User Manual

For

JH CONNECT

Jesus House Intranet Application

Version 1.1

24-05-2010

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1 Overview

1.1 What Is JH Connect

JH Connect is the private computer network for Jesus House for All Nations. It is used to share information within the Jesus Houses information and communication infrastructure in a private and secure manner. Like the current Jesus House Website, it is built using Internet technologies, but it is a private network whereby only private and authorised individuals are able to access and share information. Hence it is an **Intranet.**

JH Connect is designed to be used only by members of the Jesus House workforce. The workforce typically consists of members (i.e. the Jesus House workforce) and Workers/Volunteers (members of staff that are actually located at the Jesus House Church Office in Brent Cross).

A lot of functions that are normally performed within Jesus House can be performed on JH Connect. These include booking meeting rooms, special announcements to the workforce, accessing the Jesus House workforce calendar, amending workers status, starting up communication groups within the Jesus House workforce, creating projects and much more.

Ministries and departments in Jesus House can also have their own group areas and members of the workforce can be part of a group. JH Connect has been set up in order for there to be an enhanced customer experience when contacting Jesus House.

We advise that all users register and set up their accounts on JH Connect.

2 Starting Up

JH Connect can be accessed from the Jesus House Website. However, it is important that all users amend their usernames on the Jesus House Website. If you do not already have an account on the Jesus House Website, then you will not be able to Log on to JH Connect.

To access JH Connect, you either have to:

- Edit your existing Jesus House Website account **or**
- Create A New Jesus House Website account

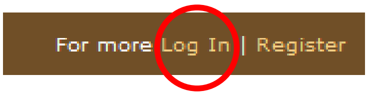
2.1 Editing your existing Jesus House Website account

Editing your existing Jesus House Website account can only be performed from your **User Profile**. If you have already an existing Jesus House website account, then you will need to amend it. All existing website users will need to amend their usernames to the following format **username.surname** (for example Opeyemi Emmanuel must now be changed to "Opeyemi.Emmanuel"). Please note: usernames are case sensitive. To edit your Jesus House Website account, please perform the following actions:

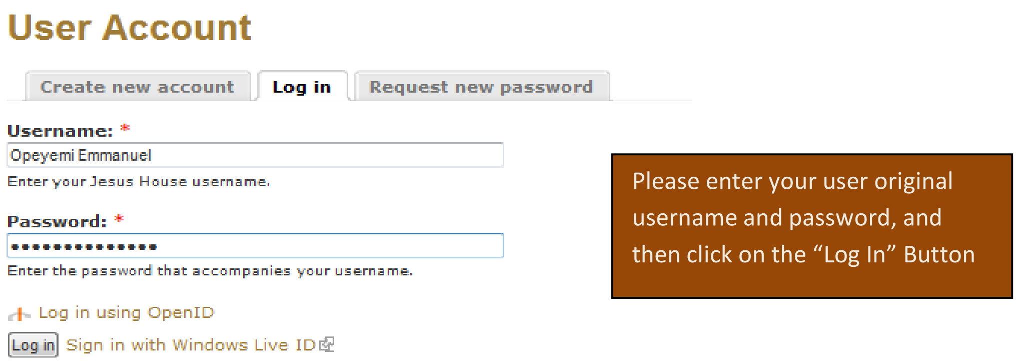
- Log On to the Jesus House Website by typing the following details into your website browser:

Jesus House For All Nations
JH Connect User Manual v1.0
Date: 24.05.2010

- Once the Jesus House Website fully launches, click on the "Log In" Button (located to the Top right of the screen)

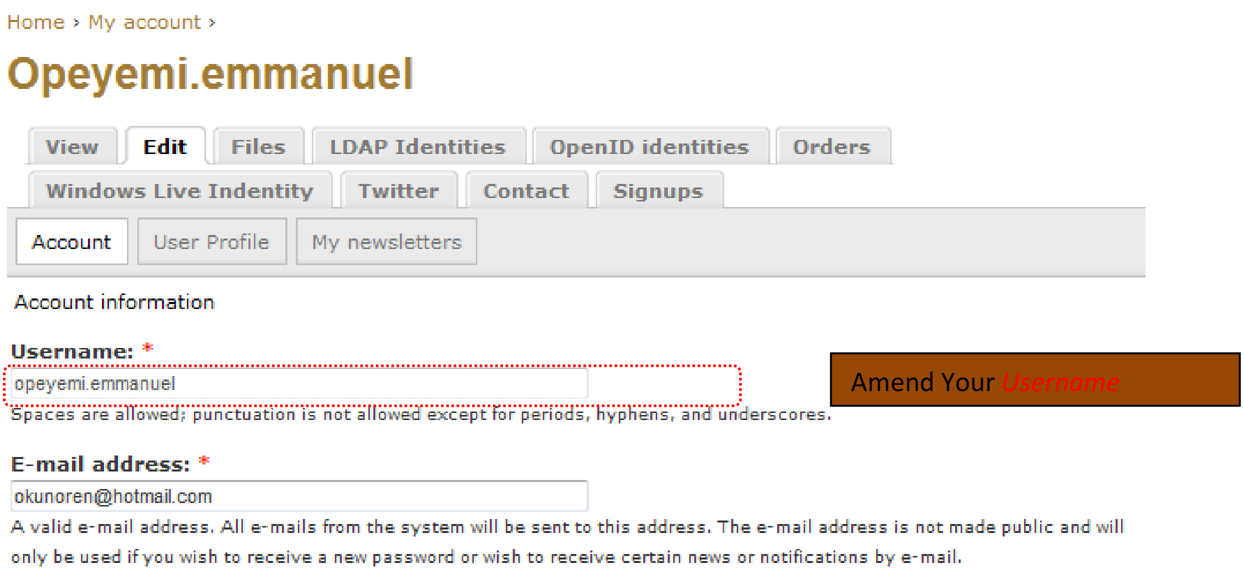


- You will now be brought to the user account page. Here you will need to enter your original Jesus House Website Account detail so as to access your profile area.



- You will now be brought to your Profile area where you would be able to change your username. To change your username select the "Edit" Tab from the list.

- The Account Information fields will now be available with your existing username. Edit your existing your username by clicking on the "Username" field and changing the Username in the following format – name.surname. For example opeyemi emmanuel should now be changed to opeyemi.emmanuel.



- Once you have amended your Username, please scroll down to the bottom of the page and click on "Save". You have now updated your username to the correct format.

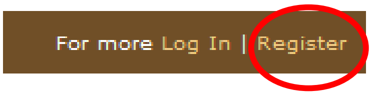
- The final step in this process is to send an email to itsupport@jesushouse.org.uk with the following request: Subject: Please add me as a JH Connect User – *"name.username".* Once I.T. receives this request, your account will be set up to access JH Connect and an email will be sent back to you advising you on how to access JH Connect. Please note – only known members, volunteers and workers (members of the church administration office) can have access to JH Connect.

2.2 Creating a New Jesus House Website account

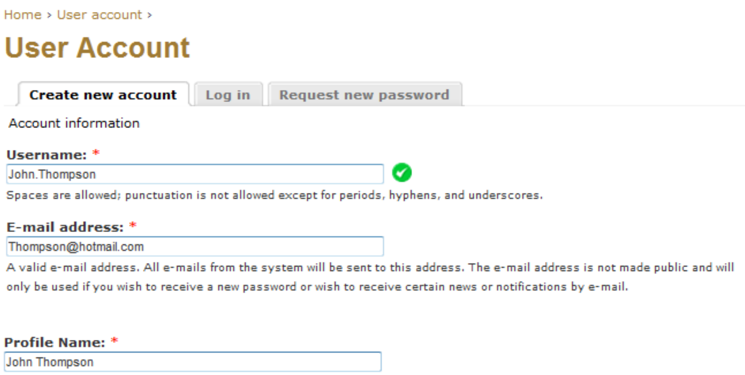
It is necessary for all users that want to access JH Connect to have a Jesus House Website account; initially created on the Jesus House Website. To create a Jesus House Website account, please perform the following actions:

- Log On to the Jesus House Website by typing the following details into your website browser:

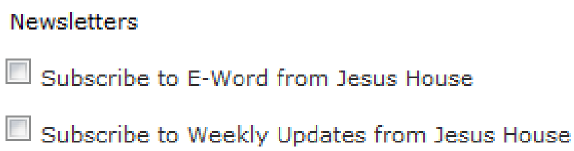
- Once the Jesus House Website fully launches, click on the "Register" Button (located to the Top right of the screen)



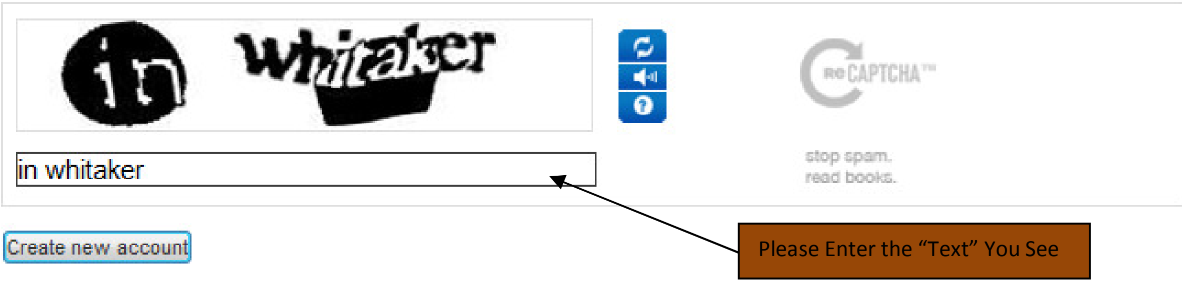
- You will now be brought to the User Account Creation Page. Please complete the following fields: Username *(enter in the following format: name.surname),* Password *(your password must start with a Capital letter and contain a combination of alphanumerics),* Profile Name (*this can be anything that you wish to be known by although we recommend that you keep it similar to your username*)



- The next step is to click on the checkboxes for Newsletters. Newsletters are emails that will be sent to you as a Jesus House website user. Although these are optional, we recommend that you click on both checkboxes.



- Finally, complete the field in the "Captcha" section. Captcha is used as a security measure to prevent computer systems from automatically creating accounts. As a user, all you need to do is enter the text that is displayed on the screen exactly how you see it. If you make a mistake, you will have to enter all details again so please do ensure that you type in the correct text. Alternatively click on the Audio Button so as to hear the exact words or numbers that the text represents. If a space is displayed in the Captcha text box, then a space is required in the text box field. This is displayed in the image below:



- Once this is done, click on the "Create new account" button. If all fields were entered correctly then you will see the following message:

Your password and further instructions have been sent to your e-mail address.

- This means that your account has been created, but you will still need to respond to some further actions. These further actions have now been sent to the email address that you entered during the User Account creation process. If you are using a Hotmail, Yahoo, AOL or Gmail account, it is quite possible that this email has been sent to your "Junk" Mail folder. Please Log into your Email Account and locate the email that has been sent by Jesus House. The email will contain a URL Link as well as a password for you to enter. Please follow all instructions contained in the email and you will be able to Log in with these details

- The final step in this process is to send an email to itstaffs@jesushouse.org.uk with the following request: Subject: Please add me as a JH Connect User – *"name.username".* Once I.T. receives this request, your account will be set up to access JH Connect and an email will be sent back to you accordingly on how to access JH Connect. Please note – only known volunteers and members of the church office can have access to JH Connect.

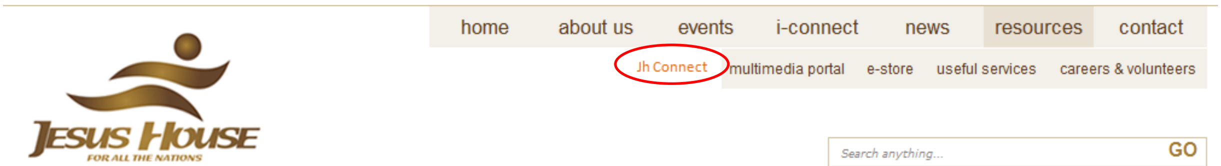
2.2.1 Log on To JH Connect

Only authenticated users are allowed to access JH Connect. Authenticated users are users that have created Jesus House website accounts and these accounts have been upgraded by the I.T. and ministries departments. **(Please refer to sections 2.3 to create or update your Jesus House Website account).**

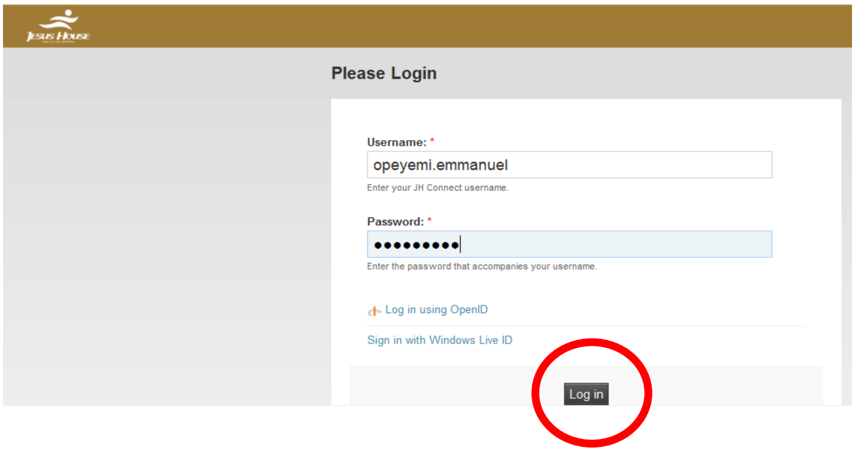
Accessing JH Connect can be performed as follows:

- Log On to the Jesus House Website by typing the following details into your website browser:

- Once the Jesus House Website fully launches, navigate to the top bar and place your mouse on the "Resources" button. This will cause a drop down to be shown with other navigation buttons in focus. Click on the button labeled **"JH Connect"**



- After clicking on the JH Connect button you will be brought to the JH Connect Log in Page. The Log in Page will contain a username and password field area. Please enter your Jesus House Website username and password. When you type in your password, dots will appear in the text field as you type. This is perfectly normal and helps with keeping your password secure. Once you have typed in your user details, click on the black log in button.



- Once you have logged in successfully, you will be brought to the Home Page of JH Connect. This indicates that you have successfully logged in. The Home page contains announcements, groups that you belong to, the events calendar and other functionalities that will be explained later on.

3 Navigating the Home Page

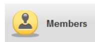
The Home Page is the first page all users arrive at once they have logged onto JH Connect. The Home Page is divided into the following sections:

My Groups: Here, a User is able to access and select the various Groups / Ministries that they belong to. This is performed by navigating to the Top Right hand side of the screen and clicking on the My groups button. This will bring you to a picker with the various groups that you or a user has been assigned to. When a user first logs in, they will only be able to choose the "General" Group. This is because they would not have been normally assigned to any group. Once a user has requested to join other groups and they have been approved by the Group leader, or the group leader manually adds them to a group, then they will have additional lists of Groups in the Groups Picker *(please see Groups in section 4).*

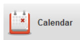
Profile: Once a user signs in to JH Connect, their username will be displayed on the Top right hand corner. Clicking on the username allows the user to access their own profile area. *(please see Profile section in 3.1 Editing Your Profile)*

Recent Activity: This is used for viewing announcements, Blog Entries, News Items and Cases that have been assigned to users. Users are also able to access Shared Files.

Groups: These are all of the Groups (or departments and ministries) in JH Connect. Groups can be accessed by clicking on the  Icon. When a user first signs on to JH Connect, they will not be members of any group. By Clicking on the Icon a user has then selects on a Group and requests to join that Group. Once approved, the user will have access to the Groups that they have applied to join and will be able to share information with that group.

Members: The Members section can be accessed by clicking on the 

icon. The Members section displays a list of all users on JH Connect.

Calendar: This calendar contains all important events pertaining to members and workers. It is accessed by clicking on the 

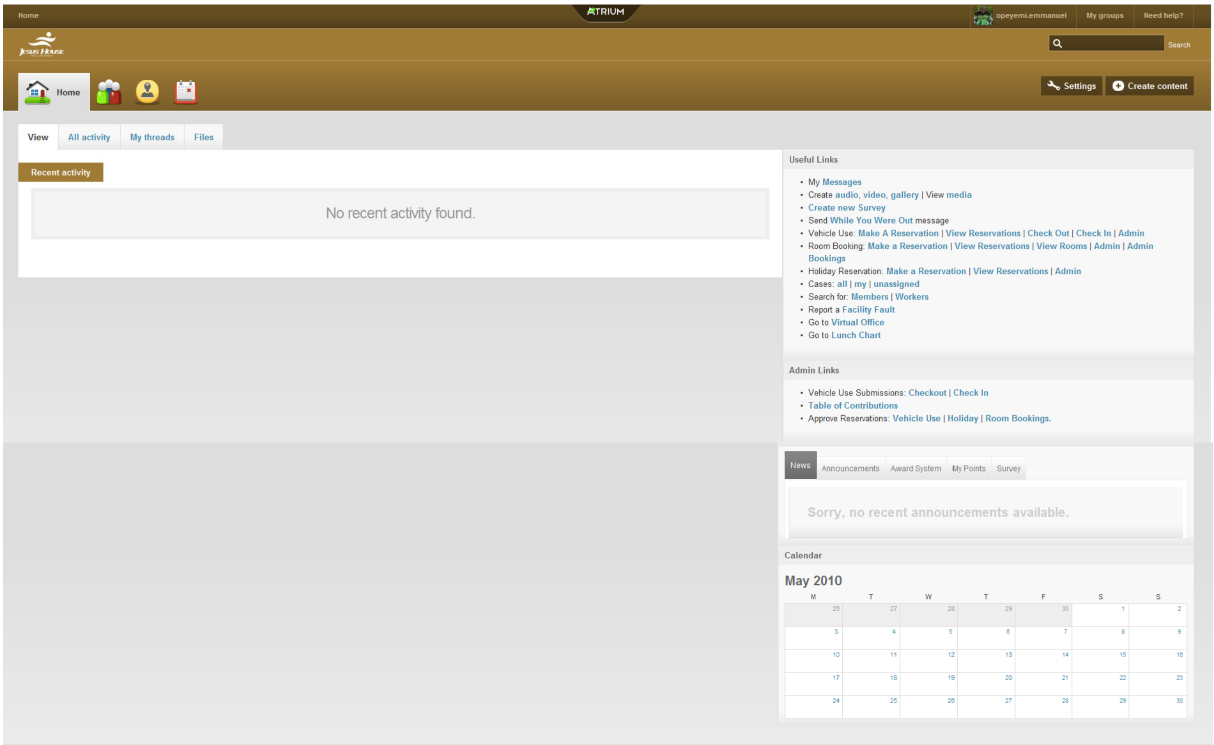
icon. **Please note**: This Calendar does not necessary contain events that are on the Jesus House Website.

Useful Link Section: The useful link section contains common routines that users would normally carry out

Admin Links: This section allows authorised administrators and managers to perform administration tasks on JH Connect.

News | Announcements | Award System | My Points | Survey: This is a multi tab focus that shows members and workers in JH Connect a quick view of announcements and news. There are also other sections like points and awards which can be used to give points to users work abilities in Jesus House. Workers surveys can also be responded to.

Upcoming events: This is an events calendar that shows all events pertaining to the Groups that a User is a member of. The Events are colour coded in line with the colour of Group.



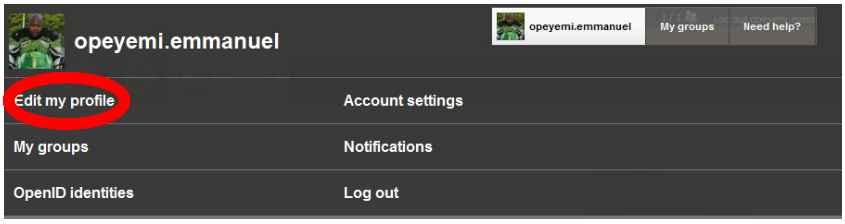
The Home Page

3.1 Editing Your Profile

The profile function is used as a personal page for group or group members. Authenticated users that have a JH Connect account will be able to access their profile area. The Profile area also shows the Group and Ministries that users are members of and they are able to view messages from these Groups and Ministries as well as alerts from the ministries department. To edit your own Profile area the following tasks must be completed:

(Assuming the user has already logged on to JH Connect)

- Navigate to the Top Bar | Right hand side of the screen and click on your **"Username".** On doing this, you will notice that a Profile Picker will now be displayed with the following options – "Username, Edit My Profile, My Groups, Open ID Identities, Account Settings, Notifications, Log Out"



- Click on the **"Edit My Profile** "option. You will now be brought into the Editing Profile Area. You will also notice that the colour of the profile area has now changed to burgundy, meaning that you are in your profile area.

- Within the profile area, complete or amend the following fields:
  Your Organisation: *(Please type in **"Jesus House for All The Nations")***
  Telephone: ("*Please type Your Mobile Telephone Number")*
  Address: *("Please type in your home address")*

- After you have completed this section, scroll down to the **"Input Options" | Worker/Volunteer status** and tick on one of the following checkboxes:
  -Volunteer
  -Worker

  Please note: the "Volunteer" option should be selected if you are a church worker, and "Worker" should be selected if you are a worker that works in the Jesus House Church Office.

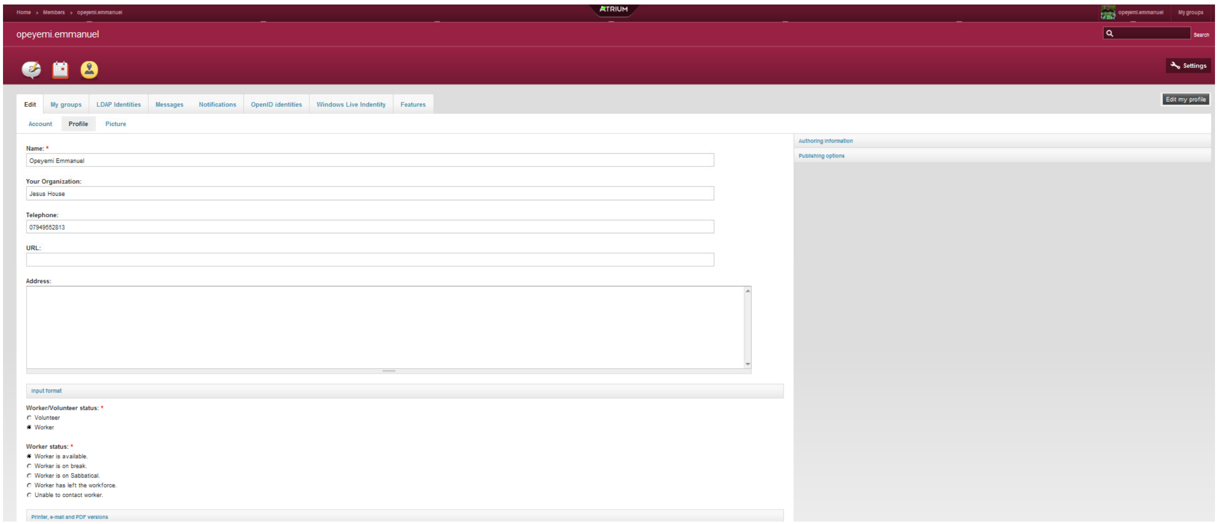
- Scroll Down to the Worker status section and tick on one of the following checkboxes:
  -Worker is available.
  -Worker is on break.

- Scroll down and click on the **"Save"** Button. When you perform this action, a message will be displayed saying **"Profile 'Username' has been updated".** This indicates that the user profile has been updated with the new changes. Please follow through with the rest of the tasks below.

- The next task is to upload your picture. Click on the "Picture" Tab and the picture focus will now be displayed.

- Next click on the "Browse" Button and *Microsoft File Explorer* will be displayed allowing you to select a picture image

- From your computers, select an Image File in the correct proportions and on completion click on the **"Save"** Tab. Once you have done this, the image will now be saved as a Username Avatar.



The Profile Section

- These are the minimal tasks that are required to personalise your profile area and it is important that all workers update and change their User profile areas.

4 Group Administration

On JH Connect, all users are assigned to groups. A Group represents any ministry or operational department of Jesus House. There are several Groups already created on JH Connect and they are as follows:

- I.T.
- Multimedia
- Bookshop
- Facilities
- Hospitality
- Protocol
- Evangelism
- Junior Church
- Cafe
- Front Of House
- Music
- Outreach

- Prayer
- Publications
- Transport
- Ushering
- Follow Up
- Alpha
- Jesus House Academy
- Marshalling
- Temple Keepers
- Service Management
- Ministries
- Welfare
- Kids First
- TM4-12
- RUIC
- Office Of the Senior Pastor
- Jesus House Church Office

Other groups can be created by sending a request to the I.T. department requesting a new group to be created.

4.1 Adding Group members to existing groups

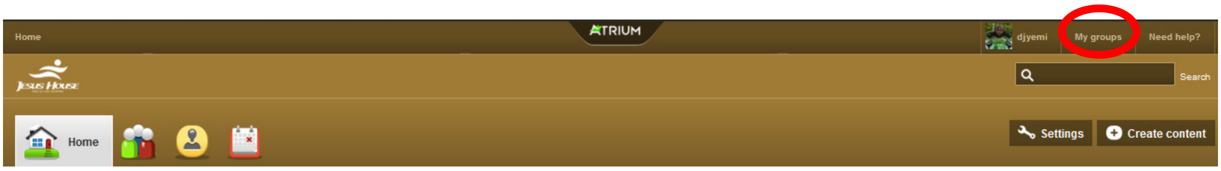
The Groups administration functionality is used by Group managers as a means of administering the rights and permissions of users in a group. Group Managers have the ability of adding authenticated members to their Group ministry area. For example, JH Connect contains the "Hospitality Group, Prayer Group, Multimedia Group etc". Once a user has been added by the Group Manager, they receive notifications of alerts, tasks, and messages from the Group leader.

Only Group Managers are able to add members to their Groups. Users that wish to become members of a Group may request membership, but only the Group Manager gives the authority for the Members to join their group.

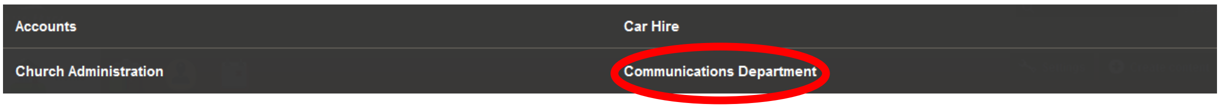
These tasks are required for Group Managers to add group members to their Groups.

Assuming the users is on the Home Page:

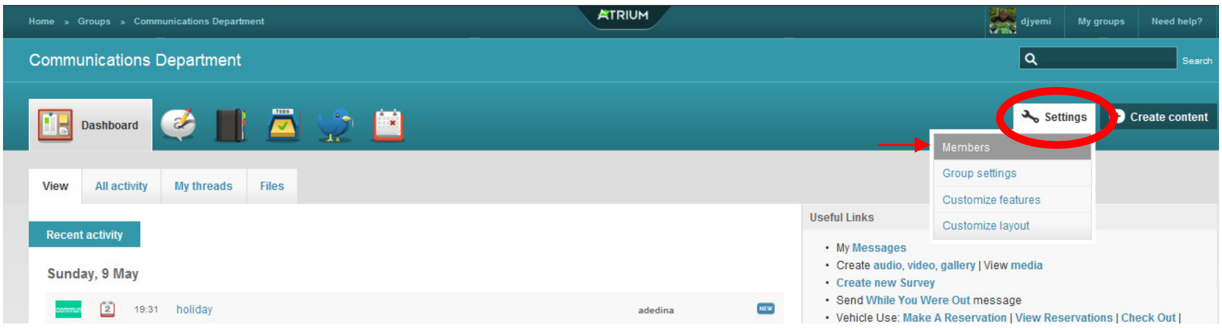
- Navigate to the top right hand focus and click on **"My Groups"** .



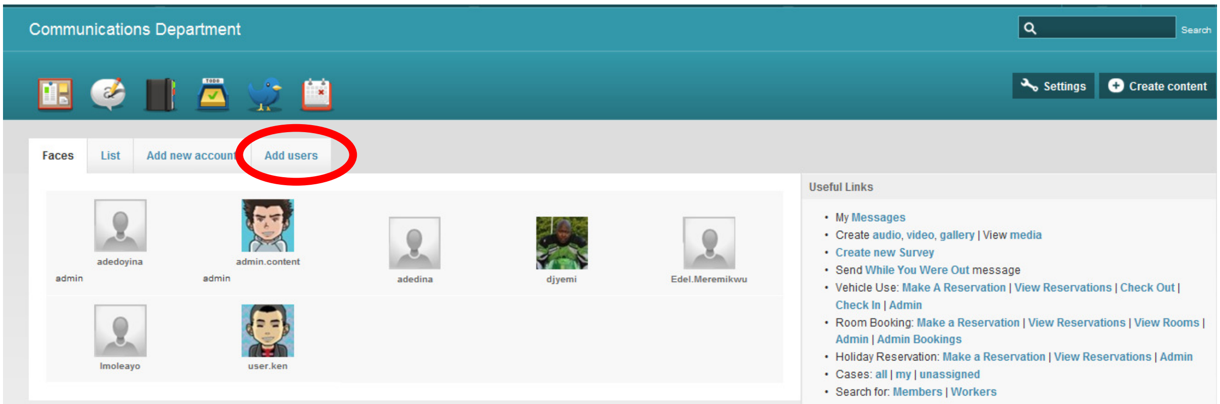
- This will cause the "Groups Picker" to be displayed. You then double click on the group that you manage from the list of groups being displayed. The Group to be selected is a group or ministry that you currently manage, but for demonstration purposes, the communications group has been chosen.



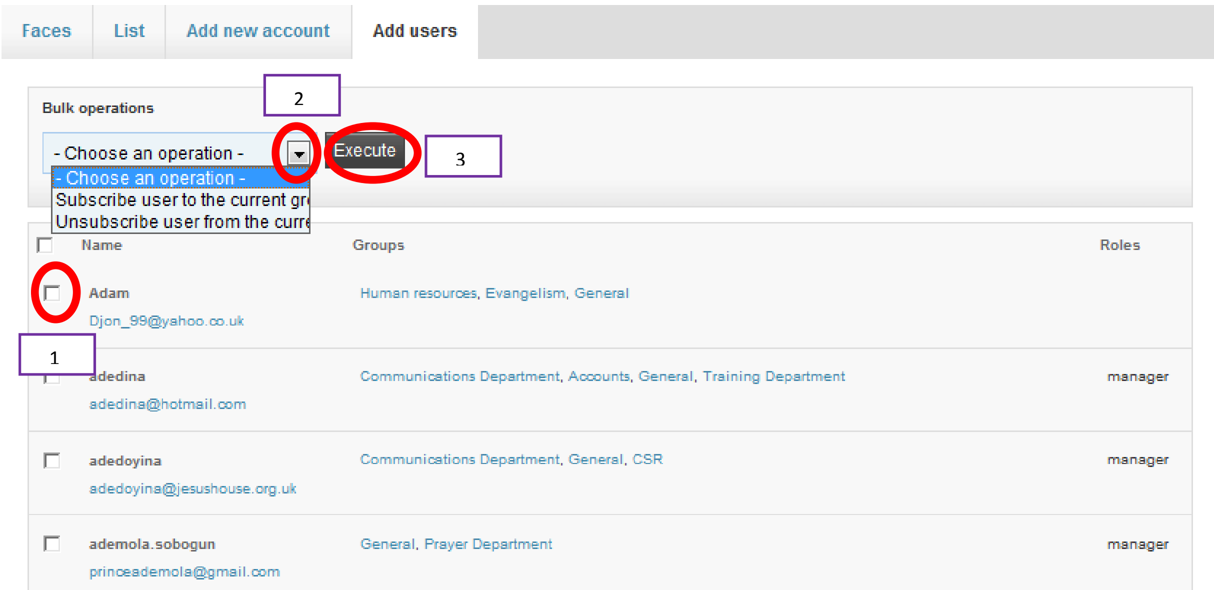
- You will now be brought to the Group Dashboard, showing all Group activities relating to the group. Navigate to the right hand side of the screen and click on the **"Settings"** button. The setting button will now drop down showing other choices. Click on the choice labeled "Members"



- You will now be brought to the Members Administration section. This will detail all users that currently have an account on JH Connect. Navigate to the 2^{nd} toolbar and Click on the **"Add Users"** Tab



- Clicking on the Add User Tab displays a list of all users that have registered on JH Connect. Some of the users may already be members of existing groups. To add a user to the Group click on the checkbox besides the user's name. You may need to search for the user on the other pages, so scroll down to the bottom of the screen and click on another page. When you have selected the user navigate back to the top of the screen and click on the "**Bulk Operations**" Picker. Select the **"Subscriber User to the Current Group"** and then Click on the **"Execute"** button. The user will now be added to your Group.

