



Gospel Harvest

Instruction Manual

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Welcome to the Gospel Harvest seminar attendance tracking program.

This program is provided by Curtice Enterprises with Amazing Facts to aid in the efforts of tracking meeting attendance and more importantly in maintaining follow up contact with those people who have expressed an interest in the message during the meeting series.

This program is currently under development and your comments are wanted! Please send any comments and bug reports by email to:

support@amazingfacts.org.

Please send the version number of this program along with your comments. Current release information may be found at www.GospelHarvest.org. As this program is expanded, the website will improve and expand.

WARRANTY

This program is provided as is and has been checked to work as intended in all Windows versions starting with Windows 98. Please see the License Agreement included in the Help Topics.

PURPOSE

Gospel Harvest program is provided free of charge for the express purpose of helping others to spread the Bible Gospel, by accurately tracking seminar attendance and the post meeting follow up work. To this end, Amazing Facts has supported the development of this program and its use.

Gospel Harvest updates and software releases are posted on the Internet at www.GospelHarvest.org.

Bob Curtice
Curtice Enterprises

General Information

Starting with version release 2.005, the program has a new help menu option, and is accessed from most screens to show the entry for that screen. This document details the first time program setup process.

Registration

You will need Internet access to complete the registration process. If you do not have Internet access, the online registration is not required. It only activates the update support, and the online catalog access.

Installation

Single station Installation instructions:

1. Select the shown default folder name C:\AFGOSPEL
2. Select Next button to do the installation.

Installation is complete when the program closes. Double click on the "Gospel Harvest" icon to start the program.

Network Installation Instructions:

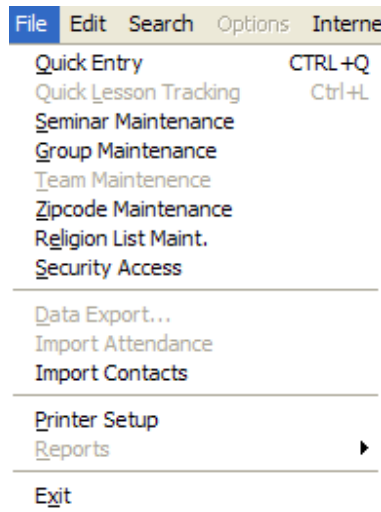
1. Select a mapped network drive that will be the same for all workstations that will be using the program. Program does not work well with UNC path references!
2. Change the Install to folder in that drive. Example: N:\AFGOSPEL
3. Select Next button to do the installation.
4. After installation completes, open the folder in which the program was installed, find the shortcut file called "Gospel Harvest Tracking".
5. Copy this icon to your desktop.
6. Set up each workstation to have the same mapped network drive. Copy the "Gospel Harvest Tracking" shortcut icon to its desktop.

Each workstation may run the program as soon as the program has been setup with a seminar. Read the file HowToUse.txt for first time operation. There is no limit to the number of workstations that can use the program, but the network performance may need to be considered.

Seminar Maintenance

This screen is the control center for your meetings, seminars or Bible studies. Whatever your meeting is, this is the place to set it up and structure the information you want. You can create, modify and delete the seminars. Note: If you delete a seminar, all of its data will be erased permanently. You will be asked to confirm this action.

To access the Seminar Maintenance to set up the default settings for your seminar select File → Seminar Maintenance from the drop down menu. Note: This screen will come up automatically during initial program installation.

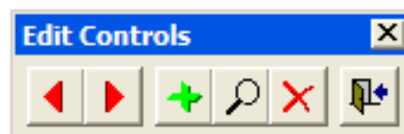


The Seminar Maintenance screen will be displayed. It contains seven tabs: Settings, Dates, Titles, Lessons, Attendance, SDA Count, and Information. Information regarding the seminar is entered on each of these tabs. The following sections will discuss each tab.



General Comments

The default name of the Seminar is “New Seminar”. You will need to change the name to an appropriate name for your seminar such as the name of the church hosting the seminar and a date. Each subsequent time you enter Seminar Maintenance, the currently active seminar will be displayed. You can either make changes to the current seminar or create a new one by selecting the green plus button from the edit toolbar. Keyboard shortcuts are listed in the menu options



The edit toolbar is in the upper left-hand corner. Double-clicking on the tool bar will move it under the main tool bar. Double-clicking it again will return it to the freestanding position allowing you to move it around the screen.

Clicking on the left or right red arrow moves you through the appropriate records for the module you are in. The green plus button adds a new record. The magnifying glass allows you to search the current module. The large red X deletes the current record you are on. The door exits the module you are in. If you click on it when you are in the Attendance module it will close the application.

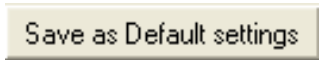
Settings Tab

The Settings Tab is where you identify how many meetings will be held and the start and end dates for the seminar. The settings tab also contains the default settings for Advertisement Sources, Decisions List and Age References Values. The values may be modified to fit those required by the seminar. Any unfilled entries will not appear on the data entry screens. Do not leave any blank entries between entries, as this will end the displayed list at that point. You can change the contents of these fields. If you want to make these changes to be the default for future seminars, select the “**Save as Default settings**” button. Otherwise, only the current seminar will be affected by the changes.

Use your tab button to move from one field to another. No blank entries are allowed between entries.

1. Enter the name of the seminar
2. Enter the number of meeting sessions that will be held by pressing the tab key until the cursor is in the appropriate box. You can enter up to 36 sessions.
3. Enter the starting date of the seminar
4. Enter the ending date of the seminar
5. Determine all your advertising sources and make any necessary changes
6. Determine which decisions will be asked for during the meetings

Do not press the **Save as Default Settings** button at the bottom of the screen unless you want to have the changes be effective for future seminars. Otherwise only the current seminar will be affected by any changes that were made.



Dates Tab

Dates are assigned to each of the meeting nights on this tab. This information is used by some of the reports, and provides a record of when a specific meeting was held.

Notice that the starting date and ending dates have been entered for you. This information came from the information you entered on the Settings tab.

1. Enter the date of each session.

2. If you will have more than one session per day (such as Sabbath morning and Saturday night and you will be tracking attendance at both sessions) you will need to enter the same date twice.
3. Only enter the meetings for which attendance will be taken.

Titles Tab

The Titles tab allows you to enter the meeting titles. These will appear on some of the reports, making it easier to track which topic was given in a meeting.

The screenshot shows a window titled "Seminar Maintenance" with a close button in the top right corner. Below the title bar is a text field labeled "Seminar" containing the text "Your Seminar Name". Below this is a tabbed interface with seven tabs: "Settings", "Dates", "Titles", "Lessons", "Attendance", "SDA Count", and "Information". The "Titles" tab is currently selected and active. It contains a table with 12 rows. The first three rows have titles: "1 Prophecy's Final Countdown", "2 Revelation's Rapture", and "3 The Dragon's Egg". The next three rows are empty. The last six rows are also empty. To the right of the titles are columns for "13", "14", "15", "16", "17", "18", "19", and "20", each with an empty text input field. At the bottom center of the window is a button labeled "Create Tables".

1. Enter the title for each night next to the appropriate meeting number.

Lessons Tab

Lessons are optional and can be assigned to each meeting. If your meeting uses lessons that the attendees will complete, you can track the completed lessons for each night. This information will be available in the follow up reports and specific lesson completion reports. If lessons are not used, the information will not appear in the reports.

Seminar Maintenance

Seminar:

Settings | Dates | Titles | **Lessons** | Attendance | SDA Count | Information

Optional Lesson Numbers and Titles by Meeting

1	<input type="text" value="1"/>	<input type="text" value="Is There Anything Left You t"/>	13	<input type="text" value="0"/>	<input type="text"/>
2	<input type="text" value="8"/>	<input type="text" value="Ultimate Deliverance"/>	14	<input type="text" value="0"/>	<input type="text"/>
3	<input type="text" value="2"/>	<input type="text" value="God Created the Devil?"/>	15	<input type="text" value="0"/>	<input type="text"/>
4	<input type="text" value="3"/>	<input type="text" value="Rescue From Above"/>	16	<input type="text" value="0"/>	<input type="text"/>
5	<input type="text" value="17"/>	<input type="text" value="God Drew the Plans/Right c"/>	17	<input type="text" value="0"/>	<input type="text"/>
6	<input type="text" value="6"/>	<input type="text" value="Written in Stone/Is Obedien"/>	18	<input type="text" value="0"/>	<input type="text"/>
7	<input type="text" value="0"/>	<input type="text"/>	19	<input type="text" value="0"/>	<input type="text"/>
8	<input type="text" value="7"/>	<input type="text" value="The Lost Day of History"/>	20	<input type="text" value="0"/>	<input type="text"/>
9	<input type="text" value="15"/>	<input type="text" value="Who is the Antichrist?"/>			
10	<input type="text" value="20"/>	<input type="text" value="Mark of the Beast"/>			
11	<input type="text" value="0"/>	<input type="text"/>			
12	<input type="text" value="0"/>	<input type="text"/>			

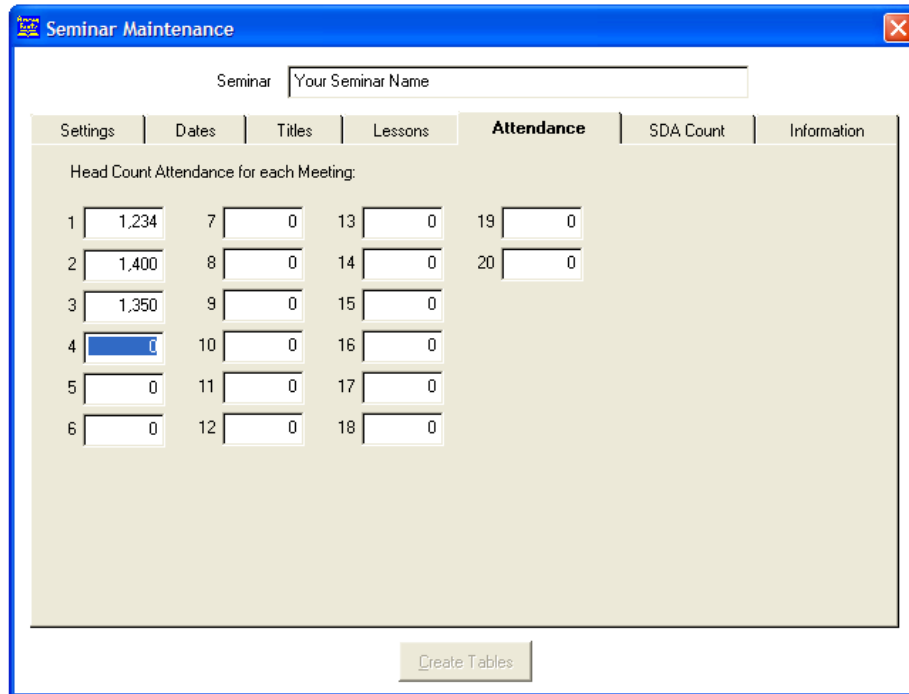
Enter the lesson number and lesson title for each meeting night.

