## 4. Reporting the changes in a member profile

**The changes include:**
- Change in name, address, phone, profile, etc.
- Upload new Personal Photo

**Procedure:**
- Click COMMUNICATE button from Main MENU
- Click "Report the updations or changes in a member profile" link
- Enter "Your Member ID"
- Enter "Your/spouse's/children's Member ID" and click REPORT button
- The existing profile will be presented to you for editing.
  Make the changes and submit it.

## 5. Adding a new member

- Click COMMUNICATE button from Main MENU
- Click "Add a new commer or a member who is not listed in
  PFA genealogy" link
- Enter "Your Member ID"
- Enter "Parent's(father/husband) member ID" under which the new
  member will be added.
- Clicking REPORT button, displays a blank member registration form.
- Fill-up the form and submit it.

## 6. Listing a member under matrimonial list

- Click COMMUNICATE button from main Main MENU
- Click "Update matrimony status" link
- And follow the instructions.

## 7. Finding your MEMBER ID

- Type your first or last name in the LOCATE A MEMBER search box and
  click FIND button.
- Now, a list of names will be displayed to you that match with the submitted name.
- Choose the right profile from the list by clicking the PROFILE / GENEALOGY button.
- Once verified, note down the MEMBER ID displayed on the left side of your name.

**Search result(s):**   Member IDs

Locate a member  Name: jose   Find

| Member ID | Name, caption(if any) and location | | |
|---|---|---|---|
| 6 | Joseph ( 1795 ; Priest ) , IJK | Genealogy | Profile |
| 9 | Joseph ( 1865 ) | Genealogy | Profile |
| 2 | Joseph ( 1725 ) , Parur | Genealogy | Profile |
| 104 | Jose | Genealogy | Profile |

HAPPY SURFING !

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Panikulam Family Association



**WEBSITE USER-GUIDE**

# www.panikulam.org

For enquiries , suggestions and feedbacks,
contact **webmaster@panikulam.org**

## INDEX

## 1. HomePage Content

Submit the member name to locate. Guides you to open his/her profile and position him/her in the genealogy tree.

Lists recent 5 announcements/news. Click 'list all' to read all news.

**Locate a member**
Name: [                    ] Find

**Announcements**
- Website committee meeting
- Abraham G. Panikulam celebrates his NAVATHY
- 1st Death Anniversary - Dr.Thomas G. Panikulam

list all...

**Root members**
- Moozhikulam - Kunjivareed
- Ambazhakad - Joseph Panikulam
- North-Parur - Kakkappan
- Edathuruthy - Kakkappan
- Kaltoor Branch 1 - Joseph Panikulam
- Kaltoor Branch 2 - Kunjavara (Abraham)

Total PFA members: 1195 _____ go through the list>>

- Genealogy since 1700 A.D.
- Updated news and events
- Report updations

**Report the updations**
If you are a member of Panikulam family you can report following information to the PFA website administrator.
- Unrevealed / interesting facts on Panikulam family
- Update address, photos, etc.
- A new commer in your family
- Death of a member
- and anything informative to the site.
Report

PFA logo description
Printable version

PHOTO GALLERY

MATRIMONIAL SERVICE

Lists all members whose matrimony status is INVITING MARRIAGE PROPOSALS

Takes you to photogallery section

Clicking on a name takes you to the genealogy tree with the member located at the centre of the tree.

Takes you to the logo description page

Displays logo image. Right click on the image to save it and use it for printing works.

Links to COMMUNICATE page (same as the last button in the MENU)

## 2. Welcome MENU



Family history | Genealogy | Announcements | Association | Communicate

1. Contains family history.

2. Links to download the past three publications

1. Contains genealogy tree with option to navigate to the last line of a family.

2. Search box to locate a member

1. Lists announcements and news in the descending order of date.

2. Contains links to photogallery

1. Contains information about the Association

2. Description about the PFA logo

3. Current PFA Executive Members

Contains links to the following activities ment for a member:
1. Report changes in a profile
2. Add a new member
3. Change matrimony status
4. Add new content to website
5. Send enquires

## 3. Navigating through Genealogy

DETAILS button launches member profile

ICON



TREE TOP. Click on the icon to move the genealogy one level up

TREE MIDDLE. Click on the icon to show children below him.

TREE BOTTOM. Click on the icon to move the genealogy one level down.

Click left and right arrows to scroll the out-of-sight icons.