

Create the Right Setup for CDM+ Check-In/Check-Out

CDM+ Check-In/Check-Out was released 15 months ago and has generated great interest from our users. The flexibility of CDM+ Check-In/Check-Out was the subject of the lead article in the December 23, 2008 *CDM+ Connection*. Since that article, which encouraged thinking outside the infant nursery, we have heard from users exploring the use of CDM+ Check-In/Check-Out for worship attendance, at a soup kitchen, and for small group ministries, to name just a few examples.

One of the first questions the CDM+ sales team is asked with regard to Check-In/Check-Out is, "What computer equipment do I need to use it?" The answer depends on how you intend to use Check-In/Check-Out. I always ask, "What are your intentions for its use?"

You must consider:

- Who (or what groups) you are going to check in or out
- How many people you will process
- The layout of your building

Infant nursery check-in, for example, would likely use—at the very least—the staffed check-in mode requiring a computer logged into CDM+. Most churches or ministries would add a small label printer, such as the Dymo Labelwriter, at this station.

Older children get a kick out of self check-in. The setup for small group check-in, such as for a Bible study or Sunday School class, may expand to the use of self check-in with a kiosk. A kiosk is simply a touch-screen monitor connected to a computer,



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incorporating the mouse and keyboard into the screen. With self check-in, it is generally suggested that a nearby staffed check-in station be available to handle visitors and new members who are perhaps not already entered into CDM+.

The number of people you will check in or out and in what period of time ultimately determines how many stations you will need. One user has related that they have one staffed station and 2 self check-in stations available for approximately 70 young adults to check in.

Wired and wireless barcode scanners in conjunction with check-in stations can speed up the process, allowing more people to check in over a shorter time period.

CDM+ Check-In/Check-Out provides support for a wide range of additional hardware—label printers, check-in kiosk stations, barcode scanners, even ID badge printers. None of these, however, are absolutely required to use CDM+ Check-In/Check-Out.

The CDM+ sales staff will be happy to discuss these considerations and can provide pricing. Please give us a call at 877-891-4236.



The first two screens of a self check-in setup for an adult Sunday School

2009 Annual Users Conference

October 26-28, 2009
Seelbach Hilton, Louisville, KY

Last chance!
We have just a few spaces available.

to register
Call 800-633-9581
(during normal tech support hours)

The annual CDM+ Users Conference is less than 2 weeks away. We already have the materials, but we ordered a few extras of everything, just for YOU!

When you call to register, we will contact the Seelbach Hilton to help you obtain the best rate. However, at this time we cannot guarantee that any rooms are available at the conference rate.

GROUP ONLINE CLASSES

Wed., November 11

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

Thurs., November 12

- CDM+ Contributions Overview
- CDM+ Membership 2
- CDM+ Accounting Principles 1
- CDM+ Contributions 3

Fri., November 13

- Getting Started in CDM+ Accounting
- CDM+ Enhanced Notices
- CDM+ Accounting Ledger 1
- Fundamentals of CDM+

To view, visit: cdmplus.com/Training/GroupOnline

Please check back. Additional classes will be posted soon.

Q
&
A

TOM PELPHREY

Question:

How do I select the e-mail address(es) to use when e-mailing Giving Statements to contributors?

Answer:

Two steps are involved in selecting e-mails for use in e-mailing Giving Statements. Both steps take place on the **Giving Unit Information** record. First on the **Giving Unit Information** tab click **Change**, check the **E-mail Statement** box and click **Save**. This indicates that the Giving Unit will only receive Giving Statements via e-mail.

Secondly, select the **E-mail** tab of the **Giving Unit Information** window, click **Change** and click the checkbox in the **Use** column by each e-mail address that should receive e-mailed Giving Statements. This determines which e-mail addresses connected with this Giving Unit will receive an e-mailed statement. Yes, you may check more than one e-mail address, but you must select at least one address.

For more information on E-mailing Giving Statements, click this link:

[E-mailing CDM+ Giving Statements](#)

CDM+ Users Poll

Is your church considering new hardware?

Click here to enter poll

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

Results from last poll:

Does your church have staff members assigned to work only in specific CDM+ roles—such as membership secretary, financial secretary and bookkeeper or accountant?

Yes: 62.5% No: 37.5%

If yes, how many persons have defined roles in using CDM+?

1-2: 27% 3-4: 64% 5 or more: 9%

TIME-SAVER TIP

Copy the Current-Year Budget

A nearly universal task undertaken by CDM+ users is annual budgeting. And unless you're a startup church or undergoing a major overhaul of your chart of accounts, chances are you're simply tweaking last year's budget. CDM+ offers some time-saving tools to make this process easier.

When budgeting season rolls around, begin by copying your current-year budget to the next year. Open the **Budget** window in CDM+, choose your current year in the top left-hand corner and click **Copy Year**. Enter a description for the

new budget year, such as 2010 General Budget, and click **OK**. CDM+ will take a moment and create a new budget year that matches your current-year budget exactly. Enter just the changes from year-to-year and you're all done.

Copying a budget year is also a great way to try out several budgets. Perhaps your finance committee plans two different budgets and wants to see them side-by-side. Use the copy feature to create both versions of the budget and then run a **Budget Comparison** report to highlight the differences.

ON A PERSONAL NOTE



RON BEARDEN

Meet Ron

Full name: Ron Bearden

Position: CDM+ Support Specialist

How many years have you been with the company? I will have been with CDM+ five years in December.

Family: My wife Carol and I have two sons, Matt and Jeremy, and five grandchildren.

Hometown: Cordova, Tennessee

What are your hobbies or talents and how do you spend your free time?

I play golf, although not as much as I used to, and Carol and I enjoy bridge and eating out.

I am originally from Alabama and our family is still there, so our church family has become our Tennessee social circle. We do make frequent trips to Birmingham, however. In fact, I guess I would have to say that I spend most of my free time with family and that family is what I enjoy most.

What do you like about your job?

In short, our clients. I also like the diversity of my job. Every situation is different, and I enjoy being able to solve the different problems.

I have also worked in training and sales, and in all three positions—trainer, salesperson and tech support specialist—I have been able to help churches accomplish their mission goals. I find that very satisfying.