# WELCOME TO AD SOFTWARE

User manual

# INTRODUCTION

WHAT IS AD SOFTWARE? This is a data management program. The program is given the letters "AD" as a short way of saying "Administration." The program is made for churches that need a simple program to manage their Data.

## 1.1 What you can find

The program has two versions. Version 141.000.101 has the part in the giving area for Tithe. Version 141.000.102 does not have. This is done so to allow both Churches to manage their finances. Each version has the uncompiled and compiled one. The uncompiled allows those who do know programming to add features that they see fit to the program. The compiled one focuses on those who just need a program to help in the day-to-day management of church data without dealing with programming issues.

## 1.2 What the manual is about

This manual guides you on the features that are available in the program so that you can use it to the fullest.
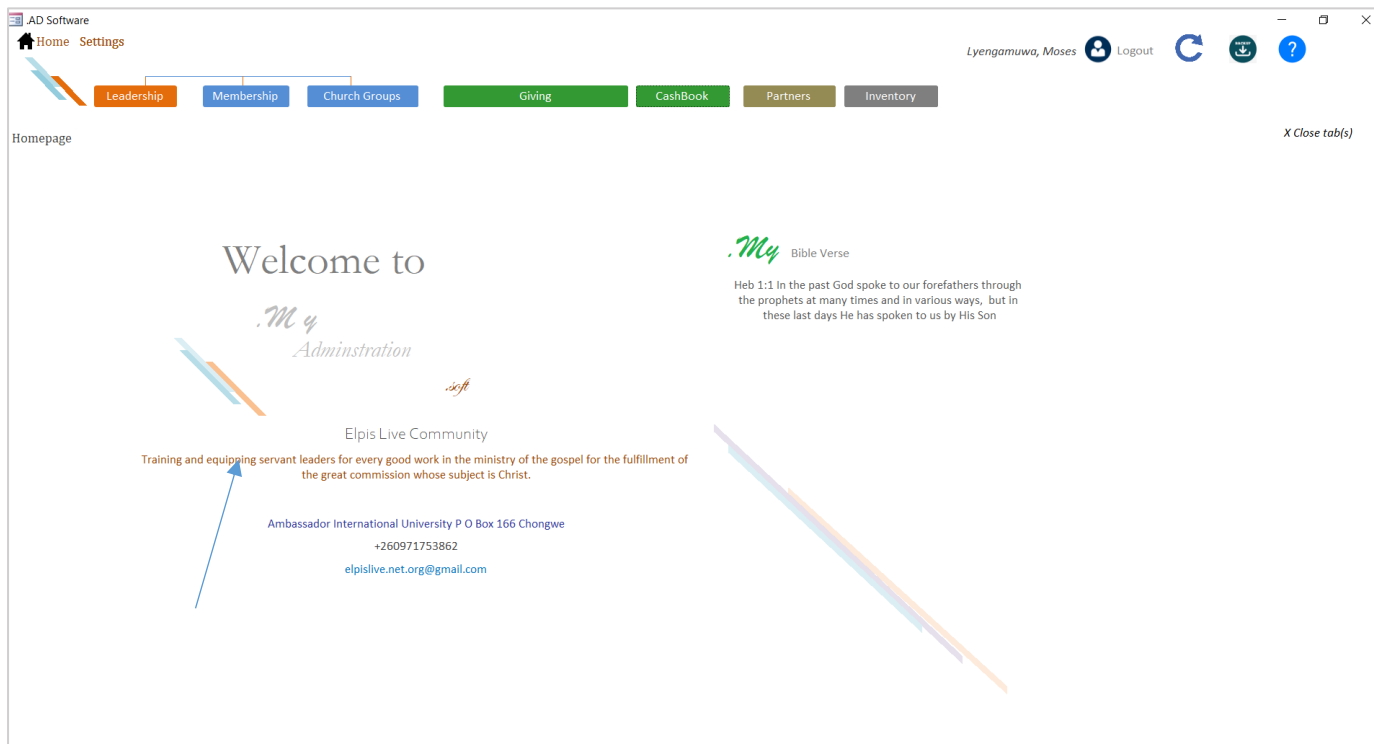
# LOGIN
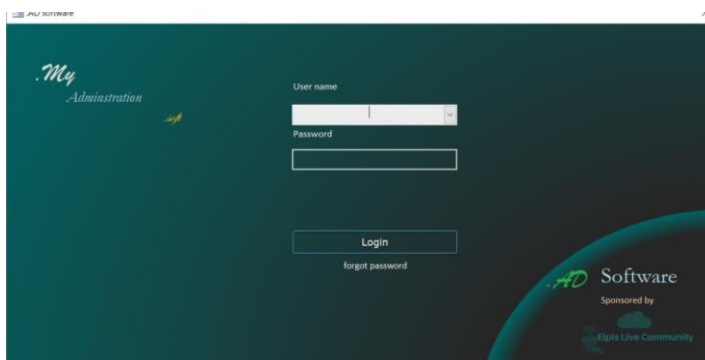


