shepherd's staff®

Trial Quick-Start Guide

Concordia Technology Solutions

shepherd's staff®

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Dear Ministry Leader,

We know that sometimes church management tasks can get in the way of actually doing your ministry. Should coordinating confirmation classes take up more time than actually teaching them? Should recording and reporting on contributions take the focus off of dispersing funds where they're needed? Certainly not.

That's why we created Shepherd's Staff, complete church management software that provides the organizational tools you need so you can focus on what matters most—the spiritual care of your members. Our Windows-based software includes solutions to keep up with all your church's needs:

Membership Manage your members' contact information, and create mailings and reports.

Attendance Easily recognize the need for pastoral visits, and track attendance patterns.

Contributions Create IRS-compliant giving statements, and analyze the numbers with reports and graphs.

Finance Track funds, set up automatic functions, and print checks from your computer.

Scheduler Schedule church staff, rooms, rentals, services, cleaning, meetings, and more.

Whatever your role at church, Shepherd's Staff will help you work faster, smarter, and within budget. With reliable updates and a top-notch support team, it's a wise investment for your church. After you have had a chance to use the working demo, please talk with a member of our sales team at (800) 325-2399 to see how Shepherd's Staff can help your church. We look forward to hearing from you.

Peter Frank
Concordia Technology Solutions
peter.frank@cph.org

Installing Shepherd's Staff

1. Close all programs.
2. Click on the download link on ShepherdsStaff.org.
3. Download to any directory on your hard drive.
4. Go to the directory and double-click the 2017-TrialVersion.exe file.
5. The trial will self-install.
6. Accept all of the defaults during the installation.
7. Restart your computer if prompted.
8. If you encounter any problems during the installation, you may contact Concordia Technology Solutions Software Support at 800-346-6120.

Setting Up Your Account

1. Go to your desktop.
2. Open Shepherd's Staff.
3. A welcome message will appear. Click OK.
4. Select which edition you would like to use and click OK.
5. You will be asked to log in. Use the following credentials and click OK.

User ID: **sysadmin**
Password: **password**

You are now ready to use the Shepherd's Staff Trial Version.

Dashboard

The Church Dashboard display is meant to provide a quick snapshot of your church's current data and statistics, displaying recent data from the Membership, Attendance, Contributions, and Finance modules, as well as a list of all upcoming anniversaries. All data is available in both bar and table charts and can easily be copied to the clipboard for sharing with others.

Membership

Quickly view the changes in membership and member activity.

Attendance

Track attendance for the past twelve weeks or past twelve months, and break it down by type of attendance or membership status.

Contributions

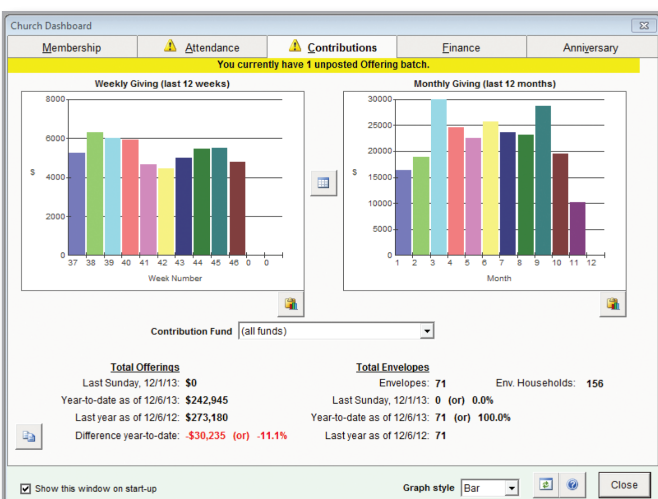
Track giving by fund over various lengths of time and receive notification for unposted batches.

Finance

Check the financial health of the congregation compared to budget and view the most recent activities by fund.

Anniversary

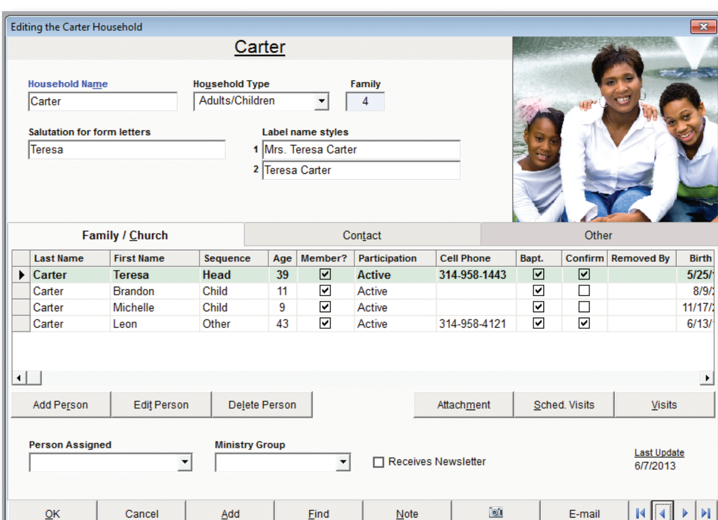
View upcoming birthdays and anniversaries without having to run a report.