There is a maximum length of 50 characters allowed for a lesson title.

Note: the lesson number and meeting night may not match. Also there may be some meetings that will not have a lesson. The meetings without a lesson will not show a check box in the lesson tracking display.

Attendance Tab

The total head count of the persons attending is entered here for each meeting. This is used in the statistical reports. It is used to determine the effectiveness of the registration process. Be sure to get it every meeting.

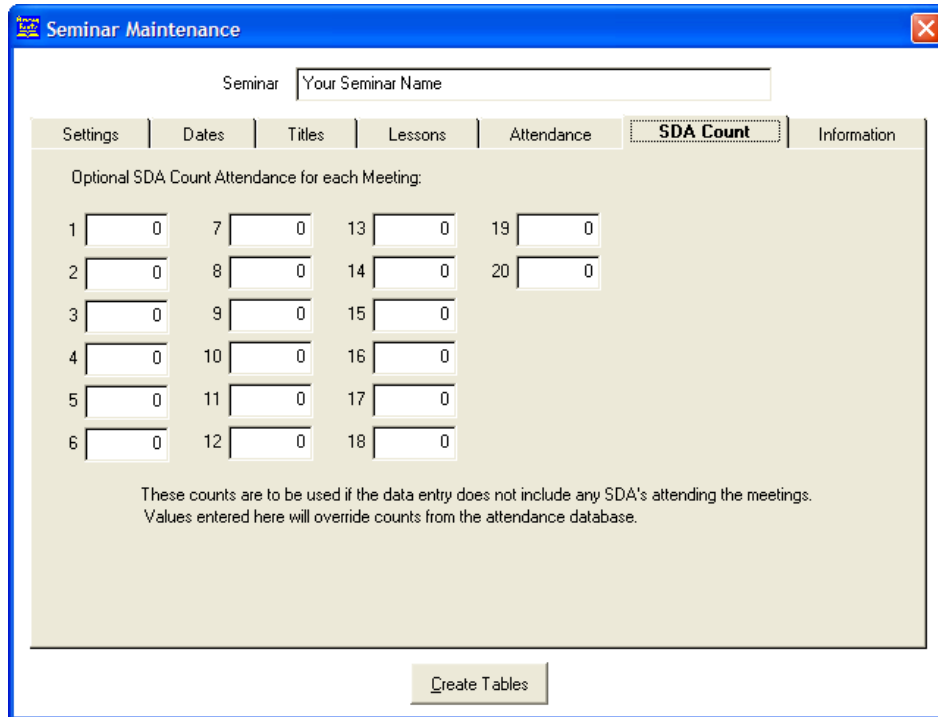


The screenshot shows a software window titled "Seminar Maintenance" with a blue border and a close button in the top right corner. At the top, there is a text input field labeled "Seminar" containing the text "Your Seminar Name". Below this is a tabbed interface with six tabs: "Settings", "Dates", "Titles", "Lessons", "Attendance", "SDA Count", and "Information". The "Attendance" tab is currently selected and highlighted. Underneath the tabs, the text "Head Count Attendance for each Meeting:" is displayed. Below this text is a grid of 20 input fields arranged in four rows and five columns. The first row contains fields with values 1, 1,234, 7, 0, 13, 0, and 19, 0. The second row contains 2, 1,400, 8, 0, 14, 0, and 20, 0. The third row contains 3, 1,350, 9, 0, 15, 0, and 16, 0. The fourth row contains 4, 0, 10, 0, 17, 0, and 18, 0. The fifth row contains 5, 0, 11, 0, 12, 0, and 13, 0. The sixth row contains 6, 0, 14, 0, 15, 0, and 16, 0. At the bottom center of the window is a button labeled "Create Tables".

Meeting	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Head Count	1,234	1,400	1,350	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

SDA Count Tab

This is where the meeting attendance of registered SDA members is entered. Use this only if you are not entering the registered SDA members into the program but wish to have complete attendance tracking statistics. Entries here will override any actual counts in the data. If the data is to be transferred to Amazing Facts, the registered SDA attendance is to be recorded and the fields here would not be used.



The screenshot shows a window titled "Seminar Maintenance" with a tab labeled "SDA Count". At the top, there is a text field for "Seminar" containing "Your Seminar Name". Below this is a navigation bar with tabs for "Settings", "Dates", "Titles", "Lessons", "Attendance", "SDA Count" (which is selected), and "Information". The main content area is titled "Optional SDA Count Attendance for each Meeting:" and contains a grid of 20 input fields, each with a number and a "0" in a box. The numbers are arranged in two columns: 1-6 on the left and 7-18 on the right. The rightmost column contains numbers 19 and 20. Below the grid, there is a note: "These counts are to be used if the data entry does not include any SDA's attending the meetings. Values entered here will override counts from the attendance database." At the bottom center, there is a button labeled "Create Tables".

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

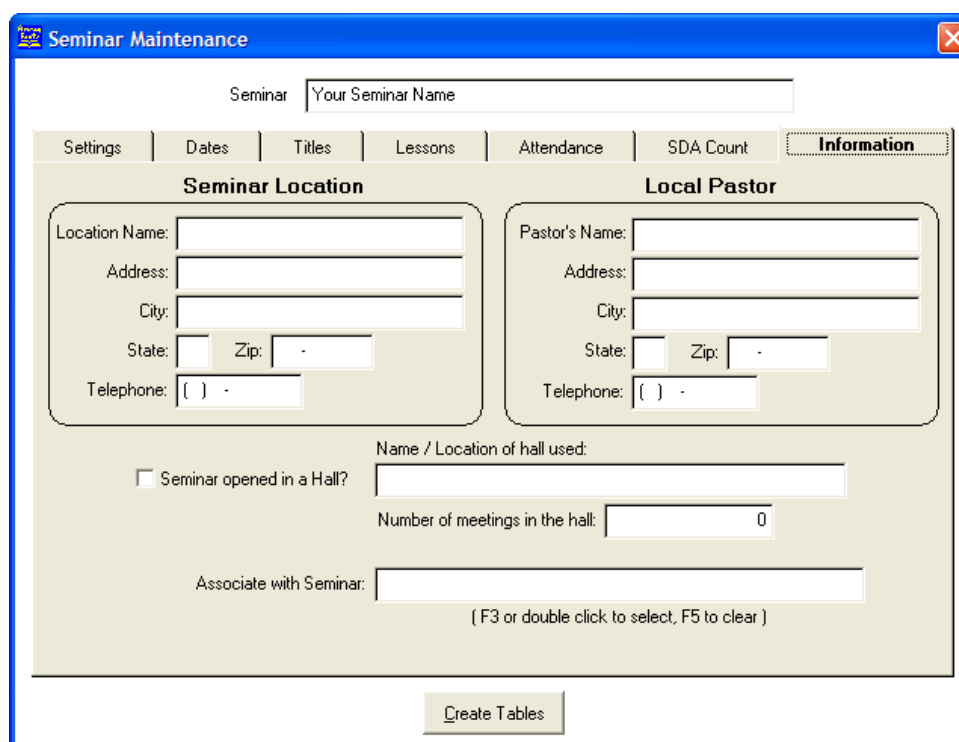
These counts are to be used if the data entry does not include any SDA's attending the meetings.
Values entered here will override counts from the attendance database.

Create Tables

Information Tab

The information tab tracks where a seminar is held, the contact pastor and if the seminar was started in a rented hall.

If any pre-work has been entered into Gospel Harvest, you can link to that information by associating that seminar with the current one. When entering Attendance Data in the Quick Data Entry screen, the program searches the file identified here for a matching name. If one or more matches are found, you can select the correct one. Selecting a matching name will automatically enter all of the known data on that person into the current seminar, thus reducing some of the data entry requirement. More information on this process is described in the section on Quick Data Entry.



The screenshot shows a software window titled "Seminar Maintenance" with a blue title bar. At the top, there is a text box labeled "Seminar" containing "Your Seminar Name". Below this is a tabbed interface with tabs for "Settings", "Dates", "Titles", "Lessons", "Attendance", "SDA Count", and "Information" (which is selected). The "Information" tab contains two main sections: "Seminar Location" and "Local Pastor". Each section has fields for "Name", "Address", "City", "State", "Zip", and "Telephone". Below these sections, there is a checkbox labeled "Seminar opened in a Hall?". To its right is a text box for "Name / Location of hall used:" and a numeric field for "Number of meetings in the hall:" with the value "0". At the bottom of the form is a text box for "Associate with Seminar:" with a note "(F3 or double click to select, F5 to clear)". A "Create Tables" button is located at the very bottom of the window.

1. Enter the seminar location information. This would be either the church site or another location.
2. Enter the pastor information.
3. Select Seminar opened in a Hall if the seminar started with a hall and then moved to the church.
4. Enter the number of nights that were at the hall.
5. If pre-work was done, enter the location and file name of the file that will be used to transfer information into the seminar meeting program.

Create Tables

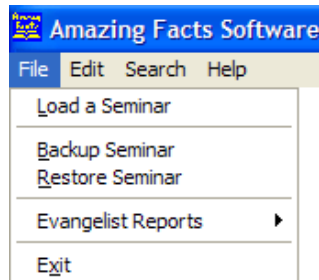
Once all the data for the seminar has been entered press the Create Tables button located at the bottom of the screen. Note: this is only available when creating a new seminar.

Exit Seminar Maintenance

You can exit from the seminar maintenance module in several ways. You may click on the door in the edit toolbar or click on the X in the upper right hand corner or selecting File then Exit from the drop down menu.

