



Tech Tips/February 2018

Version 20.17.0

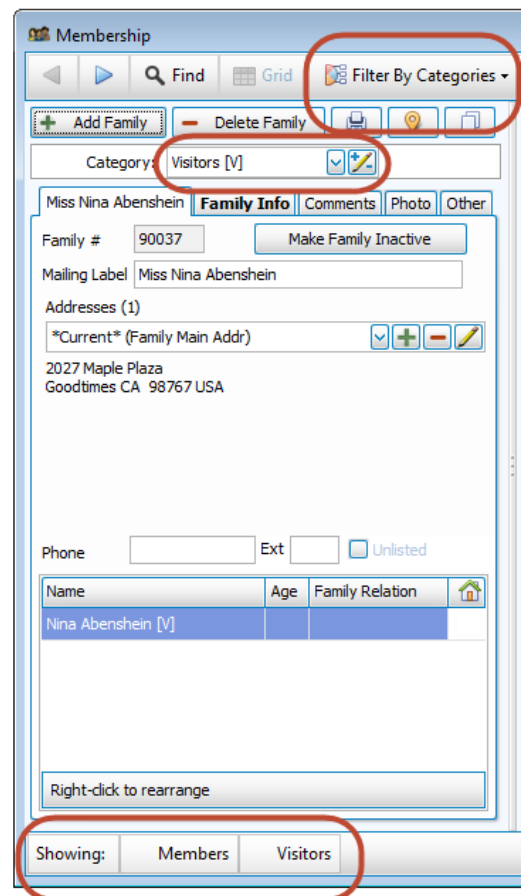
Version 20.17.0 is here! We started emailing the update at the end of 2017 in small batches, and will continue until we email all churches eligible to receive the update. If you have not received the email update for Version 20.17.0, it will arrive soon!

Membership

Version 20.17.0 contains all kinds of exciting new features, but still functions similarly to prior versions. When you first open Membership, you can see the Membership Portal changed a bit. The biggest change in this update is to the Members or Visitors database area. Now on the Membership Portal instead of Members or Visitors, you can select People. Instead of two separate databases, all records are in the People database, and Members or Visitors are now categories. If you updated from a prior version, all your records are here.

If you click on People, this opens the People database. Though it looks different, all the functions available in prior versions are here, but most are tabs across the page instead of buttons. The Family record information is still entered on the left side before adding individuals, and the Individual record is still on the right side showing the information for whatever individual you highlight on the Family record in the list of family members.

Your Members and Visitors are now all within the People database, and are in what is now categories of Members or Visitors. You can create new categories too if needed. In the lower left, the screen displays to which category you have filtered. Just above the Family Record tabs we can see the category of the current record on screen. And at the very top of the Family Record, you can filter your records by certain categories if desired. This is just one of the fabulous changes to the Membership module.





Training and Support

Learning about the new features and changes in Version 20.17.0 is easier than ever and can be done anywhere you have access to the internet.

Prerecorded videos and printable documents can be found on the [New Version Resources](#) page or our [Support Center](#).

You can also sign up for free live webinars on different topics on our [Free Live Webinar](#) page. These usually run about 20-30 minutes and cover a specific topic. Check out the February schedule and sign-up for as many as you like.

Within the program, if you click F1 this brings up the Help Files. These are printable and searchable. Also, if you go to the [Church Windows Website](#), you can click the magnifying glass in the upper right and search for specific topics.

Changes

To ensure that you receive updates, news, tech tips, and other important information from Church Windows, please take a moment to make sure we have the 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 call 800-533-5227 and verify current contact information.

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.

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

