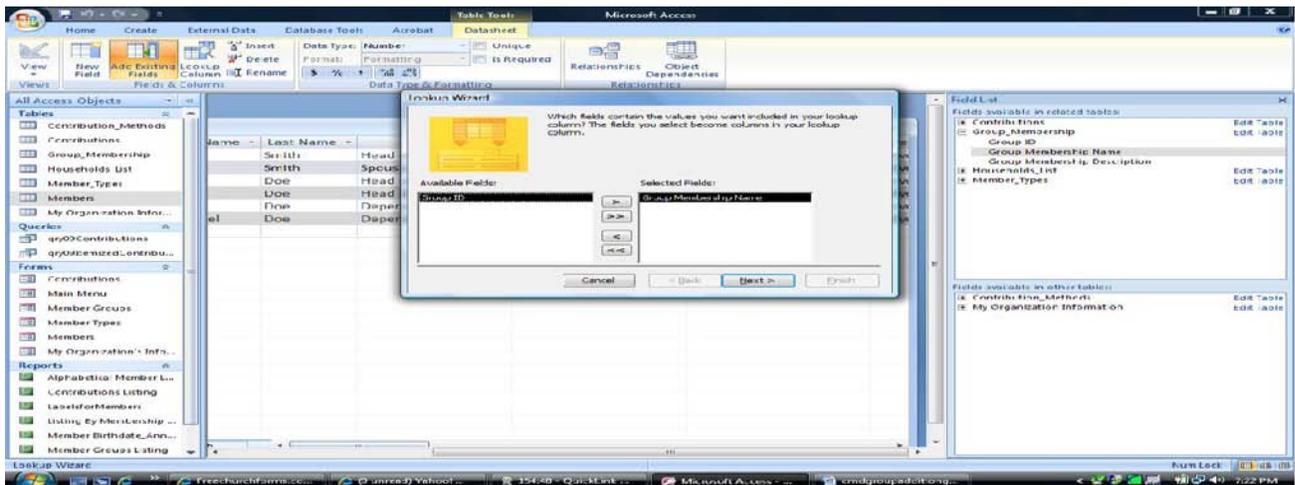




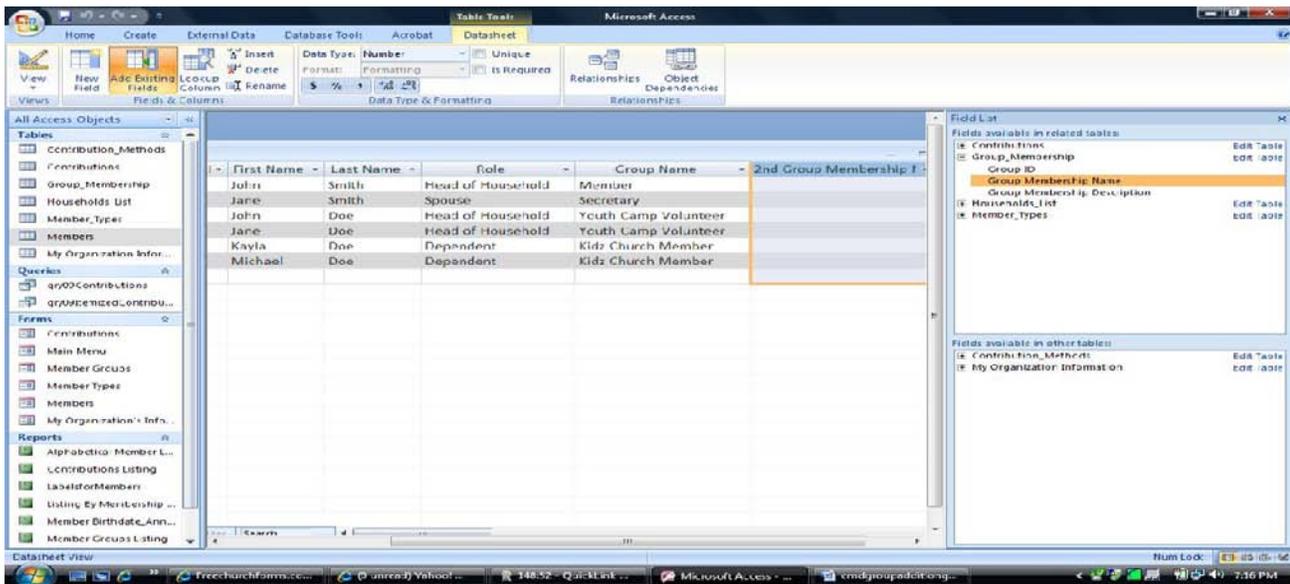
Shepherdbase 2007 - Group Updates & Group Labels Concise User Guide

