



U S E R M A N U A L

EZRA - the complete parish management software empowers the parish staff to keep families informed, active, and connected to the church. Easy to use features provide innovative ways to save time, maintain church records, and track funds and finances.

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KEY FEATURES

EZRA comprises eight modules, each designed to ensure that every aspect of the parish is managed efficiently:

1. **Family Register** – an electronic register of all the families, their members, contact details, sacramental details etc
2. **Sacramental registers**- a searchable electronic database of all the sacramental records. Locating entries are quicker and helps preserve valuable records.
3. **Ministry and event scheduler**- Schedule anything from simple one-time events to complex multi-year events using multiple facilities
4. **Parish groups**- electronic register of various church groups such as UCM, youth group, Knights of St Columbia
5. **HR Management**- Manage the details of Clergy, office staff, volunteers and parish council.
6. **Facilities Management**- manage church facilities such as parish hall, car park etc
7. **Education Services**- Manage data from Schools, Governing bodies, teachers and school chaplaincy
8. **finance** – Manage regular donations made to the church, Sunday collection and special collections etc

In order to make the most of EZRA in the management of the church, some preparation will be needed to collect and enter information and details of church members, sacramental registers and service details Families may need to be issued a form in which they fill in their relevant details explaining to each family the importance of gathering such information and how beneficial it would be in the long term. Families should also be reassured that the information gathered for EZRA will be dealt with confidentiality and that it will only be available to the parish priest and secretary. If there is data already electronically stored in another database or in an Excel spreadsheet, Hume Technologies will be able to transfer these files into EZRA. Please contact Hume Technologies to discuss this. Some of the information required for the EZRA system includes:

1. Name and Surname
2. Address including post code
3. Telephone number(s)
4. Names of all family members
5. Date of Birth of all family members
6. Profession- Company Executive, Student etc
7. Approx. date of joining church
8. Giftaid envelope number
9. Membership in any parish groups
10. Volunteer service to the parish activities

Gathering all this information together rather than having to refer to different records within the church would ease the entry of the data in the setting up period.

USING THE USER MANUAL

This User Manual has been designed to help you understand and use EZRA systematically. The screen shots that have been illustrated represent the product in this specific version of EZRA. The names and details of members and groups used in the examples are fictitious.

COMMONLY USED BUTTONS

Button	Icon	Description
SAVE		Save the record or data entries.
CLOSE		To Close the Form
SEARCH		To search from the previous
NEW		To reset the form and helps to enter a new Record/Entry
DELETE		To delete an entry, which we have already done
MEMBERS		To Add/View members in a family

SUPPORT

Hume Technologies honor all customer queries and committed to provide support services as quick as possible; even after the office hours. Support can be attained via the following:

Web: www.pariahmanagementsoftware.com

Email: support@humetechnologies.com

Phone: +44 (0) 20 8622 3422

Fax: + 44(0) 20 8622 3255

By Post:

Hume Technologies Ltd
1 Furzeground Way
Heathrow Stockley Park
Uxbridge
England
UB11 1BD

INSTALLING EZRA

To install the EZRA software onto the computer, insert the bootable CD. There will be an instant prompt to install the system. Follow the instructions given on screen to complete the installation. If there are any problems please contact Hume Technologies support team for further instructions.

SYSTEM REQUIREMENTS

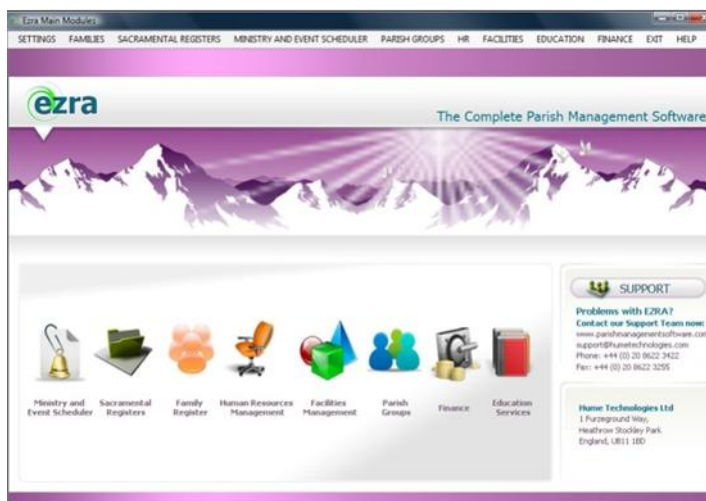
- ✓ Operating system-Windows XP or higher
- ✓ CPU (processor) - 500 MHz or greater
- ✓ RAM (memory) - 512 MB or greater
- ✓ Internet Connection-not required
- ✓ Available Disc space- 2.0 GB
- ✓ Screen Resolution- 1024 x 768

Logging In (Fig 1- Login Screen)



- Enter User name
- Enter password
- Click LOGIN

Home Screen (Fig 2- Home Screen)



The tool bar displays the eight modules:

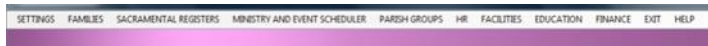
- Families
- sacramental registers
- ministry and event scheduler
- Parish groups
- HR
- Facilities
- Education
- Finance

The toolbar also includes the options, SETTINGS, HELP, and EXIT buttons.

