

How To Hide Contact Information From The Directory

The Southwinds at the Moorings Website Portal is driven by Caliber, Keystone's accounting system and database. It is not a social website; it is a communication channel between Keystone and homeowners. It allows owners to check their account balances, make payments, submit maintenance requests, and update their contact information without having to contact anyone at Keystone. When you are in the portal you are seeing live data in Keystone's database.

If you do not want certain information to show in the Website Portal Directory, please **HIDE** the information, **do not delete it**. If you delete the information, it will delete from Keystone's database. For instance, if you delete your email because you don't want it to show in the directory then you will no longer receive email blasts from Keystone because you actually deleted your email address from Keystone's database.

The following steps will allow you to Hide Contact Information from the Directory:

1. Click Profile
2. Click Directory Settings.
3. Click the white circle within the green area of the item you want to hide so it moves to No.
4. Click Submit Settings.

The screenshot shows the top navigation bar of the website portal. The 'Profile' tab is highlighted with an orange arrow labeled '1'. Below the navigation bar, the 'Available Records' section is visible, with 'Directory Settings' highlighted by an orange arrow labeled '2'. The 'Profile' section is also visible, showing settings for 'Show Name', 'Show Email', 'Show Mailing Address', 'Show Unit Address', 'Show Phone Number', and 'Opt-Out of the Directory'. The 'Show Email' toggle is currently turned on (green), and an orange arrow labeled '3' points to it.

This is a close-up of the 'Profile' settings section. It shows the following settings:

- Show Name: No Yes
- Show Email: No Yes
- Show Mailing Address: No Yes
- Show Unit Address: No Yes
- Show Phone Number: No Yes
- Opt-Out of the Directory: No Yes

An orange arrow labeled '4' points to the 'Submit Settings' button at the bottom of the section.