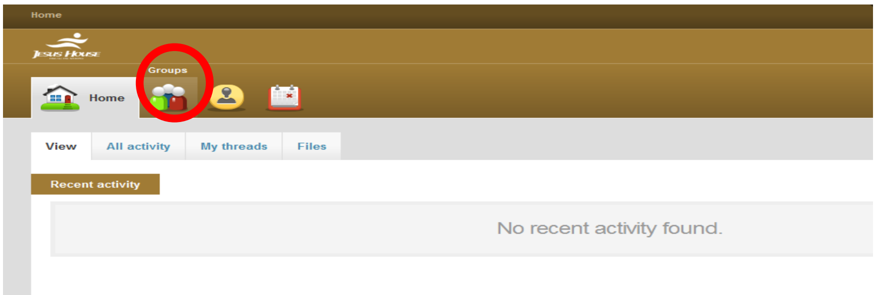


4.1.1 Joining an existing group

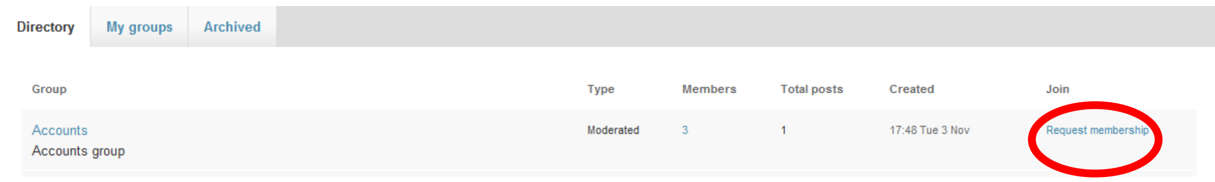
Users initially belong to the General Group until they request to join other department groups. Once they have requested to join a group, they are then authorised by a group manager and allowed to become members of the group. They will then be able to access that group by choosing the group from the "My Groups" button. To join a group, users must perform the following tasks:

(Assuming the user has already logged on to JH Connect and they are on the Home Page)

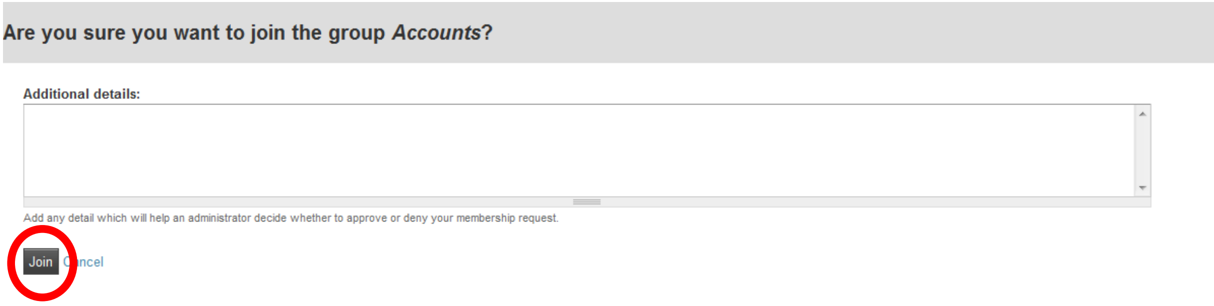
- Click on the "Groups" tab as shown below



- On clicking on the Groups tab, all the groups and ministries for JH Connect will be shown. To Join a Group navigate to a group and click on the "Request Membership" link (located to the extreme right of the Group)



- A message will be displayed *saying do you want to join the group*. Click on the "Join" button.



- A message will be displayed saying that a request for membership has been sent. Once the manager grants the request the user will be able to access the Group.

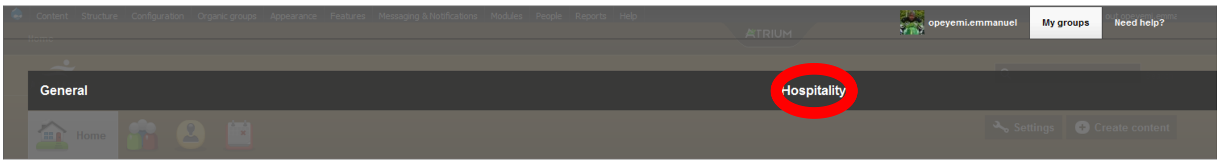
4.1.2 Accessing a Group

Once a user has been authorized to become a member of a Group or Groups, they can access each Group by performing the following actions.

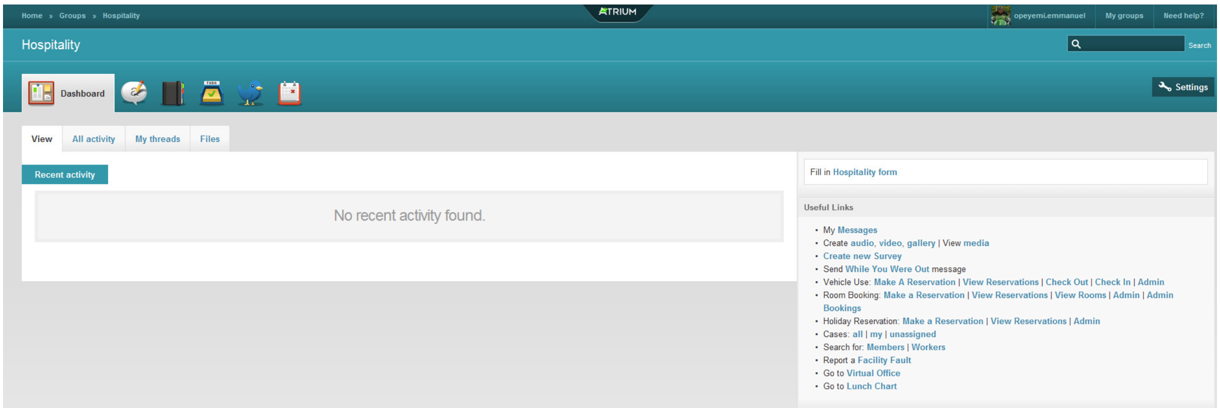
(Assuming the user has already logged on to JH Connect and they are on the Home Page)

- Click on the "My Groups" Button on the Top Right corner on the screen

- Performing this action will cause the "My Groups" Picker to be displayed. Click on the Group that the user wants to access. For demonstration purposes, the Group Hospitality has been chosen.



- Once the user click on the Group, they will be brought into the Groups landing area giving them access to that Groups privacy setting. Please note: only authorised members will be able to access any particular group.



Private Group site for Hospitality Department

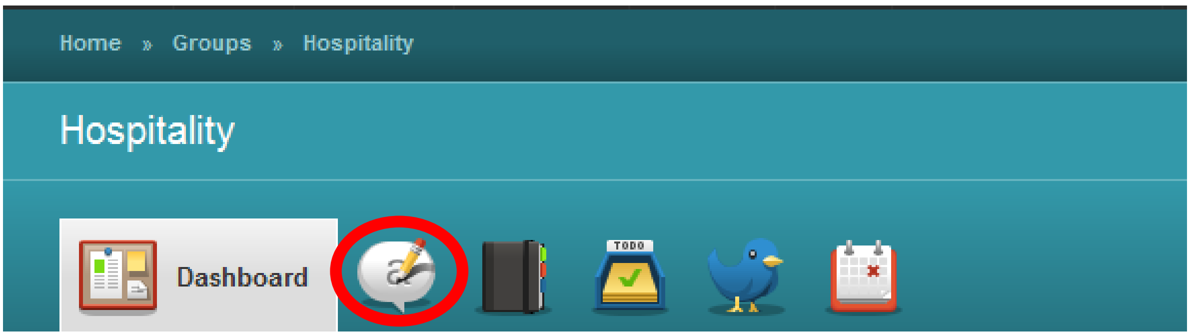
5 Group Communication

5.1.1 Creating a General Announcement, News or Blog Item

Users are able to create announcements, blogs and share news items to their fellow group members and to the entire church departments. This can be performed as follows:

Assuming the user is in their Group (if not please refer to sections 2.6 and 2.8)

- Navigate to the second Icon located to the right of the "Dashboard Icon" and click on the Icon

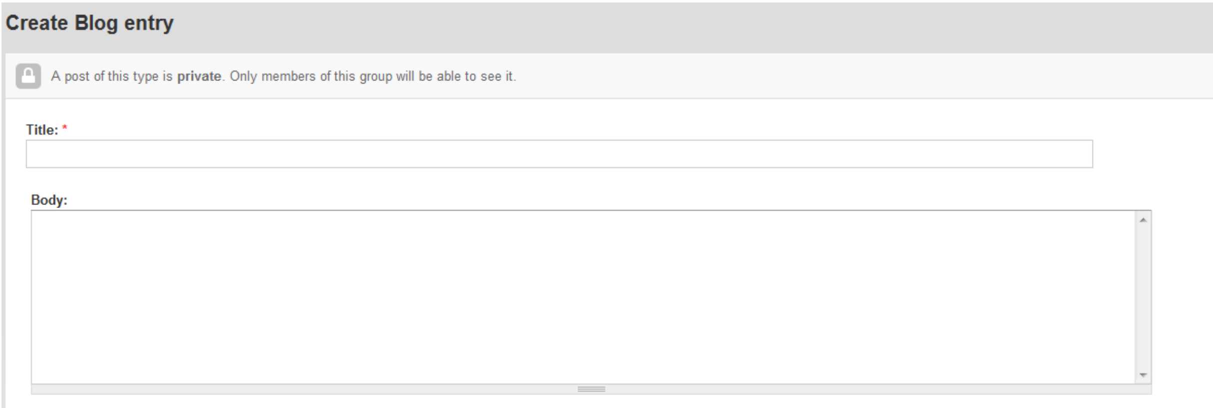


- The Icon will now be named "Blog" and the Blog screen will now be in focus

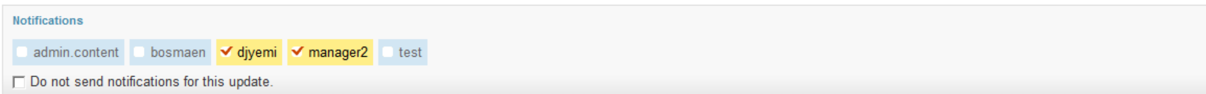
- Navigate to the right of the screen and select the 

button. Performing this action will cause the Create Blog Entry screen to be in focus.

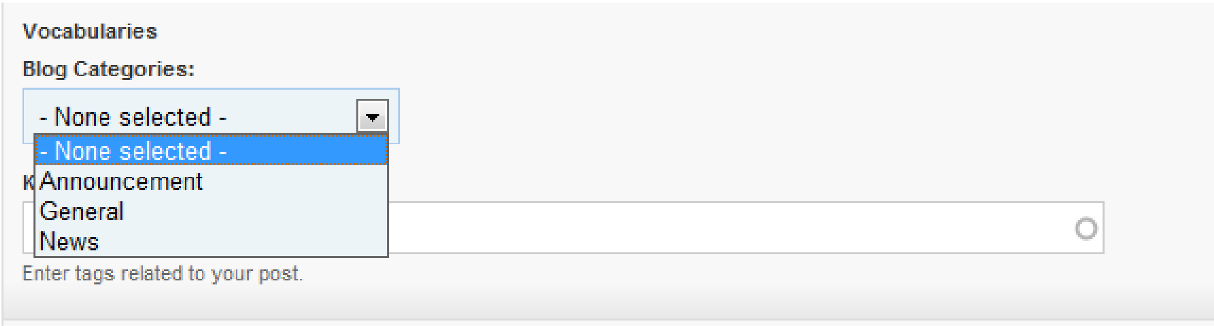
- You will now be brought to the Create A Blog Focus. Complete the following fields
  - Title *(Please enter the title of the announcement, blog or news)*
  - Body *(Please complete the announcement, blog or news)*



- Scroll down to the "Notifications" section and by using the checkboxes, select the Users in the group that the announcements, blogs or news is intended for. If you are in the General Group, you will be able to send announcements, blogs or news to all users on JH Connect. If you are sending announcements, blogs or news from a Ministry group, then you will only be able to send the announcement, blog or news to members in that particular group.



- Navigate to the Vocabularies section. This is where you select the type (or category) of announcements. **Select Announcement, General or News**. Choosing one of these vocabularies forces the message to be displayed at different locations on the screen.



- Click on the Save Button. The announcements, blogs or news will be created.

5.1.2 Viewing a General Announcement, News or Blog item

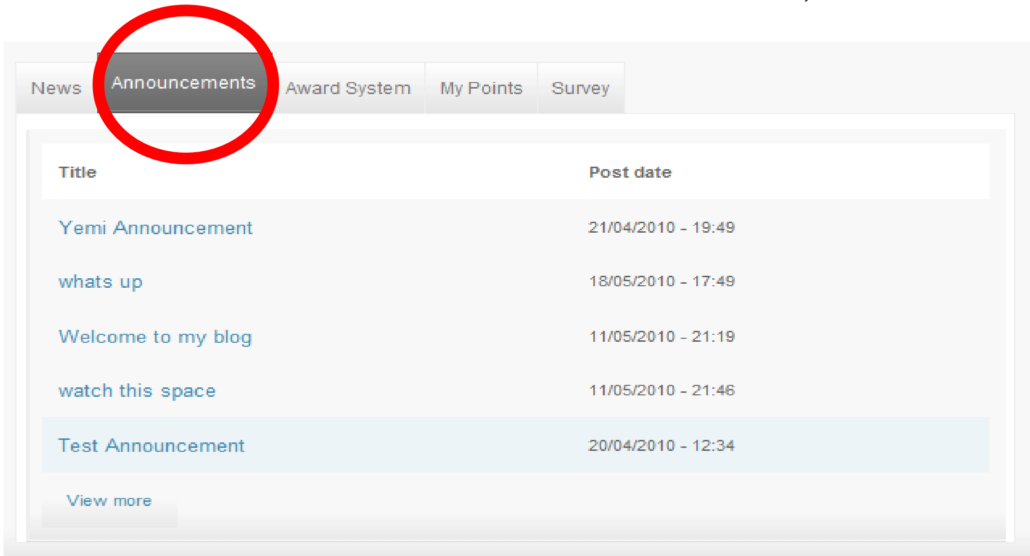
Users are able to view announcements, news and blogs from a variety of locations i.e. from the Home Page in the recent activity areas and also from their own Profile area. In the News and Announcement tabs, the content of messages and announcements are displayed in the order of popularity. They can be viewed by performing the following tasks:

Assuming the user is on the Home Page

- Scroll down to the Recent Activity section on the page. Here, all vocabularies of message types will be displayed. Discussions from other Groups will also be displayed and the Group name (and colour will be displayed)

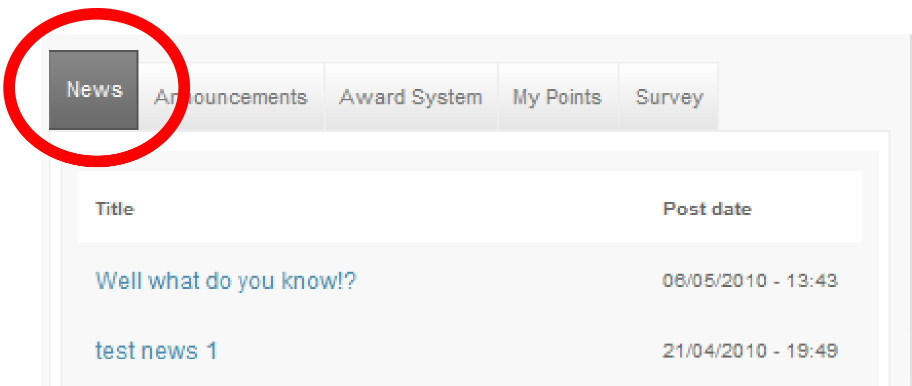
- Announcements will also displayed in the Announcements tabs on the front screen depending on how popular they become i.e. how often users view the announcement from the Home Page or from their personal profile area.

- To view these announcements, navigate to the right of the screen | Scroll down to the 3rd focus (News) and Click on the Announcements Tab. When you do this, the Announcement section will now be in focus. Now check for the latest announcement. The Announcement focus will contain the announcement previously created by the user. To view a News Item instead of an announcement, click on the News Tab.



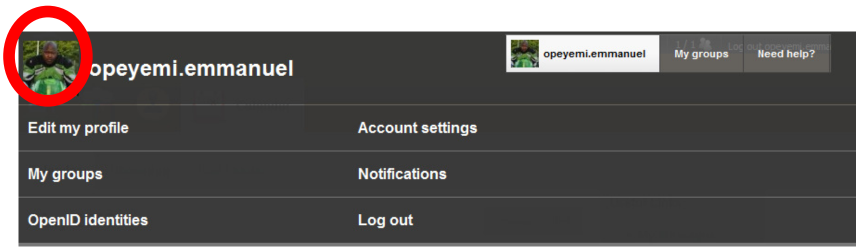
News and Announcements Focus

- News Items will also displayed in the News tabs on the front screen depending on how popular they become i.e. how often users view the News item from the Home Page or from their personal profile area.



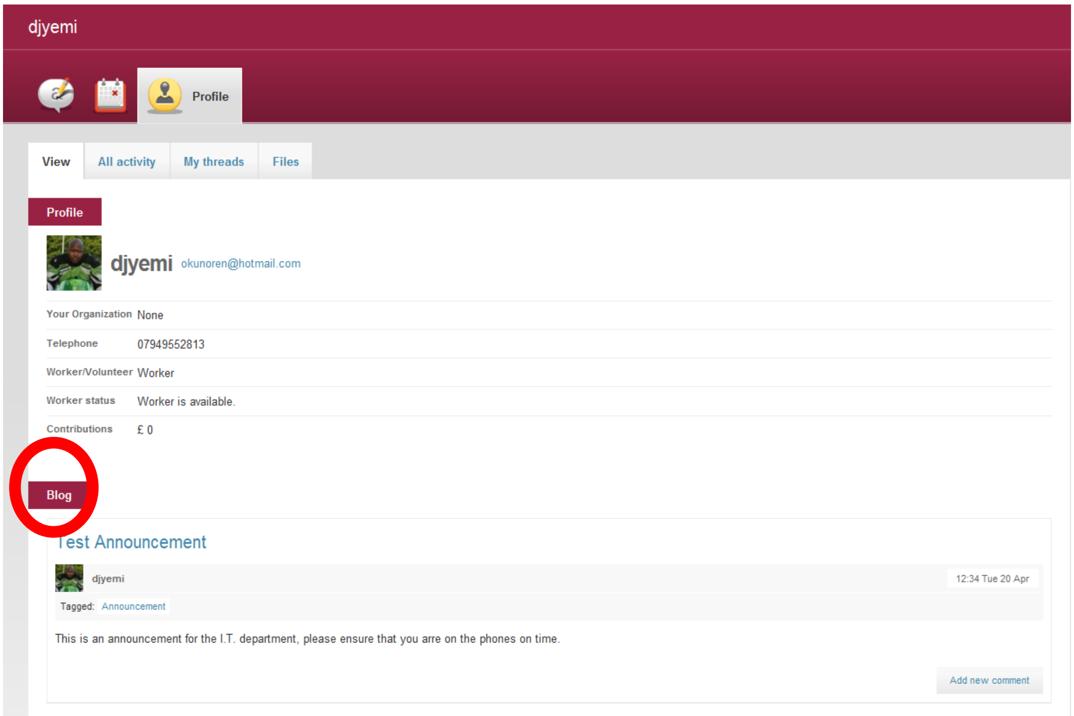
- You can also view news and announcements in your personal profile area. Navigate to the Top Toolbar and on the right hand side and click on your username.

- On doing this, the Account Profile Picker will be displayed. Click on your Username Picture (i.e. the Avatar)



- Performing this action will bring you to your own profile area into the view Focus.

- Scroll Down to the Blog Area. You will notice that the latest announcement will now be contained in the Blog area – provided that the message was for your attention and you were included in the notification list.

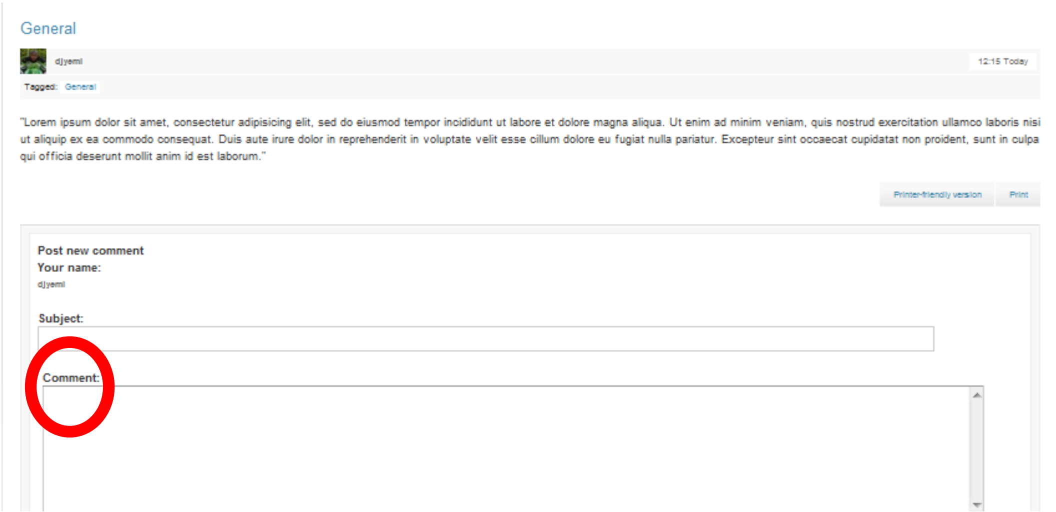


Personal Profile area showing an announcement

5.1.3 Replying a General Announcement, News or Blog item

Users are able to respond to announcements, news items or blog items that have been sent from the General group. They will not be able to respond to these news items if they are not members of the group, or have not been included in the notification list.

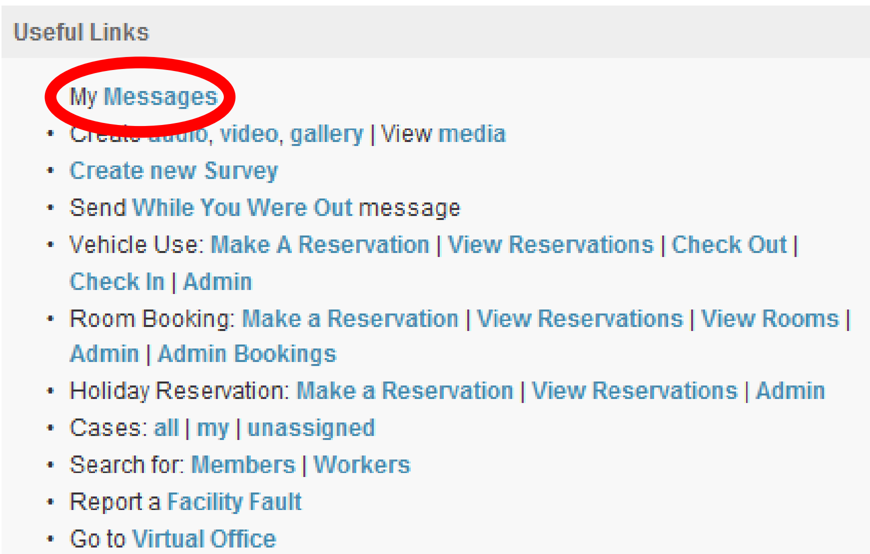
To respond to a news item click on the news item and scroll down to the lower screen area. Here, you will be find a Post New comment section. Complete the “comment” section with your own text. We don’t recommend that you complete the Subject field.



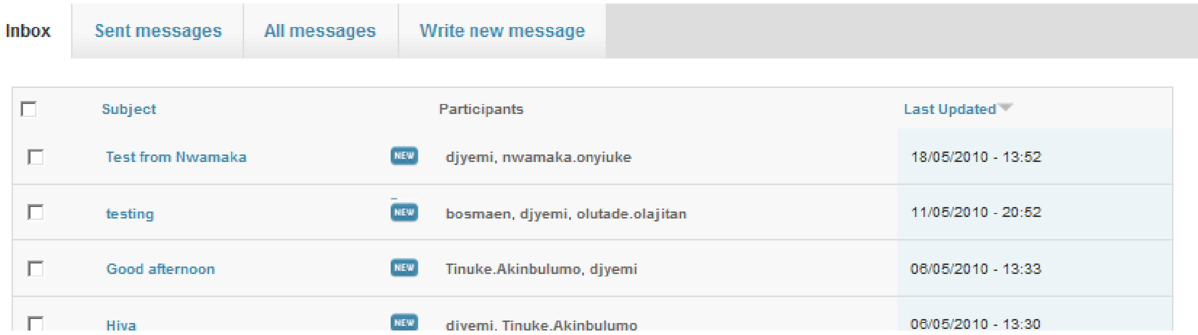
5.1.4 Creating a Message

The messages functionality is used by a group member as a means of communicating important details and news to individual members. To send a message:

- Navigate to right hand side of the screen; locate the Useful Links section and click on "My Message".



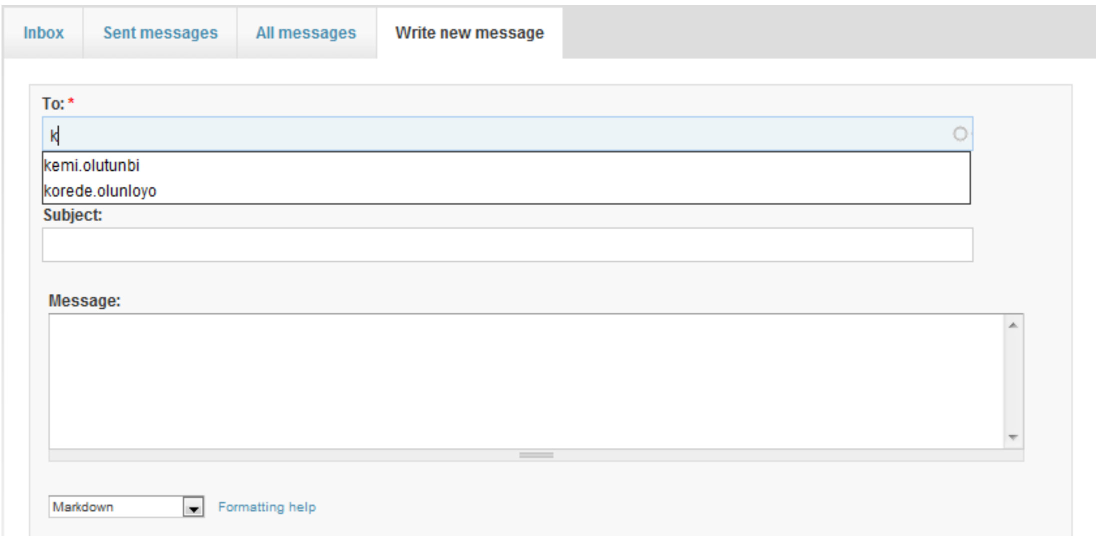
- You will now be brought to the My Messages view, which includes sections, like **Inbox**, **Sent Messages**, **All Messages**, **Write New Messages.**



- Click on the Write New Messages Tab. You will be brought to a focus that allows you to compose a new message and send it to a recipient. Please note – the recipient needs to have a JH Connect account.

- To begin composing a message, navigate to the "To" field and begin typing the username of the recipient.

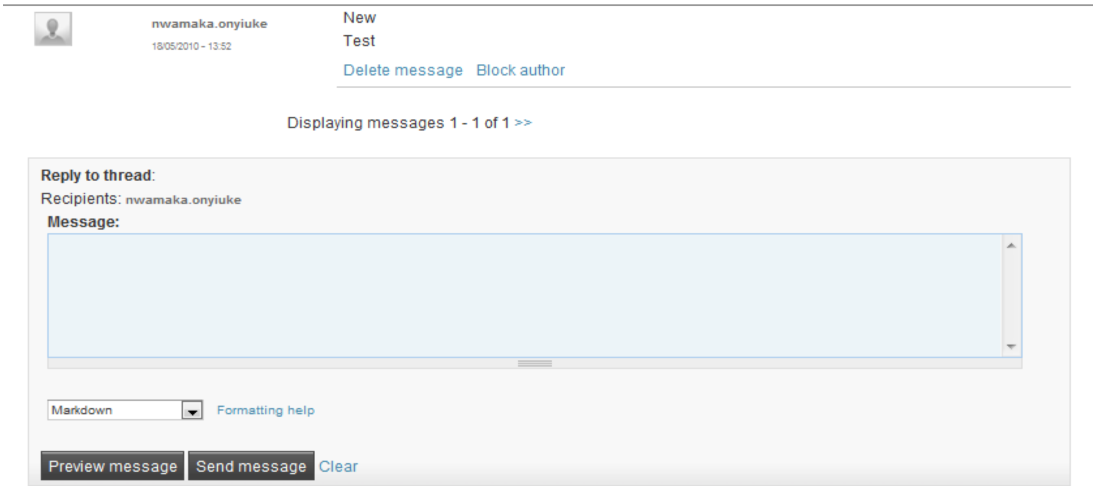
- Once a few letters have been typed, the usernames that co-relate to the first few characters of text being typed will be shown. As soon as the correct username is shown, click on the username. You can also send the message to multiple recipients. Please insert a semicolon between each recipient's details.



- The next step is to type text into the "Subject" and the "Message" fields. Once you have completed these, click on either the Preview Button (so as to preview the message) or click on the Send button (for sending the message immediately. Once you click on Send, a message will be displayed saying that the message has been sent for the attention of the recipient.

5.1.5 Viewing and Responding to a Message

Users can view and reply to messages that apply to them in the **Inbox**, **Sent Messages**, and **All Messages** tabs. By clicking on the messages in these tabs, the details of the messages are displayed in full. The user should navigate to the lower part of the message in focus and then complete the "Reply to Thread" section.



6 Managing Projects and Tasks

JH Connect allows task creation as well as task management. Group leaders are able to use JH Connect to manage tasks that users need to complete during a given time.

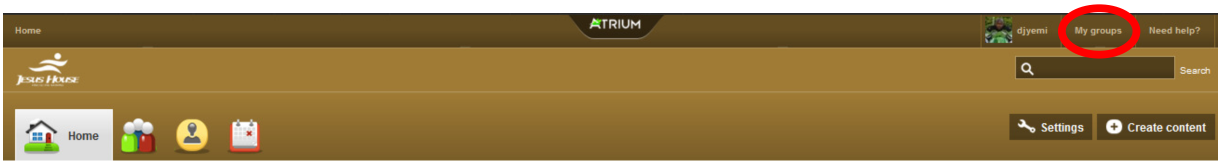
JH Connect tasks are called "Cases" and cases are managed using the **case tracker** functionality. All cases are managed within a Project. For example, a Groups Manager can easily create a project called "creating your JH Connect Account" and assign the relevant tasks (i.e. cases) for the individuals to complete at a given time. Members of the group that have been assigned cases in the project receive alerts on their Profiles Page as well as email accounts.

