0.1 Login

This page allows any staff member with the appropriate privileges to log in to the ChMS.

Usernames are either their Windows Domain network login or their @alcf.net email address.

Passwords are their Windows Domain network

Note that there will be no "Forgot My Password" type of functionality. Any "Forgot My Password" issues should be directed to IT Support.

ALCF Church Management System

ChMS Staff Login

The ALCF ChMS is only for use by authorized ALCF Staff Members. Please log in using your ALCF username and password below.

If you forgot your login credentials, please contact IT support at it@alcf.net.

Username or Email:		
Password:		
	Log In	
		goes to Screen 1.1

Page 1 of 46

This acts as the "Main Menu" for the entire admin-

It also includes two "quick search" options at the top of the page.

There are two roles for Staff Members who are using the ChMS Membership Subsystem:

- Staff User
- ChMS Administrator

For the most part, ChMS Administrators have the ability to add/delete other users, and also have the capability of setting permissions on each Staff User. Staff Users can have the following permissions set

- CanViewStewardship
- CanMergeIndividuals
- CanViewConfidentialNotes

The Administration button and tab (in the navbar) is only accessible to those ChMS Users that have this permission.

ALCF Church Management System

PEOPLE

HOUSEHOLDS GROUPS LOG OUT COMMUNICATIONS ADMINISTRATION

Main Menu





People Manage individual membership records goes to Screen 2.1 Households Manage household records goes to Screen 3.1 Manage group records Groups goes to Screen 4.1.1

Administration goes to Screen 6.1

Communications

goes to Screen 5.1

Manage administration tasks for the ALCF ChMS

Manage communication lists

ChMS Main IA.graffle Fri Jan 15 2010 Page 2 of 46



Welcome, Joe User

Search for an Individual

2.1 Search Individuals

This allows the user to search for an any individual

Each individual can be a membership status of

type: • Member

Non-Member/Tithe

None

To Confirm: Membership Status is based on the individual and not the household. So it is possible to have a household where one is a member and the other one is a non-member/tithe.

Columns can be sorted by any column in either ascending or descending order. By default, it is sorted by Last Name in ascending order.

Clicking any First or Last name for an individual will take the user to Screen 2.2 for that individual.

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS LOG OUT COMMUNICATIONS ADMINISTRATION

Search for an Individual

Search / Filter List First Name - View All Statuses -Refresh List refreshes table below Last Name

Results: Viewing people 1-20 of 2141. Previous | Next

<u>First Name</u>	LAST NAME v	<u>Membership Status</u>	<u>Address</u>	<u>City</u>
<u>Page</u>	<u>Alexander</u>	Non-Member	41098 Mill Valley Way	Anderson
Silvanus	<u>Barry</u>	Non-Member	1040 La Canada Flintridge Dr.	Hercules
<u>Susy</u>	<u>Barry</u>	Non-Member/Tithe	76207 Walnut Ave.	Irwindale
Walden	<u>Barry</u>	Non-Member	31558 Kerman Blvd.	East Palo Alto
Benedict	<u>Bennett</u>	Member	30811 Palm Springs Road	Bell
<u>Dandy</u>	Brooks	Member	88436 Mountain View Road	Commerce
<u>Burleigh</u>	<u>Buckley</u>	Non-Member	54019 Industry Ave.	Capitola
Bass	<u>Burke</u>	Non-Member/Tithe	59216 Reedley Dr.	Antioch
Amorita	<u>Chang</u>	Member	30200 Elk Grove St.	Agoura Hills
Worthington	Coleman	Non-Member/Tithe	25835 Emeryville Blvd.	Hillsborough
<u>Lula</u>	Collins	Non-Member	80939 Canyon Lake Dr.	Colton
Minna	Cook	Member	2279 Sonora Road	Lakeport
Tilda	Cullen	Non-Member	83531 Chico Blvd.	Biggs
Russell	<u>Cunningham</u>	Member	54957 Hughson Way	Laguna Niguel
Abbie	<u>Davis</u>	Non-Member/Tithe	56850 El Cajon Road	West Sacramento
Martie	<u>Davis</u>	Non-Member/Tithe	33924 Fullerton St.	La Mesa
<u>Toinette</u>	<u>Davis</u>	Member	41077 Dorris Dr.	Truckee
Bowie	<u>Doherty</u>	Non-Member	37431 Santa Monica St.	Salinas
<u>Griz</u>	<u>Donnelly</u>	Non-Member/Tithe	65033 Cudahy Blvd.	Blythe
<u>Tina</u>	<u>Doyle</u>	Member	77280 Redwood City Way	Indian Wells
<u>Beverly</u>	<u>Duffy</u>	Non-Member/Tithe	12497 La Habra Road	Fort Bragg

Depending on the type of individual, the screen the individual would show up on would be on one of the following wireframes:

Individual that is part of a single household would

be displayed on **Screen 2.2** Individual that is not part of any households (e.g.

single person) would be displayed on Screen 2.2.1 · Individual that is part of multiple households would be displayed on Screen 2.2.2

Any fellow household members for all households that an individual belongs to is also listed on the

Position in household can be one of the following:

- Spouse
- Child
- Parent (e.g. for a household with an adult Head of Household, "Parent" would be the grandparent in that household)

There can only be one Head of Household.

Clicking on any of the names will take the user to the Screen 2.2, Screen 2.2.1 or Screen 2.2.2 for that individual, depending on the individual him/ herself according to the rules detailed above.

Only users with the CanMergeIndividuals permission can view or click on the Merge Records button. Button will take the user to Screen 2.7.

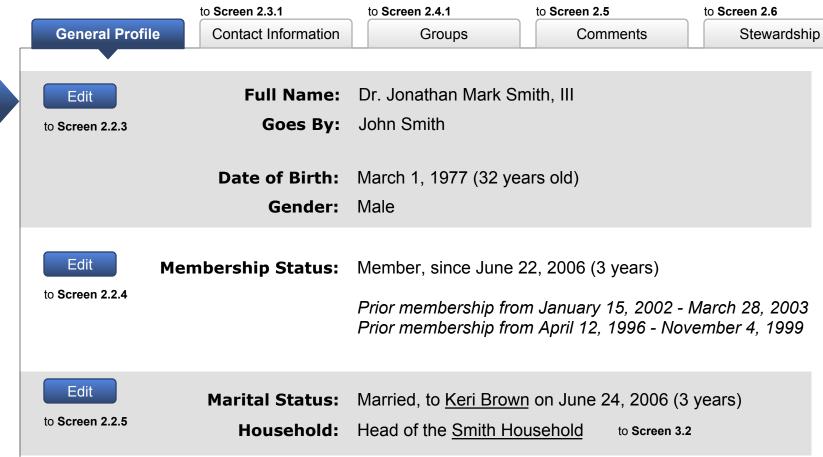
ChMS Main IA.graffle Fri Jan 15 2010 Page 4 of 46

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS LOG OUT ADMINISTRATION

Individual: John Smith





408-555-1212 jsmith@gmail.com

Sunnyvale, CA 94086

Primary Contact Info: 425 Western Avenue

Record last updated on February 23, 2009 by Doris Cohen

Details

to Screen 2.3.1

View Change Log

Welcome, Joe User

Edit

to Screen 2.2.5

Merge Records

View an Individual - General Profile Tab

PEOPLE HOUSEHOLDS

ALCF Church Management System

GROUPS COMMUNICATIONS

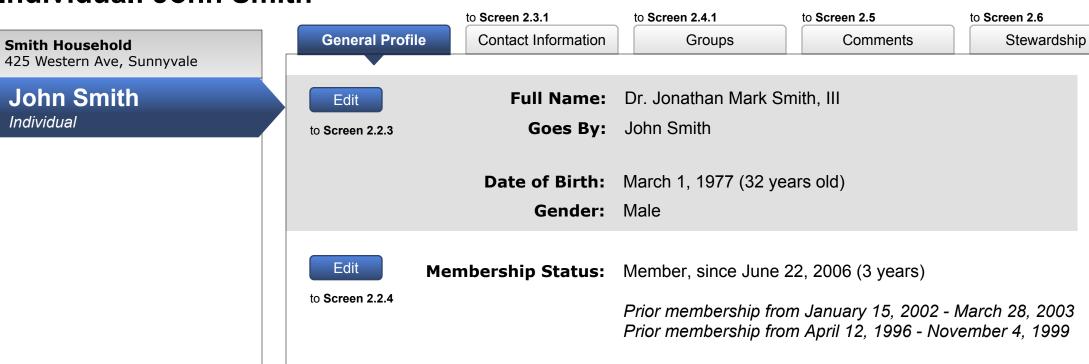
ADMINISTRATION

LOG OUT

See Screen 2.2 for notes.

Single-Person Household

Individual: John Smith



to Screen 2.2.5

Edit

Marital Status: Single to Screen 2.2.5

Household: Individual

to Screen 3.2

Details Prim
to Screen 2.3.1

Primary Contact Info: 425 Western Avenue

Sunnyvale, CA 94086

408-555-1212 jsmith@gmail.com

Merge Records

Record last updated on February 23, 2009 by Doris Cohen

View Change Log

See Screen 2.2 for notes.

Note that because this individual's data is incomplete, users have limited access for this individual.

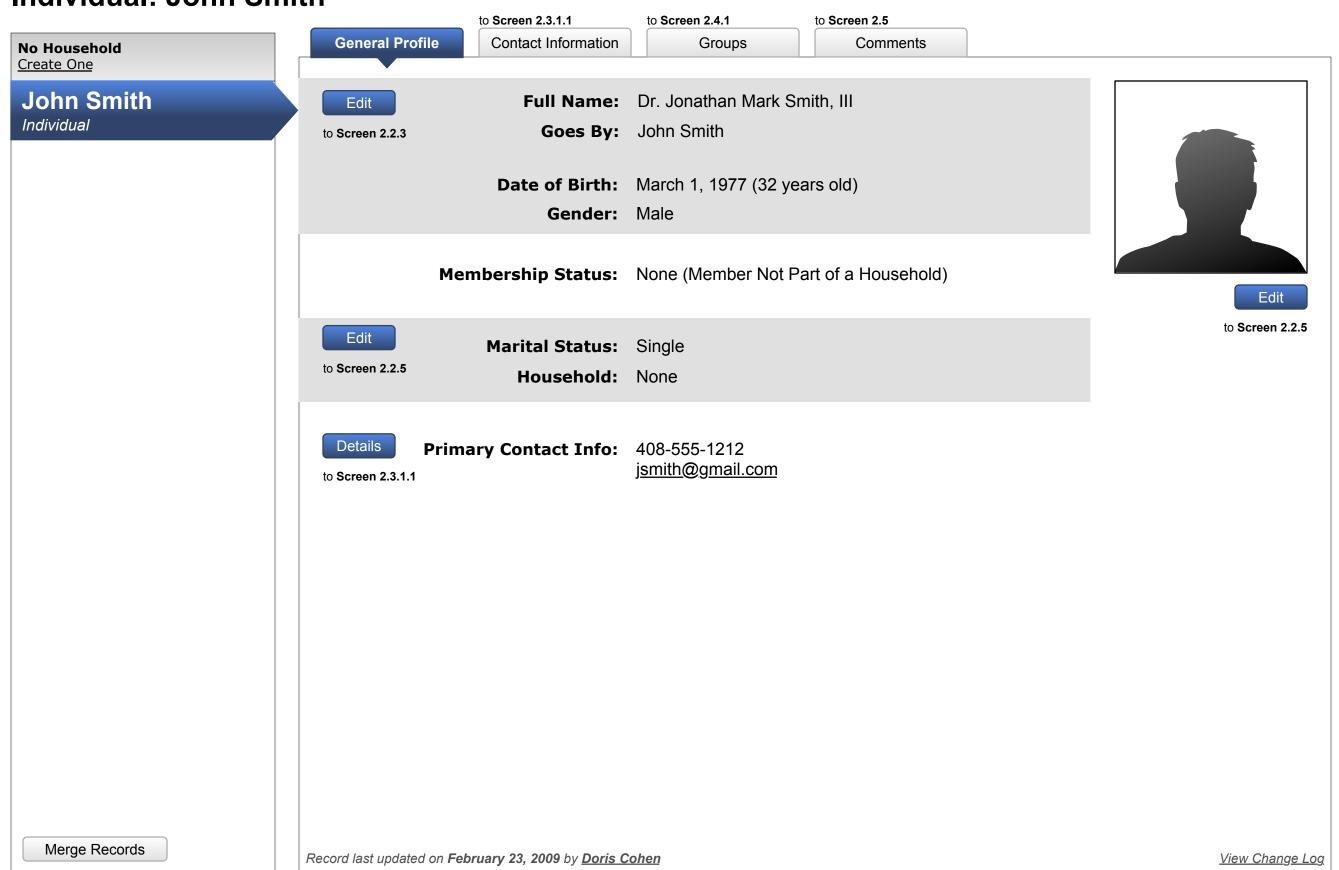
Individual's without any households:

- cannot have any membership status (it is "None" by default)
- cannot have any physical addresses assigned to
- * cannot track stewardship

ALCF Church Management System

HOUSEHOLDS GROUPS LOG OUT PEOPLE COMMUNICATIONS ADMINISTRATION

Individual: John Smith





ChMS Main IA.graffle Fri Jan 15 2010 Page 6 of 46

Welcome, Joe User

ALCF Church Management System IA Membership Subsystem 2.2.2 View Individual, Gen Prof, Multiple Households

View an Individual - General Profile Tab Multiple Households

See Screen 2.2 for notes.

ALCF Church Management System

Welcome, Joe User **GROUPS PEOPLE HOUSEHOLDS COMMUNICATIONS ADMINISTRATION LOG OUT**

Individual: John Smith







to Screen 3.2

to Screen 2.2.6

Edit Marital Status: Single to Screen 2.2.5

Details

Households: Child in the Smith Household

Child in the Adams Household -

Child in the Westfield Household

Primary Contact Info: 425 Western Avenue

Sunnyvale, CA 94086

408-555-1212 jsmith@gmail.com

Westfield Household

1852 Mary Ave, Sunnyvale

Record last updated on February 23, 2009 by Doris Cohen

View Change Log

Clicking on any of the other households will refresh the accordion, showing the members of that

household and the individual's role in that

household.

ChMS Main IA.graffle Fri Jan 15 2010 Page 7 of 46

ALCF Church Management System

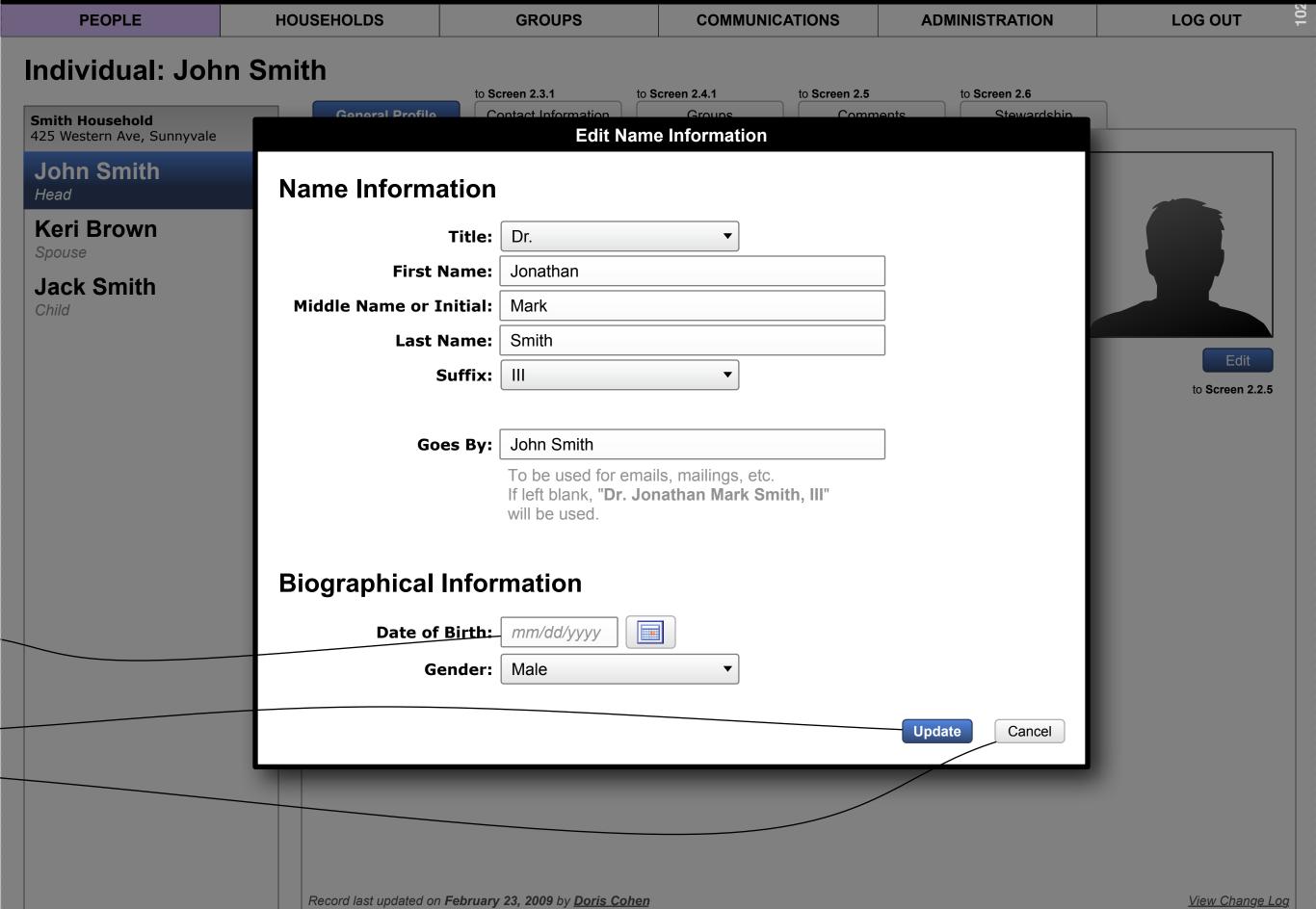
Edit an Individual – General Information

This screen allows a user to edit an individual's General Information, including name, church status, DOB and gender.

