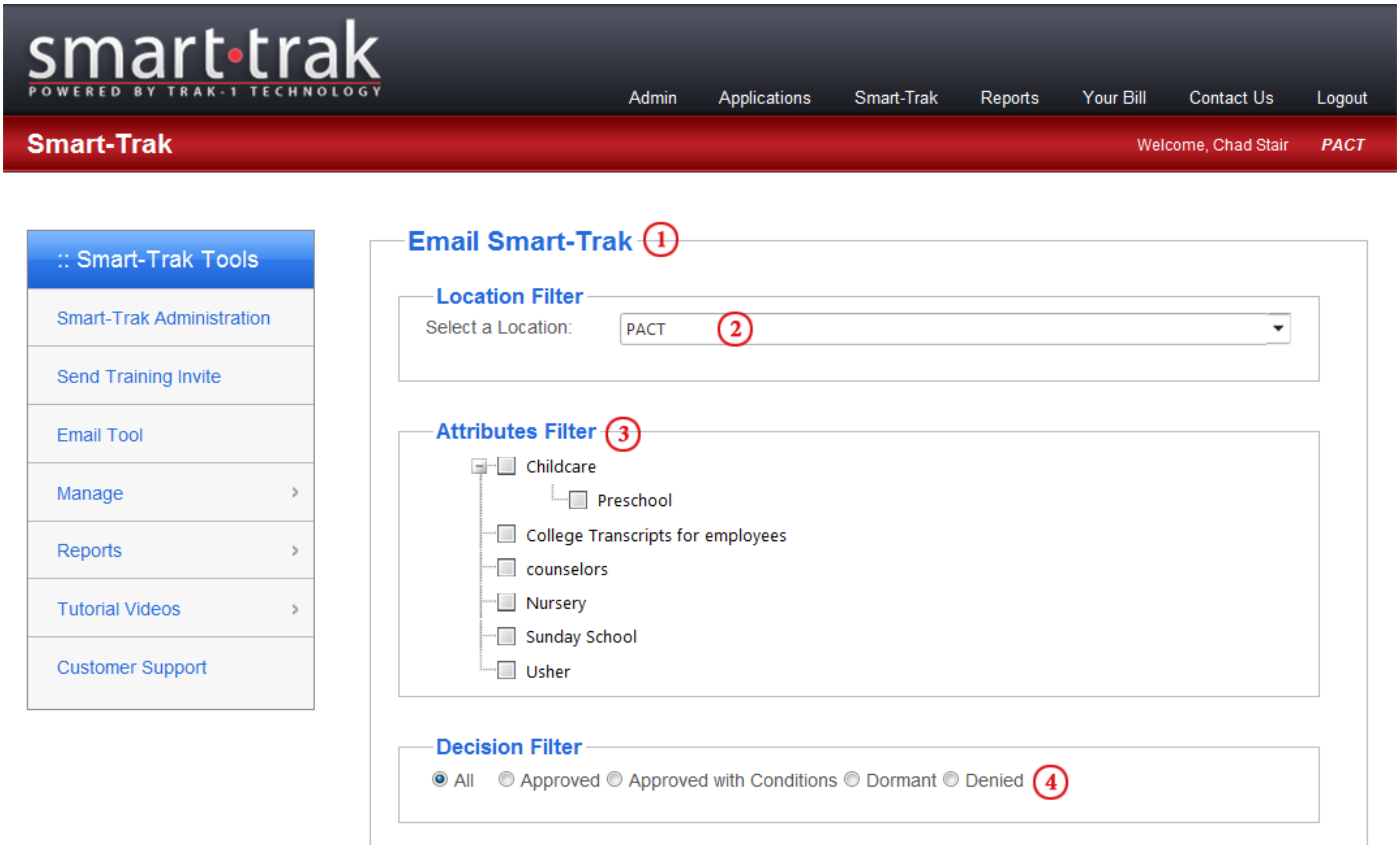
smart•trak

POWERED BY TRAK-1 TECHNOLOGY

Training Manual, Volume 2

Date: August 22, 2011

SMART-TRAK EMAIL TOOL



1 | Email Smart-TRAKs The Email Smart-Trak tool allows you to send notifications and correspondence to your volunteers, based on groups of attributes and activities. All notifications and correspondence sent through this tool will be logged to the individual's profile.

2 | Location Filter If correspondence or notifications need to be sent to one specific location, the Location Filter allows you to select only the applicants associated with that location. To filter your applicants, select the location from the drop down menu.

3 | Attributes Filter In addition to filtering your applicants based on location, you can use the Attributes Filter to further customize who receives your correspondence. This tool is especially helpful when only one group needs to be notified. To select a particular group of people by attribute, select the check box next to the particular attribute you wish to correspond with. If you would like to correspond with a group of individuals based on an attribute (ex. Administration instead of just Bulletin Editor), select the check box next to the parent attribute. All attribute included in that group will be notified.

4 | Decision Filter This filter allows you to narrow your correspondence to only those applicants that are approved, approved with conditions, dormant or denied. Select the radial button next to your desired decision to filter your results.

