



**COUPLES FOR
CHRIST
MEMBERS
MANAGEMENT
DATABASE
VERSION 3.0**

USER MANUAL



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CHANGE HISTORY

Version	Release Date	Description	By Whom
1.0	February 23, 2015	Original Document	U. M. Garnica
1.1	April 10, 2015	<ol style="list-style-type: none">1. Updated Account Management table2. Added note on Tithes Recording	U. M. Garnica
2.0	August 10, 2016	<ol style="list-style-type: none">1. Enhancement: Evangelization Module (Add Speakers)2. Update on Transfer Facility3. Update on Support	U. M. Garnica



OVERVIEW

The CFC & Ministries Members Database Integration Project (Version 3.0) is a major and multi-ministry initiative that will involve CFC and all Family Ministries to do the following:

- Identify membership growth opportunities amongst our existing members (e.g. CFCs with no children listed as members, SFCs with no parents or siblings as members, YFCs with no parents as members).

- Have a common database for all ministries that facilitates:
 - Crossovers from ministry to ministry
 - Enter & publish CLPs, Youth Camps, Kids Camps that can be viewed both by members and visitors on all CFC and ministry websites

- Ability to simultaneously track real time membership growth across all ministries in one dashboard. (Currently need to enter multiple sites to secure needed data).

MEMBERS MANAGEMENT DATABASE

RATIONALE:

Prior to the creation of the CFC and the Family Ministries Members Management Database (MMD), the following issues significantly affected the community:

- a. **Manual and individual recording**
 - i. Data/files might get lost (some were actually lost)
 - ii. Even when done on a computer, hard disk may also crash or be infected by virus
 - iii. Takes longer time to consolidate information and generate reports
- b. **No proper turnover of files during transition**
 - i. Newly-anointed leaders start from scratch (back to zero)
- c. **Information captured varies across different chapters**
 - i. Problem in consolidation of records due to different formats (high level data vs. detailed info) and data types (DOC, XLS, PDF, etc.)
- d. **No clear and accurate data for evaluation and planning purposes**
 - i. No tracking of completed formation to assess pastoral needs
 - ii. No proper monitoring of household attendance, activities, and tithes remittance to measure growth

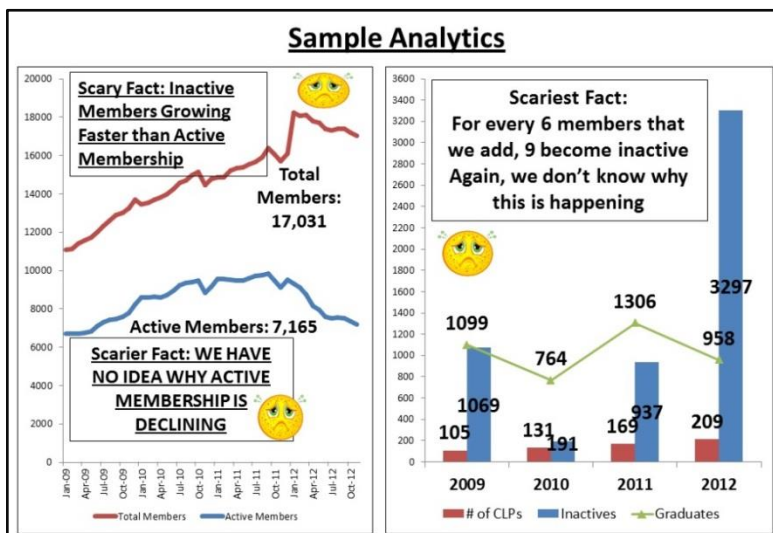
Thus, the need for a tool that will capture, store, and organize necessary data to enable the leaders spend **less time for administrative tasks** and **give importance to formation and evangelization**.



BENEFITS:

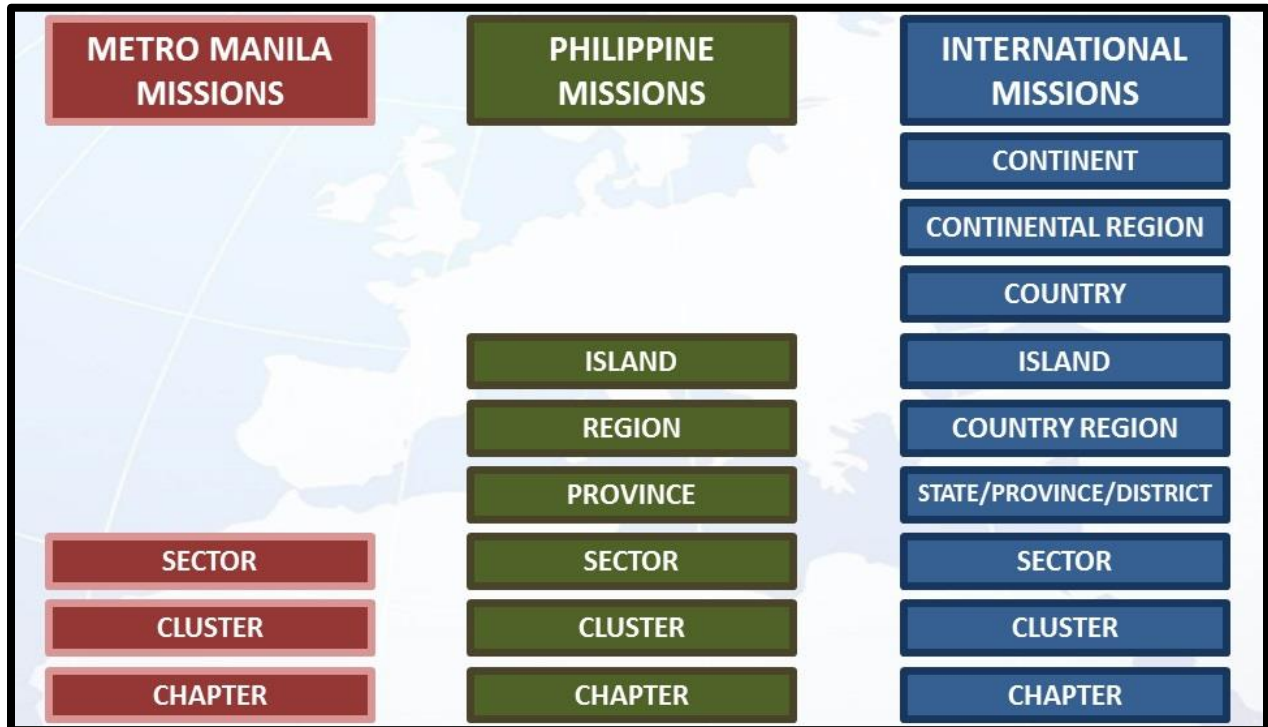
- a. Centralized
 - i. Organized and standardized capture of member's information
 - ii. Real-time consolidation of information
 - iii. Captures information at a chapter level
 - iv. Provides official Identification Number for all members
- b. Timely & Accurate
 - i. Accessible anytime, anywhere through the Internet
 - ii. Facility to record movements/transitions
 - iii. Facility to extract data and generate reports
 - iv. Facilitates evaluation and planning for member's pastoral needs and chapter evangelization activities
- c. Secured
 - i. Only authorized users can access and update information
 - ii. Stores valuable information that will last forever
 - iii. Facility to monitor account activity

Through the MMDs, leaders can track the progress of the members in their respective areas and can plan accordingly. Simply put, with the proper use of the MMDs, the leadership team can build analytics for discerning what is best for the area, what else could be done, or what should have been done differently.