Households

Membership starts with adding Households. Every person in Shepherd's Staff must reside in a Household. All information you must enter in order to create a new Household is labeled in blue on this tab. Once you have filled in these fields, you can enter any of the other information or begin entering people into the Household.

- To add a Household Record, click on the +H icon.
- Once the Add a New Household window appears, start filling out the required fields. Traditionally, the last name of the family or group would go into the Household Name.
- If the Household sometimes uses a different address (snowbirds, for example), click on the Alternate 1 button and key in the Alternate Address. Alternate Address requires Begin Use and End Use dates.
- Once the required fields have been filled in under the Address tab, the Household is complete and can be closed. Additional information about this Household can be added by clicking the remaining tabs (People, Ministry, Phone, Mail/Email, and Other).

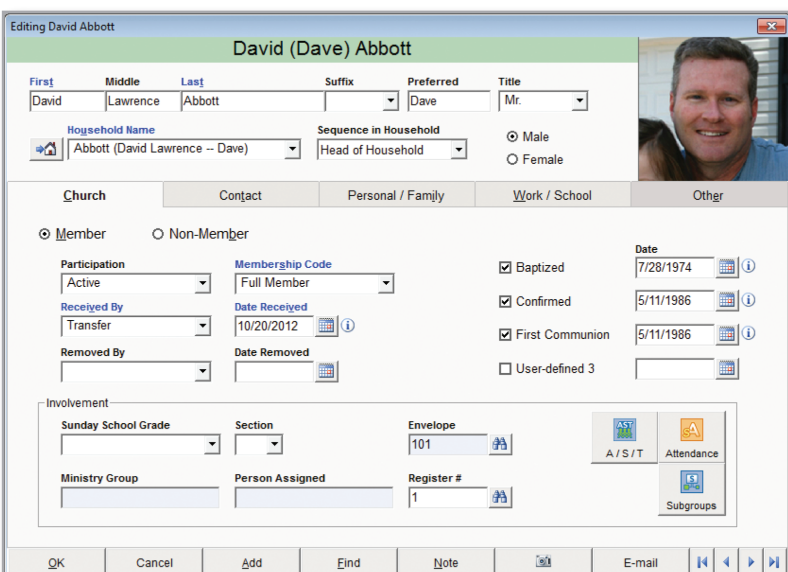


People

Once you have entered a Household, you can add people. Person Records contain information on individuals. There are more fields than Household Records, but again, only the blue-colored font fields are required.

- Add a person by clicking the +P icon, then select the Household to which this person belongs by selecting it from the drop list.
- The Person Records feature starts on the Church tab. The Church tab contains the individual's spiritual information. For a member, the fields are Received By, Date Received, and Membership Code. For a nonmember, these fields cannot be filled in.
- If the envelope number is known, key it in. This is the only place in Membership to give someone an envelope number (otherwise, it is done in Contributions).

Shepherd's Staff is designed so that churches can key in every different type of person that comes through the doors: members, nonmembers, friends, visitors, everyone! The key to success is data-entry consistency and your ability to filter out individuals or groups when producing reports, labels, or other information.



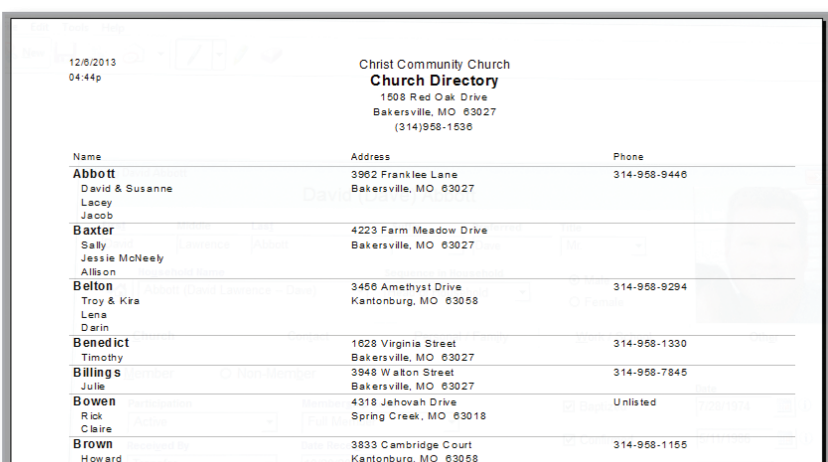
Reports

Shepherd's Staff contains hundreds of reports to help oversee every aspect of your church. The Membership module has reports to help manage everything from address labels to visits. We will show just a few of the most popular reports.

Church Directory

This report can output a directory of people in a variety of ways. You can choose to do a directory by household, for individual people, or for a subgroup. In this example, we will print a directory of all member households.

- Click Reports, then Church Directory.
- Under Format, select Household.
- Under Who, select All People.
- You can print either the primary address or an alternate address.
- You can choose to include additional information such as email addresses and birthdays by selecting those options.
- Click Preview to view your report.