GETTING STARTED

The process of entering data into the EZRA system may take a bit of time to complete, however we believe that this will be a worthwhile procedure that will benefit the management of the church in the long term.

Ezra is a very easy to use system however Hume Technologies support may be able to offer training sessions. Please contact Hume technologies support team for more details concerning training sessions. For more help on getting started with Ezra, see Help topic.



The purple panel under the toolbar will be empty, but will display the name of the church that Ezra has been registered to once you have entered in the church details onto the system.

Church Details



Fill out the details of the church by clicking
SETTINGS>Church details

Church Name: St Bernadette RC Church Hillingdon

Address 1: 160 Long Lane

Address 2: Hillingdon

Address 3: Middlesex

Address 4:

Postal Code: UB10 0EH

SAVE CLOSE

Enter church details in the respective fields:
Click SAVE

Church Name: St Bernadette RC Church Hillingdon

Address 1: 160 Long Lane

Address 2: Hillingdon

Address 3: Middlesex

Address 4:

Postal Code: UB10 0EH

Message From EZRA

Do you want to accept these entries?

YES NO

SAVE CLOSE

Clicking SAVE will prompt you to confirm your save; Click YES.
You will be able to update these details if any of them happen to change by clicking the UPDATE button which will appear at the bottom of the screen.

Settings Form

Database Connection

Server: 192.168.1.100

Username: sa

Password: sa@123

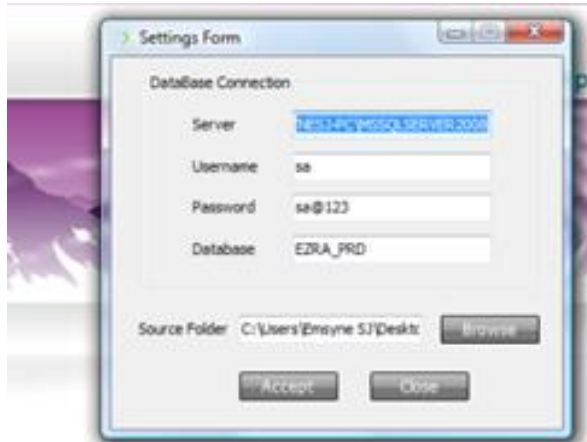
Database: EZRA_FRD

Source Folder: C:\Users\Emsyne SJ\Desktop Browse

Accept Close

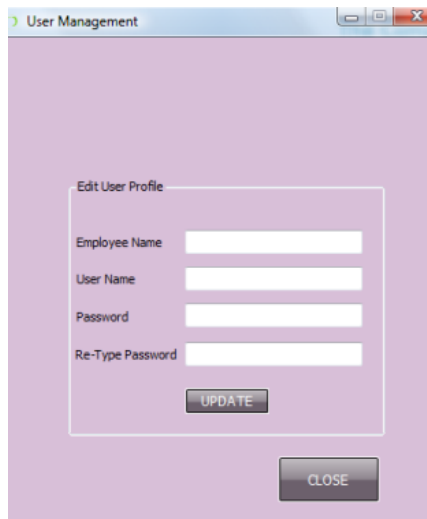
At the home screen click SETTINGS>Settings
Enter the username and password and the database name.
Browse folders in which you can store and locate this data. Click ACCEPT.

Database Connection



At the home screen click SETTINGS>Settings. Enter the username and password and the database name. Browse folders in which you can store and locate this data; Click ACCEPT.

