Login Page

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 |

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 on it:

- CanViewStewardship
- 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



Welcome, Joe User

Search for an Individual

This allows the user to search for an any individual

Each individual can be a membership status of

Member

Non-Member/Tithe

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

<u>Duffy</u>

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT

Search for an Individual

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

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

Non-Member/Tithe

12497 La Habra Road



Fort Bragg

<u>Beverly</u>

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.

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS LOG OUT ADMINISTRATION

Individual: John Smith



Child



Primary Contact Info: 425 Western Avenue Sunnyvale, CA 94086

> 408-555-1212 jsmith@gmail.com

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

ALCF Church Management System IA Membership Subsystem 2.2.1 View Individual, Gen Prof, No Household

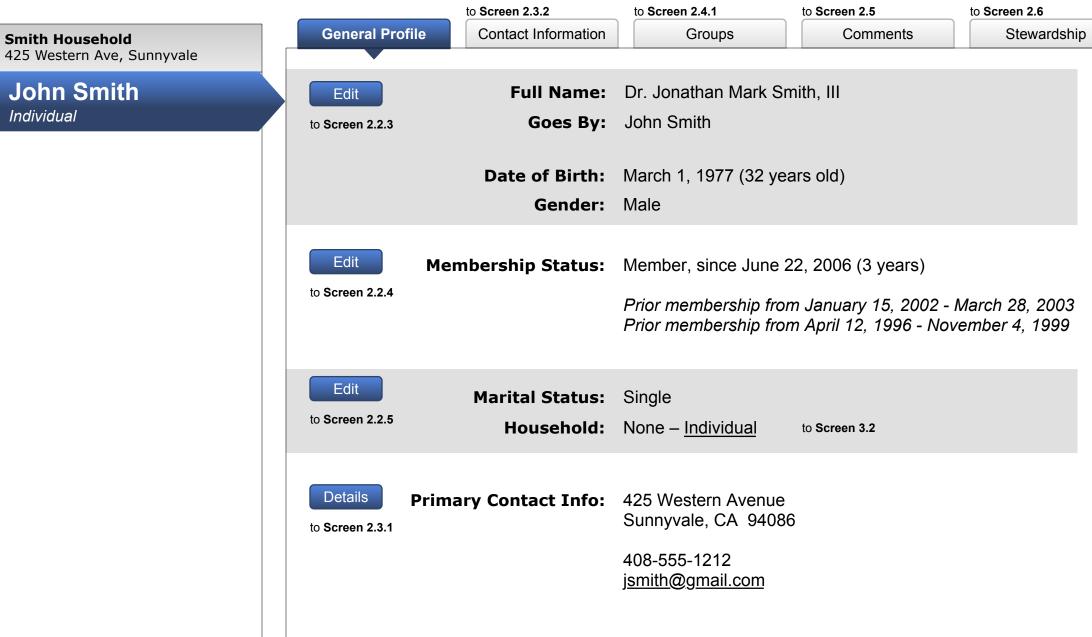
View an Individual - General Profile Tab Not Part of Any Household

See Screen 2.2 for notes.

ALCF Church Management System

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

Individual: John Smith



Record last updated on February 23, 2009 by Doris Cohen

View Change Log

Edit

to Screen 2.2.5

Thu Jan 07 2010 Page 5 of 35

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 2.3.1 to Screen 2.4.1 to Screen 2.5 to Screen 2.6 **General Profile** Contact Information Stewardship Groups Comments Full Name: Jonathan Mark Smith, Jr. Edit Goes By: John Smith to Screen 2.2.3 **Date of Birth:** March 1, 2007 (2 years old) **Gender:** Male Edit Membership Status: Non-Member to Screen 2.2.4

Marital Status: Single

to Screen 3.2

Primary Contact Info: 425 Western Avenue Sunnyvale, CA 94086

Child in the Adams Household -Child in the Westfield Household

Households: Child in the Smith Household

408-555-1212 jsmith@gmail.com

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.

Thu Jan 07 2010 Page 6 of 35

Westfield Household 1852 Mary Ave, Sunnyvale Record last updated on February 23, 2009 by Doris Cohen

Edit

to Screen 2.2.5

Details

to Screen 2.3.1

Adams Household

123 Main Street, Palo Alto

Edit

to Screen 2.2.6

View Change Log

ALCF Church Management System IA Membership Subsystem 2.2.3 Edit Individual, General Information

Edit an Individual – General Information

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

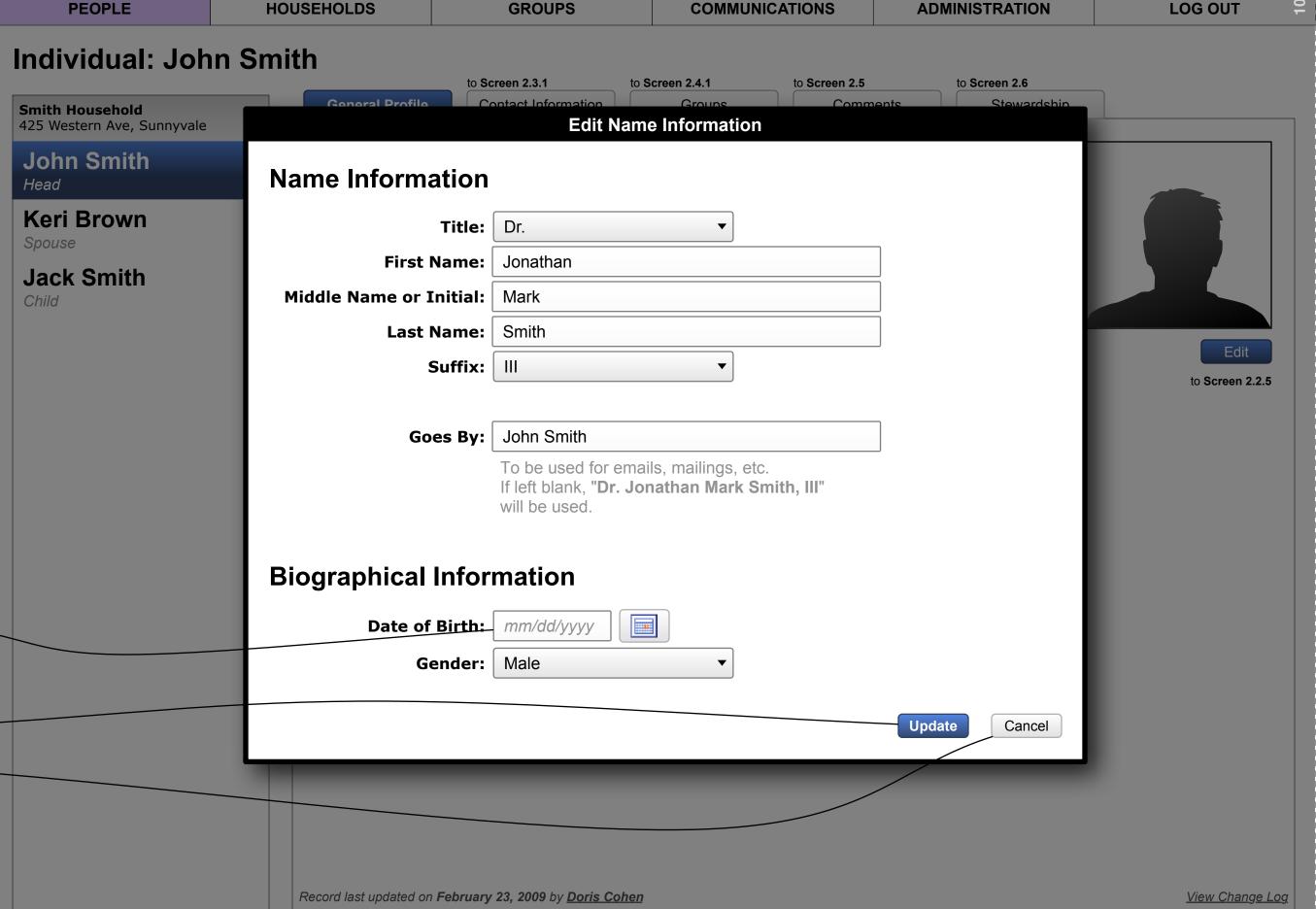
Date of Birth allows the user to enter in either just a Month/Day combination OR a full Month/Day/Year -combination.

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.