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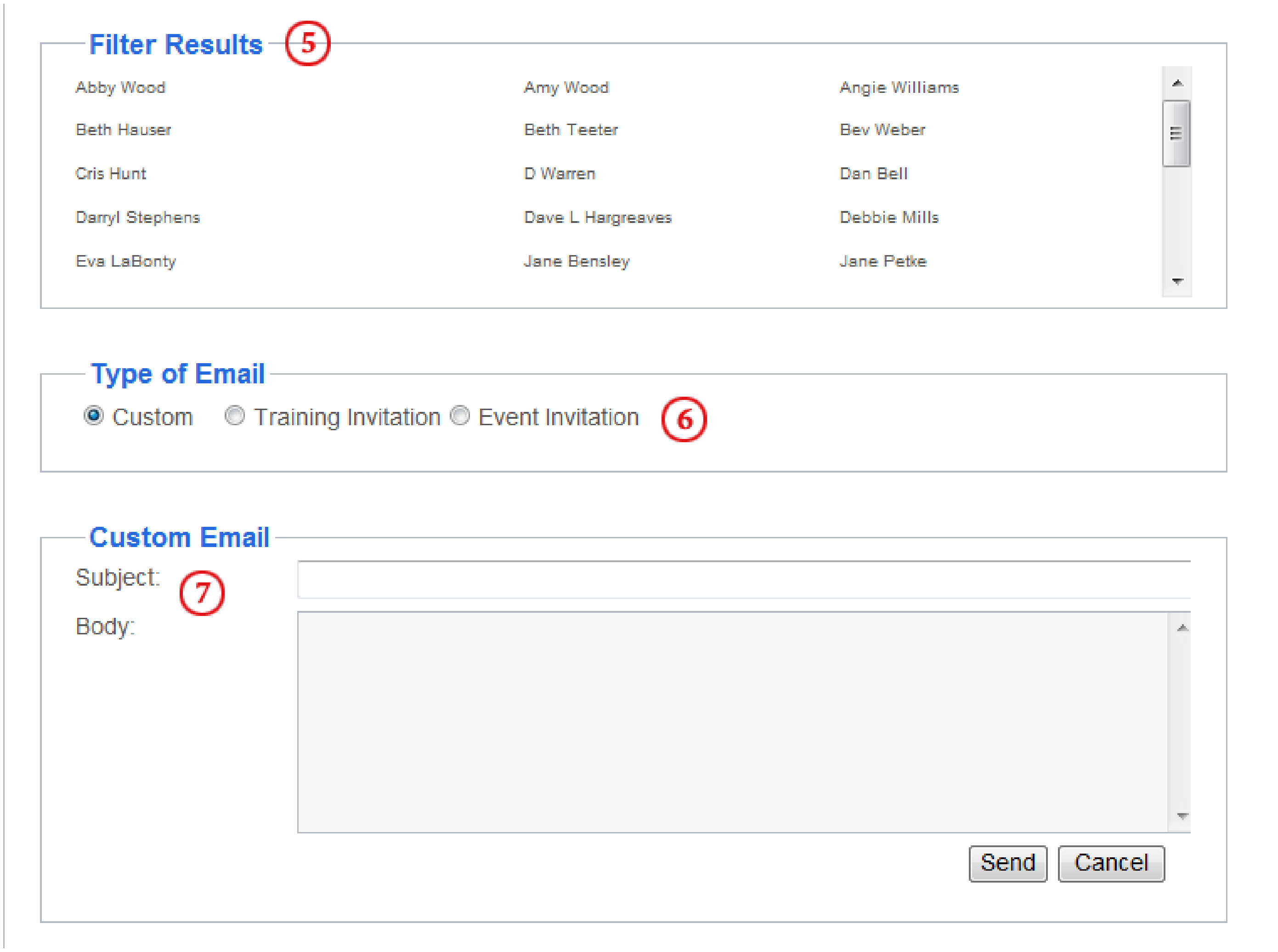
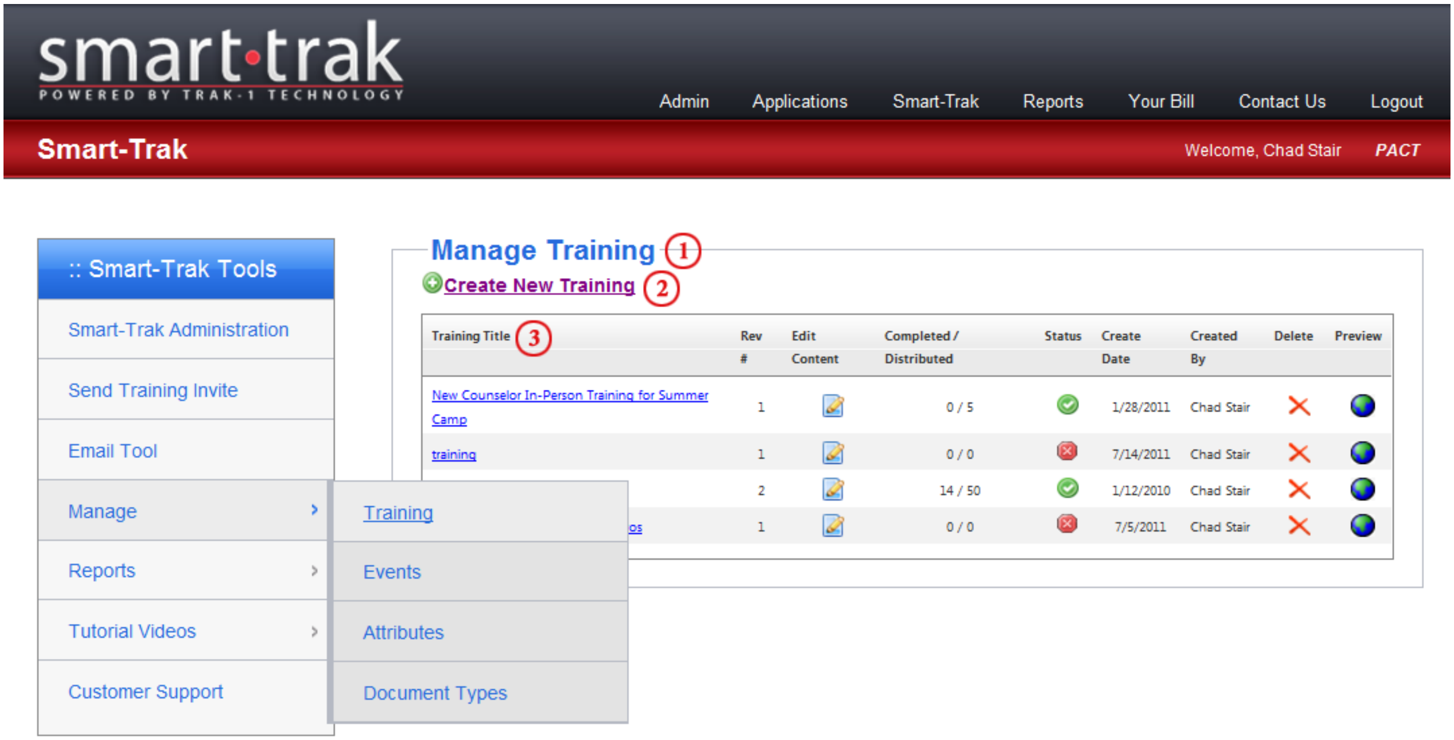


5 | Filter Results Based on your selection of one or more of the above filters, your list of applicants will be updated in the Filter Results window. This window will display only those applicants that meet your criteria and will allow you to correspond directly with those applicants.

6 | Type of Email The Email Tool allows you to send out multiple forms of correspondence. First, you can choose to send a custom email that will allow you to enter any type of information you would like to provide to your applicant, whether it be an update to policies for that group, a word of encouragement, or an introduction of a new member. Second, you can send a training invitation to your group. By doing this, you can ensure that all groups are properly trained and included in any policy changes. Finally, you can send an event invitation to your group. This will allow you to invite only those applicants qualified to participate in certain events to join the activities.

7 | Custom Email In the final section of the Email Tool, administrators may enter the specific details of their correspondence. All correspondence sent to an individual is details on the applicant's profile.

MANAGE TRAINING TOOL



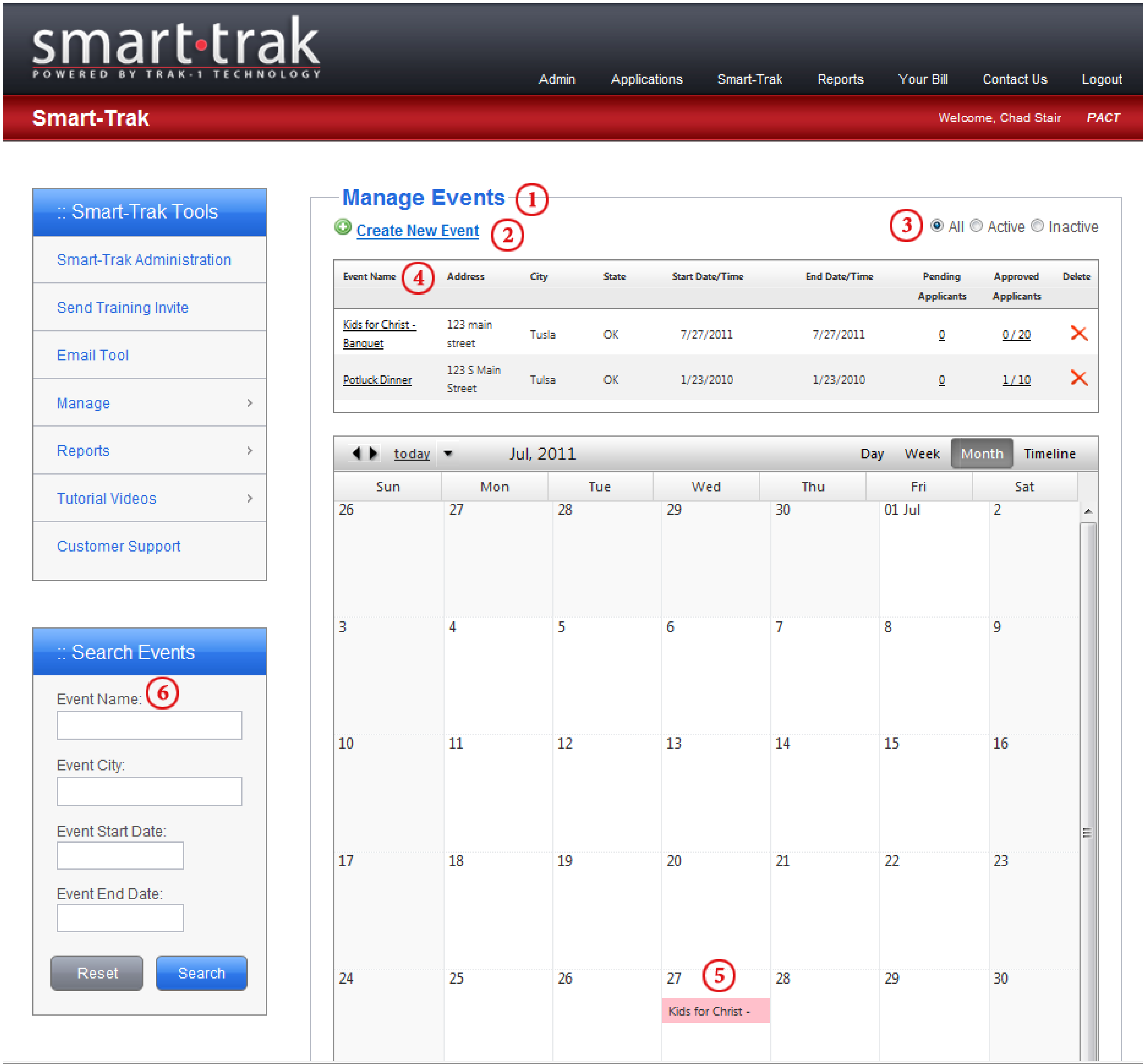
1 | Manage Training The Manage Training tool allows administrators to customize the training sessions that are available to each of their locations. By creating a customized, available training package, administrators can ensure that all applicants within their church are properly trained in the policies of the Conference.

