 16: FIND THE COMMITTEE OBJECT IN THE "MANAGE SHARING SETTINGS FOR:" DROPDOWN MENU



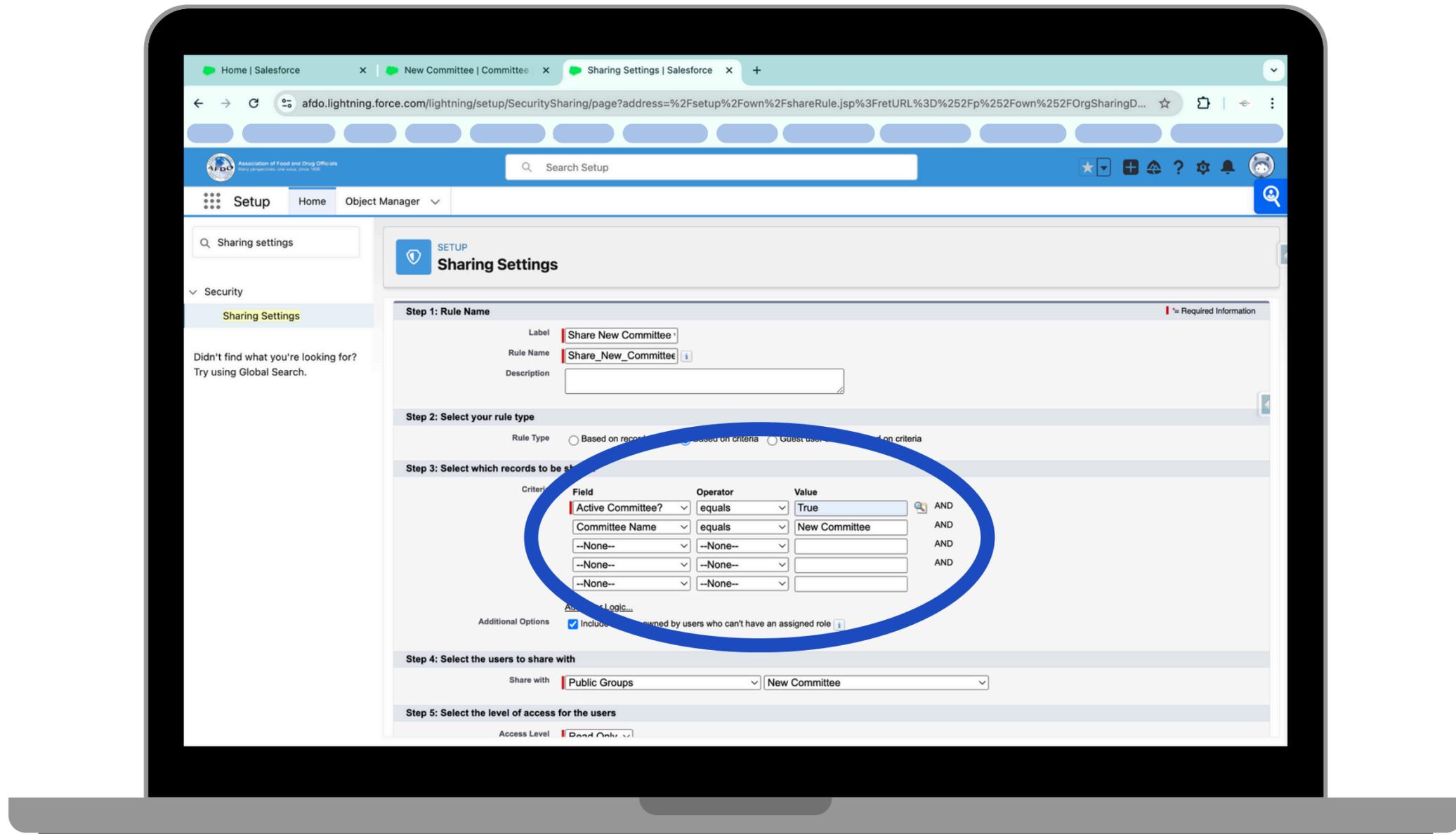
**STEP 18: IN STEP 1
LABEL THE
SHARING SETTING
AS "SHARE
'COMMITTEE
NAME' WITH
'PUBLIC GROUP
NAME' GROUP" THE
RULE NAME WILL
AUTOMATICALLY
POPULATE**



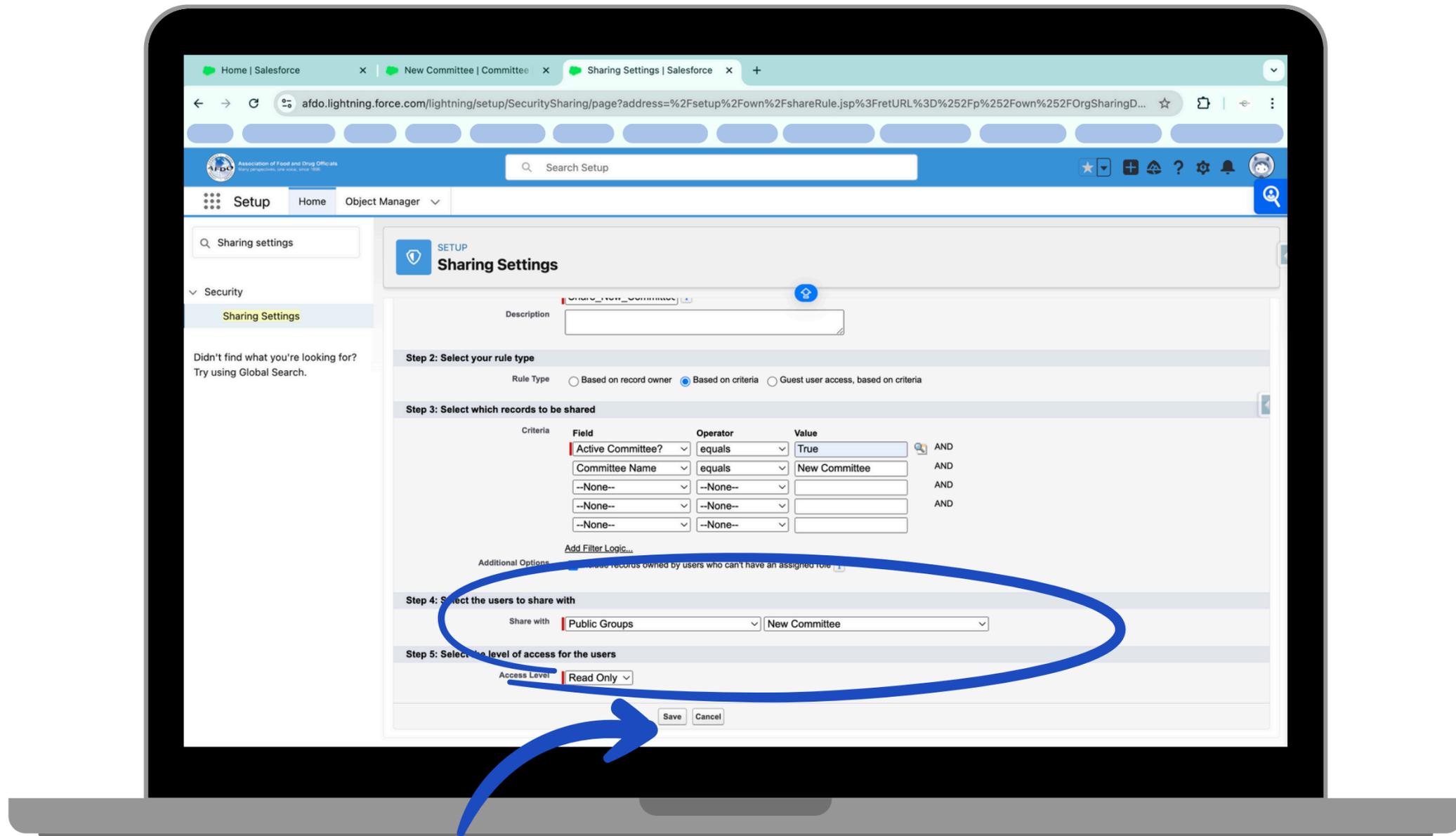
STEP 19: IN STEP 2 CLICK "BASED ON CRITERIA"



