

## Allow us to introduce you . . .

Welcome to the new *CDM+ Connection* e-newsletter. Some of you may remember *The CDM+ Connection* from a few years ago when it was printed and mailed to you. While the name is the same, much has changed about the publication. For starters, it's now only published electronically. For those of you who prefer to read a hard copy, it is designed for easy printing. Publishing *The CDM+ Connection* as an e-newsletter means we can bring you up-to-date information and tips about CDM+ more frequently. It is our goal to be more connected to you—our CDM+ users—by adding this bi-weekly publication to our communication stream. We know your time is important, so the articles we publish in *The CDM+ Connection* will be short and to the point. And all issues of *The CDM+ Connection* will be archived online, so you can look at back-issues anytime you want. Please look for an email every other Wednesday with links to the new *CDM+ Connection*.

Some of the materials you will find in *The CDM+ Connection* include:

- **Time-saver tips.** We hope that after you read this informative column that you'll say, "hey, I didn't know I could do that!" Its focus will be on CDM+ features that will save you time and make your everyday work more efficient.
- **Answers to your questions.** In our new Q&A column, tech support supervisor Terry Hatmaker will provide step-by-step instructions to solve common issues that users ask about when they call or email the tech support team. For more complicated problems, we may provide a link to a webpage or another document.
- **Training opportunities.** We want to ensure that you are aware of all our training opportunities. Look for a list in each issue of all upcoming training—including online classes, regional training events, the annual users conference and more!
- **Online poll question.** We want to hear from you. Each issue will include a poll question seeking feedback from you about CDM+ software and our company. Your participation in these polls will help us to serve you better.
- **On a personal note.** In each issue we will introduce you to either a member of the CDM+ staff or a CDM+ user so you can get to know them better.

It is important to remember that *The CDM+ Connection* is **YOUR** e-newsletter, and we want to provide you with information you can use. If you have suggestions for the content of the e-newsletter, please submit them to [connection@cdmplus.com](mailto:connection@cdmplus.com), and they will be considered for future editions.

If there are other people in your office who are not receiving *The CDM+ Connection* and would like to, please email their names and email addresses where they would like to receive *The CDM+ Connection* along with the name of your church or organization to [connection@cdmplus.com](mailto:connection@cdmplus.com) and we will add them to our mailing list.

### We're going from this



### . . . to this!



## Upcoming Training Events

### ONLINE CLASSES

#### Tues., Oct. 14

- CDM+ Membership Overview
- Archive & Backup/Restore of CDM+ Membership Data
- CDM+ Visitation & Pastoral Records
- CDM+ Accounting Overview

#### Wed., Oct. 15

- Archive & Backup/Restore of CDM+ Accounting Data
- CDM+ Accounting Ledger 1
- CDM+ Contributions Overview
- CDM+ Accounting Ledger 2

#### Thurs., Oct. 16

- Fundamentals of CDM+
- CDM+ Contributions Reports 2
- CDM+ Enhanced Notices

For more information, visit [cdmplus.com/Training/GroupOnline](http://cdmplus.com/Training/GroupOnline) Click "View Schedule/ Register" for class times.

### ANNUAL USERS CONFERENCE

#### Oct. 27-29

"Training to Take You Beyond Boundaries"

For more information, visit [cdmplus.com/Training/2008Users](http://cdmplus.com/Training/2008Users) Conference

## TIME-SAVER TIP



### Previous Searches

Open a record frame window, such as Address Records, in CDM+ and look just to the left of the Find button. You'll see a button with a down arrow used to access previous searches made on that window. If you have never explored this feature, you're missing out on a great time-saver.

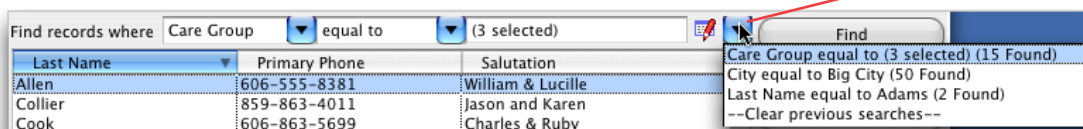
Click the previous searches button and you'll see a list of the last 10 searches you made on this window including the number of records found by that search. Select a search and CDM+ will run it again

for you. You'll have results with only two clicks of your mouse!

If you want CDM+ to remember more searches, click Window Options and increase the "Number of previous searches to save." To clear the previous searches, click Previous Searches button and select "--Clear previous searches--."

*If you have a time-saver tip to share, email it to [connection@cdmplus.com](mailto:connection@cdmplus.com) and it will be considered for future editions.*

Previous Search Button



## CDM+ Users Poll

Does your church or organization publish an electronic newsletter?

[Click here to submit your answer](#)

Poll question results will appear in the next issue of the CDM+ Connection.

**QUESTION:** How do I add email addresses to my Yearbook Directory?

**ANSWER:** Ultimately adding email addresses to your Yearbook Directory only takes two extra steps: 1. You need to add the **Other Phones field** to the design grid, and 2. Select the **email types** you want to display.

Let's start from the beginning: **Open a Yearbook Directory** and select the format under the **Standard tab** and click the **Edit** button.

The **Modify Yearbook Directory window** will open. Click the **Item Settings** button and select the **Fields** tab.

Choose the **Other Phones** field and drag and drop the field onto the Yearbook design grid.

Q  
&  
A



TERRY HATMAKER  
Tech Support Supervisor

With the field still selected (black squares showing around the field), open the **Item Settings window** again and choose the **Options** tab.

Select the other phone types (in this case **Address Emails** or **Individual Emails**) you want to display and then click the **Select**

**Types** button (it is very important that you select the types).

In the **Select Phone Types window**, choose the phone types (in this case email addresses) you want to display and then click **OK**.

Click **Save**, and the email types you selected will appear in your **Yearbook Directory**.

For instructions with screen shots, [click here](#).

## ON A PERSONAL NOTE

### Meet Alex

**Full name:** Alexander Richard Clay

**Position:** Software Development Manager

**Worked for the company:** 8 years

**Family:** Recently married Abby (August 2008). They share a townhouse with three cats—Lestat, Louis and Nikki. Alex is also the son of Sue and Randy Clay.

**Hometown:** Versailles, Ky. Currently living in Lexington, Ky.

**When he's not working,** you can find Alex singing with his church choir and spending time with his lovely wife.

**When asked what he likes best about his job, Alex said:** Because CDM+ serves churches and organizations of all sizes, denominations and industries, writing CDM+ challenges us to strike a balance between customizability and ease-of-use. This makes developing CDM+ a personal and enjoyable challenge because I am fascinated by how people understand software and am driven to create tools that are visually and functionally appealing. Mediocre software is not an option—I want CDM+ to be the best tool it can be for both our users today and for those to come.



## What do YOU want to know about?

Submit questions or ideas for this newsletter to [connection@cdmplus.com](mailto:connection@cdmplus.com)  
Submissions will be considered for future editions of *the CDM+ Connection*.