12/6/2013
04:44p

Christ Community Church
Church Directory
1508 Red Oak Drive
Bakersville, MO 63027
(314)958-1536

Name	Address	Phone
Abbott David & Susanne Lacey Jacob	3962 Franklee Lane Bakersville, MO 63027	314-958-9446
Baxter Sally Jessie McNeely Allison	4223 Farm Meadow Drive Bakersville, MO 63027	
Belton Troy & Kira Lena Darin	3456 Amethyst Drive Kantonburg, MO 63058	314-958-9294
Benedict Timothy	1628 Virginia Street Bakersville, MO 63027	314-958-1330
Billings Julie	3948 Walton Street Bakersville, MO 63027	314-958-7845
Bowen Rick Claire	4318 Jehovah Drive Spring Creek, MO 63018	Unlisted
Brown Howard	3833 Cambridge Court Kantonburg, MO 63058	314-958-1155

Mailing Labels

This is probably the most commonly used report. Popular label styles are already set up for you. The Content drop list lets you pick the type of information that prints.

- Click Reports, then Labels (mailing labels).
- Select the Report For option you wish to use.
- Select the Avery® style of labels you will be using.
- Select the content—how the labels will be addressed.
- Choose the address to print (primary or alternate), then the sort option.
- Click Preview to see your labels.

Rick and Claire Bowen 4318 Jehovah Drive Spring Creek, MO 63018	Dennis Haywood 4564 Irving Road Spring Creek, MO 63018	Walter and Mable Moore 3326 Hog Camp Road Spring Creek, MO 63018
David and Cynthia Overton 2108 Hillcrest Drive Spring Creek, MO 63018	Edward and Amy Powell 473 Terra Street Spring Creek, MO 63018	Carl and Robin Vines 385 Michigan Avenue Spring Creek, MO 63018

Anniversaries Report

This report provides dates for all types of anniversaries such as weddings, birthdays, Baptisms, confirmation, and more.

- Click Reports, then Anniversaries.
- Choose to do the report for all people or a subgroup of people.
- Select the type of anniversary you wish to see.
- Choose the contact information you want on the report (address, phone, email).
- Choose if you want to print the report for a single month or a date range.
- Preview the report to see the anniversaries you have selected.

Subgroups

A subgroup is simply a list of names retrieved from your records, either by specifying them manually or by using Shepherd's Staff to locate them using a set of criteria. Subgroups differ from other lists (such as Activity, Skill, and Training class lists) because they can be used to print practically any report in Membership, Attendance, and Contributions. This gives you a tremendous amount of flexibility, and once created, subgroups can be used in most any report.

Dynamic Subgroups

As the name implies, Dynamic Subgroups constantly change. Each time you view or use the subgroup, the names shown reflect current information in the database. As information in your database changes over time, so do the people retrieved by the Dynamic Subgroup. You can search more than 240 fields from Membership, Attendance, and Contributions.

Static Subgroups

Conversely, the names in a Static Subgroup do not change unless you manually add or remove them. A Static Subgroup is useful when

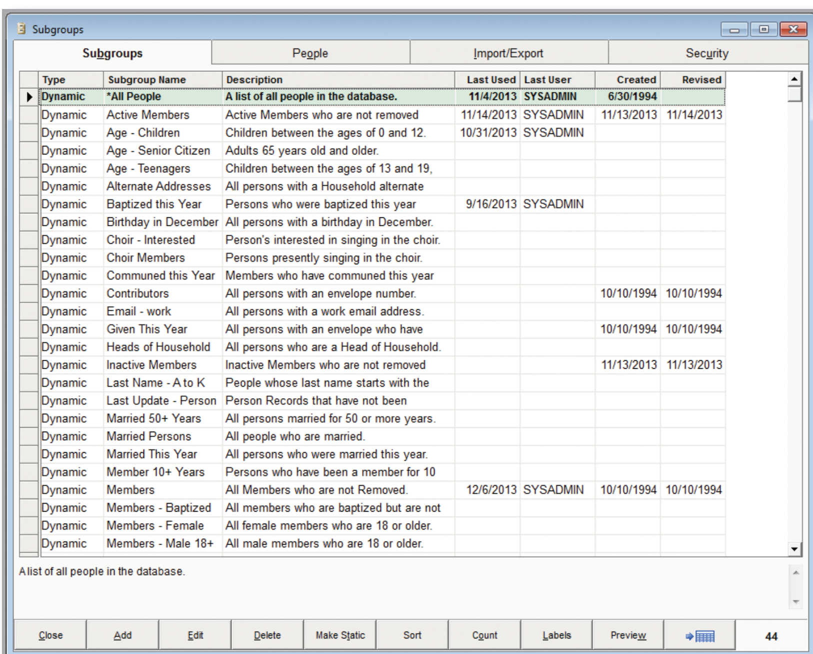
- you need a list of just a few people, and you know the names of those people;
- you need a list of names as of a fixed point in time, for historical reference (such as last year's board members); or
- you need a list of people who have nothing in common (in other words, you cannot use a Dynamic Subgroup to gather the names for you).

Combined Subgroups

A Combined Subgroup lets you combine up to five Static and/or Dynamic Subgroups together and treat them as one subgroup. When you print a report using a Combined Subgroup, the contents of all the Static/Dynamic Subgroups are added/subtracted from one another to produce the list of names.