User Management

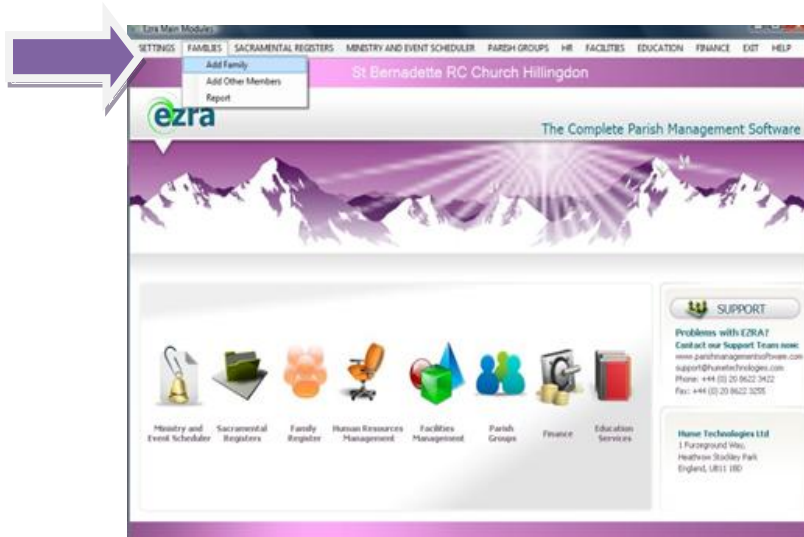


At home screen click SETTINGS> User management. Enter new user name and password. Click on UPDATE and CLOSE.

MODULE 1: FAMILIES

This module allows you to record the details of families that attend the church; specific members can be searched and easily contacted.

Adding a Family



At homepage click FAMILIES>Add Family; you will be directed to the following screen.

A screenshot of the 'Family input screen' in the ezra software. The form is titled 'Family Input' and contains the following fields:

- Family Id: SB/01/SJ (with a SEARCH button and an Inactive checkbox)
- Family Name: JACOB (with a SEARCH button) and Church Group: KNIGHTS OF ST COLUMBA (dropdown)
- Christian Name: SANTIMON (with a SEARCH button)
- Title: Mr. (dropdown), Sex: Male (dropdown), Joining Date: 24/09/2005 (calendar), Skills: (text field)
- Married: Married (dropdown), Profession: COMPANY EXECUTIVE (dropdown)
- Spouse Name: MINI SANTIMON JACOB (text field)
- Religion Self: CATHOLIC (dropdown), Religion Spouse: CATHOLIC (dropdown)
- House No: 228, Building: (text field), Street: LONG LANE (dropdown), City: HILLINGDON (dropdown), Postal Code: UB10 9PB (dropdown)
- Phone Res: 01895 234577, Office: 01895 619820, Mobile: 07535 656791, Other: (text field), Email: job@humatechnologies.com
- Date Of Birth: 01/11/1968 (calendar), Date Of Baptism: 23/11/1968 (calendar), Date Of Confirmation: 24/01/1974 (calendar), Date Of Marriage: 28/12/1992 (calendar)
- Cash: (text field), Gift Aid: (text field), Direct Debit: (text field), Total Envelopes: (text field)
- Remarks: (text area)
- Buttons: NEW, SAVE, DELETE, CLOSE, MEMBERS

Family input screen

Family ID

Each family is given their own ID so that they can easily be searched in the database. It is up to you how you choose to do this. A suggestion is use the initials of the church, the family name and number.

In this case the family ID is SB/01/SJ.

(Note: ensure the family Id is typed in correctly the first time as you will not be able to change it)

The INACTIVE button can be checked when the family is no longer active in the church, this means that the details of the family will not appear in searches.

- Enter details of the head of the family
- Add the name of any church group that member is a part of
- Fill out any skills or qualification the member has in the skills box
- Enter home address
- Enter all phone numbers and email address in which that member can be contacted
- Enter if known sacramental dates of member
- Enter all donations made by that person
- Enter any specific details about the person in the remarks box (in accordance with the data protection act 1999).
- Click SAVE

Adding Family Members

The screenshot shows a web application window titled "Ezra - Family Members Details". The main heading is "SANTIMON -- Details Other Family Members --". The form is divided into several sections:

- Family Information:** Family Id (SB/01/SJ), Family Name (JACOB), and Christian Name (SANTIMON).
- Member Information:** Member Id, Member Name, Title (Ms.), Sex (Female), and various phone number fields (Office, Mobile, Other, Email).
- Professional Information:** Profession.
- Skills:** A text area for entering skills.
- Remarks:** A text area for entering remarks.
- Sacramental Dates:** Date of Birth, Date of Baptism, Date of Confirmation, and Date of Marriage, each with a calendar icon.
- Navigation:** NEW, SAVE, and CLOSE buttons.

On the right side, there is a table with columns "family" and "members". The table contains one row with "SB/01/SJ" in the family column and "SB/01/SJF" in the members column.

Click the MEMBERS icon. The grey box at the top of the screen shows to which saved family name you are adding members to.

Each member is given a member ID in the same format as the family ID, this time using the members initials, in the case below it is SB/01/SMJ.

Enter all contact details for new member and known sacramental dates; Click SAVE. Click the NEW icon at the bottom of the screen to add further members to the family. These members' details will be stored in the grey box on the right where you can view and update details by clicking on specific entries.

Searching

Use the SEARCH icons located next to the family ID field or the Family name field to search for specific members. A grey box should appear at the bottom right of the screen displaying matches to the family name or ID entered.

