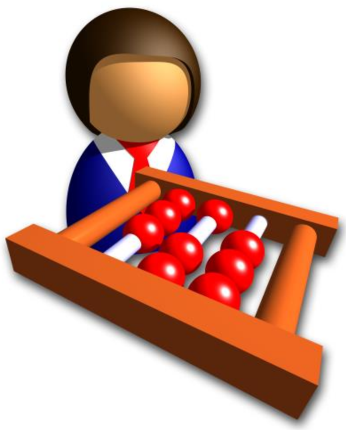
Data Developments

Welcome to our Programs

Donations Co-ordinator



Finance Co-ordinator

Membership Co-ordinator

Welcome

Data Developments has worked with churches and charities since 1985 ensuring that our programs meet their needs as well as the requirements of constantly changing legislation.

You are able to download each of our full programs:

- Finance Co-ordinator
- Membership Co-ordinator

Each program includes sample data so that you can see how they work without having to enter lots of information. You can add, edit or delete this data as you are testing the software, or remove it completely once you have purchased the software.

Please start at Step 1 and then follow this guide through as prompted.

Following Microsoft guidelines our applications are protected by digital certificates (assigned by Comodo). These help to protect your computer and our applications from malicious hackers. Your anti-virus software should recognise these certificates and confirm that our programs are trusted applications. You may want to confirm this with your particular anti-virus software by contacting the anti-virus supplier.

Step 1 – Are you using a previous version?

If the answer is No please go to Step 2 (page 4)

You **risk** damaging your data if you already have one of our current programs and install the same program from the downloaded file. The evaluation programs are:

Evaluation program	If you already have…	Install?
Donations Co-ordinator v7	Donations Co-ordinator **v7**	Do **not** install
	Donations Co-ordinator **v1 – v6**	Safe to install *
Finance Co-ordinator v4	Finance Co-ordinator **v4**	Do **not** install
	Finance Co-ordinator **v1, v2, v3**	Safe to install *
Membership Co-ordinator v3	Membership Co-ordinator **v3**	Do **not** install
	Membership Co-ordinator **v1, v2**	Safe to install *

* If you have a previous version you must install the evaluation version into a different folder and NOT overwrite your existing installation.

Step 2 – Are you using Vista, Windows 7 or Windows 8

If the answer is No please go to Step 3 (page 5)

These versions of Windows have higher security than previous versions of Windows such as Windows XP. This security prevents some files being registered. Legitimate applications such as ours need these files to be able to work correctly. So **before you install** the program you need to change one element of this security by adjusting the User Account Control setting.

Vista users:

1. Click the ‘Start’ button.
2. Select the ‘Control Panel’.
3. Click on the words ‘User Accounts and Family Safety’.
4. Turn User Account Control OFF.
5. Save your changes, and reset your computer.
6. Once you have installed our application you will need to turn the UAC control settings back to their original setting.

Windows 7 or Windows 8 users:

1. Click the ‘Start’ button.
2. Select the ‘Control Panel’.
3. Click on the words ‘User Accounts and Family Safety’ (The section heading, probably in green text).
4. Click on the words ‘User Accounts’ (The section heading, probably in green text).
5. Click on the words ‘Change User Control settings’.
6. Move the slider control down to ‘Never notify’.
7. Click ‘OK’.
8. Click ‘Yes’ and reset your computer.
9. Once you have installed our application you will need to turn the UAC control settings back to their original setting.

Step 3 – Installing the standard version

If you are installing across a network please go to Step 4 (page 6)

The file downloaded from our website is a standard .zip compressed file. Double-click on the zip file and you will see three files: this installation guide which is called **INSTALLWEB.PDF** and two installation files. You do not need the Workstation file (the filename contains the word 'work') but drag the other two files out of the zip file onto e.g. the computer desktop.

Once you have dragged the two files out of the zip file, double-click on the main installation file as detailed below:

Program	
Donations co-ordinator	*Main installation file:* **INSTALLDC7.EXE**
Finance Co-ordinator	*Main installation file:* **INSTALLFC4.EXE**
Membership Co-ordinator	*Main installation file:* **INSTALLMC3.EXE**

After a pause, **which may be longer than you expect**, you will see a dialogue window. After reading the information click 'Next'. Follow the screens to install the program which will be installed into a different folder to any previous version of the program that you may have. Two icons will be placed onto your screen desktop, one for the program and one for the Startup Guide.

Please go to Step 5 (page 8) to learn how to start using the program.

Please go to Step 6 (page 9) to learn how to purchase the program.

Step 4 – Installing across a network

If you have already installed the software please go to Step 5 (page 8)

Our applications will work across a network and whether server-based or peer-to-peer the steps are the same. In these instructions the term 'server' refers to the computer that will hold the program and data files. The term 'workstation' refers to the machines that will be used to access the program and data. Please note that the data must be installed in a sub-folder of the application on the same computer. There are two parts to the installation process:

1) Installing the program and data files onto the server
2) Installing the run-time files and setting up a shortcut on each workstation.