Creating a Subgroup

- Click Subgroups then Add, and choose the type of subgroup.
- Click OK and give the subgroup a recognizable name.
- For a Dynamic Subgroup, click New Line, then select fields and the values to search for, then click OK. For each criterion you wish to search by, you must add a new line.
- For a Static Subgroup, highlight the names of those people you want to appear in the group, then click the Add button.
- For a Combined Subgroup, select the subgroup you wish to start with, then select the next subgroup and choose to add or subtract it from the first subgroup.



Type	Subgroup Name	Description	Last Used	Last User	Created	Revised
Dynamic	*All People	A list of all people in the database.	11/4/2013	SYSADMIN	6/30/1994	
Dynamic	Active Members	Active Members who are not removed	11/14/2013	SYSADMIN	11/13/2013	11/14/2013
Dynamic	Age - Children	Children between the ages of 0 and 12.	10/31/2013	SYSADMIN		
Dynamic	Age - Senior Citizen	Adults 65 years old and older.				
Dynamic	Age - Teenagers	Children between the ages of 13 and 19,				
Dynamic	Alternate Addresses	All persons with a Household alternate				
Dynamic	Baptized this Year	Persons who were baptized this year	9/16/2013	SYSADMIN		
Dynamic	Birthday in December	All persons with a birthday in December.				
Dynamic	Choir - Interested	Person's interested in singing in the choir.				
Dynamic	Choir Members	Persons presently singing in the choir.				
Dynamic	Communed this Year	Members who have communed this year				
Dynamic	Contributors	All persons with an envelope number.			10/10/1994	10/10/1994
Dynamic	Email - work	All persons with a work email address.				
Dynamic	Given This Year	All persons with an envelope who have			10/10/1994	10/10/1994
Dynamic	Heads of Household	All persons who are a Head of Household.				
Dynamic	Inactive Members	Inactive Members who are not removed			11/13/2013	11/13/2013
Dynamic	Last Name - A to K	People whose last name starts with the				
Dynamic	Last Update - Person	Person Records that have not been				
Dynamic	Married 50+ Years	All persons married for 50 or more years.				
Dynamic	Married Persons	All people who are married.				
Dynamic	Married This Year	All persons who were married this year.				
Dynamic	Member 10+ Years	Persons who have been a member for 10				
Dynamic	Members	All Members who are not Removed.	12/6/2013	SYSADMIN	10/10/1994	10/10/1994
Dynamic	Members - Baptized	All members who are baptized but are not				
Dynamic	Members - Female	All female members who are 18 or older.				
Dynamic	Members - Male 18+	All male members who are 18 or older.				

A list of all people in the database.

Close | Add | Edit | Delete | Make Static | Sort | Count | Labels | Preview | 44

Attendance

The Attendance module records attendance for any number of events (services, meetings, etc.), displays attendance statistics and history, and produces summary and detailed reports. Attendance utilizes people from the Membership module, so you must first enter everyone into Membership.

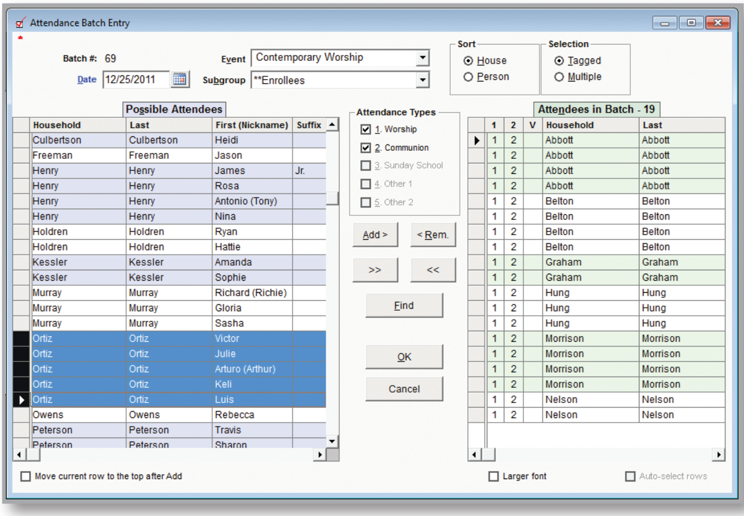
Creating Attendance Events and Types

An attendance event is the same as a meeting people can attend. Sunday worship, Tuesday night youth group, and the Easter sunrise service are all examples of events. To add an attendance event, do the following:

- Click the Event icon, then click Add.
- Name the event, select attendance type(s), and click OK.

To enter attendance after an event, create an Attendance Batch. A Batch is a temporary workplace where you can enter attendance and make corrections before applying that information to people's records. To add a Batch, follow these steps:

- Click the Batch icon, then click Add.
- Select the Event, then click OK.



- Select the people who attended the event from the left, then click the Add > icon. When you are finished, click OK.
- If the Batch is correct, click Post to apply to records.

Reports

There are many reports that can help track attendance and even absenteeism. One of the most popular reports is the Attendance by Event report.

Attendance by Event

To generate this report, do the following:

- Click Reports, then select Attendance by Event.
- Click the Settings tab and choose the Report For and attendance type options you wish to see.
- Select the date range and sort order you wish. Click Preview.