AREA MANAGEMENT:

In Version 3.0, Area Management will only be available in CFC. The Family Ministries would need to align their structures according to CFC's following the standard area structure shown below:



Simply put, every CFC area would have a corresponding SOLD, HOLD, SFC, YFC, and KFC area.

Additional Fields in Version 3:

1. Area Classification – based on the above structure (chapter, cluster, sector...)
2. Description – territorial boundaries per area
3. Area Head/Leader – person/couple responsible for the area
4. Churches – parishes, dioceses, archdioceses, or vicariates covered by the area

Among the fields listed above, the first three are mandatory. They are a requirement in requesting for new accounts.



MMD VERSION 3.0 USER MANUAL

SETTING UP OF NEW AREAS

1. The area head or the authorized One Global Data (OGD) Coordinator for the area must send an email to ogd@couplesforchristglobal.org with the subject: **NEW AREA**. Included in the email are the following information:
 - a. Name, Contact Number, and Email Address of Area Head
 - b. Name, Contact Number, and Email Address of OGD Coordinator
 - c. Name and Coverage (Boundaries) of new area/s (refer to the format below)

AREA CLASSIFICATION	DATABASE AREA NAME	AREA BOUNDARIES	AREA HEAD	CONTACT NUMBER	EMAIL ADDRESS
Country	Philippines	Philippines			
Island	Luzon	Luzon			
Region	Bicol	Bicol			
Province	Albay				
Sector	Sector A				
Cluster	Cluster A1				
Chapter	Chapter A1a				
Chapter	Chapter A1b				

2. EMO will create account/s for the area/s and will send the list of usernames and temporary passwords along with the guidelines to the requestor.

REORGANIZATION

1. The area head or the authorized One Global Data (OGD) Coordinator for the area must send an email to ogd@couplesforchristglobal.org with the subject: **REORGANIZATION**. Included in the email are the following information:
 - a. Name, Contact Number, and Email Address of Area Head
 - b. Name, Contact Number, and Email Address of OGD Coordinator
 - c. Summary of changes following the format below:

CURRENT STRUCTURE	NEW STRUCTURE	REMARKS
East A1d	East A1d	Merge East A1d and East A1e; retain East A1d
East A1e		

2. EMO will do necessary changes and will send the updated list of usernames and passwords to the requestor.



MMD VERSION 3.0 USER MANUAL

ACCOUNT MANAGEMENT:

There are four (4) account types in Version 3.0 namely ADMINISTRATOR, AREA ADMINISTRATOR, GUEST, and ENCODER. The roles of each type are enumerated in the table below:

<u>ACCOUNT TYPE</u>	<u>SCOPE</u>	<u>ROLES, RESPONSIBILITIES, and CAPABILITIES</u>	<u>WHO CAN BE GIVEN ACCESS</u>
Administrator	Global	<ul style="list-style-type: none"> • Maintains and secures master data • Creates/updates areas and accounts • Facilitates merging of member records in cases of multiple entries 	MIST, EMO
Area Administrator	Mission Area (IM, PM, MM)	<ul style="list-style-type: none"> • Approves requests for creation/updating of areas especially during reorganization • Maintains the account details (usernames and passwords) of areas under their scope • Updates record of account details during transition • Ensures security of the system by periodically checking the Audit Trails • Documents all issues and suggestions for enhancements from users and submits summarized report to MIST • Monitors usage of the MMD and prepares report 	AREA COORDINATORS
Guest	Cluster Up	<ul style="list-style-type: none"> • Ensures data accuracy by regularly checking the reports and database records 	Cluster Head and Up
Encoder	Chapter	<ul style="list-style-type: none"> • Encodes and updates member records, activities, formations, and CLPs 	Chapter Head/Leader

REQUESTING FOR AN ACCOUNT

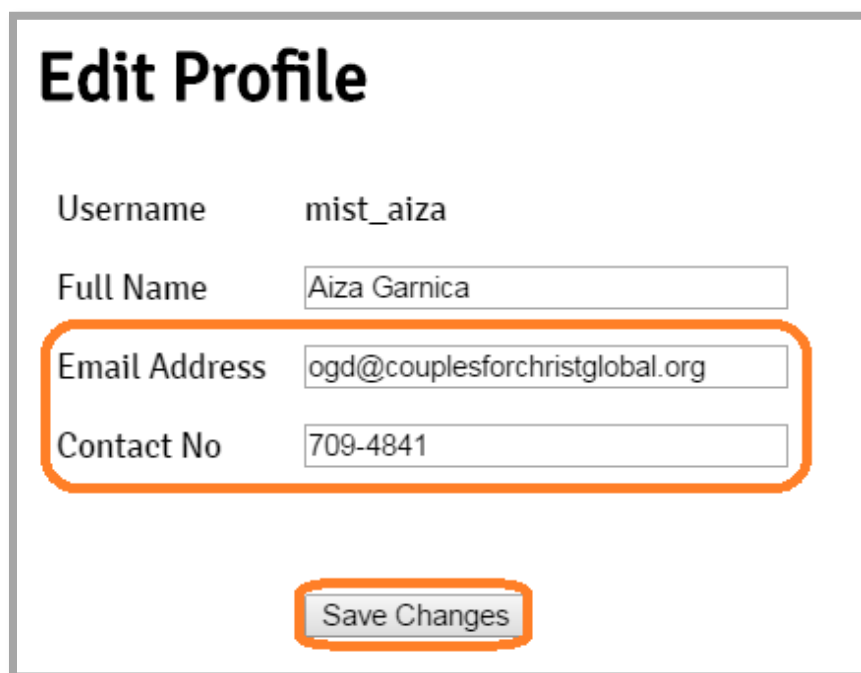
1. Accounts are given to areas upon submission of their structure.
2. For security purposes, only one encoder account per chapter is given to the Chapter Head. By default, the Chapter Leader is the encoder. If the need arises for another encoder, it is the responsibility of the chapter head/leader to give the encoder access. The chapter head/leader remains to be responsible for the said account.

RESETTING PASSWORDS

1. Version 3 now has a FORGOT PASSWORD facility through which users can receive their passwords via email, provided that they have a valid email address encoded in their profile.
 - a. Click the link on the upper right of the screen to edit your profile.



- b. Encode your correct contact number and email address. Make sure to click Save Changes.



The image shows a 'Edit Profile' form with the following fields and values:

Username	mist_aiza
Full Name	<input type="text" value="Aiza Garnica"/>
Email Address	<input type="text" value="ogd@couplesforchristglobal.org"/>
Contact No	<input type="text" value="709-4841"/>

At the bottom of the form is a button labeled 'Save Changes', which is highlighted with an orange rounded rectangle.

USING THE FORGOT PASSWORD FACILITY

1. Click **Forgot your password** link to retrieve your password.



The screenshot shows the login interface for Couples for Christ. At the top left is the logo and the text "COUPLES FOR CHRIST ONE GLOBAL DATA". Below this are two input fields: "Username" and "Password". At the bottom of the form are two buttons: "Login" and "Forgot your password?". The "Forgot your password?" button is highlighted with an orange border.

2. Enter your username and click **Submit**. Your password will be sent to your email address. No need to contact EMO or MIST to reset your password.



