

The Case Computing Church TM Feature Package

Case Computing has developed a Time Matters Feature package that will allow church organizations to track church related information and events. We have worked with a number of organizations to develop this software and are convinced that there is nothing like it on the market today.

What follows is a basic description of what this software can do for your organization.

Church organizations have needs that are unique and diverse. The Case Computing TM Feature package aims to meet those needs at a competitive price, with powerful features, and easy training requirements.

Based upon the powerful information management program, Time Matters, every worker in your office will have the ability to perform their function quickly and efficiently.

Powerful Contact Management

We start with the Contact form, where we enter information about a member of your church that you wish to serve. Any information that you desire can be entered here, and because the forms are customizable, you can add any type of information that you require to the form.

This is just a sampling of the type of contact information that can be tracked for your members. It is important to note that there are 2 additional pages of information that can be used to track additional information for children, marriage details, etc.

Powerful Projects Tracking

Every church has projects to keep track of. These can be Sunday school classes, special training, baptisms or even mission trips. This program will allow you to quickly and easily track all pertinent information dealing with these things.

Project Form - Change

File Edit View Process Help

Save & Close Save Cancel

Primary \ Additional \ Related \ Notes \ Documents \ Phone \ Email \ Mail \ Web \ Billing \ Timeline \ Outline

Description: **Gifts Of The Holy Spirit** Code: TRAIT Training Cls
 ClassNo: 1001 Staff: MCPIMark C Powell
 Group Type: Bible Study Project Link:
 Leader: Mark C Powell Notify Trigger Review Billable Private Status:
 Class Desc: Giftings of the Holy Spirit as they relate to the church today.

Trainer: Mark C Powell
 Org: Case Computing Services Inc
 Address: 313 Gorge Road West
 City: Victoria BC V9A 1M9
 Tel/Email: 250-889-3243 250-345-7658

Location Details
 Location: Carruthers Inc
 Address: 398 Gorge Road West
 Loc City: Victoria
 Loc Phone: 250-889-3243
 Cost/Bk/CN: 1000 Booked: 23422
 Equipment: None Required Equip Confirmed:

Billing Information
 Reg D-Date: 8/01/2008
 Trainer Cost: Free of Charge
 Class Cost: Free of Charge
 1st Payment:
 Additional Class Inf
 Start Date: 8/01/2008
 End Date: 8/03/2008
 Length/No: 3 hour sessions, each day
 Max People: 50
 Manual: Gifts of the Spirit

Projects - Primary

Team Members (TEAM)

| Name | Tel/Cell | Cell | Confirmed Reg. |
|--------------------|--------------|--------------|----------------|
| Remona A Powell | 250-876-3332 | | |
| Johnathon D Powell | 250-889-3243 | 250-887-2343 | Y |

Students (STUD)

| Name | Tel/Cell | Cell |
|--------------------|--------------|--------------|
| Remona A Powell | 250-876-3332 | |
| Johnathon D Powell | 250-889-3243 | 250-887-2343 |

Store vital info such as documents, calls, emails, even internet sites with the project

Track group location and members with ease on the Training Class form.

Easily store contact information for people involved in the group.

Quickly print out information about courses and people from info entered.

Other project forms allow you to track information such as Special Events, Mission Trips, Small Groups, even Properties being used as places of refuge or for alternate income.

Project Form - Change

File Edit View Process Help

Save & Close Save Cancel

Primary \ Secondary \ Additional \ Training \ Related \ Notes \ Documents \ Phone \ Email \ Web \ Timeline \ Outline

Description: **Mexico Mission Trip** Code: MISSMission Trip
 ProjectNo: Staff: MCPIMark C Powell
 Missn Type: International
 Leader: Mark C Powell Notify Trigger Review Billable Private Status:
 Caption:
 Primary Contact: Mark C Powell
 Firm: Case Computing Services Inc
 Address: 313 Gorge Road West
 City: Victoria BC V9A 1M9
 Tel/Email: 250-889-3243 250-345-7658

Projects - Secondary

Leaders

| Name | Primary Role | Tel/Cell | Cell |
|--------------------|---------------|--------------|--------------|
| Dan D Carruthers | Leader | 250-889-3243 | 250-887-2377 |
| Tessa A Jones | Leader | 250-675-3434 | |
| Johnathon D Powell | Administrator | 250-889-3243 | 250-887-2343 |

Billing Information
 Reg D-Date:
 1st Payment:
 2nd Payment:
 Mission Info
 Destination:
 Boot Camp:
 Max Peop:
 BC Style:
 BC Dates:
 Dest Dates:
 Team

| Name | Tel/Cell | Cell | Email |
|--------------------|--------------|--------------|---------------|
| Johnathon D Powell | 250-889-3243 | 250-887-2343 | jdpoell@ya... |
| Remona A Powell | 250-876-3332 | | mpowell@ca... |

The Mission Trip form tracks info about short or long term missions

Project Form - Add

File Edit View Process Help

Save & Close Save Cancel

Primary \ Secondary \ Additional \ Training \ Related \ Notes \ Documents \ Phone \ Email \ Web \ Timeline \ Outline