Family ID: SB/01/53

Family Name: JACOB

Christian Name: SANTIMON

Title: Mr. Sex: Male Joining Date: 24/09/2005

Married: Married Profession: COMPANY EXECUTIVE

Spouse Name: MRS SANTIMON JACOB

Religion Self: CATHOLIC Religion Spouse: CATHOLIC

House No: 228 Building: Phone Res: 01895 234577

Street: LONG LANE Office: 01895 419820

City: HILLINGDON Mobile: 07335 456791

Postal Code: UB10 9PB Other: Email: jsb@humatechnologies.com

Date of Birth: 01/11/1968

Date of Baptism: 23/11/1968

Date of Confirmation: 24/01/1974

Date of Marriage: 28/12/1992

Cash, Gift Aid, Direct Debit, Total Envelope

Remarks

Buttons: NEW, SAVE, DELETE, CLOSE, MEMBERS

Clicking on an entry will open up that family's profile where you can view or update any information for the head member;

Click the MEMBERS icon at the bottom of the screen to see the details of the family members.

Family ID: SB/01/53

Family Name: JACOB

Christian Name: SANTIMON

Title: Mr. Sex: Male Joining Date: 24/09/2005

Married: Married Profession: COMPANY EXECUTIVE

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Date of Birth: 01/11/1968

Date of Baptism: 23/11/1968

Date of Confirmation: 24/01/1974

Date of Marriage: 28/12/1992

Cash, Gift Aid, Direct Debit, Total Envelope

Remarks

Buttons: NEW, SAVE, DELETE, CLOSE, MEMBERS

Clicking on an entry will open up that family's profile where you can view or update any information for the head member;

Click the MEMBERS icon at the bottom of the screen to see the details of the family members.

Adding Other Members

Member ID: 0796/01/73

Member Name: Tim Jose

Title: Mr. Sex: Male

House No: 130 Building: Parkhurst House

Street: Du Cane Road City: London

Postal Code: W12 8UW

Phone Res: Office: Mobile: 07872 839907

Other: Email: timhodan@gmail.com

Profession: IT Engineer

Skills: Remarks:

Buttons: NEW, SAVE, DELETE, CLOSE

Table:

member	membername

This section allows you to record known details of other members that attend the church that do not belong to a family group e.g. visitors. At homepage click FAMILIES> Add other members.

Enter member Id and contact details of each member

Click SAVE; Each members record will be displayed in the grey box at the top right of the screen

MODULE 2: SACRAMENTAL REGISTERS

Sacramental registers such as baptism, marriage, death records can be uploaded and stored as electronic files so that it is less time consuming to locate them.

Converting Physical Registers to an Electronic Version

In order for the registers to be digitized they must be converted to a PDF file. This can be done by using a scanner to transfer the physical registers to PDF files and onto the computer.

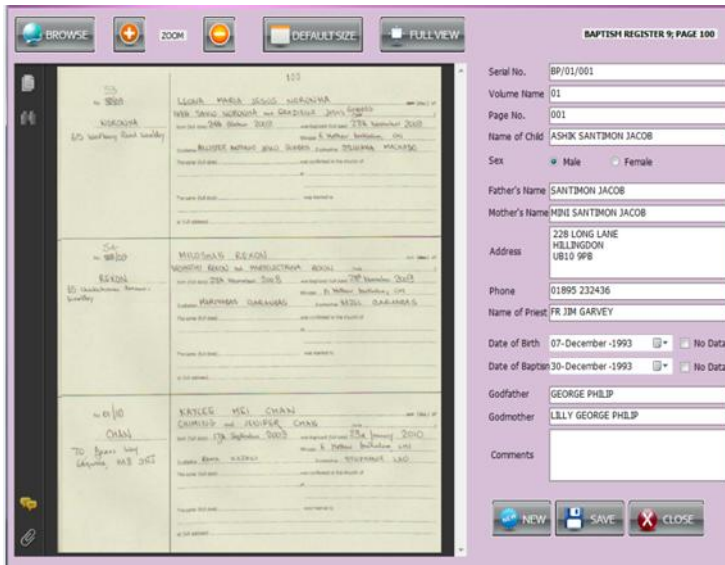
Data entry for Baptism, marriage, confirmation and death registers follow a similar format so apply the following process to all of them.

Hume Technologies' trained technicians are more than happy to visit your church to digitize the sacramental registers and integrate with EZRA system.