Date of Birth allows the user to enter in either just a Month/Day combination OR a full Month/Day/Year 🗻 combination.

Update will save the form data and then close the window (taking the user back to where he or she came from).

Cancel will simply close the window (taking the user back to where he or she came from) without saving anything to the database.



Fri Jan 15 2010 Page 8 of 46

ALCF Church Management System IA Membership Subsystem 2.2.4 Edit Individual, Membership Information

Edit an Individual – Membership Information

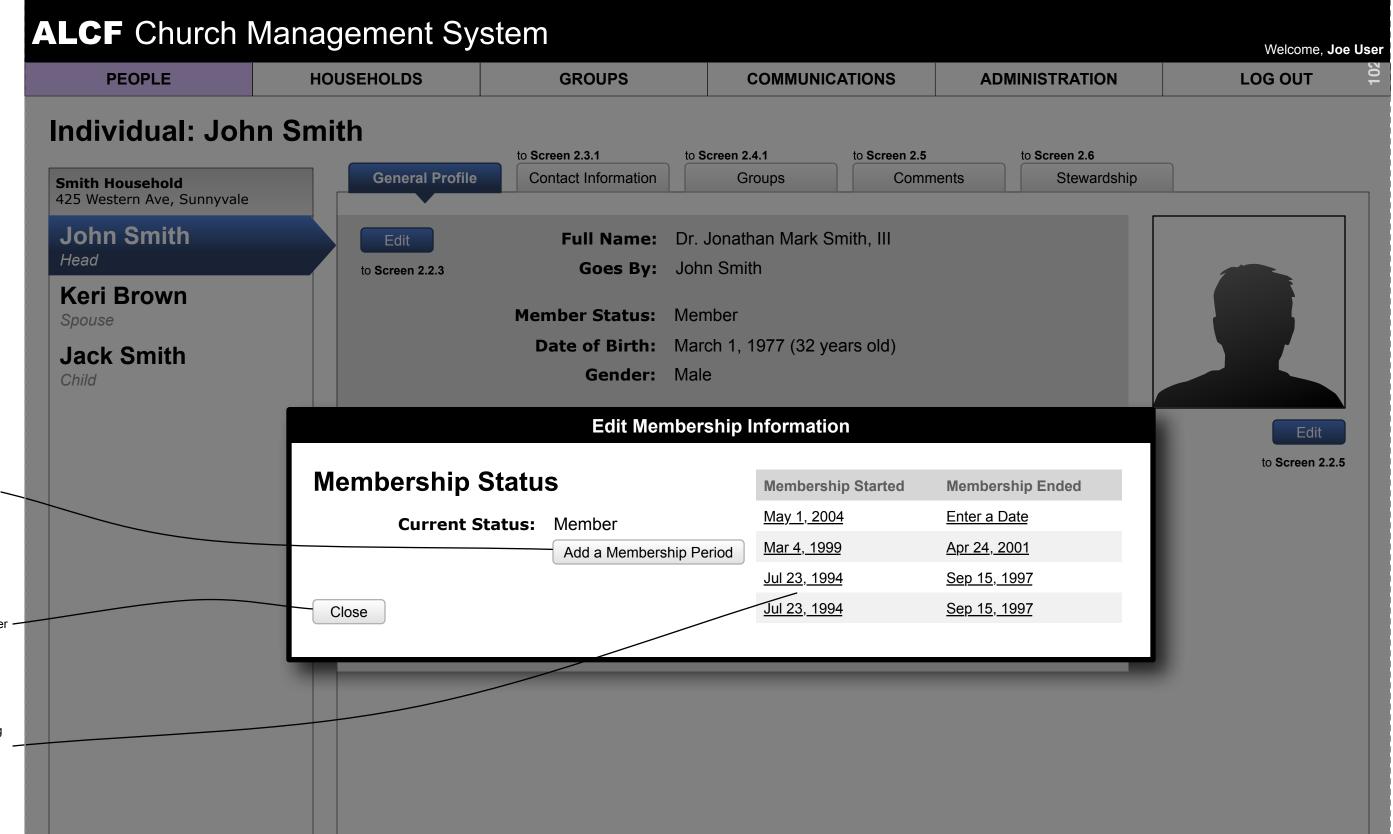
This screen allows a user to edit an individual's Membership Information.

Note that the actual Membership Status is calculated based on the start and end date of an individual's membership period.

Only if the Individual is currently **not** a member, a "Add a Membership Period" button will be visible. - This button will go to the dialog box on **Screen 2.2.4.1**.

Close will simply close the window (taking the user back to where he or she came from).

Clicking on any of the dates will change the dialog box to what is seen in **Screen 2.2.4.1**



Record last updated on February 23, 2009 by Doris Cohen

View Change Log

ALCF Church Management System

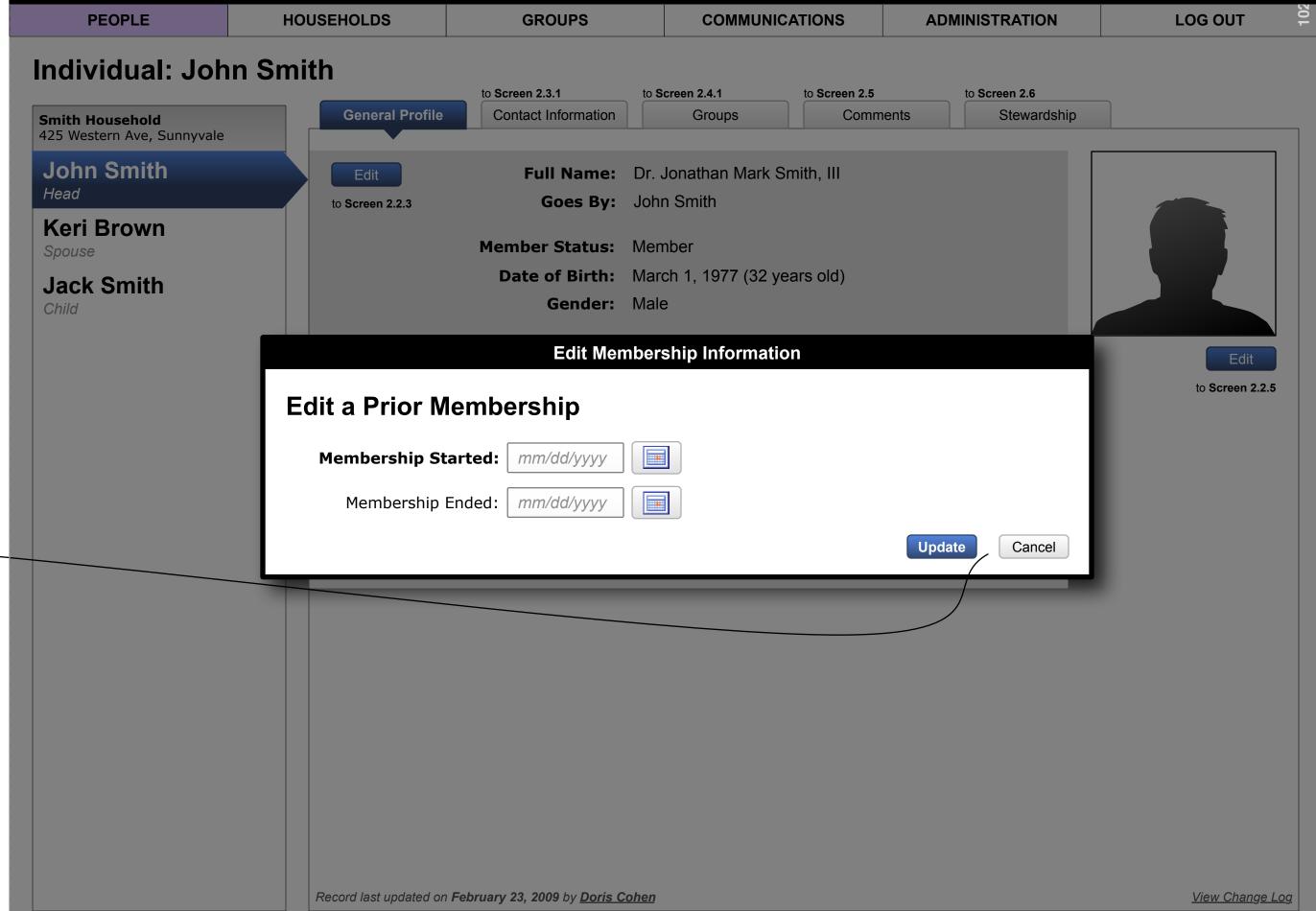
Edit an Individual – Membership Dates

This screen allows a user to edit the dates for an individual's specific membership (or in adding a new membership).

The "Start" date is required. The "End" date is only required if we are editing an old membership and there is a current, active membership in place. Otherwise, it is not required.

If we are entering a new membership or editing the current membership, the title will be updated to reflect that.

Both buttons take us back to the dialog box in **Screen 2.2.4**



ALCF Church Management System IA Membership Subsystem 2.2.5 Edit Individual, Family and Households

Edit an Individual – Family and Households

This screen allows a user to edit an individual's status in families and in households.

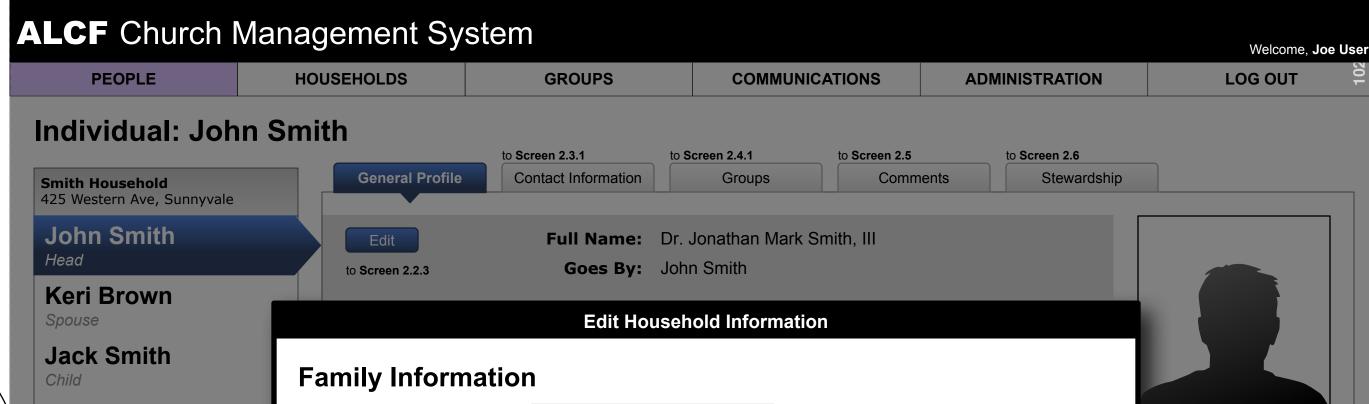
If a "Married To" name is entered, that name **must** be associated with an actual database record for

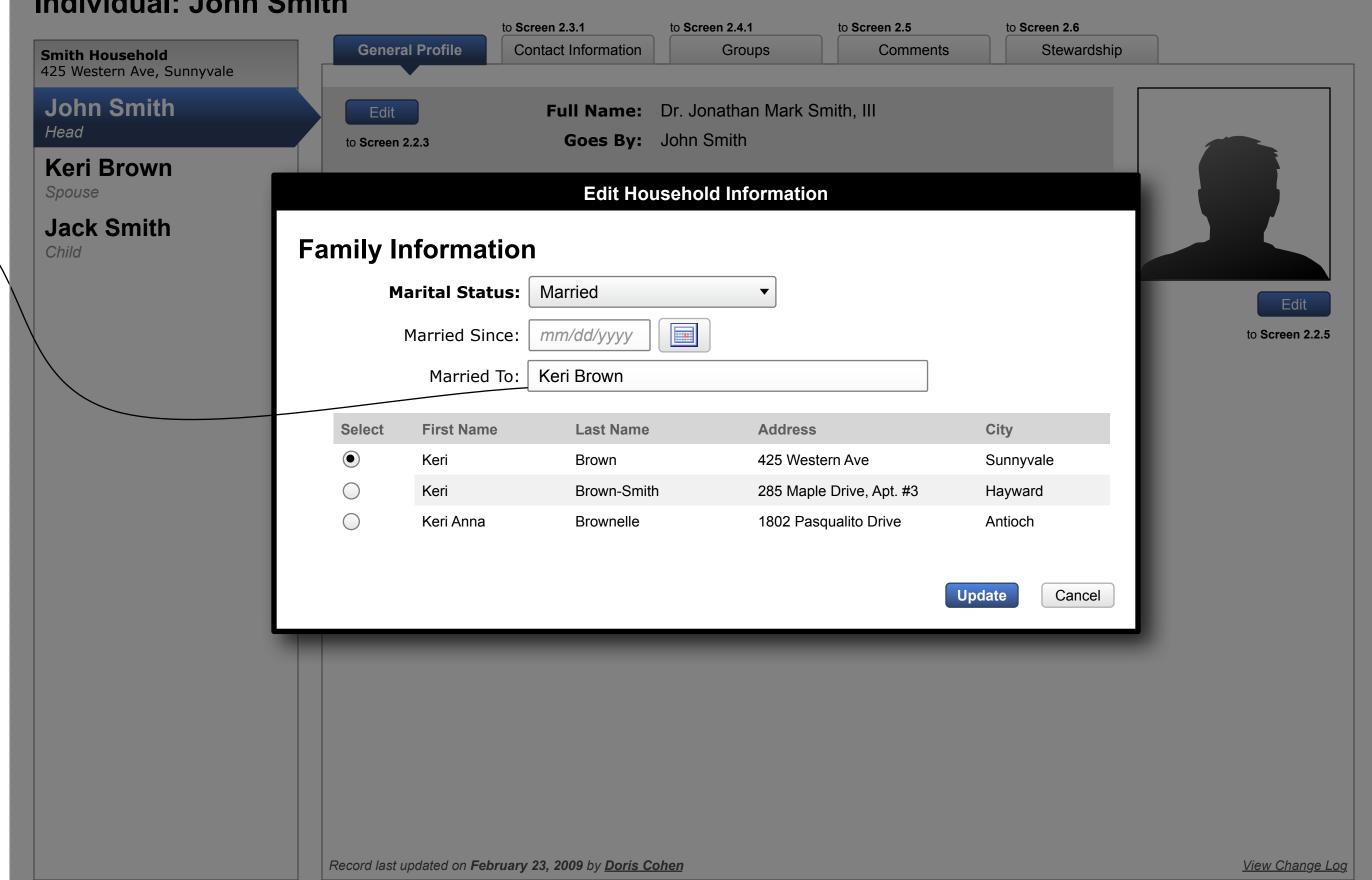
Therefore, changing the name will refresh the datagrid of individuals. If a name is entered, the individual must be selected — if none is selected, then the user will be prompted "Create a new database record for 'Keri Brown' as a new Individual?" The user must either specify "Yes" or must enter in another name to find the Individual's

If a new individual is created, then the individual will automatically be added to this person's household. If an existing individual is selected, then the user will be prompted "Merge into a single household?"

Update will save the data and then close the window (taking the user back to where he or she

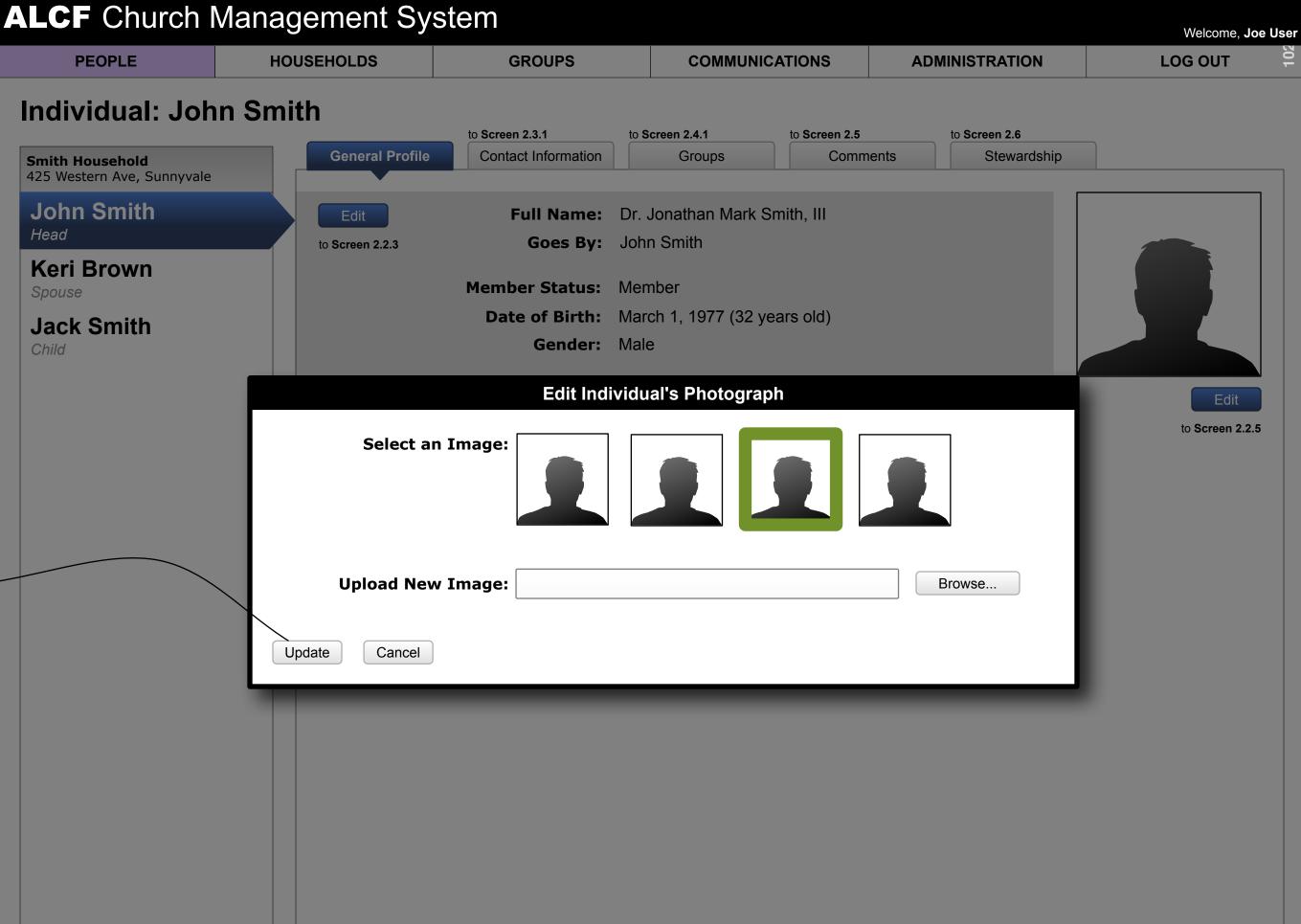
Close will simply close the window (taking the user back to where he or she came from) without saving anything to the database.