ALCF Church Management System

Welcome, Joe User



768 px

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

Edit an Individual – Membership Information

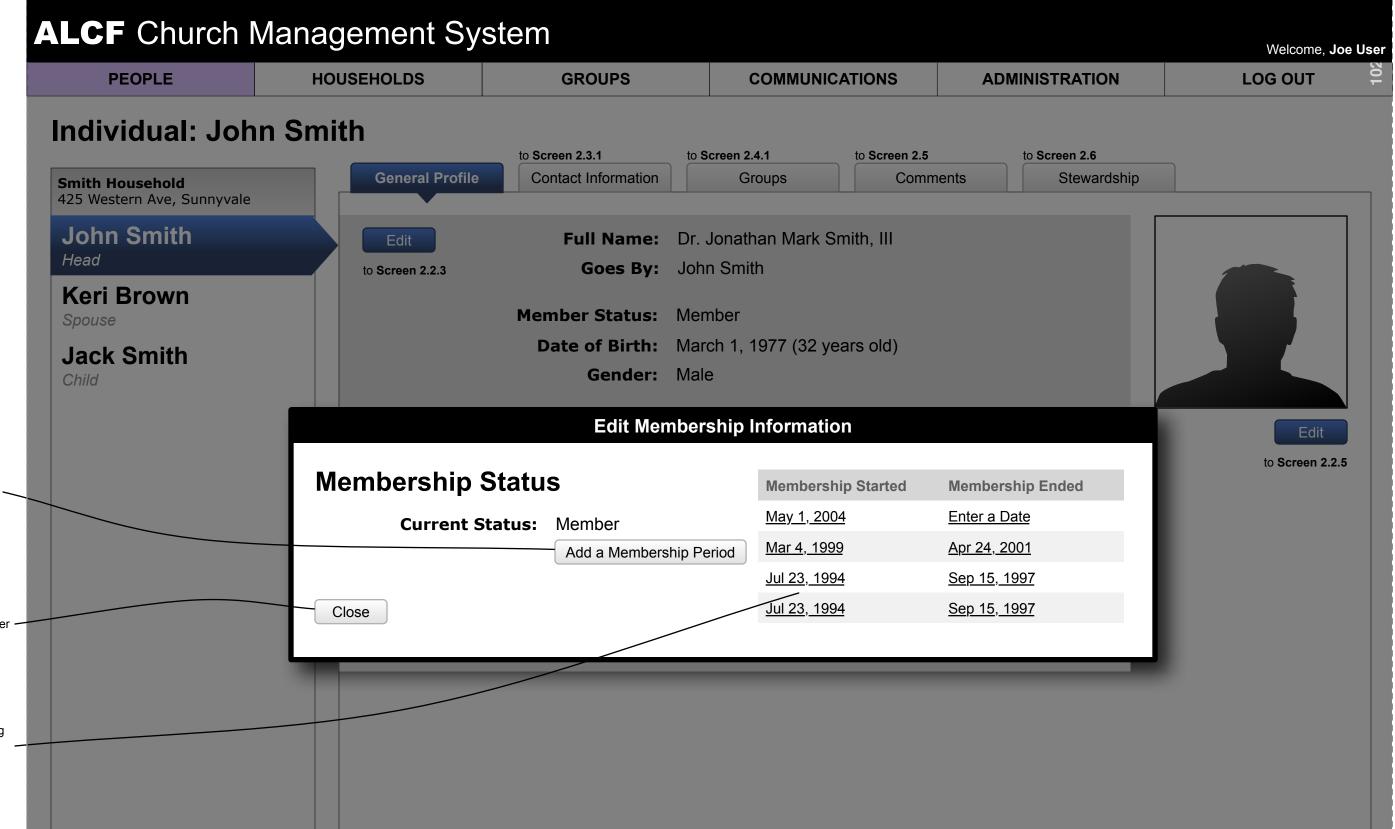
This screen allows a user to edit an individual's Membership Information.

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

ChMS Main IA.graffle Thu Jan 07 2010 Page 8 of 35 View Change Log

ALCF Church Management System

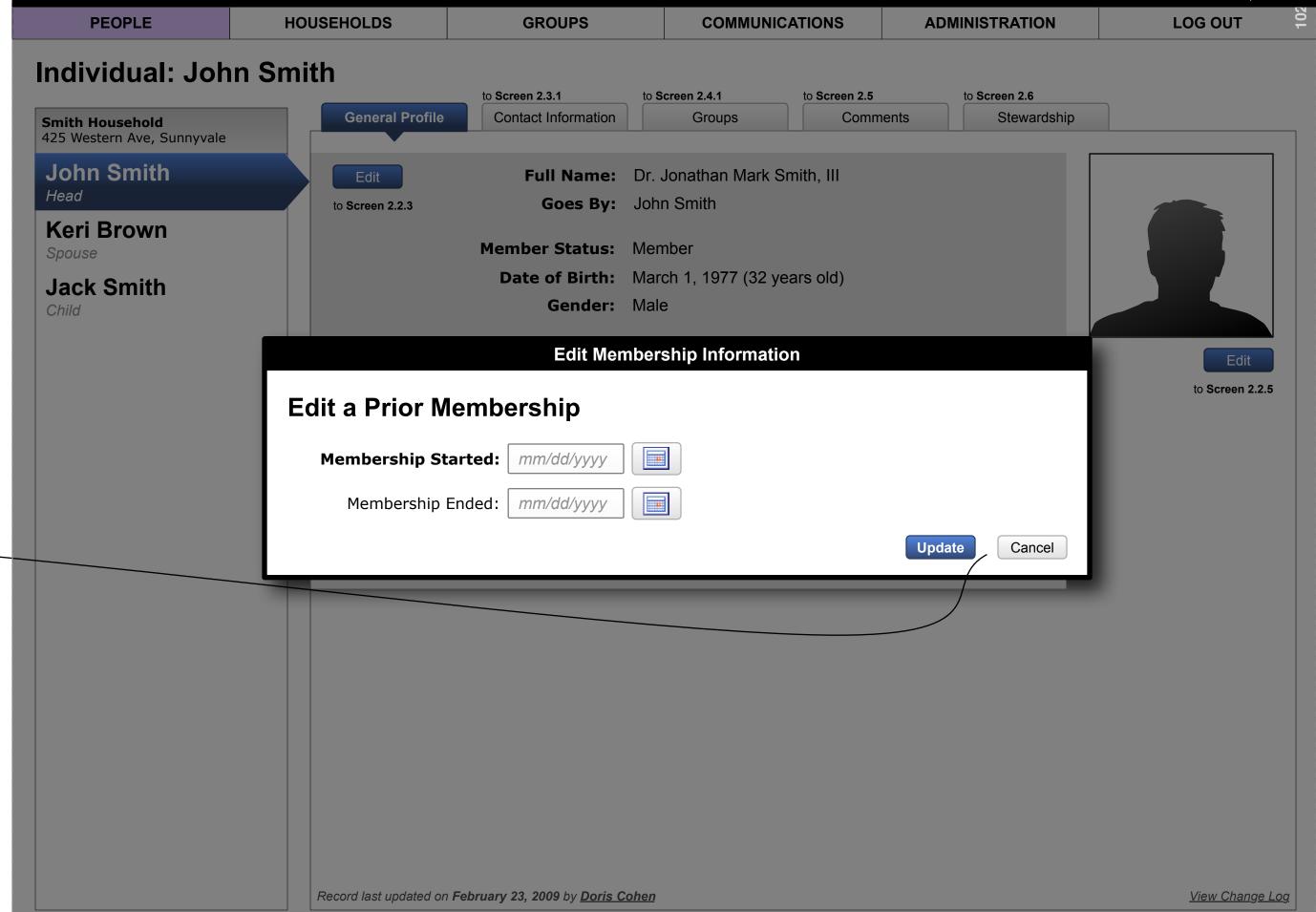
Edit an Individual – Membership Dates

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.

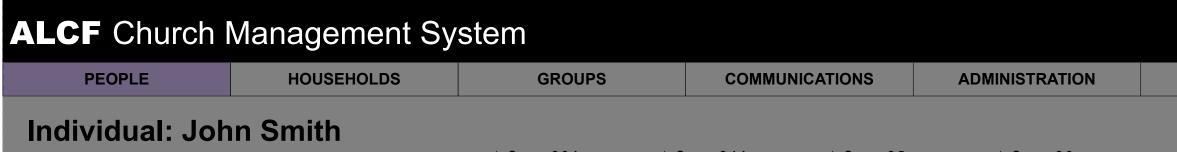
If a "Married To" name is entered, that name **must** be associated with an actual database record for that Individual.

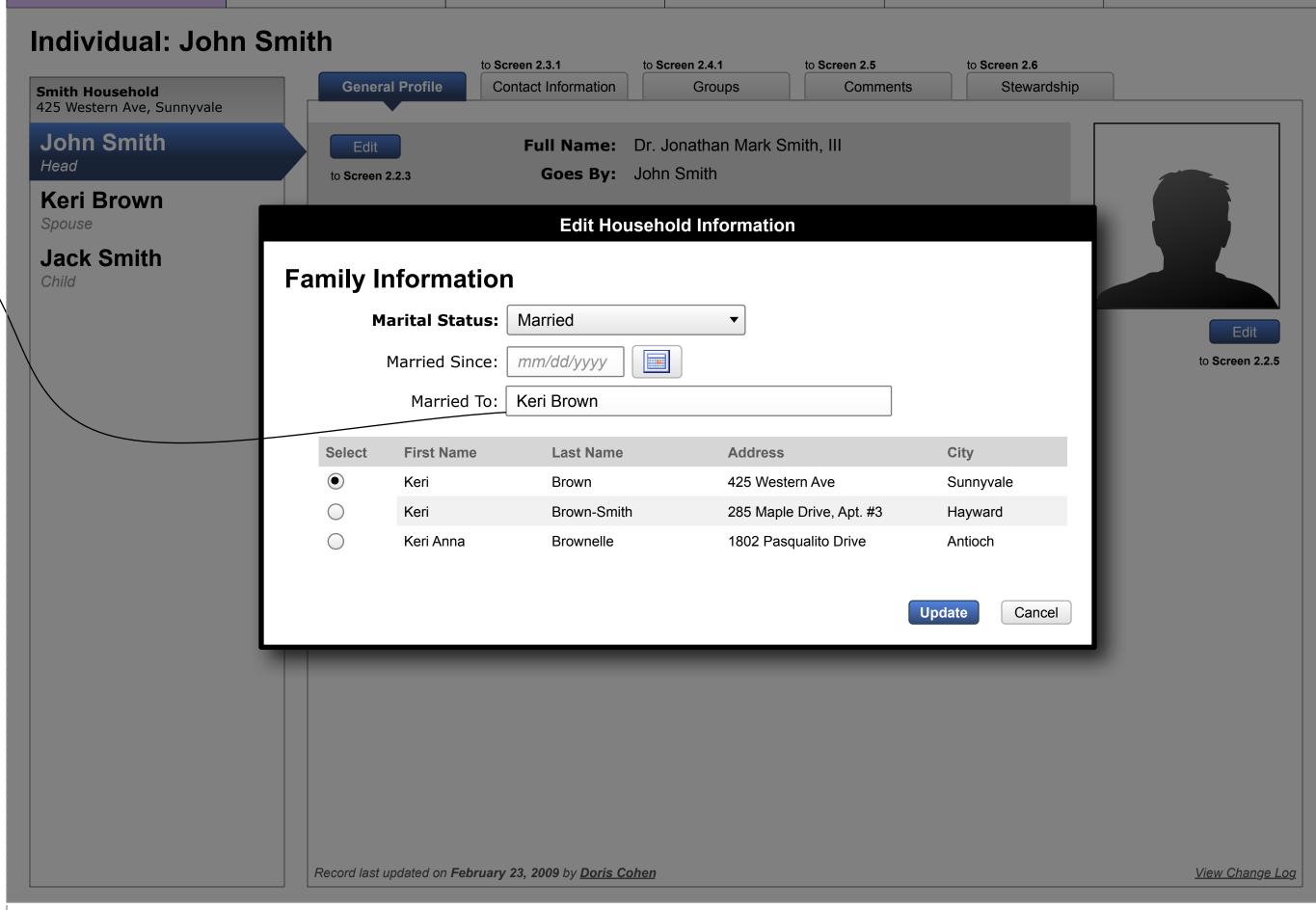
Therefore, changing the name will refresh the datagrid of individuals. If a name is entered, the individual **must** be selected — if none is selected, then the user will be prompted "Create a new database record for 'Keri Brown' as a new Individual?" The user must either specify "Yes" or must enter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

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 came from).