6.1.1 Using the Case Tracker

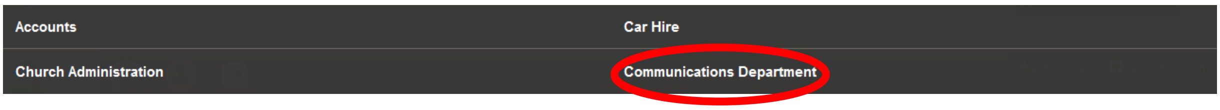
Only group managers are able to create projects and assign tasks to other members of their group. To create a Project, perform the following

Assuming the users is on the Home Page:

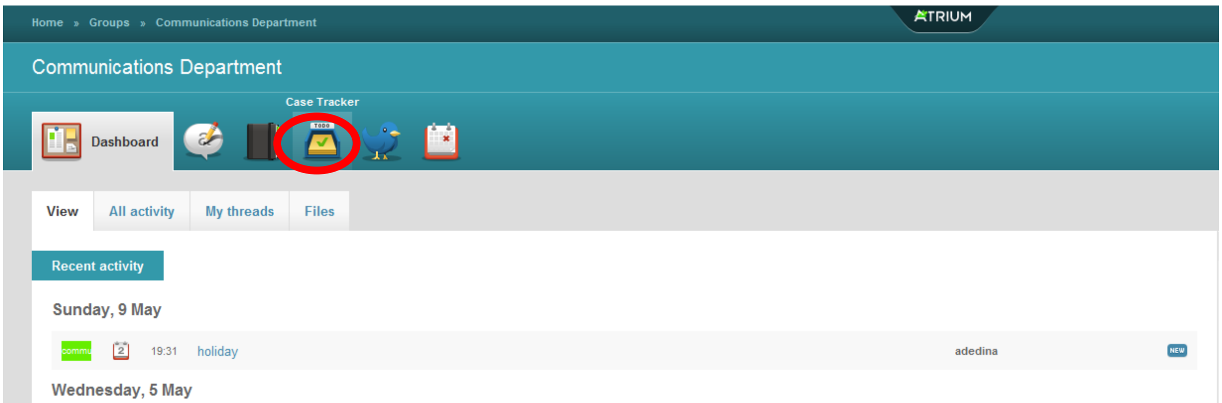
- Navigate to the top right hand focus and click on "My Groups" .



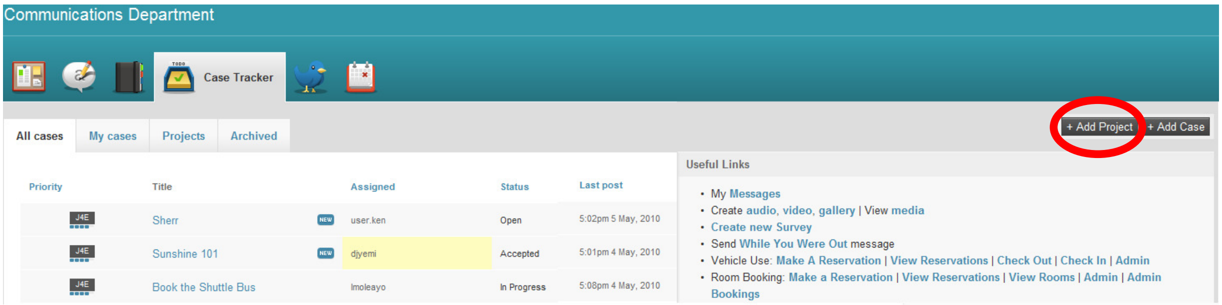
- This will cause the "Groups Picker" to be displayed. You then double click on the group that you manage from the list of groups being displayed. The Group to be selected is a group or ministry that you currently manage, but for demonstration purposes, the communications group has been chosen.



- You will now be brought to the Group Dashboard, showing all Group activities relating to the group. Navigate to the 2nd tool bar and click on the 4th icon (i.e. the one shaped like a desktop tray and "To Do" written on it)

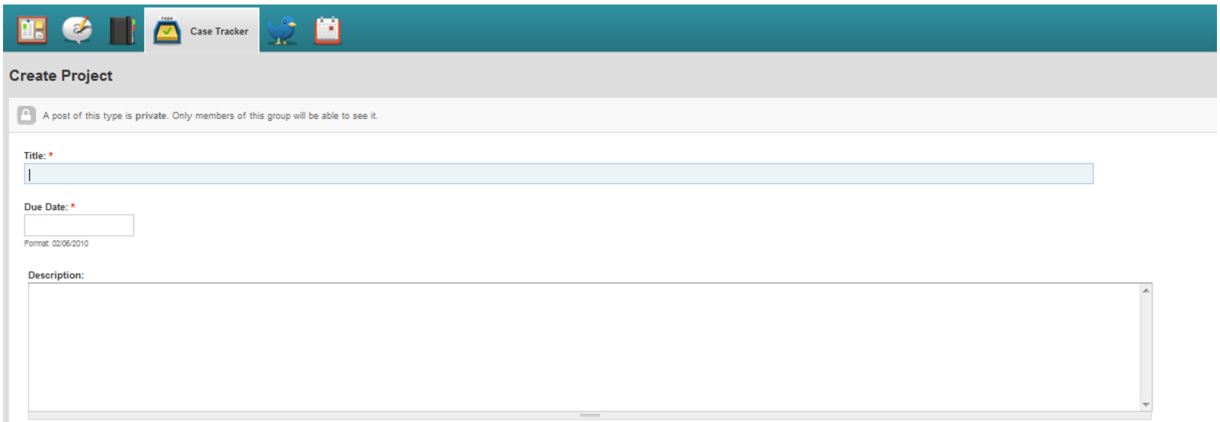


- As soon as you hover your mouse on the desktop tray icon, you will notice that the desktop tray now hovers with the name "Case Tracker". Click on the case tracker icon. Performing this action will bring you to the Projects area. To create a New Project, click on the "Add Projects" button

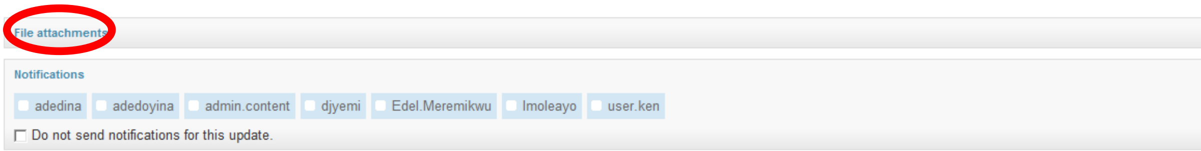


Existing Projects area.

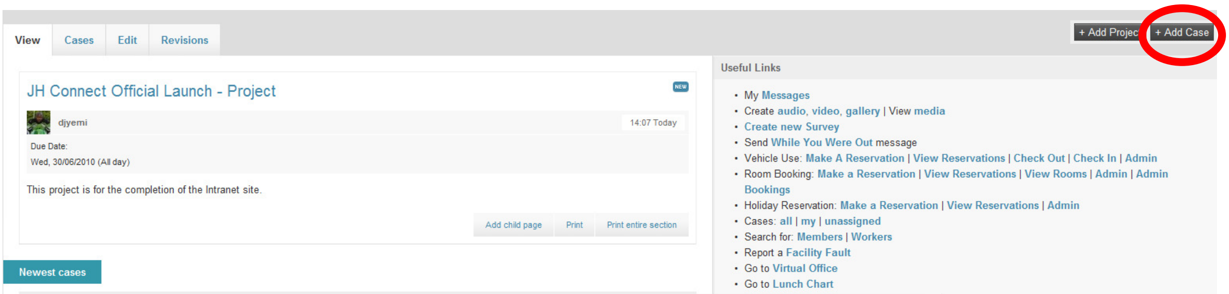
- You will now be brought to the Create Project section. Please complete the "Title" section. This should be the name of the Project. The next field to complete is the "Due Date". This should actually contain the date that the project is actually due to complete. Please also enter a brief description of the project.



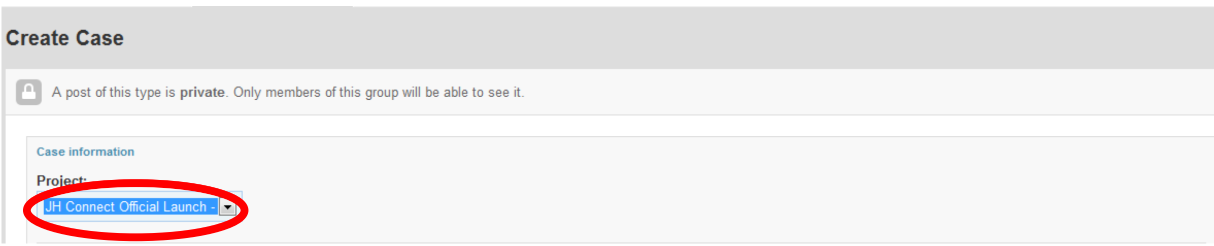
- Once you have completed these fields, scroll down and select the members of your group that should be part of the projects and that cases should be assigned to. Please note: you will only be able to add members of your Group to this particular project. You can also optionally add Documents to the project using the "File Attachments" button.



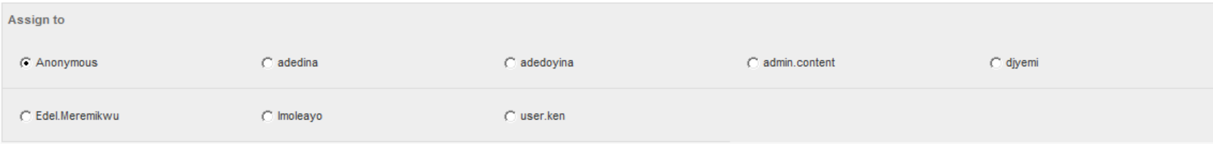
- Once you have selected these members, please click on the Save button. Your project will now have been created and displayed to you. You now have to create your tasks i.e. Cases for your group members so that you can assign tasks to them. To begin creating your cases, click on the "Add Case" button which is located on the right hand side of your screen.



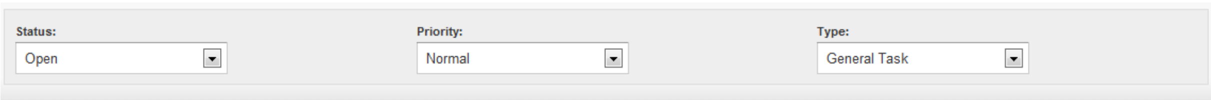
- You will now be brought to the "Create Case" screen. You will notice a Project drop down picker. This should normally be populated with the project that you had previously created – provided you had clicked on the "Add a Case" button from the newly created case. Alternatively, click and select the relevant project.



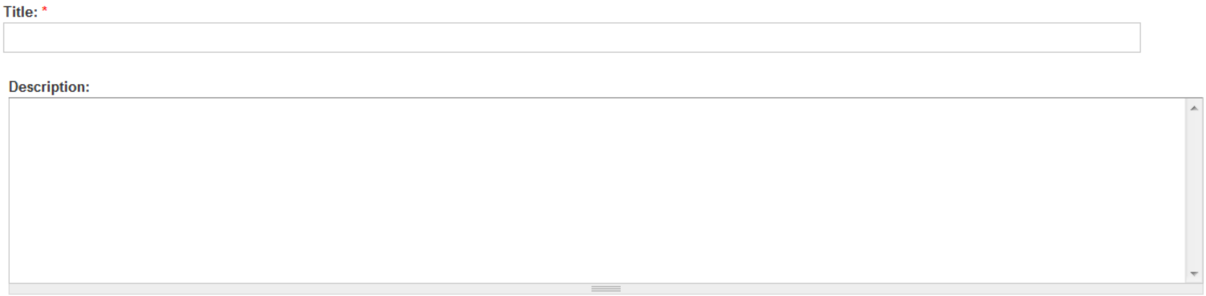
- You then need to include individual that you would like to assign your project to. The individuals listed are those that have become members of the Group. You can only select one individual for each Case. Additional Cases must be created for additional tasks.



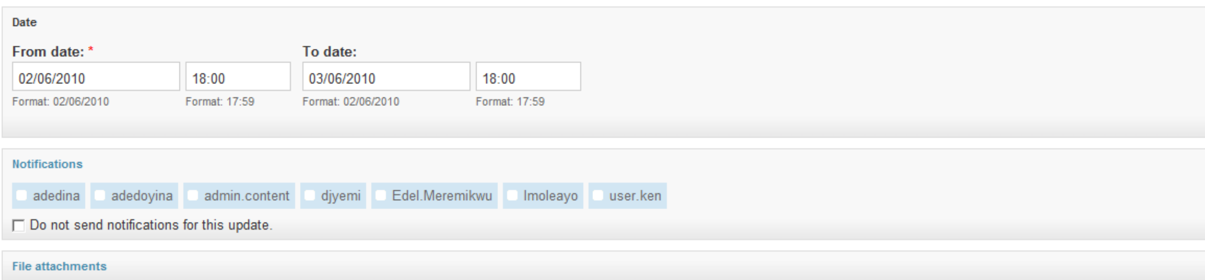
- You then have to select the level and attributes of the tasks to be assigned to the group. Selecting the appropriate levels will allow the tasks to be prioritised.



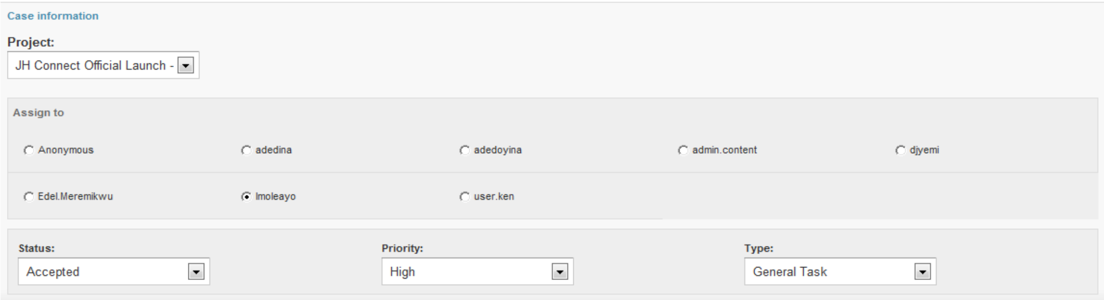
- The next task is to enter the title of the case and a brief description of the case so that members that have been assigned a task will understand the details of the case that has been assigned to them.



- Once you have completed the Title and descriptions, scroll down and complete the date fields. Enter the From Date of the tasks (The date that you want the case to start). Please also enter the start time. Also enter the To date (the date that you want the case to end) and the end time. You can also select users that you would want to be alerted of the progress of the case by selecting users on the Notifications tab, and you can also upload additional documents using the Upload button.

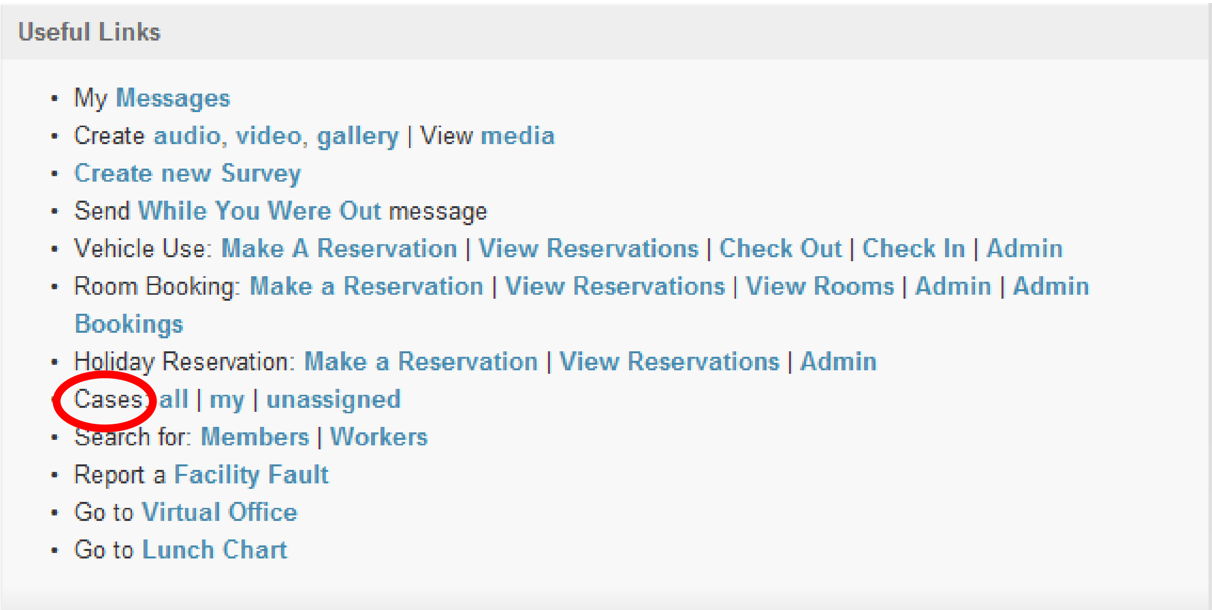


- Once you have completed these choices, click on the save button. A new case would now have been assigned to you. The newly created case can now be followed thorough in a workflow i.e. if an owner of a case decides to assign it to another user, they select the user, change the status and priorities and click on the save button. The newly assigned user is now assigned the case and can also assign it to other users – thus completing a workflow.



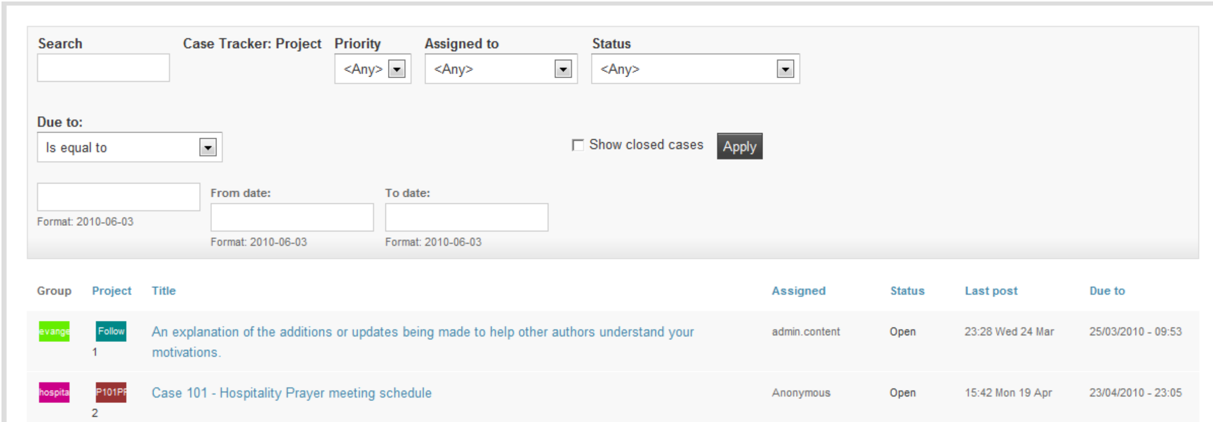
6.1.2 Viewing other cases

Other cases may be viewed from **My Useful links**. Here, a user is able to view all cases, My Cases (i.e. cases for the logged in user) or Unassigned Cases.



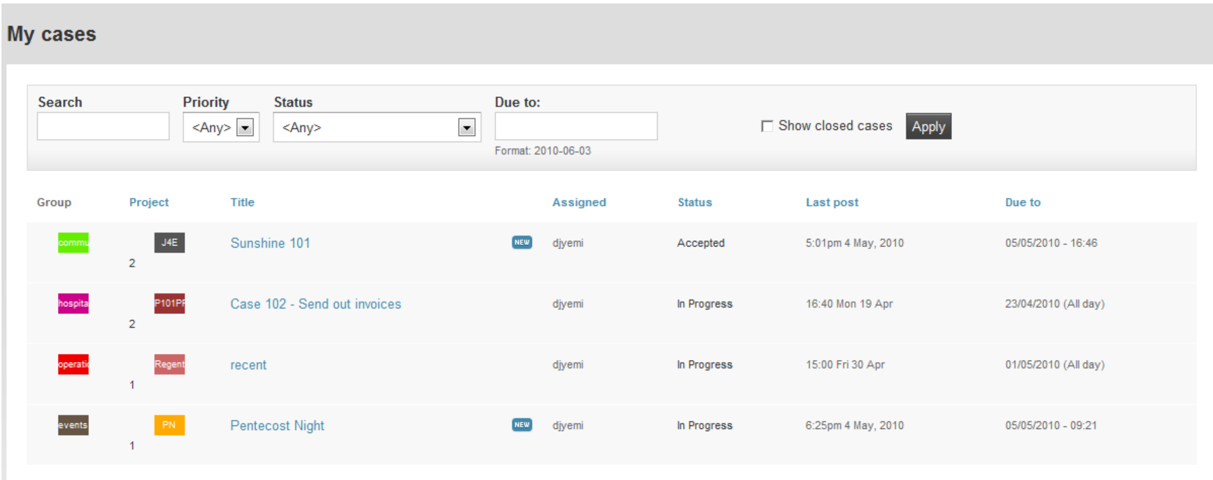
6.1.3 Viewing all Cases

All cases that have been created on JH Connect can be searched using the “All” button. Click on Cases “All” brings a user to a search functionality. The user can also use the filter options to search cases



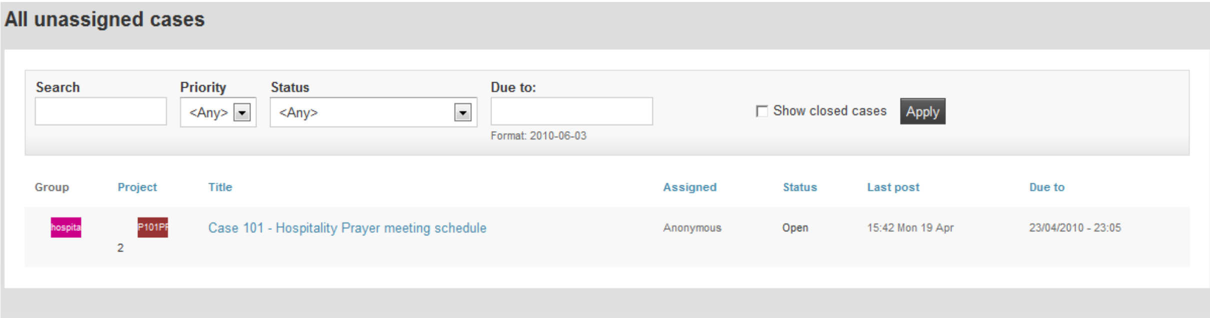
6.1.4 Viewing My Cases

A user can search and view all cases that have been assigned to them as a user by clicking on the “My Cases” button. The user can also use the filter options to search for cases that have been assigned to them.



6.1.5 View Unassigned Cases

Users are able to view all cases that have not been assigned to any users on JH Connect by clicking on the “Unassigned Cases” button. The user can also use the filter options to search for cases that have been assigned to them.

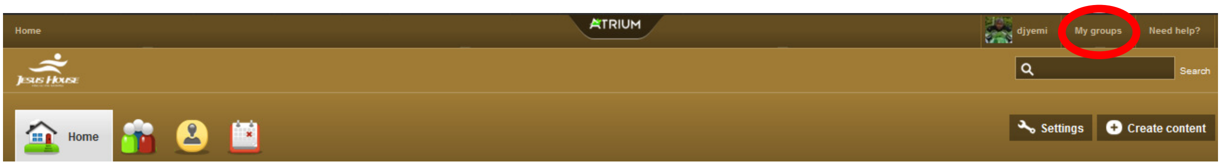


7 Document Storage

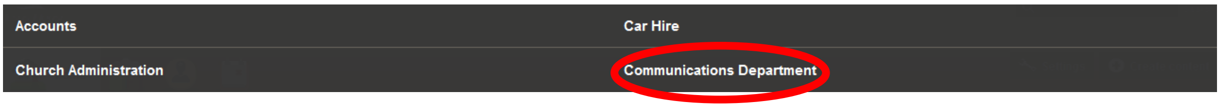
JH Connect has a document storage facility which is used to upload and store documents and files for group members in a group. All documents are uploaded and assigned to a group of which group members are originally assigned to. Here all documents i.e. word, pdf and video files can be stored and made accessible to members of the Group. If you are a member of a group you will be able to view these documents. To view and upload documents, you will need to perform the following tasks:

Assuming the users is on the Home Page:

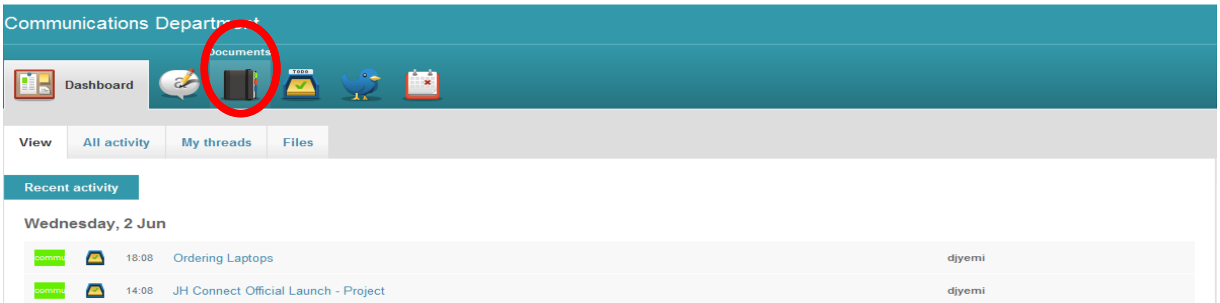
- Navigate to the top right hand focus and click on "My Groups" .



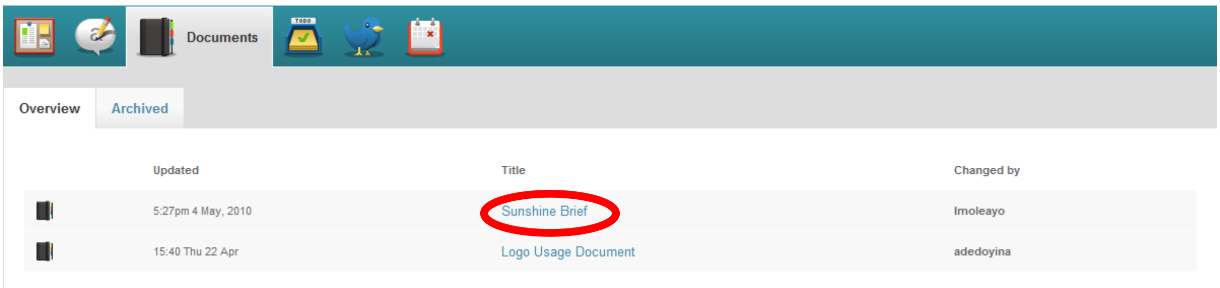
- This will cause the "Groups Picker" to be displayed. You then double click on the group that you manage from the list of groups being displayed. The Group to be selected is a group or ministry that you currently manage, but for demonstration purposes, the communications group has been chosen.



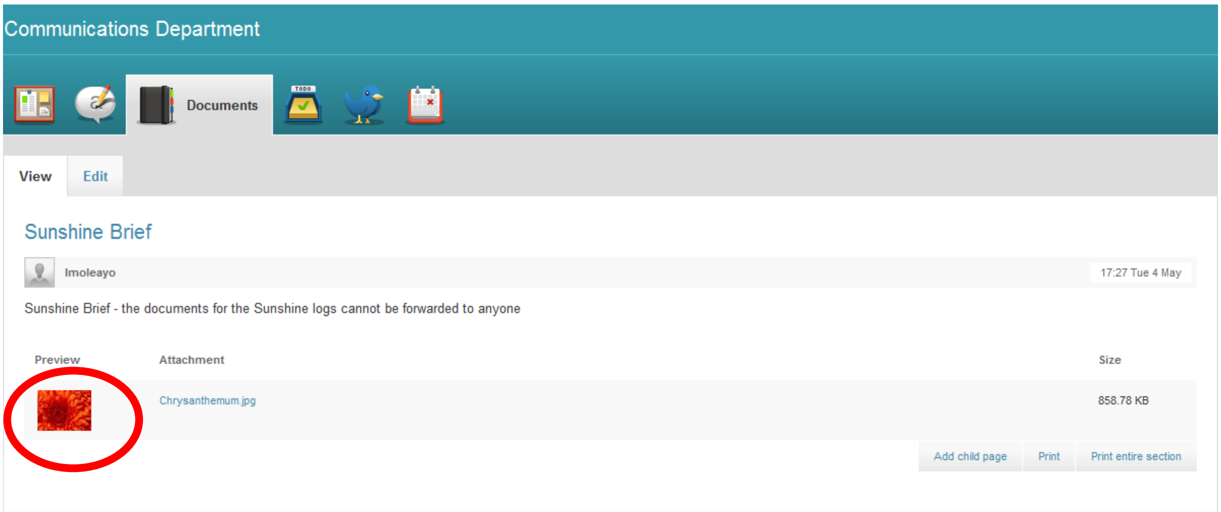
- You will now be brought to the Group Dashboard, showing all Group activities relating to the group. Navigate to the 2nd tool bar and click on the 3rd icon (i.e. the one shaped like a folder and "Documents" written on it)



- Clicking on this button will bring you to the documents section. This will show a list of documents that have been previously uploaded for a group. To view any of these documents, click on the title of the relevant folders that needs to be viewed.

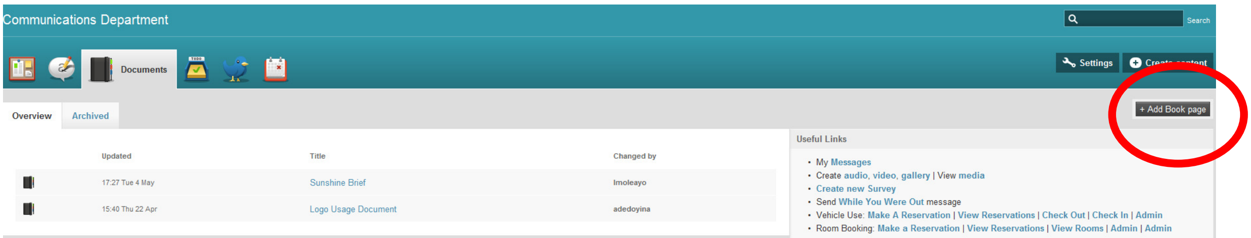


- On clicking on the title, the documents page will launch showing the documents as well as any attachments that are contained in the documents.

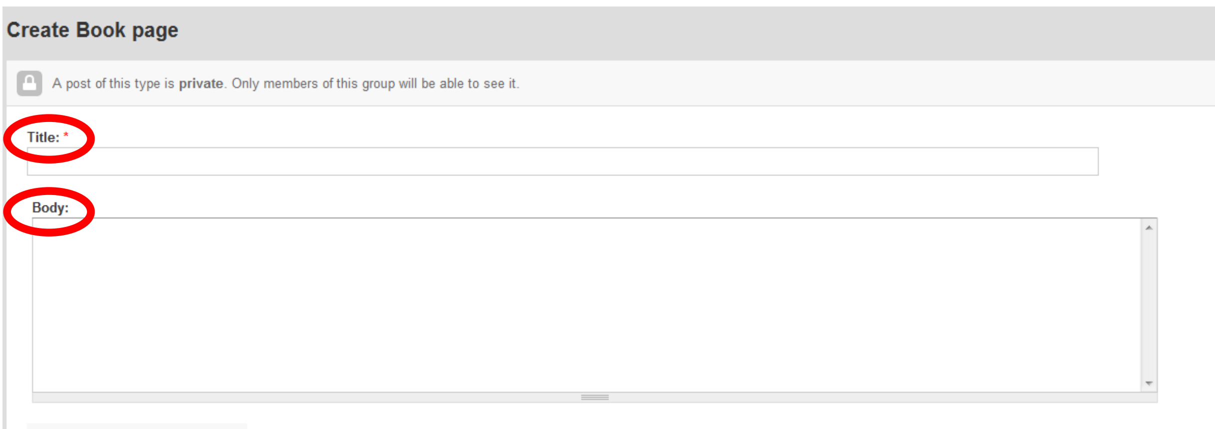


7.1.1 Uploading a document

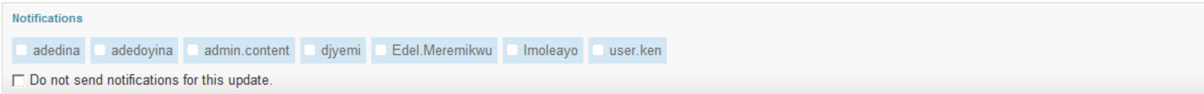
- From within the documents page, click on the "Add Book page" button.



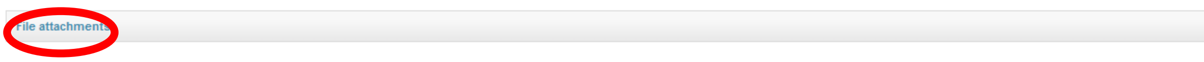
- Once you click on this button, the "Create a Book page" screen will now launch. Please complete the title and body fields



- After you have completed the Title and Body fields, scroll down to the next section ignoring Book and weight sections and complete the notifications sections; ticking other people in your group that you want notified about the document that you are about to upload.