This screen allows a user to edit an individual's photograph. The user can either select one from a set of previously loaded images, or the user can

Update will set the new image will close the window (taking the user back to where he or she came from) .



Record last updated on February 23, 2009 by Doris Cohen

View Change Log

ALCF Church Management System IA Membership Subsystem 2.3.1 View an Individual, Contact Information

View an Individual - Contact Information Tab Household

This screen shows all the various contact informations for this Individual, both through his/her household (e.g. home phone and home address) as well as individual contact information (e.g. business phone and business address, email, etc.)

The Add New button is used to add a new current home address for the household — in essence, it's to be used when the household is reporting a move

Clicking on any of the addresses allows the user to edit the address information -- but it's primarily to be used to edit/fix mistakes. If a new address is to be reported (e.g. due to a move), the **Add New** button should be used instead, so that old/historic home address information can be kept in the system.

Clicking on any address or the Add New button will redirect the user to Screen 2.3.2.

Clicking on **Set as Current** will simply relabel the address as the "Current Home" address. Any "Current Home" address will be set as a Previous

For multi-person households, changes will apply to all members of the household.

Clicking on any address in "other addresses" or the Add New button will redirect the user to Screen

Address Types for "other addresses" can be:

- Current Work
- Previous Work
- Previous Home (only for individuals who are in at least one multi-person household)

Clicking on non-home telephone or the **Add New** button will redirect the user to Screen 2.3.4.

Note: for members that are part of a household, the only way to edit/add/remove a Home phone is to go through the "Home Address and Phone for the Smith Household" at the top of the page (e.g. through Screen 2.3.2)

Telephone Types for "Phone Information" can be:

- Home (only editable via Screen 2.3.2)
- Mobile

Other

Only one phone can be set as "Primary".

Clicking on email address or the Add New buttor will redirect the user to Screen 2.3.5.

Clicking on any "Other Contact" or the Add New button will redirect the user to Screen 2.3.6

ChMS Main IA.graffle Page 13 of 46



ALCF Church Management System

HOUSEHOLDS

to Screen 2.2.1

General Profile

GROUPS

Contact Info

COMMUNICATIONS

ADMINISTRATION

to Screen 2.6

Stewardship

LOG OUT

Welcome, Joe User

to Screen 2.3.2

to Screen 2.3.3

to Screen 2.3.5

Add New

Add New

Add New

Individual: John Smith

Smith Household 425 Western Ave, Sunnyvale

PEOPLE

John Smith Head

Keri Brown

Spouse

Jack Smith

Child

Home Address and Phone for the Smith Household

to Screen 2.4.1

Groups

Current	Address	City/State	Zip Code	Home Phone
Current Home	425 Western Ave	Sunnyvale, CA	94086	408-555-1212
[set as current]	123 Main Street, Apt. #3	Palo Alto, CA	94011	<u>650-555-1212</u>
[set as current]	1852 Mary Ave	Sunnvvale, CA	94087	408-421-1725

to Screen 2.5

Comments

Other Addresses for John Smith

 Address Type	Address	City/State	Zip Code
Current Work	401 El Camino Real	Mountain View, CA	94043
Previous Home	818 Third Street	San Francisco, CA	94107
Previous Home	2811 Hillsdale Road, Apt. #412	Hillsdale, CA	94401
Previous Work	801 Canal Street, Suite #27A	Redwood City, CA	94402

Phone Numbers for John Smith Add New

 Primary?	Phone Type	Phone Number
Primary	Home	408-555-1212
[set as primary]	Home	408-281-2381
[set as primary]	<u>Mobile</u>	<u>415-552-9138</u>
[set as primary]	Work	650-228-1248
[set as primary]	Work	650-228-1200
[set as primary]	<u>Other</u>	626-291-2481

Email Addresses

Primary? Email Address Primary john smith@gmail.com [set as primary] jsmith1231@yahoo.com [set as primary] john.f.smith@company.org

Other Contact Information for John Smith

to Screen 2.3.6 Add New

<u> </u>		
Contact Type	Value	
AIM Screen Name	j <u>smith48421</u>	
Facebook ID	<u>28410241</u>	
Twitter Account Name	john smith 4 17	
Yahoo! Messenger Name	jsmith1231	

Fri Jan 15 2010

768 px

Record last updated on February 23, 2009 by Doris Cohen

View Change Log

ALCF Church Management System IA Membership Subsystem 2.3.1.1 View an Individual, Contact Information, No Household

View an Individual – Contact Information Tab No Household

See **Screen 2.3.1** for more information.

This screen is used for individuals who have NO household. They cannot have any addresses defined.

They CAN, however, have a Home phone defined.

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT

650-228-1248

650-228-1200

626-291-2481

Individual: John Smith

Head



[set as primary]

[set as primary]

[set as primary]

Phone Numi	bers for John	Add New
Primary?	Phone Type	Phone Number
Primary	Home	408-555-1212
[set as primary]	Home	408-281-2381
[set as primary]	<u>Mobile</u>	415-552-9138

<u>Work</u>

<u>Work</u>

<u>Other</u>

Primary? Email Address Primary john_smith@ [set as primary] jsmith1231@	ess
,	
[set as primary] ismith1231@	<u>@gmail.com</u>
[Set de printery]	<u> Dyahoo.com</u>
[set as primary] john.f.smith(@company.org

Other Contact Information for John Smith

Contact Type	Value
AIM Screen Name	j <u>smith48421</u>
Facebook ID	<u>28410241</u>
Twitter Account Name	j <u>ohn_smith_4_17</u>
Yahoo! Messenger Name	j <u>smith1231</u>



ChMS Main IA.graffle Fri Jan 15 2010

Page 14 of 46

Welcome, Joe User

to Screen 2.3.5

to Screen 2.3.6

Add New

ALCF Church Management System IA Membership Subsystem 2.3.2 Edit Individual, Household Address and Phone

Edit an Individual - Household Address and

This dialog box allows the user to add a new or edit an existing Household home address and phone. This is to be used by all individuals, regardless of household status.

If the individual is in just one, single-person household, then the dialog box title would say "Edit Individual Home Address and Phone".

Options are: Current Home Address Previous Home Address

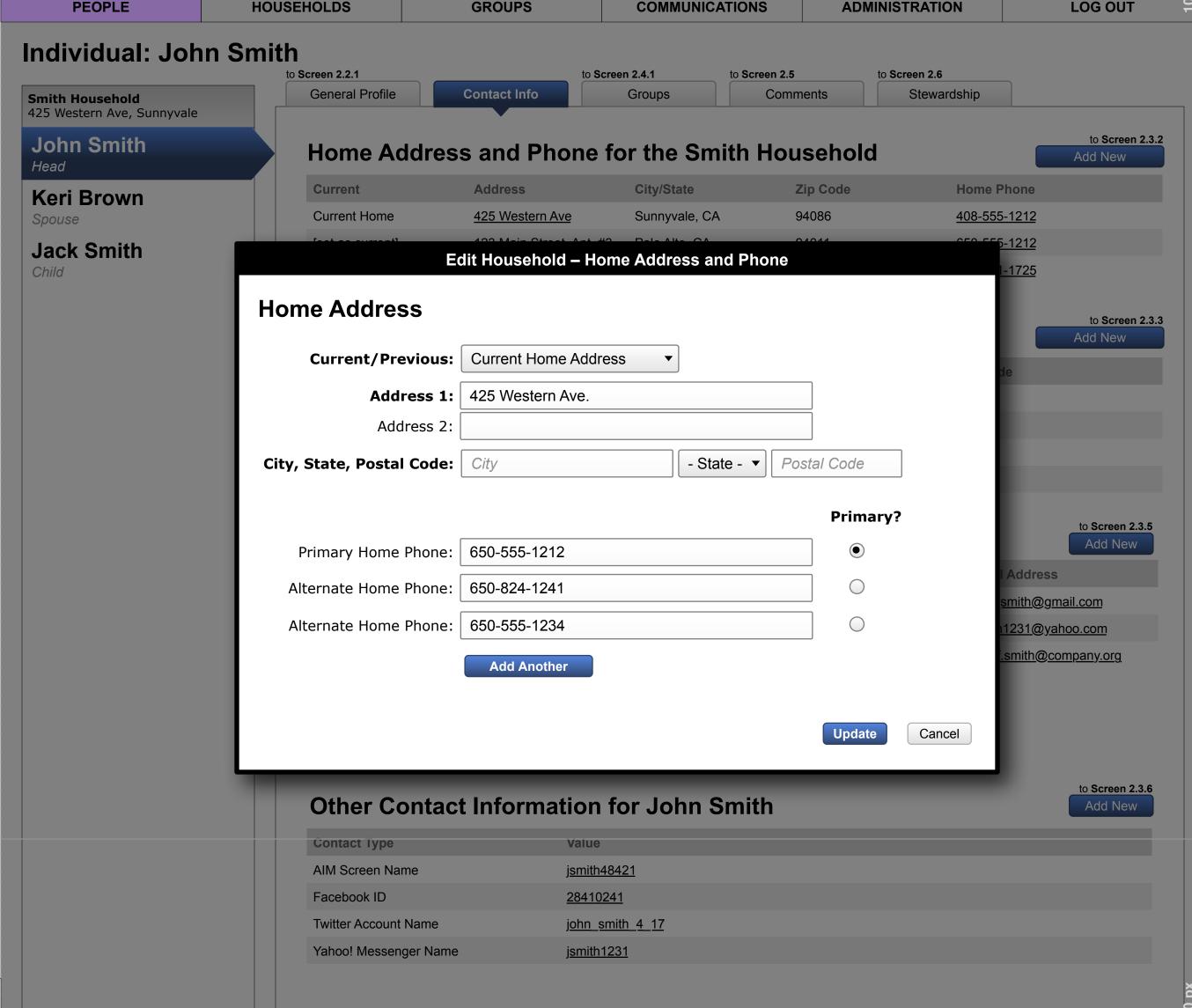
If this address being edited is either new or not current, and if the user selects this to be a Current Home Address, upon clicking Update the user will first be warned "You are about to save a new Current Home Address. This will set the current home address to being a "previous home address". Are you sure you want to continue?'

Clicking **Add Another** adds another blank "Alternate Home Phone" textbox to appear.

Clicking **Update** will save the record. Both **Update** and Cancel will close the window, redirecting the user back to Screen 2.3.1.

ALCF Church Management System **PEOPLE HOUSEHOLDS**

Welcome, Joe User **GROUPS COMMUNICATIONS LOG OUT**



View Change Log

Record last updated on February 23, 2009 by Doris Cohen

ChMS Main IA.graffle Fri Jan 15 2010 Page 15 of 46



ALCF Church Management System IA Membership Subsystem 2.3.3 Edit Individual, Other Address

Edit an Individual – Other Address

This dialog box allows the user to add a new or edit an existing "other" address. This is only applicable for individuals that are part of at least one multiperson household.

See Screen 2.3.1 for address type information.

Clicking **Update** will save the record. Both **Update** and **Cancel** will close the window, redirecting the user back to **Screen 2.3.1**.

ALCF Church Management System Welcome, Joe User **PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT Individual: John Smith** to Screen 2.2.1 to Screen 2.4.1 to Screen 2.6 to Screen 2.5 General Profile **Contact Info** Stewardship Groups Comments **Smith Household** 425 Western Ave, Sunnyvale to Screen 2.3.2 John Smith Home Address and Phone for the Smith Household Add New Head Current **Address** City/State **Zip Code Home Phone** Keri Brown **Current Home** 94086 425 Western Ave Sunnyvale, CA 408-555-1212 Spouse 123 Main Street, Apt. #3 Palo Alto, CA 94011 650-555-1212 [set as current] Jack Smith 1852 Mary Ave 94087 Sunnyvale, CA 408-421-1725 Child [set as current] to Screen 2.3.3 Other Addresses for John Smith Add New **Edit Other Address Address Information Address Type: Current Work** 2810 Coleman Avenue Address 1: Address 2: to Screen 2.3.5 Add New Postal Code **City, State, Postal Code:** - State - ▼ Address mith@gmail.com Update Cancel 1231@yahoo.com smith@company.org [set as primary] 650-228-1248 <u>Work</u> 650-228-1200 <u>Work</u> [set as primary] 626-291-2481 [set as primary] to Screen 2.3.6 **Other Contact Information for John Smith** Add New **Contact Type** AIM Screen Name jsmith48421 Facebook ID 28410241 **Twitter Account Name** john smith 4 17 Yahoo! Messenger Name jsmith1231

View Change Log

Record last updated on February 23, 2009 by Doris Cohen

ChMS Main IA.graffle Fri Jan 15 2010 Page 16 of 46



768 px

ALCF Church Management System IA Membership Subsystem 2.3.4 Edit Individual, Phone Number

Edit an Individual – Phone Number

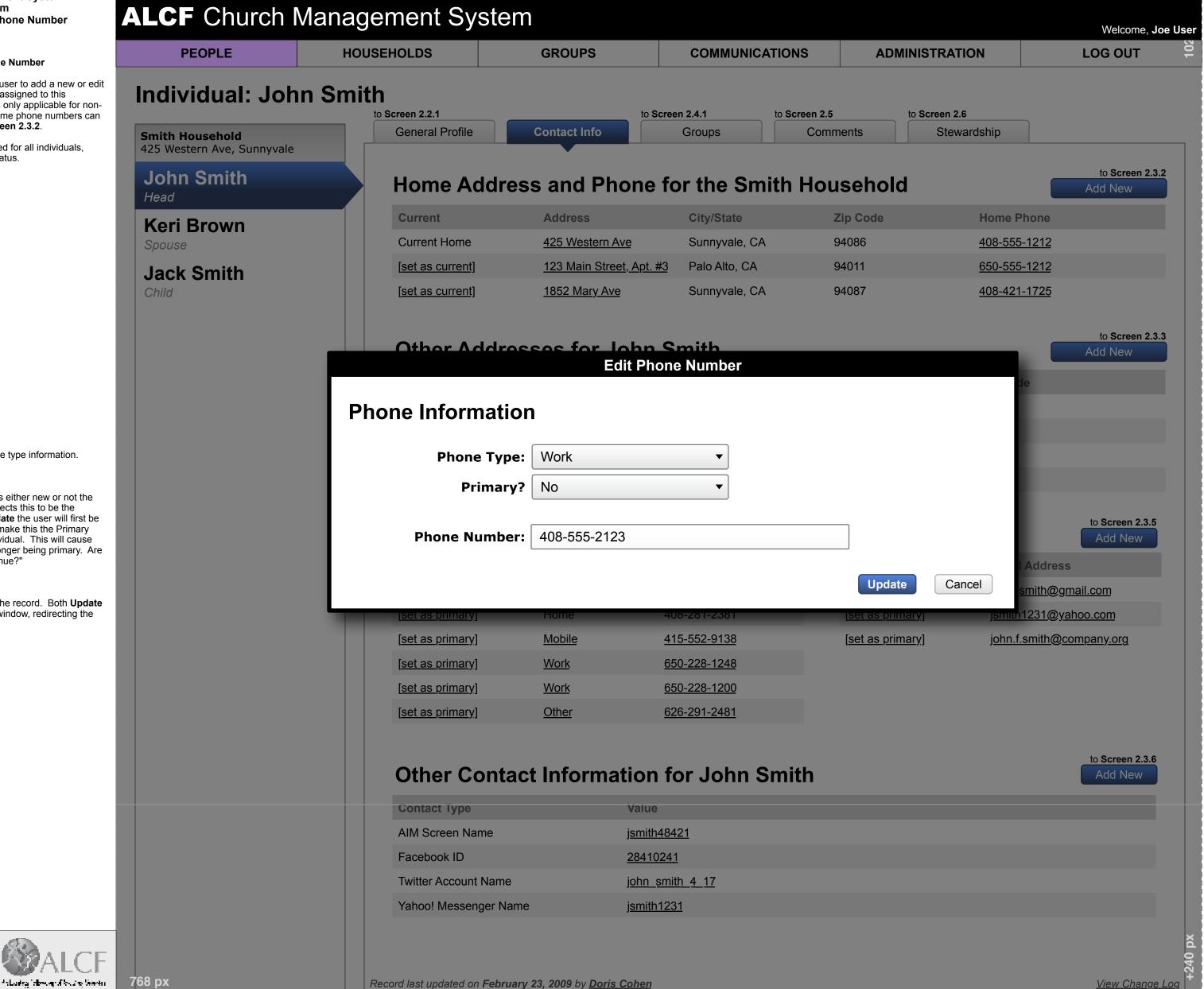
This dialog box allows the user to add a new or edit an existing phone number assigned to this individual. Note that this is only applicable for nonhome phone numbers. Home phone numbers can only be edited through Screen 2.3.2.

