

1. CRM is the Tajneed database used by MKA, containing personal information on all Atfal and Khuddam.

The link is <https://daftar.mkausa.org>

\*Do NOT share this information with ANYONE who does not have access to it, and do not post a screenshot of ANYONE'S information\*

CRM is a confidential database only accessible by a few members of MKA, so please be careful with this responsibility.

The log in email and password is the same as your Atfal email and the password for that.

If you don't have access to your email contact Secretary Umoomi for a reset.

A member code must be provided next, if the member code doesn't work contact Secretary Tajneed ([tajneed@atfalusa.org](mailto:tajneed@atfalusa.org)) and give him your current member code for access.

2. Once you're in CRM you'll see the Tajneed you have access to the following:

Local Nazimeen Atfal can only see the Atfal Tajneed for their local Majlis.

Regional Nazim Atfal can see Atfal Tajneed for all Majalis in their region.

3. Before clicking on a Majlis you'll see the total amount of Atfal that have been entered under your Majlis.

**IMPORTANT OBSERVATION:** If an Atfal is marked as untraceable, deceased, or no longer a member, but is STILL displayed within your Tajneed, it will go towards the total Tajneed count seen next to the Majlis name.

Please contact Secretary Tajneed to move these Atfal out of your Tajneed.

4. When clicking on your Majlis's name, you'll see the entire Tajneed that CRM has for your Majlis. There are a few key things each Tajneed profile needs to be considered 100% accurate.

FATHERS NAME

TIFLS NAME

PARENTS PHONE NUMBER

PARENTS EMAIL ADDRESS

HOME ADDRESS

DATE OF BIRTH  
MEMBER CODE

THESE ARE ALL \*REQUIRED\* ENTRIES

To make your Tajneed accurate, you need to know how to edit a Tifl's information, how to move a Tifl, and how to create a new Tajneed profile for a Tifl who does not have one yet.

5. To edit information, simply click the edit button next to a Tifl's name, which will open a menu containing all the information listed for that Tifl.

Some important things to note here are:

If an Atfal has to be changed to inactive, it can be done through the "status" drop down menu listed in the "member information" tab.

ONLY LIST A Tifl AS UNTRACEABLE IF \*MULTIPLE\* ATTEMPTS HAVE BEEN MADE TO REACH THE FAMILY, INCLUDING HAVING WORKED WITH LOCAL SADR MAJLIS.

When going to the "contact information" tab, you will see entries for phone numbers and cell phone numbers. The number that is placed in the home phone number tab is what will be displayed in overview of the Tifl when you initially click on your Majlis.

Whatever the BEST number that can be used to contact the parent is (99% of cases being the cell phone number) should be placed in the HOME PHONE NUMBER slot, as it makes it easier for national departments to get in touch with parents as they can just use the phone number displayed in the overview.

Everything that was NOT listed above as required can mostly be ignored, however if the information is available to you then please enter it.

AFTER information has been edited, the Tifl will have a "Pending AIMS" status. This status has been discovered to be a bug, but will eventually go away. If it has not been removed for a few days, please contact Secretary Tajneed.

If a Tifl has turned 15 and becomes a Khaddim, please talk to your local Nazim Tajneed and ask them to change the Tifl's status from "Atfal" to "Khuddam". As of right now, this can only be done by someone with access to MKA Tajneed, not Atfal Tajneed.

6. Before you move a Tifl out of your Tajneed; if they are moving to another state, make sure you get the new address from the parents before you try to move them.

To move a Tifl, click the VIEW button next to the Tifl's name, \*NOT\* the edit button.

When you click the view button, you will see a "Move majlis" button. Click this and enter the new address for the Tifl, and press the save button.

Do not enter placeholders for any entry required for the move, it will be denied by either Secretary Tajneed or Mothamim Tajneed, and the process will have to restart. If you have trouble getting the information, please contact Secretary Tajneed.

After a move has been processed, it will go through various verification stages before being accepted. The Tifl will have a "pending move" status next to their name.

You may have to accept a move yourself as a Local Nazim Atfal, to check pending moves to your Majalis click the "Members" drop down menu on the sidebar, and select "approve" after reviewing the details and making sure it is all accurate.

To move someone out of the country, please contact Secretary Tajneed.

7. To create a Tajneed profile for a Tifl who does not already have one, click the sidebar and navigate to "Members" again, and select "Create a new member" from the drop down menu.

The information needed for this Tifl will be the same as the required information listed above, and the same process for editing a Tifl should be followed. If the new Tifl does not have a member code, talk to your local Jamaat Secretary Tajneed or Local Sadr. If they cannot help, contact Secretary Tajneed.