The file downloaded from our website is a standard .zip compressed file. Containing three files, this installation guide **INSTALL.PDF** and two installation files as detailed below:

Program	
Donations Co-ordinator	*Main installation file:* **INSTALLDC7.EXE** *Workstation installation file:* ***DNTE6WORK.EXE***
Finance Co-ordinator	*Main installation file:* **INSTALLFC4.EXE** *Workstation installation file:* ***FC4WORK.EXE***
Membership Co-ordinator	*Main installation file:* **INSTALLMC3.EXE** *Workstation installation file:* ***MC3WORK.EXE***

1) Installing the program and data files onto the server

- Double click on the main installation file and follow the prompts to install onto the server.
- Make sure that all users of the application have full read-write access to the installation folder and all sub-folders

2) Installing the run-time files on each workstation and setting up the desktop shortcut to run the program.

- Double click on the appropriate workstation installation file listed above and follow the prompts to install the workstation files.

Once the installation has finished map a drive to the data developments folder on the server, e.g. as drive 'z'. It is important that you map to the **parent folder** (by default \data developments) and not the folder containing the application file itself.

Create a shortcut to the main application exe file. Using drive z as an example:

- If you have installed Donations Co-ordinator the desktop icon properties should show **z:\donations7\donate7.exe**

  *If you look at the properties of the desktop icon and you **can** see the words 'data developments' it will not run correctly. Similarly if you **cannot** see the word 'donations' it will not run correctly.*

- If you have installed Finance Co-ordinator the desktop icon properties should show **z:\finance4\finance4.exe**

  *If you look at the properties of the desktop icon and you **can** see the words 'data developments' it will not run correctly. Similarly if you **cannot** see the word 'finance' it will not run correctly.*

- If you have installed Membership Co-ordinator the desktop icon properties should show **z:\membership3\mbship3.exe**

  *If you look at the properties of the desktop icon and you **can** see the words 'data developments' it will not run correctly. Similarly if you **cannot** see the word 'membership' it will not run correctly.*

3) Startup Guide

You are advised to create a desktop icon for the Startup Guide as well so that it can be viewed easily.

Please go to Step 5 (page 8) to learn how to start using the program.

Please go to Step 6 (page 9) to learn how to purchase the program.

Step 5 – How to start using the program

If you haven't already read the Startup Guide double-click the Startup Guide icon on your desktop to open it as a pdf file.

Please take time to read through this Startup Guide. It has been written to guide you step-by-step through using the application.

Double-click the program icon on the desktop to run the program. You will be asked for your ID and passwords and the defaults are shown below. They are also detailed in the Startup Guide.

User ID: ADMIN
Password: DATADEV

If you are evaluating the software, you are now ready to look at the program using the information we have already entered for you. Using the Startup Guide you will be able to add more information, edit or delete it. If you have purchased the software please see the note below on registration and removing the sample data.

If you have any questions regarding installation please contact us:

Email: **support@datadevelopments.co.uk**

Telephone: **01902 824045**

Note:
It is important to delete all of the sample data in the evaluation programs **after** you register the software but **before** you start entering your own information. Details on how to do this are given in the Startup Guide and are also repeated in step 7 (page 10) of this guide.

Please note that once registered, there can be no refund.

Step 6 – How to purchase and register the program

Purchasing our software is a simple process. There are three ways:

Automatically online:

When you purchase Finance Co-ordinator v4 or Donations Co-ordinator v6 you will be sent an email explaining how to register automatically from within the application.

On the website:

Go back to our website, log into your account and order the program that you want. If you haven't already opened an account you will need to do this and the steps are clearly explained on the website. You will then be guided through the process of payment.

When this is done you need to log back into your account and register your program. Each Startup Guide explains how to do this in the section 'Register and Unlock'. The screens will differ slightly according to the program you are purchasing.

By telephone:

Call our sales line on 01902 824044 between 9.00am and 5.00pm Monday to Friday and we can process your order and register the program for you.

After registration:

Once you have registered the software you need to delete the sample data so that you can start to enter your own records. Details of how to do this are within the Startup Guide. They are also in this guide in Step 7 (page 10).

Please note that once you have registered the application no money can be refunded.

Step 7 – How to clear the sample data

Each program has a different way of deleting the sample data.

Program	How to delete the sample data
Donations Co-ordinator 	**Go to** Utilities *(on the top menu bar)* **Click** Remove ALL records **Tick** the box at the bottom left of the screen *(you do not need to backup as it is only sample data)* **Click** the green tick button **Click** Yes to the next three questions All data will be removed from Donations Co-ordinator
Finance Co-ordinator 	**Go to** Accounts Assistant *(on the side bar)* **Click** the Organisation tab **Click** the Initialise data button **Select** First Time Set up (clear existing data) or the set of accounts you want to use **Click** the green tick button **Click** Yes **Click** OK **Set** your new financial year dates All data will be removed from Finance Co-ordinator
Membership Co-ordinator 	**Go to** Utilities *(on the top menu bar)* **Click** Delete all data **Tick** the box at the bottom of the screen *(you do not need to backup as it is only sample data)* **Click** the Run button **Click** Yes **Click** OK All data will be removed from Membership Co-ordinator

Data Developments
Wolverhampton Science Park
Glaisher Drive, Wolverhampton, WV10 9TG
Technical support: (01902) 714030
www.datadevelopments.co.uk
E-mail: support@datadevelopments.co.uk