

Versatility of Check-In/Check-Out has users thinking outside their nurseries

CDM+ Check-In/Check-Out was released this summer as a tool to add security to childcare and bring accuracy and simplicity to tracking attendance. Since the program's numerous options allow users to match Check-In/Check-Out with their ministry, we were curious to see exactly how CDM+ users would implement this product.

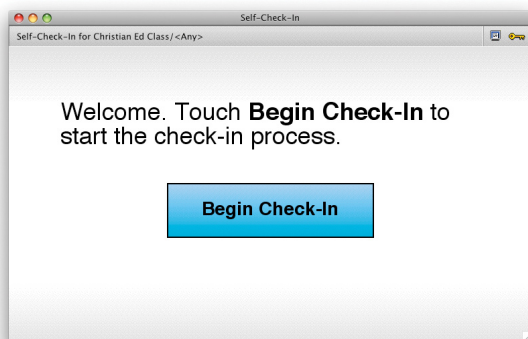
One CDM+ Check-In/Check-Out user shared with us how his church has expanded its use of the program. John Shaida of Radiant Church Assembly of God in Colorado Springs, Colo., says they started with staffed check-in but have since moved to self check-in.

"Now there are 3 stations for nursery and 3 for preschool, and the parents check in the children. We print 2 labels—one to put on the child and one for the parent to keep and present when he or she returns to claim the child," he said. "Parents have commented on how much they appreciate the sense of security that process gives them."

This is a prime example of how various hardware add-ons, such as label writers extend the power of Check-In/Check-Out.

Radiant Church also uses Check-In/Check-Out for its youth. "The young people seem to get a kick

out of checking themselves in, so using Check-In/Check-Out there has dramatically improved tracking youth group attendance," John said.



CDM+ Check-In/Check-Out—Simple attendance tracking for all ages with extra security for the little ones.

John also said that, while his church is not currently using Check-In/Check-Out to track adults' attendance, they are thinking about doing it in the future.

Overall, John says he is very pleased with the program, but that "you can always improve on things."

To that end, John said, "I e-mailed [the support team] a list of suggested enhancements, and the programmers have already implemented

some of them."

Other Check-In/Check-Out users told us they have implemented or are exploring using CDM+ Check-In/Check-Out in the following ways:

- At a soup kitchen
- For campus ministries
- With pager systems for parents

As John and these users have done, we encourage you to think outside the box, or better yet, outside of your nursery, when you think about CDM+ Check-In/Check-Out.

For more information about CDM+ Check-In/Check-Out, visit www.cdmplus.com/Products/CDMPlus/CheckInCheckOut.

Upcoming Training Events

ONLINE CLASSES

Tues., Dec. 30

- CDM+ Upgrade 8.1.2 Presentation

Tues., Jan. 6

- CDM+ Payroll 1
- CDM+ Payroll 2

Wed., Jan. 7

- Getting Started in CDM+ Accounting
- CDM+ Year-End Contributions Tasks
- CDM+ Year-End Accounting Tasks
- CDM+ Year-End Payroll Tasks

Tues., Jan. 13

- CDM+ Accounting Overview
- CDM+ Membership Overview
- CDM+ Contributions Overview
- Fundamentals of CDM+

Tues., Jan. 20

- CDM+ Year-End Contributions Tasks
- CDM+ Year-End Payroll Tasks
- CDM+ Year-End Accounting Tasks

Fri., Jan. 23

- CDM+ Accounting Overview
- CDM+ Contributions Overview
- CDM+ Accounts Payable

For the complete class schedule, visit cdmplus.com/Training/GroupOnline

Record Frame windows—the workhorses of CDM+—can easily create reports based on the results list at the top of the window. But did you know you could further customize what prints on the report by selecting only certain results to print?

Let's say you've finished entering a number of ledger entries and want to print a report of your work. First, perform a find in Ledger Entries for records with a posting



TIME-SAVER TIP Selected Records vs. Results List

date of today. If the More Results button enables, click it until you've found all results. Click Print, select a report like Trial Balance and choose "Results List" before you click OK. Your report will show every-

thing from the results list, in other words, all the entries posted today.