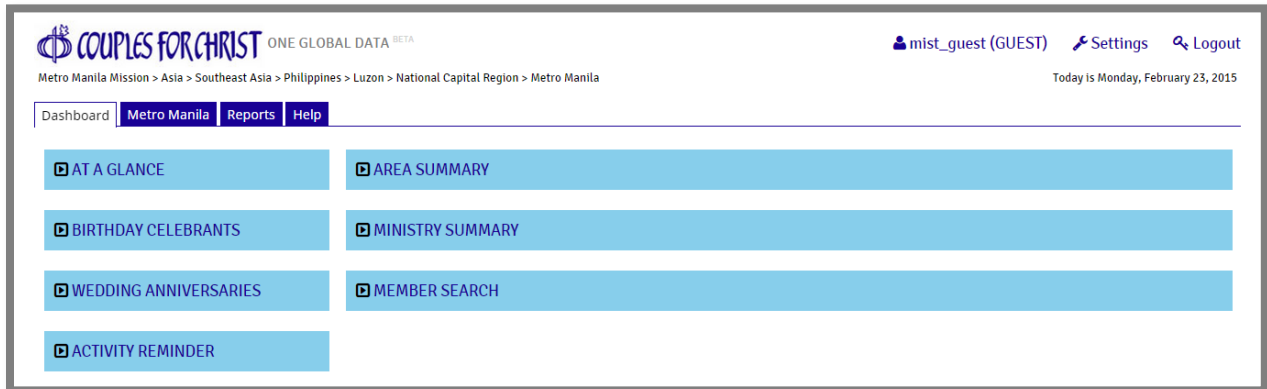
The screenshot shows the "Password Recovery" page. The title "Password Recovery" is at the top. Below it is the label "Type username" and an input field containing the text "mm_easta". Below the input field is a "Submit" button. The input field is highlighted with an orange border.



MMD VERSION 3.0 USER MANUAL

GUEST ACCOUNT

The guest account is capable of viewing the profile of the area as well as all the reports available (refer to the photo below for the sample screenshot).



One new feature is the **MINISTRY SUMMARY** which is available in the CFC dashboard. It displays the real-time count of active members of each family ministry based on their respective databases. The numbers can be clicked to view a summary report which also contains the list of activities, CLPs conducted, and tithes contributions of the members of the said ministry. To ensure correctness of data, each family ministry area must be aligned to a CFC area.

MINISTRY SUMMARY				
AREA	# KFC	# YFC	# SFC	# HOLD
CENTRAL A	0	0	880	0
CENTRAL B	0	0	478	0
CENTRAL C	0	0	932	0
EAST A	0	0	348	0
EAST B	0	0	478	0
NORTH A	0	0	372	0
NORTH B	0	0	321	0
SOUTH A	0	0	488	0
SOUTH B	0	0	90	0
WEST A	0	0	755	0
WEST B	0	0	1,041	0
WEST C	0	0	304	0
Metro Manila	0	0	6,487	0



MMD VERSION 3.0 USER MANUAL

ENCODER ACCOUNT

The encoder account is capable of adding and updating member records as well as chapter activities, formations, and CLPs conducted.

The screenshot shows the CFC dashboard interface. At the top, there is a navigation bar with the following tabs: Dashboard, Metro Manila, Members Database, Activities, Formations, Evangelization, Tithes, Reports, RFID, and Help. A notification banner indicates "You have 41 incoming member transfer request." Below this, there is a grid of menu items:

- AT A GLANCE
- AREA SUMMARY
- BIRTHDAY CELEBRANTS
- MINISTRY SUMMARY
- WEDDING ANNIVERSARIES
- MEMBER SEARCH
- ACTIVITY REMINDER

BASIC GUIDE FOR ENCODERS

Encoding is done in the **MEMBERS DATABASE** tab. There are four (4) action categories in this module namely: (1) add member, (2) batch add, (3) transfers, and (4) transitions.

The screenshot shows the "Members Database" interface. It includes a search bar with the text "Search by Member's Last or First name" and a "GO" button. Below the search bar are buttons for "Add Member", "Batch Add", "Transfers", and "Transitions". The main part of the interface is a table with the following columns: Member Name, Member ID #, Spouse Name, Area, Service, Phone, Mobile #, Email, MC, GT, EA, BOE, IC, and Status.

Member Name	Member ID #	Spouse Name	Area	Service	Phone	Mobile #	Email	MC	GT	EA	BOE	IC	Status
[icon]	MM-2013-075052	.	North B2b	MEMBER									MOVED TO OTHER COMMUNITY
[icon]	MM-2013-075053	.	North B2b	MEMBER									MOVED TO OTHER COMMUNITY
[icon] Ababao, Armamae	MM-2010-014852	Ababao, Roy	South A10a	MEMBER									INACTIVE
[icon] Ababao, Roy	MM-2010-014851	Ababao, Armamae	South A10a	MEMBER									INACTIVE
[icon] ABABON, FLORIPES	MM-2009-008477	ABABON, PABLITO	North A4e	UL									ACTIVE
[icon] ABABON, PABLITO	MM-2009-008476	ABABON, FLORIPES	North A4e	UH									ACTIVE
[icon] ABAD, ANDRES	MM-2009-000326	ABAD, JENNIFER	North B5d	MEMBER									INACTIVE
[icon] Abad, Arnold	MM-2009-001064	Abad, Myrva	Central C	CH									NON-MEMBER
[icon] Abad, Cristina	MM-2011-046592	Abad, Arnold	North A3a	MEMBER									ACTIVE
[icon] ABAD, EDWIN	MM-2014-102002	ABAD, LADILIZ	North A4b	MEMBER									ACTIVE

At the bottom of the table, there is a pagination control showing "1 2 3 4 5 6 7 8 9 10 ...".



1. ADD MEMBER RECORD

Click the button to add new member records. Note that this facility is only for start-up areas which have not encoded their members yet. For new CLP graduates, please use the EVANGELIZATION module.

Only the following fields are required to add a new member record:

- Last Name
- First Name
- Birthday
- Gender

Nickname is only required for RFID printing. If left blank, FIRST NAME will be used.

Add Member

Area:

Last Name

First Name

Middle Initial

Nickname
Nickname is required for RFID Printing. If left blank, FIRST NAME will be used.

Birthday

Gender

System automatically assigns a MEMBER ID NUMBER once the member record is saved. Make sure to EDIT/UPDATE service records to ensure accuracy of data.

EDIT/UPDATE MEMBER RECORD

There are six (6) tabs in a member record.

- Personal – basic information about the member

Edit Member

MEMBER PHOTO

Campos, George
 AREA DIRECTOR
 ACTIVE

Personal

Family

Work

Service

Formation

Photo

Last	First	Middle	Nickname
<input type="text" value="Campos"/>	<input type="text" value="George"/>	<input type="text" value="B"/>	<input type="text" value="George"/>
Gender	Birthday	Blood Type	Citizenship Civil Status
<input type="text" value="MALE"/>	<input type="text" value="4/26/1963"/>	<input type="text" value="O"/>	<input type="text" value="Filipino"/> <input type="text" value="Married"/>

Home Address

Website

Phone No.

Mobile No.

Email Address (required for Home Office Online and Members Portal access)

Save Changes
Delete
Close

- Family – spouse and family members

Edit Member

MEMBER PHOTO

Campos, George
 AREA DIRECTOR
 ACTIVE

Personal

Family

Work

Service

Formation

Photo

Spouse **Church Wedding Date**

x

Save

FAMILY MEMBERS

Name	Birthday	Relationship	Family Ministry
<input style="width: 100%;" type="text"/>	<input type="text" value="2/23/2015"/>	<input type="text" value="-- select --"/>	<input type="text" value="Non-Member"/> Add +

No family records found.