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





Welcome, Joe User

LOG OUT

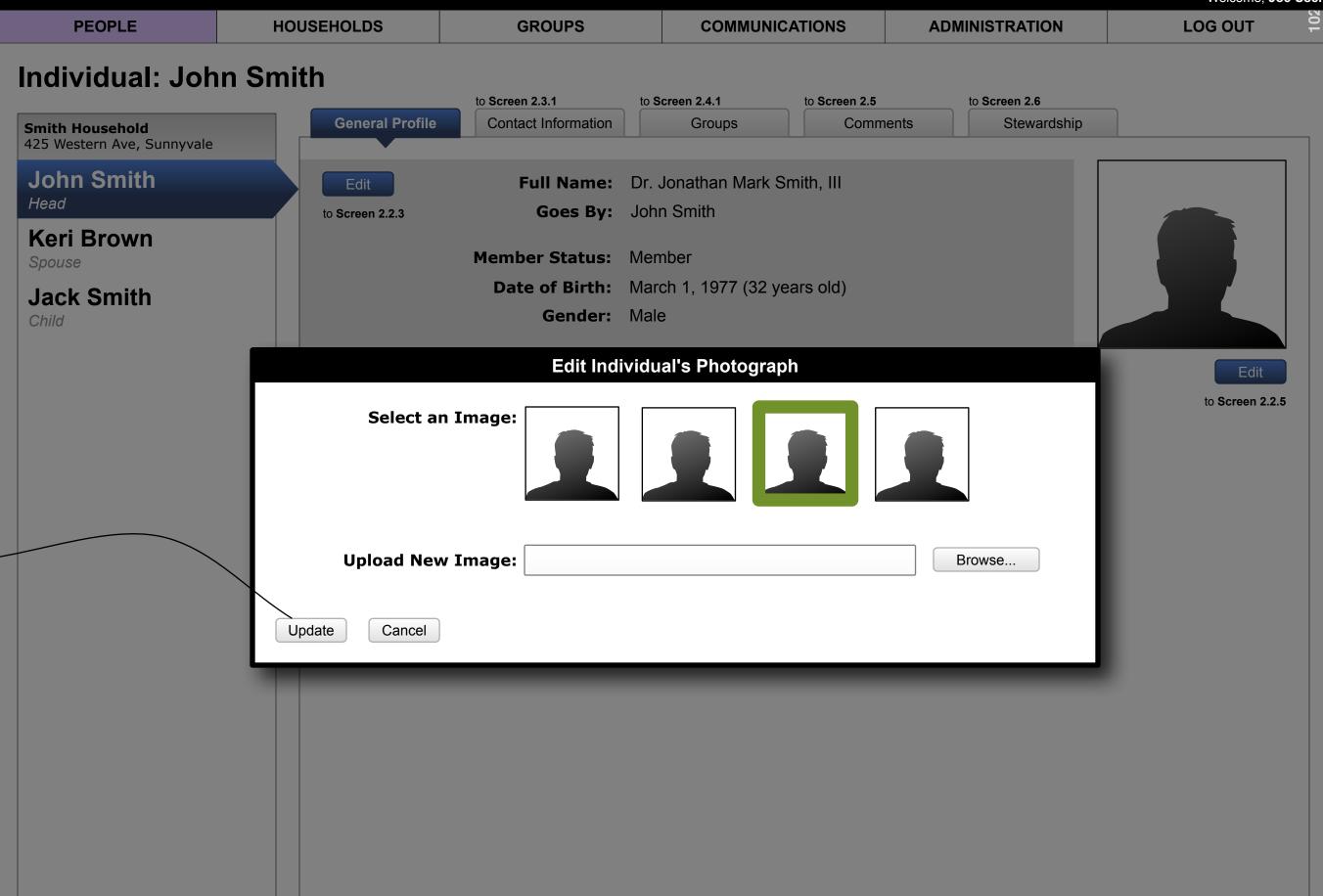
ALCF Church Management System

Edit an Individual – Photograph

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 upload a new one.

window (taking the user back to where he or she came from) .

Update will set the new image will close the



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 Sinale Household

View an Individual - Contact Information Tab

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: 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
- Work

Page 12 of 35

Only one phone can be set as "Primary".

Clicking on email address or the **Add New** button 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 Thu Jan 07 2010



768 px

ALCF Church Management System

to Screen 2.2.1

General Profile

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS LOG OUT ADMINISTRATION

to Screen 2.4.1

Groups

Individual: John Smith

Smith Household 425 Western Ave, Sunnyvale

John Smith Head

Keri Brown

Spouse

Jack Smith

Child

Home Address and Phone for the Smith Household

| 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 | 650-555-1212 |
| [set as current] | 1852 Mary Ave | Sunnyvale, CA | 94087 | 408-421-1725 |

to Screen 2.5

Comments

Other Addresses for John Smith

Contact Info

| 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 |

to Screen 2.3.4

Phone Numbers for John Smith

| 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

to Screen 2.6

Stewardship

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

Other Contact Information for John Smith

Contact Type Value AIM Screen Name jsmith48421 28410241 Facebook ID

Twitter Account Name john smith 4 17

Yahoo! Messenger Name jsmith1231

Record last updated on February 23, 2009 by Doris Cohen

View Change Log

Welcome, Joe User

to Screen 2.3.2

to Screen 2.3.3

Add New

to Screen 2.3.5

to Screen 2.3.6

Add New

Add New

Add New

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

Edit an Individual – Household Address and Phone

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.

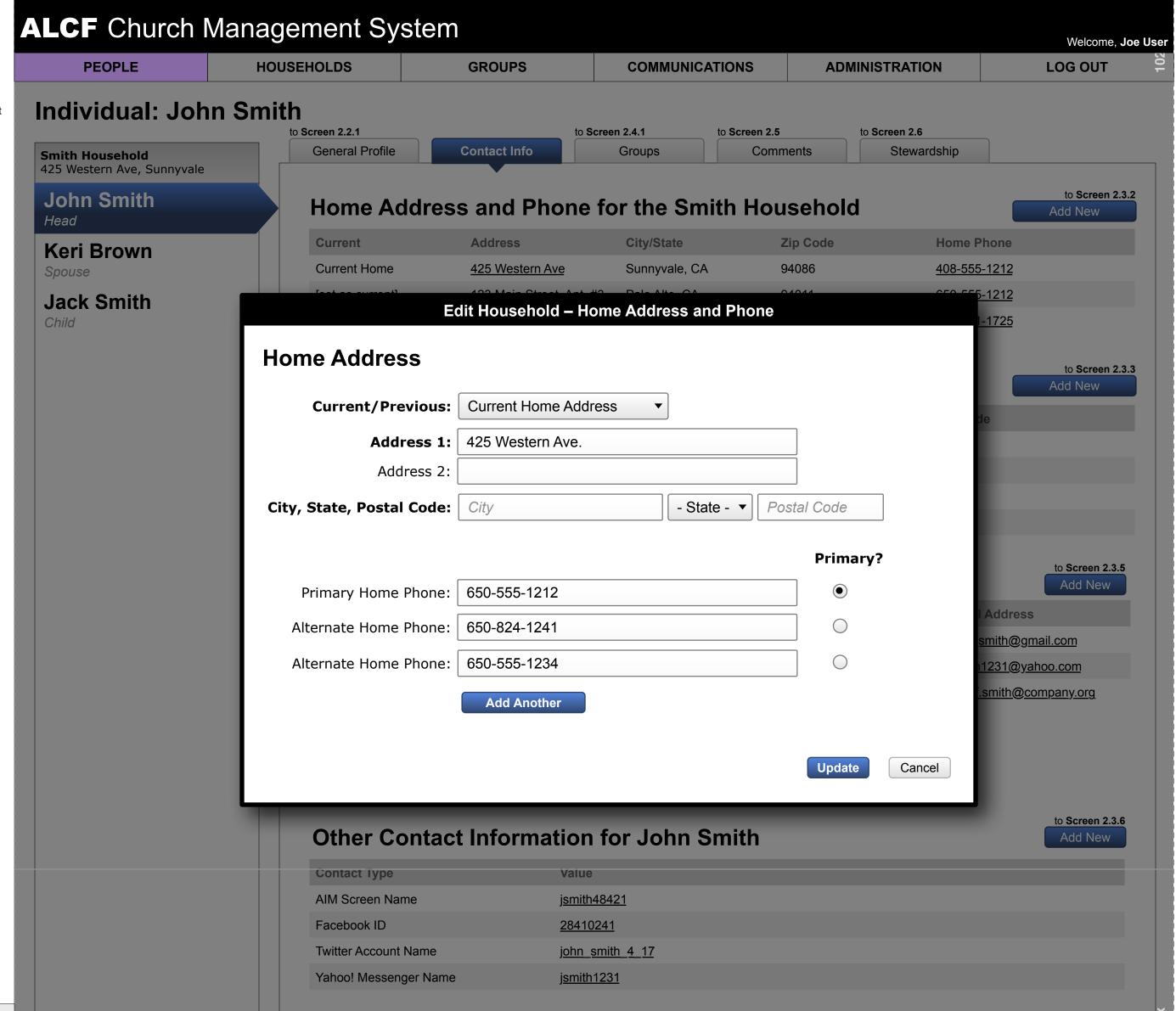
If the individual is in just one, single-person household, then the dialog box title would say "Edit Individual Home Address and Phone".