Creating 2nd Group Membership Names

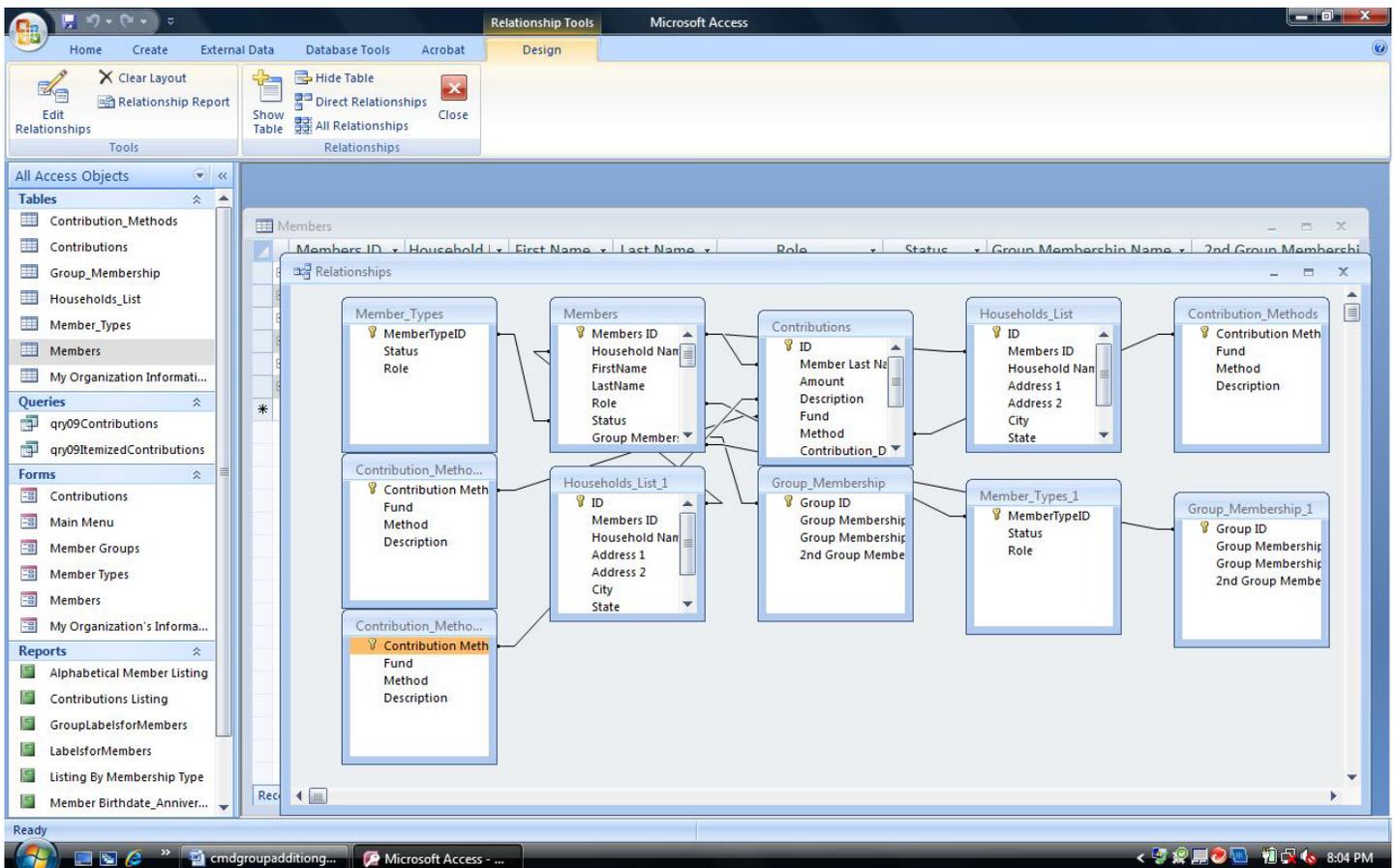
1. Open Shepherdbase and exit out of the Main Menu.
2. Click on the Navigation Bar on the left and double click on “Members” under “Tables”.
3. Click on “Datasheet” on top ribbon. Then click on “Add Existing Fields” (see picture below) in “Fields & Columns”.
4. Click on the (+) beside of “Group_Membership” under “Field List” and then click on “Group Membership Name” and drag it to the right of the “Group Name” field.
5. You will then get a pop up box (Look up Wizard) - it should look like the picture below.
6. Click “Next” then click on the arrow in right hand corner of box (1.) and click on “Group Membership Name” and then click “Next”.
7. Click “Next” again and then type “2nd Group Membership Name” to name field.
8. Click “Finish”.