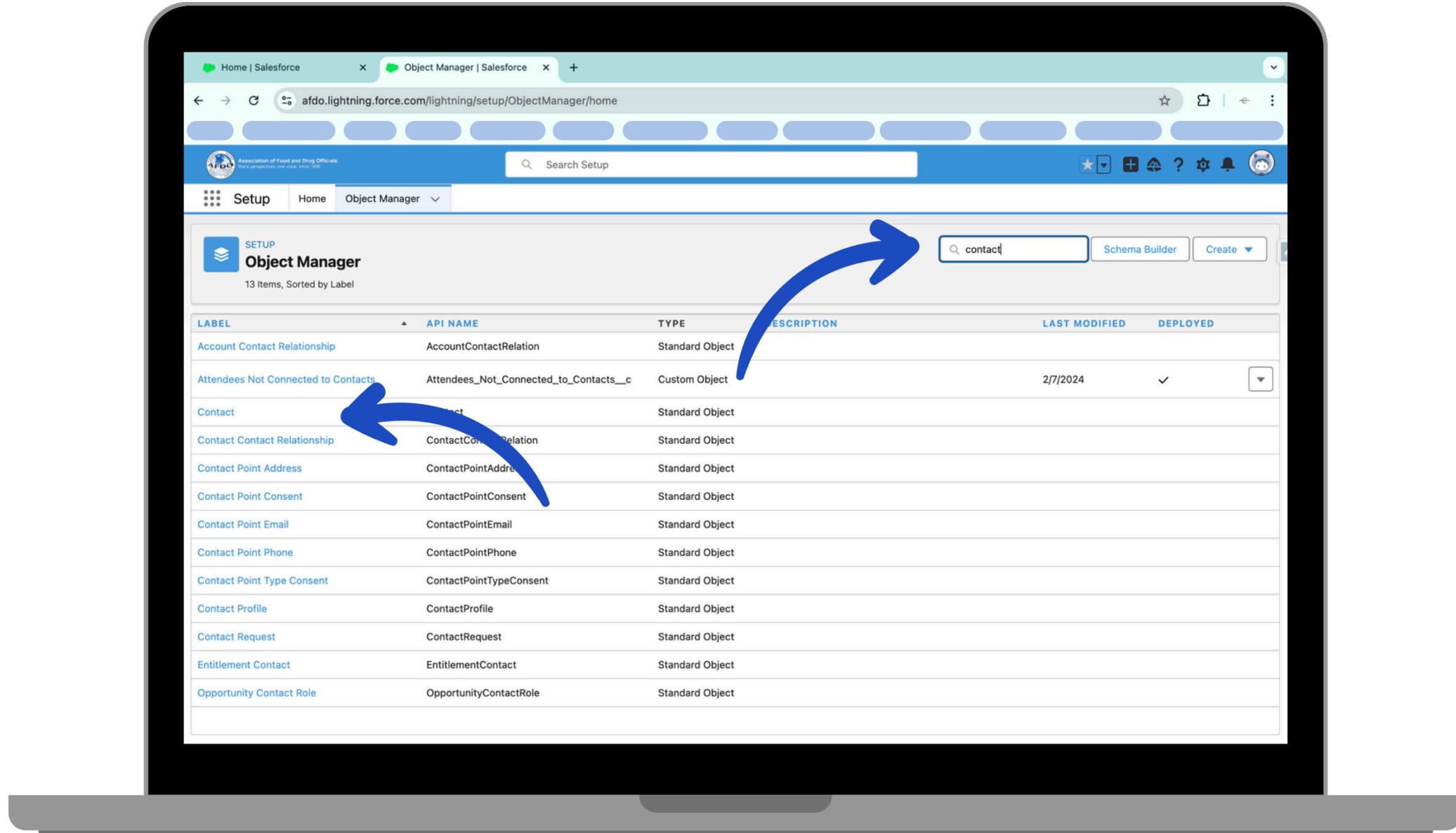
STEP 20: IN THE
FIRST CRITERIA
LINE ADD "ACTIVE
COMMITTEE?"
EQUALS TRUE AND
IN THE SECOND
CRITERIA LINE ADD
"COMMITTEE
NAME" = 'NEW
COMMITTEE
NAME'