2 | Create New Training To create a new training, select the ‘Create New Training’ link located at the top of the page. The training tool will be opened where you can enter the specific questions and answers for your training session. Click here to learn how to create a training session.

3 | Training Tools The training tools display will provide easy access to the following options/information:

- ***Training Title**: The title assigned to that training session by its creator.*
- ***Rev. #:** Revision number shows how many editions of this training have been created and edited.*
- ***Edit Content**: Allows administrators to edit previously created versions of training.*
- ***Completed/Distributed**: Provides administrators with a numerical count of how many of that training session have been sent out to applicants and how many of those applicants have completed the training.*
- ***Published**: Shows administrators whether the training has been published and can be utilized by users of the system.*
- ***Create Date**: Shows the date the training was created on.*
- ***Created By**: Displays the name of the creator of the training session.*
- ***Delete**: Allows administrators to delete the training session.*
- ***Preview**: Allows administrators to preview how their training session will appear to volunteers or employees.*

MANAGE EVENTS TOOL



1 | Manage Events The Manage Events tool allows administrators to schedule and maintain an events calendar, available to all volunteers and employees participating in the Smart-TRAK system.

2 | Create New Event To create a new event, select the 'Create New Event' link located at the top of the page. The Event Tool will be opened where you can enter the details of your event. Click here to learn how to create a new event.

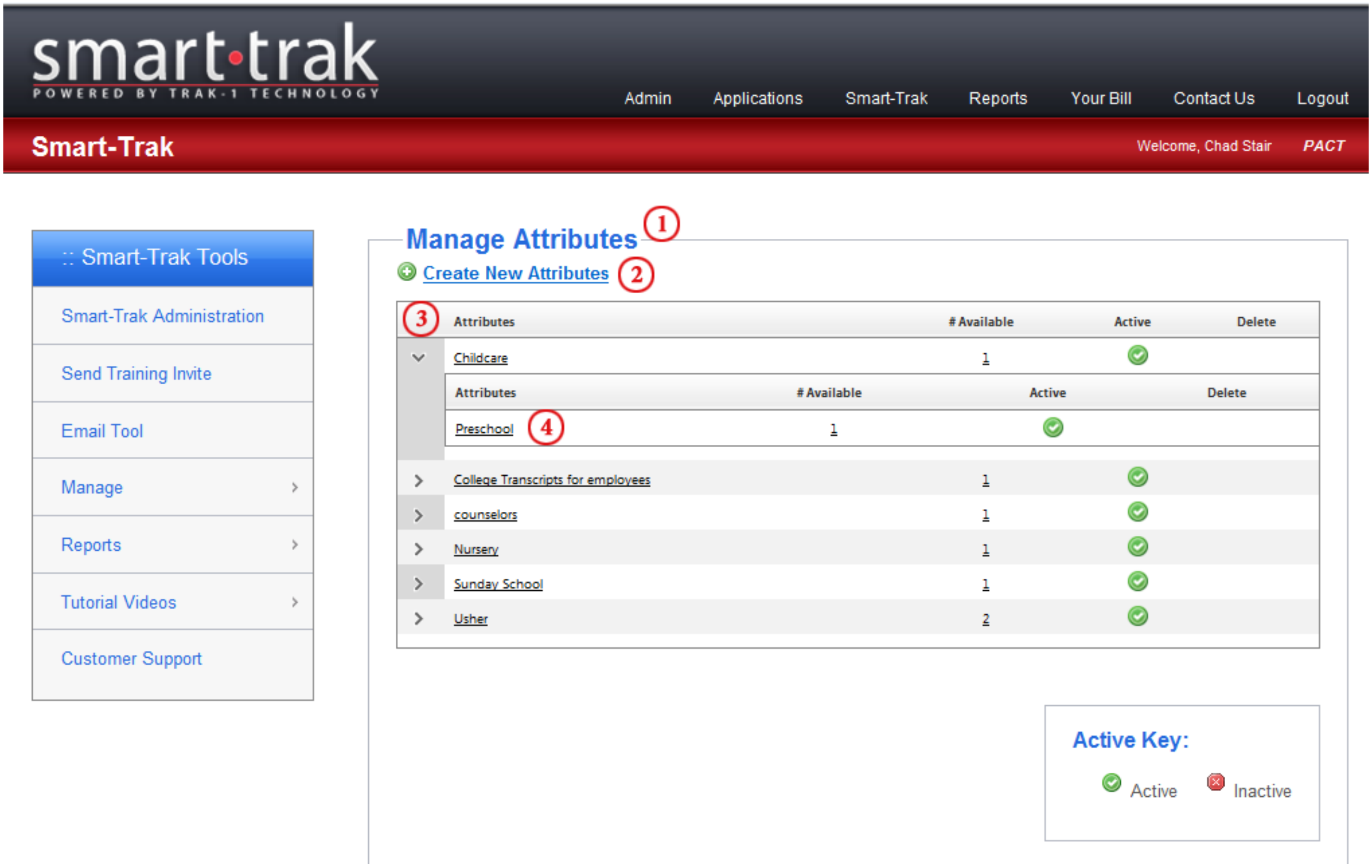
3 | Activity Filter This filter allows you to display on those events that are active or inactive on your calendar.

4 | Activity Navigation The navigation tool displays the event name, the address of the event, the start and end date/time, the number of pending applicants and the number of approved applicants. From here you can also delete the event.

5 | Calendared Event Each event will be displayed on the events calendar on the coordinating day.

6 | Search Events Tool The Search Events Tool allows you to locate an event based on the name, city, or start/end date.

