

Church Windows TechTips

JUNE 2005 TECH TIP

RE-SIZING AND POSITIONING CW SCREENS

Because Church Windows 2005 allows most screens to be sized and positioned as desired, it is important that each user have their own, unique password for entering Church Windows. Individual passwords will allow each user to set the size and position of screens as they prefer. Sharing the same password can cause positioning issues. For information on re-sizing and re-positioning screens, see the **HELP** topic "Resize and Reposition Screens." Later, if you wish to return the screens of a given module to their original size and position within the program, go to the **Profile** for that module and use the **Resize and Reposition Screens** within the module. The routine will only affect the screens within that module. If you wish to return all screens to their original size and position within the program, click **System Administration, Reset All Screen Sizes/Positions**.

INCLUDE ON DIRECTORY DIRECTORY/REPORT ORDER

There are two fields in the Church Windows 2005 version that are important to review: Include on Directory and Directory/Report Order.

INCLUDE ON DIRECTORY is a Yes/No field that tells the system whether or not a person should be included on the Church Directory when it is produced. Every person should have either a Yes or a No in this field.

- A **YES** code means the person is to be included on the directory.
- A **NO** code means the person is NOT to be included on the directory.

If you choose to print a church directory from Church Windows, each person on the directory must have a 'Yes' in the Include on Directory field and must have the Directory/Report Order field filled in.

This field was used differently in earlier versions of Church Windows and users upgrading to 2005 from an earlier version will find that Church Windows automatically places a Yes in any record that had data in the field in the earlier versions.

DIRECTORY/REPORT ORDER is a new field that replaces the old Include on Directory field. In directories and reports, it defines the way people will be listed within their families. The system will not know how members of the family relate to one another unless this field is filled in, so everyone entered into the system should have data in this field.

These codes are:

1. **PRIMARY** - This denotes the person whose name should appear first in the directory/report listing. (The husband, for example.) One and only one person in each household must be designated as Primary.
2. **SECONDARY** - This denotes the person whose name should appear second in the listing. (The wife, for example.) Only one person in each family may be designated as Secondary, but it is not required to have a Secondary person in every household.
3. **CHILD W/FAMILY** - This denotes a child's name that should appear with the family in the listing. Give all children in each household a code of 3 for Child. If any children have a different last name from the Primary person, that last name will be automatically printed in the directory.
4. **SECONDARY/PRIMARY SEPARATELY** - This listing would be used when a couple has two different last names. In this case, one person in the couple would get a code of 1 for Primary and the other would get a code of 4 for Secondary/Primary separately. The listing will appear twice - once under one last name and again under the other. For example, if a wife has retained her maiden name, then the husband would be designated as 1 for Primary, and the wife would have a 4 in her record. Then, the family would be listed under "Jones, John/Adams, Mary" and also "Adams, Mary/Jones, John " with the children included in both listings. People can find them in the directory/report no matter which last name they know them by.
5. **INDIVIDUAL SEPARATELY** - This means that particular person lives in a household with other people, but would appear by themselves in their own entry on the directory/report. This might be used for children who are over eighteen but still living with their parents, for roommates, or for older parents living with their adult children.

If you are a new user just entering your household and individual information into your database, and you mark to include someone on the church directory, you will also have to fill in the Directory/Report Order field for that person before you can save the data.

If you are a user updating to CW 2005 from a previous version, the existing Include on Directory field data will be transferred to the Directory/Report Order field and the Include on Directory field will be automatically populated upon updating.

OTHER NOTES

If you are on the Update and Support program, you should have received your **CHURCH WINDOWS 2005 CD**. Install the program update as quickly as possible to take advantage of the wonderful new features it contains. Before installing the program, make certain that all contribution batches have been posted to the Contribution file and make a backup of your data.

CHURCH WINDOWS 2005 has lots of new features. Put the CW 2005 CD into the CD ROM drive and allow it to auto start. On the opening screen, click "What's New in this Version." Enjoy your 2005 program!

Don't forget, **Service Releases** are issued periodically throughout the year. On a regular basis, go the www.churchwindows.com, click on DOWNLOADS, then on CHURCH WINDOWS or on CHURCH WINDOWS PAYROLL. If you have provided us with your email address, we will email you a notice when a service release is available. Keep your program current by downloading the most recent Service Release.