This dialog box is to be used for all individuals, regardless of household status.

See Screen 2.3.1 for phone type information.

If this phone being edited is either new or not the Primary, and if the user selects this to be the Primary, upon clicking **Update** the user will first be warned "You are about to make this the Primary phone number for this individual. This will cause the current primary to no longer being primary. Are you sure you want to continue?'

Clicking **Update** will save the record. Both **Update** and Cancel will close the window, redirecting the user back to Screen 2.3.1.



ChMS Main IA.graffle Fri Jan 15 2010 Page 17 of 46



ALCF Church Management System IA Membership Subsystem 2.3.5 Edit Individual, Email

ALCF Church Management System

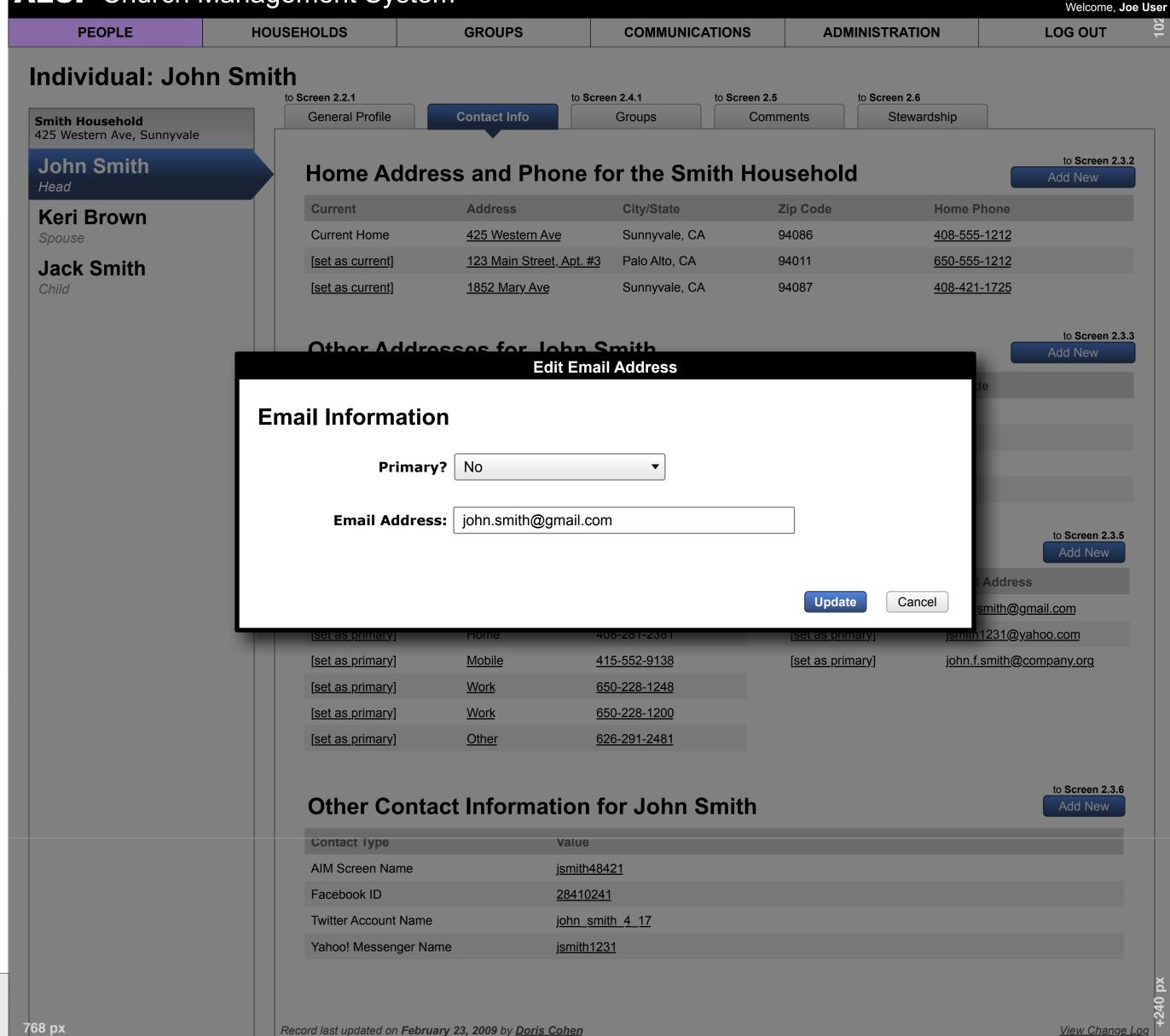
Edit an Individual - Email

This dialog box allows the user to add a new or edit an existing email addresses assigned to this individual.

This dialog box is to be used for all individuals, regardless of household status.

If the email being edited is either new or not the Primary, and if the user selects this to be the Primary, upon clicking **Update** the user will first be warned "You are about to make this the Primary email address for this individual. This will cause the current primary to no longer being primary. Are you sure you want to continue?"

Clicking **Update** will save the record. Both **Update** and **Cancel** will close the window, redirecting the user back to **Screen 2.3.1**.



ChMS Main IA.graffle Fri Jan 15 2010 Page 18 of 46



Palwateg Talbacapal Score Gerater

ALCF Church Management System IA Membership Subsystem 2.3.6 Edit Individual, Other Contact

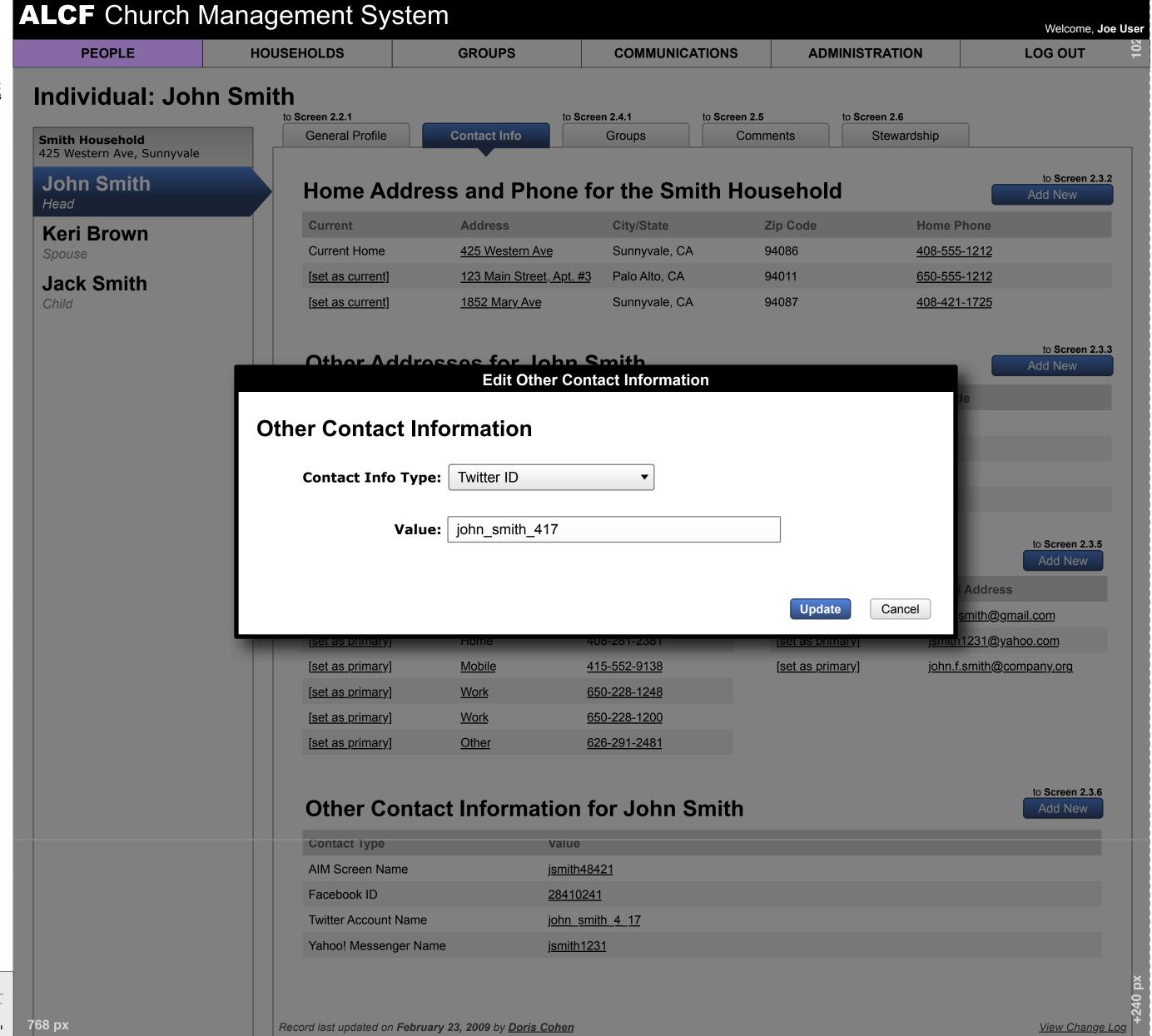
Edit an Individual - Other Contact

This dialog box allows the user to add a new or edit an "other contact information" entry assigned to this individual.

This dialog box is to be used for all individuals, regardless of household status.

The list of Contact Info Types is managed/editable by the Admin in the Administration section, **Screen ?.?.?**.

Clicking **Update** will save the record. Both **Update** and **Cancel** will close the window, redirecting the user back to **Screen 2.3.1**.



ChMS Main IA.graffle Fri Jan 15 2010 Page 19 of 46



ALCF Church Management System IA Membership Subsystem 2.4.1 View an Individual, Groups

View an Individual – Groups

This screen shows all the ministry groups and communication lists that this individual is a participant of.

Clicking on any of the ministry names will allow the user to edit role(s) and date(s) of involvement for this individual with that ministry.

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS LOG OUT COMMUNICATIONS ADMINISTRATION

Groups

Individual: John Smith



Keri Brown

Spouse

Jack Smith

Child

Ministry Participation

to Screen 2.3.1

Contact Info

to Screen 2.2.1

General Profile

Ministry	Role	Dates of Involvement
Safari Kids	Volunteer	April 2009 - Present May 2007 - September 2008
Growth Groups > Mountain View 2	Participant	January 4, 2004 - Present

Small Group Leader

to Screen 2.5

Comments

to Screen 2.6

Stewardship

September 24, 2007 - May 2008

Communication Lists

Real World Young Adults

to Screen 2.4.3 Add New

Unsubscribe?	Communication List	List Name
<u>Unsubscribe</u>	Dessert Night Planning Meeting	dessert_night_planning@groups.alcf.net
<u>Unsubscribe</u>	Social Fun Campaign	social_fun@groups.alcf.net
Unsubscribe	IT Team Developers	it_team_devs@groups.alcf.net

ChMS Main IA.graffle Fri Jan 15 2010 Page 20 of 46

768 px

Record last updated on February 23, 2009 by Doris Cohen

View Change Log

Welcome, Joe User

to Screen 2.4.2

Add New

ALCF Church Management System IA Membership Subsystem 2.4.2 Edit Individual, Ministry Participation

Edit Individual — Ministry Participation

This dialog box is to be used when editing an existing ministry participation or in creating a new one.

In order to better manage ministries and subministries, ministry drop-downs could be hierarchical.

Roles can include an "other", where a textbox will appear and a new role can be entered.

Clicking on any date will show a date-textbox to appear over the date.

Add a Membership Period appears only if there is no current participation. When clicked, a new row will appear where the dates can be clicked to edit.



PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT Individual: John Smith to Screen 2.2.1 to Screen 2.3.1 to Screen 2.5 to Screen 2.6 General Profile Contact Info Groups Stewardship Comments **Smith Household** 425 Western Ave, Sunnyvale to Screen 2.4.2 **John Smith Ministry Participation** Add New Head **Ministry** Role **Dates of Involvement** Keri Brown Spouse April 2009 - Present Safari Kids Volunteer May 2007 - September 2008 **Jack Smith** Growth Groups > Mountain View 2 **Participant** January 4, 2004 - Present Child Real World Young Adults Small Group Leader September 24, 2007 - May 2008 **Edit Ministry Participation Participation Started Participation Ended Growth Groups** Ministry: Enter a Date May 1, 2004 **Sub-Ministry:** Mountain View 2 Mar 4, 1999 Apr 24, 2001 Role: Participant Jul 23, 1994 <u>Sep 15, 1997</u> Jul 23, 1994 Sep 15, 1997 Save Cancel Add a Membership Period

768 px

Welcome, Joe User

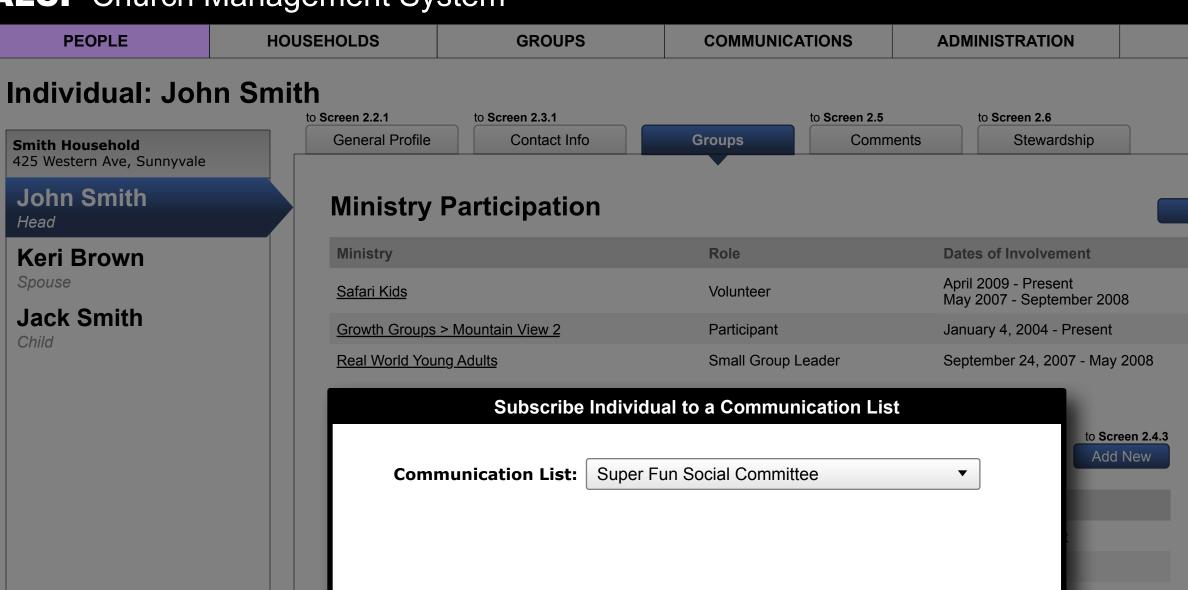
ALCF Church Management System IA Membership Subsystem 2.4.2 Edit Individual, Communication List

Edit Individual — Communication List

This dialog box is to be used to subscribe this individual to a Communication List (e.g. email list).

ALCF Church Management System

Welcome, Joe User **LOG OUT**



Page 22 of 46

768 px

Subscribe

Cancel

to Screen 2.4.2

to Screen 2.5.1

Add New

View an Individual – Comments

This screen shows all the staff, general and pastor comments for this individual.

There are three levels of comment privacy: Confidential – can only be viewed by pastors and executive staff members

 Staff Comments – can be viewed by any ALCF staff member

• General Comments – can be viewed by anyone with access to the ChMS, including lay ministry

"Posted By" filter will only list the names of users who have posted a comment on this individual.

"Comment Type" filter will be any of the levels of comment privacy that this user is allowed to see.

"Edit" is only available for comments that the user has actually entered — no one is able to edit a comment that they didn't enter. Clicking on "Edit" brings up a similar dialog box to that in Screen

"Hide" will hide the comment for all users. It can reappear if the user chooses to "include hidden comments" and then "unhides" the comment.

ALCF Church Management System

GROUPS PEOPLE HOUSEHOLDS COMMUNICATIONS ADMINISTRATION LOG OUT

to Screen 2.4.1

Groups

- View All -

Individual: John Smith



John Smith Head

Keri Brown

Spouse

Jack Smith

Child

Commen	ts an	d No	tes

Filter by Posted By:

to Screen 2.3.1

Contact Info

to Screen 2.2.1

General Profile

- View All -

Filter by Comment Type:

Filter by Hidden State:

Stewardship

to Screen 2.6

Comments

✓ Include HIdden Comments

lacus facilisis eros, eu sodales dui eros eu nisl. Curabitur

quis metus. Mauris lectus. Quisque erat nunc.

