



June 2018

Help Files

Did you know clicking F1 while Church Windows is open will bring up the help files? And if there is a topic regarding the screen you are on when you click F1, it will bring up that topic. Also, you can find the help files:

- On the [New Version Resources](#) page of the [Church Windows Website](#).
- Help can be accessed directly (and bookmarked in browser for quick access) at www.churchwindows.com/cwhelp
- And Payroll Help can be accessed at www.churchwindows.com/cwpayhelp

Membership – Advance School Grades and Groups/Classes

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 field on individual records indicates 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.

Donations - Quarterly Statements

It is the end of the second quarter and churches are sending out Donation statements. If you are missing a statement for a person who has made donations to the church, there are two possible reasons.

1. The box to receive a statement is not checked on their individual or family record. Open DONATIONS>GIVERS>MANAGE GIVERS. Click in the giver search box and begin typing the giver's name. If it is an individual giver, the box will be on the NAME tab of that screen. The box needs to be checked for a statement to print. If this is a statement for a family, click on the FAMILIES & GROUPS tab. Find the family name. The Receives Statement box is on the Name tab. It needs to be checked.



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2. If the person has been marked Inactive (formerly Terminated) but needs to receive a statement, when you are setting up the statement, go to the GIVERS tab and click to place a check mark in the Inactive box.

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](#)