This is the form that shows up when you load the program. The user accounts are made from the setting area. For a startup, your *user name* is **Default** and your *password* is **1234**. You can change these by going to **Settings**> **sys-Settings**>**Edit user Information**

# DASHBOARD

The dashboard is user-friendly. What is on each button will be explained in the next pages.



1. The ribbon has two tabs: the home tab and the settings tab.
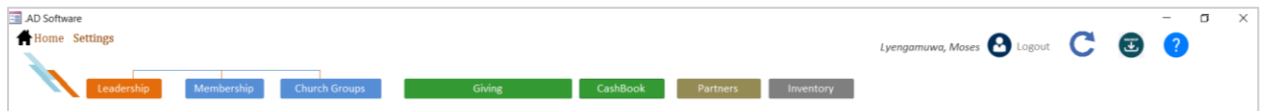


2. Icons in the right



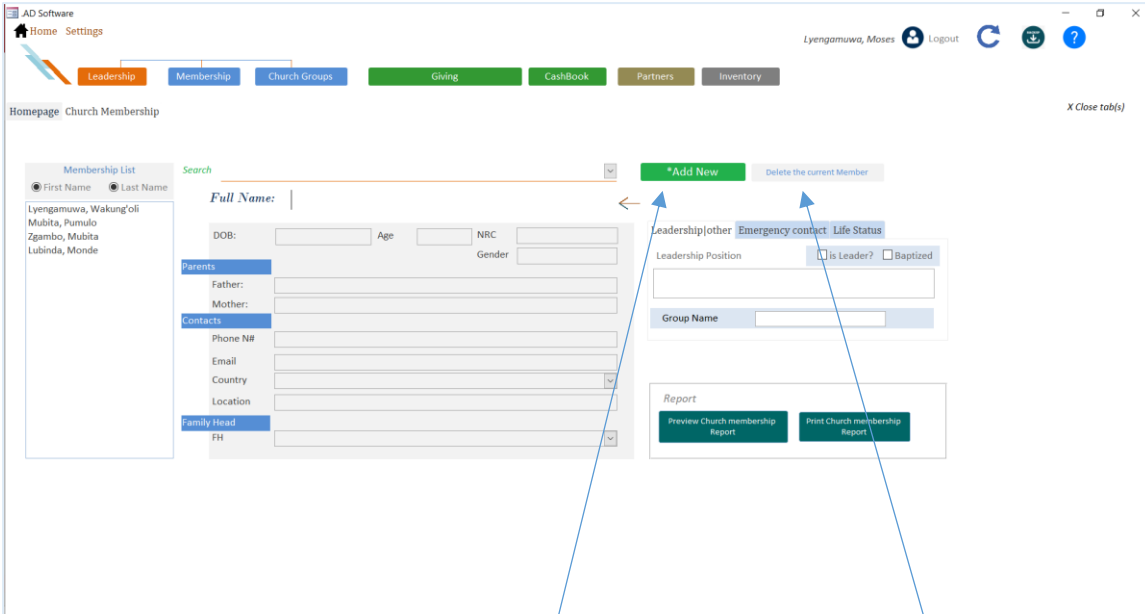 Refresh icon       Backup icon       Help icon