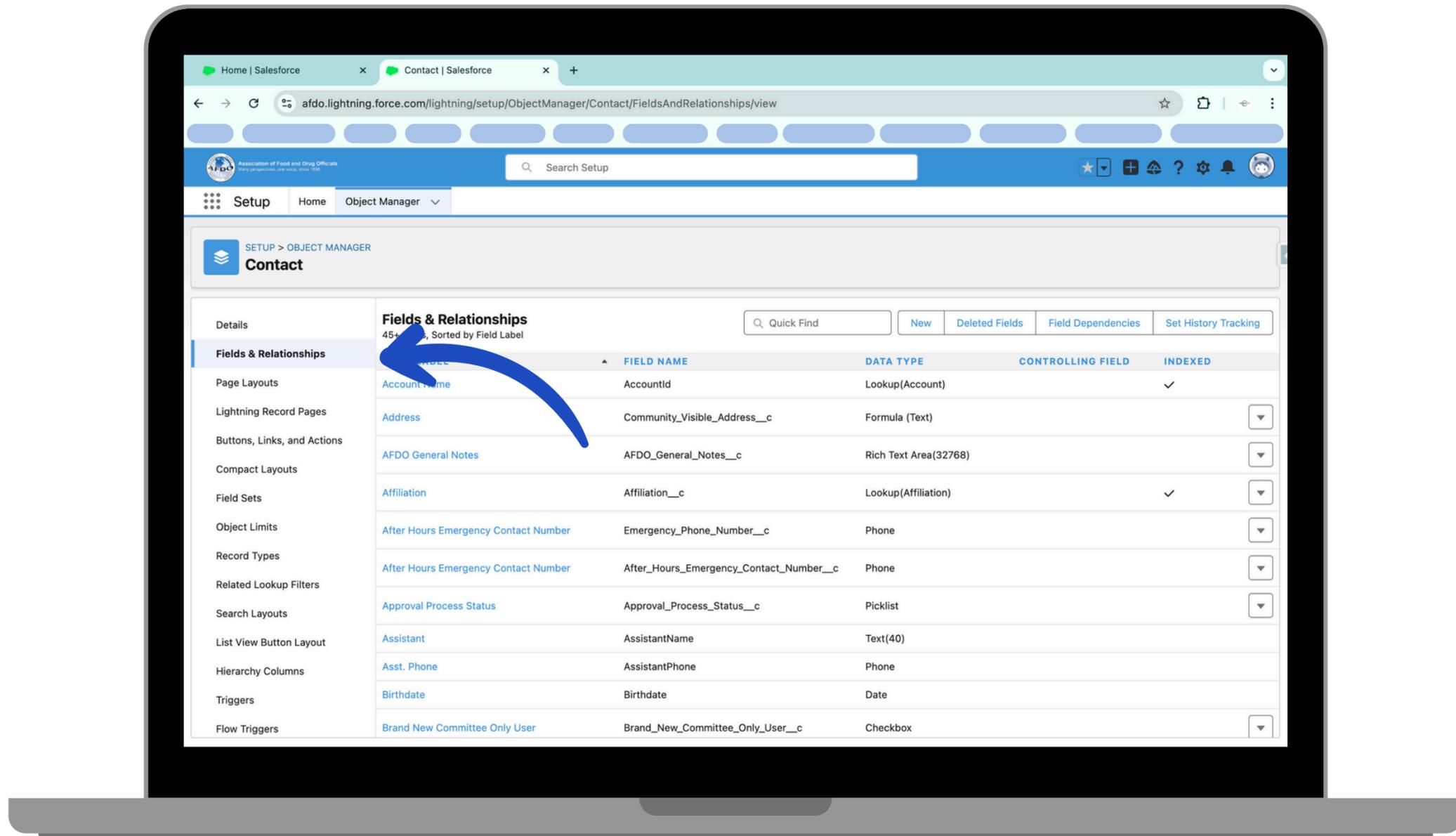
**STEP 21: IN STEP 4
SELECT PUBLIC
GROUP AS THE
"SHARE WITH"
DROPDOWN AND ADD
THE NEW PUBLIC
GROUP YOU CREATED
IN THE RIGHT
DROPDOWN MENU.
IN STEP 5 MAKE SURE
ACCESS LEVEL IS SET
TO "READ ONLY" AND
HIT SAVE**



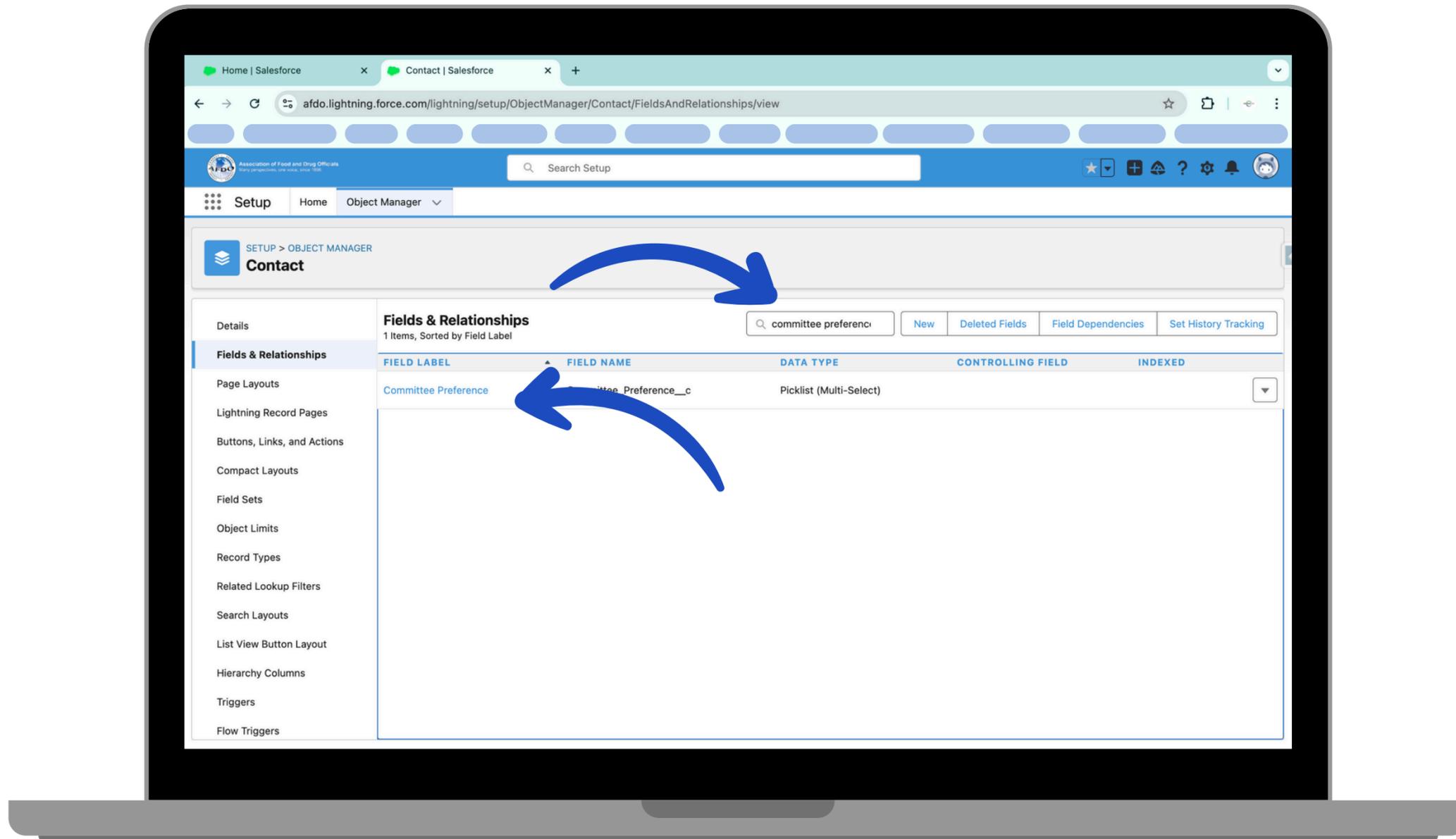
**STEP 23: TYPE
CONTACT INTO
THE OBJECT
MANAGER
QUICK FIND
BOX AND
SELECT
CONTACT**