- Work – professional background (not required)

Edit Member

MEMBER
PHOTO

Campos, George
 AREA DIRECTOR
ACTIVE

Personal
Family
Work
Service
Formation
Photo

Occupation

Industry

Educational Attainment

Special Skills

check box if OFW

- Service – CLP graduation date, pastoral service record, service roles and parish services (if any); please refer to [APPENDIX](#) for a table of services

Edit Member

MEMBER
PHOTO

Campos, George
 AREA DIRECTOR
ACTIVE

Personal
Family
Work
Service
Formation
Photo

CLP Graduation Date:

Pastoral Service Record ADD RECORD

FROM	TO	AREA	SERVICE	HH HEAD	MC	GT	EA	BOE	IC	STATUS	
1/29/2015	PRESENT	Metro Manila	AD		✓	✓	✓	✓	✓	ACTIVE	EDIT
7/20/1990	1/29/2015	Metro Manila	MEMBER		✓	✓	✓	✓	✓	ACTIVE	EDIT DELETE

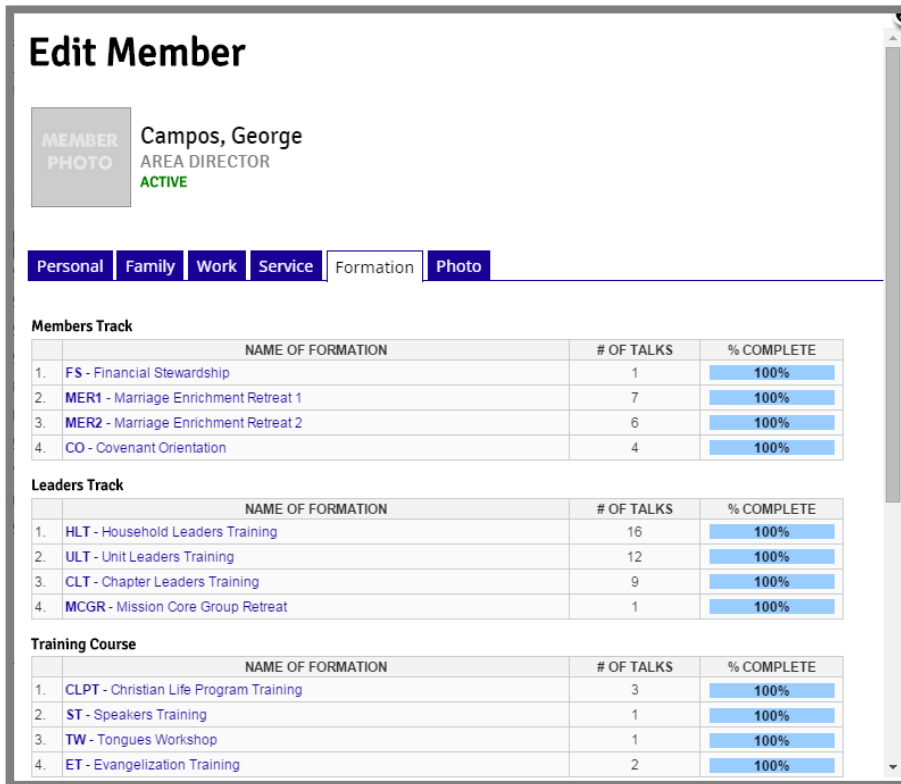
Service Roles ADD RECORD

FROM	TO	AREA	SERVICE	STATUS	
1/29/2015	PRESENT	Metro Manila	ED	ACTIVE	EDIT DELETE
1/29/2015	PRESENT	Metro Manila	MD	ACTIVE	EDIT DELETE
7/20/1990	PRESENT	Metro Manila	PAH	ACTIVE	EDIT DELETE

Parish Service ADD RECORD

FROM	TO	SERVICE	STATUS	
------	----	---------	--------	--

- **Formation** – member formation report; 100% status means member has attended all talks in the said formation



Edit Member

MEMBER PHOTO Campos, George
AREA DIRECTOR
ACTIVE

Personal Family Work Service **Formation** Photo

Members Track

	NAME OF FORMATION	# OF TALKS	% COMPLETE
1.	FS - Financial Stewardship	1	100%
2.	MER1 - Marriage Enrichment Retreat 1	7	100%
3.	MER2 - Marriage Enrichment Retreat 2	6	100%
4.	CO - Covenant Orientation	4	100%

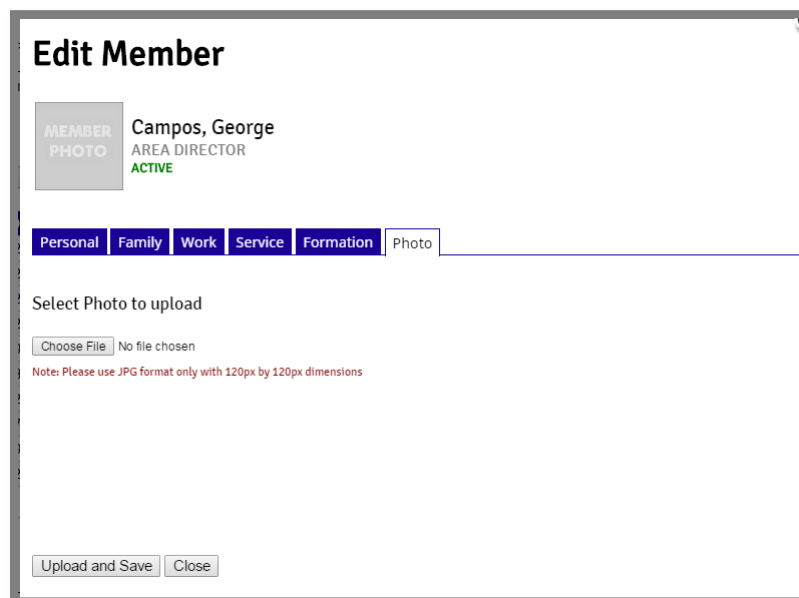
Leaders Track

	NAME OF FORMATION	# OF TALKS	% COMPLETE
1.	HLT - Household Leaders Training	16	100%
2.	ULT - Unit Leaders Training	12	100%
3.	CLT - Chapter Leaders Training	9	100%
4.	MCGR - Mission Core Group Retreat	1	100%

Training Course

	NAME OF FORMATION	# OF TALKS	% COMPLETE
1.	CLPT - Christian Life Program Training	3	100%
2.	ST - Speakers Training	1	100%
3.	TW - Tongues Workshop	1	100%
4.	ET - Evangelization Training	2	100%

- **Photo** – member photo (for database profile only, not automatically used for RFID)



Edit Member

MEMBER PHOTO Campos, George
AREA DIRECTOR
ACTIVE

Personal Family Work Service Formation **Photo**

Select Photo to upload

Choose File No file chosen

Note: Please use JPG format only with 120px by 120px dimensions

Upload and Save Close

2. BATCH ADD

For areas which already maintain records of their members in Excel, one-time upload can be done using the Batch Add facility. Just download a copy of the csv file and follow the instructions found when you click on the button.