3. <u>Organization details.</u> You can change these by going to **Setting**>**sys-settings**>**organization information.** You can also change the Bible verse in the organization information area.
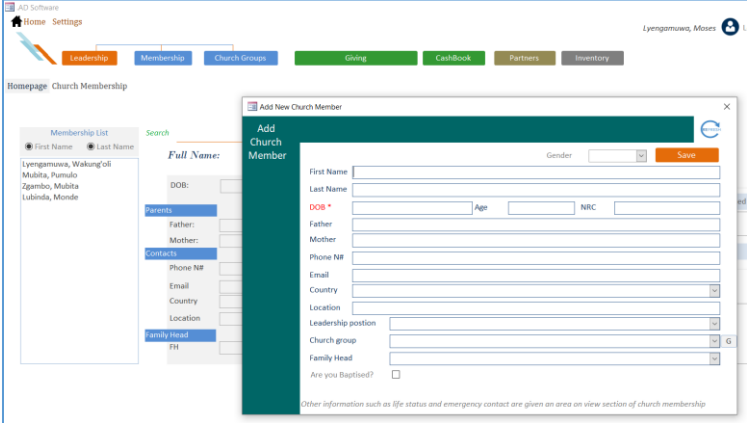
About the Backup system

The backup system has been added to this program to help upgrade to updated versions of the program when they are released. When you click on the backup button, a folder called "*ADSoftware*" is created in the *c drive* and your tables will be all stored in an *xls format*. When you have backed up your Data, you can always go to the new version when released in the settings area and click the restore button to update that version with your information.

# HOW TO ADD/DELETE A MEMBER



1. *How to add a member*: Click the '**Add New**' button to add a new member. A form will pop up that allows you to enter information
2. *Deleting a member:* Select the person you want to delete from the membership list or the search. Once the person's information is displayed, you can click on the **Delete the current member button** to delete the member from the Database.