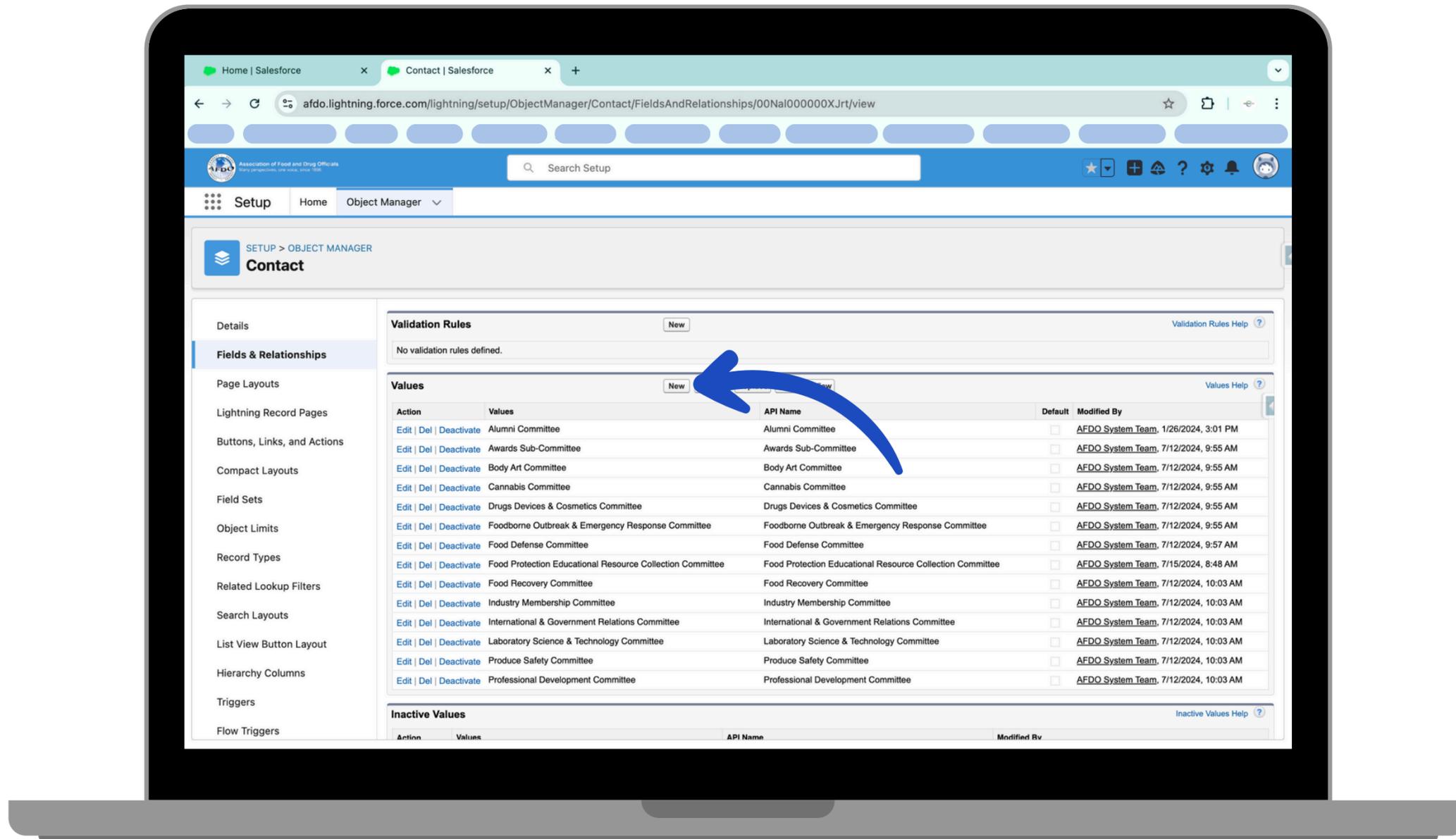
STEP 24: GO TO THE FIELDS & RELATIONSHIPS TAB ON THE LEFT-HAND SIDE



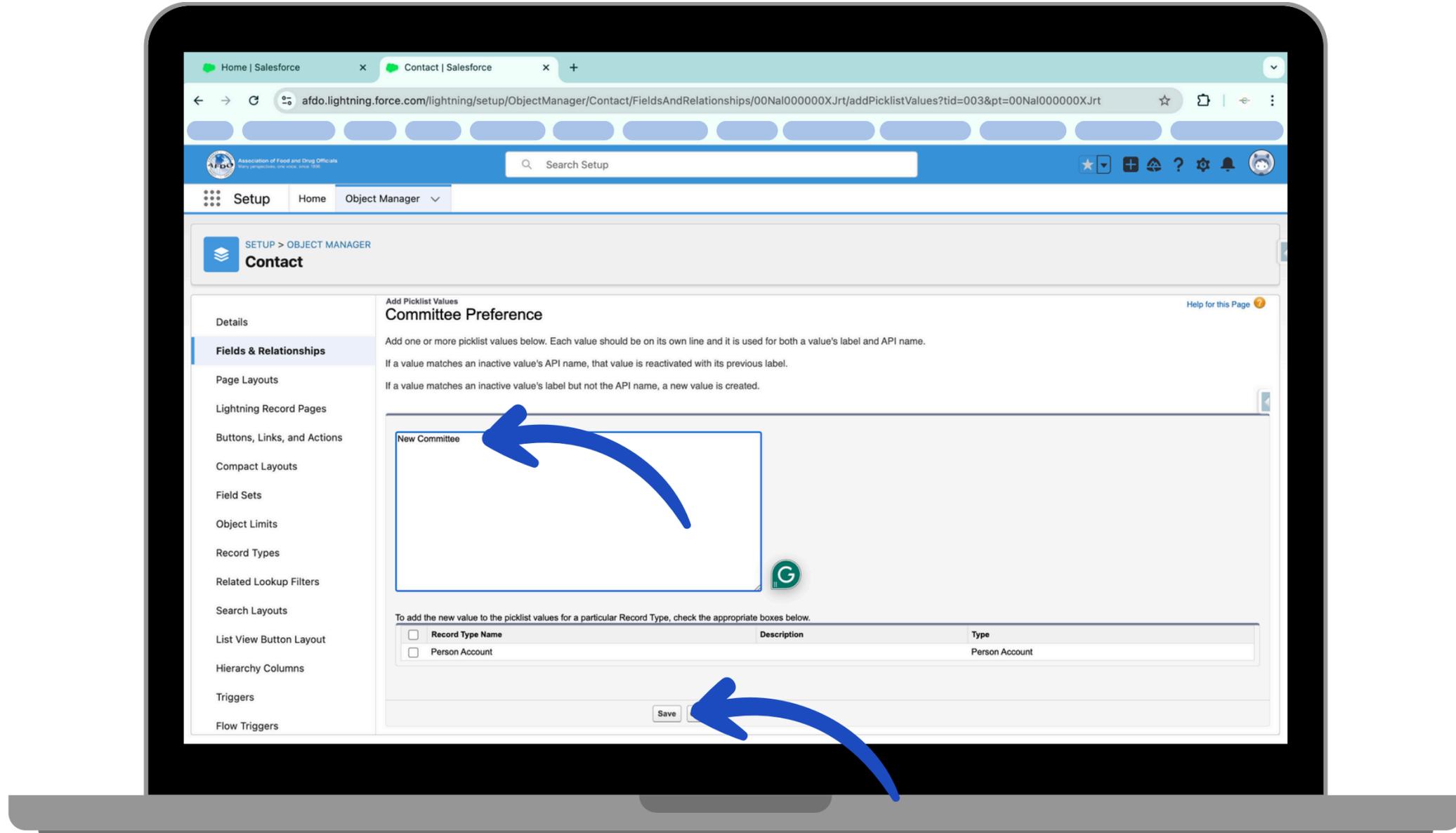
**STEP 25: TYPE
COMMITTEE
PREFERENCE
INTO THE FIELDS
&
RELATIONSHIPS
QUICK FIND BOX
AND SELECT
COMMITTEE
PREFERENCE**



