# **Elexio Questions and Answers**

## Can I edit my Elexio profile?

Yes, you can edit any information in your Elexio profile.

## I am a parent - can I log into my child's profile?

Yes. The log in user name and password will be sent to you for your child via email from Jesse Lee Church.

## What is my password?

Your password will be sent to you from the church through an email. Please contact the church if you have questions (203-438-8791.)

## What is my User name?

Your user name would be your first name, a period and your last name. Example: john.smith (not case sensitive)

# When my information is put in Elexio and the directory, what is the default information that is visible in the directory?

The default visibility setting in Elexio for the directory is: First name, last name, email address, telephone number.

## Who can see my Donations?

Only the financial secretaries and you can see your donations.

## What if I don't choose a fund for my donations, where does it go?

Unless otherwise specified, your donation will go to the Operating Budget.

# **Elexio Community Glossary of Terms**

#### **Browser:**

A computer program used for accessing sites or information on a network (such as the World Wide Web) examples: Firefox, Edge, Chrome, Safari.

## Check-in:

The act of checking in. Entering your own attendance into a group utilizing the Elexio Community App.

#### **Church Calendar:**

A list of events at the church or connected to the church, organized by month, day and time.

## **Church Directory:**

A list of people and their contact information. These are people connected to Jesse Lee Church.

## **Church Profile:**

Your demographics, such as name, telephone number, address, church groups. Might be referred to as profile. The ONLY information in your church profile is information that you provided to Jesse Lee Church.

#### Domain name:

A name owned by a person or organization and used as an internet address, consisting of one or more alphabetical or alphanumeric sequences separated by dots, followed by a suffix indicating the top-level. Our domain name is jesseleechurch.com.

## **Elexio Community:**

A data base software designed to be used by churches. Jesse Lee Church uses Elexio Community Mobile app and can also be accessed through a web browser.

#### **Events:**

Any church activity such as services, Sunday school, youth group, meetings, weddings, special events.

#### Give:

Offering a monetary donation to the church. Also referred to as giving.

#### Internet:

An electronic communications network that connects computer networks and organizational computer facilities around the world

#### Method:

A particular form of procedure for accomplishing or approaching something. Example: Mary used her checking account for a method of payment.

## Password:

A private code used for security consisting of letters, numbers, and symbols

#### Scroll:

Verb: move displayed text or graphics in a particular direction on a computer screen in order to view different parts of them.

#### Silhouette:

Noun: The dark shape and outline of someone or something visible against a lighter background, especially in dim light.

## Tabulate:

Verb: To count, record, or list systematically.

#### Username:

Also called login name, logon name, sign-in name, sign-on name. A user name is a unique sequence of characters used to identify a user and allow access to a computer system, computer network, or online account.

## Vetting:

The process of carefully and critically examining something.

## **Visibility Settings:**

These settings allow or restrict what is seen and who can see your data in the church directory. There are four levels on the visibility settings chart. The first dot on the chart: Only an Administrator at the church can see your data. The second dot: church administrators and Group Leaders can see your data. The third dot: members: Administrators, Group Leaders, and group members can see your data. The fourth dot: Anyone with access to the directory can access your data.