



## July 2016 Tech Tips

### Version 18.15.4

The most current version of Church Windows is Version 18.15.4. Service Release 4 or SR4 is available to download and install from our website. If you visit the [Download Current Updates](#) page, Service Release 4 is at the top of the page. There, you can also read 'What's New' in SR4 and prior service releases along with installation instructions. For questions or assistance while downloading and installing SR4, please call Support at 1-800-533-5227. An install tech will be happy to help.

### Summer Tasks

For most churches, things slow down a bit during the summer months. If you track school grade on individual records, or if there are groups and classes that will change in the fall, this is great time to perform the Advance School Grade or the Advance Groups/classes functions in the Membership module. The school grade is a field on individual records is used to indicate a child's school grade, and can be advanced easily. From the Membership portal screen click on *Special Functions > Advance School Grade*, and follow the instructions. Groups and classes are set up by the church. When people are moving from one level to another, it is easy to move them out of a group or class and into another. Again, click on *Special Functions > Advance Groups/Classes*. This is the screen where you "map" which class goes where, and you choose what to advance. To learn more about this function, watch our video on [Membership: Advance School Grade and Groups Classes](#).

### KidCheck

Whenever someone asks if a feature can be added to the Church Windows program, every suggestion is entered into a database of suggestions for the programmers. After many suggestions that Church Windows add a check-in system for children, KidCheck integration is



coming. Late summer or early fall, Church Windows-integrated KidCheck will be available to purchase and use with Church Windows. While you are waiting, you can investigate this third-party software and see if it is right for you. There is even a free demo. If you have been asking for a check-in system, then go ahead and take a look. You may sign up and be ready to go once KidCheck is added to Church Windows.

[KidCheck](#) [KidCheck Free Demo](#)

## Donations & Weekly Pledges

If yours is a pledging church, pledge campaigns are easily set up in the Donations module. Weekly pledges typically multiply the pledge amount by 52. The program defaults to weekly pledges calculating based on the number of Sundays in the year, even for the years that contain 53 Sundays. 2017 is one of those years. You can change the day of the week the program uses to calculate weekly pledges by going to *Donations > Special Functions > Settings* and selecting a different day of the week.

## Update Us When the Church Staff Changes

When you pass your volunteer duties on to someone else or when a new staff member comes on board, please update us with the current contact and email information. Since most communication with you is done by email, it is essential that we have current addresses. Send an email to [support@churchwindows.com](mailto:support@churchwindows.com) and we will correct the information on the church's file. That way, the right people will receive the right information from us.

## Backing up

Remember to regularly make backups of your data. Back up often to prevent possibly having to re-enter data! You can perform this function yourself, and it only takes seconds. Don't depend on someone else. A secondary backup never hurts. [More information regarding backing up your data can be found here](#)