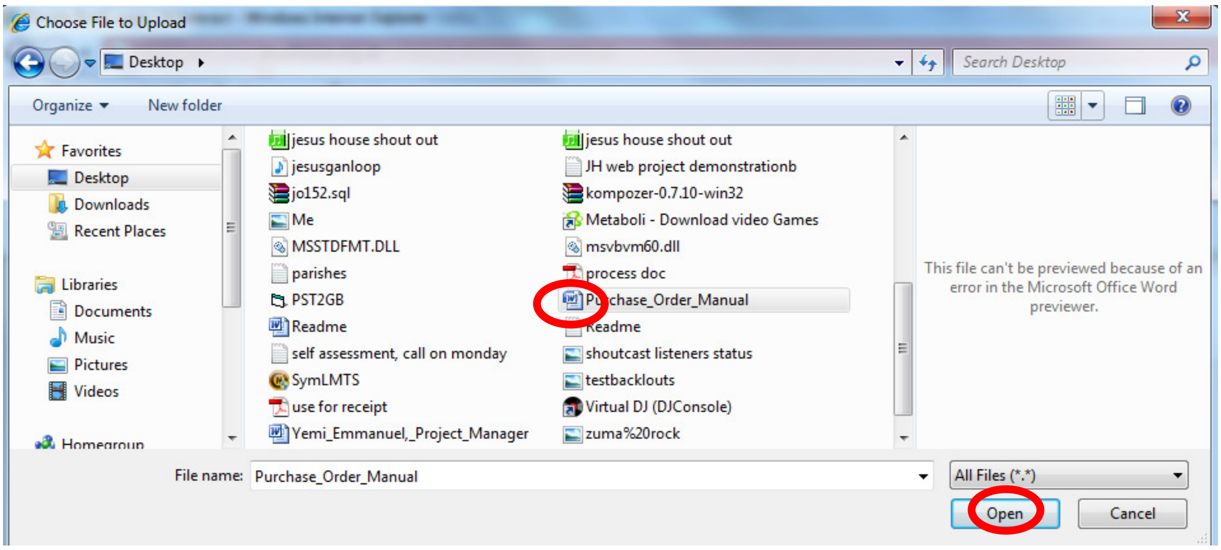


- Once you have selected notifications, the next step is to actually upload the document. Click on the "File Attachments" tab which is located below the PDF section. This will actually launch into a file upload area.



- Click on the browse button. Clicking on the "browse button". This will then launch the windows file explorer button.

- You must then select a document from your computer to upload. The documents that are allowed are Word, PDF, or JPEG files. After selecting the document, double click on it so that it will be uploaded.



- Once you click on open, the file will now be located in the "attach new file" section. Click on the attach button. The file may take a bit of time to download.

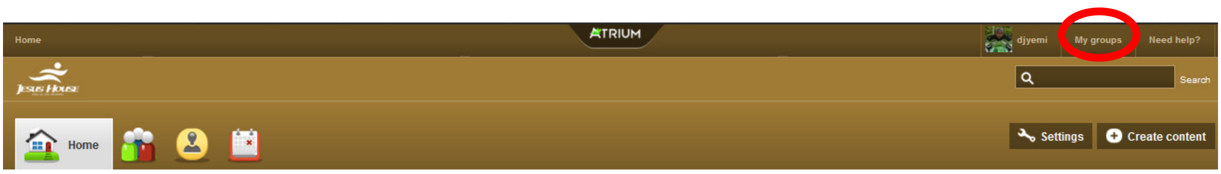
Once the file has been uploaded, the final step is to click on the save button. Once the file is saved, you will be able to view and upload the document.

8 Events Calendar

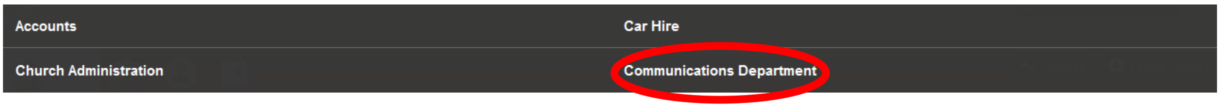
The events calendar is used by group member as a means of booking dates of meetings for Group members. It functions as a calendar with the ability to set reminders of all important tasks and routines. Users can make private or public events. To use the Events Calendar

Assuming the users is on the Home Page:

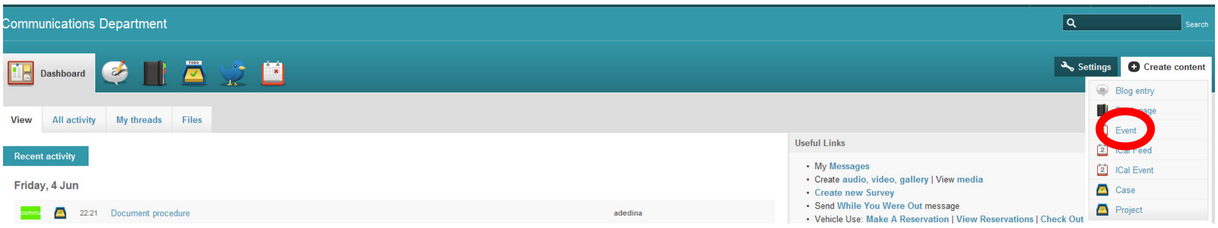
- Navigate to the top right hand focus and click on "My Groups" .



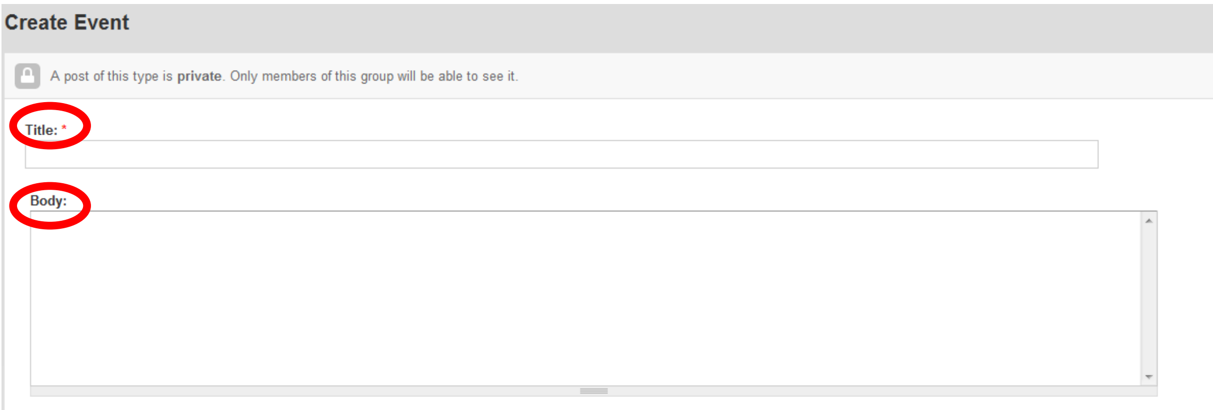
- This will cause the "Groups Picker" to be displayed. You then double click on the group that you manage from the list of groups being displayed. The Group to be selected is a group or ministry that you currently manage, but for demonstration purposes, the communications group has been chosen.



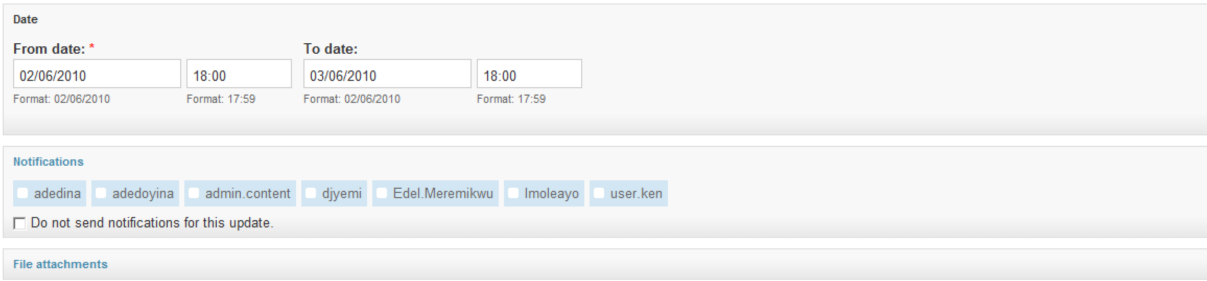
- You will now be brought to the Group Dashboard, showing all Group activities relating to the group. Navigate to the right hand side of the screen and click on the "create Content" button. The button will now drop down showing other choices. Click on the choice labeled "Event"



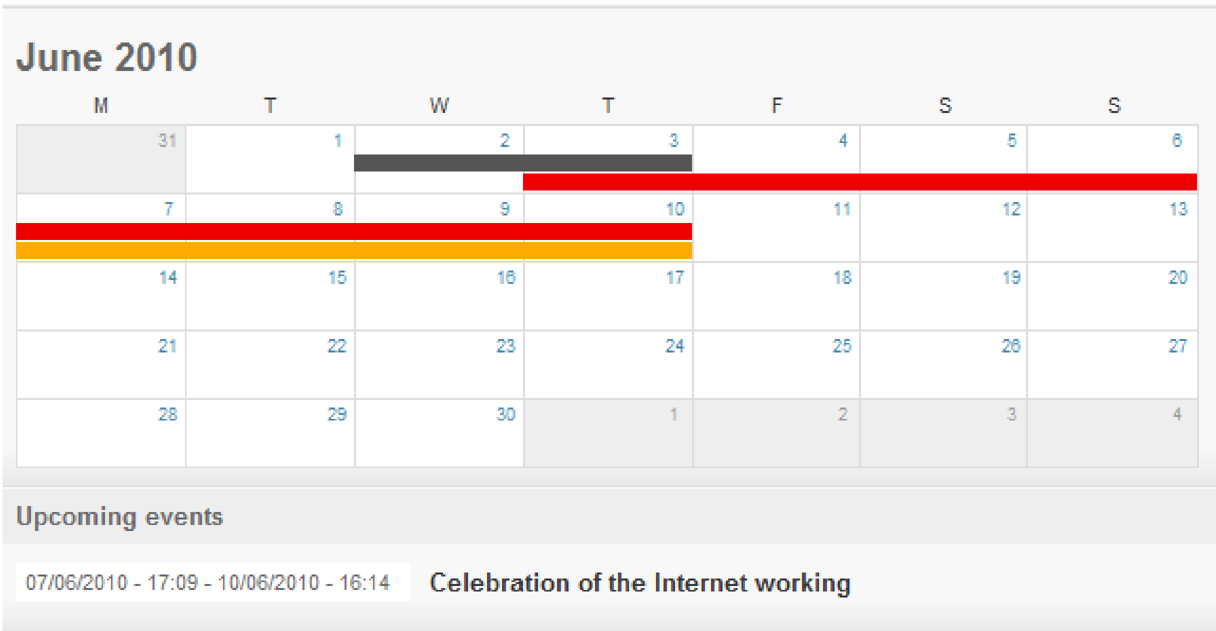
- Once you have clicked on an Event, you will be brought to the Create Event Page. Complete the title and body of the event and then scroll down



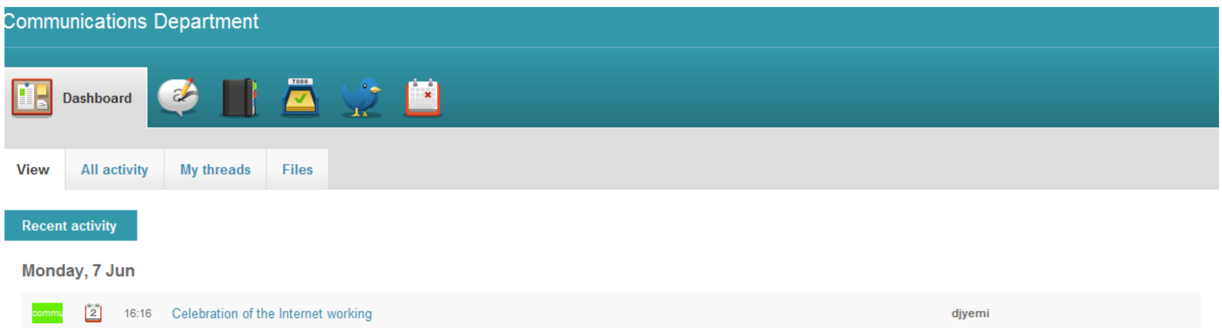
- Once you have completed the Title and descriptions, scroll down and complete the date fields. Enter the From Date of the tasks (The date that you want the case to start). Please also enter the start time. Also enter the To date (the date that you want the case to end) and the end time. You can also select users that you would want to be alerted about the event by selecting users on the Notifications tab, and you can also upload additional documents using the Upload button.



- Once you have completed these choices, click on the save button. A new event would have been created. This event would now reside on the events calendar for your group. It will also be stored on the main calendar page for your group. This can be found by scrolling down to the right hand screen of your page.



- The event will also be located on the Recent activity section of the groups landing page

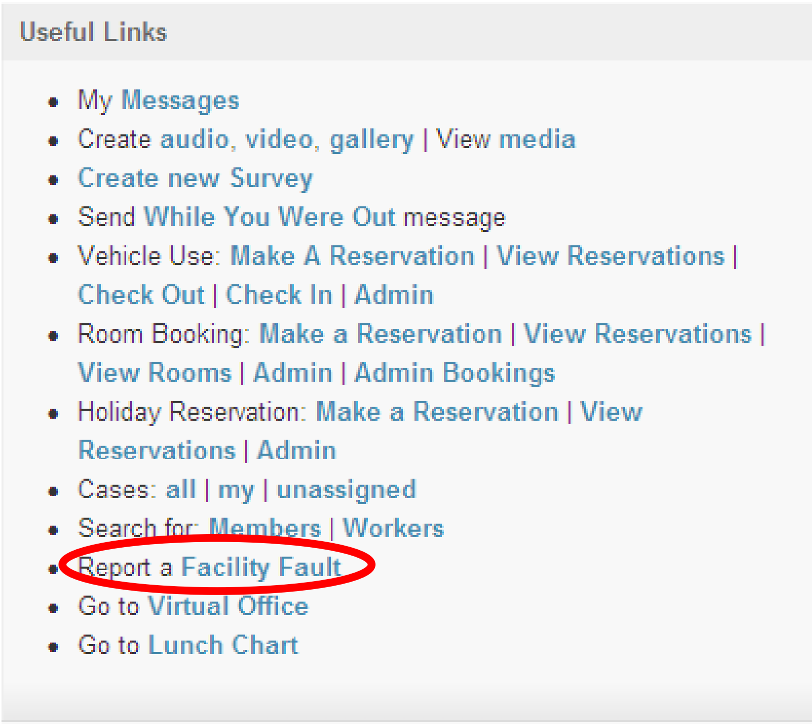


9 Reporting a fault

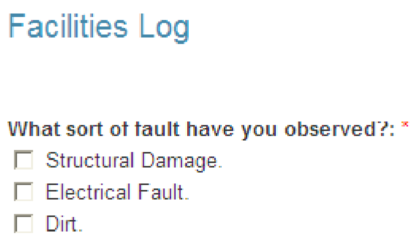
From time to time, part of the Jesus House infrastructure becomes damaged and it is important these damages are reported in order for them to be fixed on time.

The facility log is used by members of the church as well as office workers to report faults within the infrastructure of the church. To report a fault, the following activities must be performed.

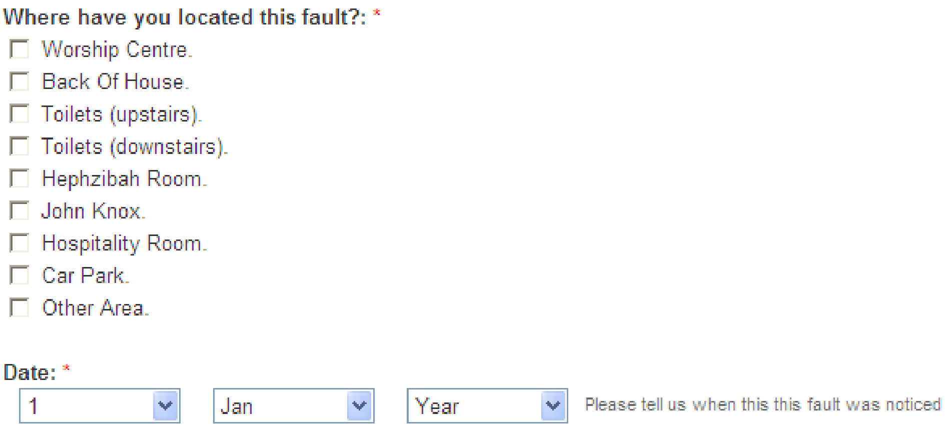
- From the Home Page, navigate to the Useful Links section and click on **Report On A Facility Fault** link.



- You will now be brought to the Fault Log area. Click on one of the best options that best describes the fault that you are aware of and then scroll down to the next section.

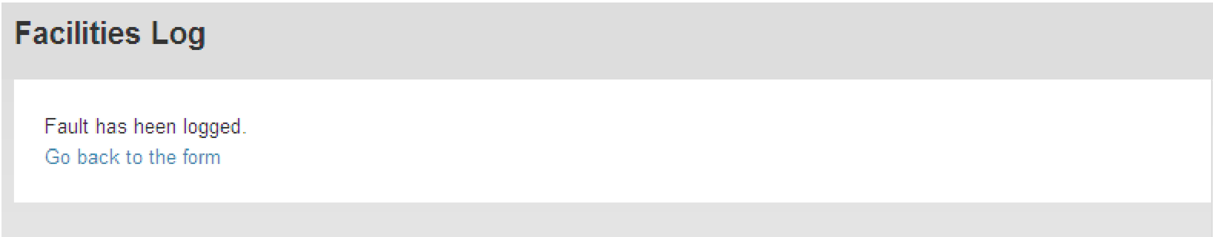


- The next step is to select where you have found the fault. Select one of the areas by clicking on one of the checkboxes that are on the screen. Also enter date when the fault was located.



- Once you have completed these fields, enter a description of the fault and after completing click on the "Report A Fault" button.

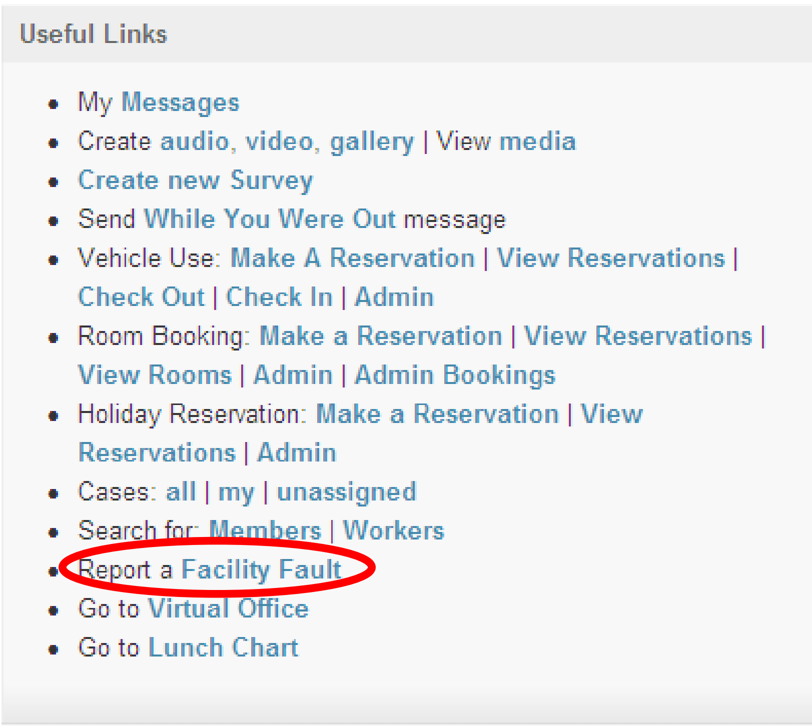
- Once you clicked on the Report a Fault button, a message will be displayed saying that the fault has been logged and the fault will now be sent for the attention of the facilities team to respond to.



9.1 Managing Facility faults

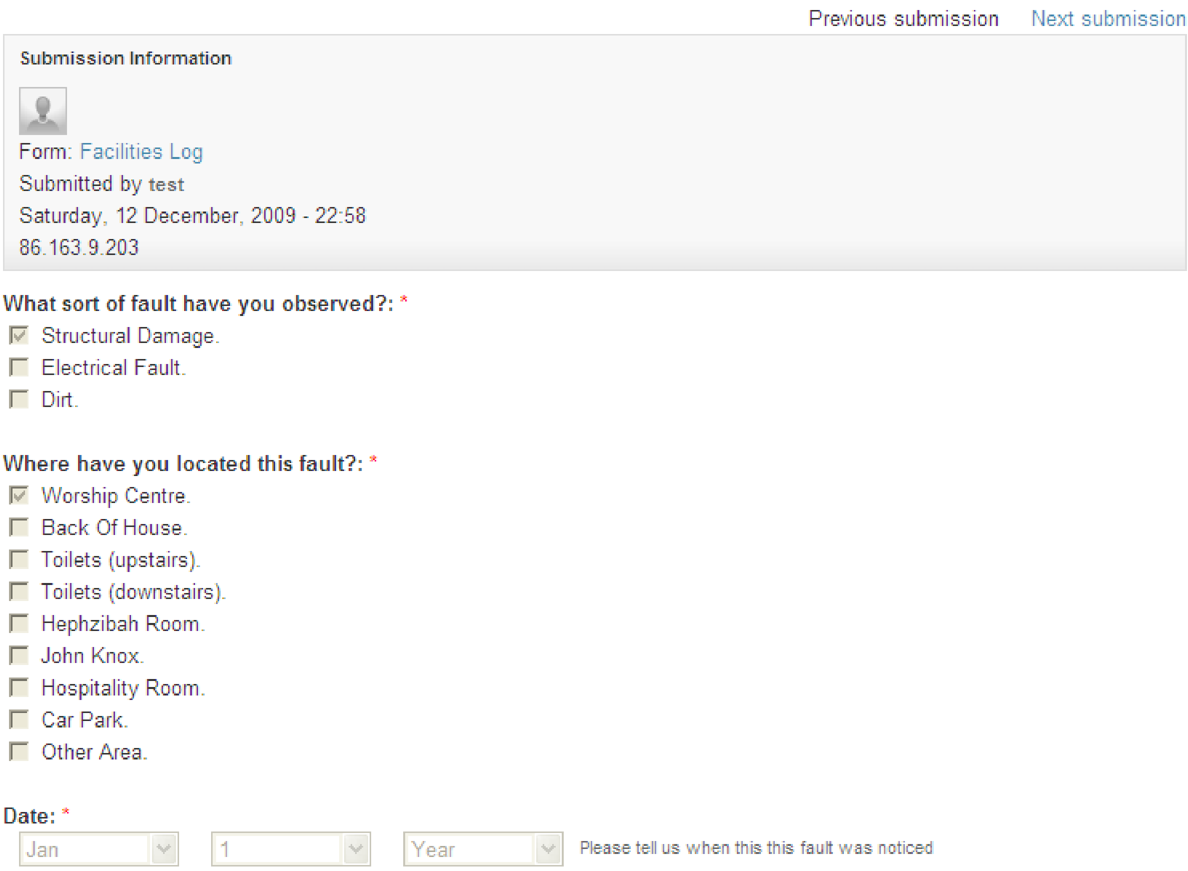
The facilities department members are able to manage facility faults that have been logged by users. To access the facilities departments logs management facilities, please perform the following tasks:

- From the Home Page, navigate to the Useful Links section and click on **Report On A Facility Fault** link.

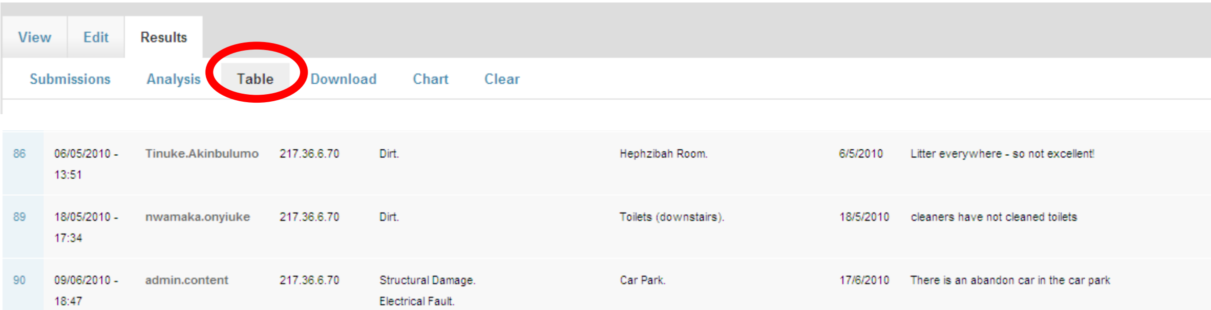


- You will now be brought to the Fault Log area. There are additional tabs for facility managers to access that are not presented to normal users. Selecting the Results Tab brings you to the Submissions area. This will give you a list of all faults that have been submitted by users. Click on the "View" button to manage a fault.

- You will now be brought to the fault details that were logged by a user.



- To get an overall listing of the faults that have been logged, it is recommended that you click on the Table Tab and this will show a larger listing of the faults.



- Finally, you can download a record of all faults and store them on an Excel Spreadsheet. This is performed by clicking on the download button.

10 Room Bookings

Jesus House has a number of rooms that are used by members as well as volunteers for having meetings. These rooms must now be booked on JH Connect. JH Connect will also indicate what rooms are available.

10.1.1 Making a Room Reservation

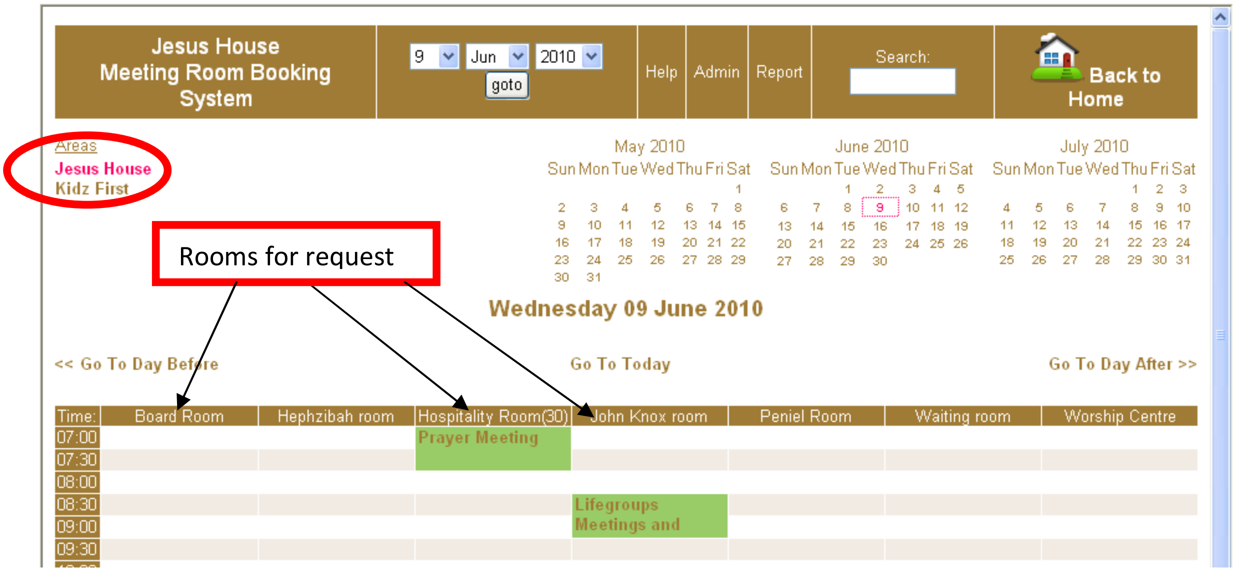
Before booking any room, it is essential that you first check that the room is available and has not been booked out by another individual. To check the room availability, please perform the following tasks:

- Assuming you are on the Home Page, navigate to the right hand side of the screen to the useful links section. Then click on the link called **Room Booking: View Rooms**.

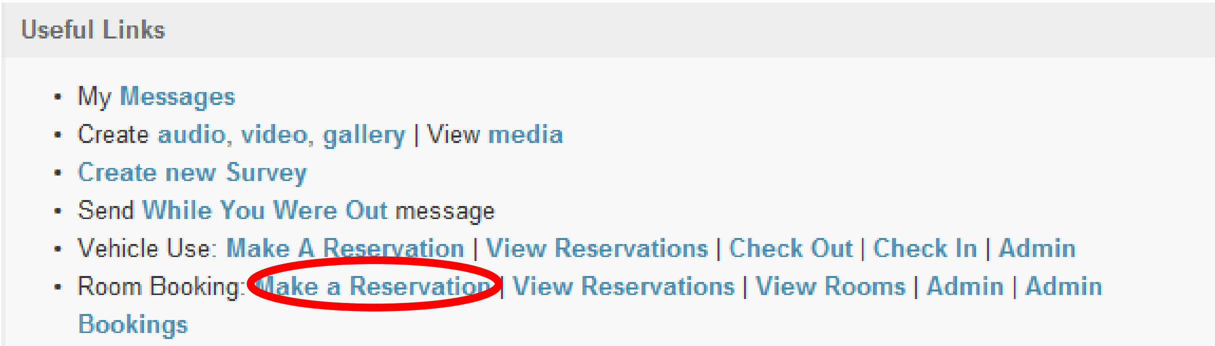
Useful Links

- My Messages
- Create audio, video, gallery | View media
- Create new Survey
- Send While You Were Out message
- Vehicle Use: Make A Reservation | View Reservations | Check Out | Check In | Admin
- Room Booking: Make a Reservation | View Reservations | View Rooms | Admin | Admin Bookings

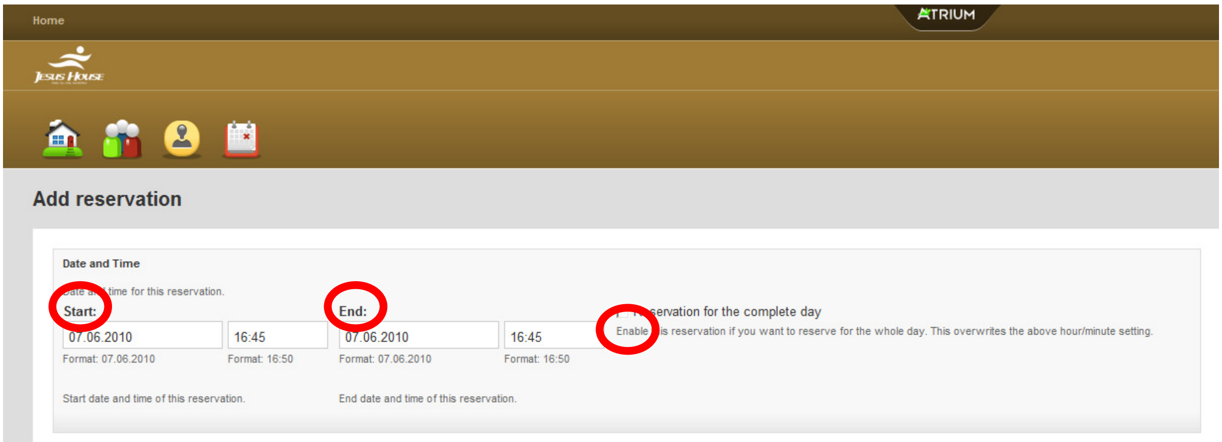
- Performing this action will bring you to the Room Booking page. Here you will be able to see what rooms are available. There are 2 room areas i.e. Jesus House and Kidz First. If you need to check room availability in Kidz First, then go to the **Areas** section and click on Kidz First. If there is a room that is highlighted in green during the time of the day, then that room has been booked out during that period and cannot be booked. If attempts are made to book a room, then the room booking will be rejected by the room booking administrators.