MANAGE ATTRIBUTES TOOL



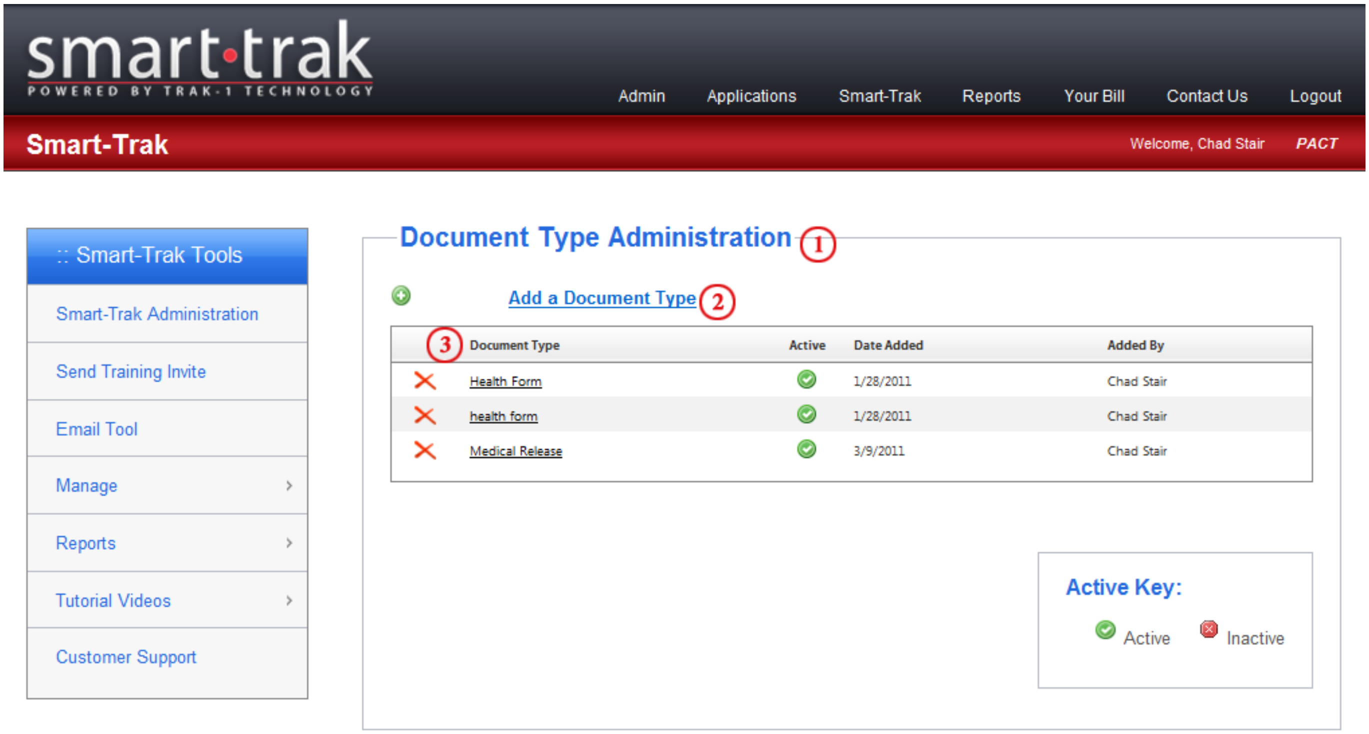
1 | Manage Attributes The Manage Attributes tool allows administrators to create new attribute groups for employees or volunteers, approve employs or volunteers for activities within those attribute groups, and view available employees or volunteers based on a particular attribute.

2 | Create New Attributes To create a new attributes, select the ‘Create New Attribute’ link located at the top of the page. The event tool will be opened where you can enter the details of your event. Click here to learn how to create a new attribute.

3 | Attribute Navigation The navigation bar for the Attributes queue displays the attributes group, the number of available employees or volunteers for that particular attributes, as well as whether the attribute group has been published to the web for use.

4 | Attributes Sub Category This section includes all child attributes for the parent attributes. In the above example, the parent attribute would be “Administration,” while the child attribute would be either “Bulletin Editor” or “Office Helpers.” In each case, a volunteer or employee can be approved to work for only an individual attribute or for an entire group of attributes. To view all available child attributes, select the right arrow next to each parent attributes.

MANAGE DOCUMENTS TOOL



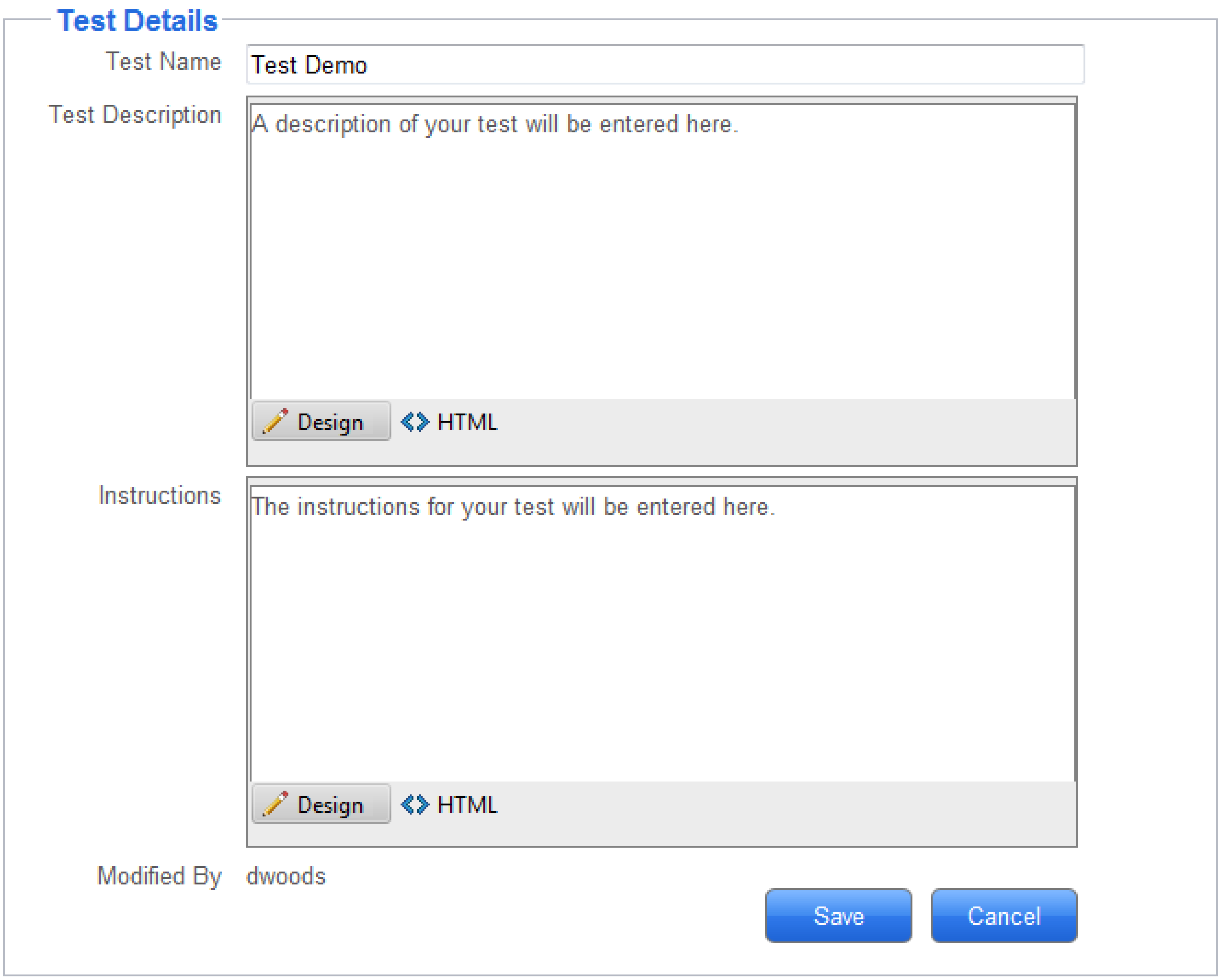
1 | Document Type Administration The Document Type Administration tool allows administrators to create and manage the categories of documents available to Smart-TRAK managers. Each document type is used to label any documentation that is uploaded to particular profile and can be specified on the applicant's profile at the time the document is uploaded to the system.