BATCH MEMBERS ACCOUNTS CREATION

This module allows batch member accounts creation by uploading a filled-up ".csv" file

INSTRUCTIONS:

1. [Download a copy of the .csv file here](#)
2. After downloading, open it using Microsoft Excel
3. Fill it up with data. Take note of the following fields:

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>LASTNAME</td><td>REQUIRED - Member's Last Name</td></tr> <tr><td>FIRSTNAME</td><td>REQUIRED - Member's First Name</td></tr> <tr><td>MIDDLENAME</td><td>OPTIONAL - Member's Middle Name or Middle Initial</td></tr> <tr><td>NICKNAME</td><td>OPTIONAL - Member's Nickname</td></tr> <tr><td>GENDER</td><td>REQUIRED - Member's Gender. (Accepted Values: M, F)</td></tr> <tr><td>BIRTHDAY</td><td>REQUIRED - Member's Complete Date of Birth in MM/DD/YYYY format (e.g. 03/24/1979)</td></tr> <tr><td>WEDDING</td><td>REQUIRED - Member's Church Wedding Anniversary Date in MM/DD/YYYY format (e.g. 03/24/1979)</td></tr> </table>	LASTNAME	REQUIRED - Member's Last Name	FIRSTNAME	REQUIRED - Member's First Name	MIDDLENAME	OPTIONAL - Member's Middle Name or Middle Initial	NICKNAME	OPTIONAL - Member's Nickname	GENDER	REQUIRED - Member's Gender. (Accepted Values: M, F)	BIRTHDAY	REQUIRED - Member's Complete Date of Birth in MM/DD/YYYY format (e.g. 03/24/1979)	WEDDING	REQUIRED - Member's Church Wedding Anniversary Date in MM/DD/YYYY format (e.g. 03/24/1979)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>BLOODTYPE</td><td>OPTIONAL - Member's Blood Type. (Accepted Values: A, B, AB, O)</td></tr> <tr><td>PHONENO</td><td>OPTIONAL - Member's Landline Number (no dashes)</td></tr> <tr><td>EMAIL</td><td>REQUIRED - Member's Email Address</td></tr> <tr><td>SERVICECODE</td><td>REQUIRED - Member's Current Service. Please refer to this guide for the code</td></tr> <tr><td>ISMCG</td><td>REQUIRED - YES if member is part of the MISSION CORE member or NO if otherwise</td></tr> <tr><td>INDUSTRY</td><td>OPTIONAL - Member's Line of Work. Please refer to this guide for the code</td></tr> <tr><td>OCCUPATION</td><td>OPTIONAL - Member's Occupation. Please refer to this guide for the code</td></tr> </table>	BLOODTYPE	OPTIONAL - Member's Blood Type. (Accepted Values: A, B, AB, O)	PHONENO	OPTIONAL - Member's Landline Number (no dashes)	EMAIL	REQUIRED - Member's Email Address	SERVICECODE	REQUIRED - Member's Current Service. Please refer to this guide for the code	ISMCG	REQUIRED - YES if member is part of the MISSION CORE member or NO if otherwise	INDUSTRY	OPTIONAL - Member's Line of Work. Please refer to this guide for the code	OCCUPATION	OPTIONAL - Member's Occupation. Please refer to this guide for the code
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4. Save it. Note that the file extension must still be in .csv NOT .xls
5. Upload the completed file using the form below.

Batch Add File to Import: No file chosen

Chapter/Area to import the members: Metro Manila Mission > Asia > Southeast Asia > Philippines > Luzon > National Capital Region > Metro Manila

3. TRANSFERS

Click this button to facilitate movements to different areas within the same ministry. An encoder can either transfer a member or accept a member transfer. Members who have moved to other areas (say from MM to PM) need not be encoded again, regardless of their status; they just need to be transferred.


ONE GLOBAL DATA
mist_encoder (ENCODER) Settings Logout

Metro Manila Mission > Asia > Southeast Asia > Philippines > Luzon > National Capital Region > Metro Manila

Dashboard
Members Database
Activities
Formations
Evangelization
Tithes
Reports
RFD
Help

Today is Monday, February 23, 2015

Member Transfers (Endorsements)

OUTGOING

Endorse/transfer your member(s) to other areas

DATE	TRANSFER FROM	TRANSFER TO	MEMBERS	NOTES	STATUS	OPERATION
02/12/2015	North A3a	North A3a	SINAO, MA LOURDES /		approved by mem_southA3a on 2/12/2015 5:19:57 PM	
02/12/2015	North A3b	North A3b	SINAO, MA LOURDES /		approved by mem_southA3b on 2/12/2015 5:35:39 PM	
02/12/2015	South A3b	South A3b	ALANO, AZARNA / ALANO, RUBEN / GUTMAN, CHEUK / GUTMAN, DANIELA / FRAZ, HENRY / FRAZ, SHELBY / HERRERA, CHRISTOPHER / HERRERA, GENESIS / HERRERA, JIMMY / HERRERA, WILFREDO /		approved by mem_southA3b on 2/12/2015 2:55:24 PM	
02/12/2015	South A3b	South A3b	ROSSINI, DENNIS / ROSSINI, JESSIE /		approved by mem_southA3b on 2/12/2015 2:41:32 PM	
02/12/2015	South A3b	South A3b	REALO, AL / REALO, TESS /		approved by mem_southA3b on 2/12/2015 2:30:14 PM	
02/12/2015	South A3b	South A3b	PAEDEL, BOK / PAEDEL, JO /		approved by mem_southA3b on 2/12/2015 2:08:03 PM	
02/12/2015	South A3b	South A3b	PADILLA, HELDA / PADILLA, PABLO /		approved by mem_southA3b on 2/12/2015 2:04:28 PM	
02/12/2015	South A3b	South A3b	OBALLO, INA / OBALLO, MIY /		approved by mem_southA3b on 2/12/2015 2:03:19 PM	
02/12/2015	South A3b	South A3b	ELEFANTE, ALICE / ELEFANTE, FIDEL / SAGANG, AD / GALANG, LAREY /		approved by mem_southA3b on 2/12/2015 1:59:34 PM	
02/12/2015	South A3b	South A3b	ARCE, ERIC / ARCE, RICA /		approved by mem_southA3b on 2/12/2015 1:44:00 PM	

1 3 4 5 6 7 8 9 10 ...

INCOMING

Member(s) from other areas transferring into your area

DATE	TRANSFER FROM	TRANSFER TO	MEMBERS	NOTES	STATUS	OPERATION
12/26/2014	North A	North A3a	HIZON, EVELYN ROSE / HIZON, VICTOR /		PENDING	ACCEPT CANCEL
12/26/2014	Central C	East A	Bataojan, Lani / Bataojan, Rani /		PENDING	ACCEPT CANCEL
11/27/2014	South B	South B	SUPNET, SAGAN / SUPNET, JASMIN /	Previously, Supnet couple are the NYC Campus based pastor of SBC. Now Bro Garte go to Canada to work, while Sis. Ismae and the kids were left here? Sis. Jasmin is requesting since Bro SB for a HOLD IN near their residence, wherein she can serve as a plain member of the ministry.	PENDING	ACCEPT CANCEL



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4. TRANSITIONS

Click this button to facilitate transfer from one ministry to another (for example, CFC to HOLD, SFC to CFC, etc.). An encoder can either transfer a member or approve pending transition. Members who have transitioned to other ministries need not be encoded again in the ministry database. Once approved, system will automatically assign a ministry Member ID Number for them.