9. Should see picture below now.
10. Save. You can put in any 2nd Committees/Groups here or on Members form when we get it updated.



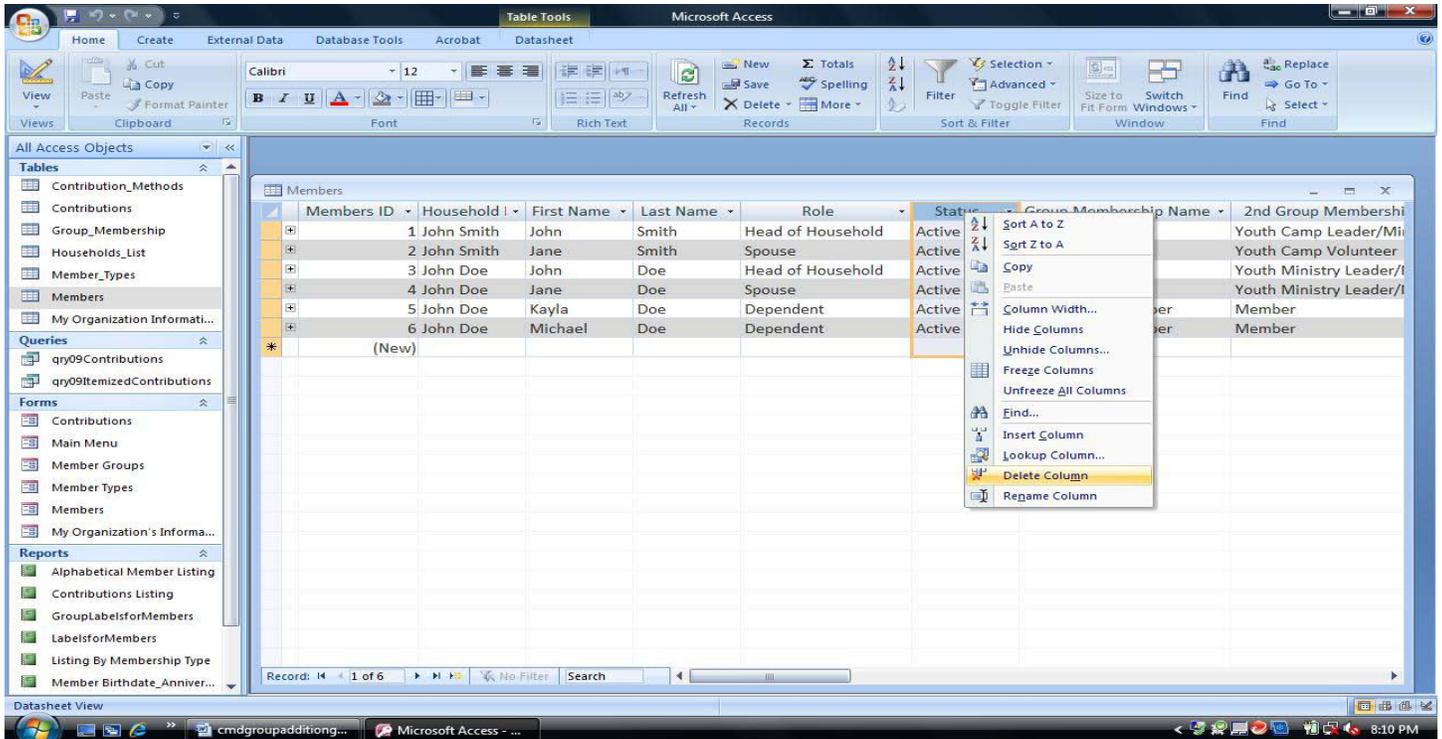
11. Before closing “Members” table I need you to fix another error I found while working in the table. Click on “Datasheet” on top ribbon then click on “Relationships”. You should see picture below.



12. Right click on the thin line going from “Member_Types” to “Members” box (left hand top box and the one to right of it) then click delete.