# HOW TO EDIT A MEMBER'S INFORMATION
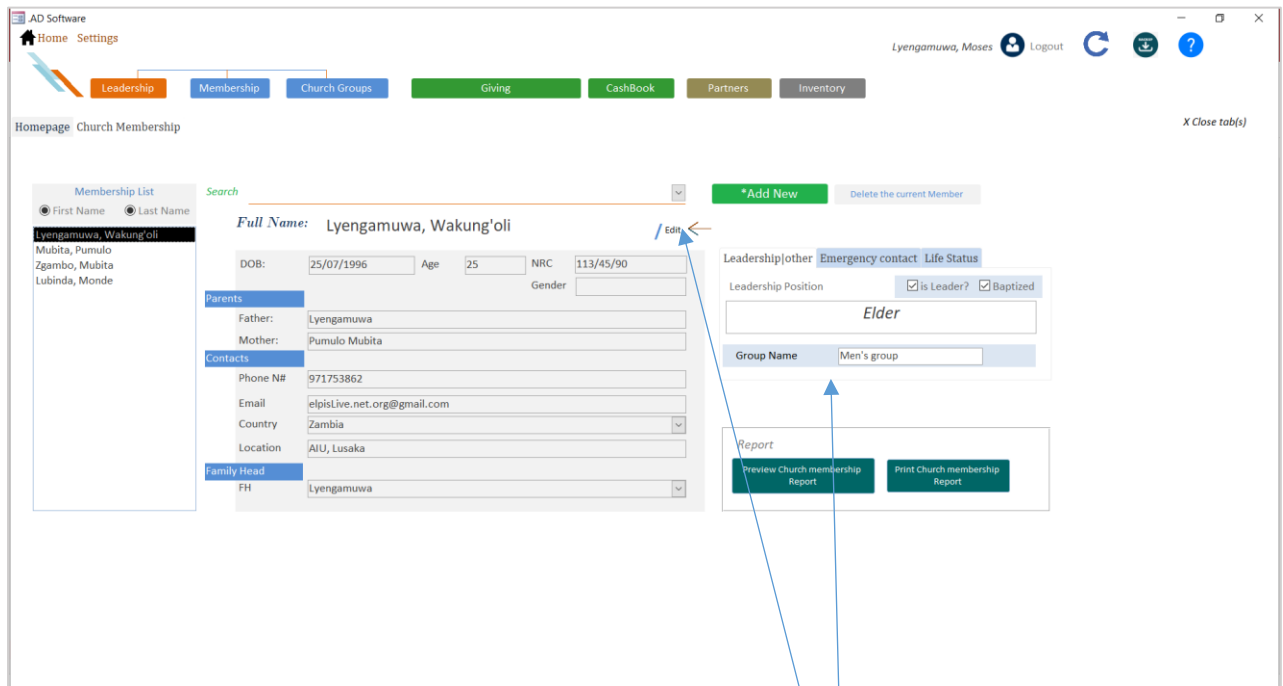


Once you have selected the person you desire to edit, an **edit button** is going to appear on the side of the full name. A form called **edit Member's details** will pop up when you click on it. You can also add other details such as Leadership, Emergency contacts, etc. on the area given on **the right.**
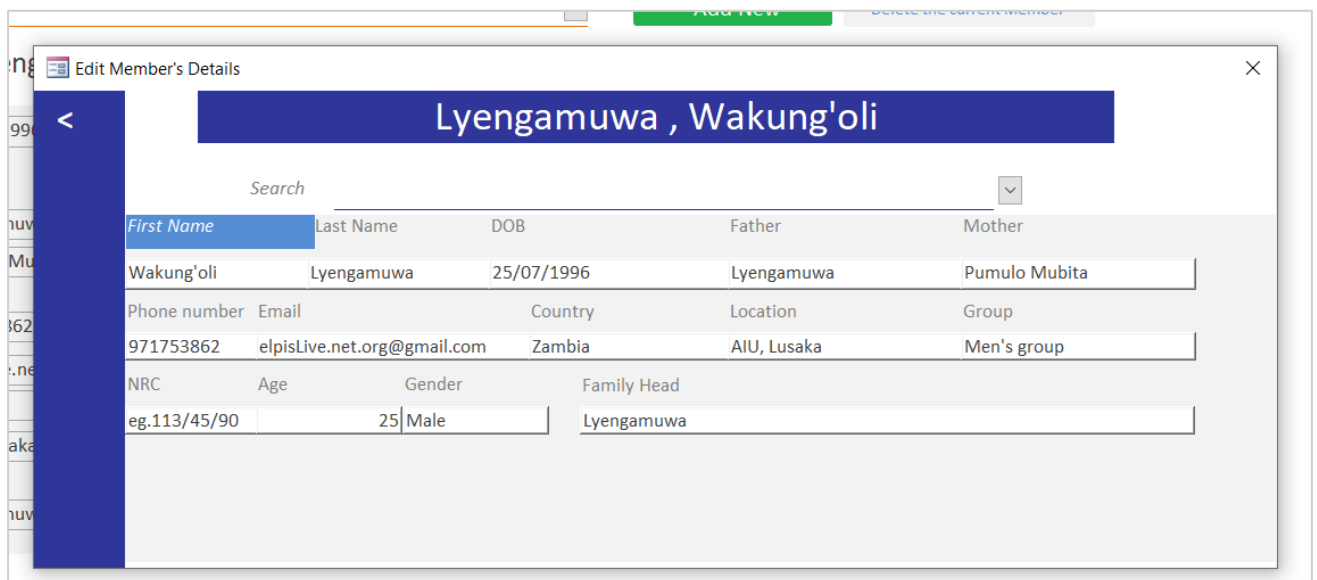


*Report:* You have one report here which shows all the church members you have.