12/6/2013
04:50p

Christ Community Church
Attendance by Event Report
Criteria: (Data: All Types: 1 Dates: 1/1/2013 - 12/6/2013)

Name	Event	Type 1	Type 2	Type 3	Type 4	Type 5	Total
Abbott, David Lawrence (Dave)							
	Contemporary Worship	37	37	0	0	0	74
		37	37	0	0	0	74
Abbott, Jacob Philip							
	Contemporary Worship	37	0	0	0	0	37
		37	0	0	0	0	37
Abbott, Lacey Marie							
	Contemporary Worship	37	0	0	0	0	37
		37	0	0	0	0	37
Abbott, Susanne Alice (Sue)							
	Contemporary Worship	37	37	0	0	0	74
		37	37	0	0	0	74
Baxter, Allison (Allie)							
	Contemporary Worship	4	0	0	0	0	4
	Traditional Worship	6	0	0	0	0	6
		10	0	0	0	0	10
Baxter, Sally L.							
	Contemporary Worship	4	0	0	0	0	4
	Traditional Worship	6	6	0	0	0	12
		10	6	0	0	0	16
Belton, Darin Peter							
	Contemporary Worship	38	0	0	0	0	38
		38	0	0	0	0	38

Attendance

The Check-In application allows you to set up a computer where people enter your church and check themselves in for worship.

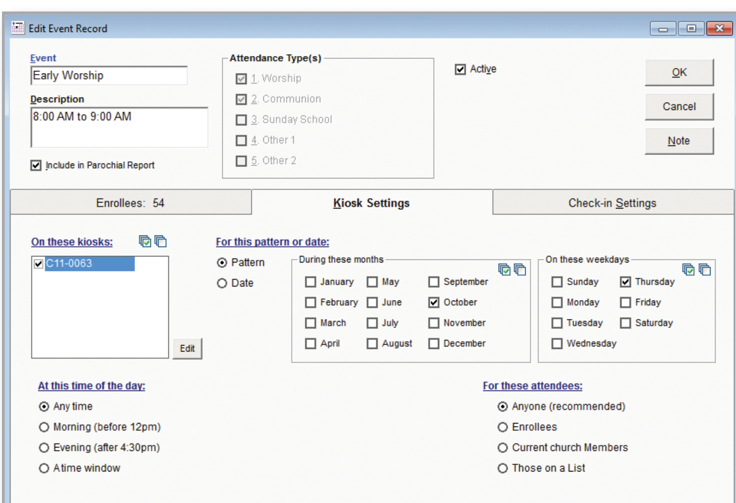
This program includes the ability to

- assign any number of events to a kiosk and automate when various events appear on a given kiosk;
- print name badges at the time the person records attendance;
- allow visitors to register from within the kiosk, which adds them to the database and records their attendance; and
- tailor the display of the kiosk, including setting background and foreground colors, the font, and the initial splash screen graphic.

Setting Up a Kiosk Event

If you plan on using the Shepherd's Staff Check-In, you will need to set up your events to work with the kiosk.

- Go to Records in the File menu and choose Events/Enrollees. Highlight the event you want to set up and click Edit.
- Go to the Kiosk Settings tab. Select the appropriate options and click OK to save the settings.

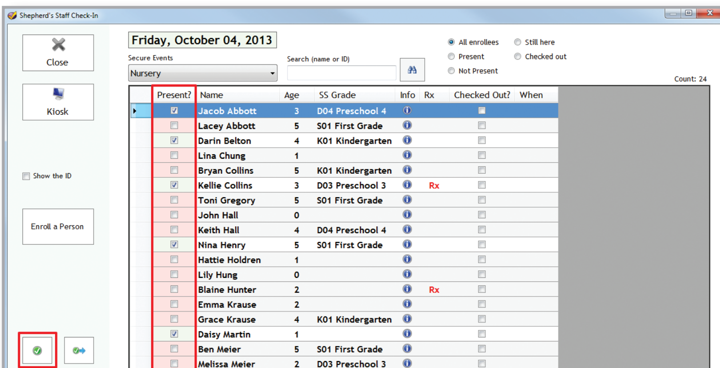


Multipurpose Check-In

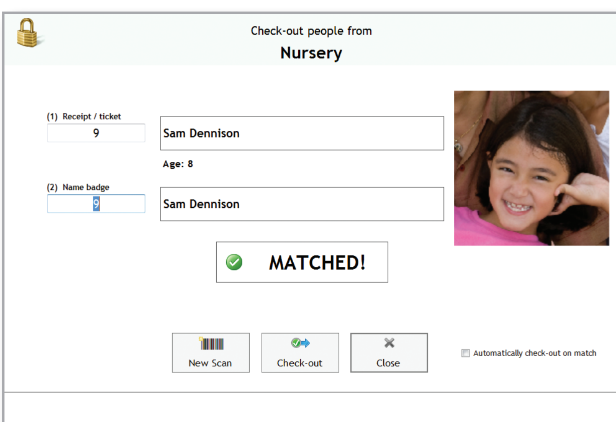
Shepherd's Staff Check-In is also used for securely checking in children for childcare during a church service and provides verification at pick-up time to make sure the correct person is picking up the correct child.

Some of the features of the Secure Check-In include the following:

- Allows you to print a name badge and a ticket. The name badge is put on the child, and the ticket is given to the guardian.
- Ability to assign a unique ID number to each child. The ID number prints on both the name badge and the ticket.



