



May 2018

Backing Up Data

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](#)

Membership

You may have noticed a big change to the Membership module in Version 20 of Church Windows. The People database replaced the two separate Member and Visitor databases. All of your members and visitors are in the People database and have a category of member or visitor now rather than being held in separate databases. A big change within People is the old Reason for Termination field has been renamed. It is now called Inactive. Simply check the box which opens the Inactive Reason and Inactive Date fields. All of your prior entries are still there, and all your list field codes and descriptions for Reason for Termination now show under Inactive Reason.

End of First Quarter

Now that that we are in the second quarter of 2018, we recommend taking a look at your first quarter data for accuracy. In Accounting take a look at your Balance Sheet and Treasurer's Report. In Donations, take a look at your Donation Statements for January-March, or run the Pledge/Giving Analysis Report for the first quarter. Now is a good time to check over reports and make corrections for your first three months of 2018. In Payroll check over the first quarter reports. Perhaps even print an All Information report from Membership for families to check for accuracy.



Version 20.17.2

Version 20 arrived, and already has two service releases for more improvements. Here's some helpful links to updates, live webinars, free documents and movies available on our website.

[Current Updates](#)

[Free Live Webinars](#)

[New Version Resources](#) — This page shows free documents and videos available to print or watch. This will always show the current version documents and videos. Documents and videos for older versions are available in the [Support Center](#).

And don't forget about [Church Windows Partners](#) — On our Partner page, you will find other software that integrates with Church Windows and can make your job easier.

And if you can't find what you need, don't forget the magnifying glass in the upper right of any page on our site. The more general your search term, the more results you are likely to receive.

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.