# HOW TO ASSIGN/REMOVE POSITION TO LEADER



You have *two filters* on top of the list box. The filters help you show the list of leaders who are currently serving and those who formerly served.
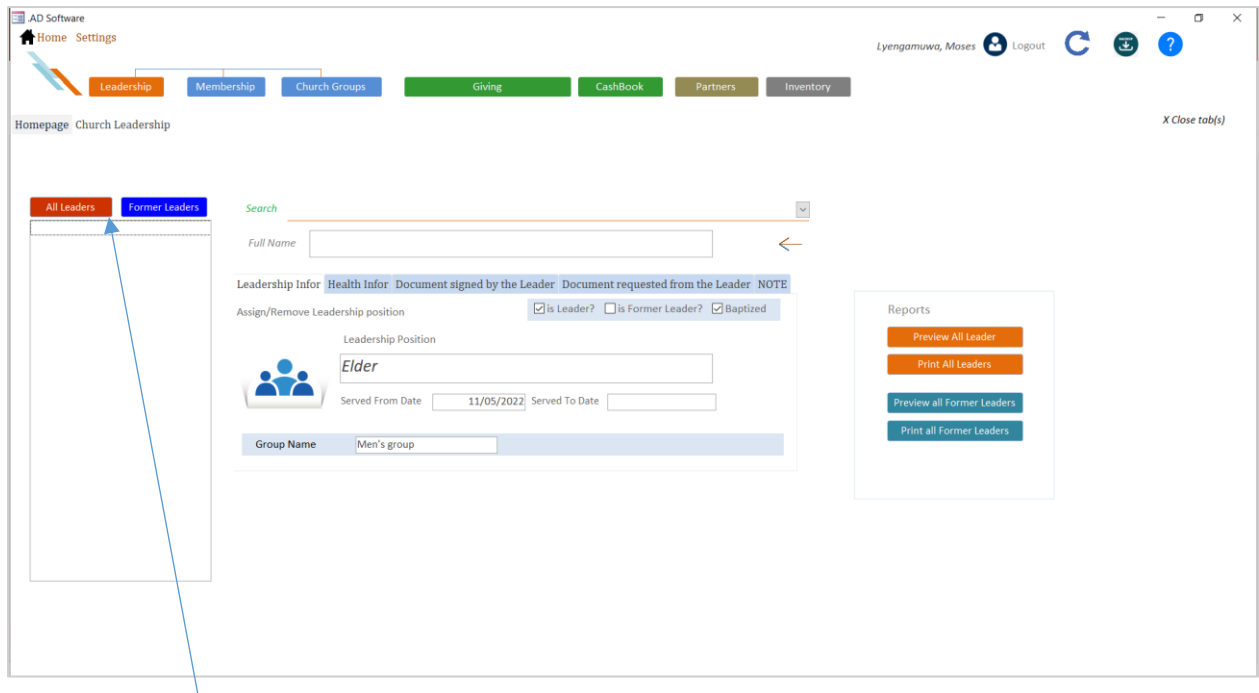
1. *To assign a leadership position*, select the name of the person from the search. Then go on the tab named **leadership info** and put the position of the person in the text area given. Click the check box 'is a Leader?' to make the person recognized by the system as a leader. You can add other information on the other tabs if available.

2. *To remove the position*, select the name of the person from the search or the List box. Click on the "all leaders" button to show the list of leaders. Then go to leadership information and uncheck the check box **'is a leader?'** Check the Check box *'is a former leader?'* NOTE: When you check *'is a former leader?'* the *'is a leader?'* will be unchecked automatically.

*Reports:* You have two reports in this section. The first report gives a summary of all current leaders. The second report gives a summary of all the former leaders.