- For additional security, the number can be printed as a bar code. When the guardian returns to pick up the child, a bar code scanner is used to verify that the badge and the ticket match.



Contributions

Using Contributions to manage offerings parallels the "real-world," manual way of doing it. Keeping accurate offering records, knowing the status of pledges, and staying in touch with your contributors are familiar tasks.

To add an envelope number in Contributions, do the following:

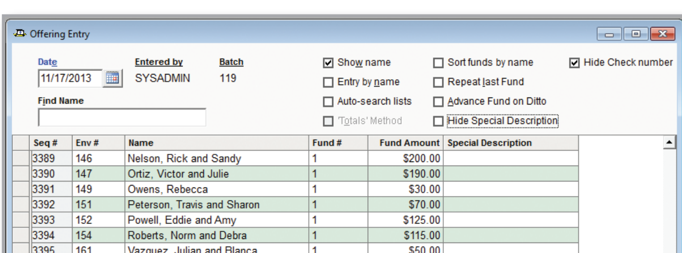
- Click on Records, then Contributors, then Add.
- Type the number you wish to use, or Shepherd's Staff can assign the next available or the next highest number automatically.
- If the envelope is shared between two contributors, check the shared envelope box and select the joint contributor.
- Click OK.

Recording Offerings

The Contributions module uses a two-step process to record offerings: batching and posting. A Batch is a temporary holding area where you enter offerings. After checking your work, you commit the offerings to the database by posting.

To begin entering an offering Batch, do the following:

- Click the icon, then click Add.
- Select the envelope number, the fund, and the amount.
- Repeat until all offerings are entered. When finished, click Close.
- The Batch can now be printed. When you are sure everything is correct, press Post.



Pledges

Though not required, many churches use a system of pledges. These are commitments made by contributors to give a certain amount over a certain time period in specific increments (weekly, monthly, annually, etc.).

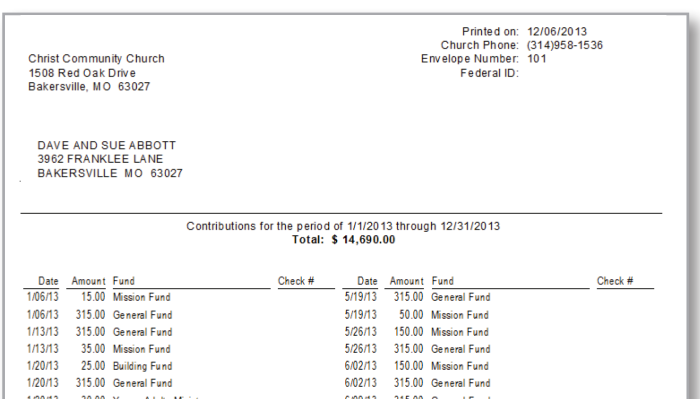
To add a pledge, do the following:

- Click on Records, then Pledges, and then Add.
- Select the Contributor, then the Fund.
- Enter the amount, then the frequency for the pledge.
- Enter the date range the pledge runs, and Shepherd's Staff automatically calculates the total of the pledge for you.

Statements

One reason to use the Contributions module is to provide giving statements at year-end for tax deduction purposes. Shepherd's Staff offers several options for providing giving statements. The most popular is the previewable statements. To print these statements, do the following:

- Select Reports then Statements (Previewable).
- Click the Settings tab and choose the desired date range of giving.
- Select the format, options, sort order, and message.
- Click Preview.



Printed on: 12/06/2013
Church Phone: (314)958-1536
Envelope Number: 101
Federal ID:

Christ Community Church
1508 Red Oak Drive
Bakersville, MO 63027

DAVE AND SUE ABBOTT
3962 FRANKLEE LANE
BAKERSVILLE MO 63027

Contributions for the period of 1/1/2013 through 12/31/2013
Total: $ 14,690.00

Date	Amount	Fund	Check #	Date	Amount	Fund	Check #
1/06/13	15.00	Mission Fund		5/19/13	315.00	General Fund	
1/06/13	315.00	General Fund		5/19/13	50.00	Mission Fund	
1/13/13	315.00	General Fund		5/26/13	150.00	Mission Fund	
1/13/13	35.00	Mission Fund		5/26/13	315.00	General Fund	
1/20/13	25.00	Building Fund		6/02/13	150.00	Mission Fund	
1/20/13	315.00	General Fund		6/02/13	315.00	General Fund	
1/20/13	30.00	Young Adults Ministry		6/09/13	315.00	General Fund	

There are several important differences between accounting for nonprofit organizations (such as churches) and business accounting. One of the main differences is how income and expenses are recognized and recorded. Congregations usually work on a cash basis. This means income is recognized and recorded when the money is received. Expenses are recognized and recorded when the money is spent.

Congregations tend to use "cash accounting" because it is much simpler. This method makes it easier for the treasurer to track the money going into and coming out of one or more bank accounts, and it's easier to explain to the congregation. Shepherd's Staff is designed for churches utilizing cash accounting or fund accounting.

