

# CMS News

## The Software Library is now Church Management Solutions

*A rose by any other name...*

Over the years, we have been pleased to provide you with quality software and support services as CMS and The Software Library. Earlier this year, our name has been changed to Church Management Solutions. While our name is changing; the people and services you have come to expect and rely on remain the same.

The "Solutions" in our new name emphasizes that we are available to help you improve your ministry in any way we can, as we always have. We will continue to support, enhance, and help you with your CMS software.

You may recall that we joined forces with ParishSOFT last September. We are pleased to report that the two companies are working very well together, and improving both the products and the services that we offer to churches.

Already, new products and solutions are available to you. With your paid support subscription, CMS Web Solutions is available to you at [www.ChristianChurchesOnline.com](http://www.ChristianChurchesOnline.com) (a \$750 value) at no extra charge.

Web Solutions include a web site for your church including your location and service times, a place for your weekly announcements,



online calendar of events, facility schedule, and much, much more. You may go to [www.ChristianChurchesOnline.com](http://www.ChristianChurchesOnline.com) for information and to view a sample church's web site.

You may contact us as you always have. In addition, you may access our company website at [www.ChurchManagementSolutions.com](http://www.ChurchManagementSolutions.com). We are in the process of redesigning our website to provide more information and make it easier to navigate.

In order to communicate better with you, we now have a shared customer database with ParishSOFT. You may call, write, or email us as you always have except that you will see a new address for sending your payments.

As always, we love to hear from you! Please know that when you call us at our same number, (800) 247-8044, we at CMS - Church Management Solutions - will be happy to serve you!

*"While our name is changing; the people and services you have come to expect and rely on remain the same."*

### Inside this issue:

Backups -You can take it with you!	2
Changing your background in CMS	2
Thanks for the memories, Chuck Zimmer!	2
Tips and Tricks	3
Profile on Mary Breault	4

## Did you say Free Facility Scheduler!?!?

Why yes, we did!!

With your paid support subscription, the CMS Web Solutions is available to you at no extra charge. Within this customizable Web Site, and in addition to the weekly calendar of events, staff directory, announcements, bulletins, you will also have a **free Facility Scheduler!**

Now you can schedule weddings, events,

classes in the church and keep track of what is going on in the different rooms in the building! You can also track re-occurring events quickly and easily.

To sign up for your web site, contact Jan Anderson at Church Management Solutions at (800) 247-8044 and she'll start up your web site. Once your web site is up and running, you can e-mail us and let us know which rooms you'd like to track!



Make your CMS backup and take it home with you every night!

*“Admittedly, Angels aren’t necessarily for everyone!”*



Chuck and Eileen Zimmer

## Backups - You *can* take it with you!

We at CMS have encouraged you to make frequent backups, alternate your backup disks, and most importantly... keep them safe!

You can make backups from CMS to 3 1/2 floppy disks, Zip Disks, CD-R/CD-RW disks, and now there’s a new tool on the market that is a little revolutionary!!

Flash Drives, USB Drives, Pocket Drives, Pen Drives... they have a multitude of names, but they all function the same way.

Plug this little beauty into an open USB port on your computer and then it appears as just another drive on your PC.

When you go into CMS and click File | Backup | just change the drive letter to the new Flash Drive and click OK. That’s it!

Here’s the best part... this Flash Drive is small enough, and portable enough to add to your key ring. So when you go home at night, grab your car keys, your backup goes with you! (As Sue in Sussex, WI, whose church burned to the ground last month, stated... “take your backups home with you!”)

You can pick up one of these flash drives at any Office Max, Best Buy, or even at Wal-Mart!

The prices and sizes range from \$20 for the 32 mb model, up to about \$75 for the 256 mb model, to \$200 for a 1 gb drive.

Check them out!

## Changing your background in CMS

Admittedly, Angels aren’t necessarily for everyone! Since the last updates in CMS for Windows and Finance for Windows, we’ve had several calls from clients saying that the Angels on the CMS background are just a bit too melancholy!