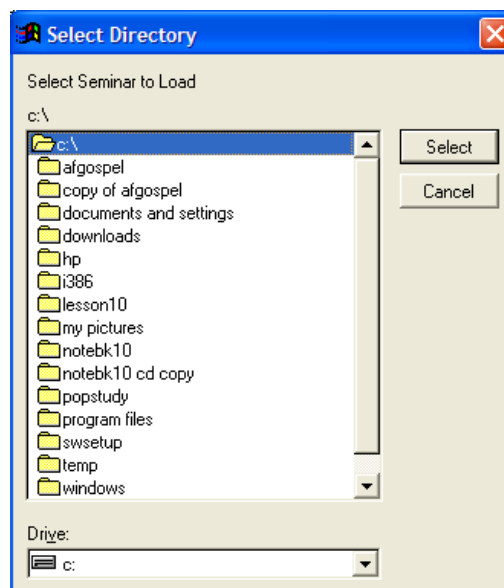
Seminar Maintenance File Menu Options

Each module contains different menu options. To select the menu options select File from the menu and the appropriate item from the drop down menu. The options available for the Seminar Maintenance are Load a Seminar, Backup a Seminar, and Restore Seminar data and Evangelist Reports.



Loading a Seminar

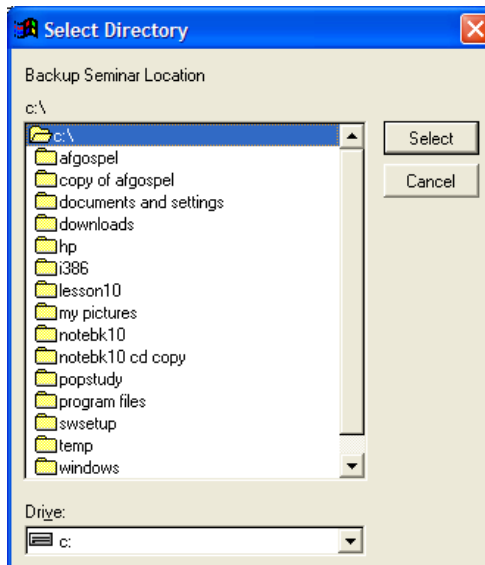
This is used if you are adding or replacing seminars in your program from another Gospel Harvest program. NOTE: this is NOT a data merge process, instead it will only add a new seminar, create a duplicate seminar or replace your current copy of the seminar. Data merging from separate computers is not supported. This program is fully network compatible which will allow many networked computers to enter data into one program.



Select the drive and directory where the files to load are located.

Backup Seminar

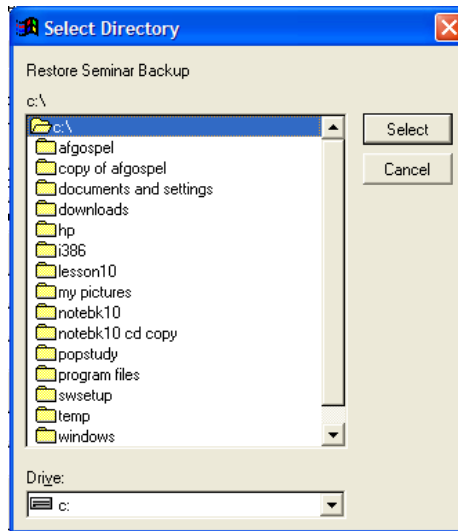
This will copy all of the seminar data to the available media of your choice. This content may be transferred to another copy of Gospel Harvest. It is a good idea to backup daily. It is recommended that you maintain at least a three-day cycle of backups on another computer or CD in case you lose the data. Backup is a very important function. You won't realize how important until you lose data.



Select the drive and directory where the backup files are to be located. Note: The directory must be created in advance.

Restore Seminar

This will replace your current seminar content with the backup copy. Before restoring a backup copy, consider what information you have entered since the last backup was made. You may wish to use the Load Seminar option, creating an additional copy of the seminar to look up the information you want, rather than losing the data you already have changed. However, sometimes replacing a corrupted copy is necessary.



Select the drive and directory where the files to restore are located.

Evangelist Reports

These are only to be sent in by Amazing Facts evangelists. Reports coming from unknown sources will not be accepted. However, you may find the reports to be of value for tracking the results of your meetings.

Seminar Attendance Module

This is the main attendance-tracking screen. This is where all of the information gathered about an attendee is placed. It shows as much as possible about the attendee, their attendance and decisions. Any change made to this information is effective immediately.

The screenshot shows a software window titled "Test Seminar" with three tabs: "Attendance", "Follow Up", and "Notes". The "Attendance" tab is selected. The form is divided into several sections:

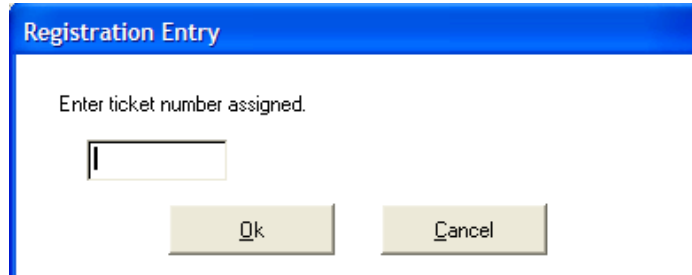
- Personal Information:** Fields for "First M. Last", "Address", "City, ST, Zipcode", "Telephone" (with area and extension), "Email", "Age Reference", and "Religion".
- Checkboxes:** "Mailing List", "SDA Member", "Print Entry", and "No Interest".
- Attendance Record:** A grid of checkboxes for days 1 through 20.
- Advertisement Source:** A list of checkboxes: "Handbills", "Radio", "Television", "Friend", "Newspaper", and "Billboard".
- Notes Tab:** Fields for "Ticket Number" (1000), "Group", "Team", and "Last Visit" (//). A "Decisions Made" section with checkboxes: "Accepts Christ", "Sabbath Observance", "Keeps Sabbath", "Sabbath Problems", "Baptism", "Tobacco", "Church", "Alcohol", and "Tithes".

The Edit drop down menu options are the same as those shown on the Edit Controls toolbar. Note: each edit option has a keyboard hot key allowing for faster access.

While this page is good for individual information access, it is not the fastest means of entering attendance data. Use the Quick Data Entry page for optimized data entry. Ctrl Q is the keyboard hot key to get to the Quick Data Entry fast. Note: More information quick data entry will be given later in this manual.

Entering Attendance Data

Click on the large green plus sign in the edit toolbar. The Registration Entry box will appear.



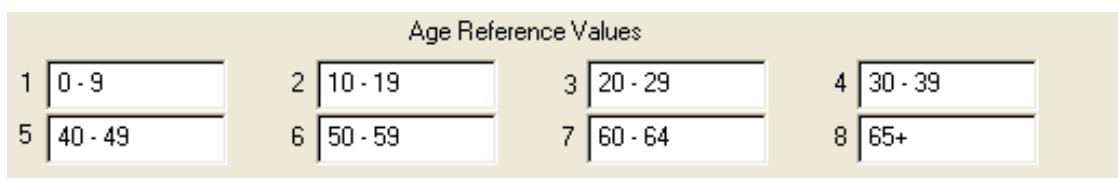
The image shows a dialog box titled "Registration Entry" with a blue header. Inside the dialog, there is a text prompt "Enter ticket number assigned." followed by a single-line text input field. Below the input field are two buttons: "Ok" and "Cancel".

1. Enter the assigned ticket number. The ticket number must be unique.
2. Press **OK**.

A blank attendance record will be displayed. Use this process when entering new attendees.

Data should be entered using Upper and Lower characters. Do not use all UPPERCASE. Labels are printed using the data that is entered. Labels look better when the information is not in all uppercase. When typing in last names that have a prefix, it is recommended that there be no space between prefix and last name. For example, Mc Donald should be typed as McDonald. This will make it easier when searching through a list of names.

1. Enter the appropriate information from the ticket. Move from one field to the next by using the tab button.
2. The cursor will go to the zip code field before the city field. If the zip code has already been entered into the Zip code Maintenance module the city and state will automatically be entered into the appropriate fields. If the zip code was not entered in the Zip code table then you will enter the city and state and the zip code table will be updated. Note: more information on adding zip codes prior to data entry is covered later in this manual under Zip code Maintenance.
3. The **Age Reference** box is quick keyed to the Age Reference Values that were entered on the Settings Tab in the Seminar Maintenance module. Typing a 1 will place the contents of the first age reference field into the box. Typing 2 will place the contents of the second and so on. This is to correspond to the age reference check boxes on the registration ticket, and speeds up the data entry processing.



The image shows a section titled "Age Reference Values" with eight numbered input fields arranged in two rows of four. Each field contains a specific age range.

Age Reference Values			
1	0 - 9	2	10 - 19
3	20 - 29	4	30 - 39
5	40 - 49	6	50 - 59
7	60 - 64	8	65+

4. If the **SDA Member** checkbox is checked, the religion box is not available. You may want to exclude SDAs and keep their registration cards in case you need them later.
5. The **No Interest** check box allows the tracking of persons initially contacted who have decided that they do not want to be contacted again. Checking this box will prevent them from showing up in any reports that have to do with exporting, labels or contacting them in any way. This way the information they did give as part of a survey is not lost.
6. Be sure to check the meeting night. Since you are entering information directly from the ticket that the attendee turned in, this will be their first time attending the seminar.
7. Select the appropriate Advertisement Source. This is used in statistical reports and shows how effectively advertising funds were used.

Follow up Tab

The Follow Up tab displays additional information on the attendee that may be obtained during visits with them. This information is gathered for statistical evaluation.

If your seminar uses lessons associated with the meetings, this information is tracked here. Each lesson is associated with a meeting number.

The screenshot shows a software window titled "Test Seminar" with three tabs: "Attendance", "Follow Up", and "Notes". The "Follow Up" tab is selected. The form contains the following elements:

- Registration Number: 1000
- Name: (empty field)
- Birth Date: // (input field)
- Age: (input field)
- New Member Join: (dropdown menu)
- Date: // (input field)
- Text: * This page is for other personal information that would be useful in follow up work.
- Text: Lesson Completed for Meeting Number

Note: This section is still waiting for information on how you are doing the follow up work. If there is additional information that would be of general use, I would like to know about it! Send your comments to the email address listed in the Welcome section at the top of this manual.

Notes Tab

The Notes tab displays any comments and notes concerning visits, topics of interest etc. that will aid in remembering what happened in the last visit. The recommended format is to keep the comments to a short paragraph starting with the date of the visit. Each subsequent comment is placed at the top of the field. The amount of information is limited only by the capacity of the computer's hard drive. The top 480 characters of the comments will appear on the Team Follow Up report, displaying comments from at least the last two visits.

