



churchwindows
MANAGEMENT SOFTWARE



August 2018

CW Current Version 21.18.0/Payroll 2018SR3

Version 21 is Here!

Version 21 is here and will be released in small batches to customers. For Desktop Users: You'll receive an email with instructions via email when Version 21 is available for your church. If your church is on Church Windows Web, VOS/Summit Hosting will automatically install Version 21 for you before the end of the month. One of the fabulous new features in Version 21 is the dashboard for creating charts and graphs, and is available in Membership, Donations and Accounting. Take a look at what you can do with the dashboard by signing up for a free, live webinar for Membership, Donations and Accounting.

MEMBERSHIP: Version 21 Preview – Membership Dashboard

Wed, Aug 15, 2pm ET

[Register Now](#)

Exciting new charts and graphs to display your Membership data

DONATIONS: Version 21 Preview – Donations Dashboard

Wed, Aug 22, 1pm ET

[Register Now](#)

Exciting new charts and graphs to display your Donations data

Accounting: Version 21 Preview – Accounting Dashboard

Mon, Aug 27, 1pm ET

[Register Now](#)

Exciting new charts and graphs to display your Accounting data

New Computer?

Perhaps you have a new computer for the new school year. Do you need to move Church Windows and/or Payroll to a new PC? This important document explains how to do just that.

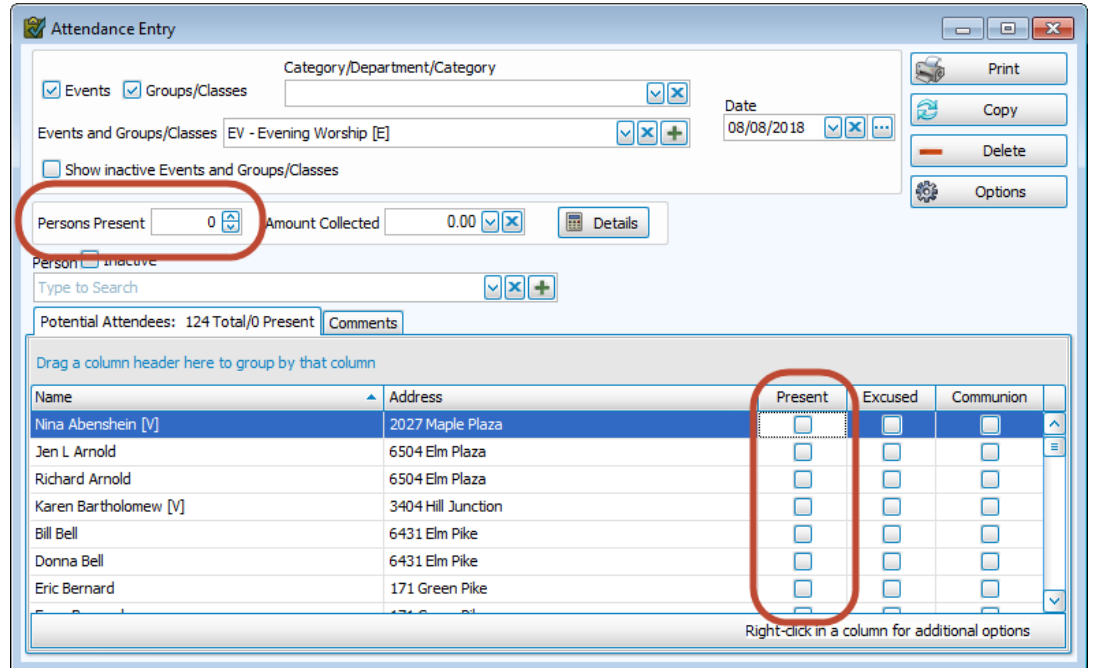
[Moving CW and/or Payroll to a New Computer](#)



Tracking Attendance

If your church has never tracked/taken attendance, now might be a good time to start. Within Church Windows, you can track specific people who attended or just enter a head count or do both. In the Attendance Entry screen, once you enter a date and select your event or group/class, then you will see the people who are possible attendees.

In the image notice you can enter **Persons Present** and/or check that a specific individual is present.



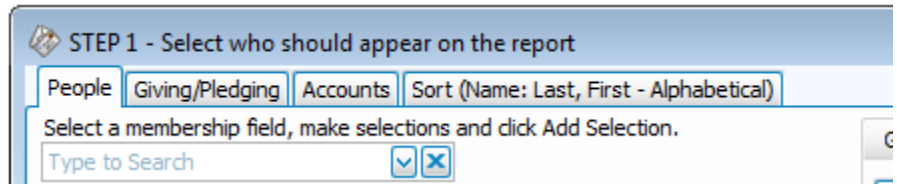
41st Church of Anytown - Columbus OH
Attendance Summary by Event Per Meeting Report - 01/01/2018 - 12/31/2018
Wednesday, August 08, 2018 Page 1 of 1

Date	Event/Class	Members	Visitors	Counted	Total
01/07/2018	Sunday AM Worship [E]	75	27	125	102
01/14/2018	Sunday AM Worship [E]	75	27	125	102
01/21/2018	Sunday AM Worship [E]	59	23	125	82
01/28/2018	Sunday AM Worship [E]	59	23	125	82
02/04/2018	Sunday AM Worship [E]	78	25	0	103
02/11/2018	Sunday AM Worship [E]	73	30	0	103
02/18/2018	Sunday AM Worship [E]	73	30	0	103
Total		492	185	500	677
Average		70.29	26.43	71.43	96.71

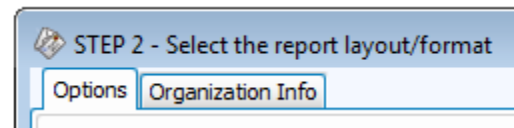
If you enter just a head count, then this shows under the 'counted' column on the **Attendance Summary by Event** report. If you check of names, this shows under the **Members** and/or **Visitors** column on the **Attendance Summary by Event** report.

Membership – Reports

Finding who you need for a report, and then selecting what you would like to see on the report occurs in two different screens. When you click on Reports, this brings up Step 1 – Select who should be on the report. Just as the title of the screen indicates, here you can enter search criteria, combine it with donations data criteria and determine the sort order of what will print.



In Step 2 – Select the report layout/format. This is where you choose exactly what data it will pull for the people from your search results in Step 1. You can select between formats where you select the columns or formats where you go into more detail and into the Report Designer where you create the actual layout of your report. For more information watch our free video on [Membership Basic Reports](#).



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](#)