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**.



View Change Log

Record last updated on February 23, 2009 by Doris Cohen

ChMS Main IA.graffle Thu Jan 07 2010 Page 13 of 35



Palwateg Talbacapal Score Genetic

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 Thu Jan 07 2010 Page 14 of 35



768 px

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

Edit an Individual – Phone Number

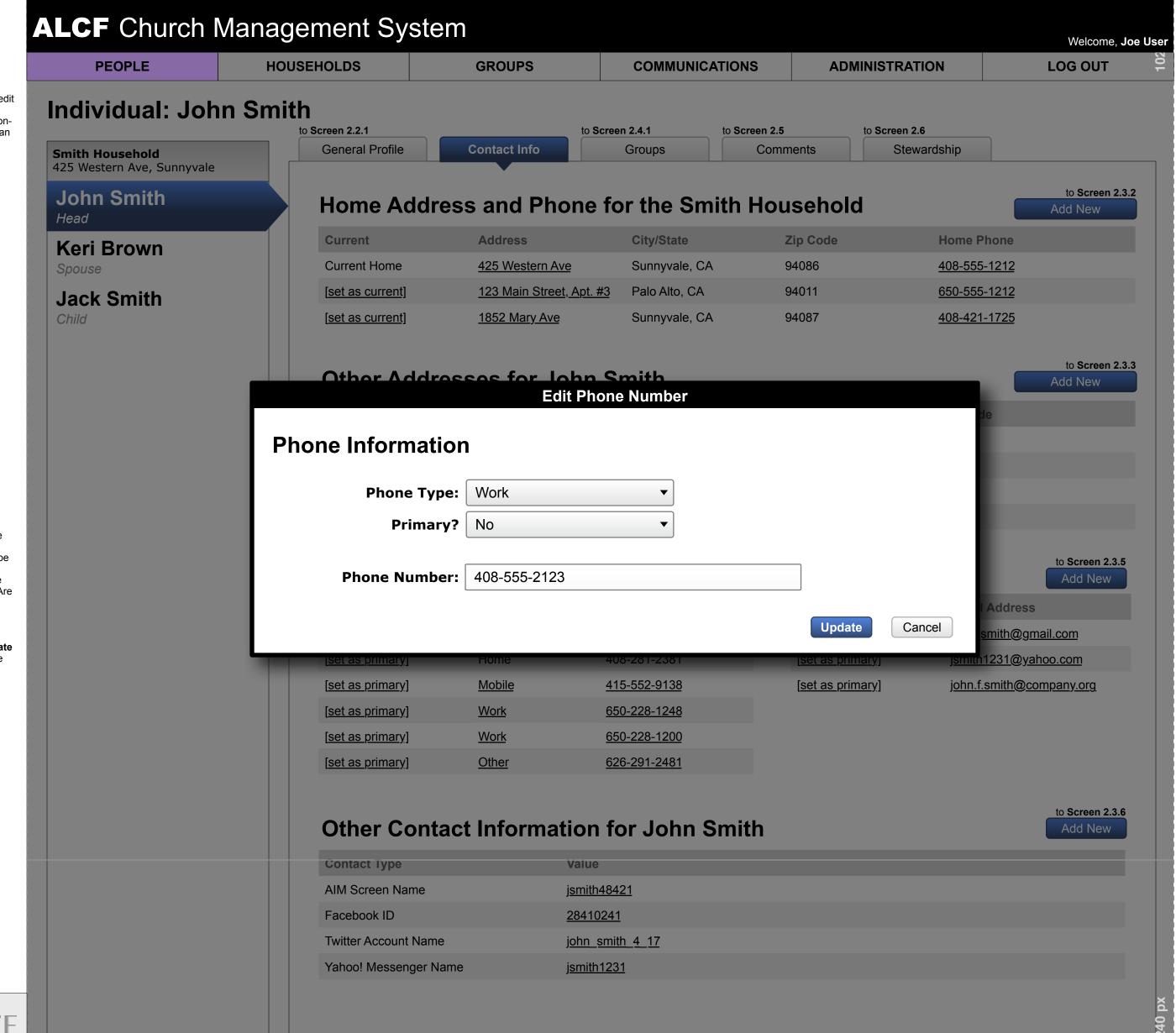
This dialog box allows the user to add a new or edit an existing phone number assigned to this individual. Note that this is only applicable for nonhome phone numbers. Home phone numbers can only be edited through **Screen 2.3.2**.

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**.



View Change Log

Record last updated on February 23, 2009 by Doris Cohen

ChMS Main IA.graffle Thu Jan 07 2010 Page 15 of 35



Palwateg Talbacapal Score Genetic

768 px

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

ALCF Church Management System

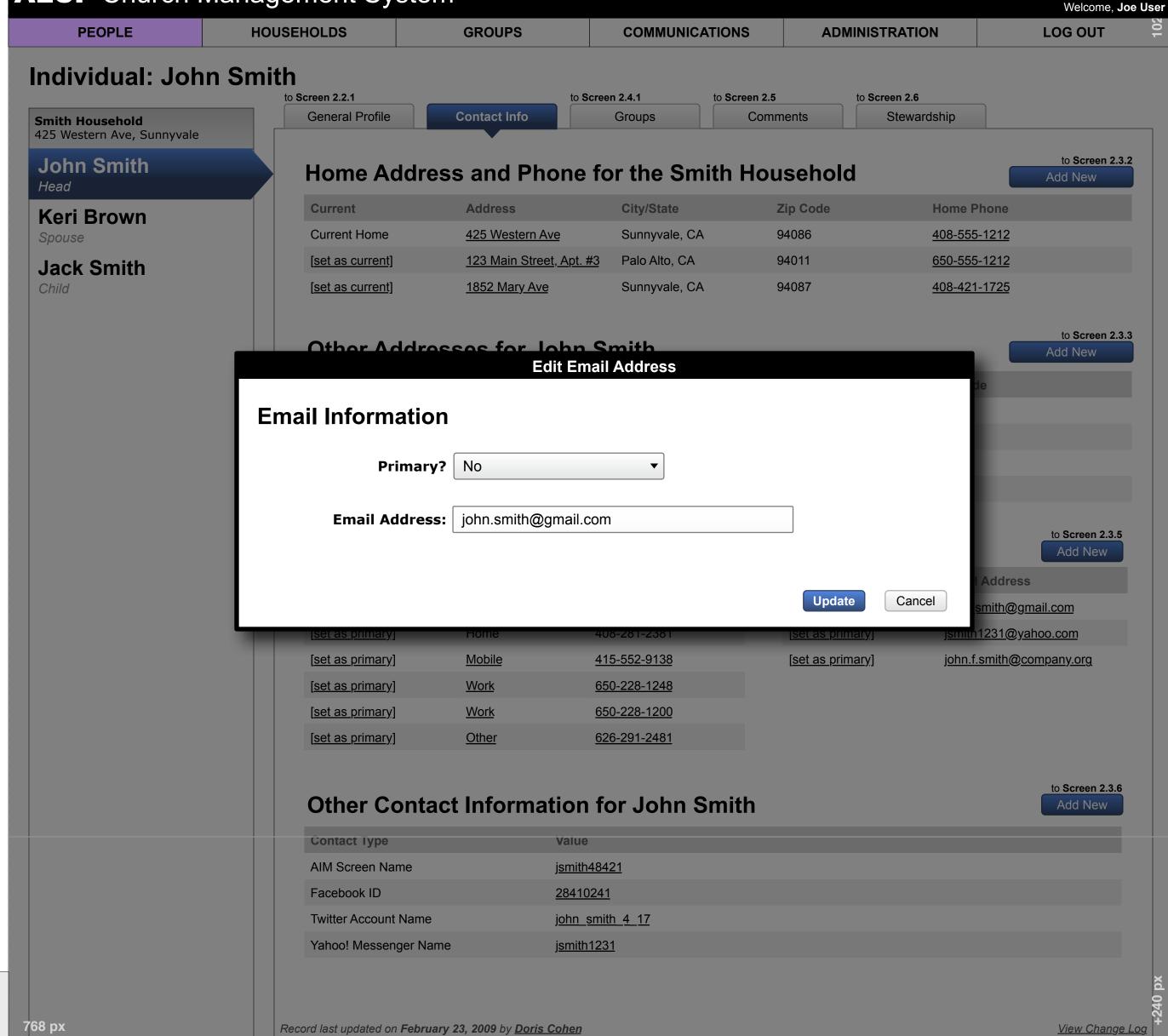
Edit an Individual - Email

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 Thu Jan 07 2010 Page 16 of 35