2 | Add a Document Type To create a new document type, select the 'Add a Document Type' link located at the top of the page. The document type tool will be opened where you can enter the details of your event. Click here to learn how to add a document type.

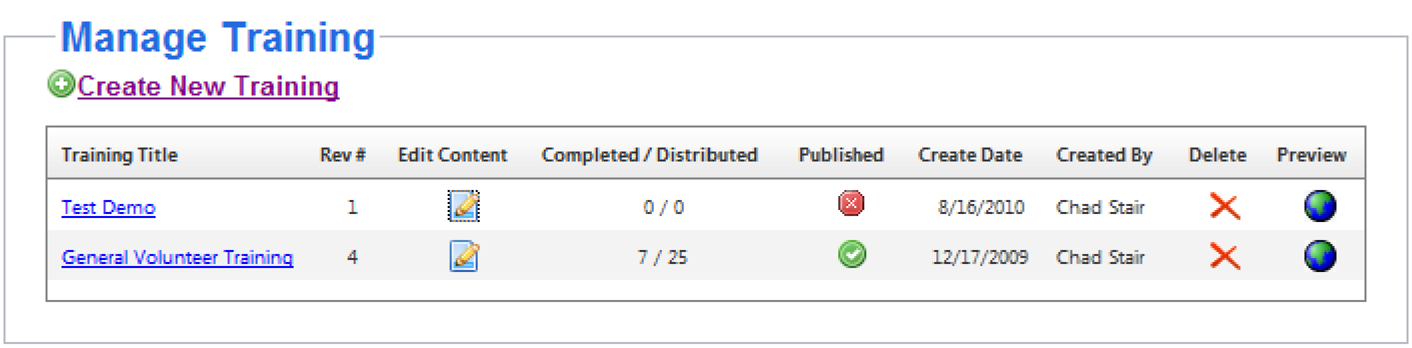
3 | Document Type Navigation The navigation bar for the Document Types will display the document category, whether the category is active for use by administrators, the date the document type was added, and who added the document type to the queue.

CREATE A NEW TRAINING SESSION

1 | From the Manage Training page, select the 'Create New Training' link located at the top of your page.

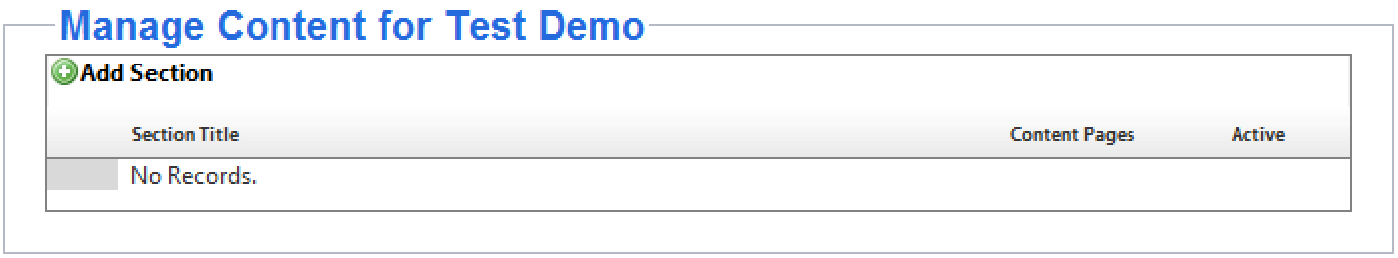


2 | A new window will be opened where you can enter the test name, test description and test instructions. This information is displayed for the volunteer or employee when they begin their training session. Once you have completed the required fields, select the 'Save'.

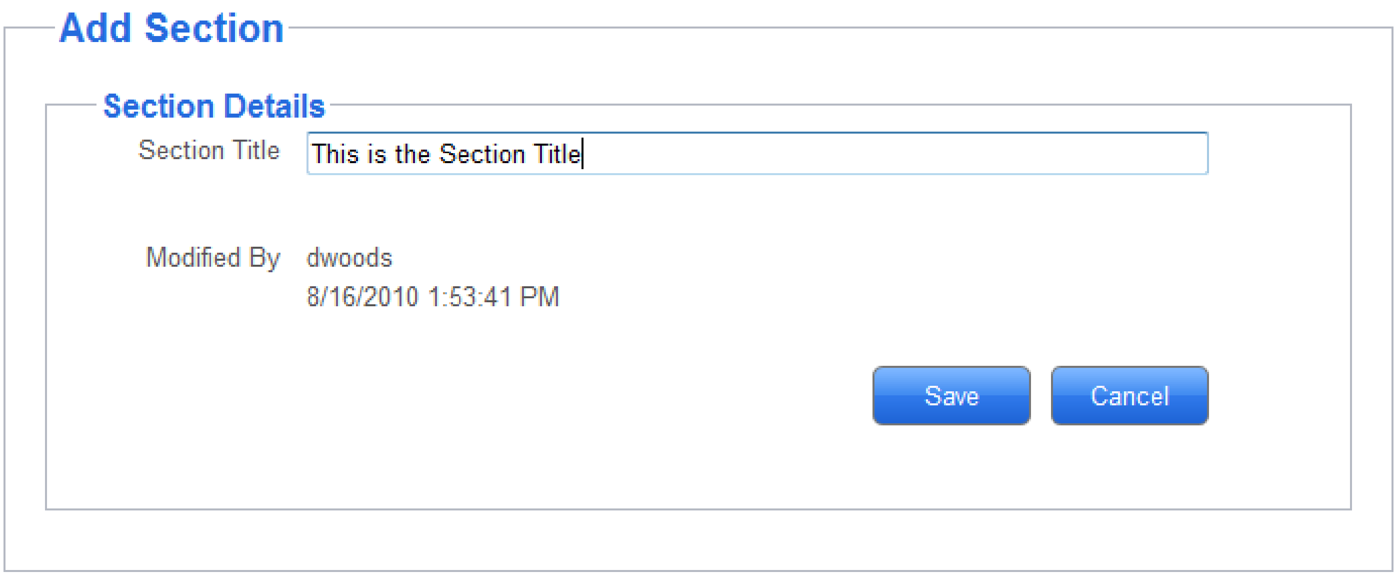


Training Title	Rev #	Edit Content	Completed / Distributed	Published	Create Date	Created By	Delete	Preview
Test Demo	1		0 / 0		8/16/2010	Chad Stair		
General Volunteer Training	4		7 / 25		12/17/2009	Chad Stair		

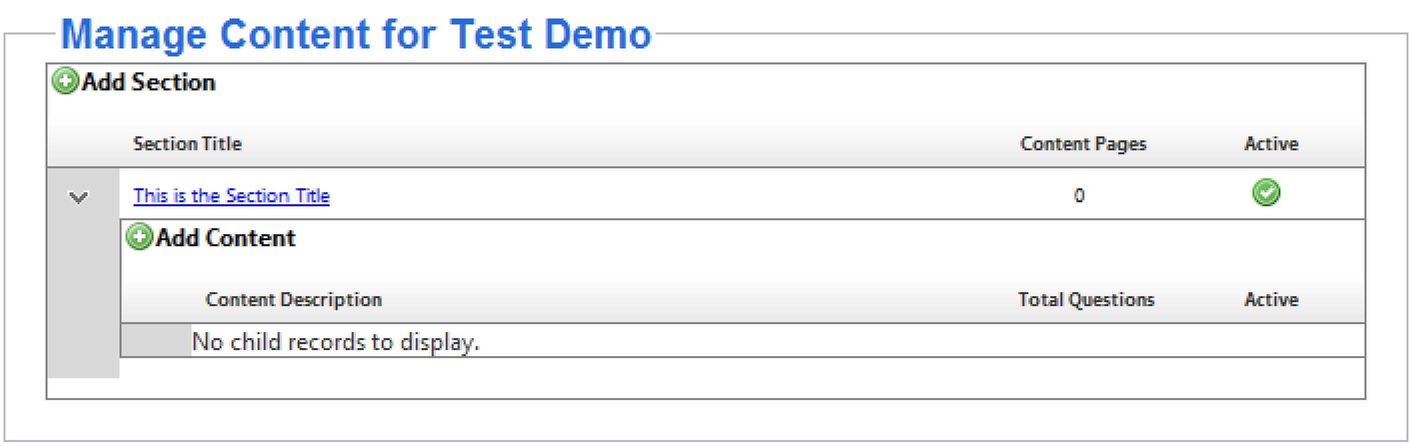
3 | The new testing session you have created will be displayed in the Manage Training queue. To add content, select the 'Edit Content' picture resembling a pencil and piece of paper.