Edit / Hide	Posted By	<u>DATE</u> v	Туре	Comment
[Hide]	Ronalda Lee	2001-02-21	Staff	In hac habitasse platea dictumst. Nullam commodo arcu sit amet turpis. In hac habitasse platea dictumst. Proin sem neque, adipiscing vel, commodo et, tempus vitae, purus. Aliquam vitae libero. Phasellus quis urna quis turpis.
[Hide]	Ramon O'Reilly	2001-09-12	Confidential	Ut euismod, urna ac rhoncus hendrerit, erat metus blandit nunc, vel molestie felis massa eget turpis. Suspendisse non elit.
[Hide]	Diane Bailey	2002-05-04	Staff	Suspendisse potenti. Maecenas sed urna. Morbi sagittis. Integer pellentesque lacus ut nibh. Integer ut libero. Praesent interdum, turpis quis faucibus sagittis.
[Hide]	Rudolph McLaughlin	2003-07-31	Staff	Pellentesque in mauris. Ut euismod, urna ac rhoncus hendrerit, erat metus.
[Edit] [Hide]	Lauren Nelson	2004-02-29	Confidential	Fusce iaculis, urna sit amet hendrerit imperdiet, erat nulla placerat metus, ut pretium sapien lectus sed urna. Pellentesque eu sem. Suspendisse potenti. Praesent.
[Hide]	Hayes Griffin	2004-09-26	General	Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Fusce fringilla. Nunc posuere felis id nisi. Vestibulum.
[Hide]	Connie Jenkins	2005-09-07	Confidential	Nam id enim. Suspendisse condimentum. Praesent in ipsum eu massa tempus euismod. Mauris pulvinar. Suspendisse potenti. Sed sollicitudin, quam ut pulvinar posuere, ipsum.
[Unhide]	Ilana Doyle	2007-03-04	Confidential	Ut et risus quis justo iaculis vestibulum. Ut sapien eros, gravida nec, placerat et, luctus eu, libero. Mauris.
[Hide]	Aspasia Power	2007-03-11	Staff	Integer mollis. Aliquam erat volutpat. Vivamus eget magna. Aenean blandit. Fusce nisi arcu, rutrum a, ultrices ac, convallis quis, nisl. Aliquam ultricies accumsan urna. Phasellus varius dolor. Vestibulum mollis, sapien et varius hendrerit, nisl.
[<u>Unhide]</u>	Tavy Smith	2008-08-03	General	In porta rhoncus libero. Mauris tristique lacinia tellus. Maecenas egestas, mauris sit amet suscipit pretium, massa lacus facilisis eros, eu sodales dui eros eu nisl. Curabitur

ChMS Main IA.graffle Fri Jan 15 2010 Page 23 of 46

768 px

Record last updated on February 23, 2009 by Doris Cohen

View Change Log

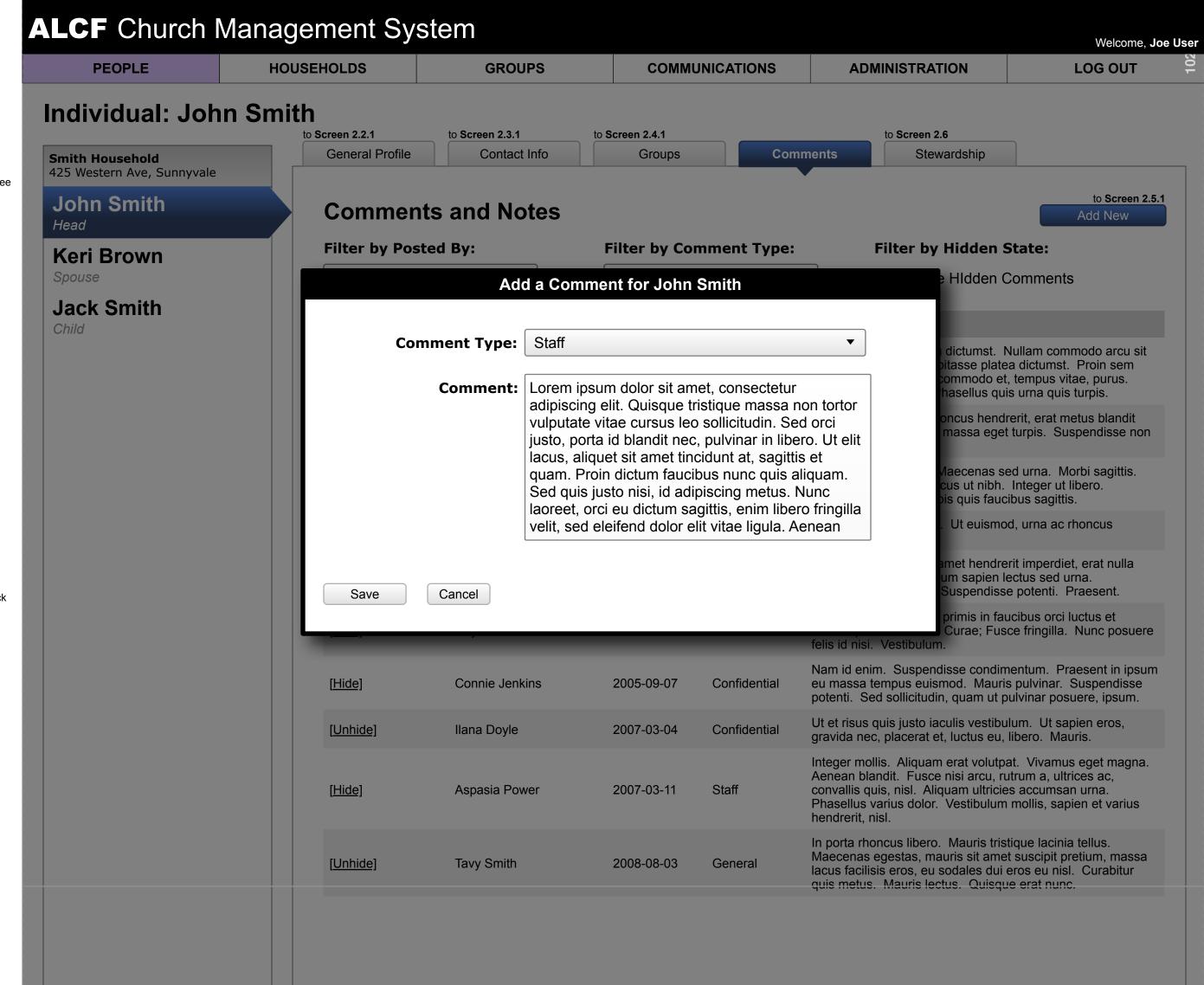
Edit an Individual - Comments

This dialog box allows the user to create a new comment, or to edit one of the user's existing comments.

A user can only edit his/her own comment.

Comment Types dropdown is limited to the comment types that the user is allowed to see. See Screen 2.5 for more information on Comment Types.

After hitting Save or Cancel, the user is taken back to **Screen 2.5**.





View an Individual - Stewardship

to Screen 2.6.1

Add New

The entire Stewardship section (e.g. everything under 2.6.x including this 2.6 screen) can only be viewed by folks in the Stewardship team. There will be a special permission that is required in order for a user to be able to view anything in this section.

Every stewardship item must be associated with one and only one person. Reports (e.g. reports that can be mailed out to the individual) can be run against individuals or against households.

Date Range includes things like "View All", "Year to Date", "Month to Date", etc. See any program like Quicken for an example of date ranges to use.

Funds can be one of the following:

- Tithes/Offering
- Building Fund
- Specific to a Given Ministry
- Scholarship to a Given Event
- Support for a given individual or cause

List of specific ministries, events, and individuals or causes can be edited by anyone in the Stewardship committee in the Administration section. See Screen ?.? for more information.

In addition to the set list above, individual campaigns and additional funds can be created by anyone in the Stewardship Committee. Examples of additional funds include: Imagine Campaign

Transaction Types can be one of the following:

- Cash
- Check (needs a check #) Credit Card (Online)
- Credit Card (Recurring)
- Corporate Match (Pre-Taxed)
- Corporate Match (Post-Taxed)
- Stock Donation
- Car/Automobile

Note that any pre-tax Corporate Match contribution should NOT be calculated in receipts used for taxdeductible purposes.

All transactions also have an internal "notes" or "comments" type of field, which can be edited and viewed only by folks in the Stewardship committee.

Clicking on any Check # will pop up a graphic with the check image. See dialog box in **Screen 2.6.2** for more information.

Clicking on any Date will pop up a dialog box similar to that in Screen 2.6.1 allowing the user to edit or even delete the transaction.

Questions:

 Do we need to deal with Anonymous contributions? How are those to be handled? Do we ever need to "flag" a given transaction (to

be looked into at a later time)?

ChMS Main IA.graffle Fri Jan 15 2010 Page 25 of 46



ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS LOG OUT ADMINISTRATION

to Screen 2.4.1

Groups

Individual: John Smith



Keri Brown

Smith Household

Spouse

Head

Jack Smith

Child

Stewardship

General Profile

- View All -

to Screen 2.2.1

Date Range:

to Screen 2.3.1

Contact Info

Filter by Fund:

- View All -

Filter by Transaction Type:

to Screen 2.5

Prints a report of the list of transaction

- View All -

entries given the specified filtering criteria.

Comments

View Entire Household:

Stewardship

Print Report

✓ View contributions by all household members

DATE v	Contributor	Fund	Transaction	Contributed	Cleared
2001-03-22	Jack Smith	Ministry > Student Ministries	Credit Card (Online)	\$31.01	\$25.00
2001-08-24	Jack Smith	Ministry > Student Ministries	Corp. Match (Pre-Tax)	\$333.89	\$333.89
2001-11-10	John Smith	Ministry > Safari Kids	Cash	\$976.54	\$976.54
2001-12-29	John Smith	Tithes/Offering	Credit Card (Online)	\$995.02	\$945.28
2002-11-16	John Smith	Ministry > Student Ministries	Check <u>#2141</u>	\$763.91	\$763.91
2003-08-28	Keri Brown	Ministry > Benevolence	Corp. Match (Pre-Tax)	\$409.72	\$409.72
2003-09-04	Jack Smith	Ministry > Benevolence	Cash	\$260.54	\$260.54
2003-11-24	Jack Smith	Imagine Campaign	Cash	\$994.58	\$994.58
2004-07-29	Keri Brown	Ministry > Safari Kids	Corp. Match (Post-Tax)	\$802.85	\$802.85
2004-08-13	Keri Brown	Imagine Campaign	Check <u>#2251</u>	\$307.21	\$307.21
2004-10-07	Jack Smith	Ministry > Safari Kids	Check <u>#2376</u>	\$555.35	\$555.35
2005-10-20	John Smith	Scholarship > 2010 Marriage Retreat	Credit Card (Online)	\$268.17	\$244.25
2005-10-23	Jack Smith	Scholarship > 2010 Marriage Retreat	Check <u>#2399</u>	\$742.62	\$742.62
2005-12-13	John Smith	Ministry > Benevolence	Corp. Match (Pre-Tax)	\$778.54	\$778.54
2006-01-13	Keri Brown	Scholarship > 2010 Marriage Retreat	Credit Card (Online)	\$274.73	\$251.23
2006-09-22	Keri Brown	Support > Keith Blackford	Check <u>#2462</u>	\$733.11	\$733.11
2008-03-07	Keri Brown	Ministry > Safari Kids	Stock Donation	\$473.41	\$473.41
2008-11-28	Jack Smith	Scholarship > 2009 Ninja Camp	Check <u>#2498</u>	\$982.38	\$982.38
2008-12-29	Keri Brown	Ministry > Student Ministries	Corp. Match (Pre-Tax)	\$502.22	\$502.22
2009-03-29	Jack Smith	Tithes/Offering	Credit Card (Online)	\$270.53	\$250.23

768 px

ALCF Church Management System IA Membership Subsystem 2.6.1 Edit Individual, Stewardship

Edit Individual - Stewardship

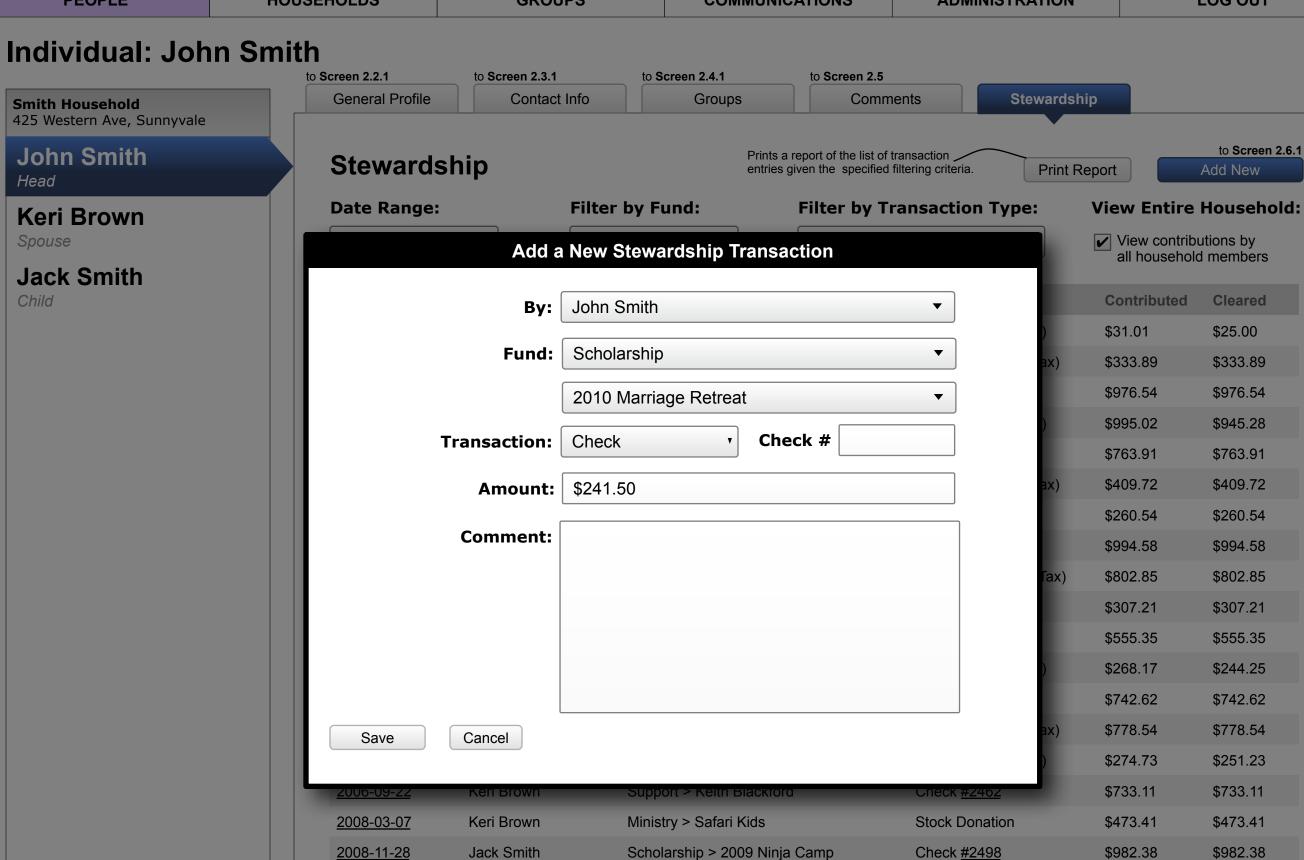
This dialog box allows the user to view, edit or even delete a transaction.

Note that transactions are never actually deleted from the database. A transaction is simply removed from view, and a transaction log will record the user that deleted the transaction.

Funds that have a "sub fund" type (e.g. ministry, scholarship and support) will be required to have the sub fund type specified in a second drop down.

ALCF Church Management System

Welcome, Joe User **PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS LOG OUT ADMINISTRATION**



Ministry > Student Ministries

Tithes/Offering

ChMS Main IA.graffle Fri Jan 15 2010 Page 26 of 46 As Looking Tallers up of the Ang Velenter

View Change Log

to Screen 2.6.1

Add New

Cleared

\$25.00

\$333.89

\$976.54

\$945.28

\$763.91

\$409.72

\$260.54

\$994.58

\$802.85

\$307.21

\$555.35

\$244.25

\$742.62

\$778.54

\$251.23

\$733.11

\$473.41

\$982.38

\$502.22

\$250.23

\$502.22

\$270.53

Corp. Match (Pre-Tax)

Credit Card (Online)

Keri Brown

Jack Smith

2008-12-29

2009-03-29

ALCF Church Management System IA Membership Subsystem 2.7 Merge Individuals, Find

Merge Individuals, Find

The first step in merging two individuals records together is to find the individual record to merge with. This screen is for the user to select the individual to merge with.

Suggested individuals (based on common names, contact information, etc.) is up top. "Search All" type functionality is below.

Clicking on any name will redirect the user to **Screen 2.7.1**.

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT

Merge Individuals: "John Smith"

First Name	LAST NAME v	Membership Status	Address	<u>City</u>
<u>Jonathan</u>	Bubba-Smith	Non-Member	41098 Mill Valley Way	Anderson
<u>Joe</u>	<u>Smith</u>	Non-Member	1040 La Canada Flintridge Dr.	Hercules
<u>Jon</u>	<u>Smith</u>	Non-Member/Tithe	76207 Walnut Ave.	Irwindale
<u>Jonna</u>	<u>Smith</u>	Non-Member	31558 Kerman Blvd.	East Palo Alto

Search / Filter List				
First Name	Last Name	- View All Statuses - ▼	Refresh List	refreshes table below

Results: Viewing people 1-	-20 of 2141.			Previous Next
First Name	<u>LAST NAME</u> v	Membership Status	<u>Address</u>	<u>City</u>
<u>Page</u>	<u>Alexander</u>	Non-Member	41098 Mill Valley Way	Anderson
Silvanus	<u>Barry</u>	Non-Member	1040 La Canada Flintridge Dr.	Hercules
<u>Susy</u>	<u>Barry</u>	Non-Member/Tithe	76207 Walnut Ave.	Irwindale
Walden	<u>Barry</u>	Non-Member	31558 Kerman Blvd.	East Palo Alto
Benedict	<u>Bennett</u>	Member	30811 Palm Springs Road	Bell
<u>Dandy</u>	<u>Brooks</u>	Member	88436 Mountain View Road	Commerce
<u>Burleigh</u>	<u>Buckley</u>	Non-Member	54019 Industry Ave.	Capitola
Bass	<u>Burke</u>	Non-Member/Tithe	59216 Reedley Dr.	Antioch
<u>Amorita</u>	<u>Chang</u>	Member	30200 Elk Grove St.	Agoura Hills
Worthington	<u>Coleman</u>	Non-Member/Tithe	25835 Emeryville Blvd.	Hillsborough
<u>Lula</u>	Collins	Non-Member	80939 Canyon Lake Dr.	Colton
Minna	Cook	Member	2279 Sonora Road	Lakeport
<u>Tilda</u>	<u>Cullen</u>	Non-Member	83531 Chico Blvd.	Biggs
Russell	<u>Cunningham</u>	Member	54957 Hughson Way	Laguna Niguel
<u>Abbie</u>	<u>Davis</u>	Non-Member/Tithe	56850 El Cajon Road	West Sacramento
Martie	<u>Davis</u>	Non-Member/Tithe	33924 Fullerton St.	La Mesa
<u>Toinette</u>	<u>Davis</u>	Member	41077 Dorris Dr.	Truckee
<u>Bowie</u>	<u>Doherty</u>	Non-Member	37431 Santa Monica St.	Salinas
<u>Griz</u>	<u>Donnelly</u>	Non-Member/Tithe	65033 Cudahy Blvd.	Blythe
<u>Tina</u>	<u>Doyle</u>	Member	77280 Redwood City Way	Indian Wells

12497 La Habra Road

Non-Member/Tithe

Welcome, Joe User

<u>Beverly</u>

<u>Duffy</u>

Search for a Household

This allows the user to search for an a specific household in the ChMS.