Palwateg Talbacapal Score Genetic

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

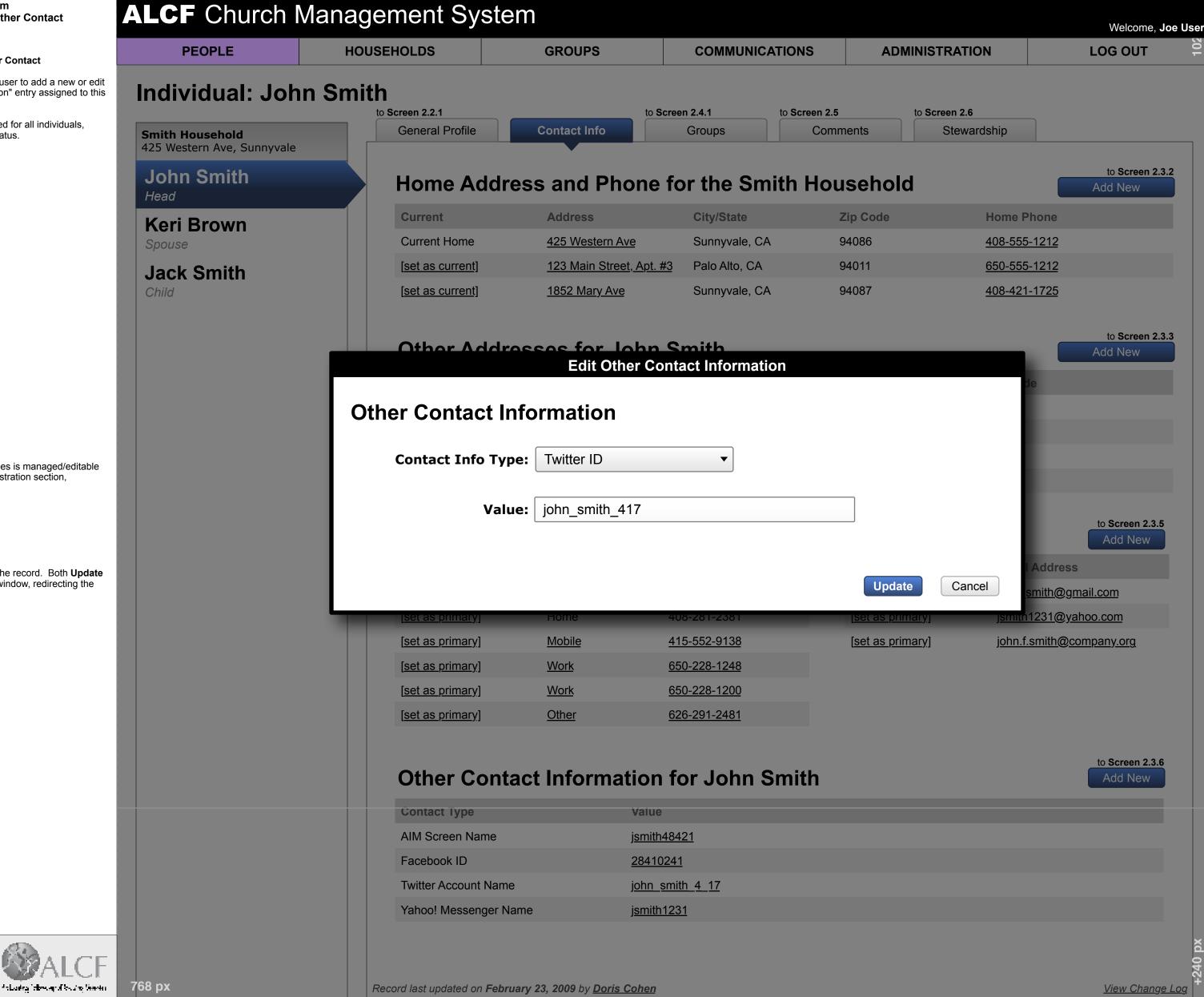
Edit an Individual - Other Contact

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

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 Thu Jan 07 2010 Page 17 of 35



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 |
| Real World Young Adults | Small Group Leader | September 24, 2007 - May 2008 |

to Screen 2.5

Comments

to Screen 2.6

Stewardship

Communication Lists

Add New

to Screen 2.4.3

| 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 |
| <u>Unsubscribe</u> | IT Team Developers | it_team_devs@groups.alcf.net |

ChMS Main IA.graffle Thu Jan 07 2010 Page 18 of 35

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.

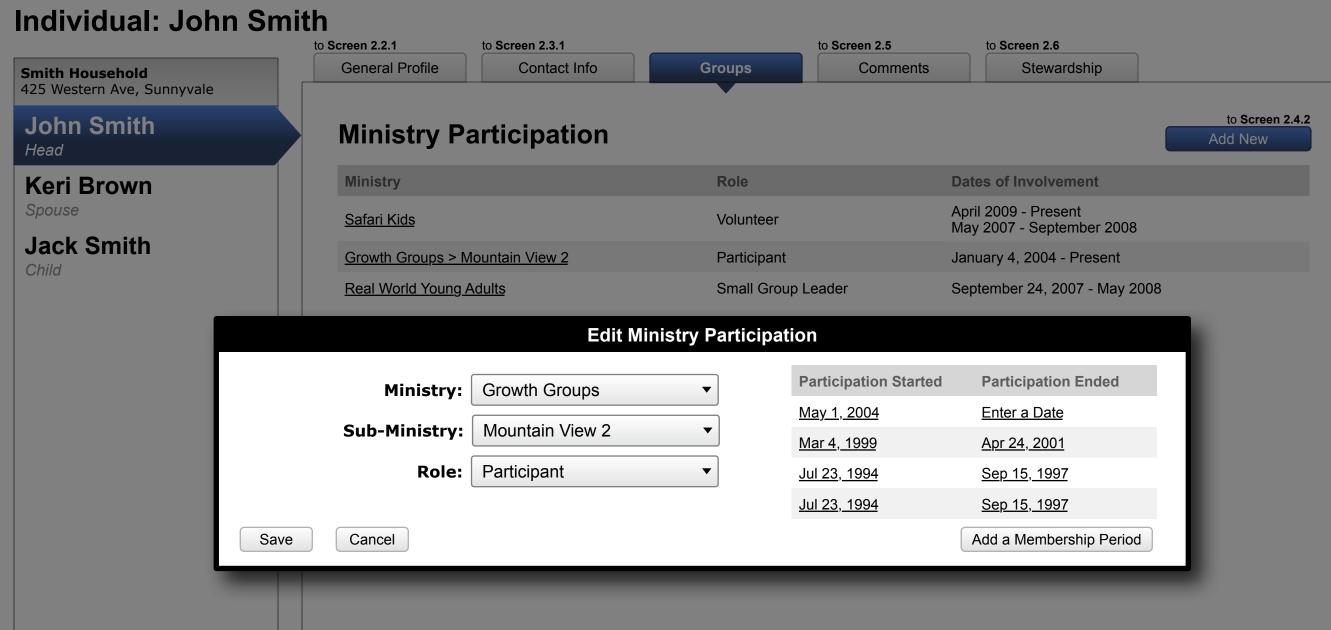
Roles can include an "other", where a textbox will appear and a new role can be entered.

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.

ALCF Church Management System

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT



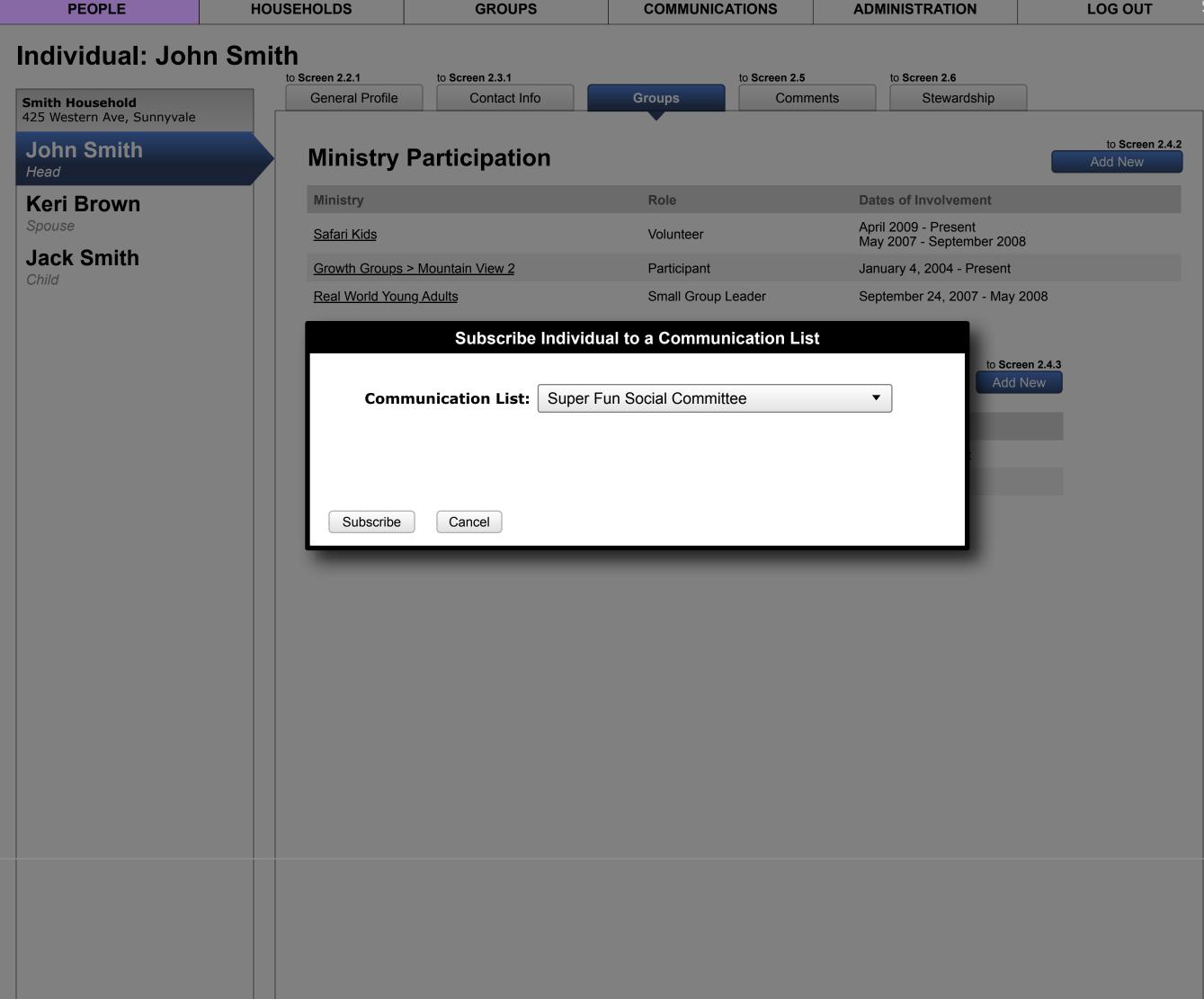
ALCF Church Management System IA Membership Subsystem 2.4.2 Edit Individual, Communication List

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



View Change Log

Record last updated on February 23, 2009 by Doris Cohen

ChMS Main IA.graffle Thu Jan 07 2010 Page 20 of 35



to Screen 2.5.1

Add New

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

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT

to Screen 2.4.1

Groups

- View All -

Individual: John Smith

425 Western Ave, Sunnyvale John Smith

to Screen 2.2.1

General Profile

- View All -

Head

Smith Household

Keri Brown Spouse

Jack Smith

Child

Comments and Notes

to Screen 2.3.1

Contact Info

Filter by Posted By: **Filter by Comment Type:** Filter by Hidden State:

to Screen 2.6

Stewardship

✓ Include HIdden Comments

gravida nec, placerat et, luctus eu, libero. Mauris.