Test Seminar

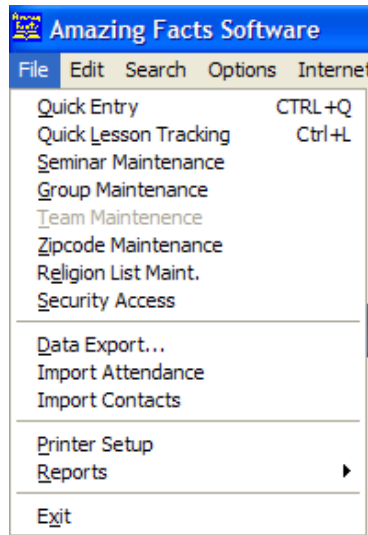
Attendance Follow Up **Notes**

Name Registration Number 1000

5/15/2010 Enter new comments above the prior one so it will show on the follow up reports.
5/10/2010 Visitation notes here.

Seminar Attendance File Menu

Each module contains different menu options. To select the menu options select File from the drop down menu and the required option from the list. The options available for the Seminar Attendance module are listed in the following box. Each option will be discussed below.



Quick Data Entry

Use the Quick Data Entry for fast data entry and registration attendance entry. The hot key is CTRL Q. When the screen appears the current record will be displayed. When you enter a new ticket number a blank screen will be displayed.

Adding check marks in **No New Records**, **SDA Member Entry** will remain checked and the set **Meeting Night** for all entries entered while the Quick Data Entry screen is opened. Using the Quick Data Entry screen saves time as this data does not have to be entered for each record. Use of a barcode scanner to enter registration numbers is best!

Quick Data Entry Setup Options

Begin your entry session by setting the screen options. The 'No New Records' checkbox controls the addition of new entries. On the first night of the seminar, all entries will be new records, so it would not be checked. On subsequent nights, check this option after you have entered all new registrations, to prevent the addition of new records. Use of a barcode scanner that can read ticket barcodes can be used for returning attendance entry. Scanning the barcode will do the same as typing in the number, showing the attendee's name on the screen if the number is valid.

Set the current meeting night number for the recording of attendance.

The person's attendance is recorded each time a ticket number match is found for the meeting number.

Quick Data Entry

Entry Control Selections:

No New Records

SDA Member Entry

Meeting Night

Ticket Number

First M. Last

Address

City, ST, Zipcode

Telephone () - Ext

Email

Age Reference

Religion

Advertisement Source

Handbills

Radio

Television

Friend

Newspaper

Billboard

SDA Member

Data Entry

Begin entering the ticket numbers. If a ticket number is not located, and the No New Records checkbox is unchecked, you will be asked if you want to add a new record. Press "Y" for yes, and begin entering the information provided on the ticket.

If the checkbox is checked, you will get a buzzer tone indicating the ticket number was not found. This is useful for tracking the SDA registrations that are not entered into the program. Place these into a separate pile, so you can count them later and enter the result in the Seminar Maintenance screen for the Optional SDA Count.

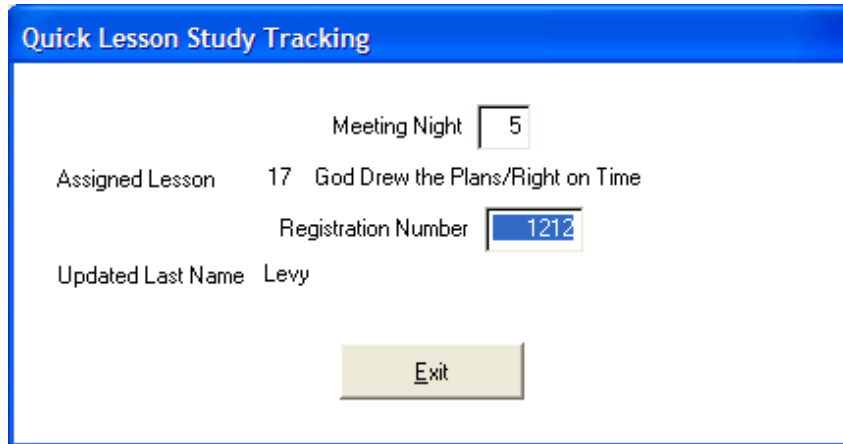
Note that the ticket number is recorded when the enter key is pressed. Continue with the next ticket number. Whenever a match is found, the name is displayed on the screen.

New registration data is placed in tab order sequence to optimize fast data entry. The entry starts with the first name and progresses through each field. (Note: If there was an associated pre-work seminar file, any last name matches will appear in a window. If the name you are entering is in the list, select it and that person's prior entered information will be added. If you need to update it, you may do so. If the name is not in the list then press escape to exit without selecting an entry.)

After entering the address, the next field will be the zip code. If the zip code was entered before or was entered into the Zip Code Maintenance, the City and State fields will be added automatically. If it is a new zip code, you will need to enter the City and State information. Double clicking on the zip code field will open the Zip Code Maintenance screen where you may correct a wrong entry, then return to your data entry.

Quick Lesson Tracking

If lesson tracking is used, this is where to enter the information by registration number

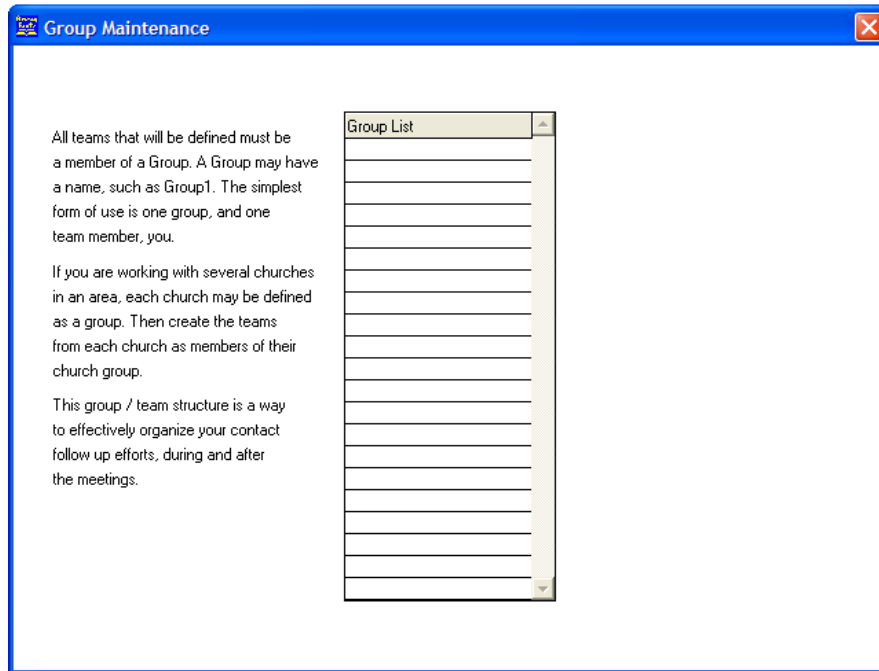


The screenshot shows a software window titled "Quick Lesson Study Tracking". Inside the window, there are several data entry fields and a button. The "Meeting Night" field contains the number "5". The "Assigned Lesson" field is labeled "17 God Drew the Plans/Right on Time". The "Registration Number" field contains "1212". The "Updated Last Name" field is labeled "Levy". At the bottom center of the window is a button labeled "Exit".

Enter the meeting night number then enter the registration number. Repeat registration number for each entry.

Group Maintenance

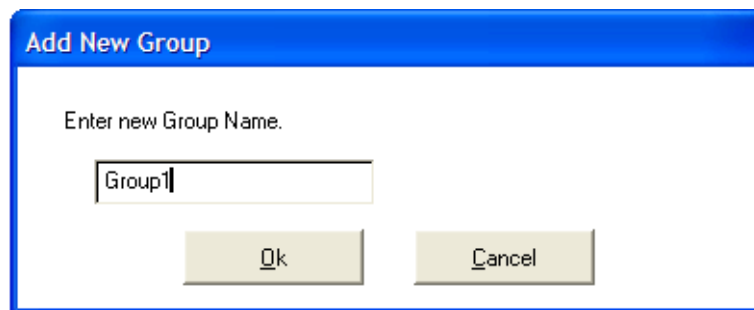
Group names are created, modified and deleted here. A short reminder of what groups are with examples of use is listed on the page. If a group has had Teams assigned to it, it cannot be deleted until all assigned teams have been removed first.



Note: One Group must be defined if Teams are to be used. The minimum is one group with one team member assigned.

Group/Team assignments may be imported if there are no groups defined, and the seminar has a pre-work seminar associated with it that had groups and teams assigned already. Instead of having to re-enter this information, you may import the assignments from the pre-work seminar. Additional team members may be added to the groups as needed.

1. To enter a group, press the green plus sign in the edit toolbar.



2. Enter the name of the group. Repeat for additional groups.

Team Maintenance

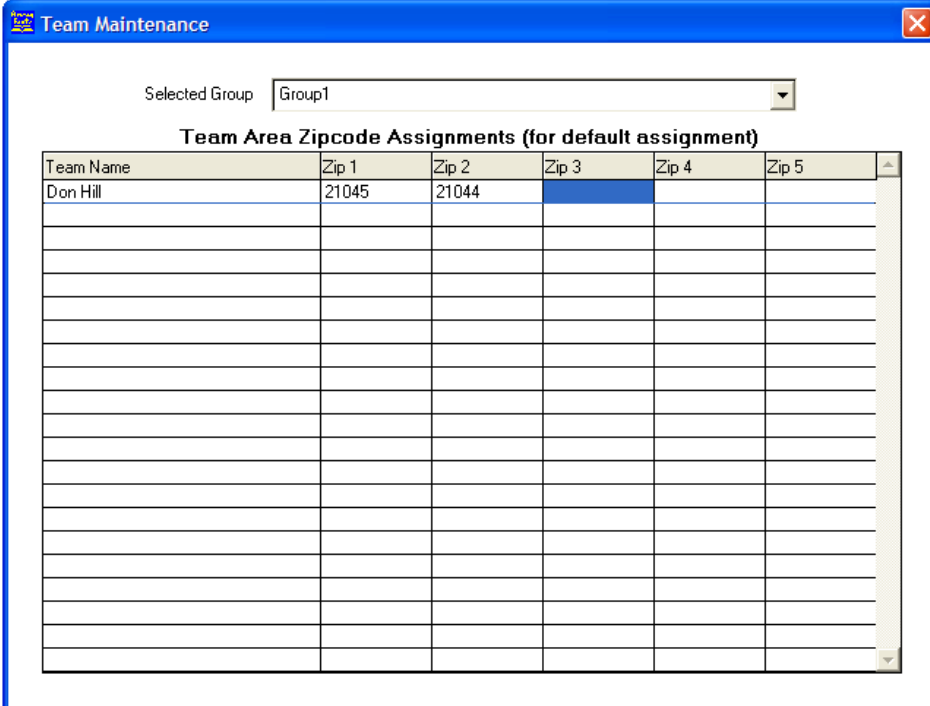
Teams are created by Groups. Each defined Group should also have one or more Teams assigned to it.