You can quickly and easily change the Angels in your CMS and Finance! From your System, click File | Utilities | Change Graphic Themes. You can switch from Angels to Families (which displays different family portraits in the different modules), or you can switch to Churches (which displays a beautiful blue sky with a church steeple), or you could go back to the classic gray! Once you’ve chosen the new background, be sure to exit CMS! When you

come back into CMS, you should now see the change. When you change your background, it only changes that workstation. So if someone else working at another workstation *likes* the Angels, you won’t alter their screen!

You can choose your own customized background if you don’t like any of the backgrounds CMS offers! Just open up the picture you’d like in the background in Paint, select and copy the picture, go into CMS and right click the background and choose Paste from Clipboard. Viola!

You could pop a picture of your own church, your church logo, or even a nice picture of Elvis if you’d like! It’s your choice!

## Thanks for the memories, Chuck Zimmer!

Since 1984, Chuck Zimmer was the President of The Software Library.

Chuck led the crew at TSL with grace, patience, and a wonderful sense of humor! His main concern for nearly 20 years was first and foremost... client support!

Chuck understood that if we as a company keep the clients happy, and go that one extra step above and beyond the call of duty, that we’d have a lifetime customer! And every employee at TSL lived by this rule!

In September 2003, Chuck sold The Software Library to ParishSOFT of Ann Arbor, MI.

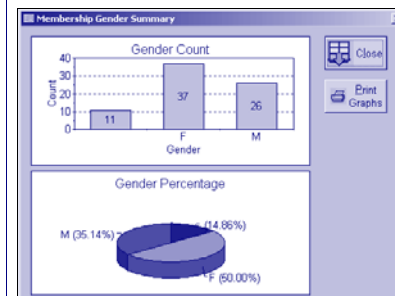
Chuck plans to spend his retirement with his wife, Eileen, fishing, golfing, and enjoying his grandchildren.

Chuck will still occasionally help out on support on a fill in basis.

We at Church Management Solutions (formerly The Software Library) wish Chuck all the best and just want him to know “we’ll miss you!”