A household is a family unit that lives in the same address.

Note that roommates (e.g. two friends living in the same apartment) do NOT constitute a single household. If both roommates are single, they would both be in two distinct one-person households that happen to have the same address

Households must have at least one individual in it.

Individuals must be part of at least one household (even if it is a single-individual household).

Individuals may be part of multiple households.

Link will take the user to **Screen 3.2** for that household.

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT

Search for a Household

Search / Filter List Name Address - View All Cities - ▼ Refresh List refreshes table below

Results: Viewing households 1-2	0 of 2141.			Previous Next
HOUSEHOLD NAME V	Address	City	Members	
Allen Household	46618 Port Hueneme Way	Rosemead	Bird Allen, Christy Allen	
Anderson Household	44619 Burbank Dr.	Lynwood	Silvester Anderson, Tonie Anderson	
Bell Household	22326 Kerman Road	Vista	Shirl Bell, Idaline Bell	
Bell Household	52680 Gilroy Road	Mendota	Adalia Bell, Narda Bell, Halsey Bell, Ivar Bell	
Brennan Household	37987 Redding Ave.	El Cajon	Cyril Brennan, Roderick Brennan	
Browne Household	37956 Firebaugh Ave.	Culver City	Delia Browne, Bram Browne, Cleopatra Browne, Berton Browne	
Bryant Household	4005 Lakeport Dr.	Laguna Niguel	Bethany Bryant, Dominique Bryant, Pierce Bryant, Jessy Bryant	
Burke - Individual	52229 Moraga Road	Fremont	Sandy Burke	
Burns Household	82919 Torrance Blvd.	San Juan Bautista	Alston Burns, Jody Burns, Oxford Burns	
Byrne Household	55209 Aliso Viejo Ave.	Yucaipa	Laurina Byrne, Aiken Byrne	
Campbell - Individual	27444 Point Arena Terrace	lone	Hester Campbell	
Campbell Household	27772 San Carlos St.	Sausalito	Sylvana Campbell, Kacey Campbell, Benny Campbell, Elin Campbell	
Carter Household	97011 Lakeport Road	Maywood	Daphne Carter, Alexandrina Carter, Hennie Carter	
Chan Household	29180 Ventura St.	Pleasanton	Shaw Chan, Oscar Chan	
Chang Household	27041 Alameda Way	National City	Davy Chang, Aloysia Chang, Romeo Chang	
Clarke Household	12844 Vista St.	Maywood	Becky Clarke, Lucie Clarke, Morrie Clarke	
Clarke Household	86680 Cupertino Way	Bellflower	Ginnie Clarke, Lorelei Clarke, Valora Clarke	
Coleman - Individual	42923 Suisun City Terrace	Rancho Palos Verdes	Mikey Coleman	
Coleman Household	24834 Fowler Blvd.	Morro Bay	Kilby Coleman, Mordy Coleman	
Collins Household	98748 Paso Robles Way	Lodi	Karsten Collins, Milburn Collins	
Cullen Household	32401 Rancho Mirage Terrace	Atwater	Leanne Cullen, Merlin Cullen, Gregg Cullen	
Cunningham Household	54818 Colma Terrace	Ontario	Samson Cunningham, Vernon Cunningham, Aggie Cunningham	

This notice only appears if this household was recently split with another. The link will redirect the

user to this same screen for that household.

Clicking on any individual will take the user to

Interactions to manage home address and phone information matches the interactions from Screen

Screen 2.2 for that individual.

PEOPLE GROUPS LOG OUT HOUSEHOLDS COMMUNICATIONS ADMINISTRATION

Household: Smith Household

ALCF Church Management System

Note: This household was recently split with the **Brown Household** by Doris Cohen on February 23, 2009.

Household Members

Edit Roles

to Screen 3.3

Role	Name	Email	Phone
Head	John Smith	jsmith@gmail.com	415-555-1212
Spouse	Keri Brown	kbrown@gmail.com	415-555-2211
Child	Jack Smith		

Home Address and Phone for the Smith Household

to Screen 3.4 Add New

Current	Address	City/State	Zip Code	Home Phone
Current Home	425 Western Ave	Sunnyvale, CA	94086	408-555-1212
[set as current]	123 Main Street, Apt. #3	Palo Alto, CA	94011	<u>650-555-1212</u>
[set as current]	1852 Mary Ave	Sunnyvale, CA	94087	408-421-1725

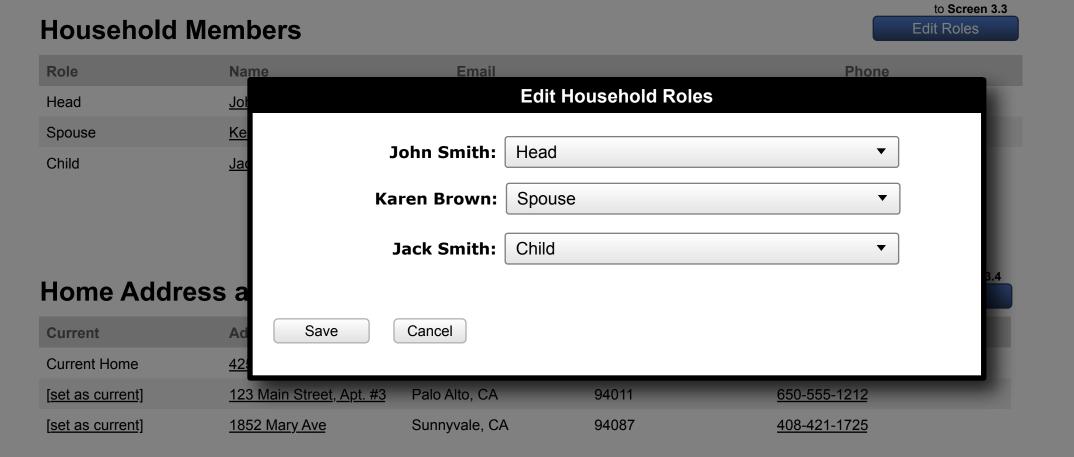
to Screen 3.5 Add an Individual to Screen 3.6 Remove an Individual to Screen 3.7 Split this Household to Screen 3.8 Merge Households

ALCF Church Management System

Welcome, Joe User

GROUPS LOG OUT PEOPLE HOUSEHOLDS COMMUNICATIONS ADMINISTRATION

Household: Smith Household



to Screen 3.5

to Screen 3.6

to Screen 3.7 Split this Household to Screen 3.8 Merge Households

Page 30 of 46

ALCF Church Management System IA Membership Subsystem 3.4 Edit Household, Address and Phone

Edit Household – Address and Phone

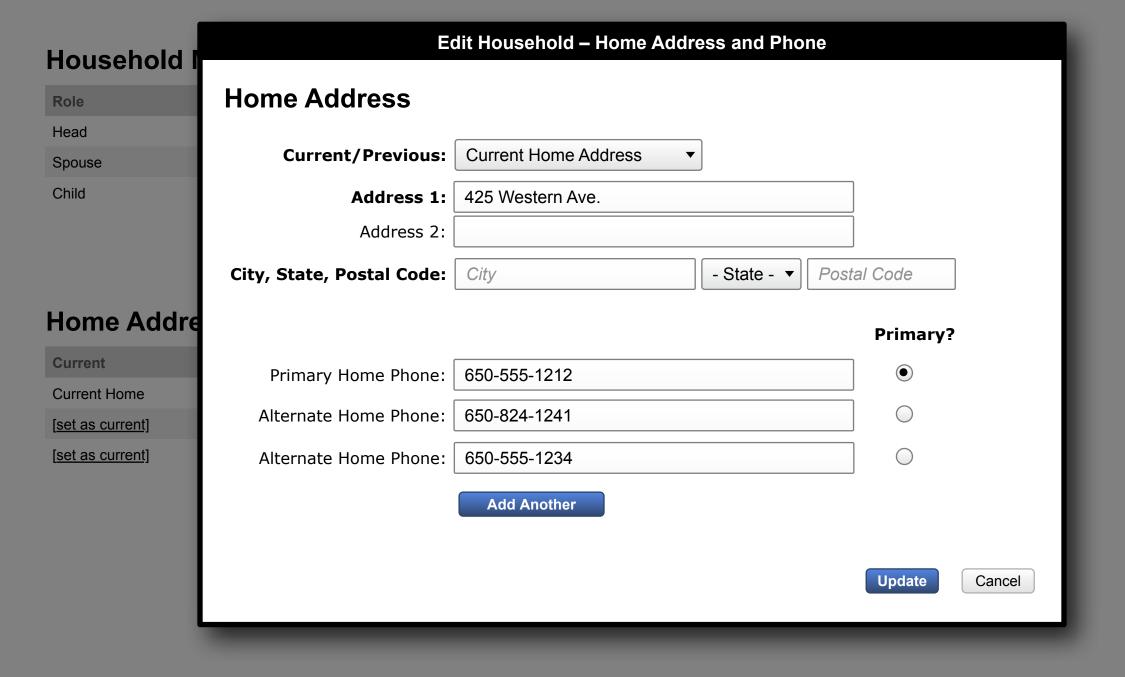
The interactions here match the interactions from **Screen 2.3.2**.

ALCF Church Management System

Welcome, Joe User

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT

Household: Smith Household



to Screen 3.5
Add an Individual

to Screen 3.6

Remove an Individual

to Screen 3.7

Split this Household

to Screen 3.8

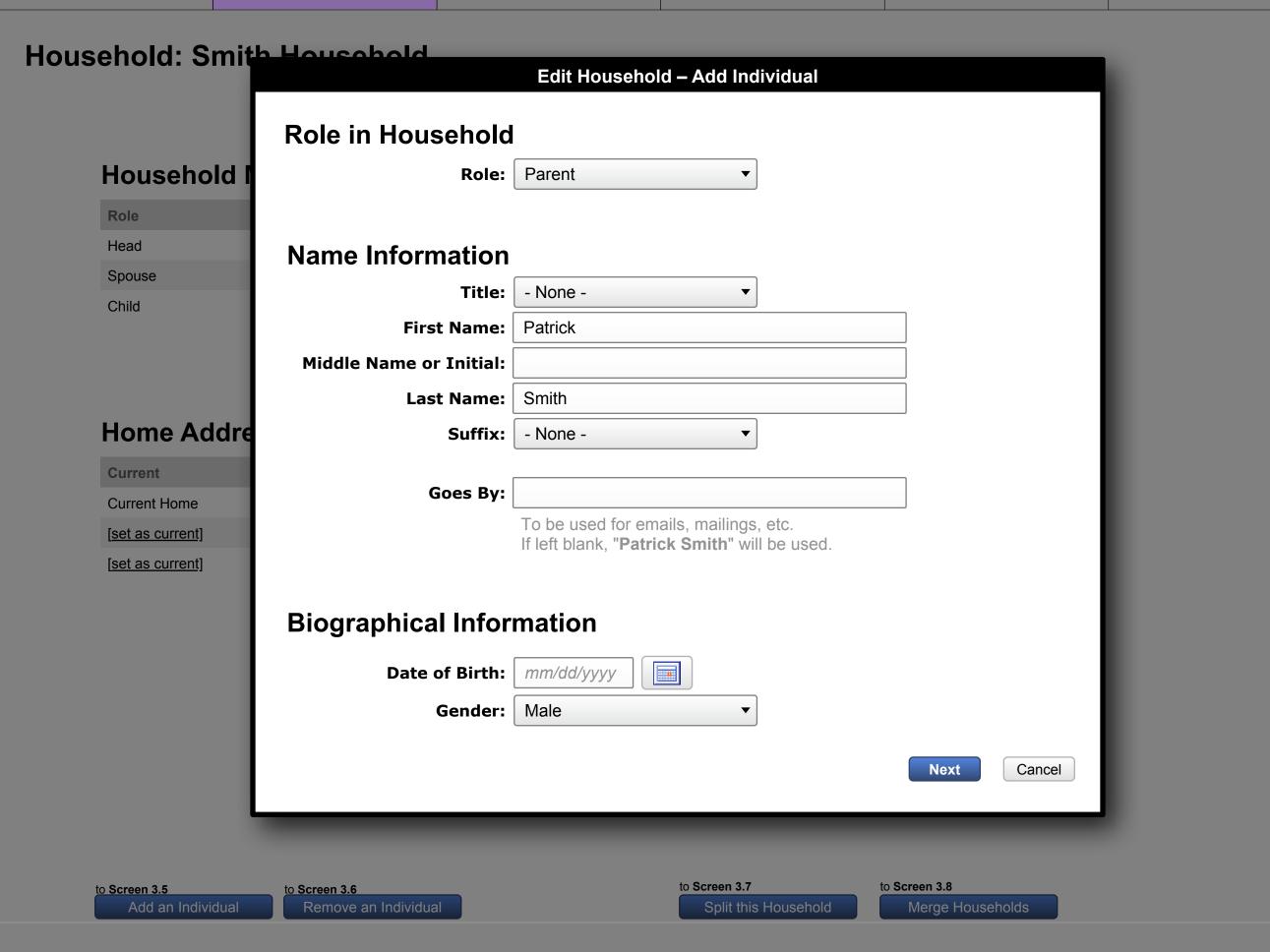
Merge Households

Upon clicking "Next", the system will search to try any similarly-matched names in the system: * If at least one similarly-matched names exists, the user will be directed to Screen 3.5.1

* If no similarly-matched names exist anywhere, then the individual will be created and added to this household and the dialog box will close (redirecting the user back to **Screen 3.2**)

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT



Fri Jan 15 2010 Page 32 of 46

Welcome, Joe User

Edit Household - Reconcile Added Individual

This screen allows the user to attempt to reconcile an added individual to the household with an existing individual in the system, in order to prevent duplicate records.

"Back" will take the user back to Screen 3.5.

"Create..." will create the entry as a new individual and will place the newly created individual into this household. The dialog box will then close and the

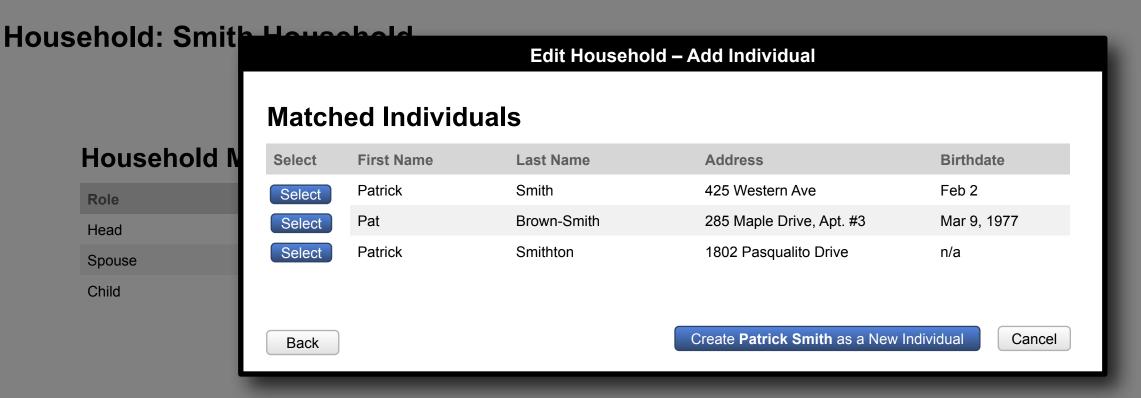
"Select" will have the system check to see if the individual is already part of a multi-person

- household: * If yes, then the system will add the individual into this household.
- * If no, then the system will merge the individual's single-person household into this household. Either way, the dialog box will then close and the user will be taken back to Screen 3.2.

"Cancel" will close the dialog box the user will be taken back to Screen 3.2.

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS ADMINISTRATION LOG OUT COMMUNICATIONS





to Screen 3.5

to Screen 3.6

to Screen 3.7 Split this Household to Screen 3.8 Merge Households

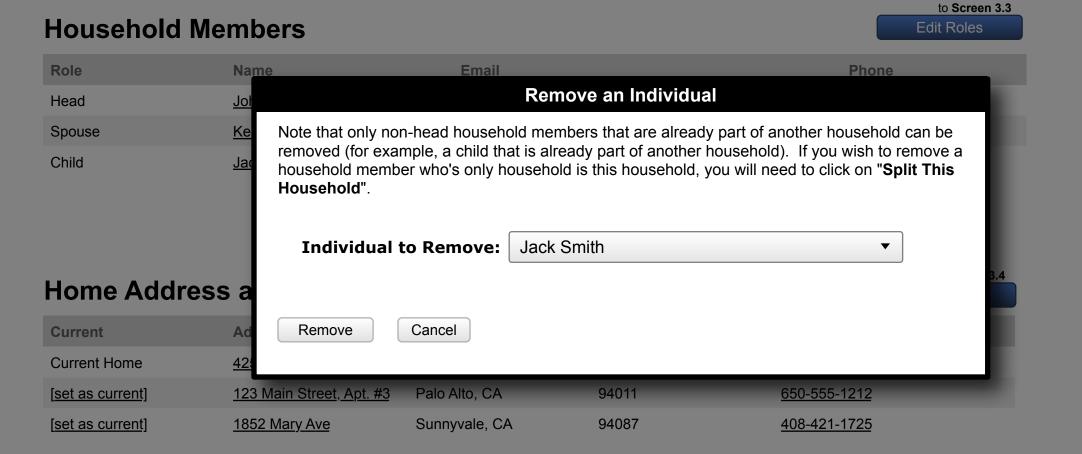
Fri Jan 15 2010 Page 33 of 46

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT

Edit Household - Remove an Individual

See note in the dialog box about which individuals

Household: Smith Household



to Screen 3.5

to Screen 3.6

to Screen 3.7 Split this Household to Screen 3.8 Merge Households

Fri Jan 15 2010 Page 34 of 46

Welcome, Joe User

This will cause the current household to be split into

Note that the head of the current household must stay in this household. Only non-head household members can be split off.