Baptism Entry

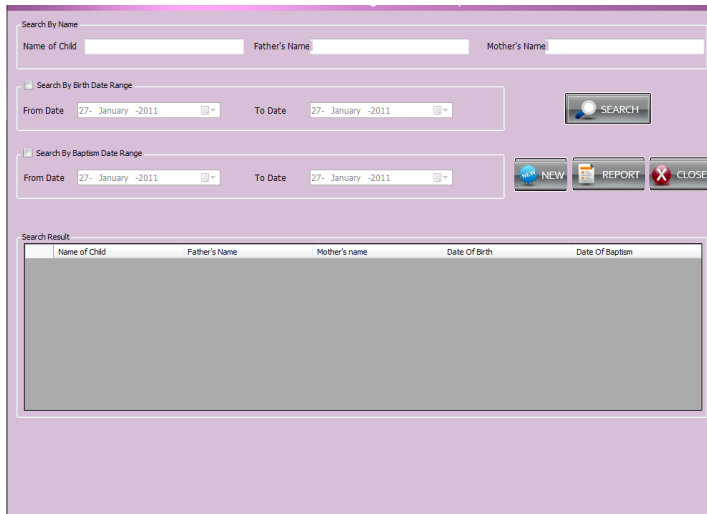


At the homepage click SACRAMENTAL REGISTERS> Baptism. You will be directed to the following screen



Scan all the registers to PDF files onto the computer.
 Click the BROWSE icon at the top of the screen to Select the PDF file of baptism register and click OPEN.
 Use the ZOOM IN and ZOOM OUT buttons to find specific data from the register to record a summary of details which will be displayed on the right hand side;
 Click SAVE.
 Click NEW to upload a new page of the sacramental register.
 This summary of information can be searched and printed out.

Searching Sacramental Registers



At homepage click SACRAMENTAL REGISTERS>Baptism>BAPTISM SEARCH; Find specific registers by either searching the name of the child or the parents; You can also search entries of registers from a specific period such as all those from a particular birth date or baptisms that occurred within a certain date range; Click SEARCH. Entries matching the search criteria should be displayed in the grey box; Click on an entry to view the details; To print a copy of the detailed summary click PRINT. To print off the actual register, right click on it and click PRINT.

MODULE 3: MINISTRY AND EVENT SCHEDULER

This module has two sections:

1. Liturgy and Sacraments
2. Faith formation

Liturgy and Sacraments

This section of the module allows you to schedule certain services, their dates, times and who is involved. The services involved are:

- Holy mass
- Baptism
- Marriage
- Confirmation
- Death
- Anointing the sick
- Other events

The screenshot shows a web application interface for scheduling liturgies and sacraments. On the left, there is a form with the following fields: 'Mass Date' (set to 01/2011), 'Mass Id', 'Mass Day', 'Mass Time', 'Venue' (dropdown), 'Priest Name' (dropdown), 'Volunteer' (dropdown with 'Select' option), and 'Name'. A green 'ADD' button is located below the form. On the right, there is a large grey rectangular area representing a table for scheduled events. At the bottom of the interface, there are four buttons: 'SAVE', 'NEW', 'DELETE', and 'CLOSE'. A table with columns 'Volunteer id' and 'Member id' is visible at the bottom left of the main content area.

At home page click
MINISTRY AND EVENTS
SCHEDULER> *Liturgy and
sacraments*> HOLY MASS.

Enter details of the mass
such as date, time, and
venue etc and Click SAVE.
Mass entries will be stored
in the grey box at the top
right of the screen

Adding Volunteers

Volunteers can also be added to specific masses; Click the drop down list on the VOLUNTEER field to select a volunteer role; Click on the drop down list on the NAME field to select available volunteers who are part of the volunteer role group. (Note: In order to use the volunteer drop down list you will need to classify volunteer roles and place members in those roles. To do this, please see the HR module)

Faith Formation

At homepage click MINISTRY AND EVENT SCHEDULER> FAITH FORMATION. Clicking on any of these links will return the following screen where you will be able to select the faith programme, date and time of programme. Once details have been finalised click the SAVE icon and the programme will be saved and displayed on the top right grey box.

Faith Programs: Select

Program ID:

Date of Program: 26/01/2011

Time of Program:

Venue of Program:

Other Information:

Buttons: NEW, SAVE, CLOSE, MEMBERS, DELETE

fpid	programs	startdate
12	Sunday School	18/01/2011 11
123	Baptism Preparati...	14/01/2011 15
	Sunday School	18/01/2011 18

Click the drop down list on the FAITH PROGRAMMES field to select a faith programme;
 Give the programme an ID,
 Enter relevant details and Click SAVE. Each programme entry will be saved and displayed in the grey box at the top right of the screen.
 To add members to the program, click the MEMBERS icon.

