# 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.

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Welcome to Main stration Administration Elpis Live Community Training and equipping servant leaders for every good work in the ministry of the gospel for the fulfillment of the great commission whose subject is Christ. Ambassador International University P O Box 166 Chongwe +260971753862 elpisilve.net.org@gmail.com	EXEMPTION       Bible berse         Bit 1st the base stocks to our forefathers through the stock at many times and in various ways, but in these last days He has spoken to us by His Son

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

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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.

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#### 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.

AD Software Home Settings Leadership	Membership Church Groups Giving	CashBook Partners In	Lyengamuwa, Moses 🕑 Logout	
Membership List © First Name © Last Name Lyengamuwa, Wakung'oli Mubita, Pumub Zgambo, Mubita Lubinda, Monde	Search Full Name: DOB: DOB: Age NRE  Parents Father: Contacts Phone NM Email Country Location Fath Fat		membership Pres Church mehaership	X Close tab(s)

### 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
- 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.

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# HOW TO EDIT A MEMBER'S INFORMATION

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Lyengamuwa, Wakung'oli	1 111 1 1 1111		
Mubita, Pumulo Zgambo, Mubita	DOB:	25/07/1996 Age 25 NRC 113/45/90 Leadership other Emergency contact Life Status	
Lubinda, Monde		Gender Leadership Position	
	Parents	Elder	
	Father:	Lyengantuwa	
	Mother: Contacts	Pumulo Mubita Group Name Men's group	
	Phone N#	971753862	
	Email		
	Country	elpisLive.net.org@gmail.com Zambia	
	Location	AIU, Lusaka Preview Church membership Print Church membership	
	Family Head FH	Lyengamuwa	

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**.

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v	First Name	Last Name	DOB	Father	Mother	
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*Report:* You have one report here which shows all the church members you have.

# HOW TO ASSIGN/REMOVE POSITION TO LEADER

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Leadership Infor Health Infor Document signed by the Leader Document requested from the Leader NOTE Assign/Remove Leadership position Leadership Position Elder Served From Date 11/05/2022 Served To Date Group Name Men's group	Reports Preview All Leader Print All Leaders Preview all Former Leaders Print all Former Leaders		

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.

- 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**.

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Lyengamuwa, Wakungʻoli Zgambo, Mubita	Groups     ×       Scoup Name     ************************************
Report Preview Report Print Report	

*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.

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*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.

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Total for both offering and	d Tithe				Limited to 200	0 characters	/200	Pr	eview Print			
Fn ID Activity Name	Offering	g Tithe	Total	Date F	Finance Manager	Note(s)						
3 Church service	100	300	400		Lyengamuwa, Wakung'oli	Correct countings						
4 Church Service	300	600	900		Lyengamuwa, Wakung'oli	Correct countings						
5 Church Service	380	400	780		Lyengamuwa, Wakung'oli							
6 Church Service		400	1000	22/05/2022	Lyengamuwa, Wakung'oli	Correct counting						

- 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.

Finance manager			v	Save/U	Jpdate				
		Lyengami	rwa, Wakung'ali						
ist of Items unfund	ed Name of Item				Amount Available in	the Account			
Pulpit	Description				263	0			
	Date of record		Amount						
			Quantity		Repor	ts			
		То	tal Amount						
		10			From 15-May-22 To Unfunded				
	After calculating the to	tal, save your work, then select the	item from the unfunded list and use t	hese functions to assign	Preview	Print			
		to the item. Once you have assigned ands to the item Date of A	the funds, click the save/update butt	ton to save your work.	Funded I				
		inds to the item bate of a	asigning runus		Preview	Print			
List of funded items									
CashID ItemNam	e Description	Amount Quantity	Total Amt Date of Record	Assigned Funds?	Date Assigned Funds En ID	Finance Manager			
also also		150 2	300 16/05/2022		(A. 32, A. (174-22)	Lyengamuwa, Wakung'oli	RF		
1 Buying Bib 3 Dishes	made of plastic	30 5	150 16/05/2022		16/05/2022 1	Lyengamuwa, Wakung'oli	RF		

- 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 ItemNar	e Description									
	e Description	Amount	Quantity	Total Amt	Date of Record	Assigned Funds?	Date Assigned Funds	Fn ID	Finance Manager	
1 Buying Bi	es With good covers	150	2	300	16/05/2022	$\checkmark$	16/05/2022	1	Lyengamuwa, Wakung'oli	RF
3 Dishes	made of plastic	30	5	150	16/05/2022	$\checkmark$	16/05/2022	1	Lyengamuwa, Wakung'oli	RF

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

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Refund process	× ave/Update
Nam Desc Date	Refund form Item Name Buying Bibles Amount Assigned
	300       Reports         Refund       From       15-May-22       70       05-Aug-22         Amount Available in the Account       Unfunded Items       Unfunded Items         2630       From       Funded Items         Preview       Print         Funded Items       Funded Items
Description With good covers made of plastic	AmountQuantityTotal AmtDate of RecordAssigned Funds?Date Assigned FundsFn IDFinance Manager150230016/05/2022I16/05/20221Lyengamuwa, Wakung'oliRF30515016/05/2022I16/05/20221Lyengamuwa, Wakung'oliRF

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

# INVENTORY

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

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	ew/ Edit				Delete this item	Clear	Sav	•						
	Item Name(s) Type Initial Number Total Available Total missing	Comment	These functions are he	ere for visual purposes	>> Font size [	▼ B								
	Report Preview Report	Print Report												

- 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

AD Software Home Settings Sy5-Settings	Lyengamuwa, Mases 😢 Logout 🧲 😈	- ¤ ×
Homepage Settings		X Close tab(s)
Login Security/ Organization Information/ Edit User Information/ Locks/ Backup and Restore Data	2 Al Schwer Prime Herty Lick-Inner Remapping Settings	spergannong, Maser 🕑
Image: Instruction to the user (RECOMMENDED)         This only shows the form that has instructions on how to recover password through the Admin         Change password for all         This only shows the form that allows the user to change password for others too         Settings security         This locks this settings form and only the admin can login to change information here         Set Password	Logis ionnity) ( Orginization Information), Locks/, Backag and Renter thes.	1
Login Data		

- 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: <a href="mailto:elpislive.net.org@gmail.com">elpislive.net.org@gmail.com</a>

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



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