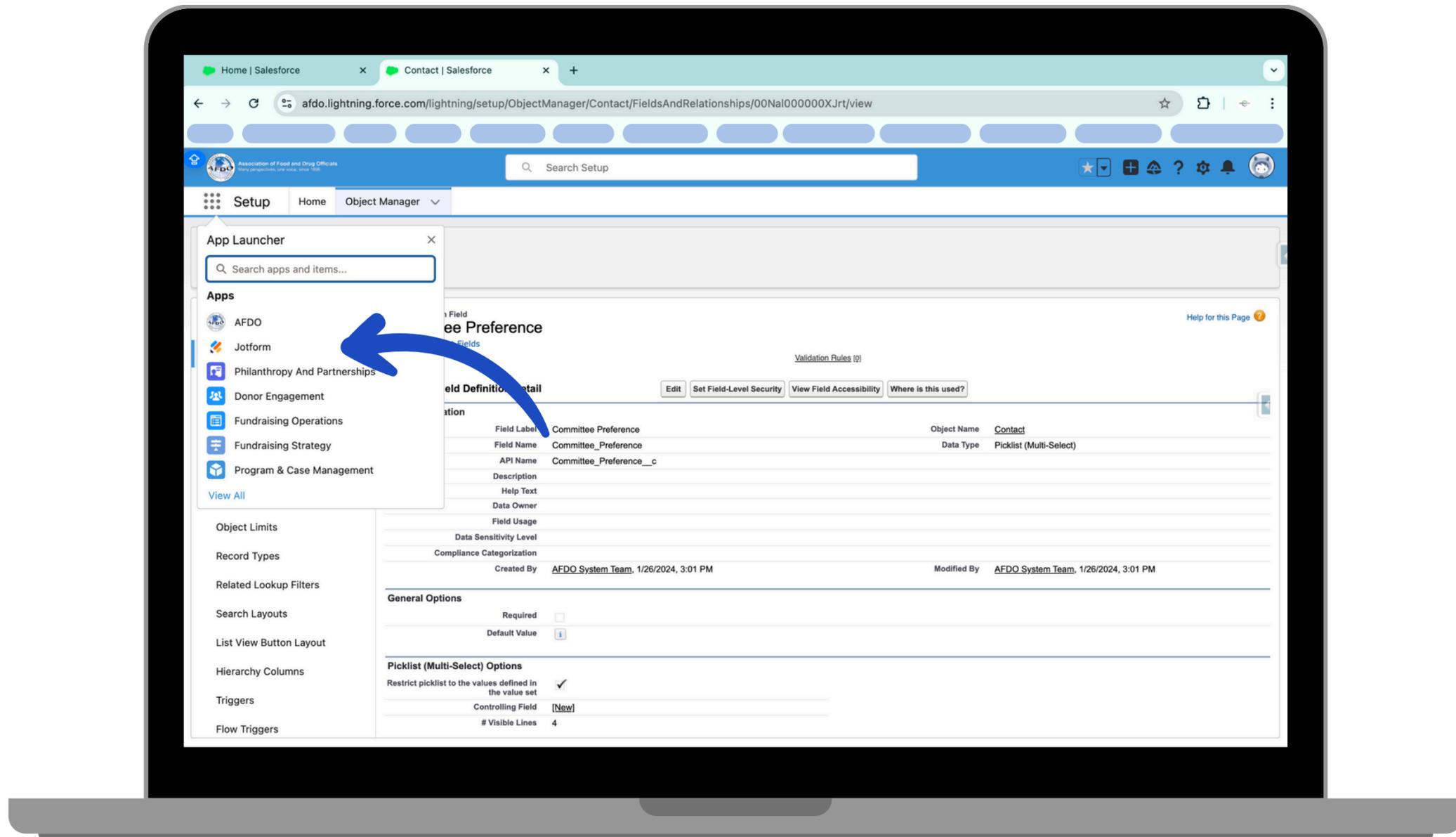
**STEP 26: SCROLL
DOWN TO
VALUES ON THE
COMMITTEE
PREFERENCE
PAGE AND HIT
NEW**



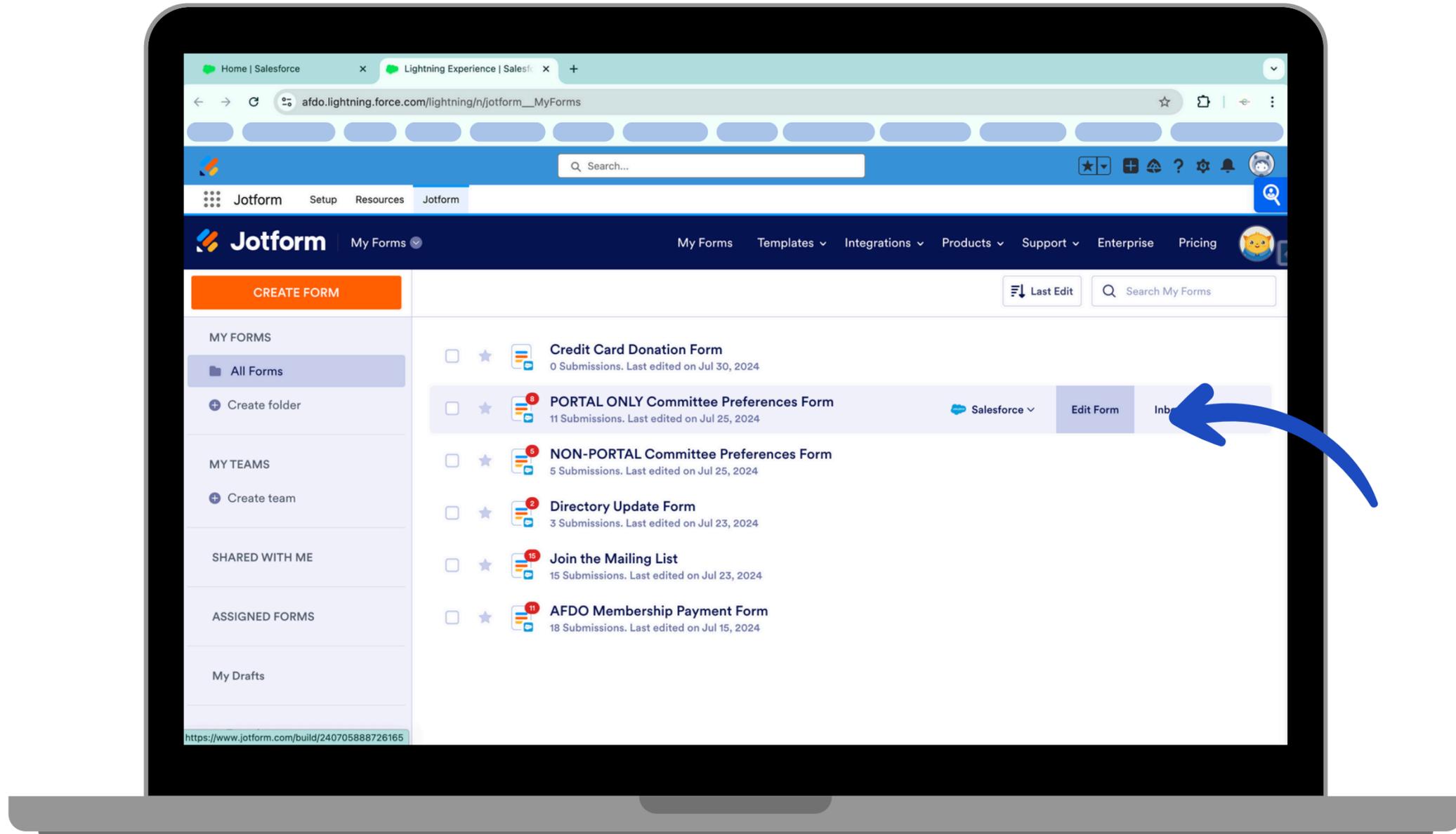
**STEP 27: TYPE
THE NAME OF
THE NEW
COMMITTEE
INTO THE TEXT
BOX AND HIT
SAVE**