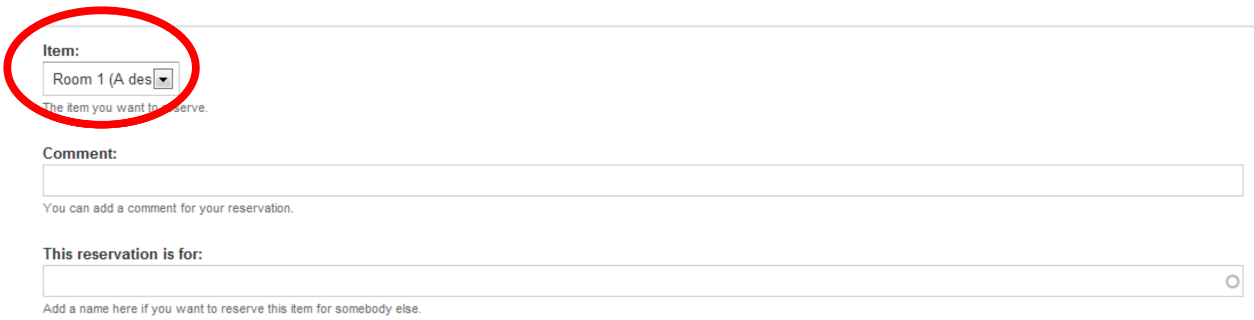
- Once you have confirmed that a room is available, the next step is to do the actual room booking itself. To do this, close down this focus by scrolling down to the bottom of the screen and click on the large "X" button. You will now be brought to the Home Page. Navigate to the Useful Links section and click on the **Room Booking: Make a Reservation** section.



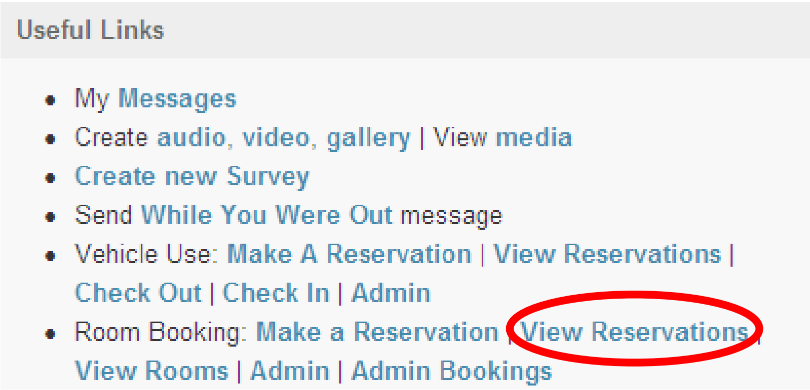
- You will now be brought to the Add a reservation section, which is used for room bookings. Please enter the start date, start time and end date as well as end time for the room booking. You can also choose to reserve the room for a whole day.



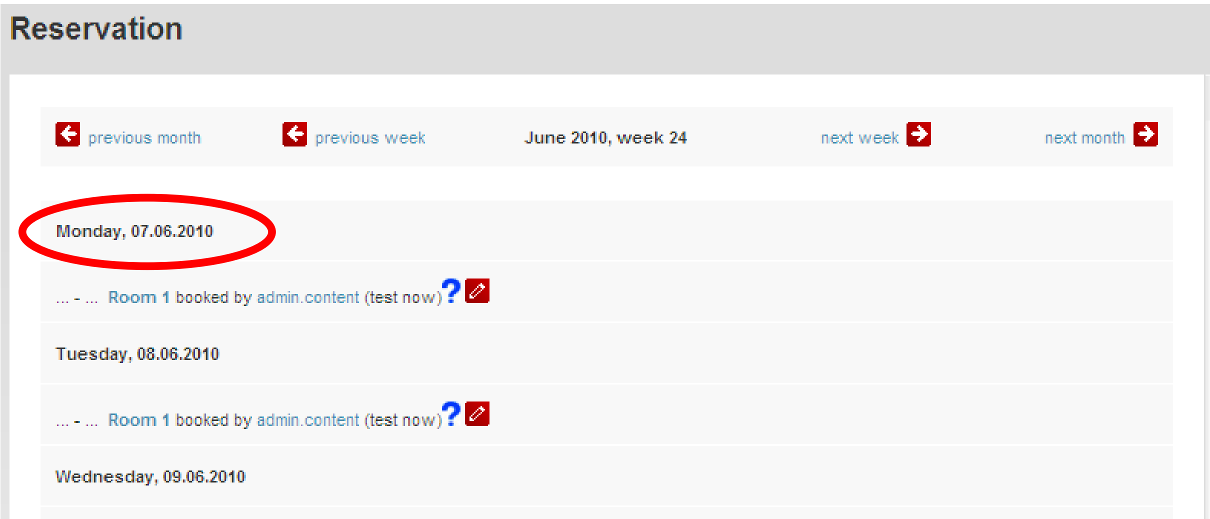
- The next task is to now scroll down to the page and select the room that you actually want reserved by using the Item picker. All rooms that are available in Jesus House will be listed here. Please also add a comment to the room reservation. It is also possible to reserve the room for an individual. Once you have completed these fields, click on save this reservation.



- Once you have clicked on **"Save this reservation"**, the next step is to view the reservation to ensure that the room has been reserved. This can be done by clicking on the "View Reservations" link.



- Clicking on the View Reservations button will bring you to the reservations screens showing that you room booking has been booked and that it is pending authorization.



- Please note, this does not mean that the room has been reserved for you. The room booking still needs to be authorized by the room bookings administrator.

10.1.2 Managing Room Bookings

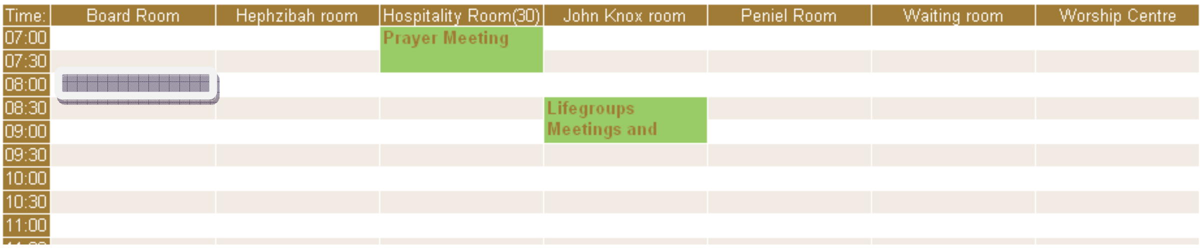
Only authorized managers are able to approve room bookings for reservations that have been made by users using JH Connect. Authorising room bookings would need to be incorporated into the groups workflows.

- To authorize a room booking, go to the Useful links section and click on the link **Room Booking: Admin Bookings.**

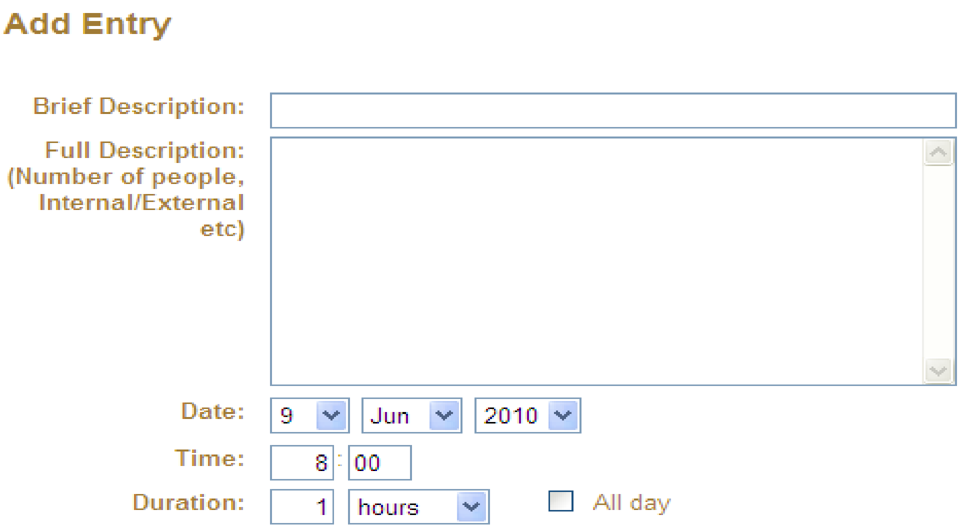
- You will now be brought to the room booking system. As a room booking manager, you would normally have the right to book the room. To manage the room bookings, ensure that you have checked the room bookings that have been reserved by users in the View Reservations Link as well as your email alerts for room reservations.

- If reservations do exist, then you will need to make the room on behalf of the users. You will also need to click on the Areas section to ensure that you are selecting rooms for the worship centre or rooms in kidz first. The current date will be shown and should you wish to make the room booking in the future, then select an alternative date on the calendar as shown below.

- The next step is to now click on the time for the room booking. Please select the corresponding cell in the time row and the room column. For example, to book the board room for 08:00, you would double click on the cell as highlighted.



- You will now be brought to the **"Add Entry"** screen. Please complete the necessary fields for the room booking, which should correspond to what the user has requested. Also select the date and time. You can also choose to select whether the room booking is for a full day.

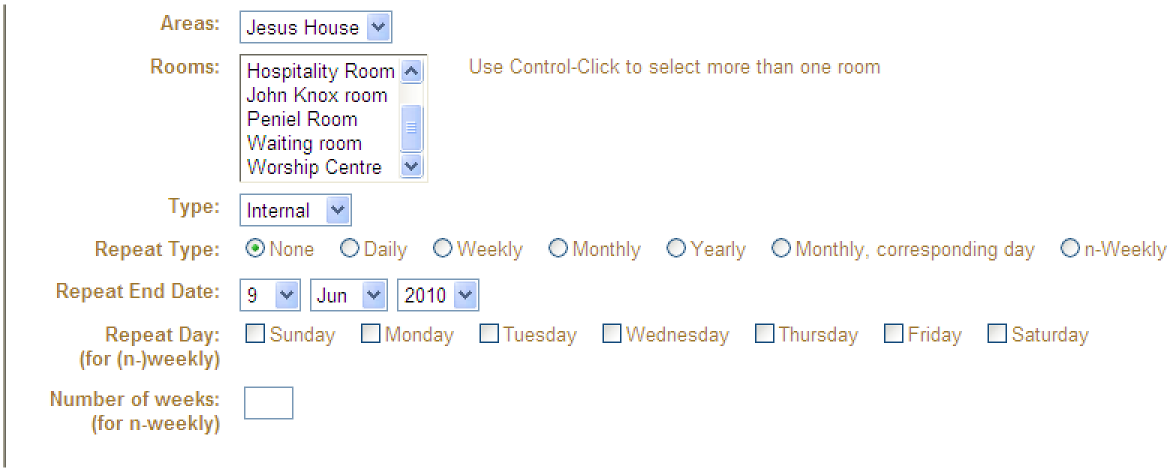


- The next step is to complete the areas section. Please select the repeat type as the Areas and Rooms have already been entered. You may amend them by choosing other areas or rooms if necessary, but please ensure that you have checked that the room hasn't already been booked out.

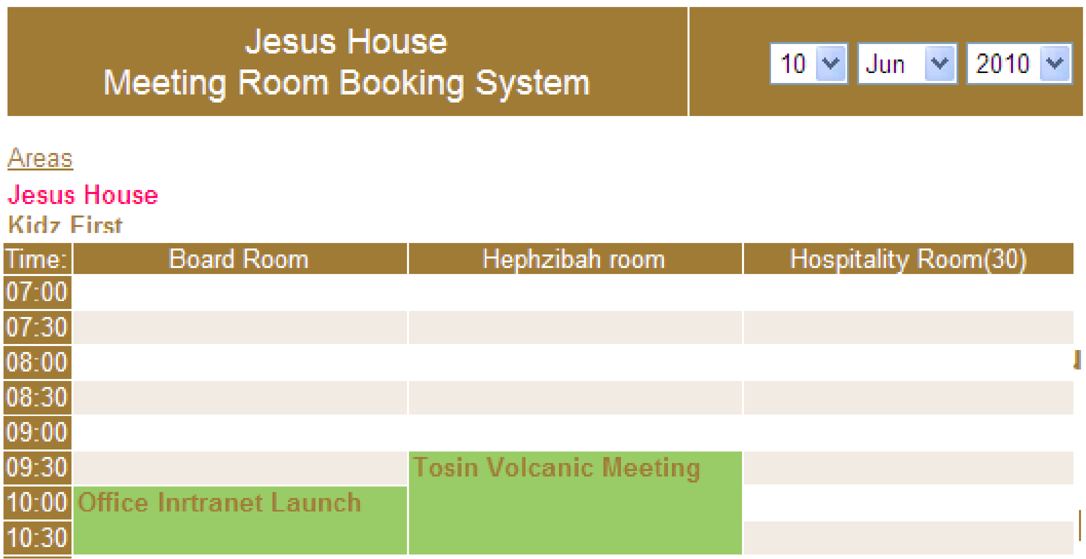
- You can also select whether the room should be repeated by choosing the repeat options. Should you wish to repeat booking daily, weekly, monthly etc, and then click on the radio button in the Repeat type section.

- You can also choose to repeat the bookings for a number of weeks set by you by clicking on the n-weekly option. You would need to enter a figure in the "Number of Weeks" box for the repeat weeks i.e. 52 weeks would repeat the room bookings for 52 weeks. You then have to select the date that you want the room booking to end by using the drop down picker.

- Next, enter the day that the room booking should be repeated if you selected the Number of weeks to repeat earlier on.

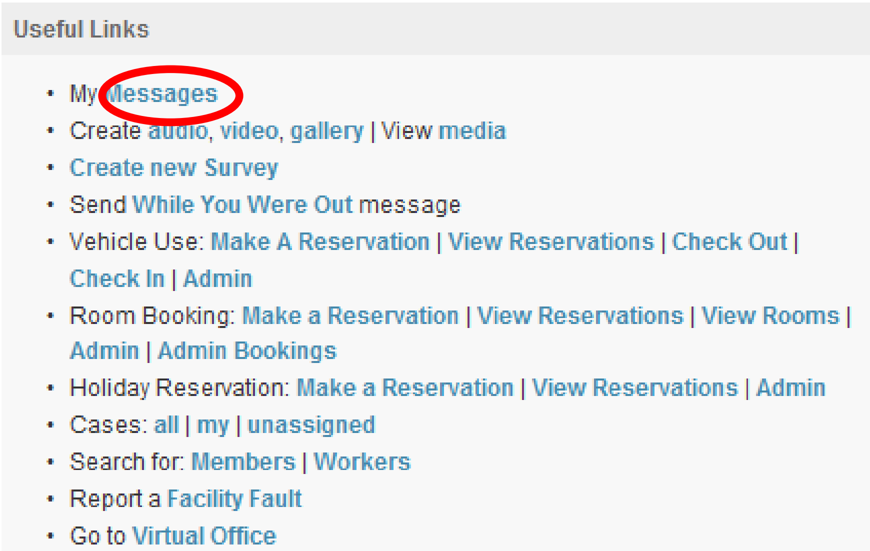


- Once you have completed these options, the next step is to click on the "**Save**" button. Clicking on save brings you back to the room booking system and it will show the booking details for the room that you have made. You can double click on the relevant cell to check the details.

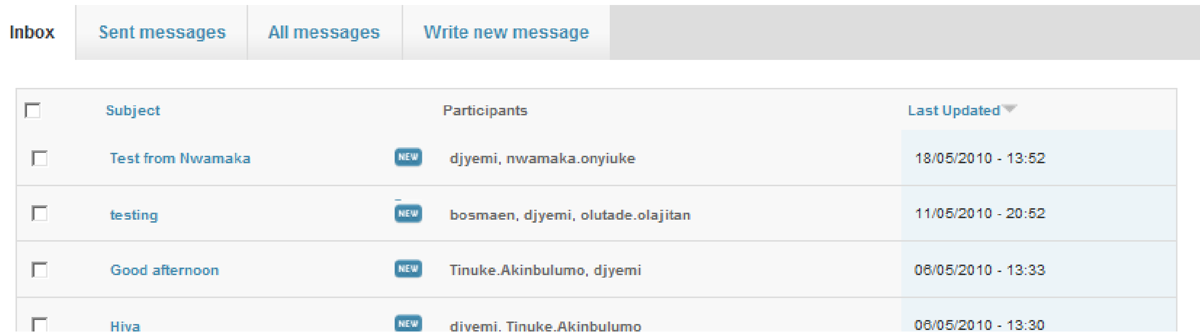


- The final step in the process is to notify the user who requested a room booking by sending them a message. Close down the meeting room booking system by scrolling down and clicking on the large X which is located to the right hand side of the screen. You will now be brought to the Home Page.

- Secondly, navigate to right hand side of the screen; locate the Useful Links section and click on **"My Messages".**



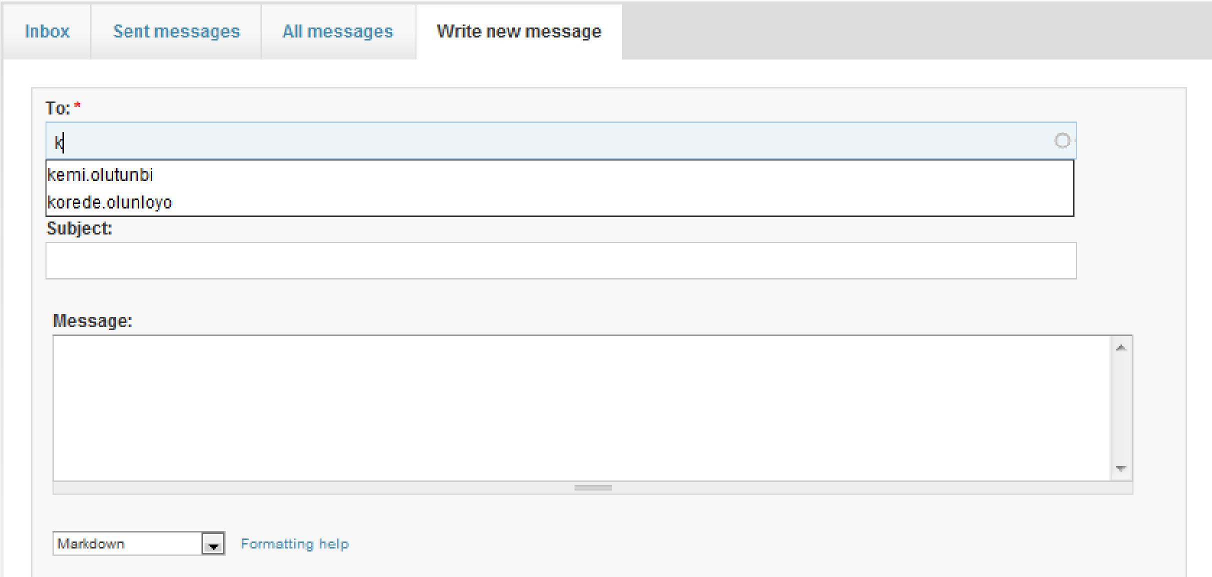
- You will now be brought to the My Messages view, which includes sections, like **Inbox**, **Sent Messages**, **All Messages**, **Write New Messages.**



- Click on the Write New Messages Tab. You will be brought to a focus that allows you to compose a new message and send it to a recipient. Please note – the recipient needs to have a JH Connect account.

- To begin composing a message, navigate to the **"To"** field and begin typing the username of the recipient.

- Once a few letters have been typed, the usernames that co-relate to the first few characters of text being typed will be shown. As soon as the correct username is shown, click on the username. You can also send the message to multiple recipients. Please insert a semicolon between each recipient's details.



- The next step is to type text into the "Subject" and the "Message" fields. Once you have completed these, click on either the Preview Button (so as to preview message) or click on the **Send** button (for sending the message immediately. Once you click on **Send**, a message will be displayed saying that the message has been sent for the attention of the recipient.

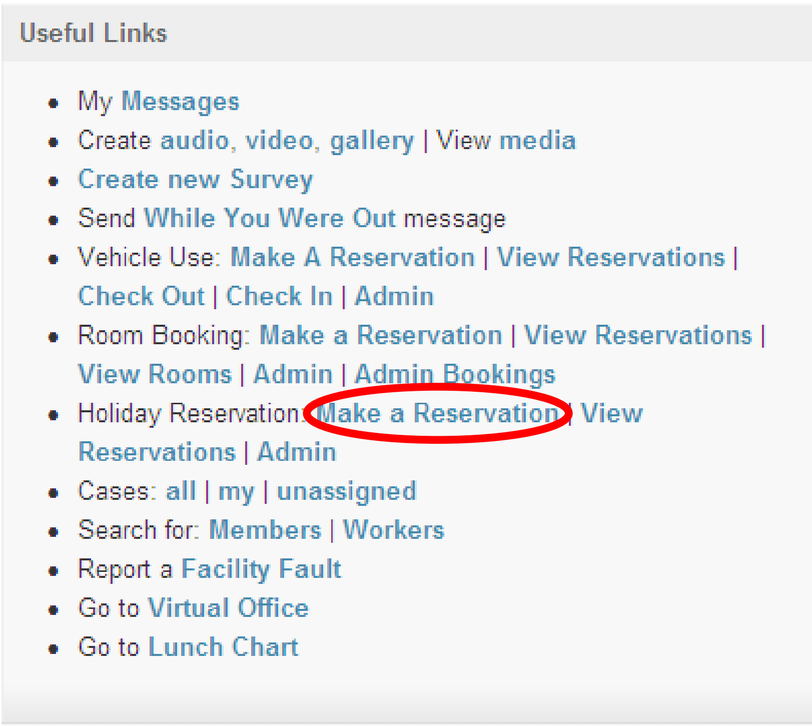
11 Booking a Holiday and managing Sick Leave (Jesus House Church Office Only)

For workers in the church office, holidays can be booked and sick leave can be recorded on JH Connect

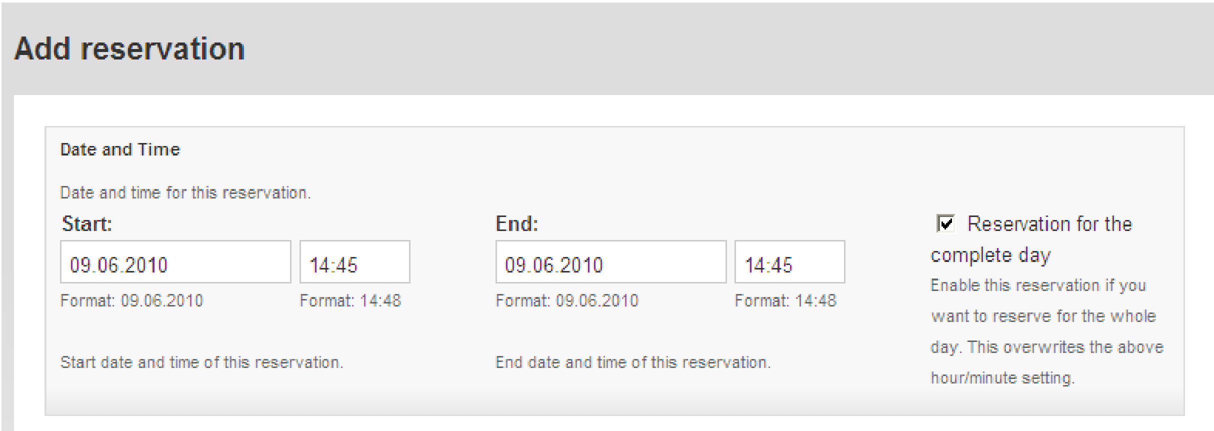
11.1.1 Book A Holiday

To book a holiday, please perform the following tasks:

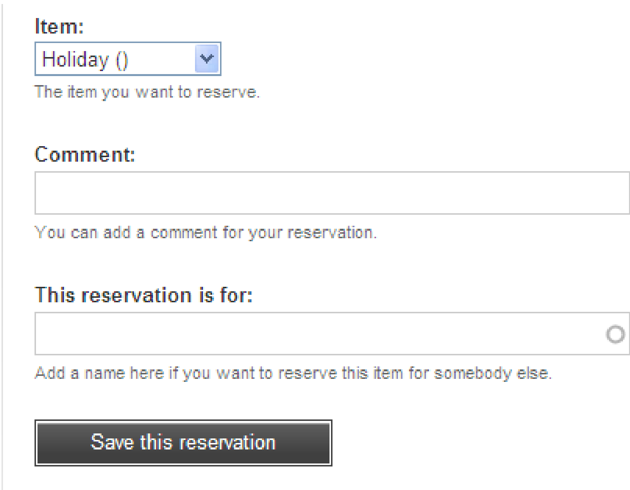
From the Home Page, navigate to the Useful Links section and click on **Holiday Reservations: Make a Reservation.**



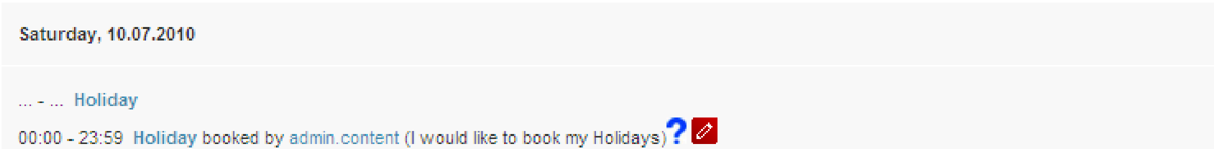
- You will now be brought to the Holiday reservations "**Add a reservation**" section. Please enter the start date and time of your holiday as well as the end date and time and scroll down to the next section.



- The next task is to enter the comments for the holiday reservation. Users are also able to book the holiday on behalf of someone one else. If this is the case, then please enter the username of the person whom you want to book the holiday for in the **"This reservation is for"** box. Once you have completed this, click on the **"Save this reservation**" button.



- As soon as you have click on this button, you will be brought to the Holiday Reservation section. This will show the holiday reservation that has been booked. You are able to change the details of the holiday by clicking on the edit button i.e. the little red pencil.



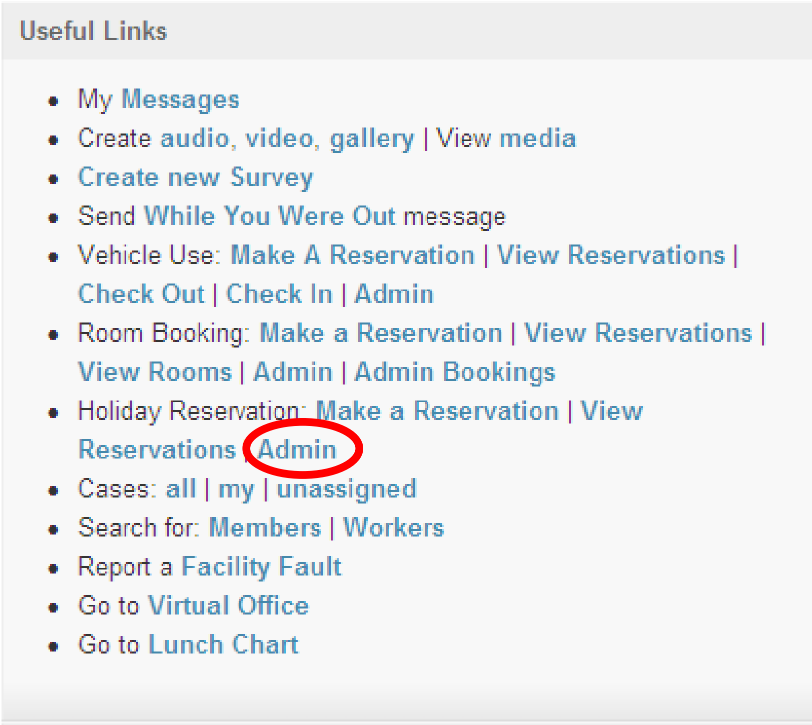
- An alert would also have been sent to the Holiday Administrator informing them that someone has booked a holiday and they are to authorise or deny the holiday booking.

11.1.2 Managing Holidays and Sick Leave (Jesus House Church Office Only)

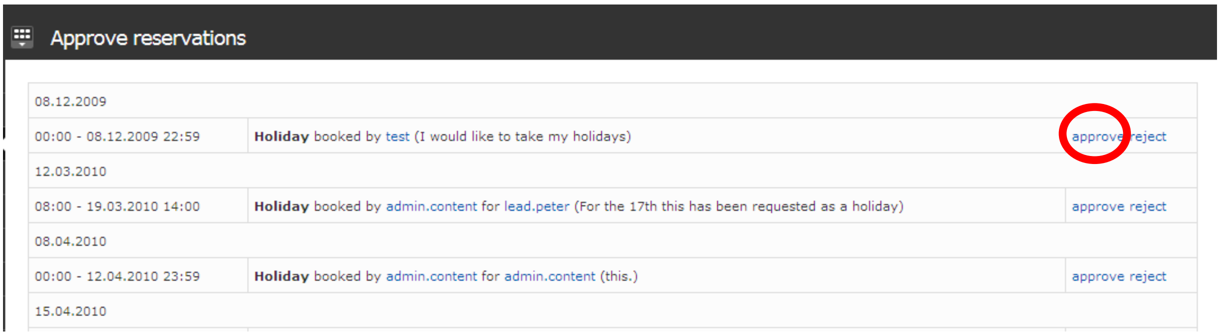
When a user books a holiday, the holiday has to be authorized by a manager. Once a user books a holiday, an alert is received by the Church office manager informing them that a member of staff has booked a holiday. Clicking on the email receipt should bring the manager to the Approval and Rejection of Holidays section.

To manage a holiday, the following tasks should be completed:

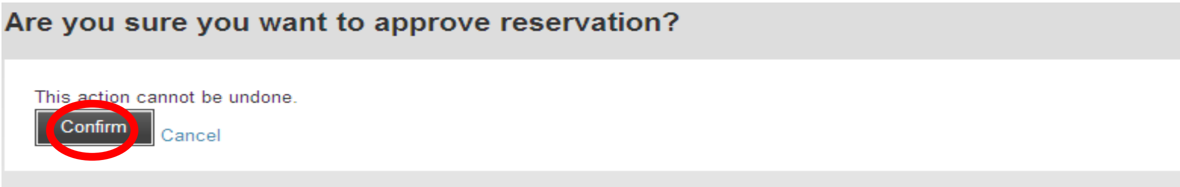
- From the Home Page, navigate to the Useful Links section and click on **Holiday Reservations: Admin.**



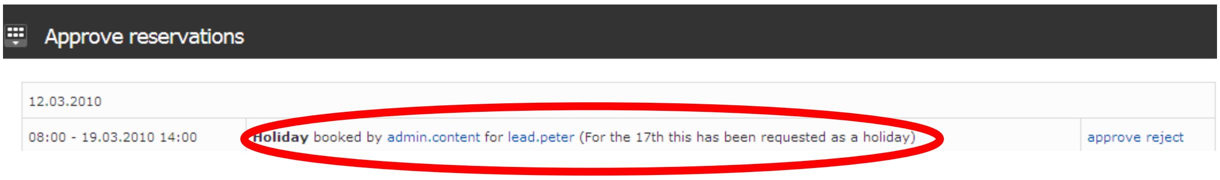
- You will know be brought to the Approve / Reject section. Locate the holiday request for the user and click on either Approve or Reject.



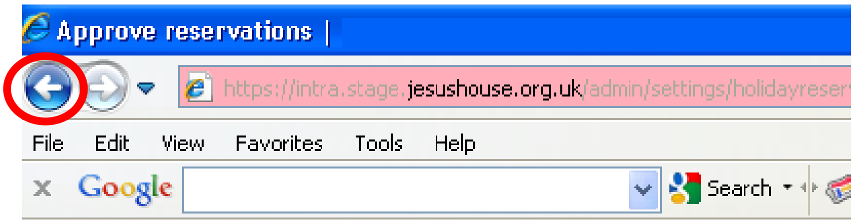
- You will now receive a message asking if you would like to approve the holiday. To book the holiday, click on confirm. Cancelling will bring you back to the approve reservations screen.