# CHURCH GROUPS AND PARTNERS

1. Church groups

This section focuses on the groups available in the church. There are two things to note about how this part work. The first thing is that you need to add people that you want to appear in your groups. *You can do this when adding a new member or on the edit section for those individuals.* The second thing is that this form below has **a button with a plus**, which gives you a place to add the list of your groups in the Church. When you add a group to the list, the added group will show up in the **combo named group**. Now, select the name of the group from the *combo named group* and all the names from the membership table which are part of that group will show up in the **list box**.
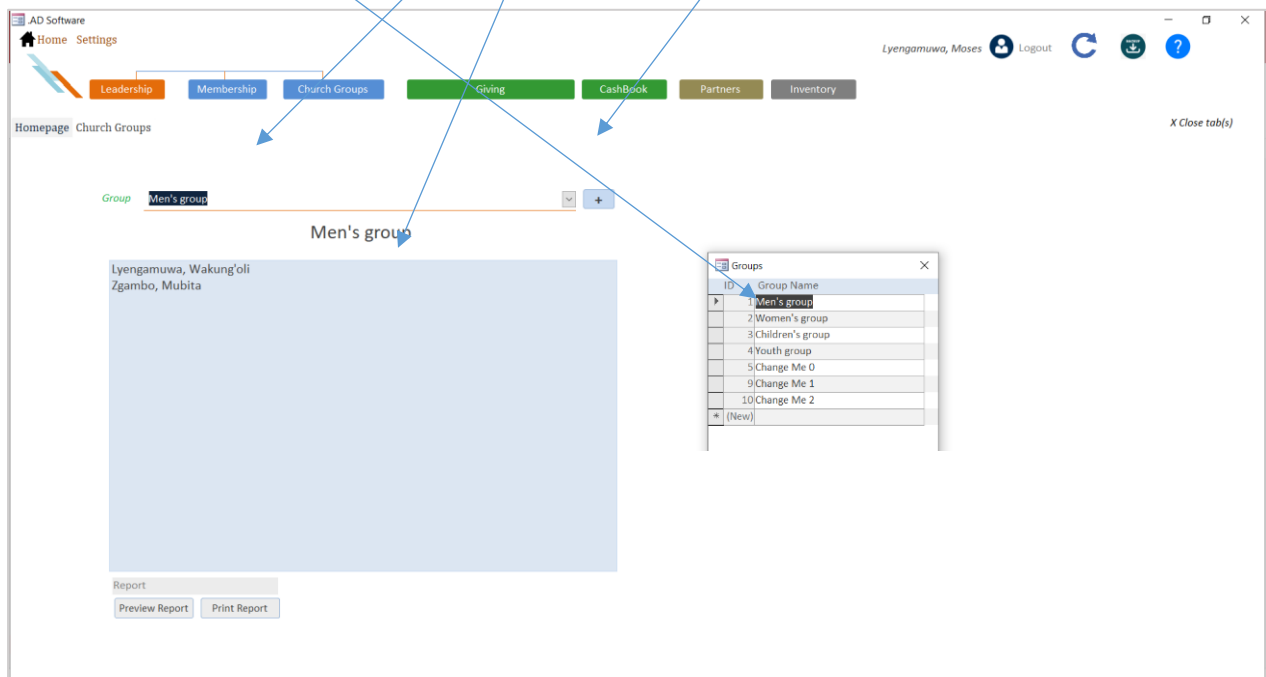


*Report:* you have one report on this section which has the list of people available in the group that you select in the group combo. This means that if you do not select any group from the group combo, the report will not have any information to show.

2. Partners

This section allows listing the churches or organizations or ministries that you are working together on some common goal.

*Report:* you have one report on this section which shows the list of ministries, churches, etc. that you are working together with.

# GIVING

1. *Select the finance manager*. This person is required in the system.



2. Add the necessary information in the field given. The * fields are required.

3. To get the total of your tithe and offering click on the textbox named **Total for both offering and tithe. (Note: version 141.000.102 does not have the tithe area)**

4. Add a note in the note area given. This can be the name of the person who helped in counting the church funds or something that helps you keep track of your activities here.

5. Then click the Save button. Your activity will be recorded and will be shown in the list shown in the figure above. **Note that the total of both offering and tithe will be added to the fundholder**. You will not be able to edit the fundholder. This fundholder act as a source of funds for the Cash Book.

*Reports:* you have two reports in this section. The first one shows your activity based on the date range. The second one shows your whole History of activities.