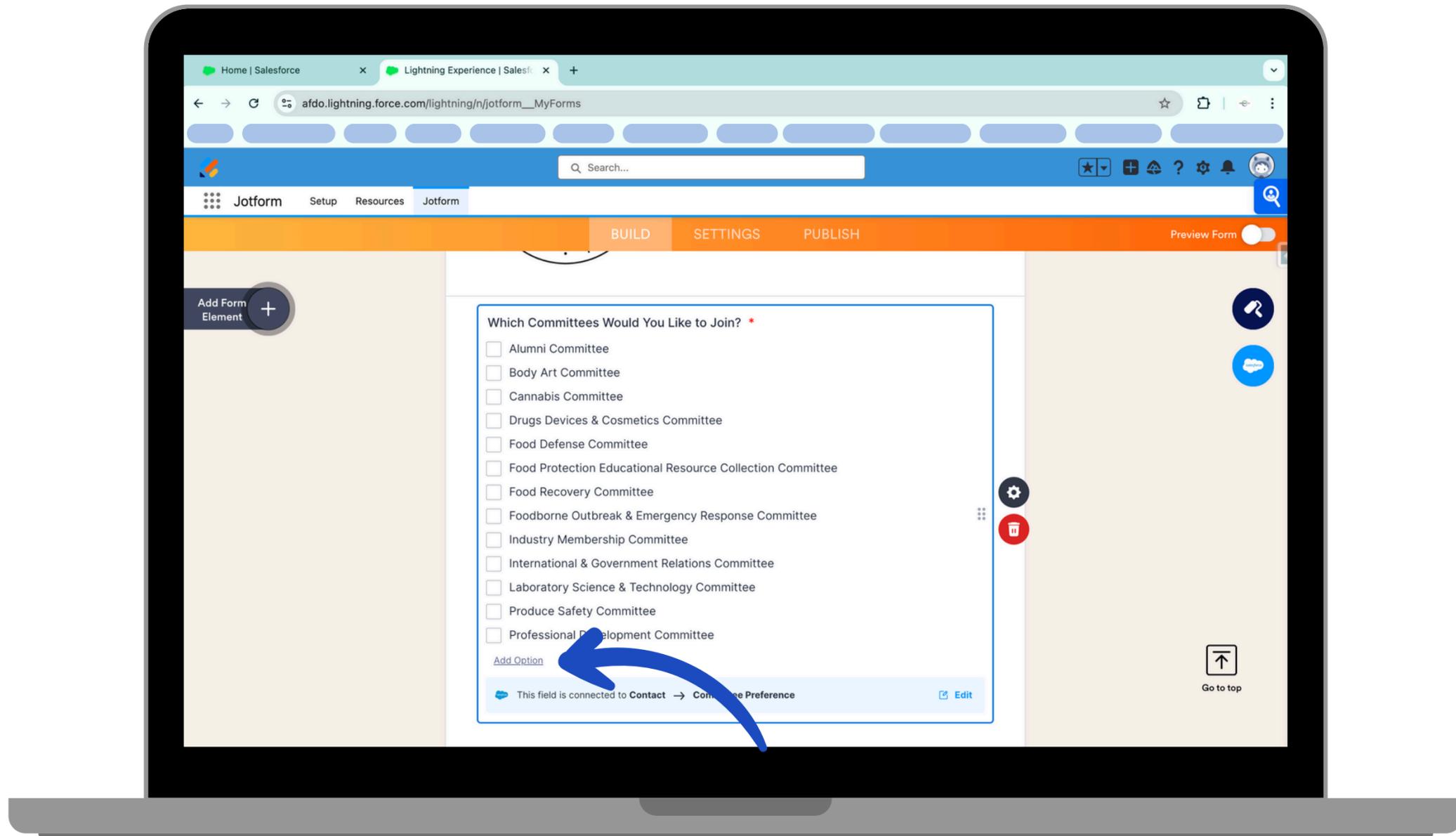
**STEP 28: CLICK
ON THE APP
LAUNCHER IN
THE TOP LEFT
CORNER AND
SELECT
JOTFORM FROM
THE DROPDOWN
MENU**



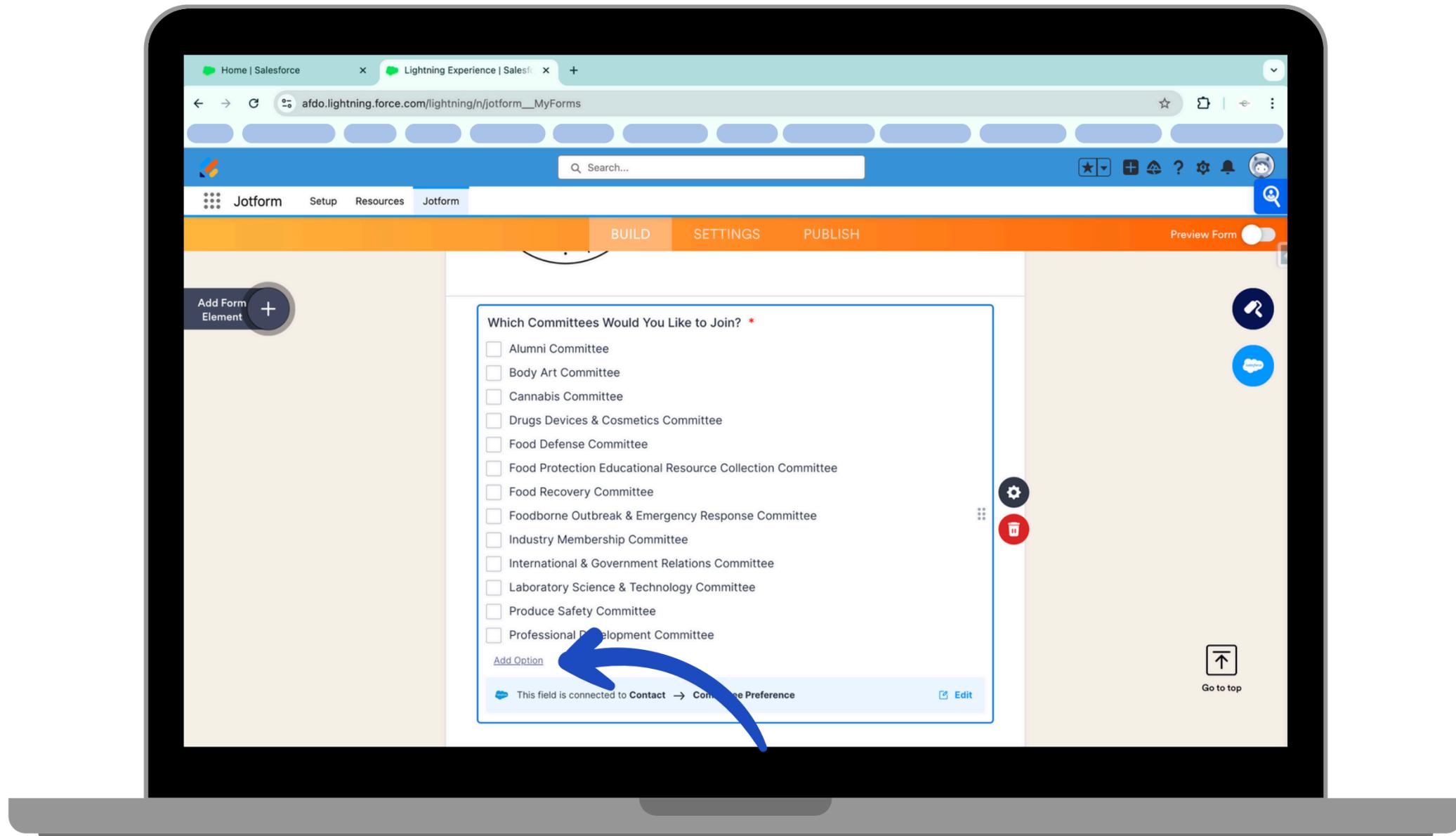
**STEP 29:
HIGHLIGHT THE
"PORTAL ONLY
COMMITTEE
PREFERENCE
FORM" AND
SELECT EDIT
FORM**