Faith Programs: Baptism Preparation

Program ID: 124

Date of Program: 30/01/2011

Time of Program: 10.00am

Venue of Program:

Other Information:

Buttons: NEW, SAVE, CLOSE, MEMBERS, DELETE

fpid	programs	startdate
12	Sunday School	18/01/2011 11
123	Baptism Preparati...	14/01/2011 15
124	Sunday School	18/01/2011 18
125	Baptism Preparati...	30/01/2011 10
	Marriage Prepara...	18/02/2011 11

Name of Teacher: Mrs. Kelly

Contact Details of Teacher:

Name of Class:

Class ID No:

Name of Participants: James, Gary, Laura, Stephen, Christina

Details of Participants:

Buttons: NEW, SAVE, DELETE, CLOSE

fpid	classid	classname
104		Year 5

Enter the name of the 'teacher' or volunteer giving the program, CLASS NAME and CLASS ID;
 Enter the names of those attending the program and Click SAVE.
 These details will be saved and stored in the second grey box at the bottom of the screen.

MODULE 4: PARISH GROUPS

You can add any groups associated with the church and their members in this module.

Adding a Parish Group

Group Id	Group Name
UCM	UNION OF CATHOLIC MOTHERS

At home screen click PARISH GROUPS> ADD GROUPS.
Enter the parish GROUP NAME;
Enter GROUP ID and Click SAVE; Click NEW icon to add more groups
Each group entry will be saved and stored in the grey box;
Click on the MEMBERS icon in a group to add members.

Group Id	Group Name
UCM	UNION OF CATHOLIC MOTHERS

member id	member Name	Designation

Click on the MEMBERS icon in a group to add members.
Click NEW; Enter MEMBER NAME and ID.
Enter ROLE in the group and contact details and click SAVE. Member details will be saved in the second grey box at the bottom of the screen.

Reports

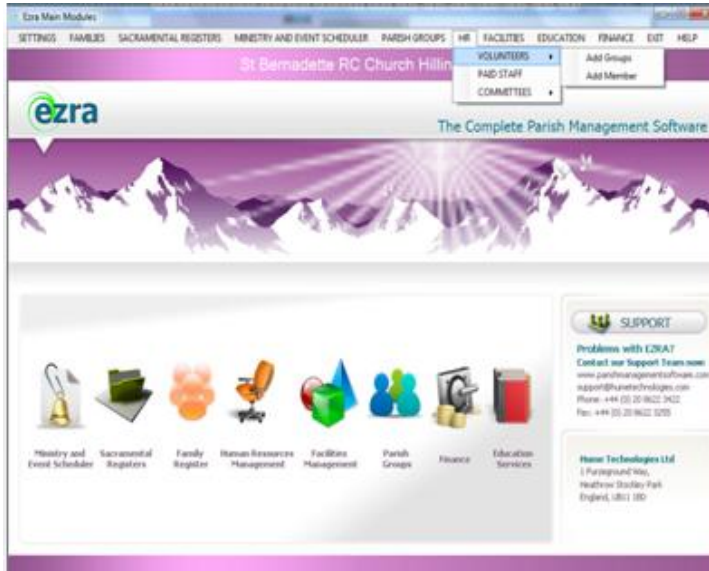
groupname	memberid	membername	Designation	contactdetails	remarks

At home screen click PARISH GROUPS> Reports. Reports can be made out to certain groups so that all the members can receive important information regarding the group's activities and events.

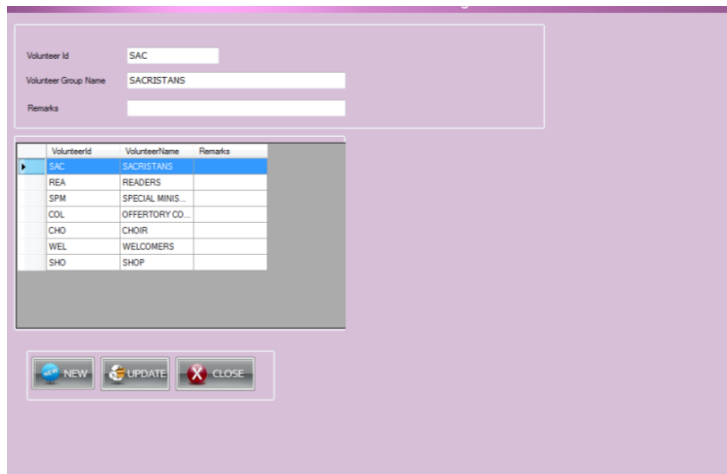
MODULE 5: HUMAN RESOURCES

This section allows you to create volunteer groups for the church as well as you can add the details of the paid staff.

Adding Volunteer Groups



At homepage click **CLICKING VOLUNTEERS>ADD GROUPS**. You will be directed to the following screen.