Teams are created, modified and deleted here. When deleting a team that has been assigned to attendees, you will be asked if you wish to remove all the attendee assignments. If yes, then the attendees will become unassigned and the team entry is removed.

Teams can consist of one or more individuals doing the follow up work of contacting attendees. Team names may be changed by simply retyping the name.

Teams may also have zip codes assigned; this will be used by the Assign Teams option from the Seminar Attendance screen, to assign the team to all attendees having a matching zip code. Any team not assigned zip codes, may be assigned to an attendee by using the Reassign to Team option, which will override any prior assignment.

Members in a Team are assigned from the list of unassigned Administrators and Team members created in the Security Maintenance screen. The list of team members are shown in the Members in Team display box at the bottom of the screen. These team members share access to the attendees assigned to the team.



The screenshot shows a window titled "Team Maintenance" with a "Selected Group" dropdown menu set to "Group1". Below the menu is a table titled "Team Area Zipcode Assignments (for default assignment)". The table has columns for "Team Name", "Zip 1", "Zip 2", "Zip 3", "Zip 4", and "Zip 5". The first row contains "Don Hill", "21045", "21044", and the "Zip 3" cell is highlighted in blue. There are 15 empty rows below the first row. A vertical scrollbar is visible on the right side of the table.

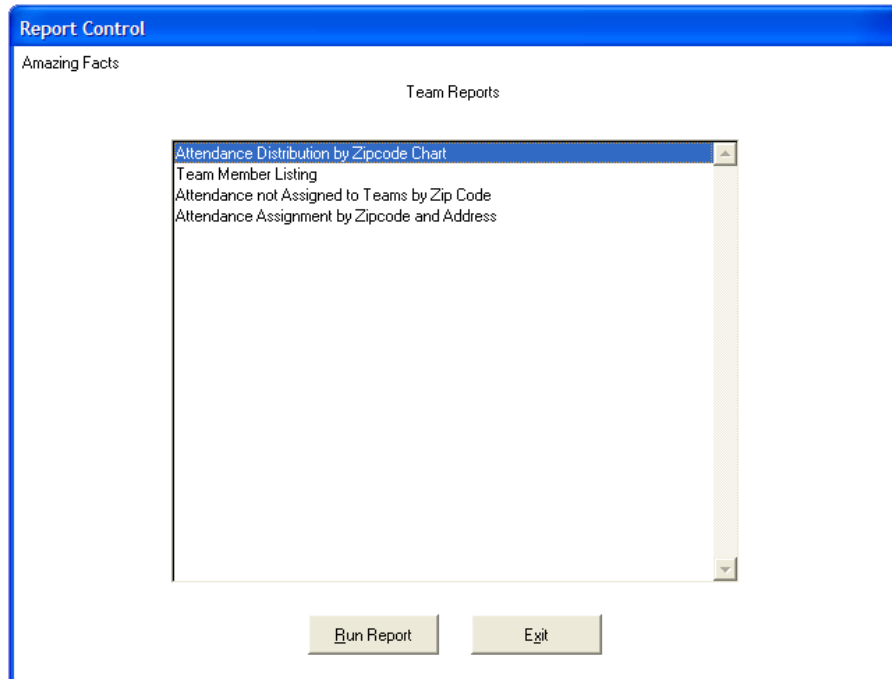
Team Name	Zip 1	Zip 2	Zip 3	Zip 4	Zip 5
Don Hill	21045	21044			

1. Select the appropriate group from the Selected Group drop down menu.
2. To enter a team, press the green plus sign in the edit toolbar.

2. Select the team that you want to add members to
3. Click on the Add Member button at bottom of screen.
4. Select team member from the list that is displayed. The names that are displayed come from the names that were entered with Team and Administrator access in the Security section.

Team Reports

Reports can be run for team information by selecting File → Team Reports.



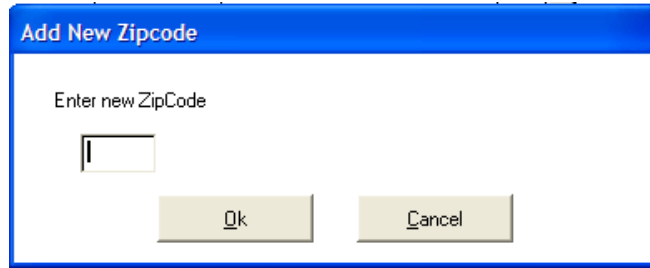
Double click on the required report or highlight and press enter to run the report.

Attendance Distribution by Zip Code Chart

This report enables you to track attendance by zip code. Using this report, you can assign your zip code regions to your teams to "balance the load" each team will have. If all or most of your attendance is in one zip code, you may wish to assign the teams manually based on actual addresses and a map. The objective is to minimize travel time between visitation stops.

Team Member Listing

This report shows the full listing of Groups and Teams assigned to the groups along with the assigned zip codes for each team. Use this report to check the zip code assignments to your teams to make sure no zip code is assigned to more than one team.



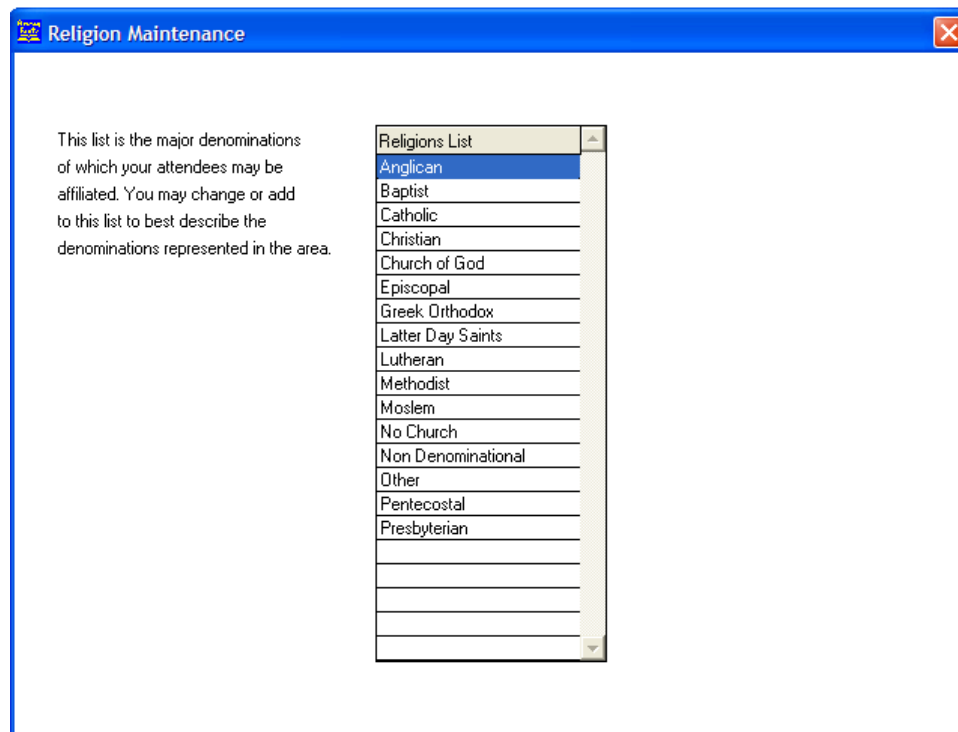
1. Enter the new zip code.
2. Press OK.
3. The new zip code will be entered in the table in the proper numeric location.
4. You may now enter the associated city and state.

You can correct an associated city or state by double clicking on the field and making the change.

You can delete a zip code by clicking on the row and clicking on the red X from the edit toolbar.

Religion List Maintenance

This is the default list of denominations that your attendees may be affiliated with. This list is what is found in the Religion drop box selection. Changes to an entry will be reflected in the attendance data.

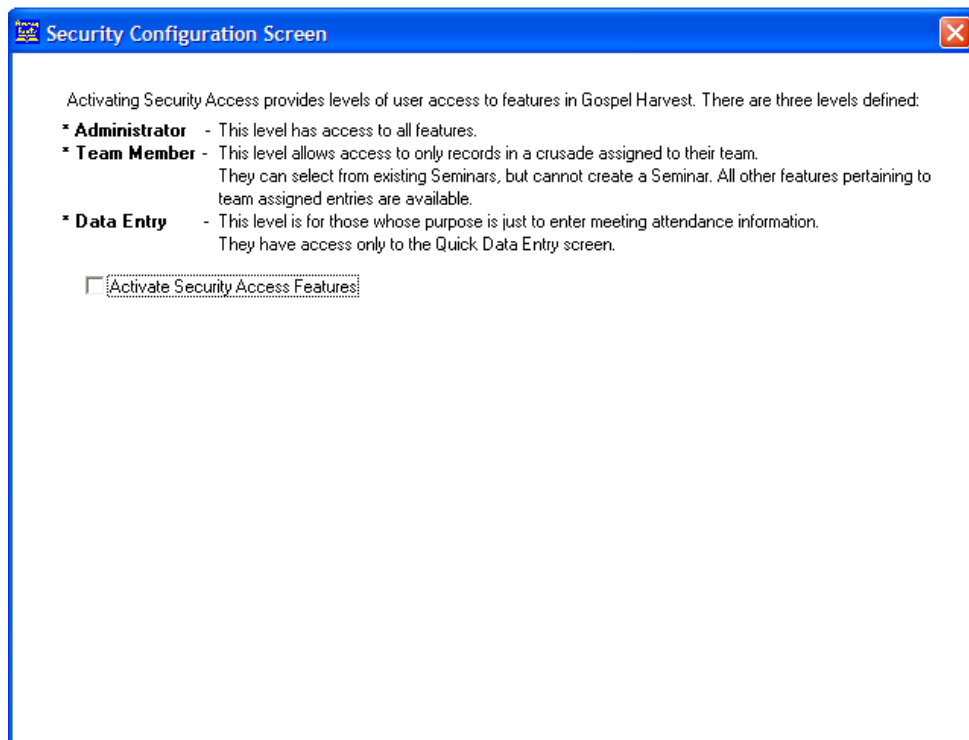


To add a new entry, use the green plus sign on the edit toolbar.