13. Close “Relationships” and save.

14. Right click on the top of the field “Status” and click on “Delete Column”. See picture below.

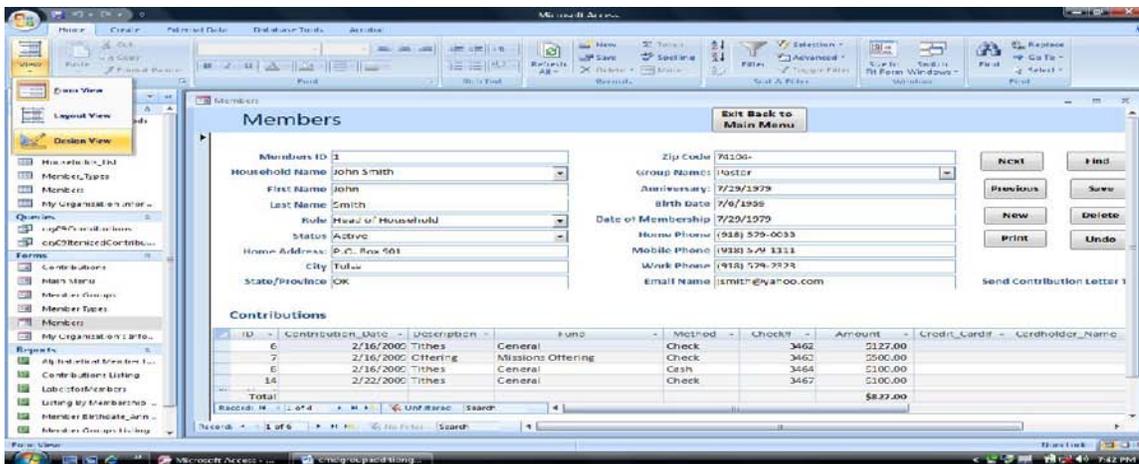


15. Click “Datasheet” on top ribbon then click “Add Existing Fields” then click the (+) to left of “Member_Types” then you will see “status”. Drag status to the right of the “Role” field. Then click “Active” or “Inactive” for each member. There was an error in the other field.

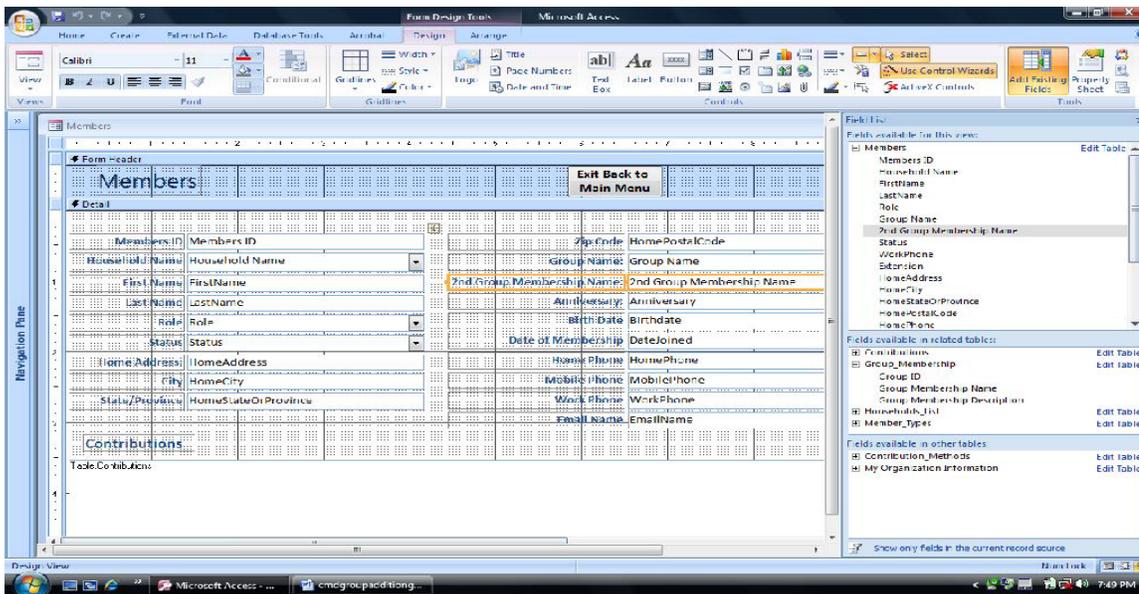
16. Close “Members” table and save.