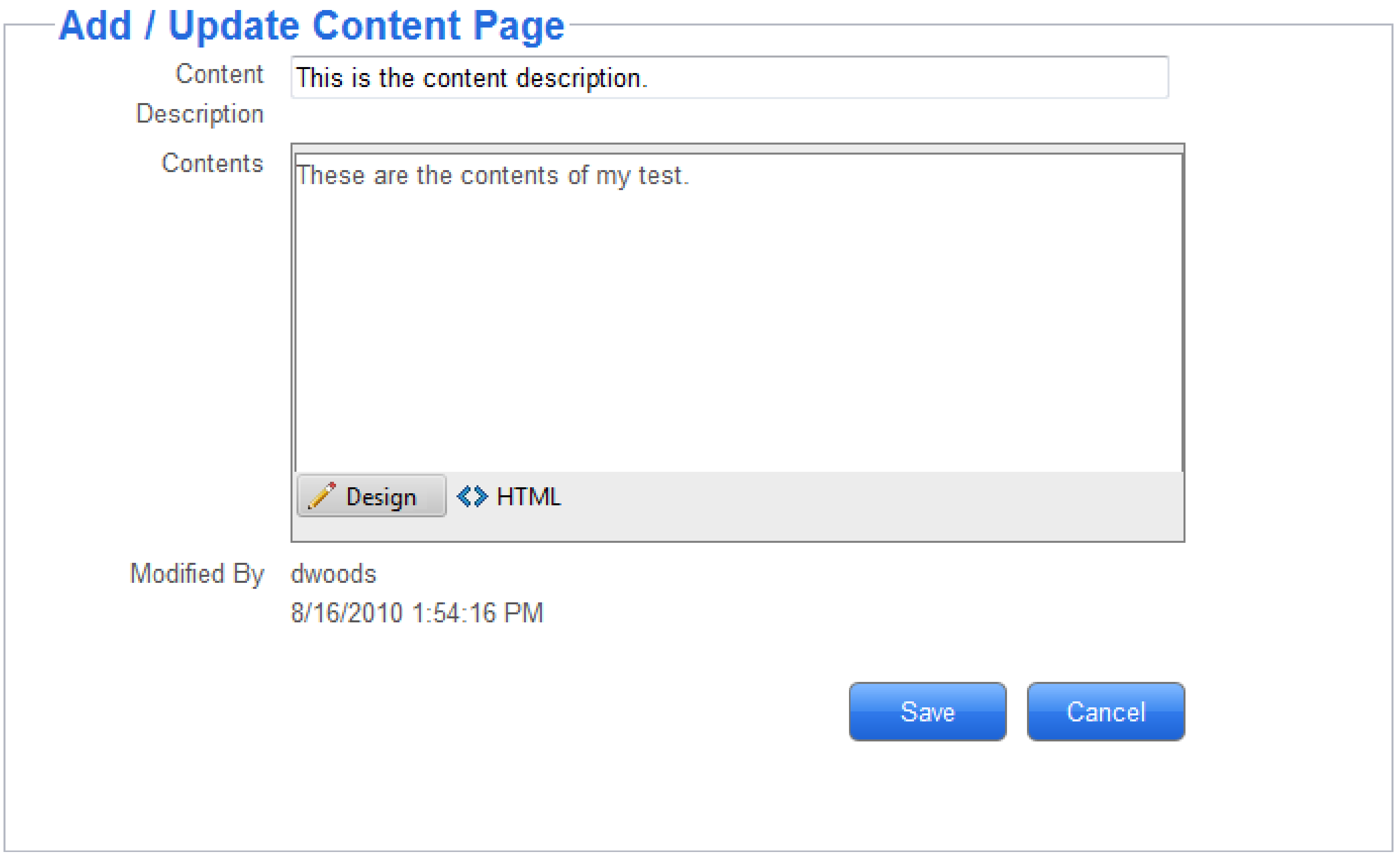
4 | Next, select the ‘Add Section’ option from the manage Content for Test Demo box. Your training name will replace the ‘Test Demo’ portion of this title.



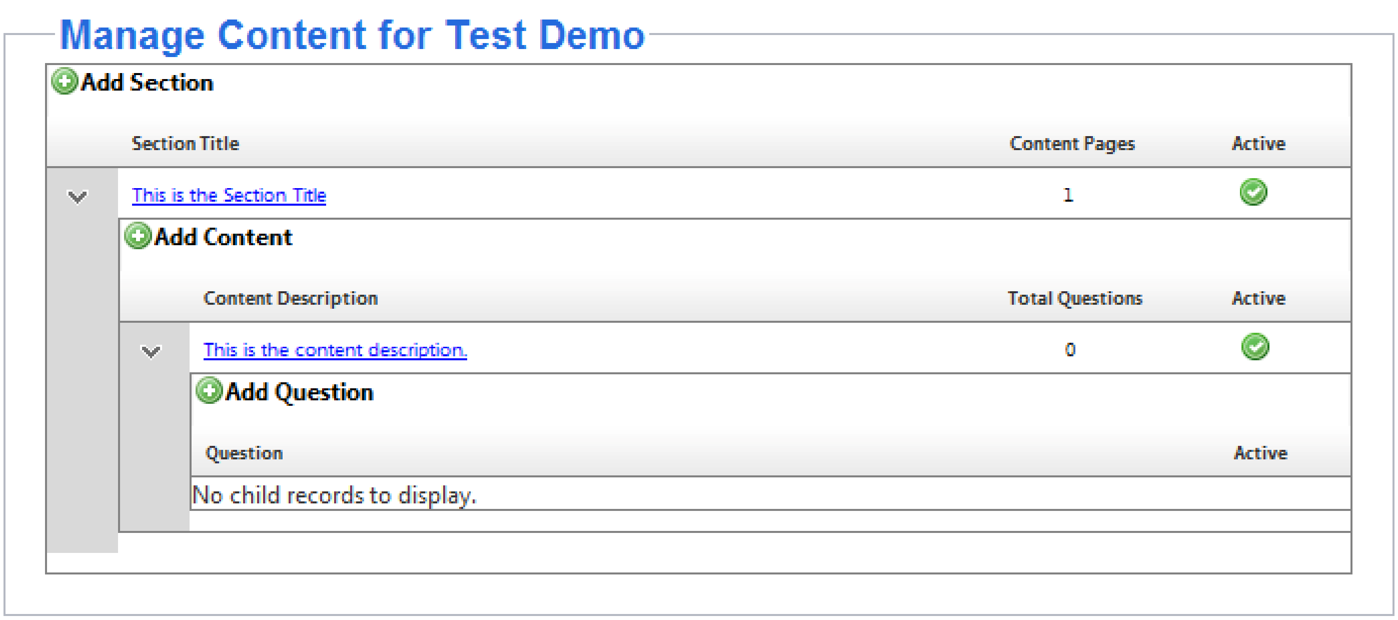
5 | Enter the section name and then select the ‘save’ button to return to the previous menu.