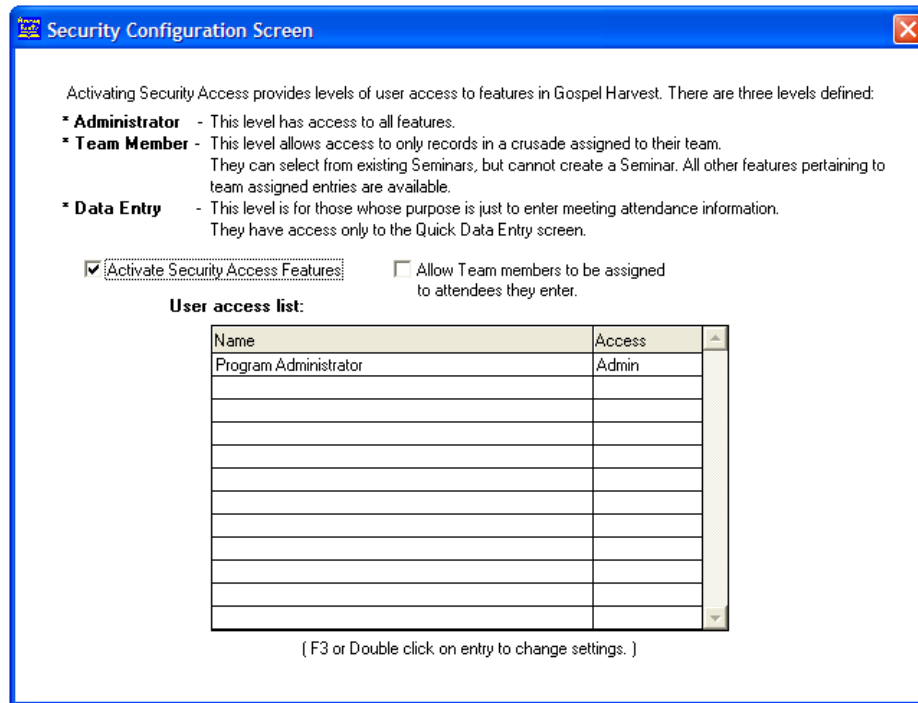
To delete an entry, use the red X on the edit toolbar.

Security Access

Security is activated or deactivated by setting the checkbox Activate Security Features. When Security is activated, individual users may only access the features available to the level assigned to them.

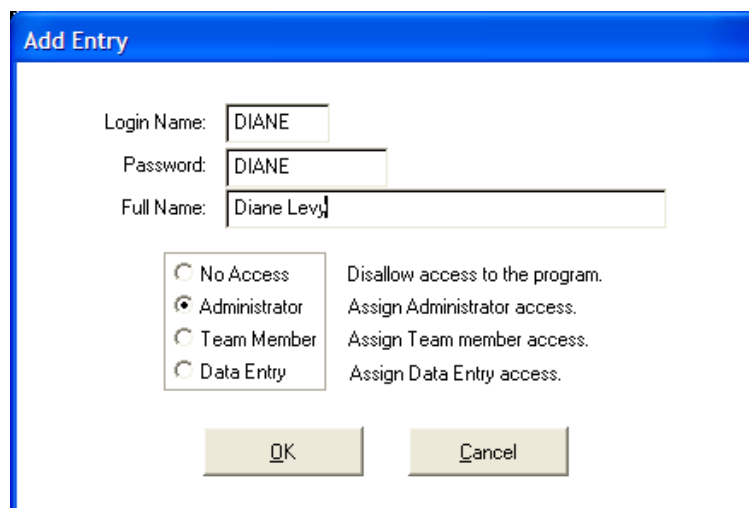


Activating Security shows the current User Access List, with the default user Program Administrator. Each person that will use the program must be entered here with the access level suitable to his or her work in the program.



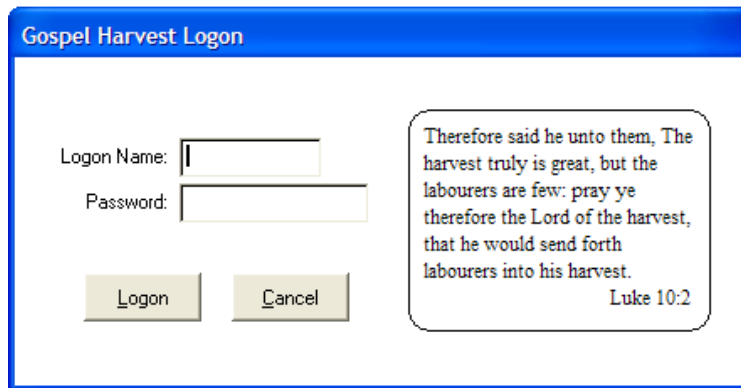
The checkbox 'Allow Team members to be assigned to members they enter' allows team members who are giving Bible studies in a pre-work effort to be assigned to the entries they have contacted from an initial interest list and have entered into the program. This would not be suitable during a meeting, as the same team members might not be assigned to the same attendees. Also only one or two persons typically enter registration tickets during a meeting series.

Adding or editing an entry brings up the Entry Screen. Enter the person's log on name, password and select the access level they will have. Note: Only the password may be changed on the Admin account. If the password is forgotten, it cannot be recovered unless you have another admin level account created and that one is remembered. Setting a users access to 'No access' will prevent them from accessing the program.



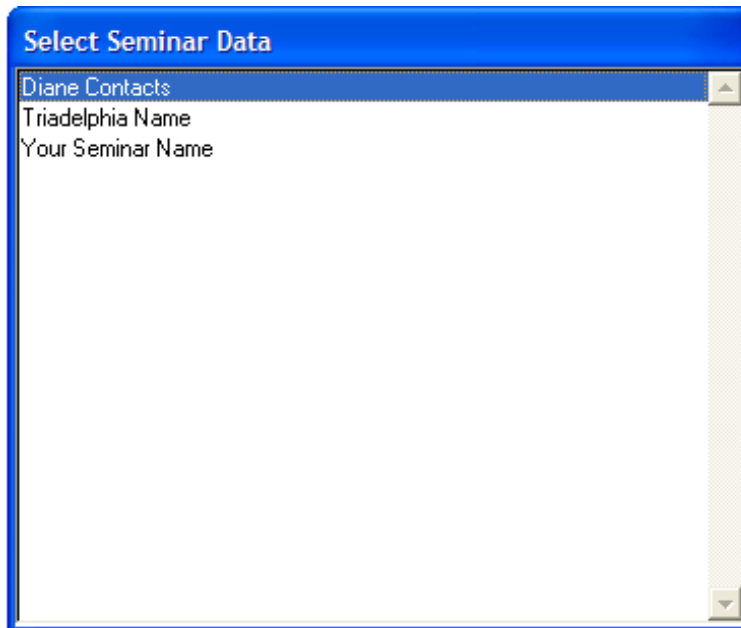
Activating security changes the operation of the Team Maintenance screen. Team members are individually assigned to a team. Now you have actual identification of who is a team member.

When security is active, access to the program is through a username and password. Do not forget the password assigned to the Program Administrator if it is changed from the default value. (It is recommended that the Admin password be changed if security is activated. Please save in a secure location in the event it is forgotten. If that password is lost, there is no help to recover it.) Only a program administrator may change another person's access.



A logon screen will require a user ID and password for entry into the program as long as the security module is active.

If there is more than one seminar, and a default was not selected before, a selection screen will appear.



Security can be turned off by selecting Security Access and unchecking the “Activate Security Access Features” check box.

Data Export

Data Export is being revised in what it will do. More information on the export options will be posted on the www.GospelHarvest.org website and updated in the next revision.

Import Attendance

This option makes it possible to import ticket numbers. This is useful when a seminar is being held at more than one site via satellite or when it is not possible to network multiple computers during ticket scanning.

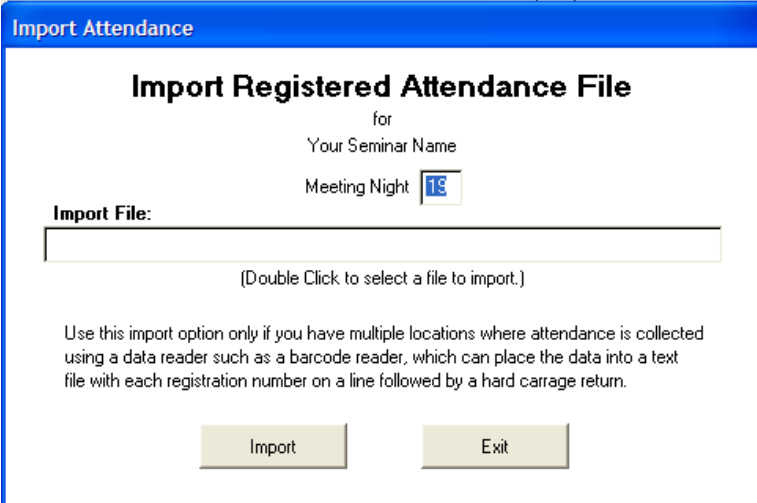
All participating sites must be supplied with a unique set of numbered registration tickets. On opening night, all registrations will be new registrations. These new registrations will have to be transported to the central data entry location for entry. The same will have to be done for each meeting when new registrations are collected.

On subsequent meetings, each site may enter the registration ticket numbers into a Notepad text file, each number on a separate line. This file must be sent with any collected new registrations to the main data center. This import option will read the registration text file, and record the attendance for the numbers listed there. It is suggested that the files have a naming convention like this:

[Location identifier meeting number].txt ie. LocA1.txt - Meaning location A meeting number 1.

When these files are copied to a folder on the primary computer, they will not overwrite a prior copy. Looking at the listing will show if any reporting location is missing. Each file is selected and imported using this process. This is done for matching meeting numbered files. Retain the files until the meeting series has completed, in case you have to rebuild the meeting attendance!