17. Double click on “Members” under “Forms” in Navigation Pane.

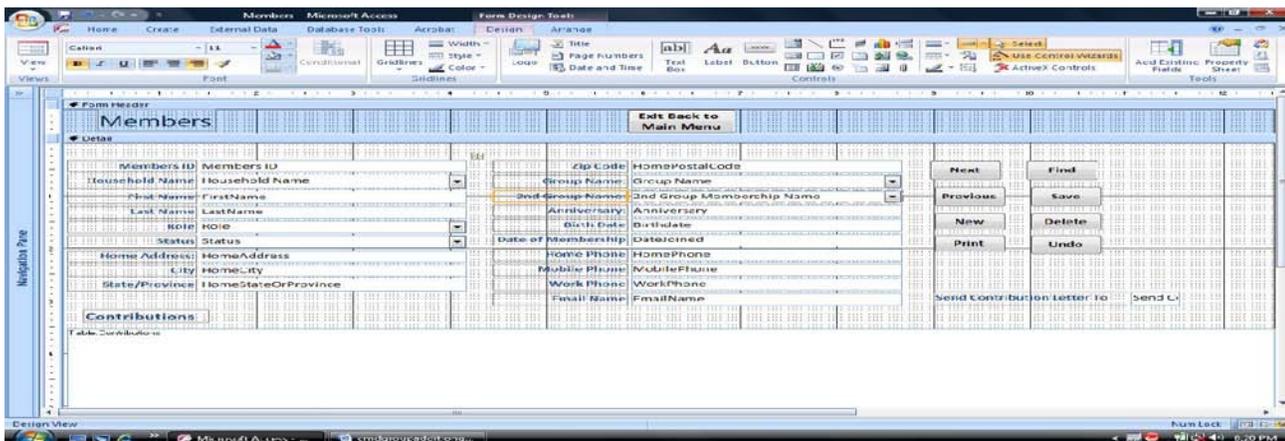
18. Click on the down arrow under “View” in left hand corner of screen then click on “Design View”. See picture below.



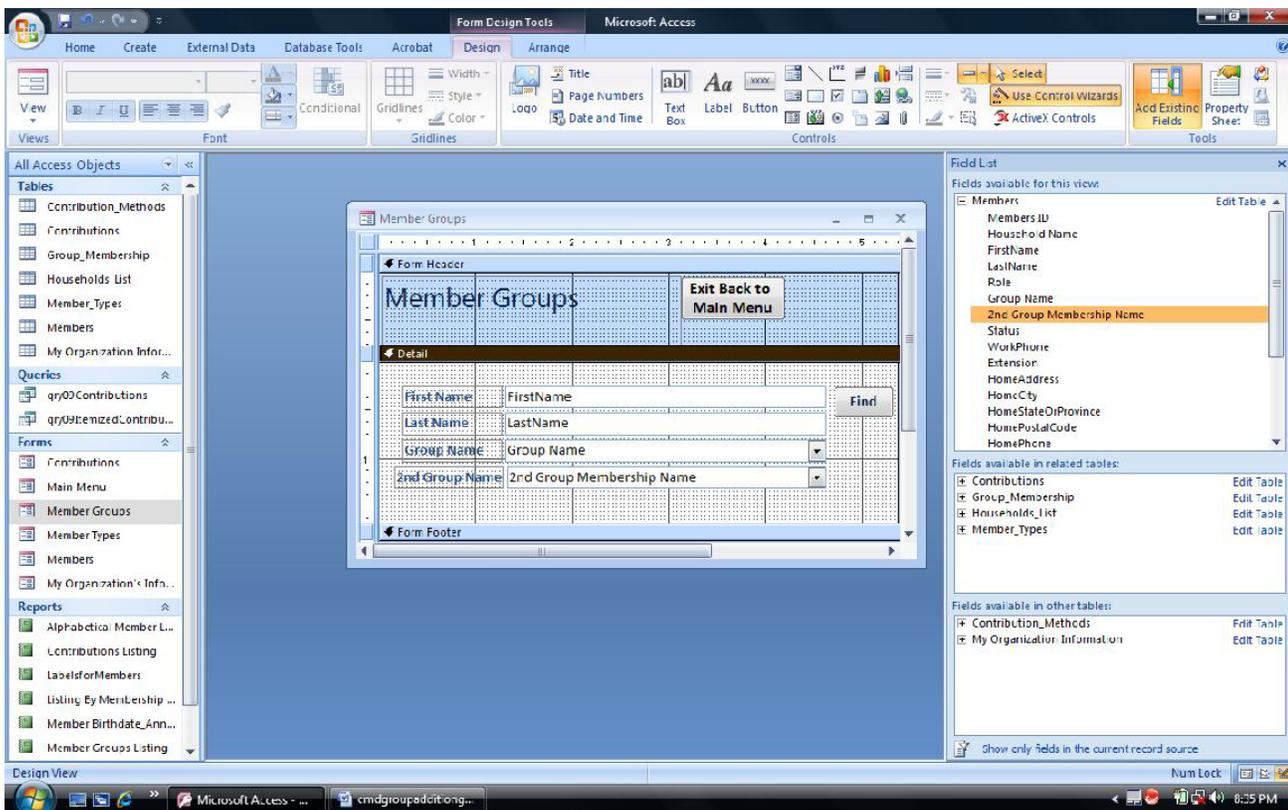
19. Click on “Design” on top ribbon, click on “Add Existing Fields” in “Tools”.
20. Under “Members” in the “Field List” click on “2nd Group Membership Name” and drag under the “Group Name” on the “Members” form. See picture below.



