

Pastoral Care 11 ReadMe

Contents of Pastoral Care 11 CD

Introduction:

This readme file contains valuable information regarding the contents of the CD.

Installation files:

On the top level of this CD is the following installation files:-

SETUP.EXE - This is the main installation file, which installs

- 1) Pastoral Care 11 program
- 2) Pastoral Care Tutors
- 3) Pastoral Care Communicator program
- 4) Pastoral Care Personal SMS program
- 5) Pastoral Care Directory program
- 6) Pastoral Care Manual

Standalone Installation – This document explains the full process in installing Pastoral Care for a standalone computer.

Network Installation – This document explains the full process in installing Pastoral Care on a network after the program has been installed in standalone mode for each computer on the network

Folders on the Pastoral Care CD

/Communicator

Pastoral Care 11 has a standalone program which has been designed with leadership in mind in which users can have their own personal Communicator program; this program can send SMS and emails to members of the church. The program features its own personal address list as well as the ability to receive lists of people from Pastoral Care 11. All the features of the SMS and email found in the Pastoral Care 11 program are also included in the Communicator program. This program is free to distribute to as many users as you require. This program can also be downloaded from www.pastoralcare.com.au

/Directory

Pastoral Care 11 can export data to a stand alone program called the Pastoral Care Directory. Purchasing Pastoral Care allows you to install this program on any number of computers within your church membership. The Directory program is an electronic church directory for the members of the church. In this folder is the installation file you need to copy onto a flash drive for distribution to other people in your church. This program also features an SMS and email program built within it. Users also have the ability to download the Directory program from the Pastoral Care web site at www.pastoralcare.com.au

/Personal SMS

Pastoral Care 11 features a standalone program that has been designed for any member of the church to tap into cheap SMS messages from their computer. In this folder is the installation program which can be given out, the program is also be downloaded from www.pastoralcare.com.au . The program features its own personal address book in which the user can send bulk SMS messages at one time.

/Documentation

This folder stores all user documentation, including the Pastoral Care manual. Please take the time to read the documents available here.

Getting Started with Pastoral Care 11

Installing Pastoral Care

Please read the Installation document titled “Standalone Installation” and “Network Installation” for network users on your Pastoral Care CD.

Upgrading from a Previous Version

The conversion program is located in the `Pastoral Care 11` program group which is accessed by pressing Start - Programs – Pastoral Care 11 and then choose the Pastoral Care Conversion Program. If the previous edition of Pastoral Care was setup on a network and you wish to continue to have your data stored on a network with Pastoral Care 11 then setup Pastoral Care 11 in network mode before you convert your data from a previous edition.

Setting Up Pastoral Care 11

Please Read the Pastoral Care manual setup chapter to learn how to customise Pastoral Care 11 to suit your needs. So many areas within Pastoral Care can be setup to the unique needs you have within the church. The manual is installed when Pastoral Care is installed; this is launched from the main menu toolbar.

Training Mode

You can select Training mode from the Main Menu Church Tab by double clicking on the Load Training Data option. This will load a complete set of sample data. Training Mode will give you a hands on experience of what can be done with Pastoral Care. Any data, while you are in training mode, can be changed without risk to your existing church(s). So if you want to try something that you are not sure of, try it first while you are in Training mode, before trying it out on your church data.

Navigate Option

The Navigate option is available on the tool bar in every major area of Pastoral Care. This option will allow you to quickly jump around Pastoral Care without going back to the main menu.

Pastoral Care Tutor

Pastoral Care 11 comes equipped with an audio-visual tutor. The tutor is accessed throughout the program in the tool bars. An option is available in the installation program not to install the tutor for those computers running short of disk space.

Pastoral Care Intro

Throughout the toolbars within Pastoral Care a button called `Intro' is available, this option plays a brief video from the creator of Pastoral Care sharing some of the concepts about the area you are in.

The Full Manual

The full manual of Pastoral Care has been presented in the Adobe Reader format. Once installed the manual can be launched from within Pastoral Care by clicking on the manual button in the toolbar at the main menu or by pressing the 'Help' drop down menu throughout the program.

Internet Updates

Pastoral Care Ministries offers a free update service to your church. Pastoral Care 11 has been designed to allow a lightweight update from the Internet to be downloaded. If the church is not connected to the Internet then arrange with someone within the church that is connected to download the update to be placed on a flash drive. We encourage you to regularly check the Pastoral Care web site to see if a new update has been posted. Access the Pastoral Care web site at www.pastoralcare.com.au

Multi User License

Pastoral Care Ministries offers each church that purchases Pastoral Care 11 a free multi user license to install the program on as many computers as the church requires. This is conditional that the program is not installed on any computer for use by another church that did not purchase Pastoral Care 11.

This offer is only for Non Profit Organisations. For Commercial or Profit Based organisations, a license fee per installation is payable. Please contact Cornerstone Electronics at PO BOX 611 Gisborne Vic Australia 3437 for further information if required.