Establish Funds

The first step is planning the number of funds you will have. Many churches use only one fund, while others have several. Just remember that funds are separate sets of books and accounts (including checking accounts), and other information is not shared between funds.

To add a fund, do the following:

- Click the icon, then click Add.
- Give the fund a name, then click OK.

Creating a Chart of Accounts

The next step is to add accounts to your fund(s). You have six types of accounts from which to choose—Assets (type 1), Liabilities (type 2), Equity (type 3), Income (type 5), Expense (type 6), and Dedicated (type 7).

To add an account, do the following:

- Click the icon, then select the account type and click Add.
- Name the account, then select the major group, minor group, and sequence number. If this account is a banking account, designate it by clicking the box.
- Enter the beginning balance (if any). Click OK.

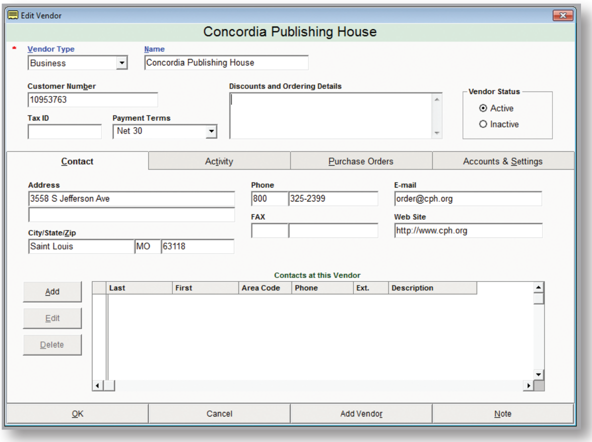
This chart shows you which accounts to debit and credit to increase or decrease balance.

Account Type	Increases Balance	Decreases Balance
Asset	Debit	Credit
Liability	Credit	Debit
Equity	Credit	Debit
Income	Credit	Debit
Expense	Debit	Credit
Dedicated	Credit	Debit

Add Vendors

Any person, company, or organization who receives a check, payment, or other disbursement of funds from your congregation, including employees, is considered a vendor. To add a vendor, do the following:

- Click the icon, then click Add.
- Select the vendor type, such as employee or business.
- Name the vendor. Enter additional information on the various tabs.
- Click OK.



Transactions

All financial activities for a congregation are called transactions. These fall into three categories.

Deposits

Any receipt of money that is deposited in the bank is a deposit. To create a deposit, do the following:

- Click the icon, select the bank account, and click Add.
- Select the offset account or accounts (typically an income account), then enter an amount for each line item.
- Click OK.

Checks

Checks are any disbursements for which you write an actual check. To create a check, do the following:

- Click the icon, then click Add.
- Select the payee (vendor), the offset account (typically an expense account), and enter an amount.
- Click OK. The check number and date are generated when you print the check.
- To print, select Transactions, then Checks, then Print.
- Select the proper checking account, then click Print.

Journal Entries

Any other transaction, such as bank fees, interest, or correction of errors, is considered a journal entry. Every journal entry affects at least two accounts, one that is debited and one that is credited. The total debits must match the total credits.

To create a journal entry, do the following:

- Click the icon and click Add.
- Select the accounts you wish to debit and credit and enter the amounts.
- Click OK when you are finished and debits and credits match.

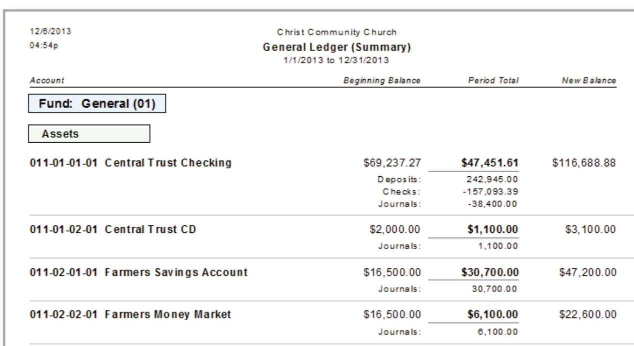
Reports

There are more than twenty financial reports, each with variations to help analyze every aspect of your church's finances. Two of the most common reports are the General Ledger and the Statement of Income and Expense.

General Ledger

The General Ledger report is a detailed listing of all transactions for each account. It lets you see at a glance all activity to date for an account. To run the General Ledger report:

- Select Reports, then General Ledger.
- Click the Settings tab, then select the funds and ranges for the accounts, as well as the groupings you wish to see.
- Select the level of detail, then the date range.
- Click Preview.


12/6/2013
04:54p

Christ Community Church
General Ledger (Summary)
1/1/2013 to 12/31/2013

Fund: General (01)

Assets

Account	Beginning Balance	Period Total	New Balance
011-01-01-01 Central Trust Checking	$69,237.27	**$47,451.61**	$116,688.88
	Deposits:	242,945.00	
	Checks:	-157,093.39	
	Journals:	-38,400.00	
011-01-02-01 Central Trust CD	$2,000.00	**$1,100.00**	$3,100.00
	Journals:	1,100.00	
011-02-01-01 Farmers Savings Account	$16,500.00	**$30,700.00**	$47,200.00
	Journals:	30,700.00	
011-02-02-01 Farmers Money Market	$16,500.00	**$6,100.00**	$22,600.00
	Journals:	6,100.00	

Statement of Income and Expense

The Statement of Income and Expense report is a summary of your church's receipts and disbursements and the difference between the two. To run the Statement of Income and Expense, do the following:

- Select Reports, then Statement of Income and Expense.
- Choose a format. This will vary the look and output of the report.
- Select the fund, month, detail, and budget comparison.
- Click Preview.