Description: **Language School** Code:
 ProjectNo: Staff: MCPIMark C Powell
 Missn Type:
 Leader: Notify Trigger Review Billable Private Status:
 Field Contact Info: Reserved
 F-Contact:
 Rule:
 Address:
 City:
 Tel/Email:
 Language School
 L-Contact:
 Org:
 Address:
 City:
 Tel/Email:
 Church Partnership 1:
 C-Contact:
 Church:
 Address:
 City:
 Tel/Email:
 Language School Info
 LS Costs:
 LSA Costs:
 LSA Address:
 LSA City:
 Tel/Email:
 Church Partnership 2:
 Role:
 Team

Project Form - Change

File Edit View Process Help

Save & Close Save Cancel

Primary Training Custom Related Notes Documents Phone Email Mail Web Billing Timeline Outline

House Ref: **Refuge House Number One** Code: REH01Refuge House

House No: 1 Staff: MCPMark C Powell

Client: [] Notify [] Trigger [] Review [] Billable [] Private [] Status []

Caption: []

House Supervisor: Supervisor: Mark C Powell

House Location: Description: Black House on the corner with green trim
Master Key: MK1
Address: 3458 Verner Road
City: Cobble Hill BC V0R 1L0
Tel/Fax: 250-889-3455

Address: 313 Gorge Road West
City: Victoria BC V9A 1M9
Tel/E-mail: 250-889-3243 mpowell@casecomputing

Additional Info: []

Costs: Taxes: \$1,112.00
Utilities: \$500.00
Others: \$1,200.00
Total Costs: 2,812.00

Contact People: Grounds: Molly Beale
Maintenance: Dan D Caruthers
Insurance: Tessa A Jones

Projects - Primary

Refugee Home form allows you to track info on church managed properties

Project Form - Change

File Edit View Process Help

Save & Close Save Cancel

Primary Training Custom Related Notes Documents Phone Email Mail Web Billing Timeline Outline

Room Desc: **Refuge Room 23 in Black House** Code: REH01Refuge Room

Room No: 23 Key No: 423 MK1 Staff: MCPMark C Powell

House: **Refuge House Number One** Start Date: 6/10/2005

Client: Dan D Caruthers Notify [] Trigger [] Review [] Billable [] Private [] Status: Rented

Client Info: Ref Name: Mr. Dan D Caruthers House Supervisor: House Loc: 3458 Verner Road
House Tel: 250-889-3455

Address: 298 Gorge Road West Supervisor: Mark C Powell
Sup Tel/Eml: 250-889-3243 mpowell@casecomputing

City: Victoria BC V9A 1M9

Tel/E-mail: 250-889-3243 dcaruthers@casecomputing

Emergency Info: Emerg Cont1: [] Emerg Cont2: [] Case Card: []

Room Costs: Rent: Included \$150.00
Utilities: Deposit: \$200.00
Appl P&Ow: Date Due: 250.00

Room Info/Status: Bed with bedding Supplies: [] Facilities: Furnished
Night Stand: [] Kitchen: Shared
Lamp: [] Furniture: Furnished
Alarm Clock Radio: [] TV: Not Available
Study Desk: [] Bath: Shared
NonSmoking: []

Projects - Primary

Project Form - Add

File Edit View Process Help

Save & Close Save Cancel

Primary Additional Training Related Notes Documents Phone Email Mail Web Billing Timeline Outline

Description: [] Code: SPEV1Spec. Event

ClassNo: [] Staff: MCPMark C Powell

Event Type: [] Project Link: []

Leader: [] Notify [] Trigger [] Review [] Billable [] Private [] Status []

Class Desc: []

Speaker: Speaker: [] Location Details: Location: []
Address: []
City: [] Loc City: []
Tel/E-mail: [] Loc Phone: []
Cost/Bk/CN: [] Booked []
Equipment: [] Equip Confirmed []

Billing Information: Reg D-Date: []
Speaker Cst: []
Class Cost: []
1st Payment: []

Additional Class Inf: Start Date: []
End Date: []
Length/No: []
Max People: []
Manual: []

Team Members (TEAM)

| Name | Description | Custom8 | Custom9 |
|------|-------------|---------|---------|
| | | | |

Projects - Primary

Special Event form tracks info on events held in the church and community

Project Form - Add

File Edit View Process Help

Save & Close Save Cancel

Primary Additional Training Related Notes Documents Phone Email Mail Web Billing Timeline Outline

Description: [] Code: SPEV1Spec. Event

ClassNo: [] Staff: MCPMark C Powell

Event Type: [] Project Link: []

Leader: [] Notify [] Trigger [] Review [] Billable [] Private [] Status []

Converts: [] Testimonials: []

| Name | Custom8 | Date | Time | Description |
|------|---------|------|------|-------------|
| | | | | |

Projects - Additional

All of your project are listed in an easy to locate area. Powerful viewing menus allow you to see information about the projects and the information associated with them. All projects can store documents, emails, phone call info, research, etc.