Comments

| 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. |

Vestibulum ante ipsum primis in faucibus orci luctus et Hayes Griffin 2004-09-26 ultrices posuere cubilia Curae; Fusce fringilla. Nunc posuere [Hide] General felis id nisi. Vestibulum. Nam id enim. Suspendisse condimentum. Praesent in ipsum

Connie Jenkins 2005-09-07 Confidential eu massa tempus euismod. Mauris pulvinar. Suspendisse [Hide] potenti. Sed sollicitudin, quam ut pulvinar posuere, ipsum. Ut et risus quis justo iaculis vestibulum. Ut sapien eros, 2007-03-04 Confidential [<u>Unhide</u>] Ilana Doyle

Integer mollis. Aliquam erat volutpat. Vivamus eget magna. Aenean blandit. Fusce nisi arcu, rutrum a, ultrices ac, [Hide] Aspasia Power 2007-03-11 Staff convallis quis, nisl. Aliquam ultricies accumsan urna. Phasellus varius dolor. Vestibulum mollis, sapien et varius hendrerit, nisl.

In porta rhoncus libero. Mauris tristique lacinia tellus. Maecenas egestas, mauris sit amet suscipit pretium, massa [Unhide] 2008-08-03 Tavy Smith General lacus facilisis eros, eu sodales dui eros eu nisl. Curabitur quis metus. Mauris lectus. Quisque erat nunc.

ChMS Main IA.graffle Thu Jan 07 2010 Page 21 of 35

768 px

Record last updated on February 23, 2009 by Doris Cohen

View Change Log

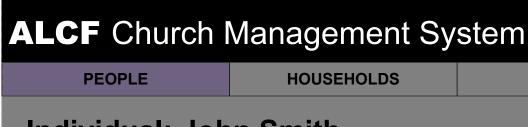
Edit an Individual - Comments

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**.



Welcome, Joe User

View Change Log

GROUPS COMMUNICATIONS LOG OUT ADMINISTRATION Individual: John Smith to Screen 2.2.1 to Screen 2.3.1 to Screen 2.4.1 to Screen 2.6 General Profile Groups Comments Stewardship Contact Info **Smith Household** 425 Western Ave, Sunnyvale to Screen 2.5.1 John Smith **Comments and Notes** Add New Head Filter by Posted By: **Filter by Comment Type: Filter by Hidden State:** Keri Brown Spouse **HIdden Comments** Add a Comment for John Smith Jack Smith Child **Comment Type:** Staff lictumst. Nullam commodo arcu sit asse platea dictumst. Proin sem mmodo et, tempus vitae, purus. **Comment:** Lorem ipsum dolor sit amet, consectetur sellus quis urna quis turpis. adipiscing elit. Quisque tristique massa non tortor icus hendrerit, erat metus blandit vulputate vitae cursus leo sollicitudin. Sed orci assa eget turpis. Suspendisse non justo, porta id blandit nec, pulvinar in libero. Ut elit lacus, aliquet sit amet tincidunt at, sagittis et ecenas sed urna. Morbi sagittis. quam. Proin dictum faucibus nunc quis aliquam. s ut nibh. Integer ut libero. Sed quis justo nisi, id adipiscing metus. Nunc quis faucibus sagittis. laoreet, orci eu dictum sagittis, enim libero fringilla Ut euismod, urna ac rhoncus velit, sed eleifend dolor elit vitae ligula. Aenean net hendrerit imperdiet, erat nulla n sapien lectus sed urna. uspendisse potenti. Praesent. Save Cancel rimis in faucibus orci luctus et Curae; Fusce fringilla. Nunc posuere felis id nisi. Vestibulum. Nam id enim. Suspendisse condimentum. Praesent in ipsum [Hide] Connie Jenkins 2005-09-07 Confidential eu massa tempus euismod. Mauris pulvinar. Suspendisse potenti. Sed sollicitudin, quam ut pulvinar posuere, ipsum. Ut et risus quis justo iaculis vestibulum. Ut sapien eros, 2007-03-04 [Unhide] Ilana Doyle Confidential gravida nec, placerat et, luctus eu, libero. Mauris. Integer mollis. Aliquam erat volutpat. Vivamus eget magna. Aenean blandit. Fusce nisi arcu, rutrum a, ultrices ac, [Hide] Aspasia Power 2007-03-11 Staff convallis quis, nisl. Aliquam ultricies accumsan urna. Phasellus varius dolor. Vestibulum mollis, sapien et varius hendrerit, nisl. In porta rhoncus libero. Mauris tristique lacinia tellus. Maecenas egestas, mauris sit amet suscipit pretium, massa 2008-08-03 [Unhide] Tavy Smith General lacus facilisis eros, eu sodales dui eros eu nisl. Curabitur quis metus. Mauris lectus. Quisque erat nunc.

Record last updated on February 23, 2009 by Doris Cohen

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

Thu Jan 07 2010 Page 23 of 35



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

Date Range:

- View All -

to Screen 2.2.1

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 |
| <u>2004-10-07</u> | 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 |
| <u>2006-01-13</u> | 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 |
| <u>2008-03-07</u> | 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

Record last updated on February 23, 2009 by Doris Cohen

View Change Log

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

Edit Individual – Stewardship

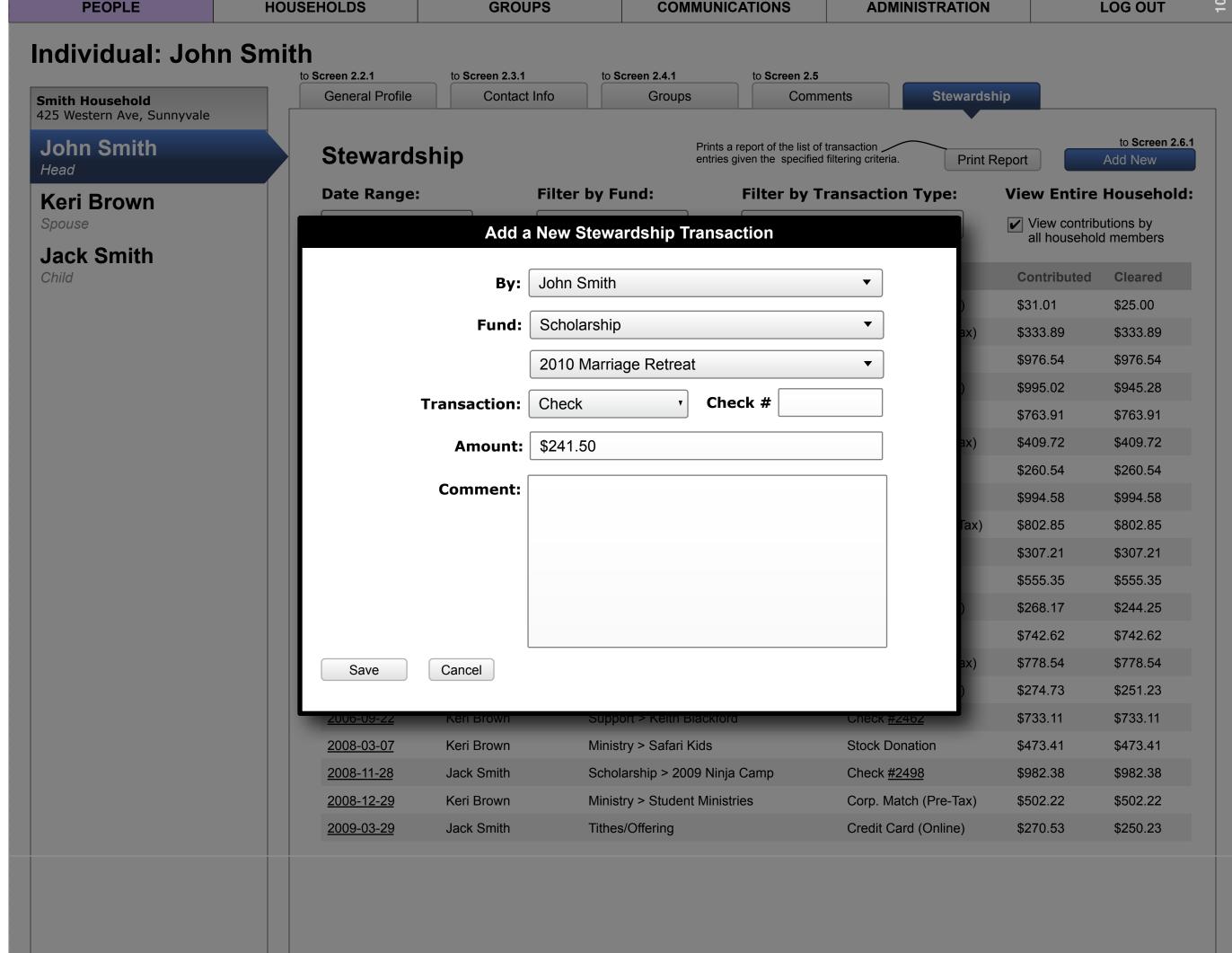
This dialog box allows the user to view, edit or even delete a transaction.