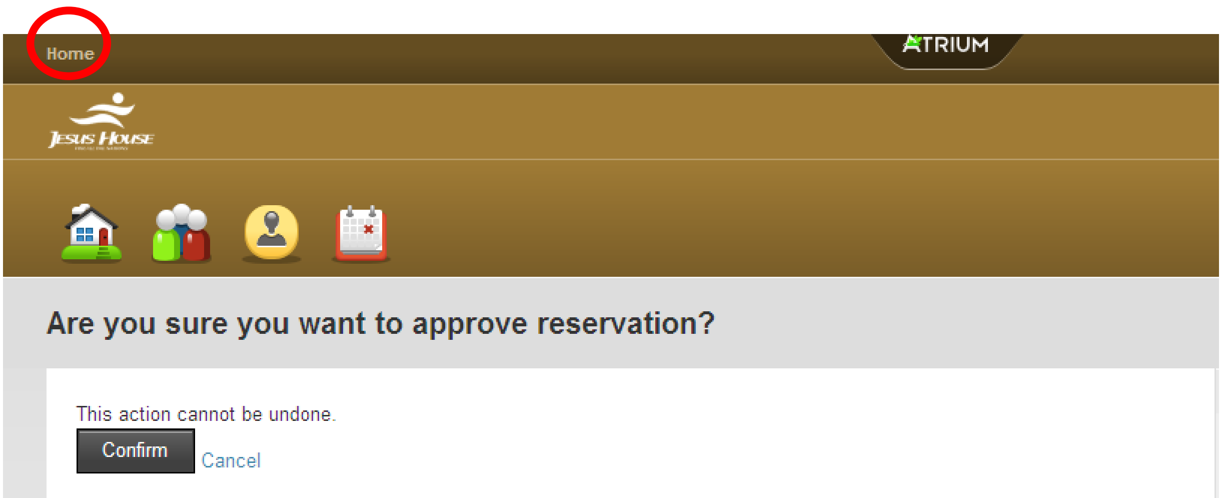
- If you click on the confirm button the holiday will be booked and a message will be displayed on the Approve reservations screen advising that a holiday has been booked and approved. The user will also automatically receive an email alert telling them that a holiday has been approved.



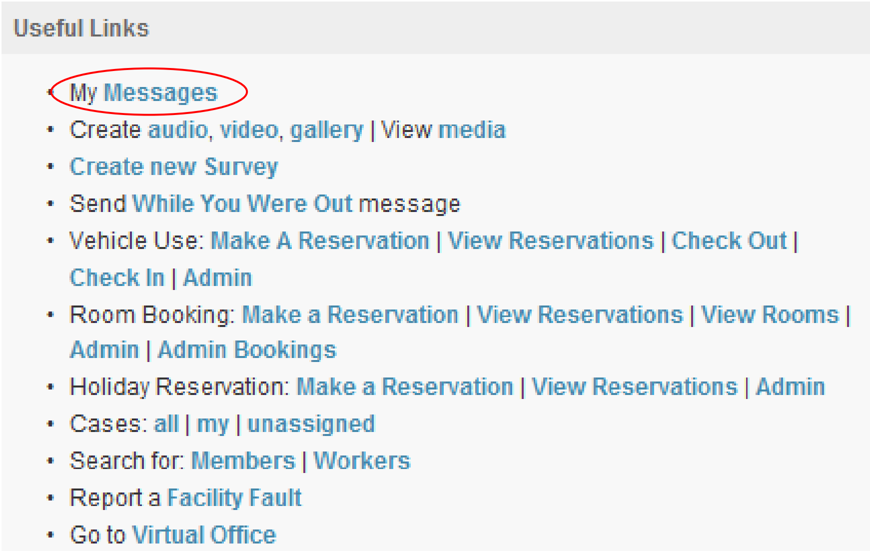
- The final step in the process is to notify the user who requested a holiday by sending them a message. Click on your browser back button….



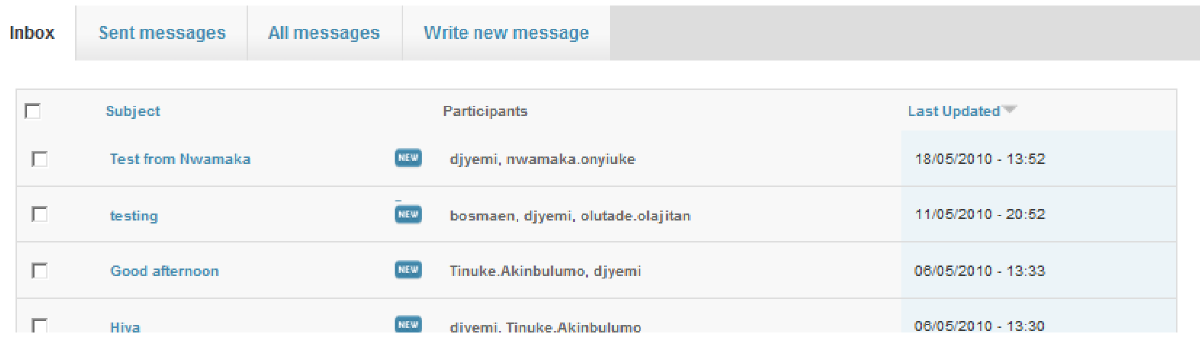
- ..And you will be brought back to the holiday approval section. Now click on the Home button.



- ..And navigate to right hand side of the screen; locate the Useful Links section and click on "My Message".



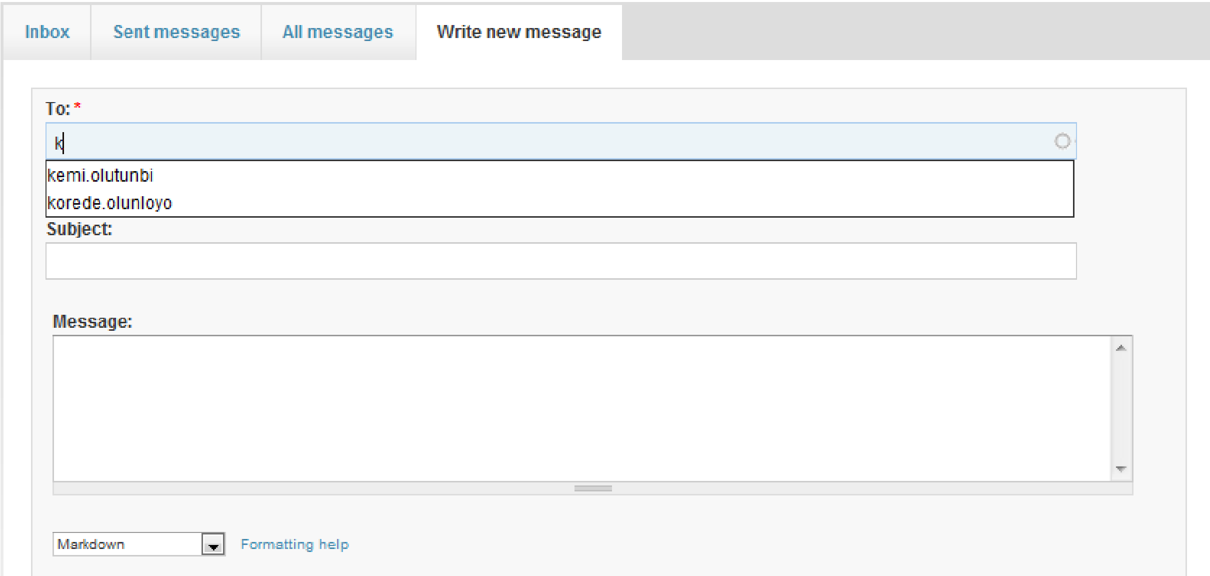
- You will now be brought to the My Messages view, which includes sections, like **Inbox**, **Sent Messages**, **All Messages**, **Write New Messages.**



- Click on the Write New Messages Tab. You will be brought to a focus that allows you to compose a new message and send it to a recipient. Please note – the recipient needs to have a JH Connect account.

- To begin composing a message, navigate to the "To" field and begin typing the username of the recipient.

- Once a few letters have been typed, the usernames that co-relate to the first few characters of text being typed will be shown. As soon as the correct username is shown, click on the username. You can also send the message to multiple recipients. Please insert a semicolon between each recipient's details.

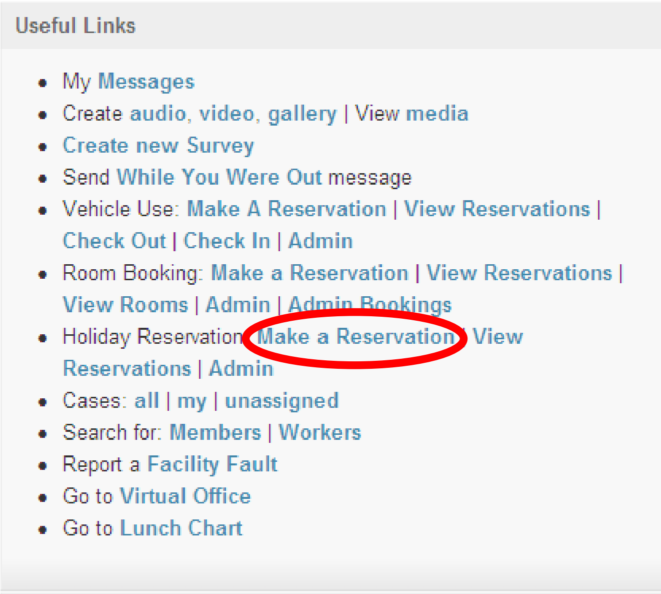


- The next step is to type text into the "Subject" and the "Message" fields. Once you have completed these, click on either the Preview Button (so as to preview message) or click on the Send button (for sending the message immediately). Once you clicked on Send, a message will be displayed saying that the message has been sent for the attention of the recipient.

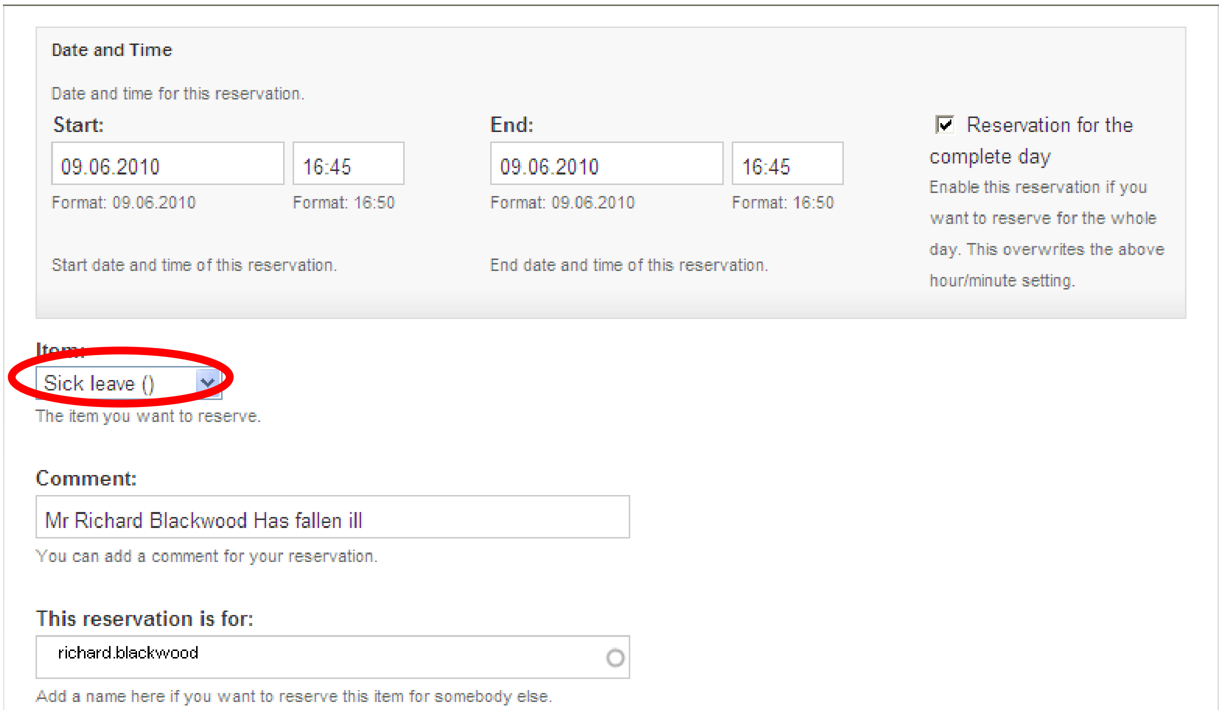
11.1.3 Managing Sick Leave (Jesus House Church Office Only)

Users are able to use JH Connect to create sick leave records for members of staff who have unfortunately taken ill. The Sick leave functionality is performed using the holiday links. Users will have to create a sick leave record on behalf of an individual who has taken ill.

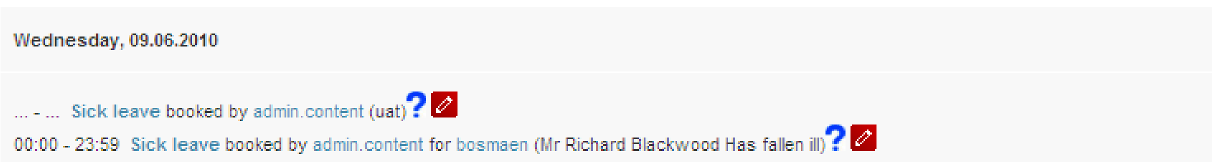
- From the Home Page, navigate to the Useful Links section and click on **Holiday Reservations: Make a Reservation.**



- You will now be brought to the Holiday reservations "Add a reservation" section. Please enter the start date and time of the sick leave as well as the end date and time. You will also need to change the item from Holiday to **Sick Leave**. Please enter the reason for the sick leave in the comments section. Please then enter the username of the person that you are booking the sick leave for.



- Once you have completed these fields, click on the **"Save This Reservation"** button. The sick leave record will now be saved and an alert will be sent to the head of the church office advising that the member has called up to report themselves being ill and you have taken a record of them being ill.



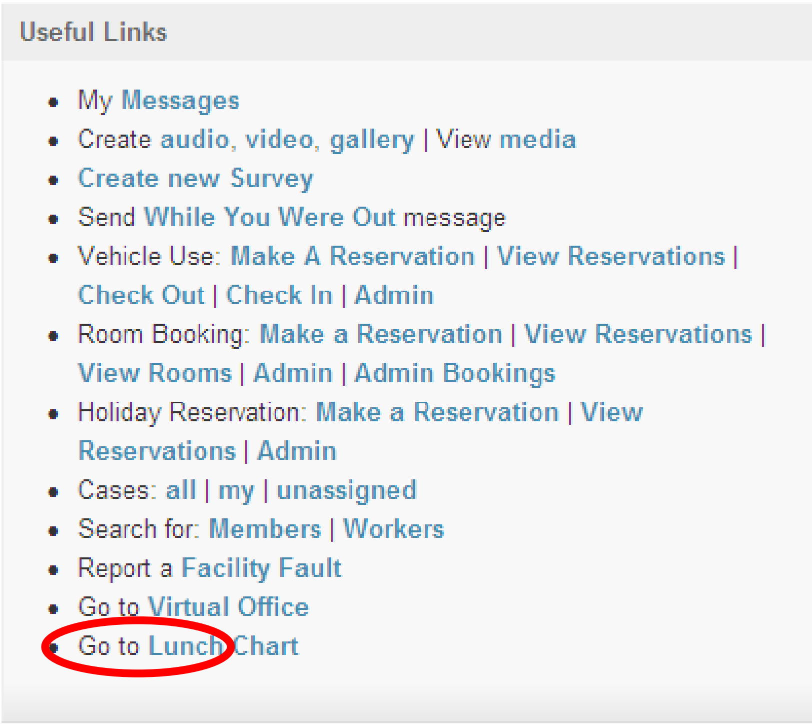
12 Lunch Chart (Jesus House Church Office Only)

Users are able to use JH Connect to record when they are going for their lunch break or when they have to be away from their desks for any particular reason.

12.1.1 Recording Lunch Break

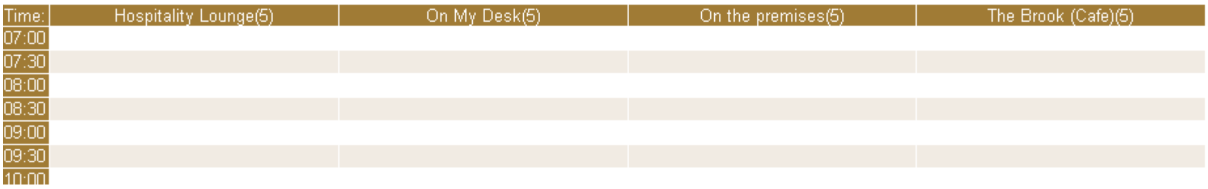
Recording lunch or going out details can be performed as follows:

- From the Home Page, navigate to the Useful Links section and click on the **Lunch Chart** link.

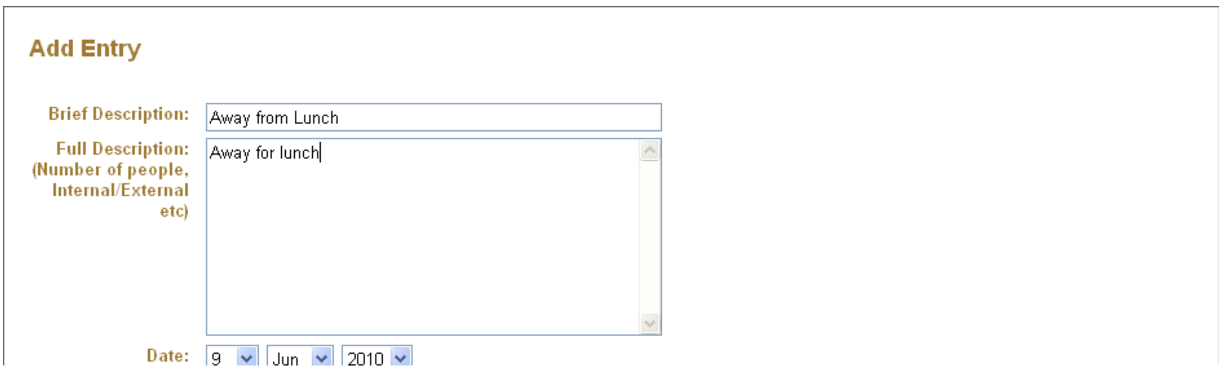


- You will now be brought to the lunch chart area. There are 2 choices to make from the lunch chart – **"Inside Church",** the default setting (if you are spending time within the confines of the church" and **"Out On Lunch"** should you wish to spend your lunch out of the building).

- For inside the church, click on the cell between the rows and columns for the time and room location to select your time away within the church premises.



- Next, enter the details of your lunch break. Please only complete the Brief Description and Full Description sections.

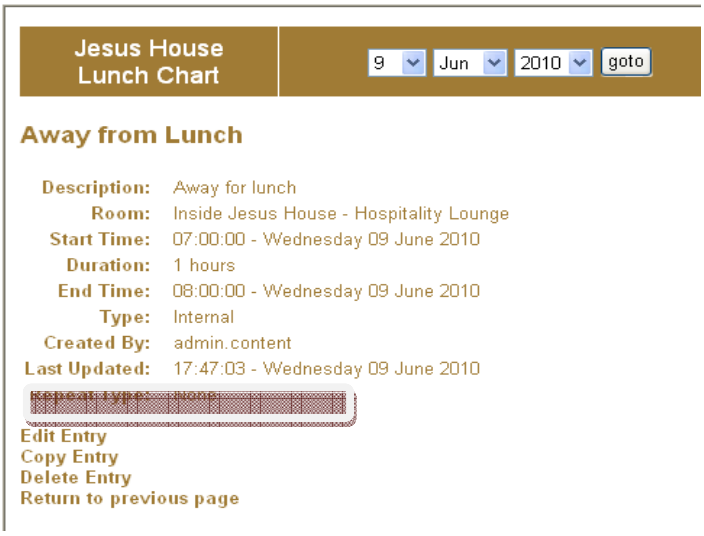


- Once you have completed the Lunch booking, click on the Save button. You will now be brought to the Lunch Chart and it will show details of the lunch booking. The process is the same for being away and out of church except that other locations around Jesus House are chosen.

12.1.2 Viewing Lunch Chart details (Jesus House Church Office Only)

Users may want to be able to view the details of members that have gone on a lunch break.

In order to do this, users would need to access the lunch chart and click on the details of a lunch booking (as above). Once the user has clicked on the lunch booking, they would see details of the lunch booking. In order to check the record of the individual, the user would need to view the Created by area. This shows the name of the person who has taken a lunch booking. Once you have completed viewing the details, click on the Large “X” on the right hand side of the screen and the Lunch Chart details will now close and you will be brought back to the Lunch Chart functionality.



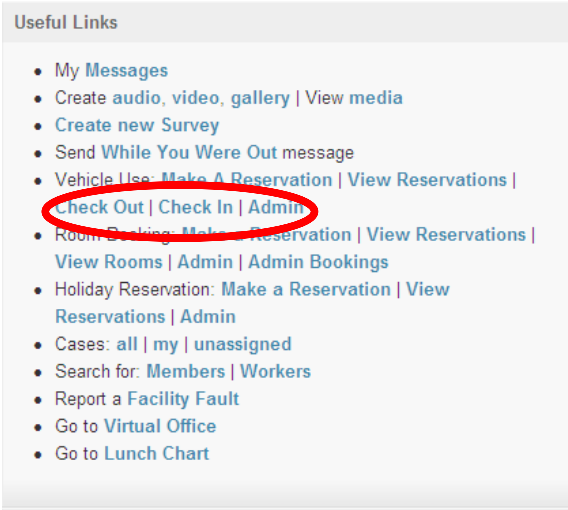
13 While You Were Out (Jesus House Church Office Only)

Users are able to use JH Connect to inform their colleagues who are registered on JH Connect that a call that came in for them.

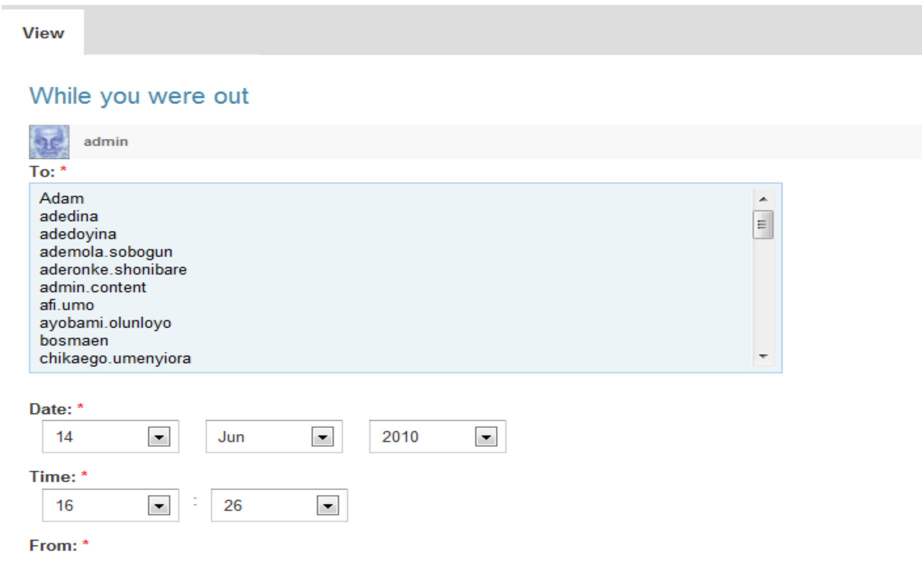
13.1.1 Sending a While You Were Out Message

To use this functionality, the following tasks must be completed:

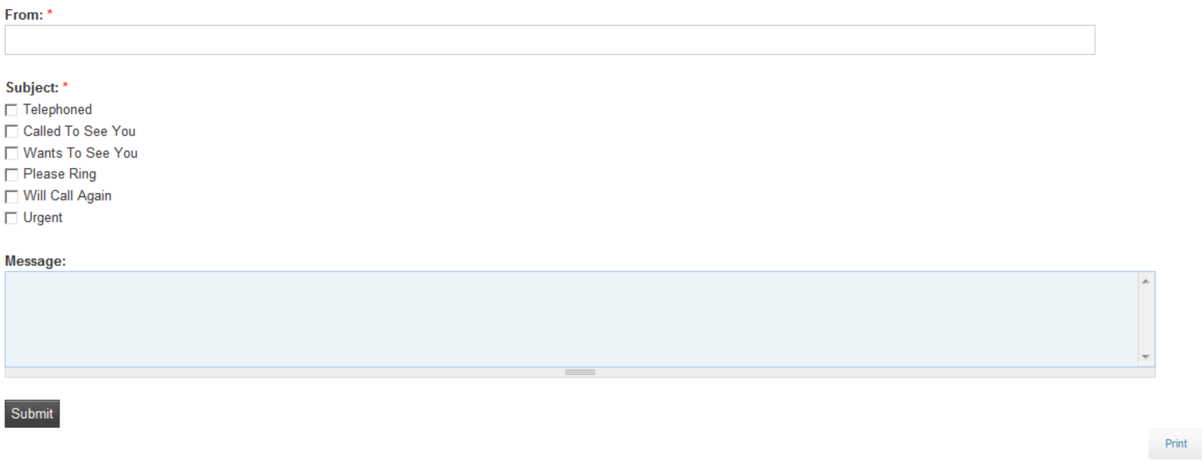
- From the Home Page, navigate to the Useful Links section and click on the Send **While You Were Out Message** link.



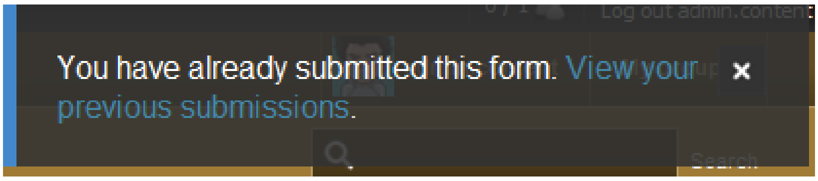
- You will now be brought to the While You were out entry form. On the **"To"** section you will be able to select users that are currently registered on JH Connect. Select the User that you would like to send the message to by scrolling down and clicking on their username (if not displayed). Once you have selected the user, select the date and time that they called by using the drop down buttons



- The next task is to complete the **"From"** section. Here you enter the details of the person that called. You then also have to enter the subject details i.e. why they called. There is a list to choose from. Please select one of the reasons that best describes why you they were called by clicking on one of the checkboxes. You can also optionally type in a message.



- Once you have completed the message, click on the "Submit" Button. Clicking on the button will then send the message to the user. If you had submitted a message in the past, this message will be displayed on your screen



- If you click on the "View your previous submissions" you will be able to have a look at past message submissions.

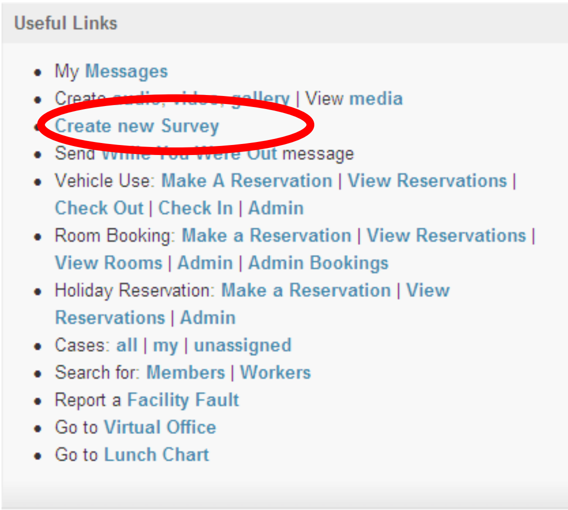
14 Surveys (Jesus House Church Office, Ministries and Member Services department)

Surveys can be created on JH Connect in order for registered members of JH Connect to respond to these surveys.

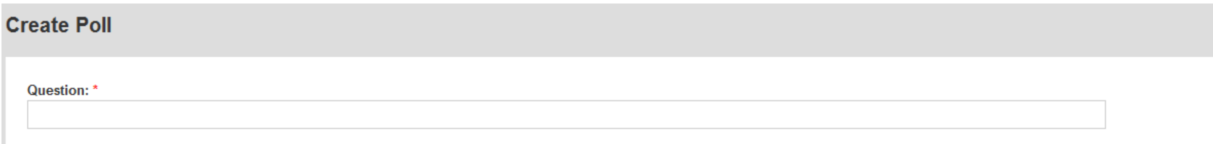
14.1.1 Creating a Survey

To create a survey, the following tasks must be performed.

- From the Home Page, navigate to the Useful Links section and click on the **Create New Survey** link.

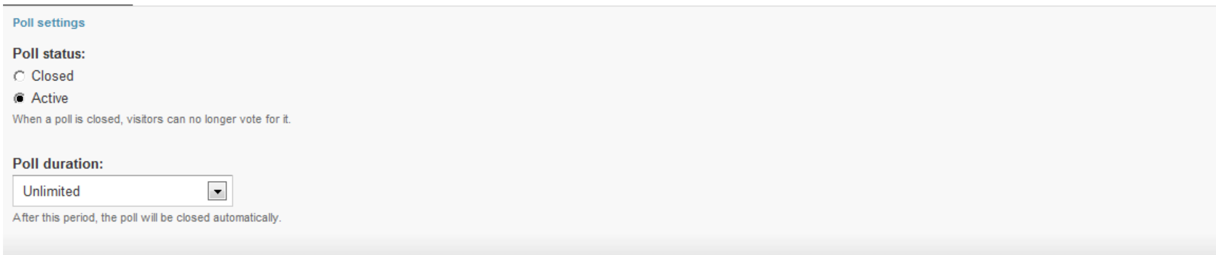


- You will now be brought to the **"Create"** a Poll section. Please type in the name of the poll i.e. the question that you want respondents to the answer to.



- The next task is to enter the choices that a poll participant is able to choose from. So for example, if the choices were "Yes" or "No", the user would enter each of them in the field below. If more choices are required for this poll, then the user just needs to click on **"Add another choice"** to create another choice. Once this is completed scroll down to the next section.

- Here, the next task is to choose whether the poll is to be active. You can choose closed once you come to the end of the poll. You are also able to select the Poll duration as to how long you want the poll to be available for. Once you have completed, click on the Save button and the survey would be published.

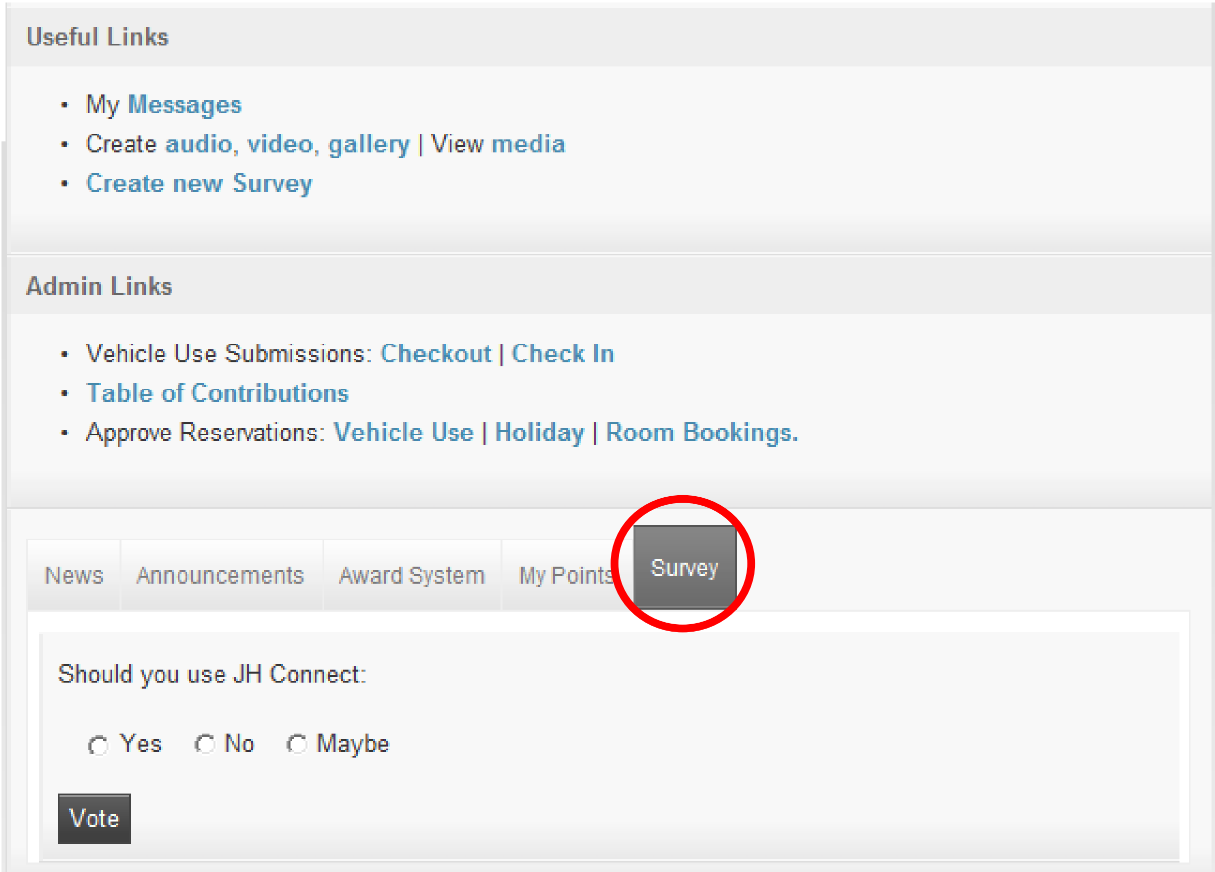


14.1.2 Viewing and responding to A Survey (Jesus House Church Office, Ministries and Member Services department)

- All surveys that have been created by the above departments can be viewed from the Home page.