Member Transitions (Crossover)

OUTGOING
Endorse/transition your member(s) to HOLD/SOLD

No outgoing records found.

INCOMING
KFC/YFC/SFC member(s) transitioning into your area

DATE	MINISTRY	TRANSFER FROM	TRANSFER TO	MEMBERS	NOTES	STATUS	OPERATION
8/6/2014	SFC	East A4	East A4	Luna, Mary Ann /	already married	APPROVED	updated on 8/6/2014 2:39:19 PM
8/6/2014	SFC	East A4	East A4	ANDRADA, RAYMOND /	already married	APPROVED	updated on 8/6/2014 2:23:22 PM

OTHER MODULES

Aside from the Members Database, an encoder account also has access on the following modules:

A. Activities – add/view activities (including retreats and formations) and attendances

Activities

Activity Name	Type	Area	Start Date	End Date	Team Leader	Venue	Attendance
<input checked="" type="checkbox"/> 2015 WestB Echo Conference	CONFERENCE	West B2a	3/27/2015	3/29/2015	Penalosa, Rizalino Jr.	Teachers Camp Baguio City	0 members
<input checked="" type="checkbox"/> GMT	TEACHING	West B2a	3/18/2015	3/18/2015	SEPNIO, ALEXANDER	3/F Multi-purpose Hall, NSPS P...	0 members
<input checked="" type="checkbox"/> SECTOR WEEKEND	ASSEMBLY	East A1d	3/13/2015	3/15/2015	PALERMO, Honorio	TEACHER'S CAMP, BAGUIO CITY	0 members
<input checked="" type="checkbox"/> LOVE MORE WEEKEND	CONFERENCE	East A2b	3/13/2015	3/15/2015	GONZAGA, GLEN	BAGUIO CITY	0 members
<input checked="" type="checkbox"/> UNIT LEADER'S SEMINAR	ASSEMBLY	East B6c	3/8/2015	3/8/2015	SANTIAGO, ERICO	INFANT JESUS PRE SCHOOL MARIKI...	0 members
<input checked="" type="checkbox"/> PFO BASICS	TEACHING	East A2b	3/8/2015	3/8/2015	OFINA, Gil	PHILIPPINE HEAR CENTER AUDITOR...	0 members
<input checked="" type="checkbox"/> CLUSTER ASSEMBLY	ASSEMBLY	East A1d	3/6/2015	3/6/2015	PALERMO, Honorio	STA. LUCIA PARISH	0 members
<input checked="" type="checkbox"/> Chapter Prayer Assembly	ASSEMBLY	West B2a	3/6/2015	3/6/2015	SEPNIO, ALEXANDER	3/F Multi-purpose Hall, NSPS P...	0 members
<input checked="" type="checkbox"/> CHAPTER MONTHLY SERVICE MEETING	ASSEMBLY	East A1d	3/4/2015	3/4/2015	SALVINO, RUBEN	BRO. DARWIN & SIS. KAT CRUZ	0 members
<input checked="" type="checkbox"/> Christian Life Program	MISSION	North A5d	3/1/2015	5/10/2015	Mino, Ronilo	Meralco Sibol School, Phase 9 ...	0 members

1 | 2 3 4 5 6 7 8 9 10 ...

Click **NEW ACTIVITY** to add an activity record. Don't forget to click **SAVE**.

Add New Activity

Area/Chapter: Metro Manila Mission > Asia > Southeast Asia > Philippines > Luzon > National Capital Region > Metro Manila

Activity Name:

Activity Type: ASSEMBLY -- select formation to link or ignore if n/a --

Team Leader:

Date: 2/23/2015 to 2/23/2015

Venue:

Notes:

Save Cancel

Click the link below **ATTENDANCE** to add attendees or to view attendance record.

2015 WestB Echo Conference

03/27/2015 - 03/29/2015 @ Teachers Camp Baguio City

Member Name: + Add x

No attendance yet.

B. Formations – develop effective pastoral plan by monitoring attendance to formation tracks

COUPLES FOR CHRIST ONE GLOBAL DATA SM

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Formations

Members Track

Code	Formation Track	# Talks	# Completed
FS	Financial Stewardship	1	<input type="button" value="retrieve"/>
MER1	Marriage Enrichment Retreat 1	7	<input type="button" value="retrieve"/>
MER2	Marriage Enrichment Retreat 2	6	<input type="button" value="retrieve"/>
CO	Covenant Orientation	4	<input type="button" value="retrieve"/>

Leaders Track

Code	Formation Track	# Talks	# Completed
HLT	Household Leaders Training	16	<input type="button" value="retrieve"/>
ULT	Unit Leaders Training	12	<input type="button" value="retrieve"/>
CLT	Chapter Leaders Training	9	<input type="button" value="retrieve"/>
MCGR	Mission Core Group Retreat	1	<input type="button" value="retrieve"/>
ECFC	Elders in CFC	0	<input type="button" value="retrieve"/>
ONH	Orientation of New Households	0	<input type="button" value="retrieve"/>



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C. Evangelization – add/view CLPs conducted, plus a facility to publish CLP in the CFC Global Website for a wider reach

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Evangelization

[New CLP](#)

Venue	Area	Start Date	End Date	Program Type	Publish?	Target #	
Barangay 470 Office Geliños co...	West B2a	2/28/2015	6/6/2015	PARISH		0 pax	Manage Details
ST.JOSEPH PARISH,TAMBO PARAÑAQ...	South B4c	2/28/2015	5/30/2015	PARISH		0 pax	Manage Details
3/F Multi-purpose Hall, NSPS P...	West B2a	2/21/2015	6/6/2015	PARISH		0 pax	Manage Details
SAN SEBASTIAN PARISH,Ezekiel H...	West B2c	2/7/2015	5/1/2015	PARISH	✓	20 pax	Manage Details
ELINON'S RESIDENCE, JANSSENVIL...	East A2d	11/9/2014	12/21/2014	COMMUNITY		0 pax	Manage Details
La Paz Parish Center	Central C2b	10/18/2014	1/25/2014	PARISH		0 pax	Manage Details
Sampaloc II Chapel	South B5b	10/5/2014	11/29/2014	COMMUNITY		0 pax	Manage Details
STO. TOMAS DE VILLANUEVA PARIS...	East A1d	10/4/2014	11/29/2014	PARISH		0 pax	Manage Details
Meralco Sibol School Phase 9 B...	North A5d	9/28/2014	12/7/2014	COMMUNITY		0 pax	Manage Details
Ina ng Buhay Garden, Jordan He...	North A2c	9/28/2014	12/6/2014	COMMUNITY		0 pax	Manage Details

1 2 3 4 5 6 7 8 9 10 ...

