



August 2021 Tech Tips

Current Church Windows version 22.19.6/ Payroll 2021 SR5

Reasons to use Church Windows Security

Even if you use CW on a single computer, you might consider using the built-in Security feature.

- Security provides a complete audit trail connected to each user's activity (postings, corrections, reversals.) For this reason, we recommend entering the user's full name and not a job title or position in the Full Name field.
- Logins for each user can prevent unwanted access to CW on shared computers. Logins provide privacy for giving and other church business.
- Security limits other user's access only to the areas in which they work.
- Security can prevent users from restoring data.
- The user's full name, time, and date can be seen on the browse Donations or Accounting transactions and included on reports if needed.
- The user's full name is entered when updating existing or adding new data to Membership, People and shows the date created or last updated and can be included on reports if needed.

Free Training Webinars

Church Windows offers free training webinars covering a variety of topics for all the modules within the program. If things have slowed down at the church, perhaps now is the time to brush up on Church Windows or train new staff on a specific area of the program. The webinars are live, and you can ask questions about the webinar topic during and after the presentation. We also record all the webinars and put them in the Support Center for viewing at your leisure.

[Free Training Webinars](#)

[Support Center](#)

Donation Corrections

If you need to make a correction or reversal to a posted donation, where you go depends on what you are correcting. To correct the date or code or reverse an entire batch, you can go to Donations > Posted Batches. However, if you need to correct something more specific, this can be done in Donations >



Browse. Posted Batches ONLY allows you to correct the date or batch code for the ENTIRE BATCH, while in Browse, you can correct or reverse specific items within the batch.

What You Need to Drive Stewardship in the New Church

Churches, it's time to prepare for the future of worship, gathering and giving as you focus on stewardship this fall. Vanco, an integrated eGiving partner of Church Windows, has developed a comprehensive guide to support churches like yours during this time.

[Understanding the New Church: Your Guide to Virtual Ministry and Churchgoer Giving Trends](#) combines findings from Vanco's two nationwide surveys along with giving resources, discussion questions and guidance for inspiring generosity.

After reading this guide, churches will be ready to use hybrid ministry and new giving methods to strengthen their community. [Get the Guide!](#)

Changes

To ensure that you receive updates, news, tech tips, and other relevant information from Church Windows, please take a moment to make sure we have the current email and contact information. You can update your contact information by emailing info@churchwindows.com with your present contact person and email address or call 800-533-5227 to verify current contact information.

Backing Up

Remember to make backups of your data regularly. Back up often to prevent possibly having to re-enter data! You can perform this function yourself, and it only takes seconds. Don't depend on someone else. A secondary backup never hurts, even if your data is hosted on Church Windows Web.

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