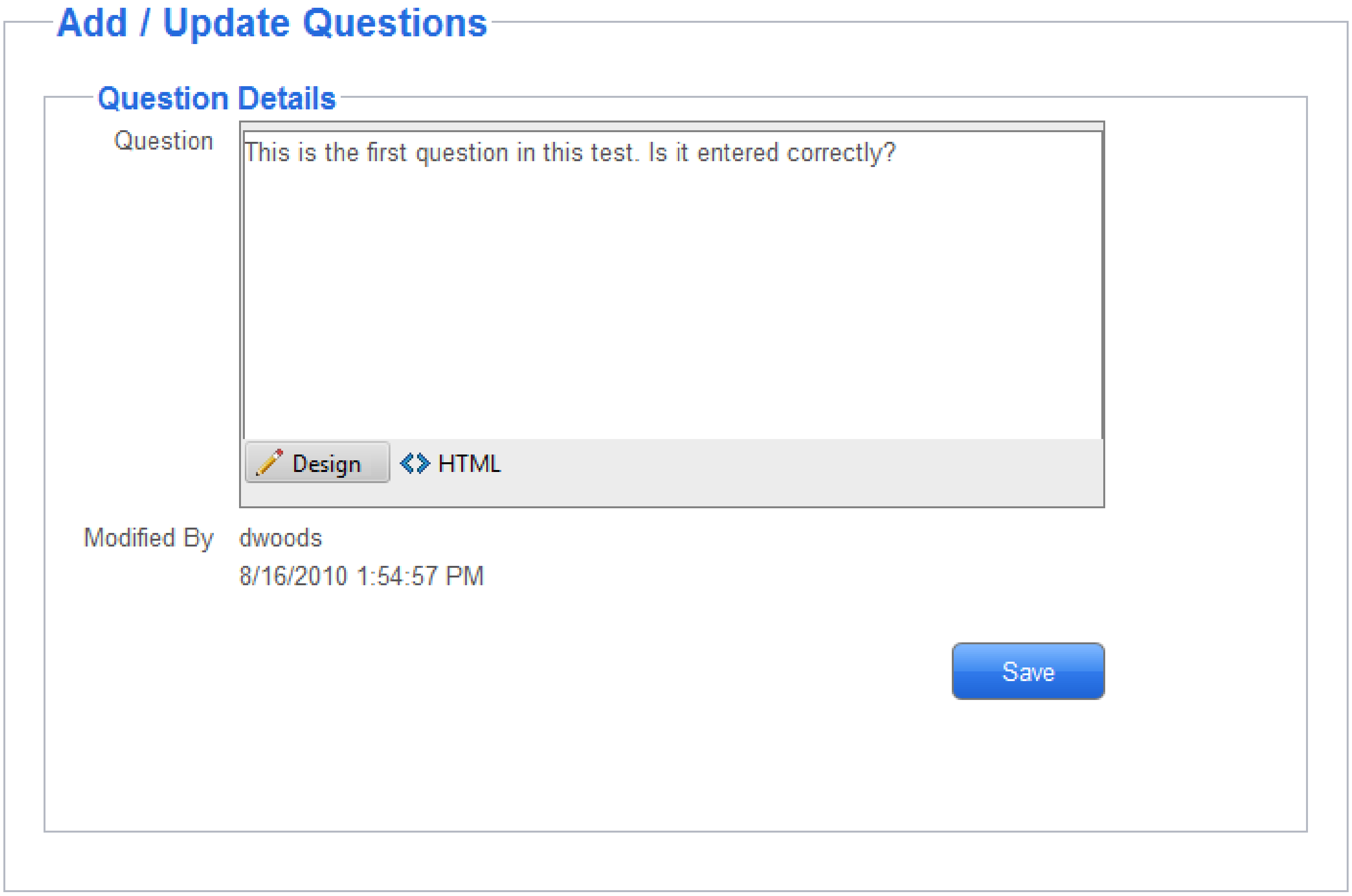
6 | Once a section has been created, content may be added to the section by first selecting the right arrow next to the content title, and then selecting the ‘Add Content’ option from the sub-menu.



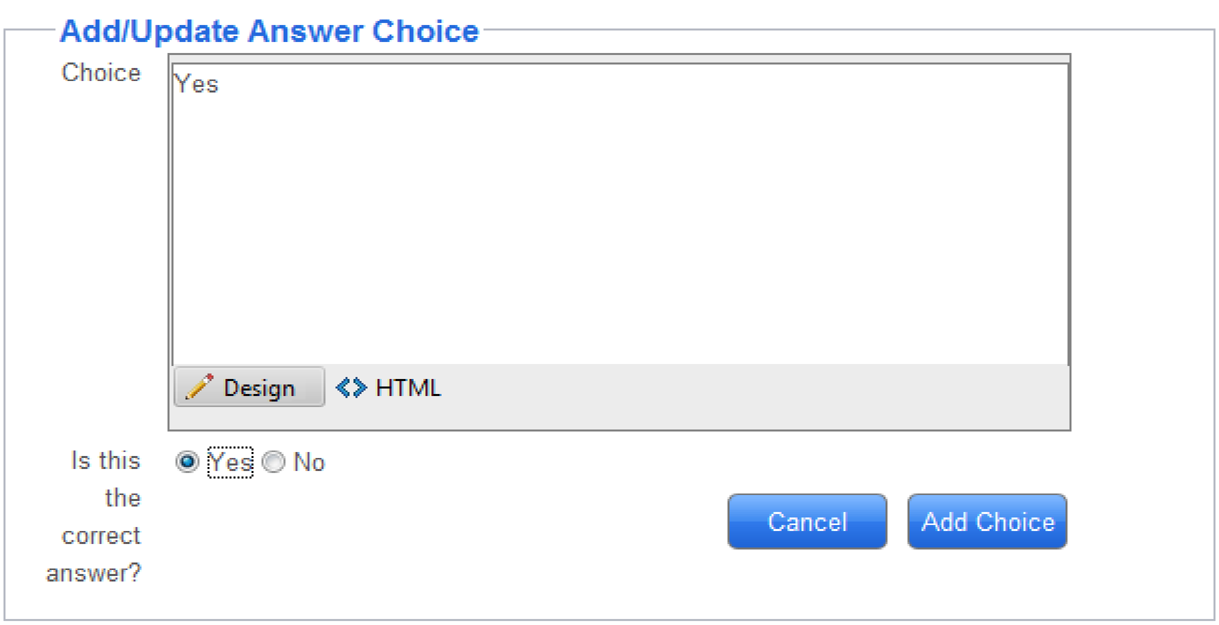
7 | Enter the content description, as well as the information you would like to include in this section, and select the 'save' button to return to the previous menu. The content page should contain all information that you would like the applicant to be tested on.



8 | Once content has been added to the test, enter a test question by first selecting the right arrow location next to the content description, and then by selecting the 'Add Question' option from the sub-menu.