Add CLP

Area/Chapter:

CLP Program:

Start/End Dates: to Publish in website*

Venue:

Target # of Pax:

Supervising Unit Head: *

Chapter Head: *

Cluster Head: *

SERVICE TEAM

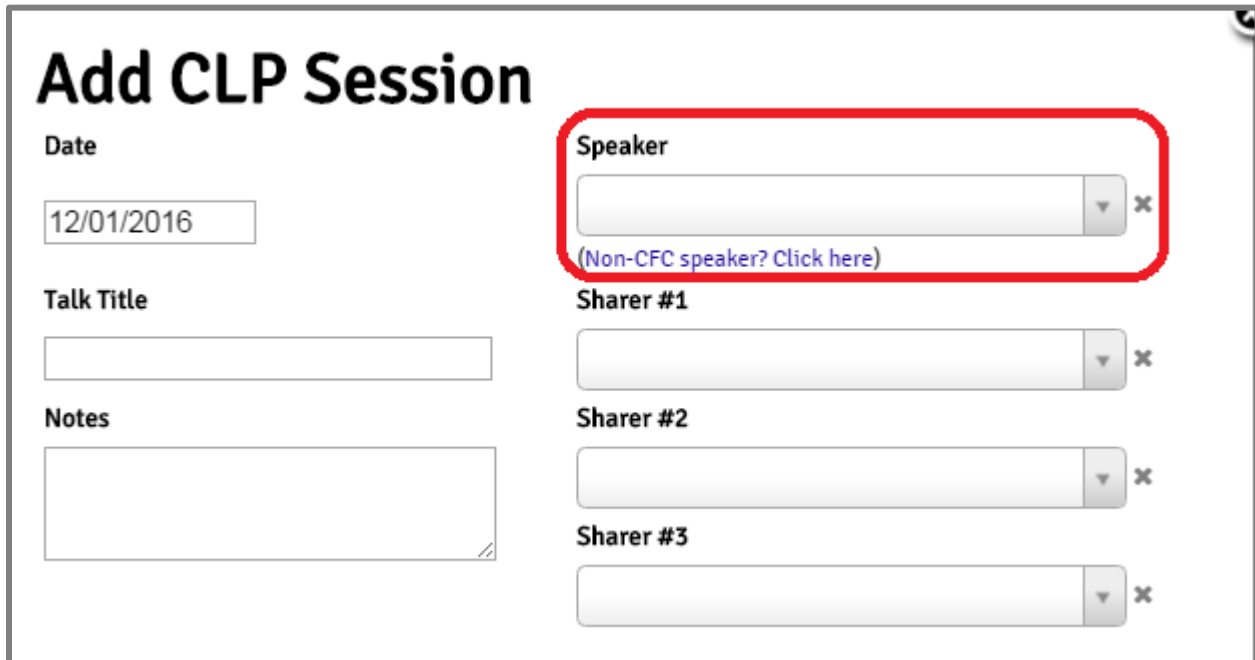
ROLE	MEMBER
<input type="text" value="-- select role --"/>	<input type="text" value="Type member name"/> <input type="button" value="Add"/>

No service team yet. Click Add button to add.

* By checking the Publish checkbox you agree to the Terms and Conditions

Additional Enhancement on assigning a speaker:

- a. For speakers within the ministry, just type their name in the search box.



Add CLP Session

Date
12/01/2016

Talk Title

Notes

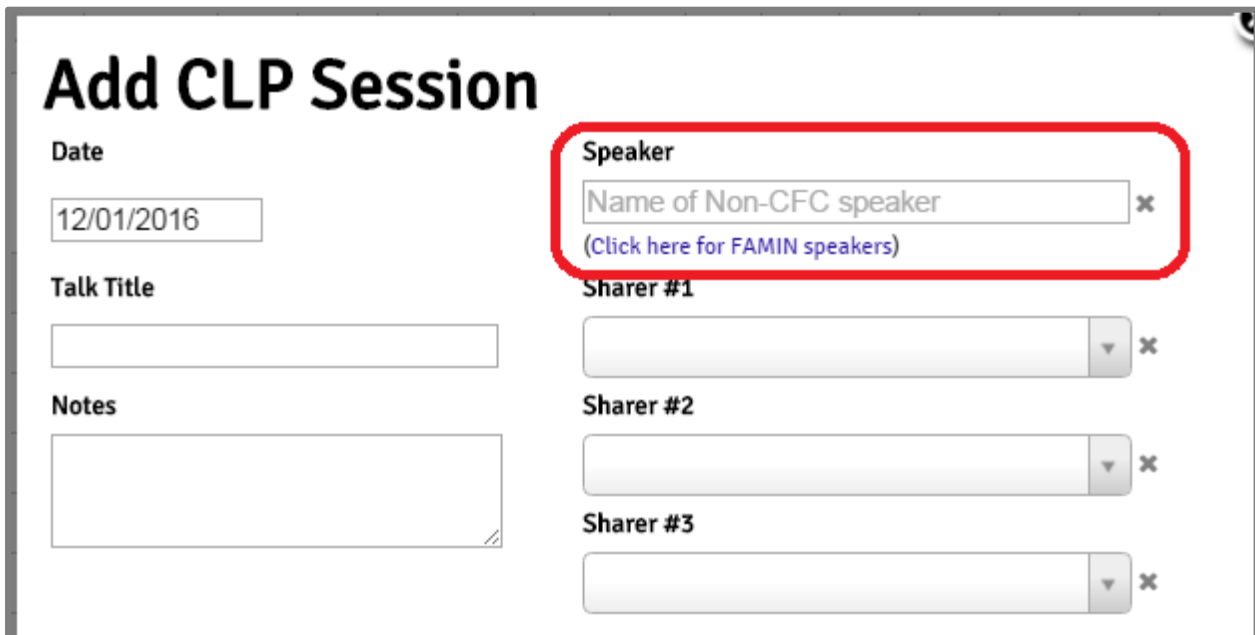
Speaker
 x
(Non-CFC speaker? [Click here](#))

Sharer #1
 x

Sharer #2
 x

Sharer #3
 x

- b. For speakers outside the community (including priests), type their name in the text field provided.



Add CLP Session

Date
12/01/2016

Talk Title

Notes

Speaker
 x
([Click here for FAMIN speakers](#))

Sharer #1
 x

Sharer #2
 x

Sharer #3
 x



- c. For speakers outside the ministry but are members of other Family Ministries, click the link provided and type their Member ID Number:

Add CLP Session

Date:

Speaker:
[\(Click here for FAMIN speakers\)](#)

Talk Title:

Sharer #1:

Notes:

Type MEMBER ID No. of the person you want to search

Member ID No:
(e.g. SMM-2016-123456)

PARTICIPANTS
check the box if present

- AGUILAR, VICTOR
- ANTENAS, VICTOR
- ANTENAS, VICTOR
- AQUINO, VICTOR
- BANAL, LOIDA
- BARBOZA, OSCAR
- CALANO, JOY



MMD VERSION 3.0 USER MANUAL

D. Tithes – tithes report based on HOO remittances

Tithes Contributions

New Record

Month Year	# Contributions	# Contributors	Total Amount
<input checked="" type="checkbox"/> FEBRUARY 2015	1529 records	1374 members	PHP 1,959,038.00
<input checked="" type="checkbox"/> JANUARY 2015	3468 records	2990 members	PHP 4,899,991.88
<input checked="" type="checkbox"/> DECEMBER 2014	2906 records	2371 members	PHP 2,552,609.03
<input checked="" type="checkbox"/> NOVEMBER 2014	4343 records	3743 members	PHP 4,000,111.86
<input checked="" type="checkbox"/> OCTOBER 2014	4433 records	3555 members	PHP 3,733,664.98
<input checked="" type="checkbox"/> SEPTEMBER 2014	4248 records	3722 members	PHP 4,525,045.45
<input checked="" type="checkbox"/> AUGUST 2014	4247 records	3604 members	PHP 4,174,394.95
<input checked="" type="checkbox"/> JULY 2014	3876 records	3418 members	PHP 3,595,392.23
<input checked="" type="checkbox"/> JUNE 2014	3513 records	3213 members	PHP 3,937,965.23
<input checked="" type="checkbox"/> MAY 2014	4029 records	3443 members	PHP 4,110,814.58
<input checked="" type="checkbox"/> APRIL 2014	3637 records	3277 members	PHP 3,670,423.00
<input checked="" type="checkbox"/> MARCH 2014	4581 records	3899 members	PHP 3,920,175.60

1 | 2 3 4 5 6 7 8

- As a standard, when a husband remits, the amount remitted is halved and is shared with the wife. The same applies when only the wife remits. Tithes remittance of either the husband or the wife is considered as the tithes remittance of the couple.
- If both the husband and the wife remitted for the same month, both of them would have two (2) credits on their tithes record.

