

EP Online Directory New Emerald Pointe Owner's Directory Information

Your Board of Directors is required by Florida Statute to maintain a list or Directory of Owners complete with their current contact information for legal and emergency purposes. I have for several years maintained that list using the method of my predecessors, and it was a great start, however as one might imagine, with 600 people with 2-4 telephone numbers and a couple of e-mail address and folks buying and selling their homes and EP Lots it really is not smart to rely on a once a year printed directory for management purposes.

I have searched for those several years for a low/no cost "Live Online" directory for Emerald Pointe's use and finally I found this Grubba System that is supported on a donation basis. This is as simple to use as it gets and the whole package allows for different levels of users so that we can make the information available to the membership of Emerald Pointe. By "Live" we mean that in some part of a second after we have made a change, you can view it and print it. We realize that this technology may be beyond your current computer ability but we can't let that stop us, we will help you through short classes and one on one if required.

By using this program you agree to not allow others access if they are not a property owner and you accept the consequences if you do.

I can not stress enough the importance of destroying ANY printed matter that contains the information of our fellow owners..... Burn it or shred it when you are done with it, please.

We need your help every day, as this is NOT a once a year endeavor. If and when you change your name, ownership, legal contact address, phone numbers or e-mail addresses please let us know through forms on the website or in the Office or Library. Also please alert us **to emergency contact information** too. If something should happen to you or your property, we want to do our part and help you out.

Please take the following slowly and step by step. I have tried to bring you screen by screen through this program. If you have trouble back up a step or two and try again. I plan to have small and short (1 hour) classes but I would still expect that you would try using the instructions below BEFORE you come to a class.

Please remember that the printed production of the Directory, in any form, is not a requirement of the EPPOA Board, but it is a requirement that YOU provide up to date accurate information for your ownership to the Board for their records.

This should be quite easy and fun.

Happy to help,

John Leahy
Directory Coordinator

EP Online Directory

Online EP Directory Instructions

From the Main Page of the EP site, click on

 [Members Only](#) Updated :

and then on

[Click here to ENTER Member Pages](#)

and then on

 [Directory Page](#) *

and finally then.....

 [EP Online Directory](#) *NEW*

After this point you **will leave** the Emerald Pointe website and this should be the next screen on your screen.

EP Online Directory

Please only concern yourself with the RIGHT side of the next panel.

The Account name is: **ep1** (ep, one)
Password is: **GATE1435** (same as before)

For the first time here? Create a free account.

Choose account-name :

Choose a password :

Confirm password :

Email address :

Country :

How did you find Grubba?

I agree to the Terms of Service.

send >

Already have an account? Login here.

Account name :

Password :

log in >

[Forgot your password?](#)

After filling in the registration form, you have to check your e-mailaddress and confirm your registration. It usually takes a few minutes before the e-mail arrives. For Yahoo and other free e-mailservices it can even be up to a few hours before the e-mail arrives (usually in your SPAM box).

Didn't get an e-mail? Please check your spam-settings and spam/junkfolder or contact us, we'll gladly activate your account manually.

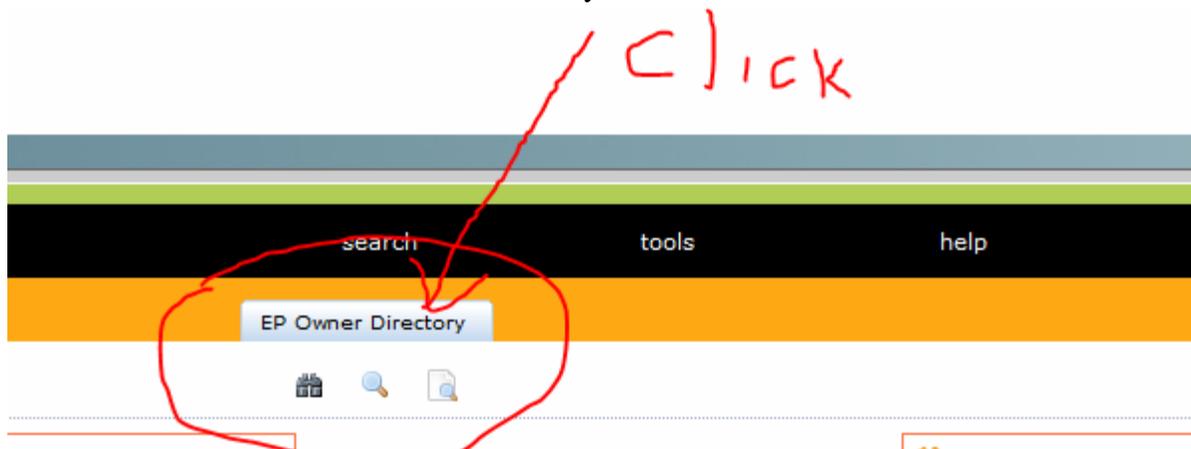
[Problems logging in? >](#)