All shared "previous home address" information will be copied over to the new household, and from this point forward they will be managed independently

The new address will be saved as the current home address for the new household. The current home address will be saved as a previous home address for the new household.

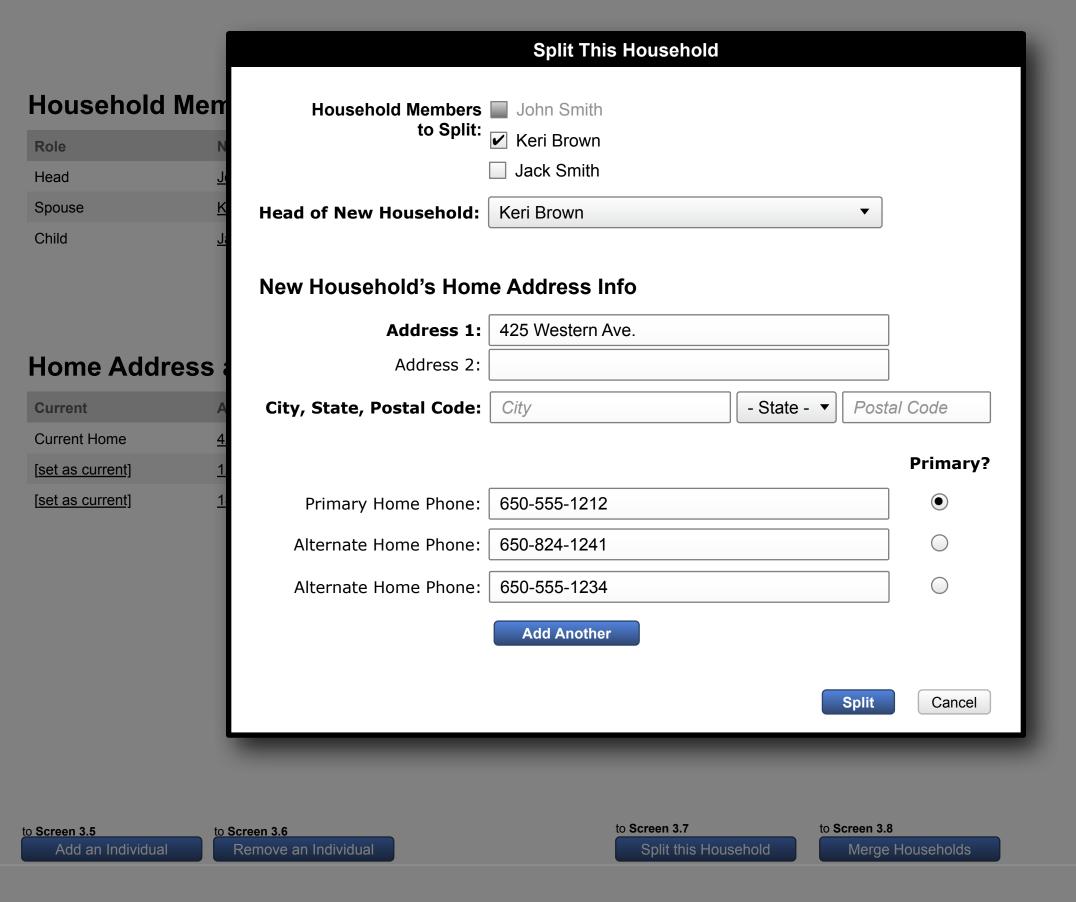
Current home address information for this household will remain unchanged.

After hitting "Split", the dialog box will close, redirecting the user to Screen 3.2 for the old household. However, as a convenience a notice of the split will appear at the top of Screen 3.2 for 2 weeks, with a link to "the other household".

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS ADMINISTRATION LOG OUT COMMUNICATIONS

Household: Smith Household



After hitting "Merge", the dialog box will close, redirecting the user to **Screen 3.2** for the combined household. If there is any old "Recently Split from..." messaging on either household, that will no longer appear.

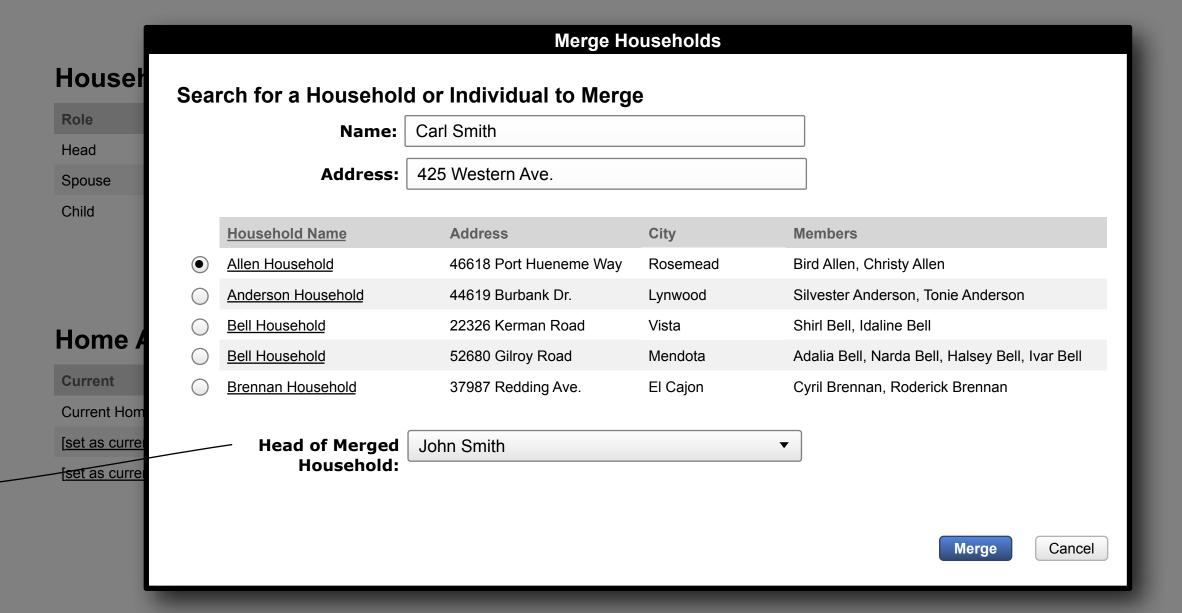
home address" for each individual in the household

The only available choices are the Head of either merged household.

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT

Household: Smith Household



to Screen 3.5

to Screen 3.6

to Screen 3.7 Split this Household to Screen 3.8 Merge Households

Page 36 of 46

Welcome, Joe User

Groups must belong to at least one or more ministry which oversees the management of the

Groups can have an email alias (e.g. realworld@groups.alcf.net) as well as one or more individuals (e.g. staff member, lay leader, etc.) who moderates and manages the email alias. Email options for each group can be one of the following: * **Announce Only** – only moderators and users affiliated with this ministry is allowed to send

- * **Private List** only members of the group can send messages to the list
- * Public List anyone can send messages to the

These are the following "Types" of groups: * Ad Hoc – these are self-service groups that need

- * Category see below for more information * Growth - these are Growth Groups, which has a host, a facilitator, and a structure type (e.g. Young Adult, Regular, Spanish Speaking, etc.)
- * **Regular** these groups are for everything else * Smart – these groups cannot have individuals manually added or removed to it, but instead its membership is defined by rules (e.g. "any individual who is listed as a facilitator of a Growth Group")

To help with the organization of groups, groups can have a category, and categories can be nested. Note that categories, in and of themselves, cannot have individual members assigned to it. However, categories can also have email aliases (e.g. safarikids@groups.alcf.net) where the message would be sent out to the distinct set of individuals who are part of any group that belongs to the "Safari Kids" category.

Normally, any groups that an individual is part of will be listed in the individual's profile page on **Screen 2.4.1**. However, if a specific group is marked as "Confidential", the individual's membership will NOT be made known to any user not affiliated with the ministry that the group is part of.

Any logged-in user can view the membership of any non-confidential group. For confidential groups, only users affiliated with the ministry of that group can view the membership.

Only users affiliated with the ministry of a group can edit the membership, name, categorization and other properties of a given group. They are also the only ones who can create new groups and view/edit roles for the ministry.

ChMS Main IA.graffle Fri Jan 15 2010 Page 37 of 46

ALCF Church Management System

PEOPLE

HOUSEHOLDS GROUPS COMMUNICATIONS LOG OUT ADMINISTRATION

View Groups in "Worship Arts"

Ministry: Worship Arts Refresh List refreshes table below

Group Name	Туре	Email
Choir	Category	Announce Only – <u>choir@groups.alcf.net</u>
> <u>Celebration Choir</u>	Regular Group	Announce Only – <u>celebration.choir@groups.alcf.net</u>
> Gospel Choir	Regular Group	Announce Only – <u>gospel.choir@groups.alcf.net</u>
Easter Production 2009	Category	Announce Only – <u>easter-2009@groups.alcf.net</u>
> Easter 2009 Cast	Regular Group	Announce Only – easter-2009-cast@groups.alcf.net
> Easter 2009 Costumes	Regular Group	Announce Only – <u>easter-2009-costumes@groups.alcf.net</u>
> Easter 2009 Crew	Regular Group	Announce Only – <u>easter-2009-crew@groups.alcf.net</u>
Easter Production 2010	Category	Announce Only – <u>easter-2010@groups.alcf.net</u>
> Easter 2010 Cast	Regular Group	Announce Only – <u>easter-2010-cast@groups.alcf.net</u>
> Easter 2010 Costumes	Regular Group	Announce Only – <u>easter-2010-costumes@groups.alcf.net</u>
> Easter 2010 Crew	Regular Group	Announce Only – <u>easter-2010-crew@groups.alcf.net</u>
Worship Team	Regular Group	Private List – worship-team@groups.alcf.net

clicking on any item will take user to Screen 4.2.1 ~ 4.2.5 (depending on the Group type)

> This will take the user to a "blank" version of **Screen 4.2.1 ~ 4.2.5** (depending on the Group type)

Create a New Group for Type: Regular Group

Create

View Roles in Worship Arts

to Screen 4.5

Welcome, Joe User

ALCF Church Management System IA Membership Subsystem 4.1.2 View Groups (GG)

View Groups – Example for Growth Groups

See Screen 4.1.1 for notes

ALCF Church Management System

Welcome, Joe User

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT

View Groups in "Growth Groups"

Ministry: Growth Groups

▼ Refresh List refreshes table below

Group Name	Туре	Email
Growth Groups	Category	Announce Only – gg@groups.alcf.net
> Peninsula	Category	
> San Francisco 01	Regular Group	Private List – gg.sf01@groups.alcf.net
> San Francisco 02	Regular Group	Private List – gg.sf02@groups.alcf.net
> South Bay	Category	
> Mountain View 01	Regular Group	Private List – gg.mv01@groups.alcf.net
> Palo Alto 01	Regular Group	Private List – gg.pa01@groups.alcf.net
Growth Group Facilitators	Category	Announce Only – gg.fac@groups.alcf.net
> <u>Living Lessons Facilitators</u>	Smart Group	Announce Only – gg.fac.ll@groups.alcf.net
> Regular Facilitators	Smart Group	Announce Only – gg.fac.regular@groups.alcf.net
> Young Adults Facilitators	Smart Group	Private List – gg.fac.ya@groups.alcf.net
Growth Group Hosts	Smart Group	Private List – <u>worship-team@groups.alcf.net</u>

This will take the user to a "blank" version of **Screen 4.2.1 ~ 4.2.5** (depending on the Group type)

Create a New Group for Type:

Regular Group

The state of t

Create

View Roles in Worship Arts

to Screen 4.5

-240 py

ALCF Church Management System IA Membership Subsystem 4.2.1 View Group, Category

View Group – type "Category"

Groups must be affiliated with at least one ministry.

If a group is affiliated with more than one ministry, it must be at the top-level (e.g. it must have a category of "none").

If the group is considered "Confidential", only users in affiliated ministries have access to this page for the confidential group. Moreover, the group will be marked as Confidential.

Clicking on any group will take the user to **Screen 4.2.x** for that group.

Clicking on any individual will take the user to **Screen 2.2** for that individual.

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT

Group Category "Growth Groups"

Ministry: Growth Groups

Parent Category: none

Email List Preferences: Announce Only – <u>gg@groups.alcf.net</u>

CONFIDENTIAL

only displayed if group is "Confidential"

to Screen 4.3.1

Welcome, Joe User

Edit

Groups in this Category

Group Name	Туре	Email
<u>Peninsula</u>	Category	none
> <u>San Francisco 01</u>	Regular Group	Private List – gg.sf01@groups.alcf.net
> San Francisco 02	Regular Group	Private List – gg.sf02@groups.alcf.net
South Bay	Category	none
> Mountain View 01	Regular Group	Private List – gg.mv01@groups.alcf.net
> Palo Alto 01	Regular Group	Private List – gg.pa01@groups.alcf.net

Members in the Groups in this Category

	•	<u> </u>		
First Name	Last Name	Email	Group(s)	Role(s)
<u>Reseda</u>	<u>Adams</u>	radams3769@sbcglobal.net	Mountain View 01	Member
<u>Bianca</u>	Anderson	biancaa5054@aol.com	San Francisco 02	Member
<u>Helen</u>	Anderson	handerson5214@hotmail.com	San Francisco 02 and Mountain View 01	Faciliator and Member
<u>Bertina</u>	<u>Baker</u>	bbaker685@rice.edu	Palo Alto 01	Member
<u>Estra</u>	<u>Barry</u>	estrab5615@earthlink.net	Mountain View 01	Member
Adal	<u>Bell</u>	abell5978@sbcyahoo.com	Palo Alto 01	Host
<u>Josephine</u>	<u>Bennett</u>	josephineb1823@mail.nasa.gov	Mountain View 01	Member
<u>Carly</u>	<u>Boyle</u>	carly.boyle8193@gmail.com	San Francisco 01	Faciliator
<u>Florinda</u>	<u>Brady</u>	fbrady5889@attmail.com	San Francisco 01	Member
<u>Salena</u>	<u>Brooks</u>	salena.brooks4331@rocketmail.com	San Francisco 02 and Mountain View 01	Member
<u>Bina</u>	<u>Brown</u>	bina.brown8127@mail.nasa.gov	San Francisco 02 and Mountain View 01	Faciliator and Member
Ollie	<u>Brown</u>	ollieb8308@excite.com	San Francisco 02	Member
<u>Owen</u>	<u>Burns</u>	owenb213@lycos.com	San Francisco 01	Member
Rosalie	<u>Burns</u>	rosalieb9352@rocketmail.com	San Francisco 01	Member
<u>Barbara</u>	<u>Butler</u>	bbutler7368@earthlink.net	Mountain View 01	Faciliator
Alice	<u>Carter</u>	alice.carter8397@attmail.com	San Francisco 01	Member
<u>Neal</u>	<u>Carter</u>	neal.carter8613@attmail.com	San Francisco 02	Host
<u>Virginia</u>	<u>Casey</u>	vcasey8472@rocketmail.com	San Francisco 02 and Mountain View 01	Member and Host
<u>Malva</u>	<u>Chan</u>	malva.chan5081@rice.edu	San Francisco 01	Member
Perce	<u>Chang</u>	pchang7735@excite.com	San Francisco 02 and Mountain View 01	Faciliator





ALCF Church Management System IA Membership Subsystem 4.2.2 View Group, Growth

View Group – type "Growth"

This screen is more or less the same for Regular groups as well.

See Screen 4.2.1 for any additional notes.

Edit buttons will take user to **Screen 4.4.1**.

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT

Growth Group "San Francisco 02"

Ministry: Growth Groups

Parent Category: Growth Groups > Peninsula

Email List Preferences: Private List – <u>gg.sf02@groups.alcf.net</u>

Members in this Group

to Screen 4.4.2
Add a Member

Welcome, Joe User

to Screen 4.3.1

Edit	First Name	Last Name	Email	Current Role(s)
<u>Edit</u>	<u>Adrian</u>	<u>Dwyer</u>	adriand4787@sbcyahoo.com	Member and Host
<u>Edit</u>	Albin	<u>Kennedy</u>	albink3514@aol.com	Member
— Edit	<u>Algie</u>	<u>O'Keeffe</u>	algieo5839@aol.com	Member
Edit	<u>Barnet</u>	<u>Hall</u>	bhall6400@lycos.com	Member
<u>Edit</u>	Beck	Power	bpower1881@northwestern.edu	Member
<u>Edit</u>	Bessie	<u>Hall</u>	bhall7757@rocketmail.com	Member
<u>Edit</u>	<u>Bret</u>	Shaw	bret.shaw5743@hotmail.com	Member
<u>Edit</u>	Burton	Long	burtonl6946@excite.com	Member
<u>Edit</u>	<u>Cass</u>	<u>Donnelly</u>	cass.donnelly7307@northwestern.edu	Member
Edit Edit	<u>Cass</u> <u>Colton</u>	<u>Donnelly</u> <u>Wright</u>	cass.donnelly7307@northwestern.edu cwright1882@gmail.com	Member Member
		-	· -	
<u>Edit</u>	Colton	Wright	cwright1882@gmail.com	Member
Edit Edit	<u>Colton</u> <u>Daff</u>	Wright Bell	cwright1882@gmail.com dbell6829@northwestern.edu	Member Member
Edit Edit Edit	Colton Daff Della	Wright Bell Kenney	cwright1882@gmail.com dbell6829@northwestern.edu dellak8136@excite.com	Member Member Member
Edit Edit Edit Edit	Colton Daff Della Dexter	Wright Bell Kenney Sweeney	cwright1882@gmail.com dbell6829@northwestern.edu dellak8136@excite.com dexters8223@sbcyahoo.com	Member Member Member Member and Faciliator
Edit Edit Edit Edit Edit	Colton Daff Della Dexter Donna	Wright Bell Kenney Sweeney Lee	cwright1882@gmail.com dbell6829@northwestern.edu dellak8136@excite.com dexters8223@sbcyahoo.com dlee2597@aol.com	Member Member Member Member and Faciliator Member

ALCF Church Management System IA Membership Subsystem 4.3.1 Edit Group

Edit Group

Because a multiple-ministry group needs to be at the top level, Parent Category will gray out if multiple ministries are selected.