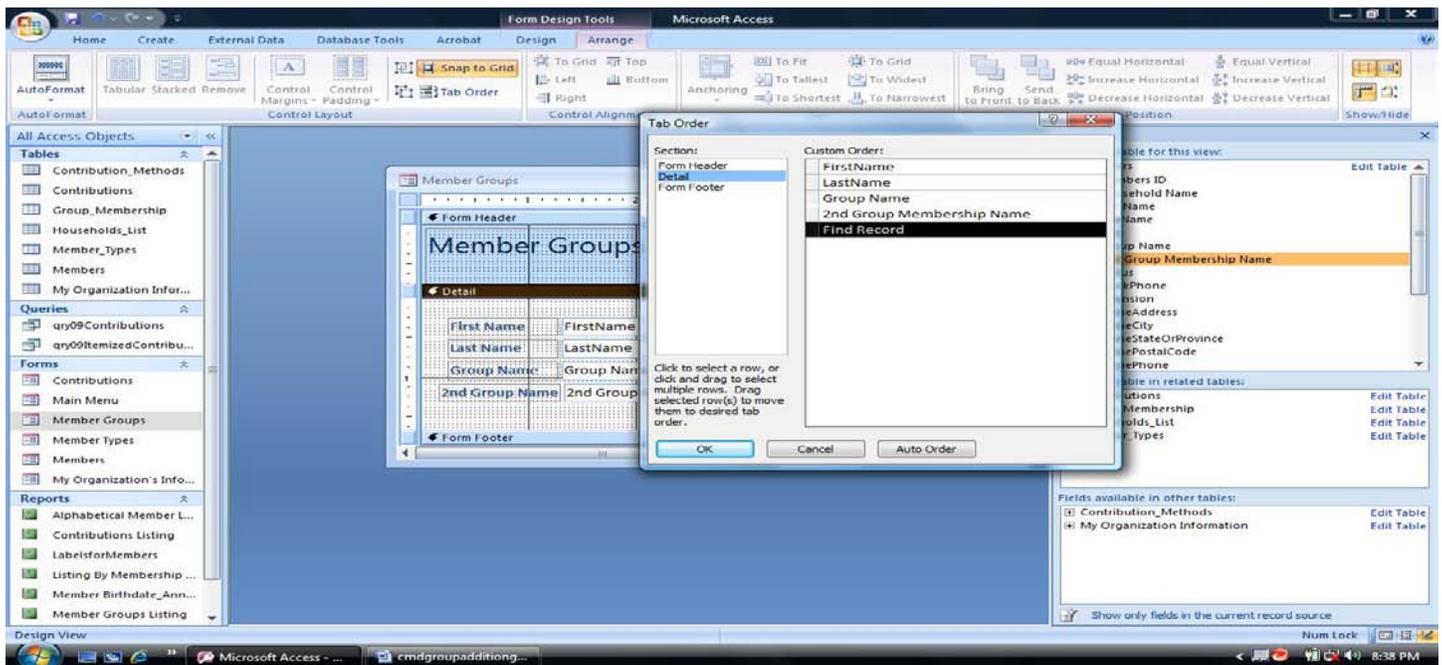
21. Close “Field List” and save form.
22. Click in new field box on left and change the name to “2nd Group Name”, and click the font to 11 if it’s not already 11 in font box on the top ribbon.
23. Click on right side of new field box (2nd Group Membership Name), move cursor until you see cursor turn to a left and right arrow (↔) then drag to left until you can fit words in without cutting them off. See picture below.



24. Click on the new field box on the right side of the one you just fixed and make sure it is 11 size font.
25. While in this form click on "Status" and then hit "delete" then go to the "Fields available in related tables" and click on the (+) to left of "Member_Types" and drag "status to where you just deleted it earlier and make sure it is still the same size as the other fields (this will correct "status" in this form).
26. Click on "View" again in left hand corner and click on "Form View". Make sure it looks ok and no fields are covering other fields. You can play with these fields and arrange them, but then you will have to go to "Tab Order" and arrange your tab order again if you change order that I have it in.
27. Open your "Member Groups" under "Forms" in Navigation Pane.
28. Follow steps above by clicking on "View" and "Design View".
29. You will have to lengthen the form by clicking on bottom of form with cursor and dragging down, and then clicking on bottom of blue bar "Form Footer" and dragging it down a little also. This will make room for another field like we just made on the "Members" form.
30. Click on "Add Existing Fields" and repeat the steps we just finished on the "Members" form. These field boxes will have to be adjusted more. Keep moving them until they are in line with other fields. See picture below.



