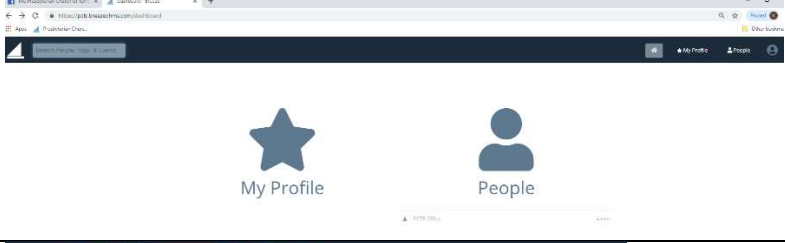
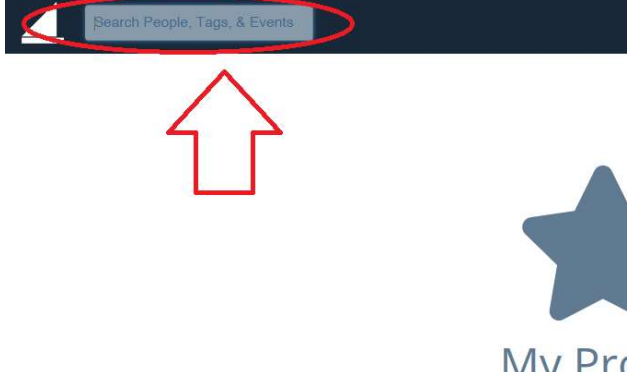
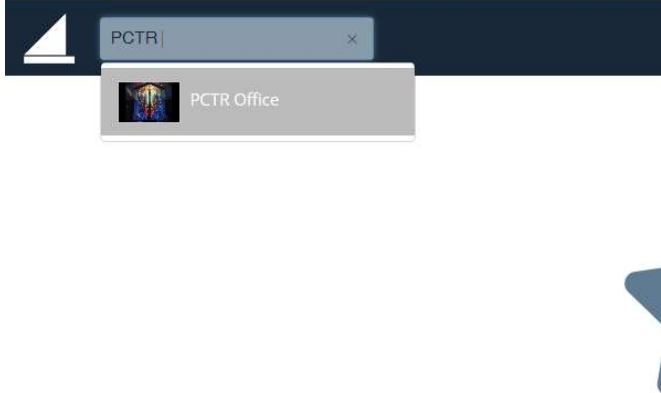
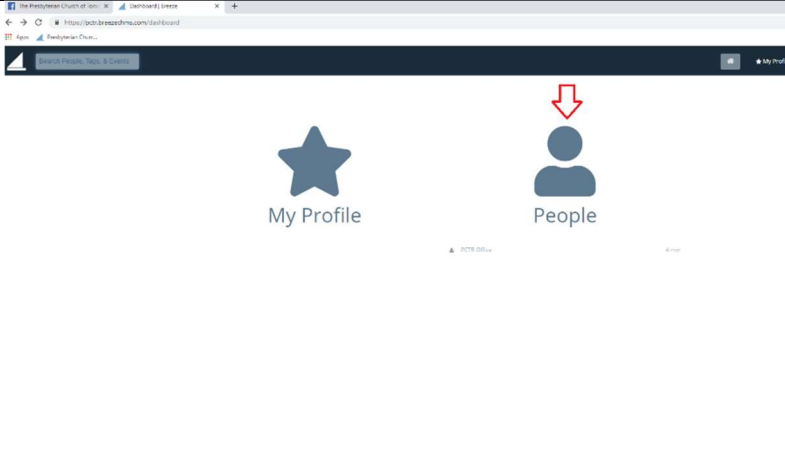


How to Navigate the online Directory through Breeze

<p>Step 1: Log-in using the username and password you created when you set-up your account.</p>	 <p>A screenshot of a web browser showing the Breeze dashboard. At the top, there are two main navigation buttons: 'My Profile' with a star icon and 'People' with a person icon. The browser address bar shows 'https://pctr.breezechms.com/dashboard'.</p>
<p>Step 2: Want to search for a member by name? First, enter the name in the "Search People" box in the upper left corner of your screen.</p>	 <p>A screenshot of the Breeze dashboard focusing on the search bar. The search bar is highlighted with a red circle and a red arrow points to it from below. The search bar contains the text 'Search People, Tags, & Events'.</p>
<p>Step 2A: A list of names will start to appear below the search bar as you type. When you see the person you're looking for, click the name. This will bring you to the person's profile page. Here you'll find the individual's name, contact info, and family members.</p>	 <p>A screenshot of the Breeze dashboard showing search results. The search bar contains 'PCTR' and a dropdown menu is open, showing a result for 'PCTR Office' with a small profile picture.</p>
<p>Step 3: Not sure who you're looking for? That's ok. Click on "People." You'll find it either in the center of your home screen or in the upper right corner of the navigation bar. This will pull up the list of names in our database. You can scroll through the list and find folks by photo (if we have one) or name.</p>	 <p>A screenshot of the Breeze dashboard. A red arrow points to the 'People' button in the center of the screen. Another red arrow points to the 'People' link in the upper right corner of the navigation bar.</p>