Just One More Ministry Tracking Software

**Getting Started:**

To start the software, you first click on the bootInventorySoftware.command file located on then computer in the main office of JOMM.

If you are on the main office computer, to access the software go to google chrome and type in <http://localhost:8080/Console.html> into the url bar. If you are using AJ’s Computer (any other computer not in the main office) type in 192.168.1.69:8080/Console.html into google chromes url bar.

Register an account so that if you are entering in donations, every donation that you enter will have your name attached to it. Registering an account asks you for a username (use your first name) and password. Once you have registered, the screen will bring you to the login page, where you should log in.

You are now ready to use the software to enter in and edit donations, organizations, and view reports.

**Organizations:**

In order to enter donations you must first create the organization within the system. To do so, click on the Organizations tab at the top of the screen. Click on the Add Organization button. Enter the Organizations Name, Contact Name, Contact Phone Number, and Contact Email Address. The Description text box is optional. Press submit when you are finished. If you don’t know some of the contact information, type in x because you can always update their information at a later date. Press submit when you are finished. Press Show Organizations to confirm that the information was added correctly.

Edit an organizations information:

If you need to edit an organizations information, click on the pencil icon located in the same row as that organization. Once you edit information, and want to keep the information you changed, press the check mark button. If you want to discard any changes press the x button.

Delete an Organization:

To delete an organization, press the trash can button in the same row as the Organization that you wish to delete.

**Donations:**

Make sure the organization is in the system:

To enter a donation for an organization, please make sure that you have entered that organization into the system. You can do this by going to the organizations page and pressing show organizations, or by pressing input donation and searching for the organization. If you do not see the organization, you must go to the organizations tab, and enter in their information to the system.

Input a donation:

To input a donation, go to the donations tab and press the input donation button. Under Organization Name, search for the organization you would like to enter a donation for. Click on the name of the organization by click on the actual letters that spell out that organizations name. The system may not show the submission form when you click on the organization’s name initially. Keep clicking on the letters until the submission form shows up. Input the weight of the category that you wish to enter under the category. Leave 0 in place for any category that wasn’t donated by that organization. Make sure you enter in a date by clicking on the down arrow in the date bar. This will bring up a calendar for you to use**. Make sure you indicate whether the donation was incoming or outgoing at the bottom left of the screen above the submit button.** Review the donation to ensure the correct information is going to be added, and press submit.

Edit a donation:

If you wish to edit a donation, you must delete it, and reenter it. To do so, go to the donations tab and press the show donations button. Type in the organization you wish to enter a donation for. All the donations for this organization will appear. You can sort by date, to make it easier to find the donation you are looking for by clicking on the word date at the top of table. Once you find the donation you wish to delete, press the trash can in the same row as that donation. Go back to Input Donation, and resubmit the correct information.

**Reports:**

To view a report, click on the Reports tab at the top of your screen. Indicate the dates you wish to include in your report by selecting a start and end date. Press the down arrows located in the start and end date bars, and use the calendar to select the dates. There are many options for a type of report that you may view. They are described below.

Incoming:

This will give you a report of all donations that have been put into the system as incoming.

Outgoing:

This will give you a report of all donations that have been put into the system as outgoing.

Yearly:

This will give you a report where the columns will be the years (ex 2018) of the dates and type of donation that you have selected.

Monthly:

This will give you a report where the columns will be the year and month (ex: 2018-01) of the dates and type of donation that you have selected.

Weekly:

This will give you a report where the columns will be the year, month, and week (ex: 2018-01-03 – 2018 -01-08) of the dates and type of donation that you have selected.

Daily:

This will give you a report where the columns will be the year, month, and day (ex: 2018-01-08) of the dates and type of donation that you have selected.

Summary:

This will give you a report where all the weights for each category you have entered a donation for will be added together.

Descriptive:

This will give you a report where all the weights for each category you have entered a donation.

Download a report:

Once you wish to download the report, press the Download Report button. A CSV file will be downloaded to your computer titled as table.csv. If you wish to give a different name to that file, find it in you downloads folder, right click, and press rename.