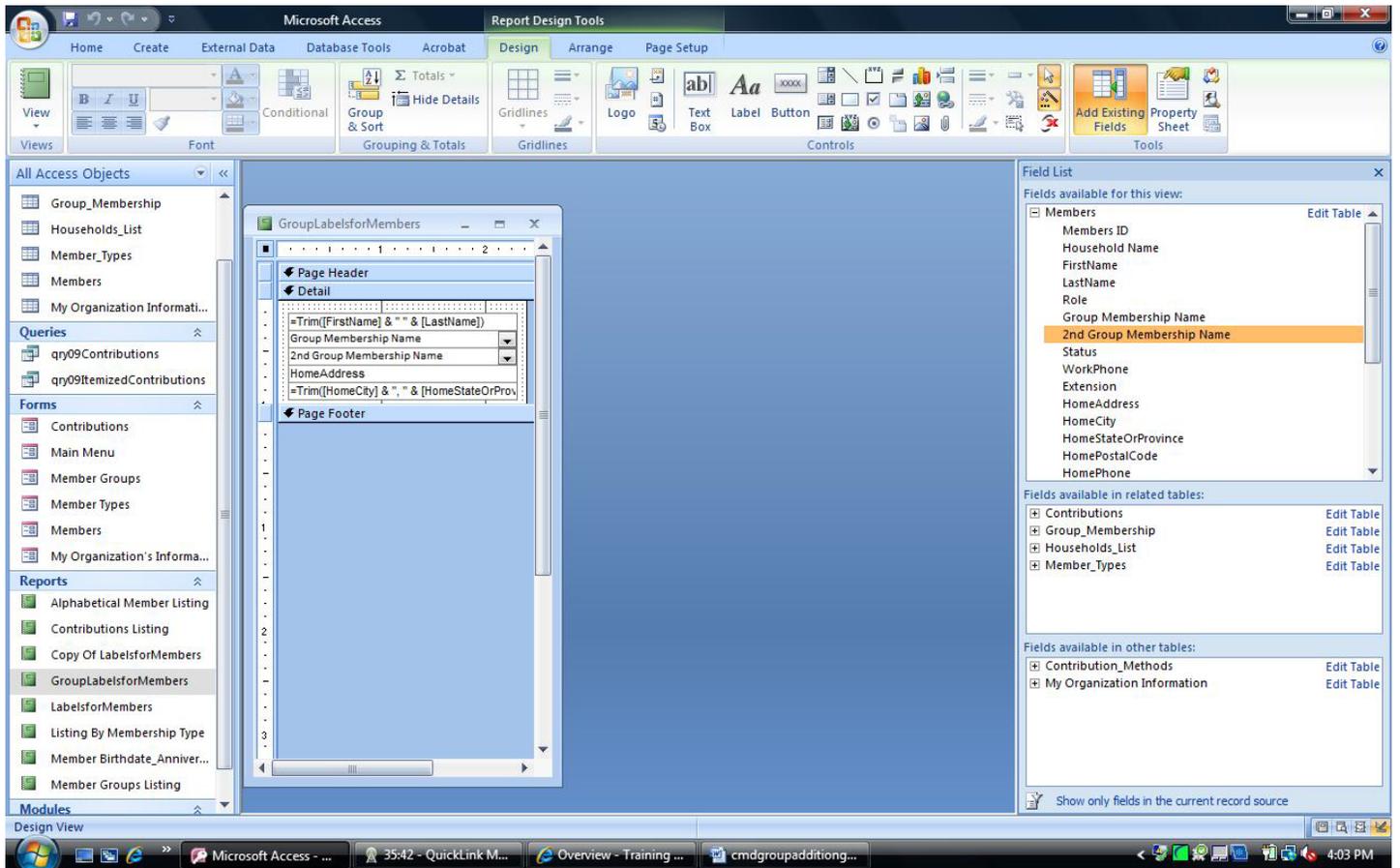
31. Click on "Arrange" on top ribbon and click on "Tab Order" on "Control Layout". Click on "Find Record" and drag it to bottom of list and then click "OK". See picture below.



