

# The Secretary ... by JwSoftworks

Read Me File – February 2010

**You may want to print this page for later use.**

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**Important: Read the instruction help files before you begin!!!**

**They are all found in folder C:\JwSoftworks\Sec\Help**

## After Installing Update

- It is very **important** that directly after installing updates, the **date format, system date settings, and modem settings be verified.**

## This Software

- *The Secretary* is a freeware software program designed to assist the congregation secretary. It was first released in August, 2008 and has changed considerably. By now most of the bugs have been eliminated and the program “seems” to be running smoothly.
- Next update is not planned until fall of **2010**.

## When Starting a New System

If just beginning to setup the Secretary, use the help button on the menu ...

- Click color bar to print all help files in that section
- Get familiar by reading help files **1 thru 4**
- Setup system by following help files **5 thru 10**
- Enter current activity using help files **11 thru 17**
- Read the remaining help files as needed

## Need Assistance or Have Questions?

- Some email messages asking for help have been rather incomplete, unclear and difficult to understand. **Please be specific. Don't be afraid to elaborate.**
- See the list of informational items that will help to analyze your problem. They are located in the help file on asking for help.

## This Release

- **Added:** A number of you asked for a service group list that could be posted. It's included in this release.
- **Added:** Two digit years to S-21 header print program
- **Added:** Highlighting **Current Month Scan** overages
- **Added:** Routine that qualifies/calculates hourly credit entries.
- **Added:** Dialing capability to **Other Cong Contacts**.
- **Added:** A help files appendix cross reference list
- **Added:** Local emergency contacts added to the **Publisher Summary Report** run by the **Smry** button on master record
- **Added:** New local emergency contacts reports
- **Added:** Delete total set of one publisher's records. I don't recommend you use it, but several have asked for it. **After deleting, there is no recovery!**
- **Added:** **Field Service Statistics** report found on the **Corrective/Trial** menu.

## New & Update Installs

This install program will have installed one updated file in folder “C:\JwSoftworks”:

**Program file:** TheSecretary.accdr

In addition, help files in pdf format will have been installed in folder: C:\JwSoftworks\Sec\Help

## New Install Only

An empty “starter” data file would have been installed in folder “C:\JwSoftworks\Sec”.

**Data file:** TheSecretary\_be.acddb

## Email Addresses

- Registration is no longer accepted. Reasons are ...
  - My return mailings have been rejected due to changed or abandoned email addresses
  - Some addresses with a high security setting were never configured to accept my return mail
  - Update files have been rejected by overprotective email servers- especially gmail.

## Registration

- Not required, but if you ask for help it would be nice to know who you are and where you live.

## Starting *The Secretary*

- You can use Windows **Start menu** or the **Desktop** icon to start *The Secretary*

## Help and ReadMe PDF Files

- All pdf help files can be accessed from *The Secretary* software system menu or directly in the folder **C:\JwSoftworks\Sec\Help**.
- Avoid having early and serious problems by reading and following the multi-paged and detailed help file named **StartUpStepByStep.pdf**.

## Microsoft's Access 2007

- Microsoft's Access 2007 full program **or** the Access 2007 runtime product must be installed on your computer. Do not install both!
- If needed, the Access 2007 Runtime product can be downloaded from:  
<http://www.microsoft.com/downloads/details.aspx?FamilyId=D9AE78D9-9DC6-4B38-9FA6-2C745A175AED&displaylang=en>

## Windows Operating System Required:

- XP or Vista or Windows 7