★ Help keep Grubba free: donate >

You do not have to donate to the system, the BOD will be responsible for that.

After you enter the correct Account Name and Password, the next screen will show up.

Please click on the **EP Owner Directory** tab in the circle. We only have one tab but there could be many and one has to be selected even if there is only one.

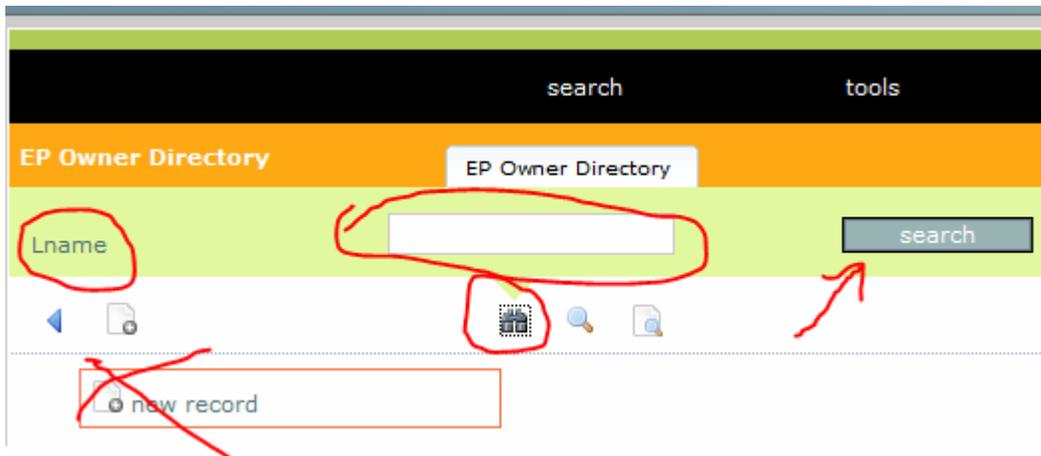


Also note the three (3) Icons. (1) Binoculars, (2) Magnifying Glass and a (3) Page with Magnifying Glass. These are the various search methods that can be used and we cover those next.

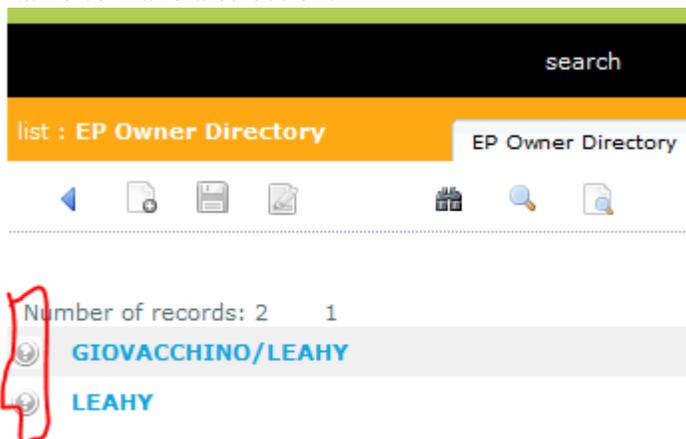
EP Online Directory

(1) Binoculars

Selecting the Binoculars will produce the screen shown below. Enter the (Lname) Last Name or any part of the last name of the owner you are looking for in the white box in the middle. The data base is not case sensitive. If more than one meets your entry you will have to click on the one you want.