- Scroll down to the 3rd focus of the screen and click on the Surveys section. This will now show the latest survey.

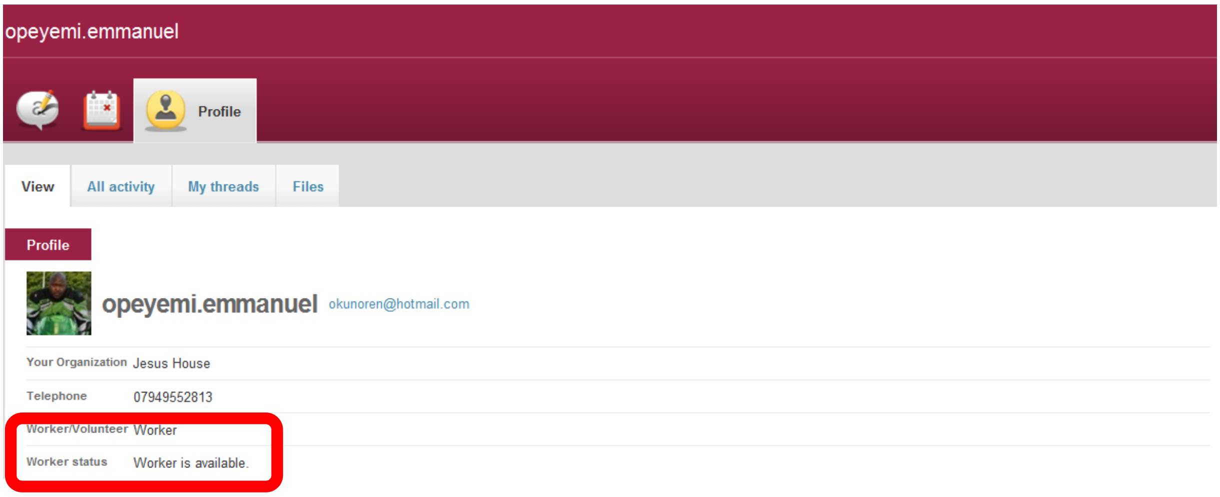
- Click on a choice and then click on the Vote button. This will submit the survey to the survey recipient.



15 Administering Church Workers (Jesus House Church Office, Head of Ministries Only)

JH Connect allows all volunteers and church office member details to be managed from a single point. In order for all information to be accurate, users should have updated all of their user profiles correctly.

From the user's user profile area, at least one status should be available and have been created by all users.



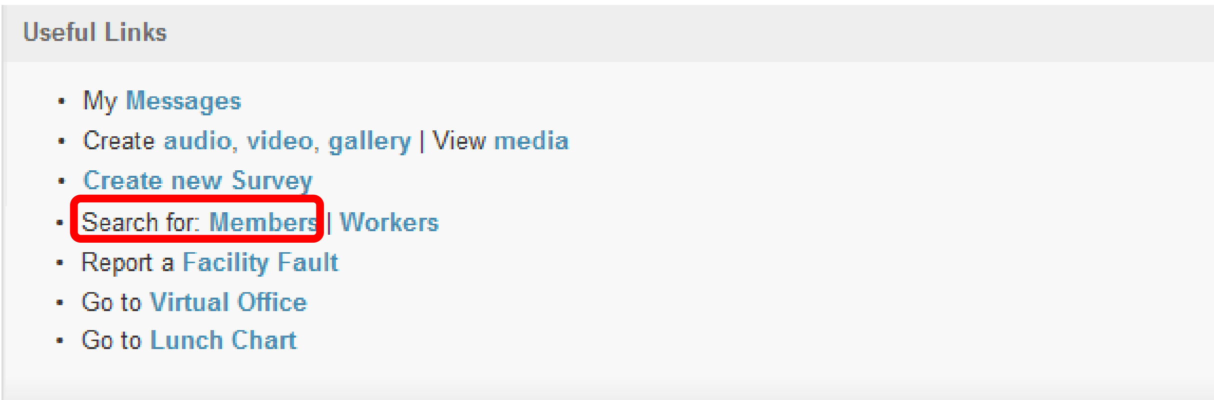
It is only when a user has completed their user profile that they will be able to receive information as well as being managed by the Head of ministries. Therefore, the head of ministries will need to ensure that all JH Connect volunteers and members regularly update their user profiles.

Users will need to create their own accounts ***(see section 1)*** for more details.
Searching for Members

15.1.1 Searching For Members

In JH Connect, **Members** are members of Jesus House that have created an account on JH Connect and are members of the workforce. To search for Members, the following tasks must be completed.

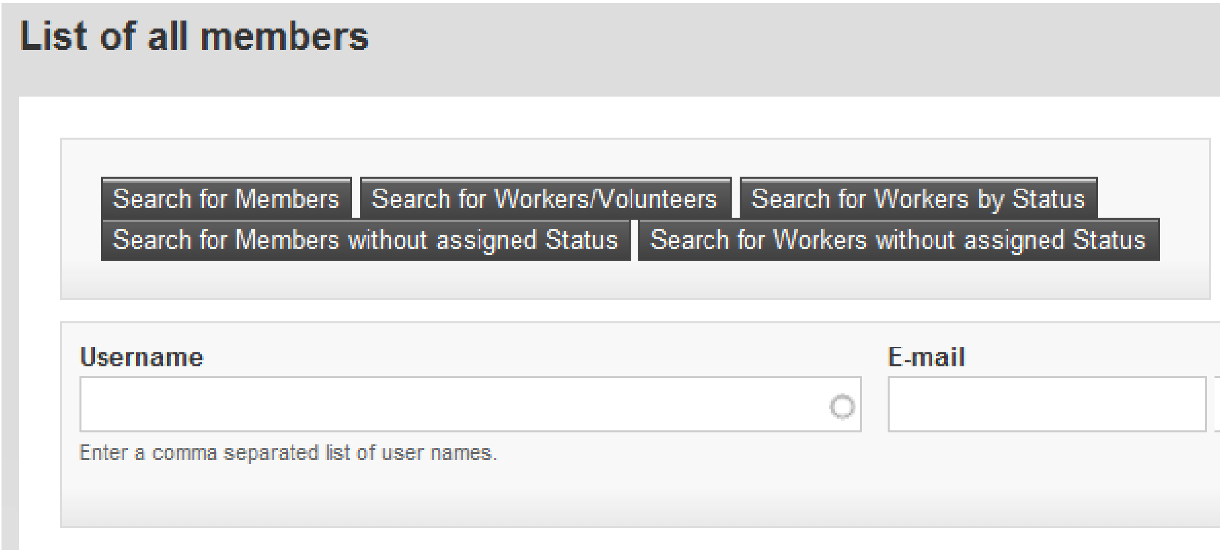
- From the Home Page click on the following link: **Search For Members**



- Clicking on this link brings you to the search (or List) for Jesus House Members. You can use the buttons to search for different members by entering their usernames and then clicking on the search button.

There are various ways of searching for members on JH Connect. They are as follows:

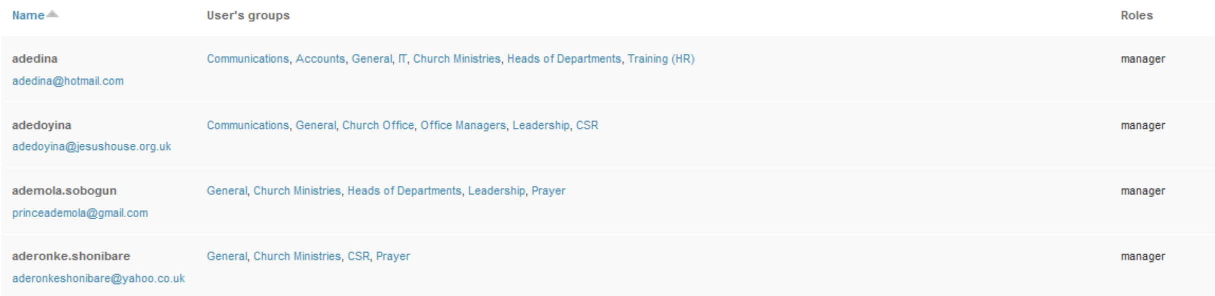
- Search For Members (This is for searching for Jesus House members of Jesus House that are registered on JH Connect)
- Search For Members without assigned status (This is for searching for members that have registered on JH Connect but have not completed their profiles i.e. they have not up updated their member status)
- Search for Workers by Status (This allows for searching members by their current status)



15.1.2 Search for Members

- To search for members, click on the "Search For Members" button from within the List of all members' area.

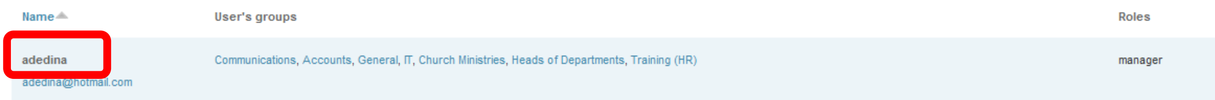
- Clicking on this button will show details of all members that have created an account on JH Connect as below:



Name	User's groups	Roles
adedina adedina@hotmail.com	Communications, Accounts, General, IT, Church Ministries, Heads of Departments, Training (HR)	manager
adedoyina adedoyina@jesushouse.org.uk	Communications, General, Church Office, Office Managers, Leadership, CSR	manager
ademola.sobogun princeademola@gmail.com	General, Church Ministries, Heads of Departments, Leadership, Prayer	manager
aderonke.shonibare aderonkeshonibare@yahoo.co.uk	General, Church Ministries, CSR, Prayer	manager

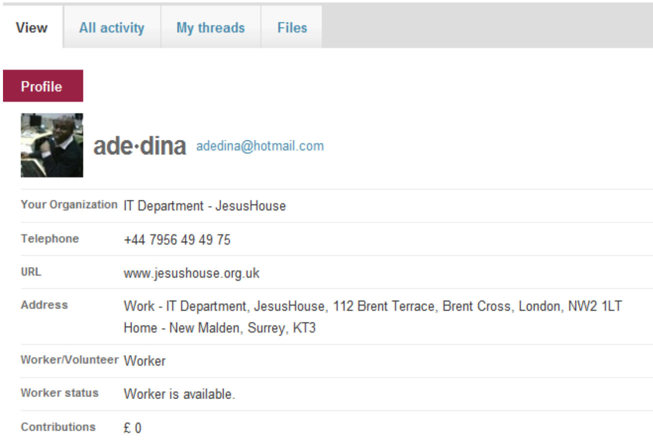
- Bearing in mind that this button will display a list of all members that have registered and created accounts on JH Connect, it may be necessary to use the number buttons at the bottom of the page to view other members details that are not displayed on the page.

- Once the members' details have been located, you can click on the username of the member to actually view the member's profile.



Name	User's groups	Roles
adedina adedina@hotmail.com	Communications, Accounts, General, IT, Church Ministries, Heads of Departments, Training (HR)	manager

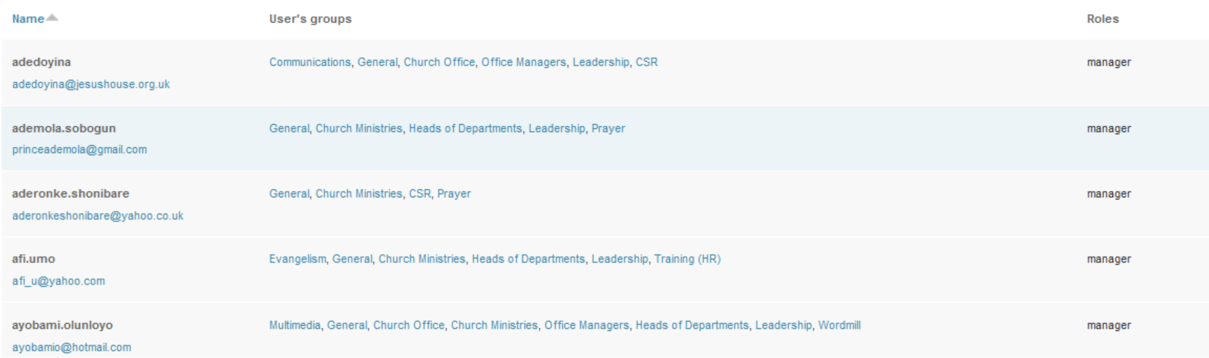
- Please note: Only the Head of Ministries will be able to perform this action. This is due to security and privacy restrictions. As you click on the user details, you will notice that you are brought to the member's profile.



From the user profile area, you will be able to amend the status of the Member.

15.1.3 Search For Members without assigned status

To search for members, without assigned status click on the **"Search For Members without assigned status"** button from within the List of all members area. Clicking on this button will show details of all members that have created an account on JH Connect but have not completed their status.

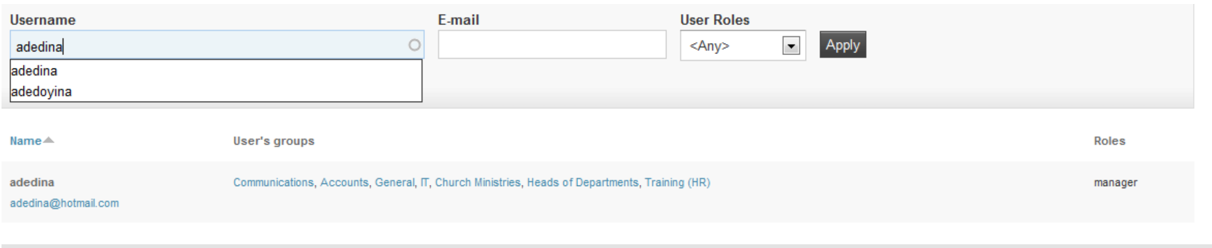


Name	User's groups	Roles
adedoyina adedoyina@jesushouse.org.uk	Communications, General, Church Office, Office Managers, Leadership, CSR	manager
ademola.sobogun princeademola@gmail.com	General, Church Ministries, Heads of Departments, Leadership, Prayer	manager
aderonke.shonibare aderonkeshonibare@yahoo.co.uk	General, Church Ministries, CSR, Prayer	manager
afi.umo afi_u@yahoo.com	Evangelism, General, Church Ministries, Heads of Departments, Leadership, Training (HR)	manager
ayobami.olunloyo ayobamio@hotmail.com	Multimedia, General, Church Office, Church Ministries, Office Managers, Heads of Departments, Leadership, Wordmill	manager

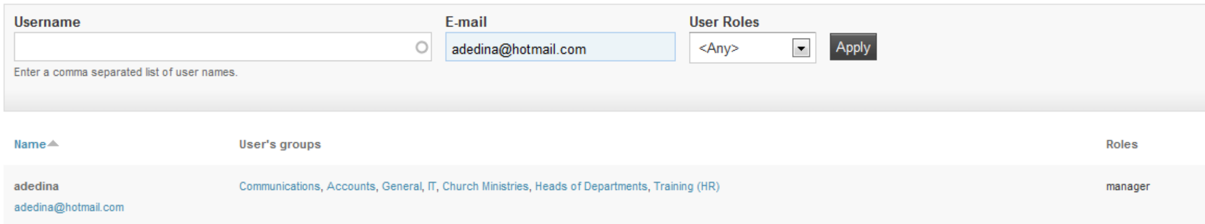
15.1.4 Search For Members by known details

To search for members, by their known details, you can search by username or email. Either enter a username, or known email address that has been registered on JH Connect. Once you have done this, click on the "Apply" button

Once the “Apply” button has been clicked, the user details will be displayed, as long as the information is valid and has been entered onto JH Connect.



Search by Username



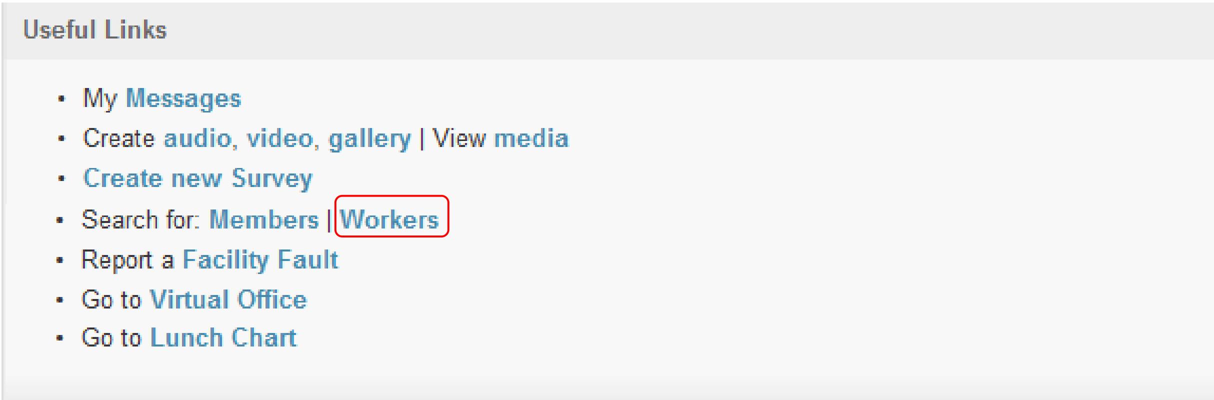
Search by email address.

15.1.5 Searching For Workers / Volunteers

In Jesus House, **Workers** / **Volunteers** are members of Jesus House that have created an account on JH Connect and are Volunteers or workers that work in the church office.

Due to the nature of the workforce in Jesus House, it is quite possible that members of Jesus House are also workers and hence will belong to both groups. To search for workers / volunteers, the following tasks must be completed.

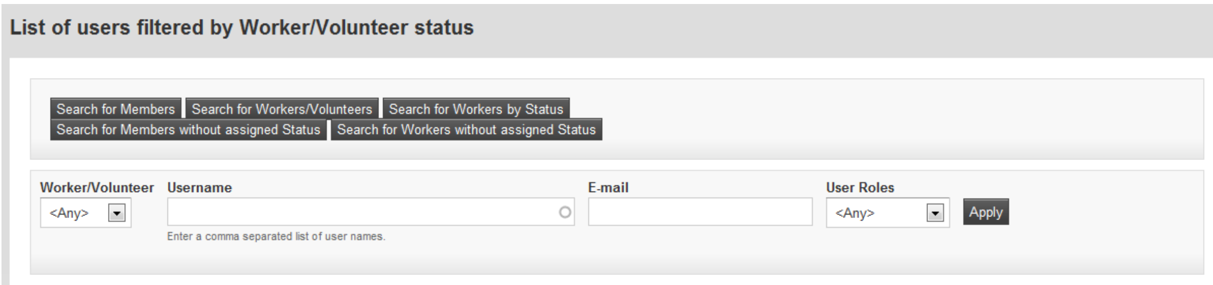
- From the Home Page click on the following link: **Search For Workers**



- Clicking on this link brings you to the search (or List) for Jesus House Workers / Volunteers. You can also use the buttons to search for different members by entering their usernames and then clicking on the search button.

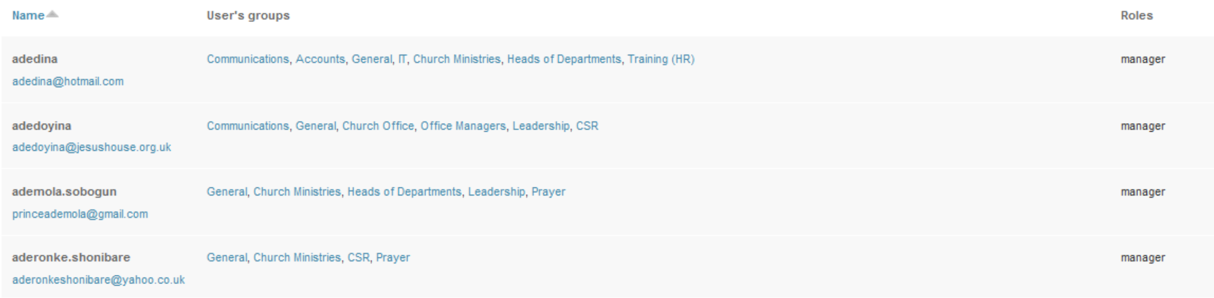
There are various ways of searching for workers on JH Connect. They are as follows:

- Search For Workers / Volunteers (This is for searching for Jesus House Workers / Volunteers of Jesus House that are registered on JH Connect)
- Search For Workers / Volunteers without assigned status (This is for searching for Workers that have registered on JH Connect but have not completed their profiles i.e. they have not up updated their workers/volunteer status)
- Search for Workers by Status (This allows for searching workers by their current status)



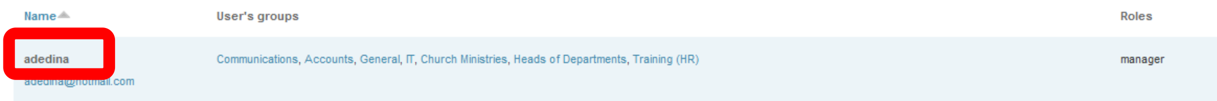
15.1.6 Search For Workers / Volunteers

To search for workers / volunteers, click on the **"Search For Workers/Volunteers"** button from within the List of all members area. Clicking on this button will show details of all Workers/Volunteers that have created an account on JH Connect as below.

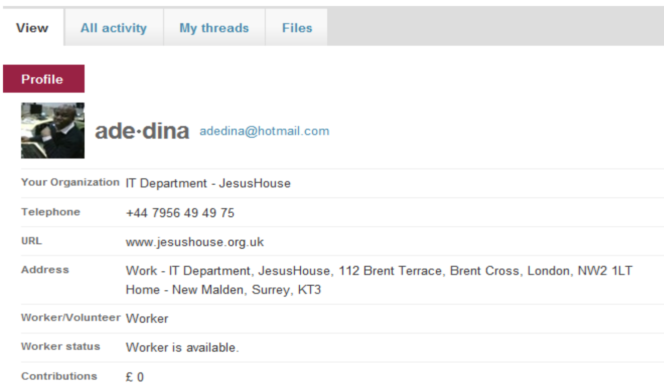


Bearing in mind that this button will display a list of all Workers / Volunteers that have registered and created accounts on JH Connect, it may be necessary to use the number buttons at the bottom of the page to view other members details that are not displayed on the page.

Once a Workers / Volunteers details have been located, you can click on the username of the member to actual view the Workers / Volunteers profile.



Please note: Only the Head of Ministries will be able to perform this action. This is due to security and privacy restrictions. As you click on the user details, you will notice that you are brought to the user's profile.



From the user profile area, you will be able to amend the status of the Member.

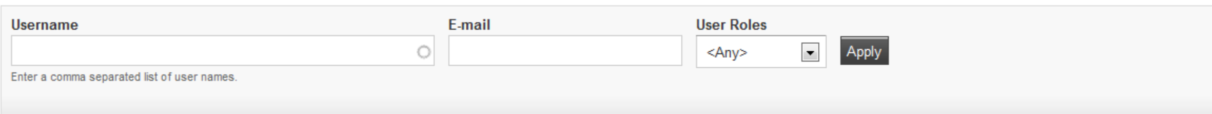
15.1.7 Search For Workers/Volunteers without assigned status

To search for members, without assigned status click on the **"Search For Workers/Volunteers without assigned status"** button from within the List of all members area. Clicking on this button will show details of all workers/volunteers that have created an account on JH Connect but have not completed their user status.

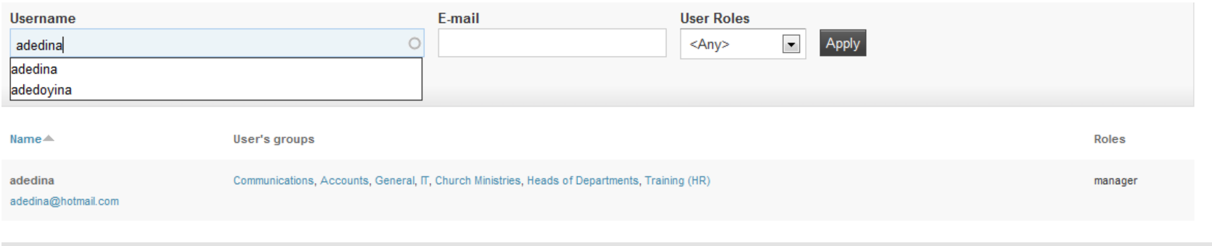
Name	User's groups	Roles
adedoyina adedoyina@jesushouse.org.uk	Communications, General, Church Office, Office Managers, Leadership, CSR	manager
ademola.sobogun princeademola@gmail.com	General, Church Ministries, Heads of Departments, Leadership, Prayer	manager
aderonke.shonibare aderonkeshonibare@yahoo.co.uk	General, Church Ministries, CSR, Prayer	manager
afi.umo afi_u@yahoo.com	Evangelism, General, Church Ministries, Heads of Departments, Leadership, Training (HR)	manager
ayobami.olunloyo ayobamio@hotmail.com	Multimedia, General, Church Office, Church Ministries, Office Managers, Heads of Departments, Leadership, Wordmill	manager

15.1.8 Search For Workers/Volunteers by known details

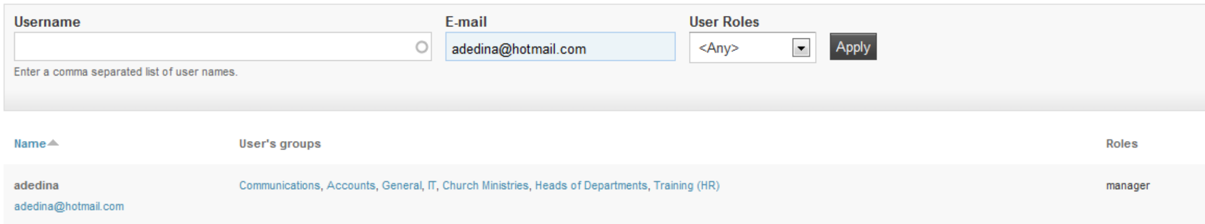
To search for members, by their known details, you can search by username or email. Either enter a username, or known email address that has been registered on JH Connect. Once you have done this, click on the "Apply" button



Once the "Apply" button has been clicked, the user details will be displayed, as long as the information is valid and has been entered onto JH Connect.



Search by Username



Search by email address.

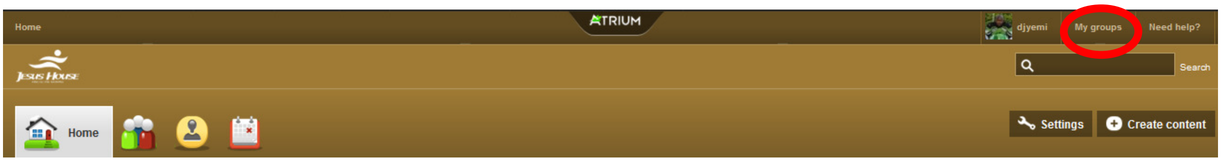
16 Hospitality Records

Members of the hospitality group that have created user accounts on JH Connect are able to create the records of attendance on JH Connect. This information is shared by the Member Services department and is used to process information on how many attendees have come to Jesus House Church.

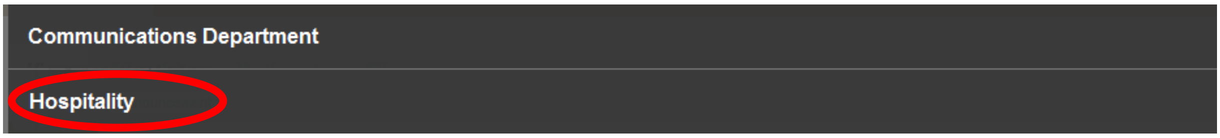
16.1.1 Completing Hospitality Records

Assuming the users is on the Home Page:

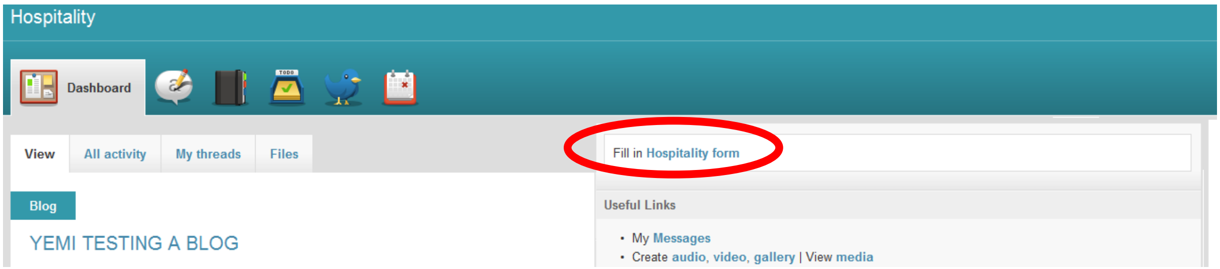
- Navigate to the top right hand focus and click on "My Groups" .



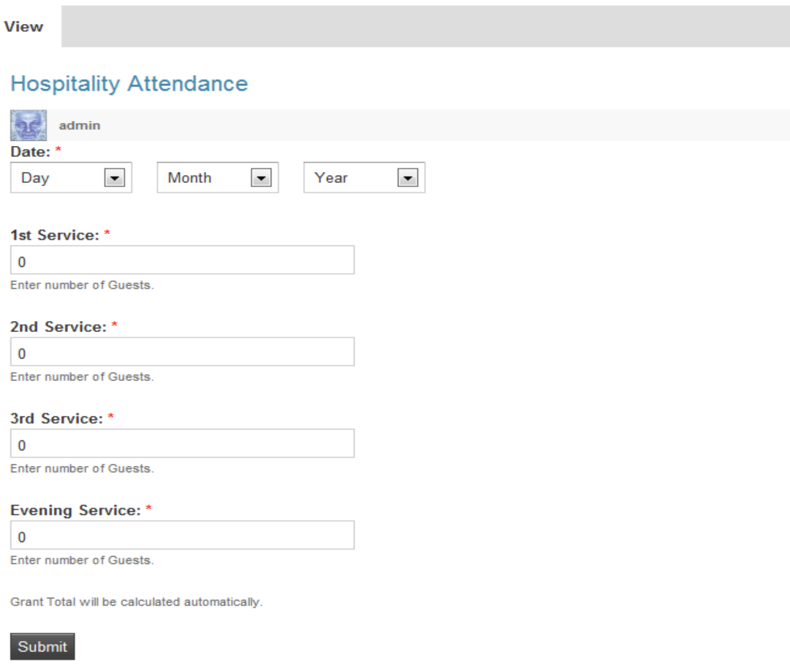
- This will cause the "Groups Picker" to be displayed. You then select the Hospitality Group from the list of groups by double clicking on the group. Please note: only members of the hospitality group that have been assigned permissions to access this particular group will be able to access and select the Hospitality group.



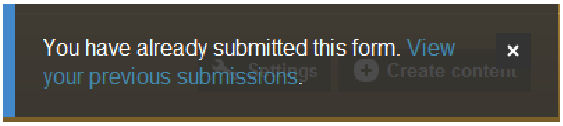
- Once you click on the group, the hospitality department dashboard will now be displayed. Navigate to the right of the screen and click on the "Fill in Hospitality Form" Link.



- You will now be brought to the fill out the hospitality form section. Please note: the hospitality form should only be completed and submitted at the end of the day. Select the date by clicking on the Day, Month and Year. Enter the number of guests for each field. As soon as you have completed the fields, click on the **Submit** button.



- If you had previously sent a form, you may also note a message on the top right hand side of the screen. You can click on previous submissions, or ignore.

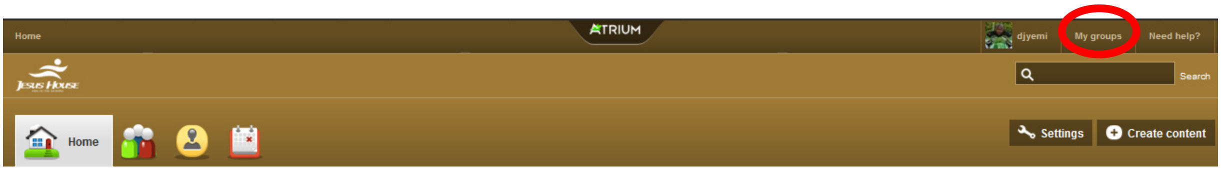


- The form has now been submitted and the member services department will now be able to access the information.

