

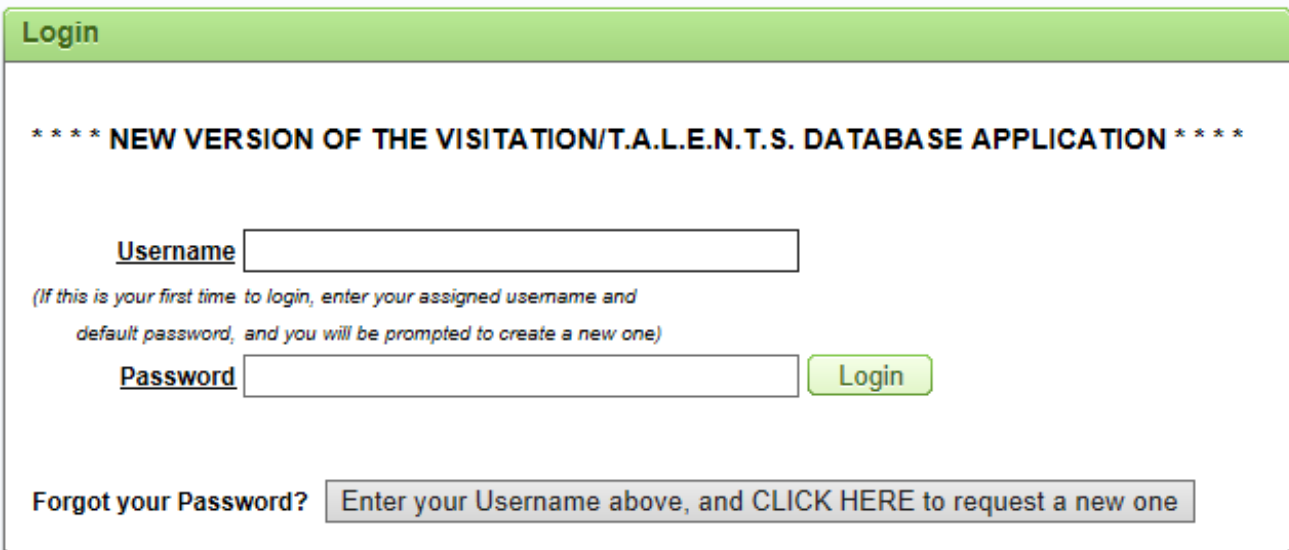
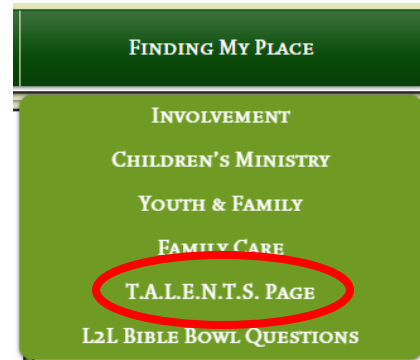
VISITATION/T.A.L.E.N.T.S. LOGIN & ASSIGNMENT UPDATE INSTRUCTIONS

These instructions are for members of any Chase Park Visitation/T.A.L.E.N.T.S. team, for help in logging in and updating an assignment record when an assignment is completed.

- 1) Go to the church's web site... <https://www.cpcofc.org>
- 2) Select the link for the TALENTS page. When the home page of the web site is displayed, you will see a line of menu links similar to the following illustration...



The most direct way to get to the Visitation application is by hovering over the “**Finding My Place**” menu item, and then selecting the link in the sub-menu that will be displayed under it that says “**T.A.L.E.N.T.S. Page**”. That will take you to the login page of the Visitation/T.A.L.E.N.T.S. database application. The Login page contains a login entry form that looks similar to the illustration shown below...



- 3) Enter your assigned Username. If you don't know what your username is, you can contact Naaman Goode or Ray Brown to find out. Most usernames are just the first name of the person logging on, unless there's more than one person with your first name. In that case, your username is probably your first initial followed by your last name. For example, for a user named “John Doe”, the username would be “JDOE”. The username is not case sensitive, so you can enter it either upper or lower case. You can also use the Password reset process if you have forgotten your password. Just enter your Username as indicated above, and click the button that says “... CLICK HERE to request a new one”. That will send a request to the administrator to reset your password to a temporary one, and send you an email message with the temporary password, which you will use the next time you login to the TALENTS software, and you will be prompted to enter another password of your choice, just like it did when you first logged in with the default password, as indicated in step 5 below. *(If you have already reset your Password, you can skip to step 6)*

VISITATION/T.A.L.E.N.T.S. LOGIN & ASSIGNMENT UPDATE INSTRUCTIONS

- 4) **Enter the default password.** The first time you login, enter the default password shown in the message above the login entry form, **ChasePark123**. The password IS case sensitive, so you need to enter it exactly as shown, with an upper case “C” & “P”, all other letters lower case, and no spaces. After you enter a valid Username and Password, the “New Password” entry page will be displayed, similar to the following illustration...


The screenshot shows a web form titled "Enter a New Password to replace the temporary password assigned...". It has a green header bar. Below the header, there are two input fields: "Enter a New Password" and "Confirm the new Password". To the right of the first input field is a green button labeled "Cancel/Exit". To the right of the second input field is a green button labeled "Set the New Password".