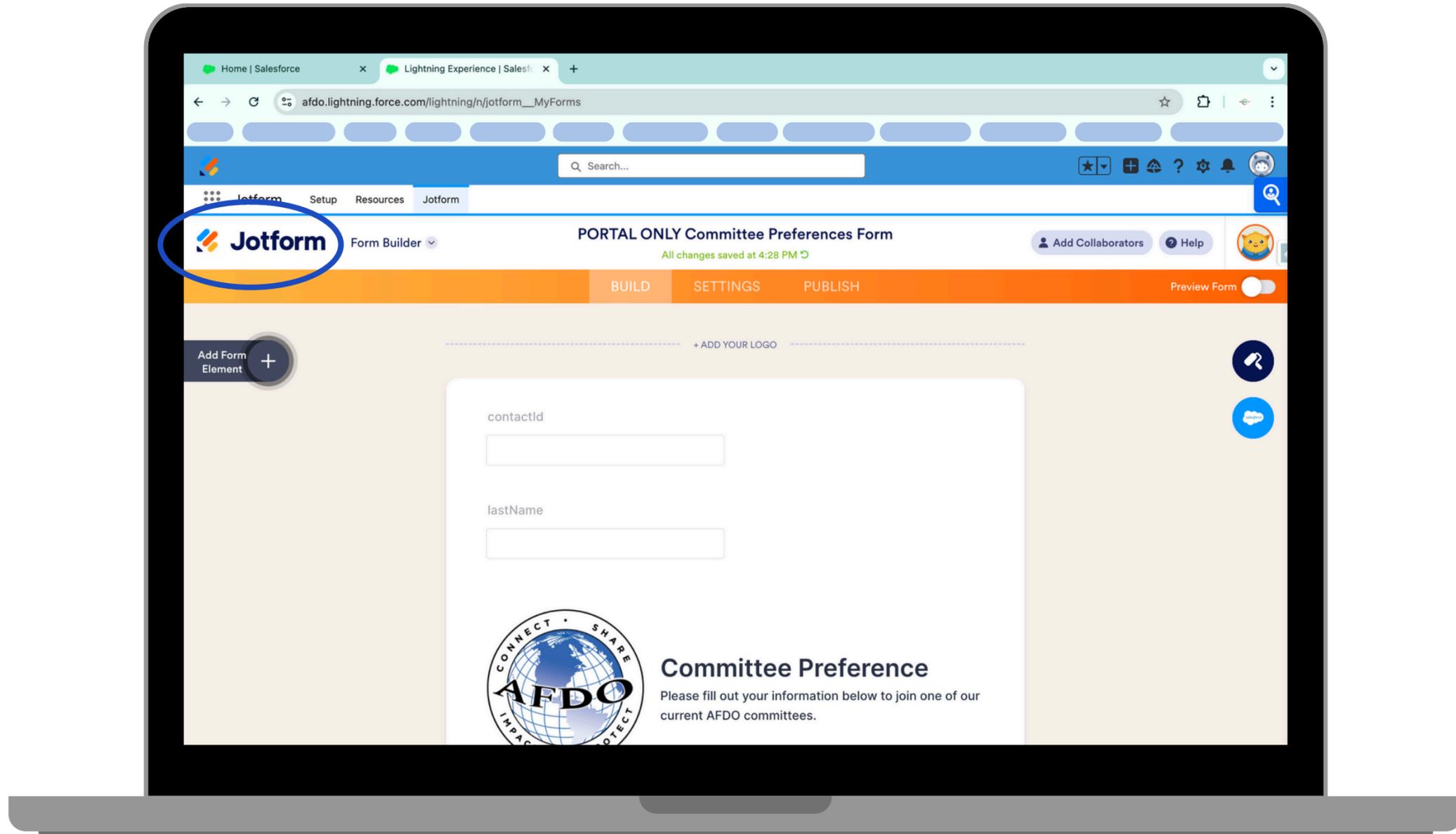
STEP 30: CLICK
ON THE “WHICH
COMMITTEE
WOULD YOU
LIKE TO JOIN”
FIELD AND HIT
“ADD OPTION”