Reports for each location will be returned before the next meeting such as the Master Attendance Report for the registration desk at each location.



Import Attendance

Import Registered Attendance File

for
Your Seminar Name

Meeting Night 

Import File:

(Double Click to select a file to import.)

Use this import option only if you have multiple locations where attendance is collected using a data reader such as a barcode reader, which can place the data into a text file with each registration number on a line followed by a hard carriage return.

1. Enter the meeting night number
2. Double Click the Import File field to select a file to import

3. Click on the Import button

Import Contacts

This option is to be used to import interest lists provided by Amazing Facts. This may be used as a seminar pre-work interest list. Follow up work would be done by contacting these individuals and determining the level of interest they may have for Bible studies and potential local meetings.

This import process may load data created by you or some other source as long as it meets the file type and format specifications documented in this screen by clicking on the “File Format Specifications” link.

Additional information on this will be posted on the Gospel Harvest website at www.GospelHarvest.org when it is available.

Import Contacts

Import Interest Contacts

into
Your Seminar Name

File Type:

Import File:

(Double Click to select a file to import.)

Use this import when you have name and address data of interested contacts to import into and interest prework tracking list. A tracking list is created the same way a seminar is created, but does not have meeting attendance to track. It may be referenced by a meeting seminar as an associated seminar. [File Format Specifications](#)

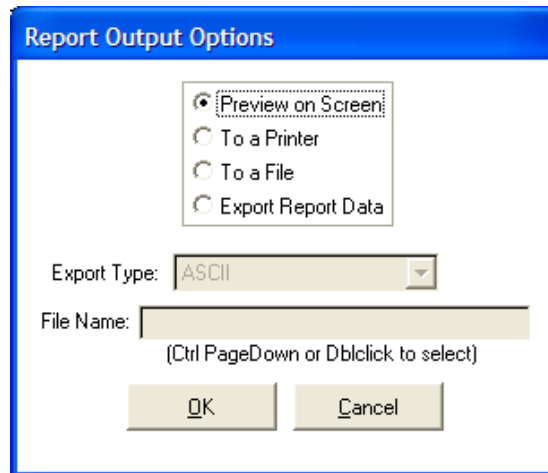
1. Select the file type (CSV, DBF, SDF, or XLS)
2. Double click the field to select the file to import.
3. Click on the Import button

Printer Setup

Gospel Harvest uses the default printer. If your computer has access to more than one printer you can change the selection here.

Reports

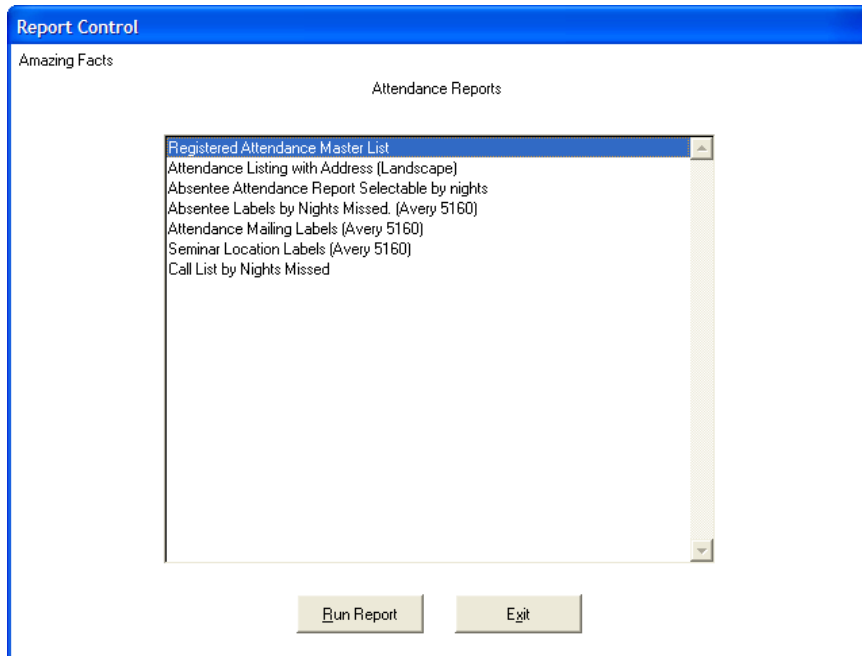
A report may be run by double clicking the desired entry, or click it once and select the Run Report button. The reports are also affected by the settings of the Data Filter, and by the security access level. When a selected report is run the following screen will be displayed:



1. Select where you want the report to go, to the screen, printer, file, or export the report data.
2. If selecting to a file you will need to identify the location and file name where you want the file placed. The resulting file will be the formatted report.
3. If selecting to export the report data you will need to identify the file type (ASCII, DBF, FOX2X, SDF, XLS, SL5, or Delimited) and the location and file name where you want the file placed. Example: C:\Labels.dbf for type DBF.

Attendance Reports

A report may be run by double clicking the desired entry, or click it once and select the Run Report button. The reports are also affected by the settings of the Data Filter, and by the security access level.



Registered Attendance Master List

This report is intended for use at the registration tables starting at meeting #2. It is a quick way to locate a registered person who forgot to bring their ticket book. The correct ticket number may then be written down and turned in to register their attendance.

Attendance Listing with Address (Landscape)

This report is your quick reference to those that have been attending, and what is known about them in a glance. There is a report in Follow Up Reports that provides more detailed information for follow up work.

Absentee Attendance Report Selectable by nights

This report shows who has missed which nights from a range of selected nights. This report is used in conjunction with the Absentee Labels by Nights Missed. (Avery 5160) labels when distributing meeting handouts to those who have missed a meeting and whom you are encouraging to continue attending.

Absentee Labels by Nights Missed. (Avery 5160)

This report is matched to print using the Avery 5160 label format. Use this report when distributing packets of meeting materials for those who have missed the prior selected number of meetings. The report is selectable for which meeting night, and how many nights were missed.

Attendance Mailing Labels (Avery 5160)

This is useful when you wish to mail materials to all or a selection of attendees. Data Filter settings will determine the output of this report. If the Data Filter is set to Mail List, the Attendance Mailing labels will only show those entries having the Mailing List checked.

Seminar Location Labels (Avery 5160)

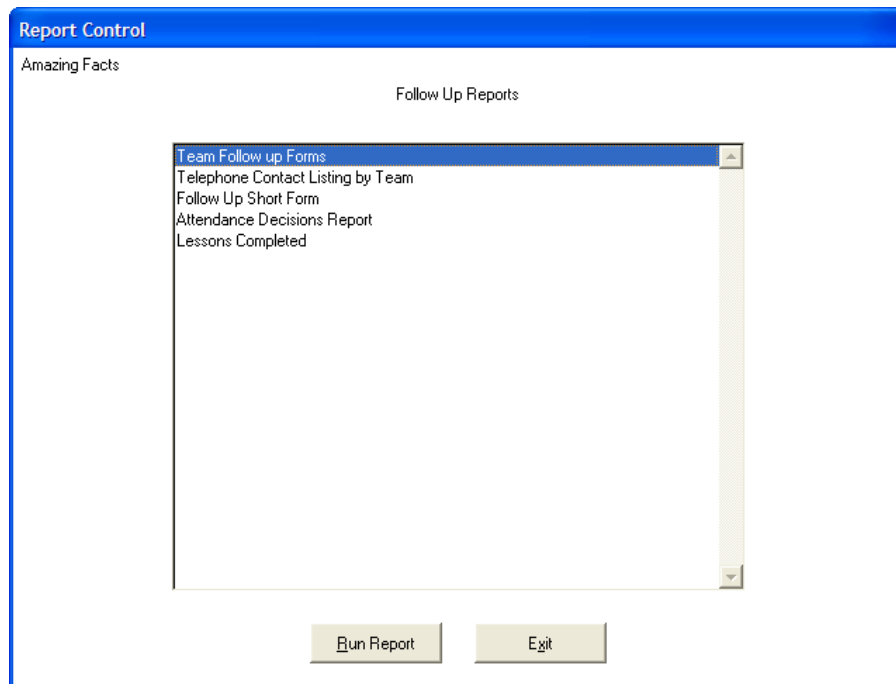
This report will print one sheet of labels with the Seminar address as entered in the Seminar Maintenance, Information tab sheet. Useful for return address labels. Select the number of sheets to be printed.

Call List by Nights Missed

This report produces a call list of attendees who meet the selections of the number of nights missed. This may be printed by teams if teams are defined or as a master list. This will allow the contacts to be called and encouraged to continue attending the meeting, or determine the cause of why they cannot continue the studies.

Follow-up Reports

A report may be run by double clicking the desired entry, or click it once and select the Run Report button. The reports are also affected by the settings of the Data Filter, and by the security access level. All reports here may be printed by Teams or as a Master list.



Team Follow up Forms

This prints a visitation tracking form that allows each team to have information on the last visit, their decisions made, and a place to write new comments. The reports are

printed in team order for easy distribution. This report prints two forms per sheet of paper.

Telephone Contact Listing by Team

This is useful for team telephone contact call checking, it will list the names and telephone numbers of all the contacts that have given this information, by group and team. This report is the logical opposite in selection criteria from the Attendance Call List by Nights missed, as this report's selection is by those who have attended the meetings.

Follow Up Short Form

This is a more compressed Follow up report, showing the minimum information about each attendee. Additional comments, decisions are shown as an aid to follow up visitations.

