



churchwindows
MANAGEMENT SOFTWARE



JANUARY/FEBRUARY 2017 TECH TIPS

New year – New look

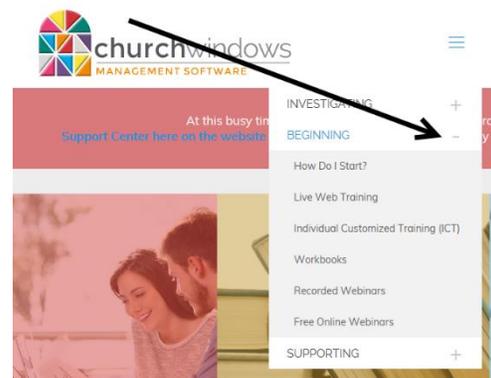
The Church Windows website has a new design. We simplified our content, and we created a site that is more friendly no matter what device you use for accessing the website. Depending on the size of your screen, you will see three major headings – Investigating, Beginning and Supporting.



If you are on a smaller screen, then those compress into the web-standard three parallel line image (shown below) representing the menu.



By clicking on the three line or menu image, you should see the three options of Investigating, Beginning and Supporting. To see the topics within each major heading, just click the + to the right of the word. Now you should see a list of the topics available within that major heading.





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- Here is a little information regarding each of the major headings and just some of what you can find under each one.
 - Investigating
 - If you want to learn about what the various modules do.
 - If you're buying the program for the first time.
 - If the church is considering adding an additional module not yet owned.
 - To learn about the Support & Updates program.
 - To learn about Church Windows partner companies.
 - Beginning
 - Helpful when the church has just purchased Church Windows and you're just starting out.
 - Helpful if you've taken over your position at the church and are using Church Windows for the first time.
 - Helpful to locate training resources and Free Online Webinars.
 - Supporting
 - This area is for the new or the experienced user.
 - Go here if you're looking for program updates.
 - There are also a number of helpful documents for end-of-year.
 - The largest sub-section of this area is the searchable/browseable Support Center that contains documents and videos available 24/7 that assist with Church Windows questions.

If you are unsure what area to select, there is a magnifying glass in the upper right of the homepage, and there is a site search at the bottom of the page. Click on either and type in a key word to look for items on the new site.

Alternate addresses

Within the Membership module, you can add an alternate address for an entire family, or you can enter alternate addresses for just an individual within the family. To add either, first find the record. To add a family alternate address, click anywhere on the left or family side of the record to make that the active side. To add an individual alternate address, click on the individual name on the left, then click anywhere on the individual record on the right to make it the active screen. Click the Alternate Address icon along the top of the screen.

Below are images of the Alternate Address icon. If there is no alternate address on the record, then you will see the first image of just a mail box. Once the record has either a family



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or individual alternate address added to it, then the icon changes. The second shows an envelope and a house, meaning there is a family alternate address on this record. The third shows an envelope with a person, meaning there is an individual alternate address on the individual highlighted in the list of family members on the left. The last image indicates there is both a family alternate address, and the individual highlighted on the left has an individual alternate address.



You can add either or both if needed. The family alternate address should only be added to the family if everyone in the family is at that address, and you must enter effective dates. The dates only require the month and day. If the dates are in effect for the family address, the regular address will show in red when viewing the record.

Changes

To ensure you receive updates, news, tech tips and other important information from Church Windows, please take a moment to make sure we have your current email and/or contact information for your church. This can be done by emailing info@churchwindows.com with your current contact person and email address, or you can call 1-800-533-5227 and verify that we have your current contact information. You can also update information on your support renewal form.

Backing up

Remember to regularly make backups of your data. Back up often to prevent possibly having to re-enter data! You can perform this function yourself, and it only takes seconds. Don't depend on someone else. A secondary backup never hurts.

[Church Windows Desktop Backup](#)

[Church Windows Web & General Backup Information](#)