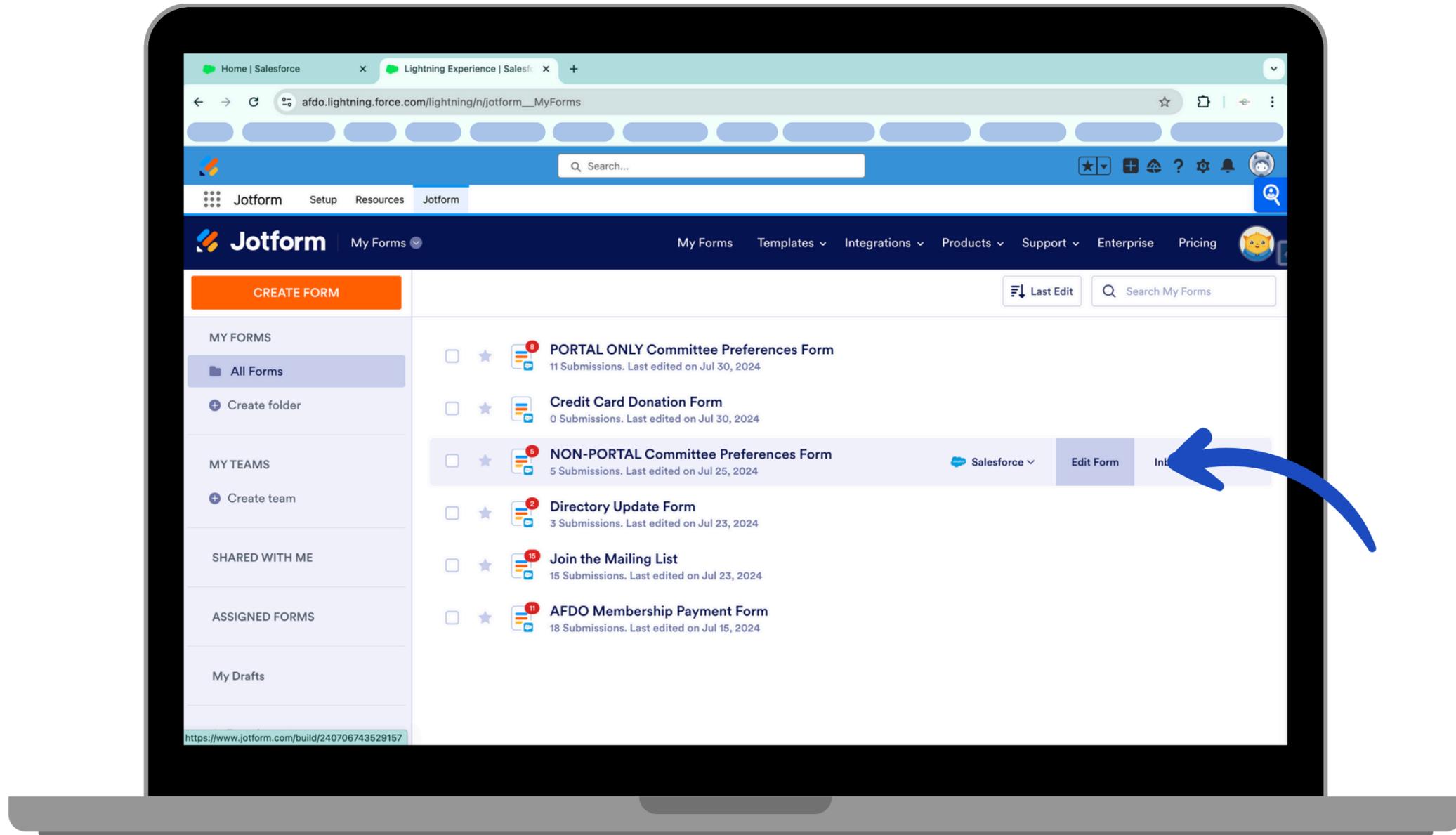
**STEP 31: CLICK
ON THE "WHICH
COMMITTEE
WOULD YOU LIKE
TO JOIN" FIELD
AND HIT "ADD
OPTION" AND
TYPE IN THE NEW
COMMITTEE'S
NAME**



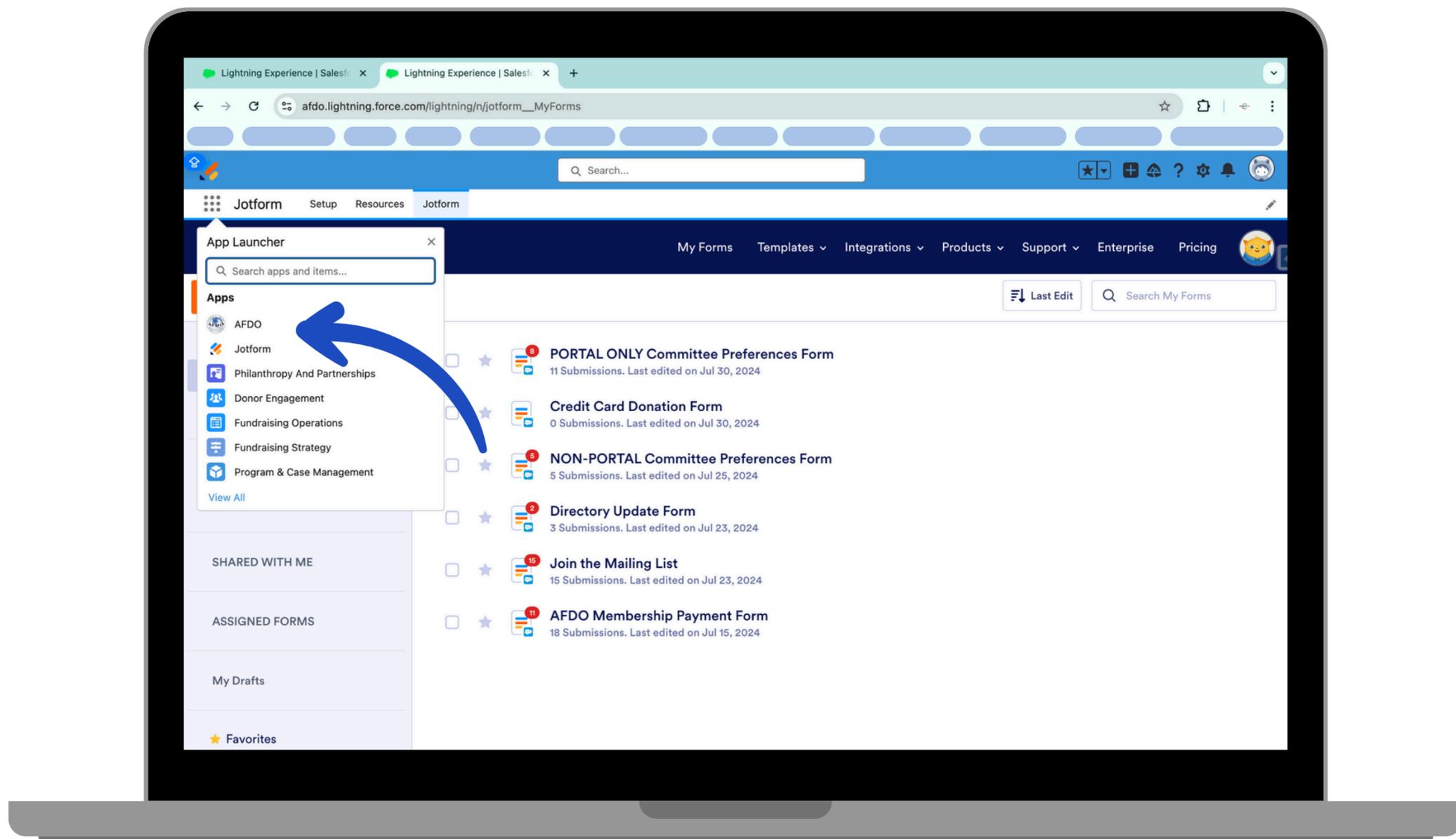
**STEP 32:
SCROLL TO THE
TOP OF THE
PAGE AND
CLICK ON THE
JOTFORM
LOGO**



**STEP 33:
HIGHLIGHT THE
“NON-PORTAL
COMMITTEE
PREFERENCES
FORM” AND
SELECT EDIT
FORM. REPEAT
STEPS 30-32**



**STEP 34:
RETURN TO THE
AFDO APP BY
HITTING THE
APP LAUNCHER
AND SELECTED
AFDO FROM THE
DROPDOWN
MENU**





**YOUR COMMITTEE HAS NOW BEEN
SET UP AND IS AVAILABLE FOR
COMMITTEE MEMBERS TO SEE IN
THE AFDO COMMUNITY PORTAL
AND FOR NEW MEMBERS TO JOIN**