Also, because a group is automatically part of a ministry if it has a parent category, ministries will be grayed out if Parent Category is *not* "None".

ALCF Church Management System

Welcome, Joe User

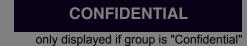
PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT

Group Category "Growth Groups"

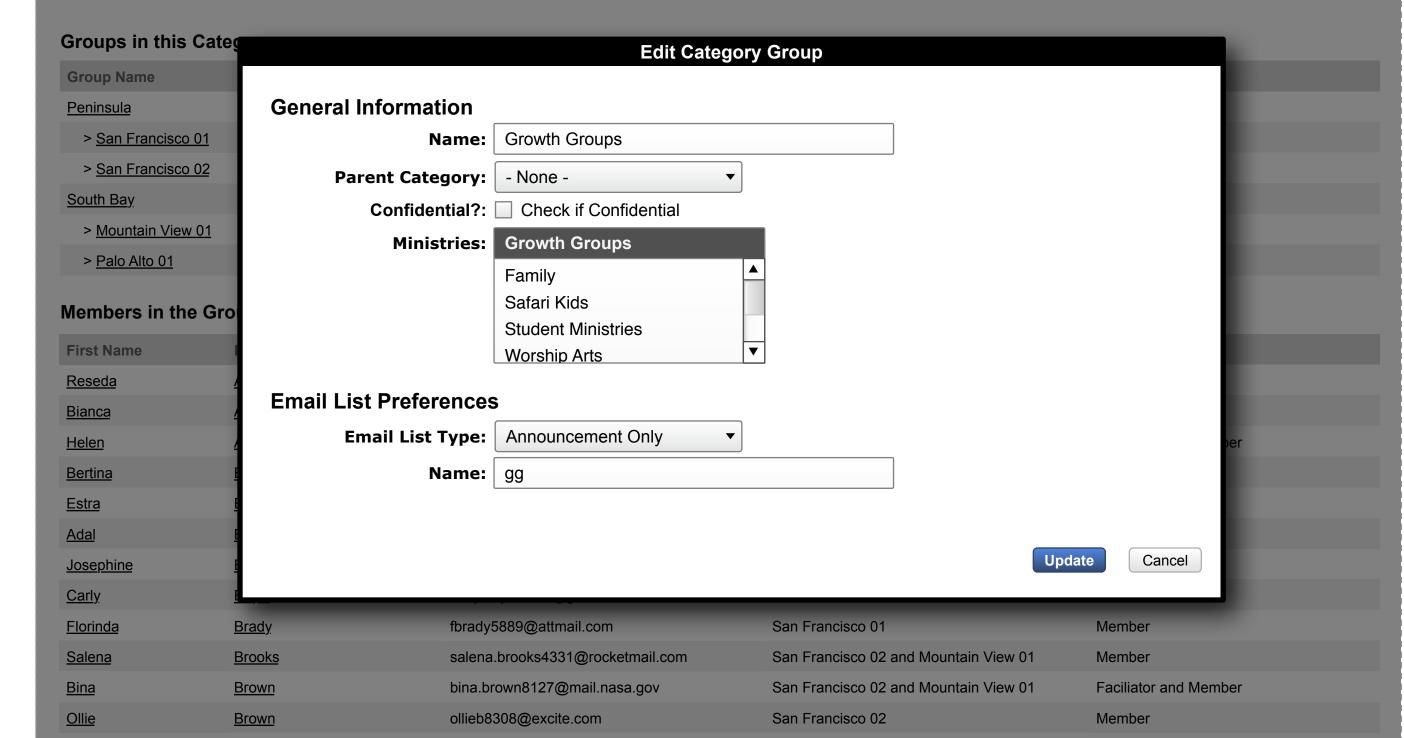
Ministry: Growth Groups

Parent Category: none

Email List Preferences: Announce Only – <u>gg@groups.alcf.net</u>



to Screen 4.3.1



San Francisco 01

San Francisco 01

Mountain View 01

San Francisco 01

San Francisco 02

San Francisco 01

San Francisco 02 and Mountain View 01

San Francisco 02 and Mountain View 01

Member

Member

Faciliator

Member

Member

Faciliator

Member and Host

Host

owenb213@lycos.com

rosalieb9352@rocketmail.com

alice.carter8397@attmail.com

neal.carter8613@attmail.com

vcasey8472@rocketmail.com

malva.chan5081@rice.edu

pchang7735@excite.com

bbutler7368@earthlink.net

<u>Owen</u>

Rosalie

Barbara

<u>Alice</u>

<u>Neal</u>

<u>Virginia</u>

<u>Malva</u>

768 px

<u>Burns</u>

Burns

Butler

<u>Carter</u>

<u>Carter</u>

<u>Casey</u>

<u>Chan</u>

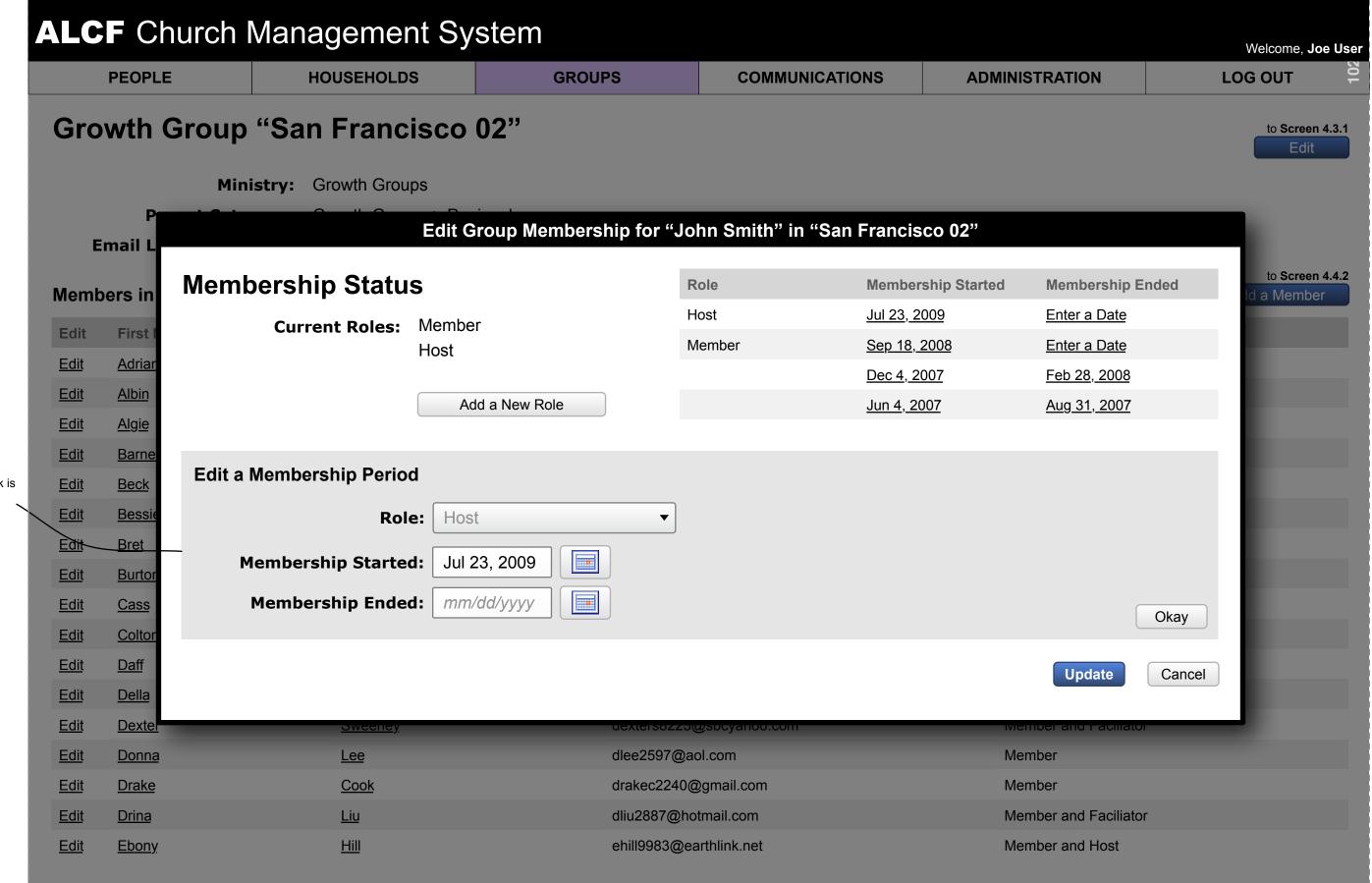
<u>Chang</u>

ALCF Church Management System IA Membership Subsystem 4.4.1 Edit Group Membership

Edit Group Membership

This screen is more or less the same for Regular

"Edit a Membership Period" or "Add a New Role" subsection will only appear after the button or link is clicked. When "Editing", Role will be grayed-out. When "Adding", only roles that aren't currently active roles will be available for selection. Roles and Membership Start Date are required. Membership End Date is optional



ChMS Main IA.graffle Fri Jan 15 2010 Page 42 of 46

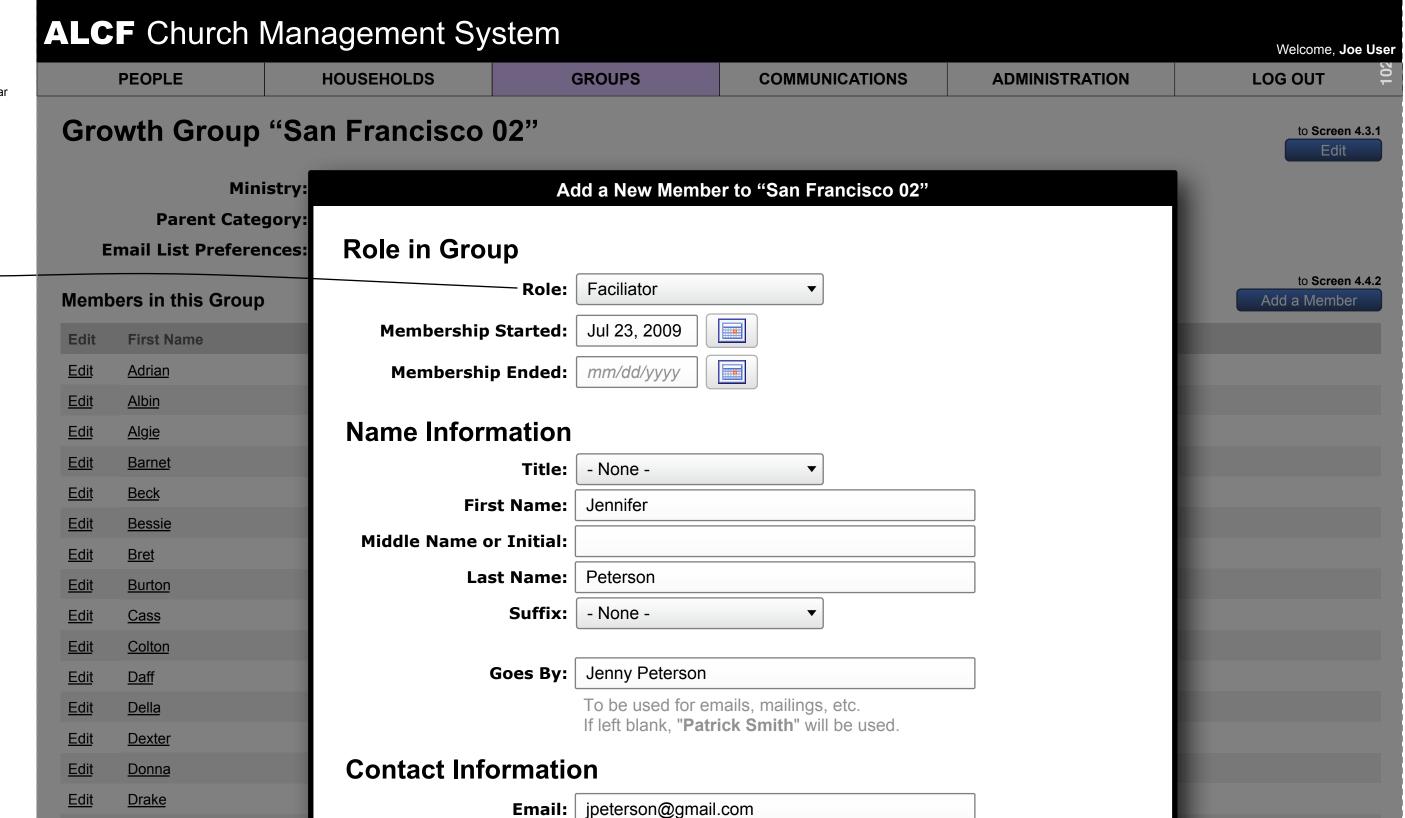
ALCF Church Management System IA Membership Subsystem 4.4.2 Add Group Membership

Add Group Membership

This screen is more or less the same for Regular

List of Roles is defined at the Ministry level.

Upon hitting **Next**, the system will try and determine if there are any matches. If none exists, the system will popup a "Individual Does Not Exist – Create a New Individual record?" confirmation dialog box. If at least one exists, the user will be redirected to Screen 4.4.3.



Next

Cancel

ChMS Main IA.graffle Fri Jan 15 2010 Page 43 of 46

<u>Edit</u>

<u>Edit</u>

<u>Drina</u>

Ebony

ALCF Church Management System IA Membership Subsystem 4.4.3 Add Group Membership, Reconcile Individual

This screen is more or less the same for Regular groups as well.

Hitting **Select** will add the selected individual as a new member to the group. The window will then close, essentially redirecting the user to **Screen**

Hitting **Create** will first create the new individual without a household record and then associate the individual as a new member to the group. The user will then be prompted "View/Edit Preferences for the New Individual?" If yes, the user will be redirected to **Screen 2.2** for the new individual. Otherwise, the dialog box will close, essentially redirecting the user to **Screen 4.2.2**.

Hitting **Back** will take the user back to **Screen 4.4.2**.

Hitting **Close** will close the dialog box, essentially redirecting the user to **Screen 4.2.2**.

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT

Growth Group "San Francisco 02" to Screen 4.3.1 Add New Member to "San Francisco 02" **Ministry: Matched Individuals Parent Category: Email List Preferences:** Select **First Name Last Name Address** Email to Screen 4.4.2 425 Western Ave Jennifer Peterson none **Members in this Group** Select Add a Member Peterson-Smith 285 Maple Drive, Apt. #3 jps@hotmail.com Jen Select First Name Edit Pattyson 1802 Pasqualito Drive Select Jenny none **Edit** <u>Adrian</u> <u>Edit</u> <u>Albin</u> <u>Edit</u> <u>Algie</u> Create **Jenny Peterson** as a New Individual Cancel Back **Edit** <u>Barnet</u> bpower1881@northwestern.edu Member <u>Beck</u> Power <u>Edit</u> <u>Hall</u> bhall7757@rocketmail.com Member <u>Edit</u> <u>Bessie</u> bret.shaw5743@hotmail.com <u>Edit</u> <u>Bret</u> **Shaw** Member <u>Edit</u> **Burton** <u>Long</u> burtonl6946@excite.com Member <u>Cass</u> cass.donnelly7307@northwestern.edu Member <u>Edit</u> **Donnelly** Colton cwright1882@gmail.com Member <u>Edit</u> Wright dbell6829@northwestern.edu **Edit** Daff <u>Bell</u> Member dellak8136@excite.com Member <u>Edit</u> <u>Della</u> <u>Kenney</u> dexters8223@sbcyahoo.com Member and Faciliator <u>Edit</u> **Dexter** <u>Sweeney</u> dlee2597@aol.com Member <u>Edit</u> **Donna** <u>Lee</u> drakec2240@gmail.com Member <u>Edit</u> <u>Drake</u> Cook

dliu2887@hotmail.com

ehill9983@earthlink.net

Member and Faciliator

Member and Host

Welcome, Joe User

<u>Edit</u>

<u>Edit</u>

<u>Drina</u>

Ebony

<u>Hill</u>

ALCF Church Management System IA Membership Subsystem 4.5 View Ministry Roles

View Group Roles for Ministry

Allows the user to view and edit assignable group roles for the ministry.

Only users affiliated with a given ministry can view or edit the roles for that ministry.

Only roles that are not currently being used are able to be Deleted.

Clicking on "Edit" allows the user to use the textbox to edit a particular role name. "Add Role" disappears and "Update" and "Cancel" appear instead.

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT

View Roles in "Worship Arts"

Edit / Delete	Role
Edit Delete	Actor
Edit Delete	Leader
Edit Delete	Musician
Edit Delete	Participant
Edit Delete	Singer

Role Name:

updates the above list and saves changes

Add Role

Back to View Groups

to Screen 4.1.1

ChMS Main IA.graffle Fri Jan 15 2010

Page 45 of 46

Welcome, Joe User

ALCF Church Management System IA Membership Subsystem 6.1 Administration Menu

Main Administration Menu

Only ChMS Administrators have access to this page and anything else under "Administration".

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT

Administration Menu

Vew Users goes to Screen 6.2

View and Manage Users of the ChMS System

ChMS Main IA.graffle Fri Jan 15 2010 Page 46 of 46



Welcome, Joe User