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 ADMINISTRATION LOG OUT





HOUSEHOLDS GROUPS LOG OUT COMMUNICATIONS ADMINISTRATION

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

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.

Search for a Household

ALCF Church Management System

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

| Results: Viewing households 1-20 o | | | | Previous Next |
|------------------------------------|-----------------------------|---------------------|---|-----------------|
| HOUSEHOLD NAME ∨ | 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

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.

to Screen 3.3

to Screen 3.4

Add New

Edit Roles

Household Members

| 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

| Current | Address | City/State | Zip Code | Home Phone |
|------------------|--------------------------|---------------|----------|---------------------|
| Current Home | 425 Western Ave | Sunnyvale, CA | 94086 | <u>408-555-1212</u> |
| [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

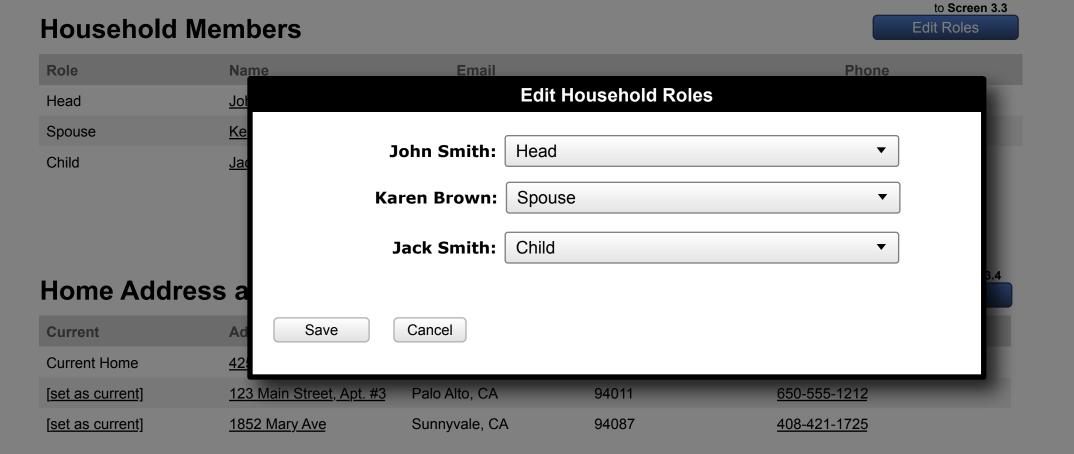
Interactions to manage home address and phone information matches the interactions from Screen

ChMS Main IA.graffle Thu Jan 07 2010 Page 26 of 35

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

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

Edit Household – Address and Phone

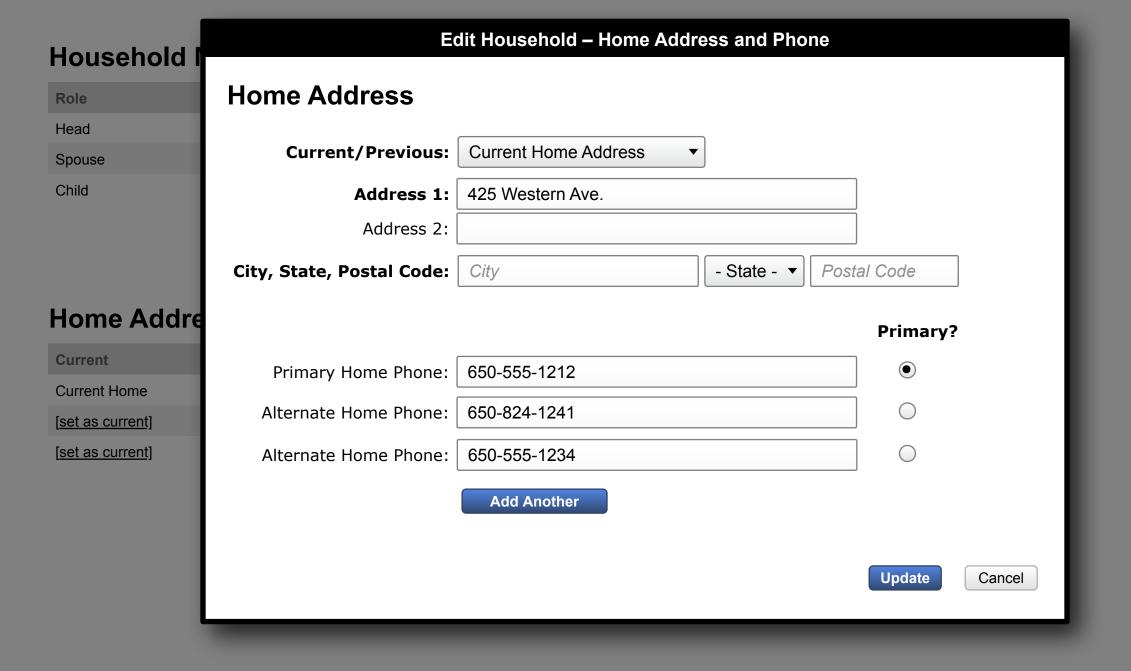
The interactions here match the interactions from **Screen 2.3.2**.

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

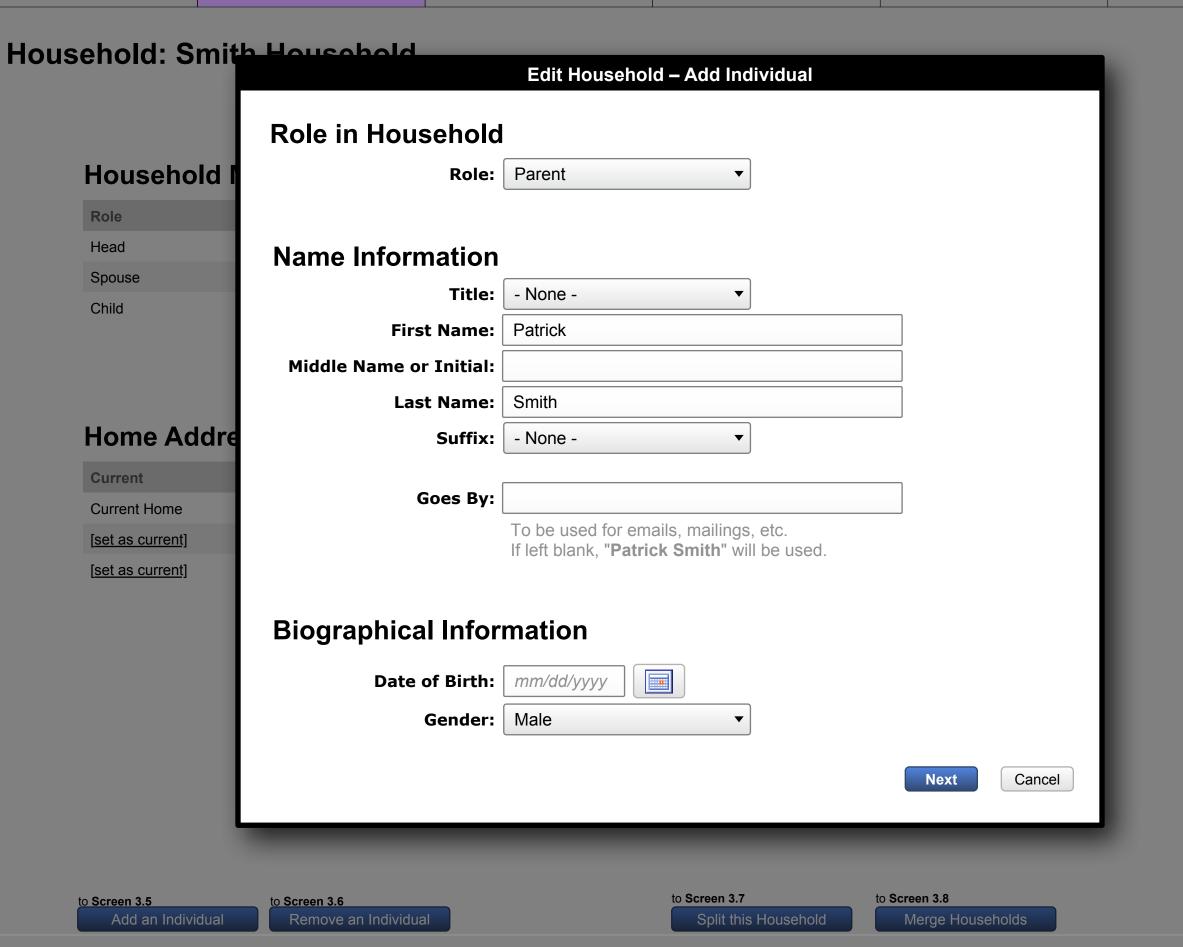
Upon clicking "Next", the system will search to try any similarly-matched names in the system:

* 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





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

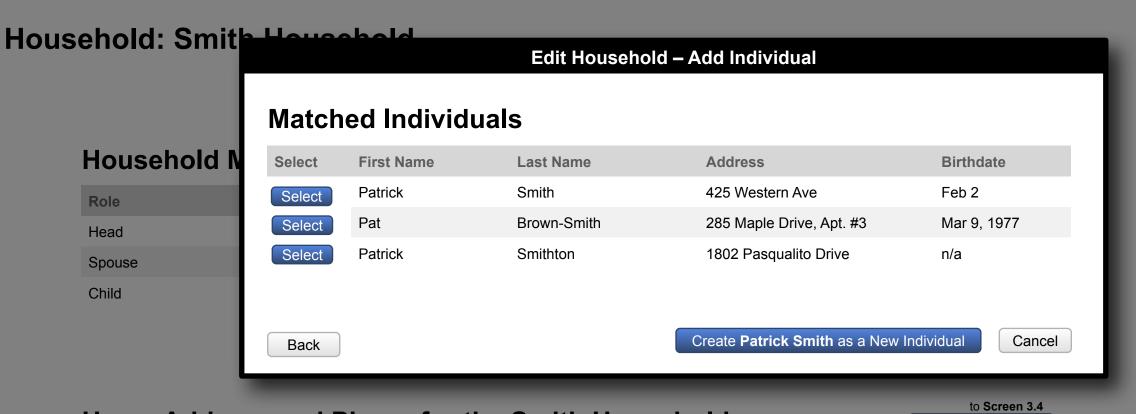
"Select" will have the system check to see if the individual is already part of a multi-person household:

- * 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 COMMUNICATIONS ADMINISTRATION LOG OUT



| Home Address | and Phone to | r the Smith Ho | usehold | | 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 | 650-555-1212 | |
| [set as current] | 1852 Mary Ave | Sunnyvale CA | 94087 | 408-421-1725 | |

to Screen 3.5

to Screen 3.6

to Screen 3.7 Split this Household to Screen 3.8 Merge Households

Thu Jan 07 2010 Page 30 of 35

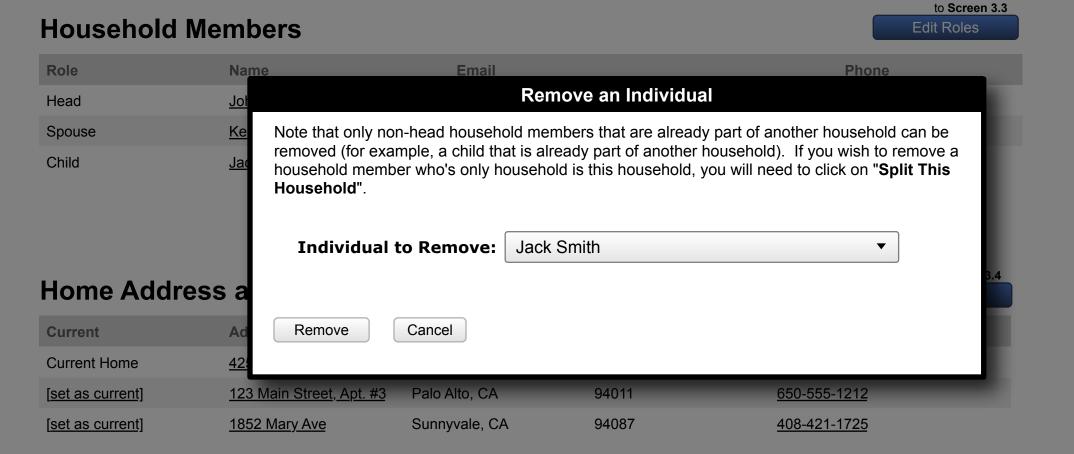
Edit Household - Remove an Individual

See note in the dialog box about which individuals

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

ChMS Main IA.graffle Thu Jan 07 2010

Page 31 of 35

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.

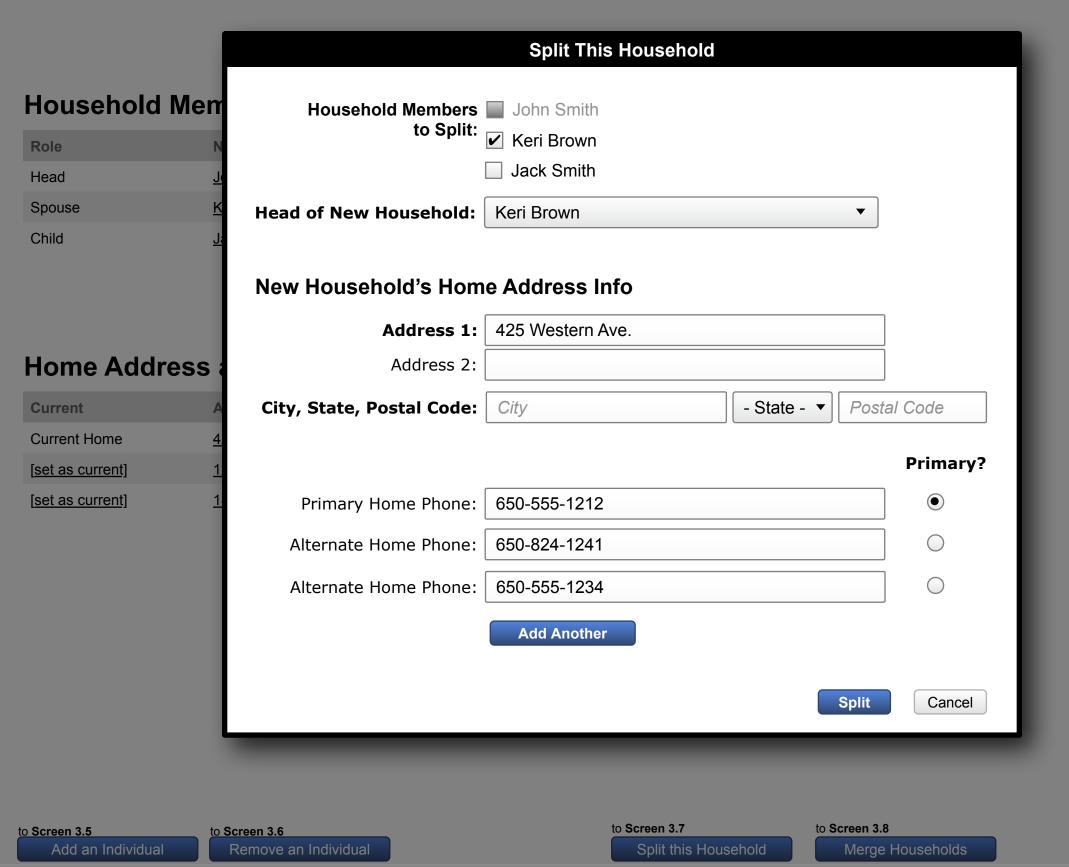
Current home address information for this household will remain unchanged.

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



Any matching "previous home address" data will be combined together. Any non-matching "previous home address" data will be reassigned to the individual instead of the household. The "current home address" information will become a "previous home address" for each individual in the household

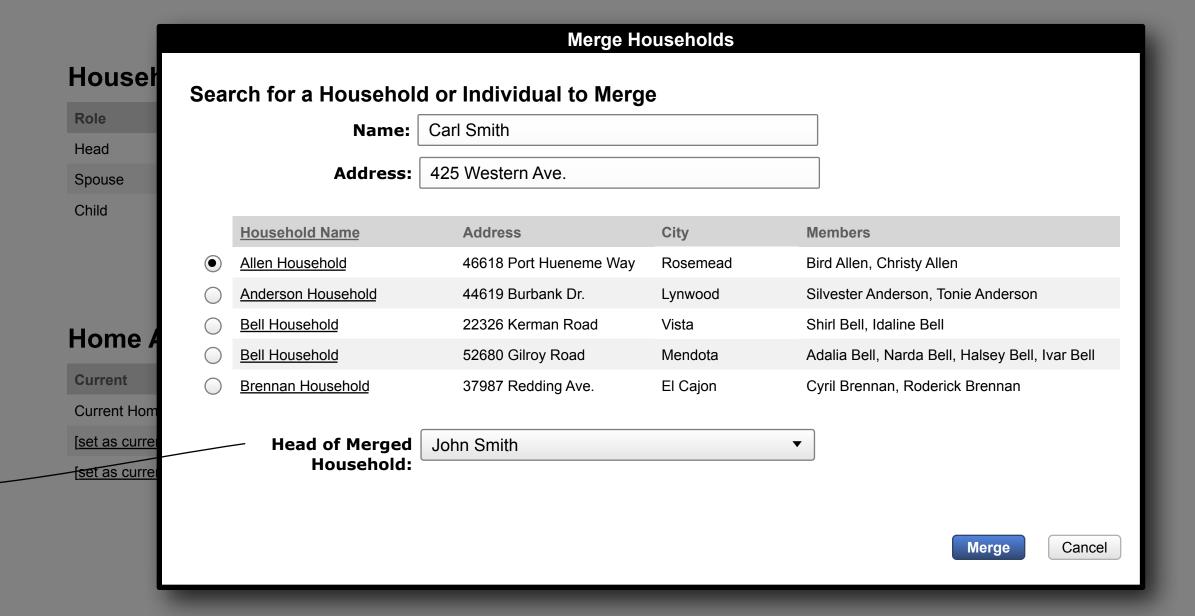
After hitting "Merge", the dialog box will close, redirecting the user to **Screen 3.2** for the combined household. If there is any old "Recently Split from..." messaging on either household, that will no longer appear.

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

768 px

ChMS Main IA.graffle Thu Jan 07 2010 Page 33 of 35

Welcome, Joe User

PEOPLE HOUSEHOLDS GROUPS COMMUNICATIONS ADMINISTRATION LOG OUT

. .

Groups provide the ability to organize individuals into groups or organizational units. Groups can either be for specific tasks or events (e.g. "Worship Team", "Marriage Retreat 2010 Attendee", etc.), or they can be a ministry in and of itself (e.g. "OASIS", "Real World", etc.).

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

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 to be further-defined.

- * 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.

View Groups in "Worship Arts"

Ministry: Worship Arts

Refresh List refreshes table below

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

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

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 – worship-team@groups.alcf.net |

Welcome, Joe User