Attendance Decisions Report

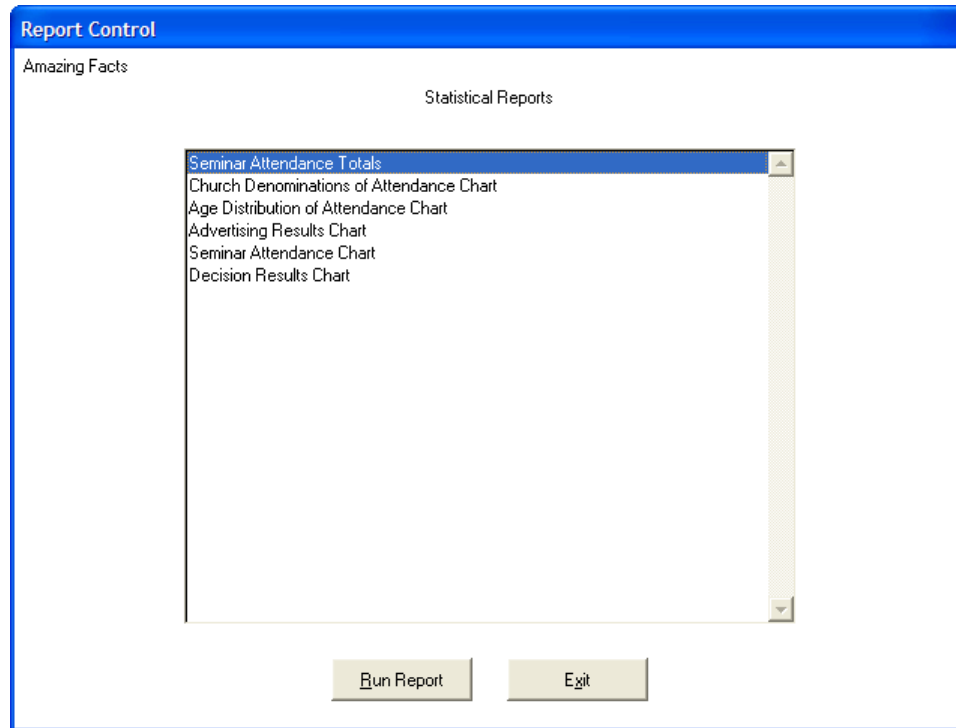
This report has several selection options to determine groups of individuals having made a selected set of decisions.

Lessons Completed

This report is available if there were lessons associated with each meeting. It provides a listing of all attendees who have completed lessons.

Statistical Reports

A report may be run by double clicking the desired entry, or click it once and select the Run Report button. The reports are also affected by the settings of the Data Filter, and by the security access level.



Seminar Attendance Totals

This report tracks the effectiveness of the attendance registration process. The goal is to get the difference column as close to zero as possible which represents 100% registered attendance.

Church Denominations of Attendance Chart

This chart graphically displays the distribution of those who reported their Church affiliation. This will inform you of your audience's likely understanding of the presented material.

Age Distribution of Attendance Chart

This chart graphically displays the reported age distribution of the attendees. This will show what age groups are represented in the attendance.

Advertising Results Chart

This chart graphically displays the indicated effectiveness of advertising within the community.

Seminar Attendance Chart

This chart graphically displays the total attendance as an alternate view of the Seminar Attendance Totals report.

Decision Results Chart

This chart graphically displays the number of decisions made by the attendees. Alternately, if you had conducted a survey as part of your meeting pre-work, and placed the survey entries in place of the decisions, this report will give the survey results.

Edit Menu

The edit menu provides the same functions as the edit toolbar.

Add Entry - Creates a new Attendance record. (Ctrl A)

Delete Entry - Removes an Attendance record. (Ctrl Delete)

Prior Entry - Moves to prior Attendance record. (Ctrl Up Arrow)

Next Entry - Moves to the next Attendance Entry. (Ctrl Down Arrow)

Search Menu

Find

Selecting Find will list the attendee's names in order of their last names. If the Registration Order is active, Find will list in registration number order. The list can be fast navigated by quickly typing the first one or two characters of the entry's last name or registration number. The first matching entry will be highlighted. Scroll to find the desired entry.

Last Name Order

Selecting Last Name Order will set the displayed order of the attendees to their Last Names.

Registration Order

Selecting Registration Order will set the displayed order to the registration ticket number. Only one index option can be active at a time.

Data Filter Selections

Select the Data Filter Selections to set an active filter on the displayed attendees. The Data Filter Selection screen allows certain entries to be displayed or excluded. Changing the setting the option to "None" will clear any filter selections. The exclude checkbox will cause any selection having the condition to be invisible. Example: Selecting SDA Members and the Exclude check box will make all SDA attendees not appear in the list of attendees. This is useful for printing Follow up reports where SDA members are not wanted in the visitation list.

Select Seminar

Choose the Select Crusade option from the Search Menu. This list will show the number of available seminars. Click or Enter on the seminar you wish to access. If you do not want to make a selection the press the Escape key to cancel.

Options Menu

Change Ticket Number

This will allow you to reassign a new ticket number to an individual. The new number must be unique; it cannot be in use by another attendee.

Assign Teams

This option will automatically match the zip codes assigned to a team with the zip codes in the currently displayed attendee's address. The team is assigned to all matching zip codes. This option will not reassign team assignments already in place. This option may be accessed as often as needed to assign late registrations to teams.

Reassign Team

This option is used to manually assign a team to the currently displayed attendee. This is useful when working with a closing team who is not assigned zip codes, but is to work with those who are prepared to begin the steps leading to baptism.

Clear Team Assignment

This option will remove the team assignment from the currently displayed attendee record.

Clear All Team Assignments

Use this option only if you wish to clear all team assignments. You will be asked to verify this selection.

Internet Menu

Registration

The registration process will register your program with Amazing Facts. This process requires access to the Internet. Only registered programs can use the Internet features such as online catalog orders and check for program updates. Other incentives may be added by Amazing Facts that will become available through the Internet features.

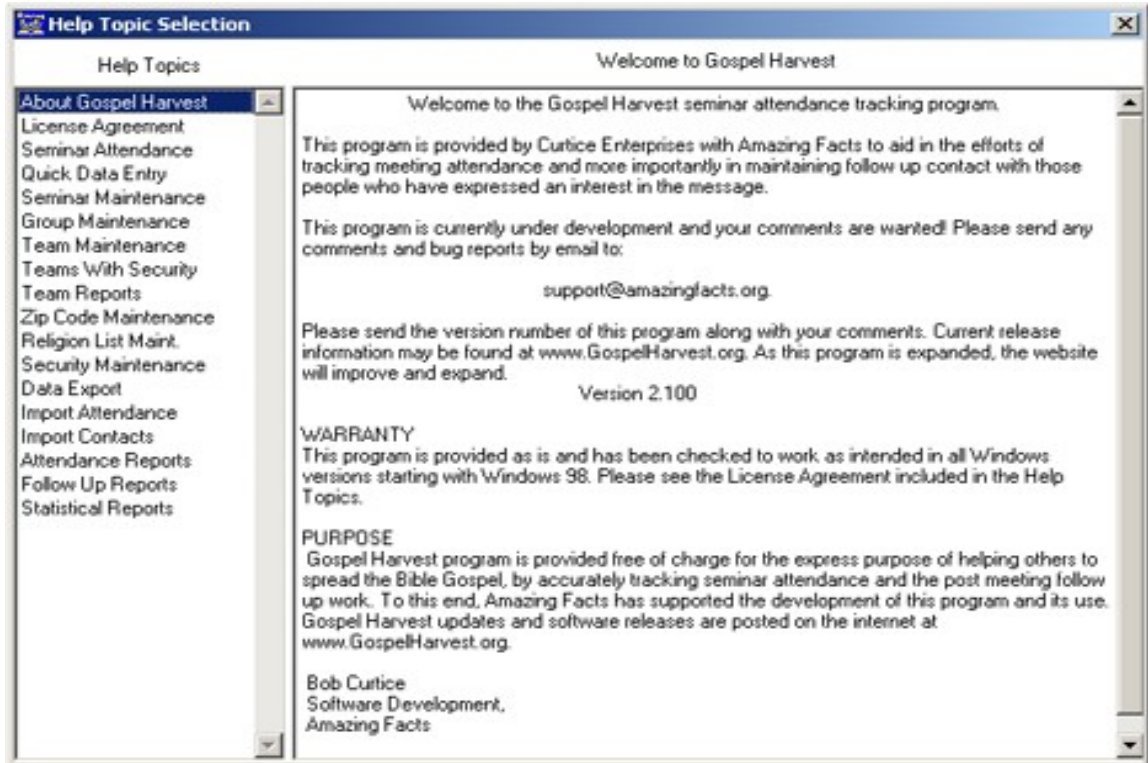
Update Program

This option is only available to registered programs that also have Internet access. The Program Update web page will appear and let you know if there is a more recent release than the version you currently have. If there is a newer release, there will be a download option and instructions on how to upgrade your program.

Help

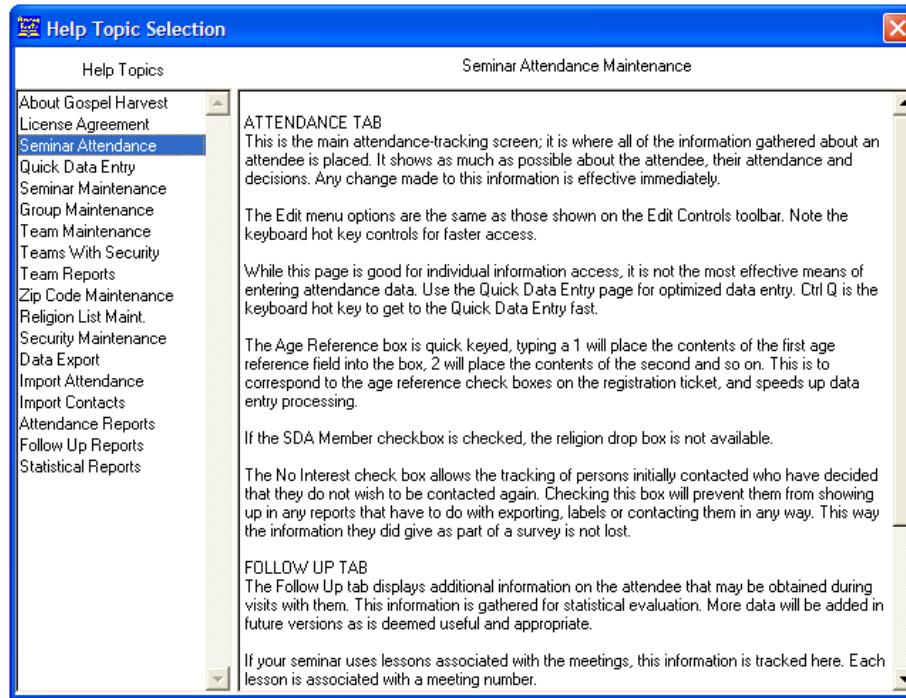
Help Index

Help-Index opens the help topic selection. Select the topic on the left side of the screen. The help text appears on the right.



Attendance Help

This gives you quick access to the Seminar Attendance help section.



About

The About page provides information on the current release of the Gospel Harvest program and ways in which you can contact Amazing Facts.

