



June 2017 Tech Tips

Windows Updates

Your computer most likely is set to install your Microsoft Windows Updates automatically, so you might not even realize that behind the scenes your operating system is updating weekly. Often these Microsoft updates stop the Microsoft SQL Service which is important for Church Windows to run properly. When this occurs, you may get a message upon attempting to open Church Windows that says, "Object reference not set to an instance of an object." This indicates the SQL Server was stopped and needs restarted. This document [Restarting SQL Server on Windows 10](#) walks you through fixing this issue.

Cleanup

Things are perhaps a little less busy during the summer months. Why not take a little time to clean up your Church Windows database? Here are some things you might want check out for cleaning up your Church Windows.

Membership & Donations – Oftentimes we see duplicate records between the Membership and Donations modules. Now would be a great time to review our [Handling Duplicates Givers](#) document and deal with any duplicate records.

Accounting – Do you have outstanding bills that you know were paid? Take a look at our [Paid Bills still listed under Quick Pay/View Outstanding Bills](#) document to clear out anything sitting in Pay Bills.

Payroll – Print an informative copy of all W-2s and verify that the information is correct.

Scheduler – Print out an Event Report for the year. See if there are any recurring events you need to remove. The summer months are a wonderful time to add upcoming events and get the calendar ready for the school year. Update all the different areas under the setup to reflect any changes.



Summer Tasks

For most churches, things slow down a bit during the summer months. If you track school grades on individual records, or if there are groups and classes that will change in the fall, this is a great time to perform the Advance School Grade or the Advance Groups/Classes functions in the Membership module. The school grade is a field on individual records is used to indicate a child's school grade, and can be advanced easily. From the Membership portal screen click on *Special Functions > Advance School Grade*, and follow the instructions. Groups and classes are set up by the church. When people are moving from one level to another, it is easy to move them out of a group or class and into another. Again, click on *Special Functions > Advance Groups/Classes*. This is the screen where you "map" which class goes where, and you choose what to advance. To learn more about this function, watch our video on Membership: [Advance School Grade and Groups Classes](#).

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 even if your data is hosted on Church Windows Web.

It is always a good idea to take backups offsite. The easy thing to do would be to back up the data onto a flash drive, drop it in your pocket or purse and take it home. That will cover you if there is something catastrophic at the church, like a fire. A fireproof paper safe will not work. They usually only protect paper at 350 degrees for one hour. That won't protect electronic media.

[Church Windows Desktop Backup](#)

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