The entry I made was (ahy) and I two choices. By moving my mouse over the dots that are circled in red the full names and some info will be displayed helping you decide which record to look at. Click on the Name to make a selection.



I selected my own record so that my information would be available for you to use should you want to contact me.

Also note the 3 red circled options in the next photo.

The first is a **Clipboard**. Click on this and you will automatically collect the data on the screen on to your computer clipboard and it will look like that shown below. The **Doc icon** on the right will do the same. What you can do with this info is make your own directory with just your neighbors or friends by pasting into your word processor..... it can also be e-mailed.

The **PDF icon** will allow you to make a PDF of the complete record with field names. This must be read with Adobe Reader.

EP Online Directory

Clipboard Results

LEAHY

John

Deb

88

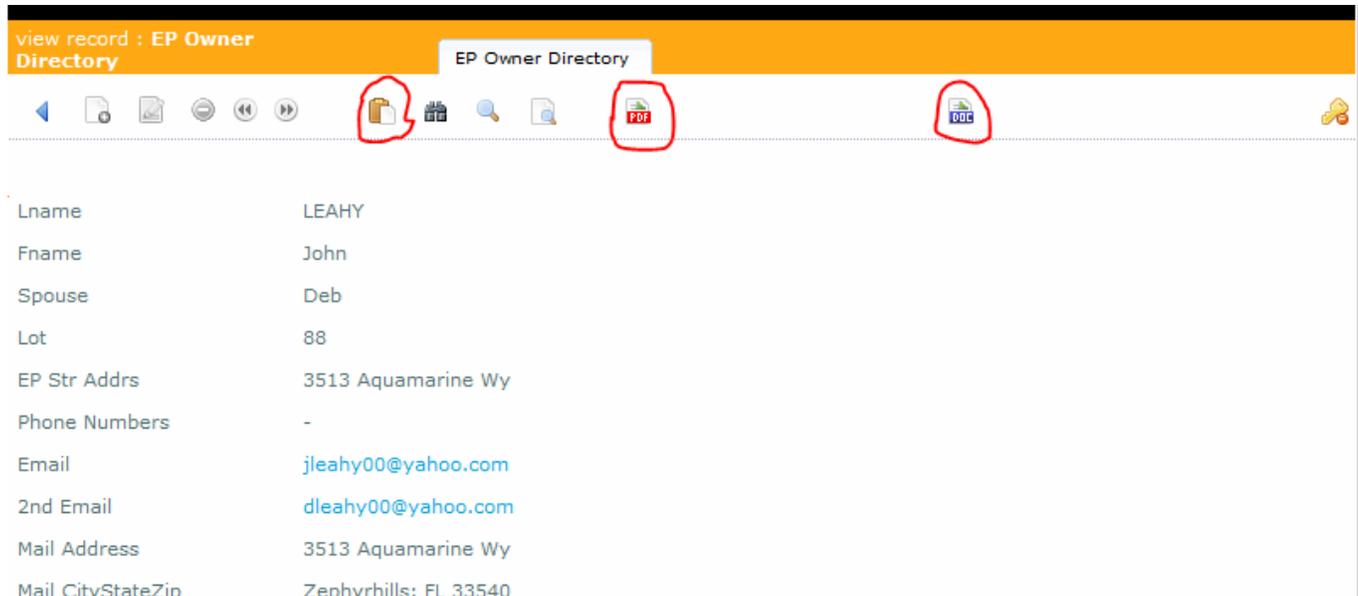
3513 Aquamarine Wy

-

jleahy00@yahoo.com

3513 Aquamarine Wy

Zephyrhills; FL 33540



The screenshot shows the 'EP Owner Directory' interface. At the top, there is a navigation bar with several icons: a left arrow, a document with a checkmark, a document with a magnifying glass, a document with a left arrow, a document with a right arrow, a document with a magnifying glass, a document with a magnifying glass and a red 'PDF' icon, and a document with a magnifying glass and a blue 'DOC' icon. The main content area displays a record for 'LEAHY' with the following information:

Lname	LEAHY
Fname	John
Spouse	Deb
Lot	88
EP Str Addr	3513 Aquamarine Wy
Phone Numbers	-
Email	jleahy00@yahoo.com
2nd Email	dleahy00@yahoo.com
Mail Address	3513 Aquamarine Wy
Mail CityStateZip	Zephyrhills; FL 33540

(2) Magnifying Glass

This is the most complicated but also the most useful of the search options. You can search on any or all of the 5 fields. The small black ▼ will open a window with 3 options, only the first two will be of much use to you and in many cases you do not have to open it.

The default is “=” here you must enter the exact information like if you wanted to know who owns Lot 88 simply put in 88 in the Lot Field and Search.

The next is the most useful if you are not sure of or do not want to type all of the information in. That symbol is “=% %”. Perhaps you want a list of all of the Owners on Aquamarine Way. Simply select the “▼” and “=% %” in the EP Str Addr field and enter “aqua” and click on Search. Bingo ! You have a list that can be saved and printed using any of the options above plus one more and that is saving to a spreadsheet using the Icon with the little green X in it.

You can't hurt anything so just play around and get used to the whole thing.

EP Online Directory

EP Owner Directory

Lname = [] []
Lot = [] []
EP Str Addr = [] []
Email = [] []
Mail CityStateZip = [] []

Legend [] search

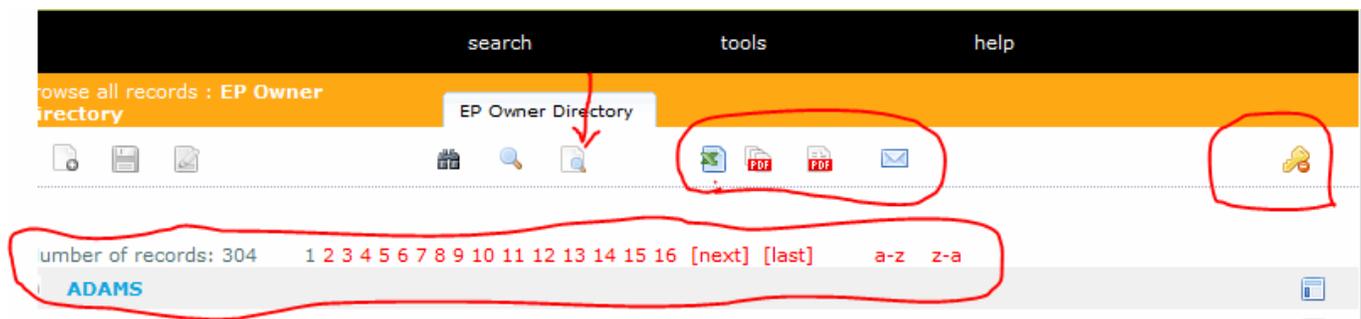
(3) Page with Magnifying Glass.

This option gives you the entire data base. The four (4) options are circled below. The first (Green X) sends the data in a CSV format that can be read by a spreadsheet program.

The second writes the entire database with to complete records per page in PDF format as used by Adobe Reader.

The third writes a pre-defined portion of the entire database in a label PDF format. As of this writing this feature has not been set up.

The final option is the envelope which when selected dumps all of the e-mail addresses in a not so useful file structure. I don't think we'll use this often, if at all.



Clicking on a page number simply marches through the database page by page. The A-Z and Z-A function is not 100%. The program relies on Record Numbers from 1-304 and initially it corresponded with the entries in alpha order. As properties change hands the Record Number stays in the same position. It does not appear to cause any grief to the user.

To exit the program, click on the **Key** in the upper RH corner.

Give it a try and then sign up online for a session (see the News & Notes page) to answer your questions.

John Leahy

EP Directory coordinator.