



June Tech Tips

Current Version: 26.24.1

Advance Groups/Classes and School Grades

Summer is a great time to advance your groups/classes and school grades in Church Windows. Within the Membership module, there is a function to move the students in selected groups/classes to the next level. You can advance school grades from a person's individual record as well.

[Advance Groups/Classes and School Grade](#)

Cyber Security Tip from Kloud9 IT: REMOVE these from your laptop, tablet or smartphone

Like it or not, device manufacturers love to fill your brand-new PC, tablet or phone full of "free" applications like games, music and photo apps and more (manufacturers actually get paid to install these with the devices they sell).

But outdated apps are a breeding ground for vulnerabilities, so if you're not using a particular application on a regular basis, it's best to remove it completely. This is also why we source and set up all workstations and PCs for our clients – we actually remove the junk and configure the security setup so it's ready to go.

Free Training Webinars

Church Windows provides free, live training webinars every month on many different subjects. Here, attendees can chat directly with a trainer and ask relevant questions. If you are unable to attend the live presentation, each webinar is recorded and can be accessed at any time on our website.

[Browse and Sign Up](#)

[View Past Webinars](#)

Resource Center & Help Files

Our support techs are available to help you with any issue you might encounter. Still, you may find that many of your questions can be answered by having a look at our Help Files or searching our Resource Center for webinars and downloadable pdfs. You can access our Help files in Church Windows anytime by pressing the F1 button on your keyboard. This will automatically open the Help article most closely related to the area of Church Windows you are currently working in.

[Resource Center](#)

[Help Files](#)

Emails and Updating Your Information

Stay up-to-date with Church Windows news, tech tips, and software updates by making sure we have the correct email and contact information for your organization. You can do this by emailing info@churchwindows.com and providing your current contact person and email address. You can also give us a call at 800-533-5227 to verify.

Backing Up

Remember to back up your data regularly to prevent losing your work and having to re-enter information. It's quick and easy. Don't rely on someone else. A secondary backup never hurts, even if your data is hosted on Church Windows Web.

[Church Windows Web & General Backup Information](#)

Church Windows Web

If you are having trouble logging into your virtual desktop, please call or submit a ticket with your server.

RDI	Phone: 877-287-9867 Email Support: support@rdi-it.com Website: www.rdi-it.com
Kloud 9	Phone: 216-393-2484 opt. 1 Email Support: servicedesk@kloud9it.com Website: www.kloud9it.com
Summit Hosting	Support Ticket: ticket.summithosting.com Website: www.summithq.com