But what if you want to print just the entries that are more than \$100? Click the header over the amount column to sort your results list by amount. Next, click the first entry greater than \$100, hold down Shift and click the last entry in the list. When you click Print, choose "Selected Records" and you'll get a report of just the entries greater than \$100.

Q & A



TERRY HATMAKER
Tech Support Supervisor

One of the most critical and often omitted tasks in using CDM+ is keeping good backups of your data. Backups become a lifeline to months and sometimes years of work when catastrophe strikes.

You should make a backup of your data anytime you do a large amount of work in CDM+. If, for example, you enter contributions and attendance for the weekend on Monday, make a backup when you're finished.

Keep several backups in case there is a problem in your data that is not immediately apparent. Store a copy of your backup in a location other than your hard drive—a USB flash drive or burned CD kept in the church's safe is a great way to do this.

The easiest way to make a backup in CDM+ is to log in to the program and choose "Backup" from the File menu. This process asks you to choose a location to save the backup and then CDM+ creates a zipped copy of all the information in the program. You don't need to backup Membership, Contributions, Accounting or any other program separately as everything is kept together.

To view steps with screen shots on how to make a backup, click the links below:

[Macintosh users](#)

[Windows users](#)

The most important thing you can do when making backups is to test them. If there is a problem with your backup, you won't know it until it is too late. CDM+ lets you restore a copy of your backup without affecting your live database. This is a great way to test your backups. For detailed steps on restoring a backup, [click here](#).

When you're finished testing your backup, be sure to delete the database you restored. If you need help with this step, contact technical support.



Holiday Hours and Closings

Dec. 24: 8:30 a.m. to 2 p.m. Eastern

Dec. 25: Closed

Dec. 26: Closed

Jan. 1: Closed

Jan. 2: 8:30 a.m. to 6 p.m. Eastern

Extended Support Hours

Jan. 5-Feb. 6 (Monday-Friday)

8:00 a.m. to 7:30 p.m. Eastern

CDM+ Users Poll

How often do you backup your CDM+ data?

[Click here to submit your answer](#)

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

Results from last poll:

Do you currently use CDM+ for mass emails?

Yes: 43.3%

No: 56.7%

ON A PERSONAL NOTE

Meet Sharman

Full name: Sharman Pepper

Position: Customer Service/Sales/Marketing/Meeting Planning/Design

Worked for the company: almost 14 years

Family: Husband Pat; Son and Daughter-in-law Brian and Stephanie Pepper of Smyrna, TN, and grandsons Jack, 3½, and Paul, 1½; Daughter Stephanie Pepper of Nashville, TN; Mother Joan Sewell who resides with Sharman and Pat; 3 horses and 4 cats.



Hometown: Florence, AL. Currently living in Jessamine County, KY.

When she's not working, Sharman finds there are too many animals to be fed and chores to do at home for any free time there, so when she can, she escapes to the Nashville area to play with her grandsons and read, paint and explore restaurants with her daughter. She also listens to French news podcasts during her commute in an attempt to dust off her French and better communicate with friends from French-speaking Africa.

Asked what she likes best about her job, Sharman said: The variety of hats I wear. For most of the last 14 years, I have been the company's year-round graphic designer, seasonal meeting planner and occasional fill-in receptionist. In the latter capacity, I simply couldn't resist the urge to chat with customers and potential customers about the virtues of CDM+, so after the addition of Abby Aiken (now Clay) to the staff, I found "sales and customer service" added to my job description. Abby now handles much of the design, but I am still heavily involved with the website and definitely enjoy the challenge.

Year-End Resources

The CDM+ **Year-End Tasks Checklist** is now available. [Click here to access a printable PDF online.](#)

Attention CDM+ Payroll Users: CDM+ 8.1.2r1.33 can print complete W-2 and W-3 forms on plain office paper. This is referred to as a "laser-printed substitute" form and does NOT need to be printed in red ink. Simply print your forms in black ink on a laser or inkjet printer using standard office

copier paper to produce fully-compliant forms as specified by section 1B, part B of IRS publication 1141.

Suran Systems does not support or stand behind W-2 or W-3 printing from any version of CDM+ prior to 8.1.2r1.33. For information on upgrading/updating to the latest release of CDM+, contact the Sales Dept. at 877-891-4236 or sales@cdmplus.com.