“OUTREACH CONNECT”

Scheduled for release March 1st, 2007

What is CAA Ministries’ NEW “Outreach Connect”?

The CAA Ministries’ “Outreach Connect” program was designed to assist churches with the distribution and follow-up of outreach contact information more timely and efficiently. Many pastors and church outreach leaders have expressed their need for a more effective way to distribute church guest contact information to outreach team members that would result in a timelier follow-up process. They also wanted outreach team members to be able to submit the results of their contacts in a timelier and more organized manner without physically having to return the information to the church location. CAA Ministries has listened to the needs of these pastors and church leaders and is pleased to provide a new cost effective web-based solution.

Our “Outreach Connect” program is a standalone combination of web-based administration panels designed for easy access by the church outreach administrator and outreach team members. By providing different levels of access that is protected by user names and passwords a church can now post and receive contact information and follow-up results securely and efficiently from their own personally designed outreach web-based administration panel provided through CAA Ministries.

How will the “Outreach Connect” program work?

The Outreach Administration Panel is controlled by the church’s designated Outreach administrator. The Outreach administrator can personalize the configuration of the set-up. Configuration options include choosing how many contact leads per page in the contact leads list, the name of the church, and the email address of the administrator. The administrator can choose whether or not they want to be emailed every time a document is checked out/in. The username/password for that administrator would need to be entered. The administrator will also have the capability to define a series of usernames and passwords that will be given to the individual Outreach team members.

The administrator will also be able to configure categories for the documents to be uploaded. Basically, this would just be a list of category names (i.e., recommended age grouping or special types of follow-up needs). This configuring or set-up process would make it clear to the administrator what is the login link to give to the individual Outreach Team Members (users).

After individual users log in, (using the username/password pair given to them by the administrator) they are presented with a list of documents that have been uploaded by the church Outreach administrator in a PDF or word format. Next to each document title would be the category of the document as assigned by the administrator. In the list next to each document title would be two links, one for **View** and one for **Check Out**. (Note: If the item has been checked out, the View link no longer shows the document. Instead it shows the information on who has checked it out. Also the Check Out link is changed to read Check In.)

Since the username of the user who checked out the document is saved, ONLY that user can Check-In the document. However the administrator has the ability to override this in the event the user does not check-in with the results.

When the users click the Check-Out link, they come to a page with a form that they must fill in. The form ask for their name, while the date and time is automatically added. When they return and Check-In, there will be a form where they leave the follow-up response and notes. These comments would then be shown the next time someone clicked on the View or Check-Out link for that particular document.

In the Outreach administrator's control panel, they would see the same list but there would ALSO be buttons at the top. Using these buttons, they can upload documents and change the configuration of the set-up. There would be a checkbox next to each document so that they could delete documents, and the administrator would assign a category to each document here, based upon the categories that were previously defined by the administrator. The administrator would also have the option to click a button that would generate a report page where each contact may be viewed. For the ones that had been checked out it would show who has checked them out and the date and time they checked it out. Should someone have checked back in and entered notes it would also display the notes plus the date and time they checked it back in. The administrator could sort the list so it would combine contacts that have not been checked out, have been checked out, and ones that have been checked in. Then the administrator would have the option to print the report.

Naturally the first time the Outreach administrator goes to the church's Outreach Administration Panel, the list will be empty. After configuring, they will need to upload contact documents as their first action.