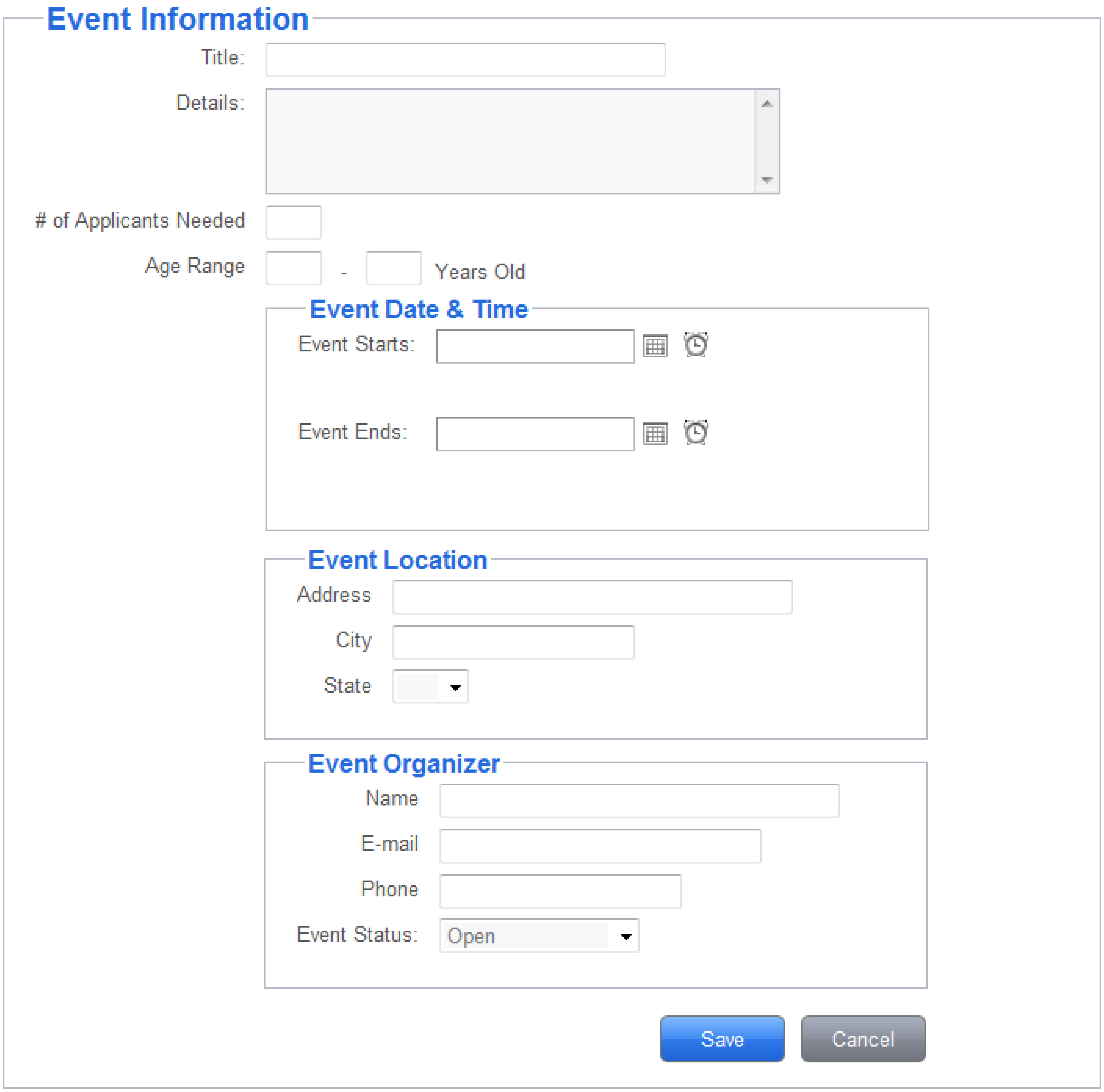


9 | Enter your question in the provided space and select the save button.



10 | A new section will be displayed on the add question page. Enter your answer choice, select the correct/incorrect setting for this answer, and then select the 'Add Choice' button to save and return to the previous page. You may continue adding information as needed until your test is complete. Upon completion, select the 'publish' icon located on the Manage Test page to publish the test.

CREATE NEW EVENT

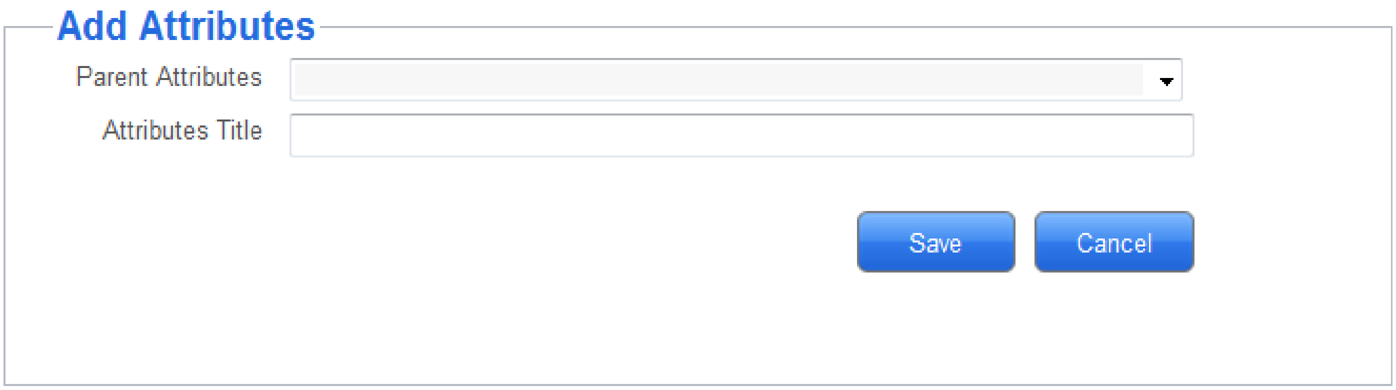


1 | To create a new event, select the 'Create New Event' link from the Manage Events page.

2 | Next, enter the details of your event including the title of the event, the event description, the number of applicants needed, the age range for required applicants, the event start and end time, the location of the event, and the event organizer.

3| To save your event, select the save button.

CREATE NEW ATTRIBUTE

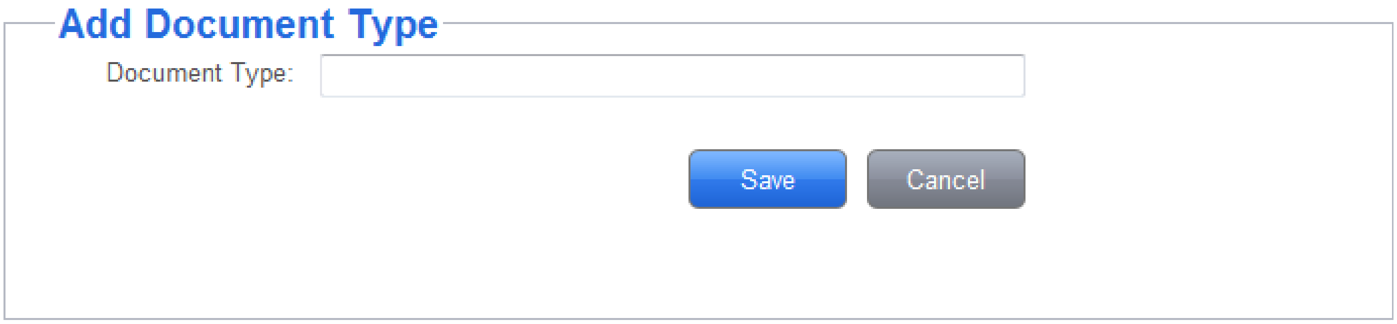


1 | To create a new attribute, select the ‘Create New Attributes’ option from the Manage Attributes link.

2 | A new window will be opened displaying two options: The ‘Parent Attributes’ drop down menu and the Attributes Title field. To enter a new parent attribute, do not select any options from the drop down menu, and then enter the name of the attribute in the ‘Attribute Title’ field. To enter a new child attribute, select the appropriate group that the attribute should belong to from the Parent Attribute drop down menu and enter the Attribute Title.

3 | Select the save button to return to the previous page.

CREATE NEW DOCUMENT TYPE



1 | To create a new document type select the 'Add a Document Type' option from the Manage Documents link.

2 | Enter the document type that you would like to add.

3 | Select the save button to return to the previous page.