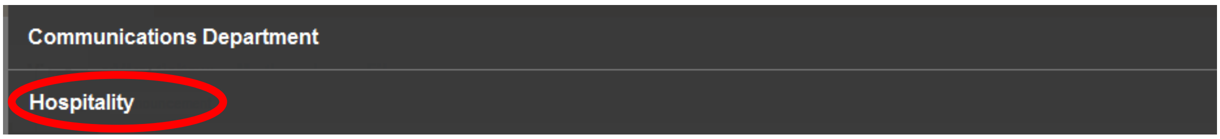
16.1.2 Viewing Hospitality Records

JH Connect users with the relevant permissions i.e. the head of the hospitality department will be able to view submitted hospitality records. To view these records, the following tasks must be performed:

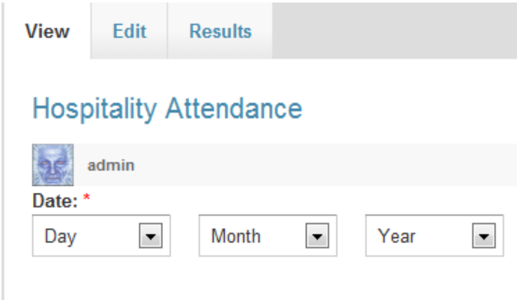
- Navigate to the top right hand focus and click on "My Groups" .



- This will cause the "Groups Picker" to be displayed. You then select the Hospitality Group from the list of groups by double clicking on the group. Please note: only members of the hospitality group that have been assigned permissions to access this particular group will be able to access and select the Hospitality group.

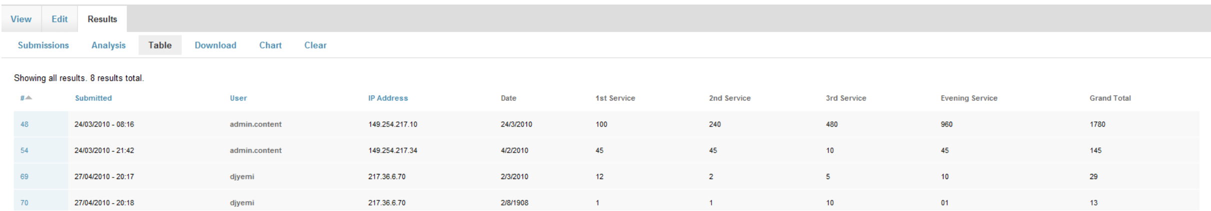


- Once you click on the group, the hospitality department dashboard will now be displayed. Navigate to the right of the screen and click on the "Fill in Hospitality Form" Link. You will now notice that there are 2 tabs that are now displayed, but were not displayed to non managers (i.e. Edit and Results). Click on the Results button.



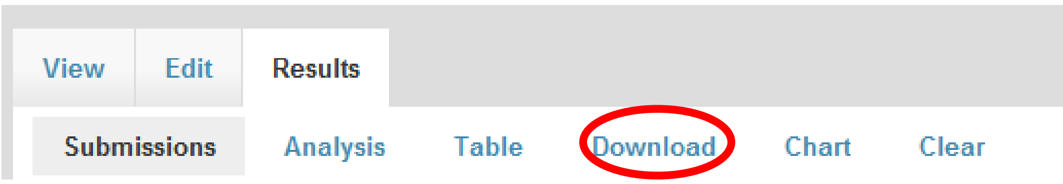
- You will now be brought to another sub-section showing other tabs. These tabs contain submitted data. The best view for getting a complete history of submitted hospitality information is to click on the “Table” tab

- Clicking on the **Table** Tab will show all records that have been entered over a period of time.



#	Submitted	User	IP Address	Date	1st Service	2nd Service	3rd Service	Evening Service	Grand Total
48	24/03/2010 - 08:16	admin.content	149.254.217.10	24/3/2010	100	240	480	960	1780
54	24/03/2010 - 21:42	admin.content	149.254.217.34	4/2/2010	45	45	10	45	145
69	27/04/2010 - 20:17	djyemi	217.36.6.70	2/3/2010	12	2	5	10	29
70	27/04/2010 - 20:18	djyemi	217.36.6.70	2/8/1908	1	1	10	01	13

- It is possible to download records on to an excel spreadsheet. Click on the “Download” tab…



- Then select the Microsoft Excel option

Clicking on the download button will now bring download the form into Microsoft Excel available for users to use.

17 Ushering Records

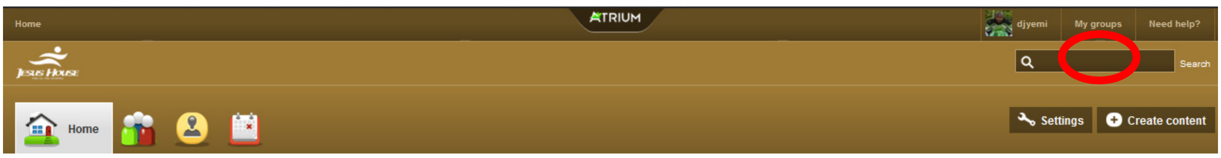
Members of the ushering department that have created user accounts on JH Connect are able to create the records of attendance of Jesus House attendees on JH Connect. This information is shared by the Member Services department and is used to process information on how many attendees have come to Jesus House Church.

17.1.1 Completing Ushering Records

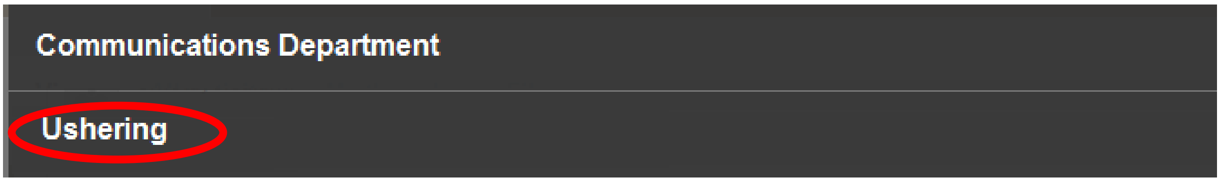
The following tasks have to be completed so as to complete ushering records:

Assuming the users is on the Home Page:

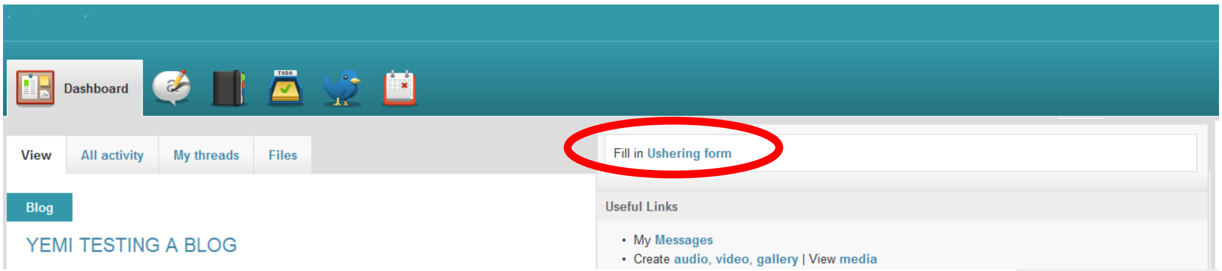
- Navigate to the top right hand focus and click on **"My Groups"**



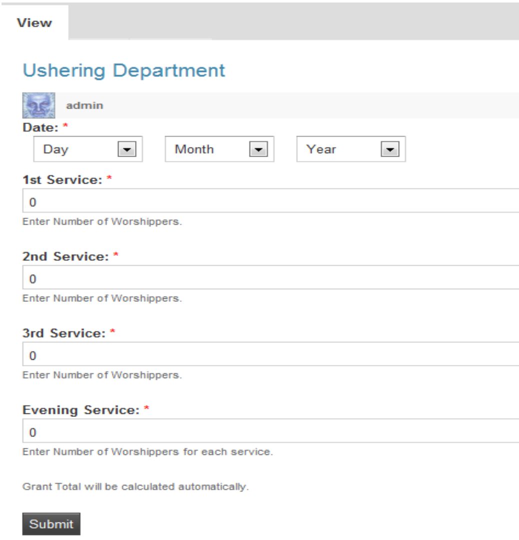
- This will cause the "Groups Picker" to be displayed. You then select the Ushering Group from the list of groups by double clicking on the group. Please note: only members of the ushering group that have been assigned permissions to access this particular group will be able to access and select the ushering group.



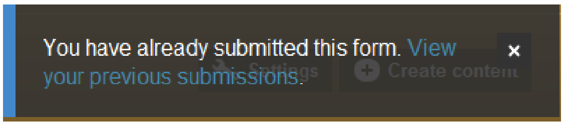
- Once you click on the group, the hospitality department dashboard will now be displayed. Navigate to the right of the screen and click on the "Fill in Ushering Form" Link.



- You will now be brought to the fill out the ushering section. Please note: the ushering form should only completed and submitted at the end of the service. Select the date by clicking on the Day, Month and Year. Enter the number of guests for each field. As soon as you have completed the fields, click on the **Submit** button.



- If you had previously sent a form, you may also note a message on the top right hand side of the screen. You can click on previous submissions, or ignore.

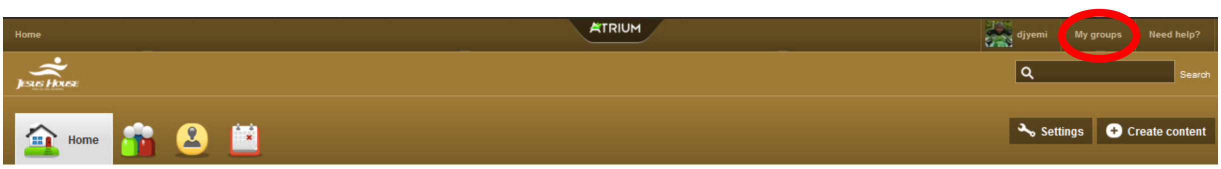


- The form has now been submitted and the member services department will now be able to access the information.

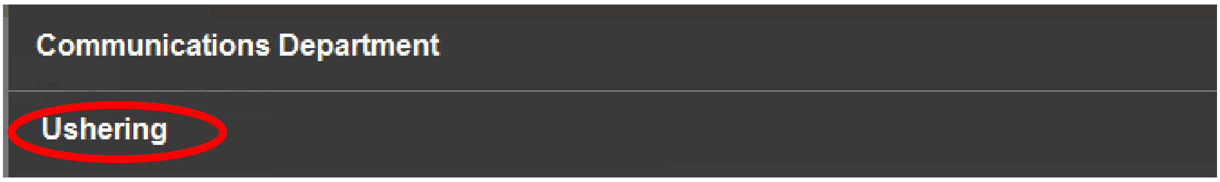
17.1.2 Viewing Ushering Records

JH Connect users with the relevant permissions i.e. the head of the ushering department will be able to view submitted ushering records. To view these records, the following tasks must be performed:

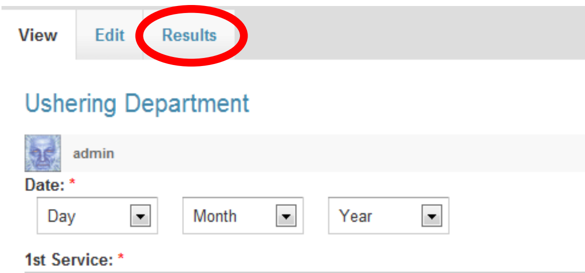
- Navigate to the top right hand focus and click on "My Groups".



- This will cause the "Groups Picker" to be displayed. You then select the Ushering Group from the list of groups by double clicking on the group. Please note: only members of the ushering group that have been assigned permissions to access this particular group will be able to access and select the ushering group.

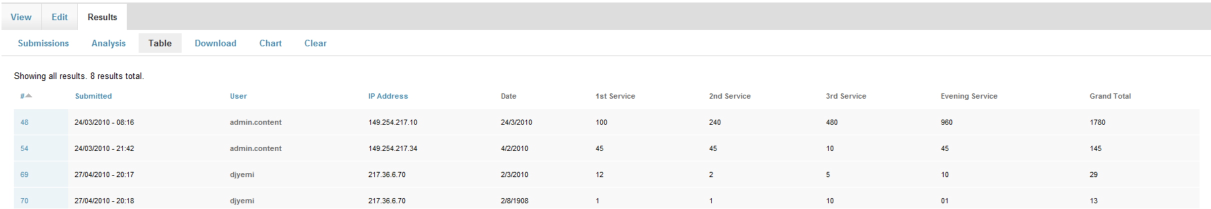


- Once you click on the group, the ushering department dashboard will now be displayed. Navigate to the right of the screen and click on the "Fill in ushering Form" Link. You will now notice that there are 2 tabs that are now displayed, but were not displayed to non managers (i.e. Edit and Results). Click on the Results button.



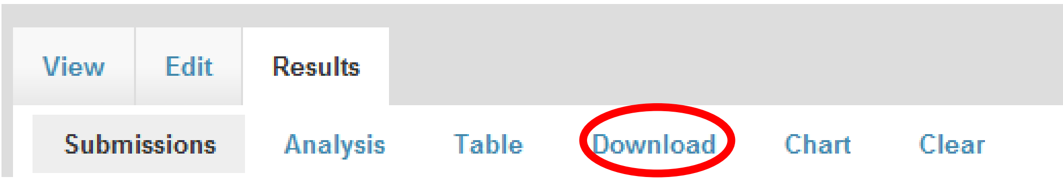
- You will now be brought to another sub-section showing other tabs. These tabs contain submitted data. The best view for getting a complete history of submitted hospitality information is to click on the "Table" tab

- Clicking on the **Table** Tab will show all records that have been entered over a period of time.



#	Submitted	User	IP Address	Date	1st Service	2nd Service	3rd Service	Evening Service	Grand Total
48	24/03/2010 - 08:16	admin.content	149.254.217.10	24/3/2010	100	240	480	960	1780
54	24/03/2010 - 21:42	admin.content	149.254.217.34	4/2/2010	45	45	10	45	145
69	27/04/2010 - 20:17	djyemi	217.36.6.70	2/3/2010	12	2	5	10	29
70	27/04/2010 - 20:18	djyemi	217.36.6.70	2/8/1908	1	1	10	01	13

- It is possible to download records on to an excel spreadsheet. Click on the "Download" tab…



- Then select the Microsoft Excel option

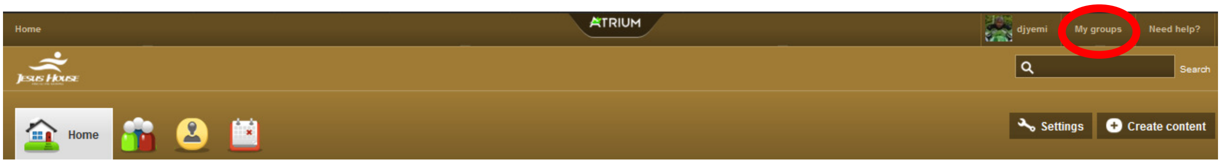
- Clicking on the download button will now bring download the form into Microsoft Excel available for users to use.

18 Follow Up Database

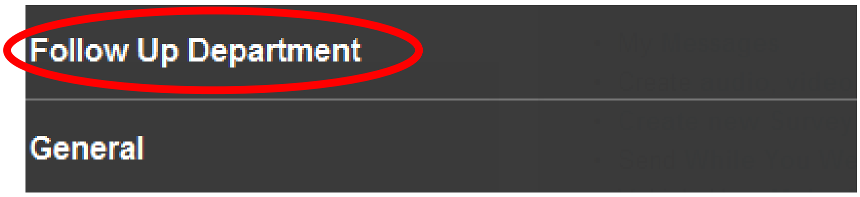
JH Connect can be used to record the details of users that have recently converted and given their lives. These records are now stored on a database that the follow up management group can use. Please note: due to the sensitive nature of personal data in the follow up group, only members of the follow up department can access this group. To access the follow up departments group, the following tasks must be performed:

Assuming the users is on the Home Page:

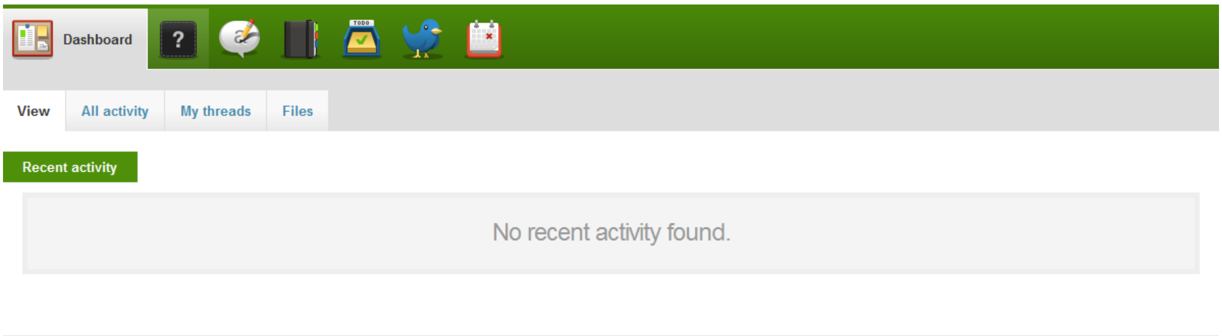
- Navigate to the top right hand focus and click on **"My Groups"**



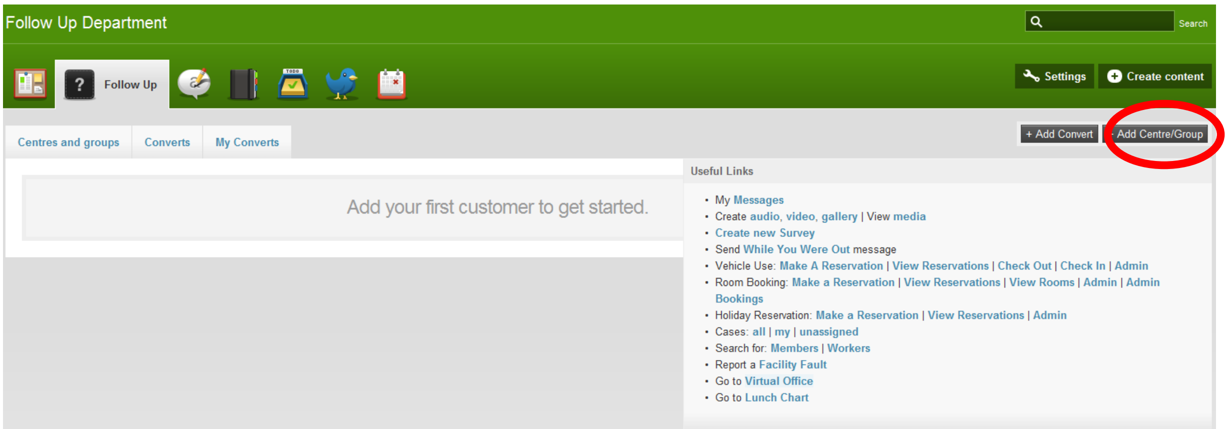
- This will cause the "Groups Picker" to be displayed. You then select the Follow Up Group from the list of groups by double clicking on the group. Please note: only members of the Follow Up group that have been assigned permissions to access this particular group will be able to access and select the follow up user group.



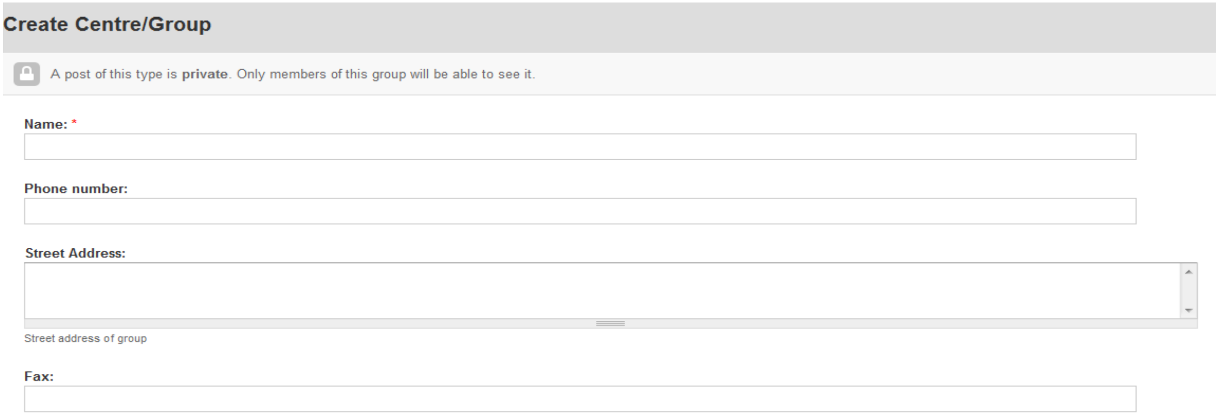
- You will now be brought to the Follow up Groups dashboard.



- You will need to click on the 2nd icon shaped into a question mark  so as to access the Follow up Database. Once you have clicked on this button, you will be brought to the Follow Up database. The first task is to create a Group. This is done by clicking on the button which is located to the right of the screen.

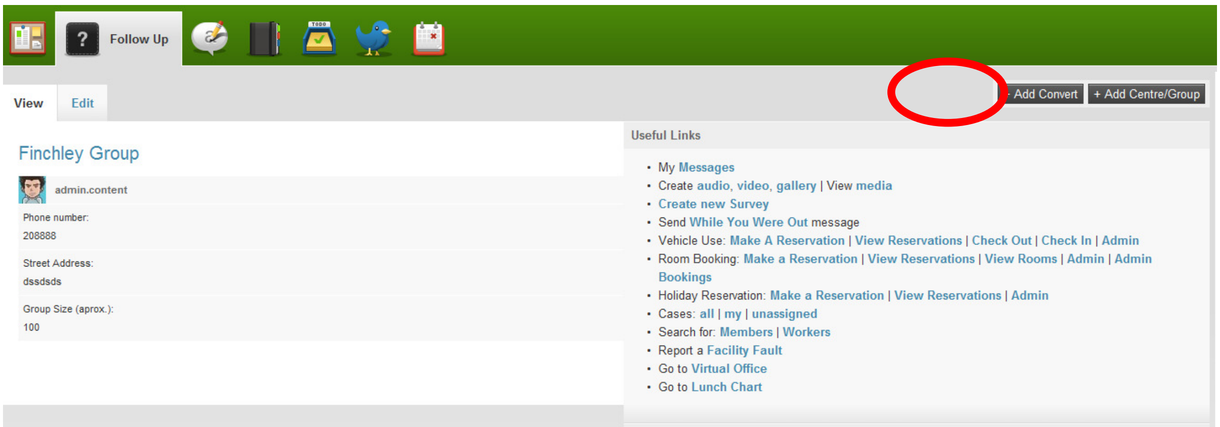


- You will now be brought to the Create a Centre / Group page where you can create the name of the group as well as other details pertaining to this group. Please complete all of the fields for the group and on completion, please scroll down.

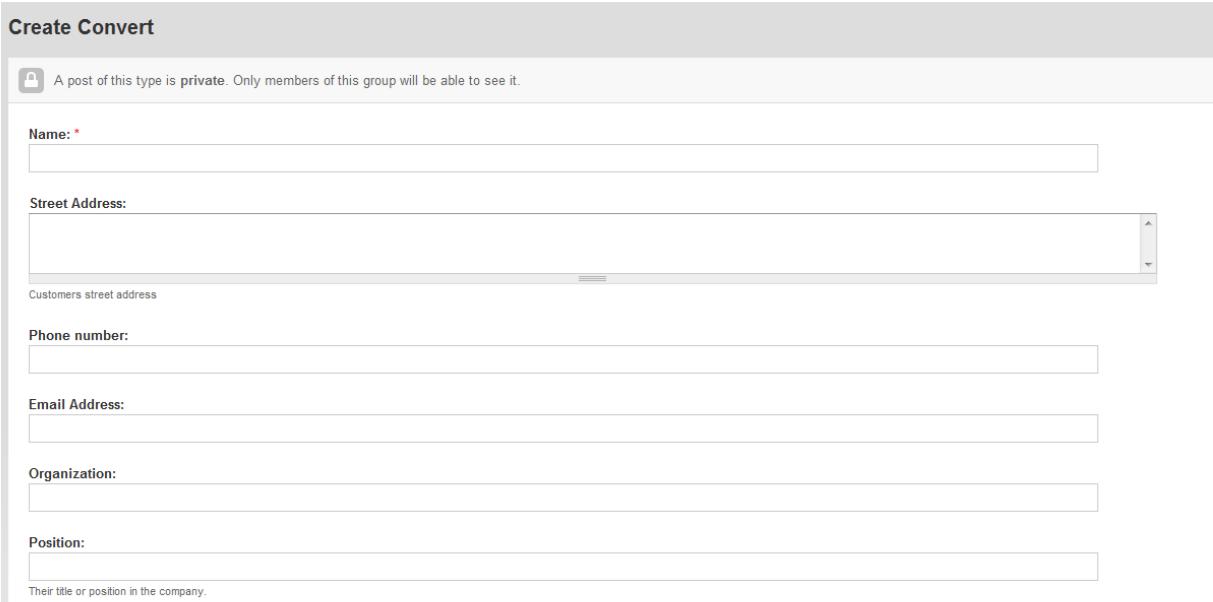


- The next tasks are to enter the size of the group. Please do not add existing users to the group at this stage, but enter the size of the group.

- The next step is to click on Save. The group will now be created. You may now want to add users to your group. Click on the "Add Convert" button.



- You will now be brought to the "Create Convert" page. Here you enter the details of the convert. Please complete all of the personal details of the convert and once you have completed these, scroll down to the next section.



- The next step is to complete the categories for the new convert. There are various to choose from. Please select an option that best described how they gave their life. After you have selected a category, please scroll down to the next section titled classes.

- Here, you complete the class as well as the group that you would like your user to be a part of. Select one of these and please scroll down to the next section titled special needs

Classes/Groups:

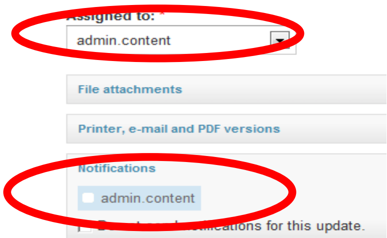
- [ ] Baptismal class
- [ ] Foundational class
- [ ] Life group
- [ ] Interest group
- [ ] Follow up fellowship
- [ ] Workers in training
- [ ] Volunteers

- Here, you complete the special needs that the new convert may need. Select one of these and please scroll down to the next section.

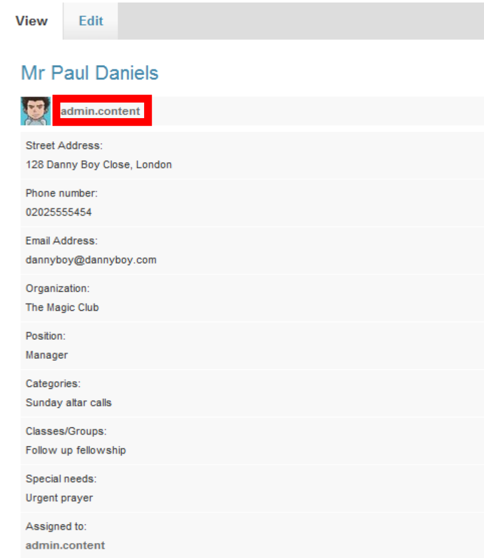
Special needs:

- [ ] Urgent prayer
- [ ] Immediate counseling
- [ ] Welfare Assistance
- [ ] Pastoral Care
- [ ] Youth Pastor
- [ ] Visitation

- The final step is to select whom the new convert is to be assigned to. This would normally be a member of the follow up group and such members would be displayed in the "Assigned to" picker. Select a member of the follow up group and also click on the "notifications" section so that they are made aware of any changes to the status of the new convert. Once you have completed these tasks, please click on the **Save** button.



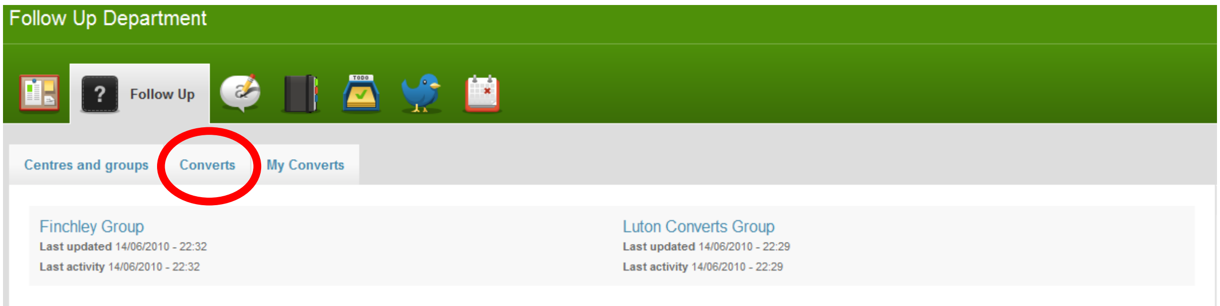
Once you click on submit, the user details will now be saved as a new convert and the member of the follow up group that has been assigned to the new convert will have their name displayed on the user details.



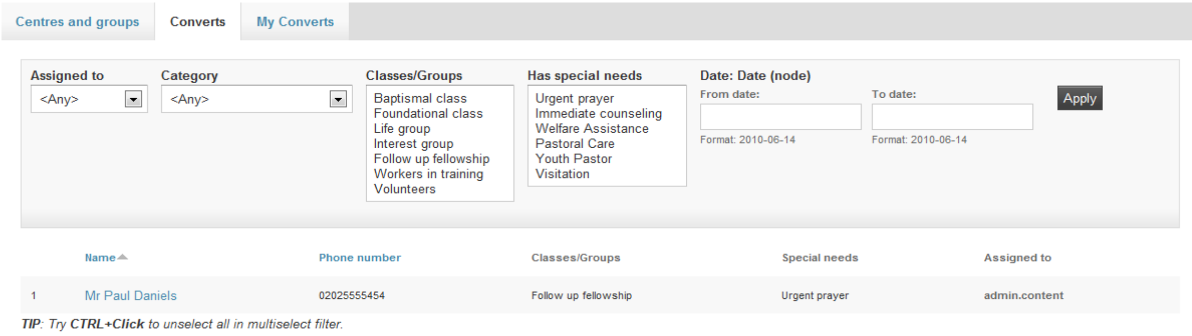
18.1.1 Viewing Data in the Follow Up Group

Now that a group has been created and a new convert has been added, data can now be managed.

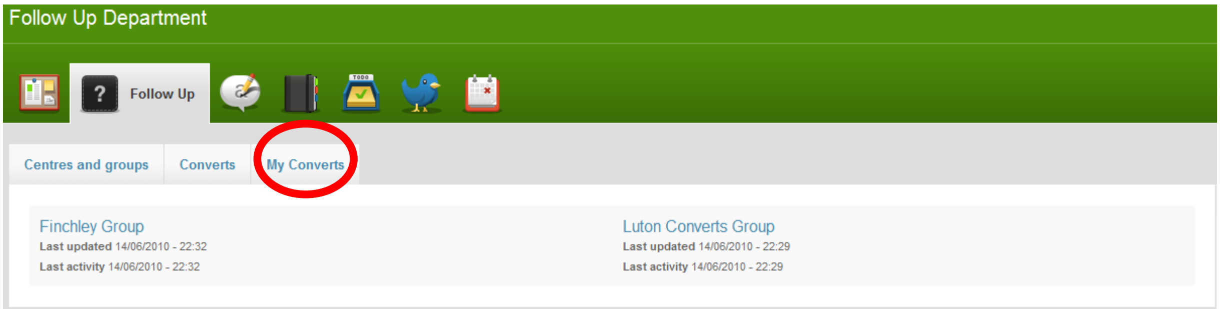
- To view all converts, that have been added, click on the Converts tab.



- You will now be brought to a list of all of the converts. You can also filter through all of the converts, categories and search based on their classes/groups or if they have special needs.



- To view details of converts that have been assigned to you, all you need to do is click on the "My Converts" button



- You will now be brought to a list of all of the converts that have been assigned to you.