# THE CASH BOOK

1. Select the finance manager. This person is required in the system.
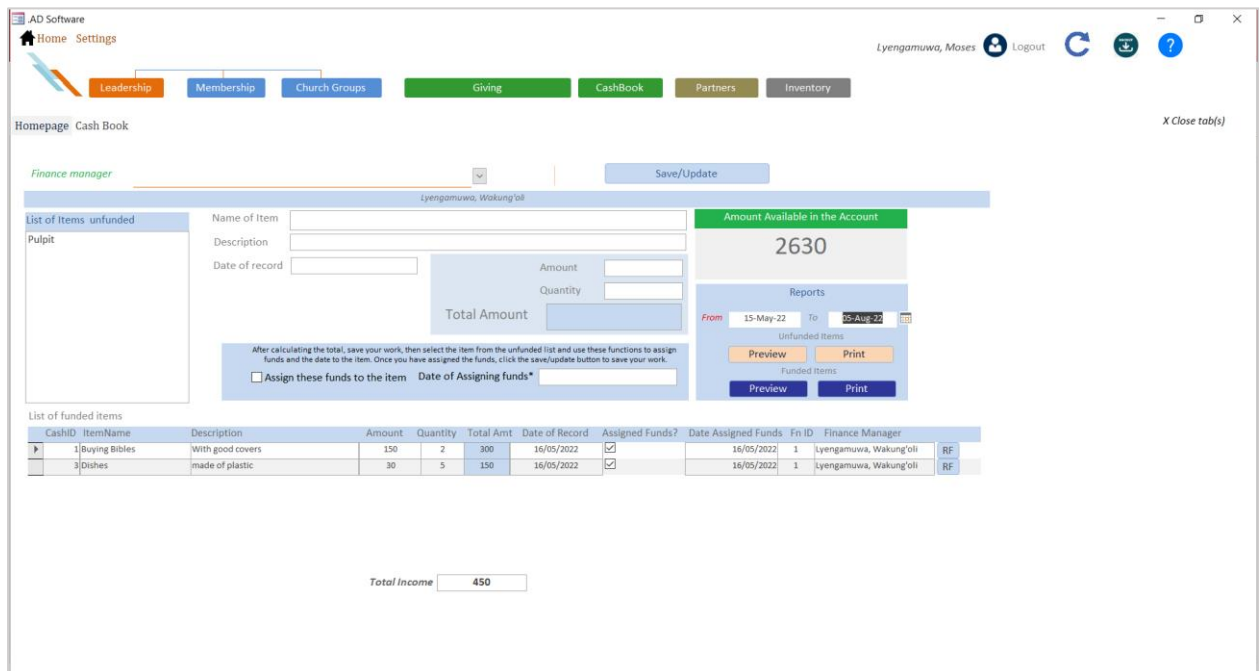


2. Add the necessary information.
3. Click the textbox named Total Amount to get the Total amount for the item(s) you want to fund.
4. Click Save.
5. Select the item from **the list of items unfunded**
6. Check the **assign these funds to the item** to true to fund the item(s). Note that once you have done that you will not be able to uncheck or reverse the process. You will only be able to refund. *The refund process will be explained below.*
7. Add the date you assigned funds in the area given. Note that it has a * which means it is required.
8. Click Save. Your activity will show in the funded item list as shown in the figure above. Once you fund the item(s) the amount of that item(s) will be removed from the amount available in the fundholder

# REFUND PROCESS

Why this? Take, for instance, you no longer want to buy the item(s) you funded. You can return the funds to the account or *fundholder* by following these steps:

1. Click on the *RF* button as shown below.

| CashID | ItemName | Description | Amount | Quantity | Total Amt | Date of Record | Assigned Funds? | Date Assigned Funds | Fn ID | Finance Manager | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Buying Bibles | With good covers | 150 | 2 | 300 | 16/05/2022 | ☑ | 16/05/2022 | 1 | Lyengamuwa, Wakung'oli | RF |
| 3 | Dishes | made of plastic | 30 | 5 | 150 | 16/05/2022 | ☑ | 16/05/2022 | 1 | Lyengamuwa, Wakung'oli | RF |

2. Click on the *refund* button on the refund form.

**Refund process** ✕

## Refund form

Item Name

Buying Bibles

Amount Assigned

300

Refund

Amount Available in the Account

2630

ave/Update

**Amount Available in the Account**

2630

**Reports**

| From | 15-May-22 | To | 05-Aug-22 |
|---|---|---|---|

Unfunded Items

| Preview | Print |
|---|---|

Funded Items

| Preview | Print |
|---|---|

| Description | Amount | Quantity | Total Amt | Date of Record | Assigned Funds? | Date Assigned Funds | Fn ID | Finance Manager | |
|---|---|---|---|---|---|---|---|---|---|
| With good covers | 150 | 2 | 300 | 16/05/2022 | ☑ | 16/05/2022 | 1 | Lyengamuwa, Wakung'oli | RF |
| made of plastic | 30 | 5 | 150 | 16/05/2022 | ☑ | 16/05/2022 | 1 | Lyengamuwa, Wakung'oli | RF |

*Reports:* you have two reports in this section.