Type in **VOLUNTEER GROUP NAME**; Give this group a **VOLUNTEER ID**. In the remarks field write down any details about the group e.g. their duties, times and days; Click **SAVE**. To add a new volunteer group always click on the **NEW** icon before entering data. Click on the saved items in the grey box to edit any duties or volunteer group names. After editing information click **UPDATE** to save the new data.

Adding Members to the Volunteer Groups

The screenshot shows a search interface with the following fields and controls:

- Family Id:
- Family Name:
- SEARCH button
- Member Id:
- Member Name:
- NEW button
- SAVE button
- CLOSE button

Family Id	Family Name	Member Id	Member Name
SB-01/SJ		SB-01/SJF	SANTIMON
SB-01/SJ		SB-01/SMJ	Mrs Santimon Jacob
SB-01/SJ		SB-01/ASJ	Ashk Santimon Jacob
SB-01/SJ		SB-01/ATJ	Ashk Santimon Jacob

At homepage click HR> VOLUNTEERS> ADD MEMBER. Click SEARCH to display a list of all the members in the church. Alternatively if searching for specific people, either enter known FAMILY ID or FAMILY NAME; The search will return matches in the grey box.

The screenshot shows the 'Add / Edit Details' form with the following fields and controls:

- Family Id: TJ
- Family Name: Jeremy
- SEARCH button
- Member Id: TJF
- Member Name: Tim
- Volunteers:
- NEW button
- SAVE button
- CLOSE button

Additional fields in the 'Add / Edit Details' section:

- Join Date: 27/01/2011
- End Date: 27/01/2011

Click on a specific member in the list to give them their volunteer role. Once you have selected a member click the NEW icon; click the VOLUNTEER drop down list to select one of the existing volunteer groups; Record the date of when that member has joined this volunteer group; Record the date at which this member will no longer be a part of this group when known; Click SAVE; If this member belongs to additional groups, Click NEW and select the other groups.

Family Id: Member Id:
 Family Name: Member Name:

Add / Edit Details
 Volunteers:
 Join Date:
 End Date:

familyid	memberid	Volunteerid	Volunteename	joindate	enddate
TM_1	KM_1	Sac	Sacristan	28/01/2011	28/01/2011
TM_1	KM_1	Off	Offertory	28/01/2011	28/01/2011

Click SAVE; The grey box will contain all volunteer groups that member is associated with.

Once this information has been entered and saved, Groups to which a member belongs to will appear in their family profile.

Adding Paid Staff Members

You can manage and maintain staff member's records, contact details and their attendance in this module.

Staff Id:
 Staff Name:
 Contact Details:
 Designation:
 Join Date:
 End Date:
 Start Time:
 End Time:
 Remarks:

At homepage click

HR>PAID STAFF

At homepage click

HR>PAID STAFF

Staff Id Search

Staff Name

Contact Details

Designation

Join Date 27/01/2011

End Date 27/01/2011

Start Time End Time **Daily Working Hours**

Remarks

Staffid	staffname
*	

Press NEW button; enter staff name and STAFF ID; enter all relevant information Click SAVE; Staff member details will be listed in the top grey box.

Staff Id S_1 Search

Staff Name Hillary Baker

Contact Details 78 From Road

Designation secretary

Join Date 27/01/2011

End Date 06/03/2011

Start Time 8.00am End Time 4.00pm **Daily Working Hours**

Remarks

Staffid	staffname
*	

Absent Date 27/01/2011

Reason

Click on the ABSENT DATE button to record when staff members will be absent and the reason for absence; you can then be prepared to make alternative arrangements for that day; Click the ABSENT LIST button to view all the absences taken by each staff member.

Staff Id: Search

Staff Name: Hillary Baker

Contact Details: 78 Form Road

Designation: Secretary

Join Date: 27/01/2011

End Date: 12/03/2011

Start Time: 8.00am

End Time: 4.00pm **Daily Working Hours**

Remarks:

Staffid	staffname
S_1	Hillary Baker
T_1	Adrian Murry
*	

staffid	absentday	reason
S_1	27/01/2011	
S_1	11/02/2011	dentist appointment
S_1	30/01/2011	dentist appointment
*		

NEW SAVE CLOSE ABSENT DATE SAVE ABSENT LIST

Click the ABSENT LIST button to view all the absences taken by each staff member.

Adding Committees

This section allows you to create committee groups, such as finance, construction.

Committee Id:

Committee Name:

MEMBERS

NEW SAVE DELETE CLOSE

Committee Id	Committee Name
C_1	Cleaning

At homepage click HR> COMMITTEES; Enter committee name and Id; Click SAVE. Committee entries will be saved and displayed in the grey box

Committee Id: C_1
Committee Name: Cleaning

Member Id: C_R
Member Name: Rachel Stevens
Designation: 98 Formspring Road

Buttons: NEW, UPDATE, DELETE, CLOSE

Committee Id	Committee Name
C_1	Cleaning

member Id	member Name	Designation
C_R	Rachel Stevens	

Enter MEMBER NAME and ID; enter relevant data; click SAVE. To add more members click NEW and repeat above steps; All members in a specific committee group will be displayed in the second grey box at the bottom of the screen.