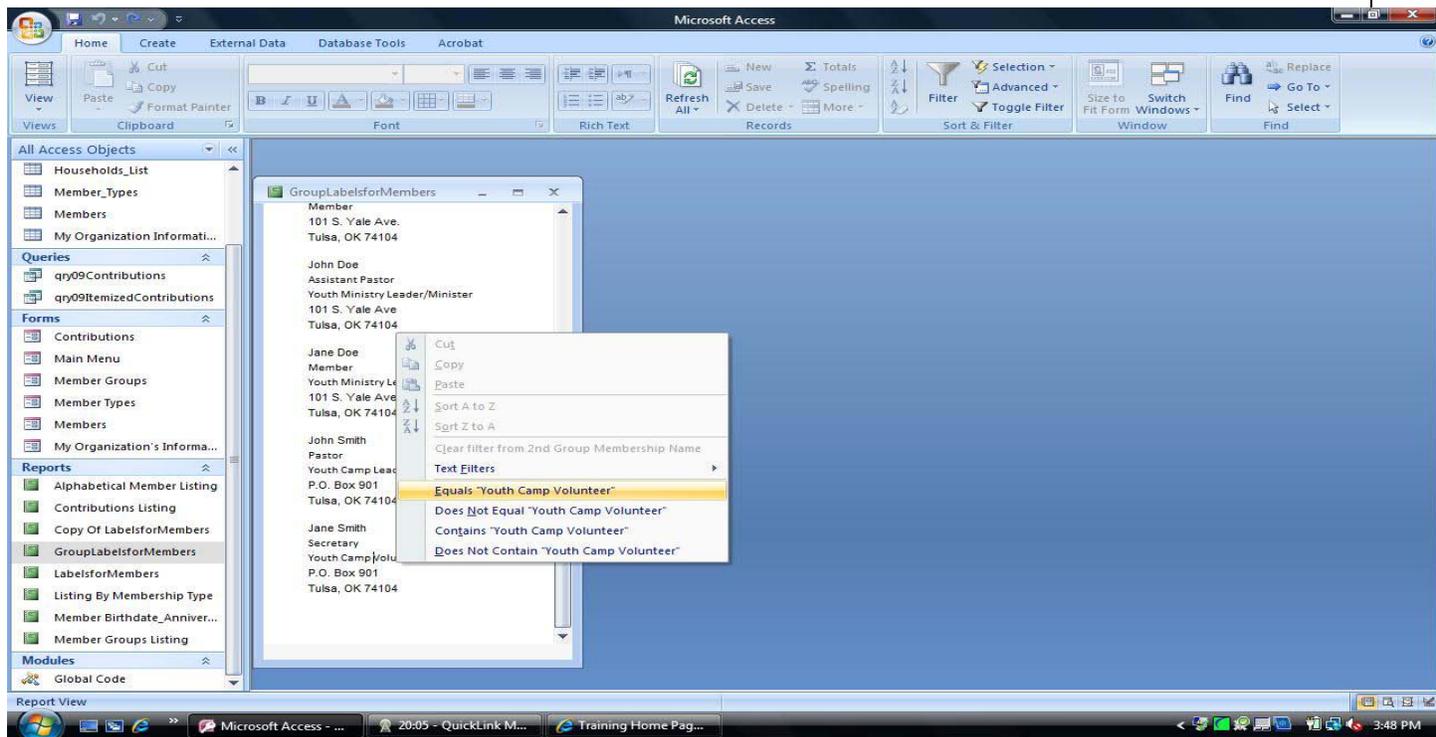
32. Click on "Home" tab on top ribbon. Click on "View" and then "Form View" and close/save form.
33. You can open the "Member Groups Listing" report and add the extra groups there also the same way.
34. Open "Member Types" form and click on "View" then "Design View", click on "status" field and delete then click on "Design" on top ribbon and "Add Existing Fields".
35. Click on the (+) to the left of "Member_Types" and drag "status" back to where it was on the form and adjust field to fit the other fields.
36. Click "View" then "Form View", close and save form.

Creating Mailing Labels for Groups

1. Open Shepherdbase and Exit "Main Menu".
2. Click on the Navigation Pane on left hand side of screen.
3. Under "Reports" right click on "LabelsforMembers" and click "Copy".
4. Right click on the blue bar (Reports) and click "Paste" – then name report "GroupLabelsforMembers".
5. Open (double click) "GroupLabelsforMembers" report. Click View then "Design View".
6. Click "Design" on top ribbon then click "Add Existing Fields". You will have to move your last 2 fields down for enough room to put 2 more boxes. Click (+) on left side of Members under "Fields available for this view" to see all the fields.
7. Click and drag "Group Membership Name" under 1st box (=Trim ([FirstName...]) and then click and drag "2nd Group Membership Name" under it. When you have dragged the field to the label you will have 2 boxes, just delete the box that does not have the right arrow on it and then stretch box to same length and width as the other ones, also make font an "8". When you get through it should look like the picture below.



8. Click on View and then "Report View".
9. Right click in a group on a label as I have done in the picture below.



10. If you click on the group you need like "Youth Camp Volunteer" then you can click where it states "Equals "Youth Camp Volunteer" and it will make the other labels disappear so you can print only these labels.
11. Be sure and save your labels report and when you open it again they will all be up there you will just have to filter what groups you want just as we just did in steps above.

If you have any questions, please do not hesitate to contact me at terressa@freechurchforms.com

Sincerely,

Terressa