## Tips and Tricks

- ***Need a disk for your picture directory company?*** From your Membership System, click Process | Merge/Export File | New Report (give it a name, like Disk for Olan Mills) and click OK. Click the down arrow at File Type and choose Directory - Olan Mills, or Directory -Lifetouch. Change your Membership Status to exclude those who won't be getting their pictures taken (i. e. Deceased, Transfers, etc.), insert a disk in your drive and click Output File.
- ***Want to save money on postage and e-mail a group of people?*** From your CMS for Windows Membership System, click Labels/Letter Mailer and select any one of the labels you have set up or create a new set of labels. Then instead of clicking Print, click the E-Mail/Mailing button in the upper right corner of the Label Selection Screen and follow the steps in the wizard to e-mail a group of people. Those without an e-mail will receive a label.
- ***Want to hide everyone's e-mail address from everyone else when e-mailing to that group of people?*** When you click the Send E-mail button and it copies your addresses into your clipboard, don't paste them into the TO: field, paste them into the BCC: field. Can't see the BCC: field? Microsoft Outlook, click View | BCC Field. Outlook Express, click View | All Headers.
- ***Want to backup to a CD-R/CD-RW but you're getting a message about "non-removable media"?*** You need to format the CD-R/CD-RW so it can be used outside the application that came with your CD-R/CD-RW. If your CD writing software has the capability to format a CD, insert a new CD in your drive, double-click My Computer | right-click your CD drive and choose Format. Once the CD-R/CD-RW is formatted, you can make your backups within CMS to that CD-R/CD-RW.
- ***Need to find out who is currently in CMS or Finance?*** Click Help | About | More Info | Current BDE Users. This will list everyone who is in CMS Membership, Contribution, Attendance, and Finance or Payroll.
- ***Want a list of everyone who rarely attended church last year?*** From CMS for Windows Attendance, click Reports | Number of Times of Attendance | choose your Group. Click into Date Range and pop in the date range you're interested in, I.e. 4/1/03 thru 3/31/04 and in the Number of Times Attended range type 0 thru 2 and click Print. This will give you a listing of everyone who has only attended 0, 1, or 2 times in the last year.
- ***Prefer the keyboard to the mouse?*** Ctrl+C takes you into the Contribution System, Ctrl+M into Membership. Instead of using the VCR buttons at the top of the screen, use F11 to go back and F12 to go forward. Use the plus key ( + ) on the keyboard to go to Next Contributor in Contribution Entry. Or use the plus key ( + ) to go to next Bill in Bill Entry. Use Ctrl+A to assign a check number when entering manual checks in Finance.
- ***Want to change the Due Date Lead Days in Finance?*** Click Options | Options and change the due date lead days to whatever you'd like!
- ***Want to print the Member Status code next to the Member's name on the directory?*** From Membership, click Options | Define Codes | Member Status. Click into the Dir Code field and type the appropriate code or character next to the Member Status. Click Close. Click Reports | Directories | in the lower right corner, click the checkbox next to Membership Status/Dir Code. Click Print.
- ***Want to e-mail a report to someone?*** Print the report to screen, click the Export button (envelope with red arrow) | click the down arrow at Format and choose the appropriate format (Contribution normally Excel, Membership normally Word, or try HTML if the recipient has neither!) | click the down arrow at Destination choose Microsoft Mail MAPI | click OK. This will bring up a Send Mail screen. Type in the recipient's e-mail address and any message and click Send. They'll receive the report you're viewing as an attachment to that e-mail.
- ***Did you know that most of the changes in CMS and Finance Updates come from things that our Client's Request?*** If there is something you'd like to see added or changed in your CMS or Finance, send us a fax, e-mail, or call on the phone! We'll try to add it to a future update!



What's this?!?!  
From your Membership System, click Reports  
| Summary Graphs | Gender Summary.

*"Want to save money on postage and e-mail a group of people?"*

## Church Management Solutions

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Mary's been doing tech support for CMS since 1996.

## Profile on Mary Breault

For the last eight years, I've written the CMS Newsletters and have tried to provide useful information to our clients about their existing products, introduce them to our new products, and to provide a face to go with the voice on the other end of the phone when you call into TSL/CMS. However, because I was the one doing the newsletters, I've gotten away with not profiling myself... until this month! I got called on it, and there was no one else to profile. So here goes...

I've been doing Membership, Contribution, Attendance, and Network tech support for CMS since March of 1996. I love talking with all of my church ladies and showing them how to get the most out of CMS. How to solve a problem that's been like a popcorn kernel in-between molars, and how to show their pastor that they can do *anything* with CMS!

In 2001, my husband took a job as Police Chief in a tiny town in southeastern Minnesota. Chuck Zimmer, president of TSL, was gracious enough to let me home office! So when I'm talking to you, chances are pretty good that I'm not wearing any makeup and I am probably wearing fuzzy slippers!

I have four teenaged daughters (proof that God does have a sense of humor!), one attending St. Mary's University in Winona, while the other three are in High School.

I'm also a part-time 911 dispatcher for Houston County (mainly so I can tell my hubby what to do at home and at work!), and I'm a volunteer EMT for the Houston Community Ambulance. I show free movies for the kids in town at the Community Center on Friday nights, and I'm the Timing Coordinator for the Root River Triathlon sponsored by the Houston branch of the American Lions.

I'm excited about the new things that Parish-SOFT has to offer, particularly the Facility Scheduler. They have a lot of great ideas, and a new, fresh perspective when it comes to their Web Solutions offerings. I'm interested to see what the new things the next few years hold!

- Mary Breault