Reports

Committee Name: construction
Designation: All

Buttons: REPORT, CLOSE

Committee Name	memberId	membername	Designation	contactdetails	remarks
construction	S_1	sarah			
construction	B_1	Brad			
construction	T_1	tanya			
construction	K_1	kevin			

Click the drop down list on the COMMITTEE NAME field to choose a committee group; click the drop down list on the designation field to specify particular roles within the committee. Click the REPORT button; A list of all members matching the selected criteria will be displayed in the grey box.

MODULE 6: FACILITIES

This module allows you to manage use and availability of church facilities such as car parks, halls, meeting rooms, auditoriums etc.

Adding a Facility

Facid	FacType	FacName
ST_01_CP	Parking	St Teresa's church
ST_01_H	Hall	St Teresa's church
ST_01_MR	meetings	St Teresa's church
ST_02_MR	meetings	St Teresa's church

At home page click **FACILITIES> ADD A FACILITY**. Enter the **FACILITY NAME** and **ID**; Enter contact details of those in charge or involved with the facility; Click **SAVE**; Facility details will be saved in the grey box.

Booking a Facility

Once you have established the various facilities of the church, use the facility booking section to schedule the use of facilities for various events or services.

Facid	FacType	FacName
ST_01_CP	Parking	St Teresa's church
ST_01_H	Hall	St Teresa's church
ST_01_MR	meetings	St Teresa's church
ST_02_MR	meetings	St Teresa's church

At homepage click **FACILITIES> PARISH FACILITIES> FACILITY BOOKING**. Select from the drop down list, the facility type and name. **FACILITY ID**, **PERSON IN CHARGE** and **FACILITIES** fields will be filled in automatically from data that had been entered for that facility. Enter the details of the booking such as **TRANSACTION DATE**, **AMOUNT PAID**, **WHOM IT IS BOOKED BY**, and their **CONTACT DETAILS** etc; Click **SAVE**; Saved entries will be saved and displayed in the grey box

MODULE 7: EDUCATION

This module allows you to record details of institutions that are associated with the church.

Adding an Institution

Education Institution Details Entry

St Bernadette RC Church Hillingdon -- Education Details --

Institution Id: 100

Institution Name: St Bernadettes RC school

Institution Contact Details: sdfsdf

Head of the Institution: thomas

Contact Details HOI:

Remarks:

schoolid	schoolname
100	St Bernadettes R...

Buttons: NEW, UPDATE, CLOSE, MEMBERS

At home screen click EDUCATION>INSTITUTION DETAILS.

Enter INSTITUTION NAME and ID.

Click on the MEMBERS button to record which members of the church attend these institutions and their roles in the institution; Click SAVE.

All member details for that institution will be saved and displayed in the grey box to the right of the screen

MODULE 8: FINANCE

This module will allow you to keep a record of all donations being made to the church.
Donations and Collections

vchno	vchdate	vchamount
100	15/01/2011	111

At home screen Click **FINANCE> DONATIONS AND COLLECTIONS**.

At home screen Click **FINANCE> DONATIONS AND COLLECTIONS**.

Click on the drop down list to select collection type. The drop down list to select collection mode (method of payment).

Note: To appoint an ENVELOPE ID to a family member, see the gift aid section.

vchno	vchdate	vchamount
12	18/01/2011	12

If the payment is given via envelope check the **FROM ENVELOPE** button. Fill the next section with the **ENVELOPE ID, DATE, PARISH ID and MEMBER**. You can search **ENVELOPE ID** to find specific members who have been appointed a certain **ENVELOPE ID**. Click **SAVE**.

All donation entries will be saved and displayed in the grey box.

GIFTAID Master

Family Id

Family Name

Family Id

Family

Name

Current Date 03/02/2011

Envelope Box Id

Number Of Envelope 52

At home screen click FINANCE> GIFT AID MASTER.

Here you can add the details of the households and enter the envelope number and other details.

Family Id

Family Name

Family Id

Family

Name

Current Date 28/01/2011

Envelope Box Id

Number Of Envelope 52

FamilyId	Family Name	Christian Names
TM_1	Michael	Tim
EG_1	Green	Elliot
JB_1	Bary	Jill

Issue members of the church their own ENVELOPE ID to keep track of their donations. Click on search to list all family members in the grey box.

Click on a family and give them an ENVELOPE BOX ID. Click SAVE Envelope Id will be stored for a family in the second grey box at the bottom of the screen.