# INVENTORY

This section is meant to keep a record of the properties you have.



1. Add the necessary information
2. Click Save.
3. To delete an item, select that item from the search and click the **delete this item** button

*Report:* you have one report in this section.

# SETTINGS
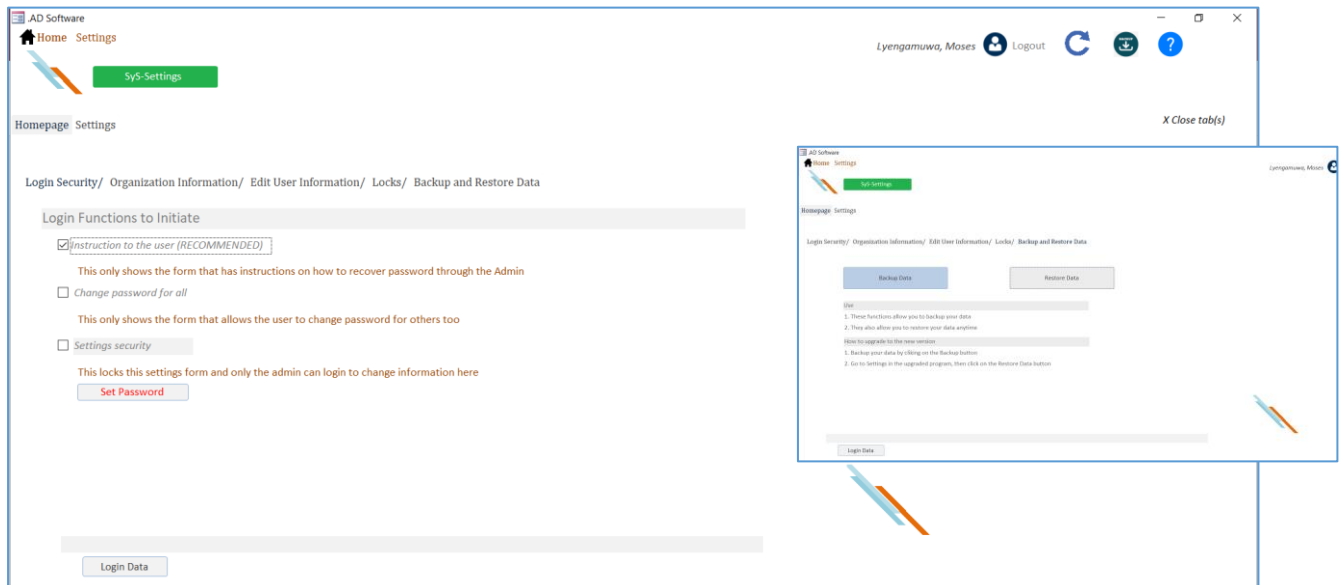


1. *Login security*: provide options first for the form to show when one clicks on the forgot password on the login form. There are two options. The settings security puts a login form before opening the settings form.
2. *Organization Information*: provides you with places you can put information about your church.
3. *Edit user information*: provides you with a list of users available. You can edit their Details just from the place they show. You can also add a new user by clicking on the add new user button
4. *Locks:* this enables and disables the delete button on the **log data form**. The log data form shows every person who logged in and when.
5. *Backup and Restore*: has two buttons, one for backup and the other for restoring the data. Read more about the backup system above.

# DEVELOPERS

- The package is made available for editing. You can add it to your projects.
  Link: https://elpislive.com/downloads/

# NON-DEVELOPERS

- There is a package ready for you too.
  Link: https://elpislive.com/downloads/

# FEEDBACK

We seek to improve in what we are doing; you can write your feedback to this email:

elpislive.net.org@gmail.com

**********THANK YOU FOR DOWNLOADING AD SOFTWARE**********



Email: elpislive.net.org@gmail.com

Site: https://elpislive.com