E. Reports – comprehensive pastoral reports

Reports

- List of Active Members
- List of Inactive Members
- List of Leaders
- List of Households
- Birthday Celebrants
- Wedding Anniversary Celebrants
- Export Specific Fields
- Export Member Records
- Members Formation Report
- Members Tithing Report
- Tithes Report - Year
- Tithes Report - Month
- Evangelization Report - Year
- Evangelization Report - Month
- Households Report



MMD VERSION 3.0 USER MANUAL

F. RFID – helpful links for the Attendance Capture System (ACS)

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RFID Modules

- Export Members listing - export list of members for RFID Attendance software
- Export Member photos - export member photos for RFID Attendance software
- Import Members RFID No. - merge RFID's to the Member ID No's
- Import Attendance - import attendance records from RFID Attendance software

G. Help – documents to help you with the usage of the Members Management Database (MMD)

COUPLES FOR CHRIST ONE GLOBAL DATA BETA

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Help

- CFC Members Management Database v3.0 Manual - User manual for the latest version of the CFC MMD.

SUPPORT

For inquiries and concerns about One Global Data including the Members Management Database, send an email to ogd@couplesforchristglobal.org or call EMPO (+63 2 709-4868 loc 25) or MIST (+63 2 709-4868 loc 37 | +63 2 709-4841).



APPENDIX (MASTERDATA)

A. SERVICE GROUPS (tags for leaders)

TITLE	CODE	DEFINITION
Mission Core	MC	Chapter Heads and up; Must have attended the Mission Core Group Retreat
Governance Team	GT	Area Head, Area Director, Sector Head, FaMin Head, Mission Support Head, E&M/CIO Head, PFO Head, BCOP Head
Elders Assembly	EA	MM Sector Head, PM Area Head, PM Regional Head, IM Regional Coordinator, Mission Director (MM, PM, IM)
Board of Elders	BOE	Elected members of the Elders Assembly
International Council	IC	Elected leaders who serve as the over-all governing body for the CFC Global community

B. PASTORAL ROLES (primary role of any member; required to have upper and lower households except for MEMBERS and LEADERS [wives of Heads] who are only expected to have an upper household and not necessarily a lower household)

TITLE	CODE	DEFINITION
Area Director	AD	Area-based head of a province (male)
Sector Head	SH	Male head of a sector
Sector Leader	SL	Wife of the sector head
Cluster Head	CLH	Male head of a cluster
Cluster Leader	CLL	Wife of the cluster head
Chapter Head	CH	Male head of a chapter
Chapter Leader	CL	Wife of the chapter head
Unit Head	UH	Male head of a unit



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TITLE	CODE	DEFINITION
Unit Leader	UL	Wife of the unit head
Household Head	HH	Male head of a household
Household Leader	HHL	Wife of the household head
Member	MEMBER	Any member who was not given a leadership assignment yet
Guest	GUEST	Non-member of the community who is encoded in the database for events registration in HOO (could be a relative or friend of a CFC member who was invited to join a CFC activity)

c. SERVICE ROLES (secondary roles/assignments; could be in another area or ministry)

TITLE	CODE	APPLICABLE TO
Area Head	AH	Male
Area Leader	AL	Female
Building The Church of the Poor	BCOP	Both
Church Integration Office	CIO	Both
Cornerstone Coordinator	CSC	Both
Country Coordinator	CC	Both
Country Head	CNH	Male
CSP Coordinator	CSPC	Both
Evangelizations and Missions	EM	Both
Executive Director	ED	Male
Family Ministries	FAMIN	Both
HOLD Coordinator	HOLDC	Female
KFC Coordinator	KFCC	Both
Mission Director	MD	Male
Mission Support	MS	Both



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TITLE	CODE	APPLICABLE TO
Pastoral Formation Office	PFO	Both
Regional Coordinator	RC	Both
Regional Head	RH	Male
SFC Coordinator	SFCC	Both
Social Development Coordinator	SDC	Both
SOLD Coordinator	SOLDC	Male
YFC Coordinator	YFCC	Both

D. STATUS TYPES

STATUS	DEFINITION	REMARKS
Active	A member who attends household meetings and ministry activities regularly.	Default status; manually tagged by Encoder
Deceased	A deceased member.	Manually tagged by Encoder
HOO User	Unnamed accounts.	Manually tagged by MIST
Inactive	A member who has not been visible in the community in the past 6 months; has been consecutively absent in the household meetings for 4 or more household meetings without any valid reason. Household head must have scheduled a one-to-one with the member prior to tagging them INACTIVE.	Manually tagged by Encoder
Moved To Hold	A member who actually transitioned to HOLD. Members due for transition but have not	Automatically updated once the TRANSITION request has been approved



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	<p>yet joined a HOLD area must remain in their previous ministry database and be tagged as ACTIVE or INACTIVE whichever is applicable.</p>	
<p>Moved To Other Community</p>	<p>A member who moved to another community (other than CFC). This is not applicable to members who transferred to other areas (use TRANSFER facility instead).</p>	<p>Manually tagged by Encoder</p>
<p>Moved To SOLD</p>	<p>A member who actually transitioned to SOLD. Members due for transition but have not yet joined a SOLD area must remain in their previous ministry database and be tagged as ACTIVE or INACTIVE whichever is applicable.</p>	<p>Automatically updated once the TRANSITION request has been approved</p>
<p>Non-Member</p>	<p>A person invited to join a community conference or activity as a GUEST; possible CLP participant; members from other family ministries who are currently attending the CLP must be registered as PARTICIPANT in the Evangelization Module.</p>	<p>Manually tagged by Encoder</p>
<p>SOLD</p>	<p>SOLD member who is temporarily encoded in the CFC database while the SOLD database is not yet developed</p>	<p>Manually tagged by Encoder</p>



E. CLP PROGRAMS

- a. Community
- b. Corporate
- c. Government
- d. Parish
- e. Prison

F. CLP TEAM MEMBERS

- a. DGL/Facilitator
- b. Music Ministry
- c. Prayer Warrior
- d. Secretariat
- e. Service Team
- f. Team Leader
- g. Team Servant

G. ACTIVITY TYPES

- a. Assembly (monthly assemblies)
- b. Conference (Leaders Conference, etc.)
- c. Fellowship (gatherings and celebrations such as birthdays and anniversaries)
- d. Formation (retreats, formation series, etc.)
- e. Mission (short-term and long-term missions)
- f. Service Meeting (meetings, including online)
- g. Teaching (monthly teachings)
- h. Training (trainings or workshops)
- i. Work With The Poor (Cornerstone, AGW, ANCOP site immersions, etc.)

H. HOUSEHOLD TOPICS

- a. Bible Sharing
- b. Fellowship
- c. In His Steps Sharing
- d. Topic Sharing