- 5) **Enter your new Password.** After entering either the default password, or a temporary password that was created for a forgotten password, you will then enter a password of your choice (twice for confirmation), and then click the button that says: “Set the New Password”. You should make the password something easy for you to remember, since you will need to use it each time you login to the Visitation application. After you enter the new password successfully, you will be taken to the Main Menu page similar to the following illustration...

The screenshot shows the "Main Menu" page. It has a blue header bar with the text "Main Menu". Below the header, there is a green icon of a document. To the right of the icon, there is a text input field labeled "Visit Card #" and a green button labeled "Look-up Visit Card Number". Below the button, there is a list of links: "View or Update Visitation Assignments".

- 6) **Look-up your Visitation assignment.** The Main Menu page allows you to look-up your Visitation assignment in two different ways. If you know the exact assignment number, you can enter it in the field labeled **Visit Card #**, and click the button that says “Look-up Visit Card Number”. That will take you directly to the “Visitation Card Entry” page similar to the illustration shown under item 7 in the section below. The second option to look-up your assignment on the Main Menu page is to click the link that says: “View or Update Visitation Assignments”. That will take you to the “View Visitation Cards” page similar to the following illustration...

The screenshot shows the "Visitation Cards" page. It has a green header bar with the text "Visitation Cards". Below the header, there are several search filters: "Show Visits for Team" (dropdown menu with "All Teams" selected), "Show Visits For" (dropdown menu with "All Visit Cards" selected), "Lookup by Assigned to" (text input field), "Lookup by Visit Name" (text input field), "Show Cards Assigned" (dropdown menu with "For All Days" selected), "Select Date Range" (radio button), and "Show Card # FROM" (text input field) and ".TO-" (text input field). There is a green button labeled "Refresh the Screen" and a "Display" dropdown menu with "20" selected. Below the filters, there is a table with two columns: "Team Captain - XXXXXX XXXXXX" and "Co-Captain - XXXXXX XXXXXX". Below the table, there is a green bar with the text "1 - 20 Next >". At the bottom, there is a table with the following columns: "Visit Card #", "Team", "Group", "Assigned To", "Assigned Date", "Visit Name", and "Completed Date".

This page allows you to look up any assignments made to you or your team partner. There are several look-up entry fields that can be used to view assignments based on different criteria. Things such as a date period, who the assignment was for, the status category (such as “Only Un-Completed” or “Only Completed” visits), etc. You can change one or more of the look-up conditions and then click the “Refresh the Screen” button to query records based on the conditions. When one or more records are displayed, you can edit any of them by clicking the “Edit” icon () on the left side of the displayed records to display the detail information of the assignment.

VISITATION/T.A.L.E.N.T.S. LOGIN & ASSIGNMENT UPDATE INSTRUCTIONS

- 7) **Update the assignment record.** The detail information of the assignment will be displayed on the “Visitation Card Entry” page, similar to the following illustration...

The screenshot shows a web form titled "Visitation Card Entry" with a "Cancel/Exit" button in the top right corner. The form contains several sections: "Visit Card ID# 116" with a "Copy this to a new Visitation Card" button; "Team Assigned To" (Week 4) and "Original Assignment" (Jude Baker / Monica P. (Tn. X. G. G.)); "Assigned Date" with a calendar icon; "Primary Visit Type" (Visitor) and "Secondary Visit Type" (- Optional 2nd Visit Type -); "Other" Explanation; "Visit Name", "Address", "City", "State", and "Zip Code" fields; "Phone" and "Church" fields; "Additional Information" with a large text area; "Does this assignment contain 'Sensitive' information?" (No) with a dropdown; "Completed Date" with a calendar icon; "Post Visit Information" with a large text area; "You may Select one of the Suggested Follow-Up dates" (- Suggested Follow-Up -) and "Optional Follow-up reason" (- Select a Reason if needed -); "Or Enter a specific Follow-up Date" with a calendar icon; "Suggested Follow-Up Date:"; and "ANY RECOMMENDED FOLLOW-UP ACTIONS?" with a large text area. A prominent blue and red button on the right says "Click Here to SAVE CHANGES After Making Any Updates".

You should enter your comments about the visit in the “Post Visit Information” area, and set the “Completed Date” to the date when the visit was completed. When you make any entry, a reminder message will be displayed that says: “Please click the ...SAVE CHANGES... button after completing your entries”. That message is just a reminder that you will need to click the big blue and red button that says: “Click Here to SAVE CHANGES After Making Any Updates”. You will need to do that in order to save all the changes to the database.

- 8) **Optional Follow-Up Actions.** After entering the Completed Date and Post Visit Information, you may also want to enter some RECOMMENDED FOLLOW-UP ACTIONS, a Suggested Follow-Up Date, or suggest a Follow-Up Reason. You can update any of these fields if you feel that a follow-up visit should be done at a later date.
- 9) **Save All Changes.** When you have completed all the updates and changes needed to the visitation assignment record, make sure you click the “...SAVE CHANGES...” button as noted above. If you fail to do that, none of the updates you made to the record will be saved to the Visitation database. After that, you should let your team captain know that your assignment has been completed and updated in the database.

If you have any problems or questions about viewing or updating your Visitation assignments, about the Visitation application or the church’s website in general, you can use the “**Contact Us**” form at the bottom of most pages on the website, or contact me directly at church, or by email or phone:

Ray Brown - rabpab@gmail.com - (256) 653-8046