Scheduler

With Scheduler, you can prevent conflicts with rooms and resources and improve communication in your congregation. Use Scheduler to

- prevent conflicts of room and resource usage;
- schedule recurrent events;
- record physical assets and values;
- track equipment usage and inventory;
- schedule volunteers and church staff for events and meetings;
- produce calendars for each room;
- manage ministry and bus routes; and
- track and schedule vehicle maintenance.

Rooms

Name	Type	Location	Max Occ.	Size	Active?
Bathroom 1	**Restroom**	**Parish Hall - ground**	**2**	**12W x 8L x 8H**	☑
Bathroom 2	Restroom	Parish Hall - ground	2	12W x 8L x 8H	☑
Church Bus	Transportatic	Church garage	33	8W x 37L x 10H	☑
East lawn	Multi-use	Church property - east	175	120W x 180L	☑
Main Parish Hall	Multi-use	Parish Hall - ground	150	100W x 150L x	☑
Outdoor shed	Storage	Church property - east	0	12W x 10L x 11H	☑
Pastor's office	Office	Parish Hall - Second	5	12W x 14L x	☑
Sanctuary	Worship	Church bldg - ground	390	85W x 120L x	☑
Storage Locker #1	Storage	Parish Hall - ground	0	6W x 12L x 7H	☑

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Ministry Task Manager

From busy to better

Improve church communication without adding stress to already busy days with Ministry Task Manager, a feature that gives you a simple place for your all your ministry to-dos.

With Ministry Task Manager, you can easily assign tasks such as these:

One-Time Tasks: Call and rent van for upcoming youth mission trip.

Recurrent Tasks: Print and mail this month's newsletter.

Dependent Tasks: When a visitor is added to Shepherd's Staff . . .

Send Welcome Packet *(for Assimilation Director).*

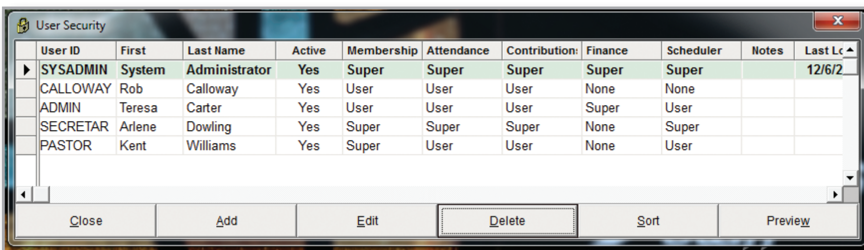
Set up a home visit *(for Pastor).*

Call and introduce yourself *(for Elder).*

System Administration

Once you have purchased Shepherd's Staff, you must choose someone to serve as the system administrator. The system administrator has full access to all functions and utilities in Shepherd's Staff. When you first install the program, the only user is the system administrator, whose user ID is SYSADMIN. The SYSADMIN user ID is permanent and cannot be deleted. However, the password for SYSADMIN can be changed.

The system administrator can also add users and control the functions that users can perform. Each person that uses Shepherd's Staff should have his or her own user ID and password. DO NOT share IDs and passwords. Once you add a new user, you can set what modules and/or functions within modules each user can access.


User Security

User ID	First	Last Name	Active	Membership	Attendance	Contribution:	Finance	Scheduler	Notes	Last Lc
SYSADMIN	System	Administrator	Yes	Super	Super	Super	Super	Super		12/6/2
CALLOWAY	Rob	Calloway	Yes	User	User	User	None	None		
ADMIN	Teresa	Carter	Yes	User	User	User	Super	User		
SECRETAR	Arlene	Dowling	Yes	Super	Super	Super	None	Super		
PASTOR	Kent	Williams	Yes	Super	User	User	None	User		

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If you want a user to access all functions within a module, you should set their access to SUPERVISOR for that module. For example, a church secretary would likely have supervisor access in Membership, the financial secretary would have supervisor access in Contributions, and the treasurer would have supervisor access in Finance.

If you want a user to have limited access to specific functions within a module, set them as USER. Once you select USER, you must click the Detail button to choose exactly which functions the user can access.

Changing the system administrator password and adding users is done from the main menu. Click Utilities and choose Change Password to reset your administrator password or User Security to start adding other users.

Software Packages

Standard Edition with Finance

(Membership, Attendance, Contributions, Finance, and Scheduler)

$1,099 Includes one year of Software Support

Standard Edition

(Membership, Attendance, Contributions, and Scheduler)

$899 Includes one year of Software Support

Small Church Edition with Finance

(Membership, Attendance, Contributions, Finance, and Scheduler)

$699 Includes one year of Software Support

Small Church Edition

(Membership, Attendance, Contributions, and Scheduler)

$499 Includes one year of Software Support

800•325•2399 **ConcordiaTechnology.org**

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