The screenshot shows the 'Projects' application window. At the top, there is a navigation bar with icons for Daily, Weekly, Monthly, Scheduler, Alerts, Events, ToDo's, Contacts, Projects, Message, Inbox, Journal, LexisNexis, and Add Project. Below this is a search bar and a navigation pane with categories like Groups, Houses, Mission Trips, etc. The main area displays a table of projects:

| Description | ClassNo | Leader | Status | Trainer |
|----------------------------|---------|------------------|---------|---------------|
| Gifts Of The Holy Spirit | | Mark C Powell | | Mark C Powe |
| Mexico Mission Trip | | Mark C Powell | | Mark C Powe |
| Refuge House Number One | 1 | | | Mark C Powe |
| Refuge Room 23 in Black... | 23 | Dan D Carruthers | Rent... | Mr. Dan D. Ca |

To the right of the table is a detailed view for 'Gifts Of The Holy Spirit ()'. It includes sections for 'Add Note', 'Add To Do', 'Add Email', 'Add Event', 'Add Phone', 'Add Outline', 'Add Docs', 'Add Spec Event', 'Add Web', 'Add Training', 'Add Bill', and 'Add Group'. It also displays contact information for Mark C Powell (313 Gorge Road West, 250-889-3243) and registration details (Reg Date: 8/01/2008, 1st Pay: 250-345-7658, Pay Due:). There are also sections for 'People' (Add Leader, Add Tm Mbr, Add Student, Add Chrch Mbr, Add Convert) and 'Notes' (Add Note, Add Docs, Add Phone, Add Email).

Effective Scheduling and ToDo Tracking

Time Matters also has a powerful calendaring system. This calendar system will allow you to track staff schedules and resource access quickly and easily. A powerful todo system will allow you to assign work to others and track their progress.

The screenshot shows the 'Calendar' application window. At the top, there is a navigation bar with icons for Daily, 3 Days, 7 Days, 14 Days, Weekly, Monthly, Scheduler, GoTo, 8/10/2009, JBJoan Braun, and other options. The main area displays a daily view for August 10, 2009, with a time slot grid from 8:00a to 3:00p. Below the grid is a 'ToDo's' section for Monday, August 10, with a task: 'Limitation - File before date- Powell, Mark re: abuse by teenagers and others'. To the right of the calendar is a 'Reference Calendar' showing a monthly view for August 2009, and a 'Supporting Records' section with two entries: '3:12pm Note to File re: Client'.

Calendars can be created for resources, such as training rooms and equipment. Schedules for pastors and leaders can easily be managed as well.

Powerful Document Management

Time Matters also has a powerful document management system, which can store Microsoft Office documents, Adobe Acrobat files, and other kinds of documents for easy retrieval and use. These documents are stored under the files you create for quick retrieval. Powerful document management features like document tracking and review are now readily available to you.

The screenshot shows the 'Document Form - Add' window. The menu bar includes File, Edit, View, Process, and Help. The toolbar contains Save & Close, Save, Save & Copy, Cancel, and a dropdown menu. The form has several tabs: Primary, Related, Notes, Documents, Phone, Email, Web, Billing, and Outline. The 'Primary' tab is active. Fields include: Date (8/10/2009), Mon Time (4:45pm), Code, Description, Staff (JB\Joan Braun), Regarding, File Name (C:\Data\TMFiles_20090810), Reminders (checkboxes for Follow, Done, Notify, Hide, Trigger, Review, Billable, Private), Status, Doc No (1), Track Doc?, Sent Date (8/10/2009), Due Date, Received, Doc Review, and Review By. Below the form are buttons for Memo, Generate, Versions, Existing, New File, Clipboard, Merge, Scan, and HotDocs. At the bottom, there is a 'Data Source' section with a 'Template' tab and a 'Select Record Type' dropdown set to 'Contact'. There are 'Add' and 'Remove' buttons on the right.

The screenshot shows the 'Document Centre' window. The navigation bar includes 'GoTo' (8/10/2009), 'Filter' (All Records), 'Power View' (CC Summary), and a toolbar with icons for search, refresh, and other functions. Below the navigation bar is a breadcrumb trail: All \ Ready \ Tracking \ Due Back \ CheckOut \ JB - All \ JB - Today \ JB - Last 30 Days \ For Review \ Review Complete.

Many Other Features

- Direct integration with Microsoft Office products such as Word, Excel, Powerpoint, Outlook, etc
- Direct integration with Adobe Acrobat
- Direct integration with the Quickbooks accounting package, and other accounting systems
- Powerful document generation capabilities to easily create baptismal certificates, invitations, form letters, etc.
- Features such as outlines, special information forms customized to your requirements, and built in Time Matters capabilities.

Pricing

Pricing is based upon the number of users and the level of customization that your organization requires. Please contact us at 604-357-7030, or email us at info@casecomputing.com for more information or free demonstration.