



April/May 2007



A WORD FROM THE PRES...

Teaching & Learning

My wife is a teacher, my daughter is in the third grade, and I am a member of our local school board. So our dinner table conversation frequently involves the world of education. And that world has a language all its very own.

Yet one of the recent terms to become popular in the world of education is as simple as it can be. "Teaching and learning" is a phrase that is currently popular. How simple. How eloquent. How obvious.

If we want to learn something, we need to be taught, whether by a person, a book

(or online guide), or by ourselves. Most of us use all three methods throughout our lives. Learning how to do something right can save us a lot of time going forward.

And so I want to remind you about some teaching that is offered for our products. For the most part our teaching is offered through Lori Smith. Lori is available to help you learn MissionBase in at least three ways. When you have a focused question about a certain function, this can frequently be handled through an email or a phone call. These mini "lessons" happen for Lori several times a day.

More recently, Lori has been offering online training sessions on a MissionBase topic at least once a month. You will see her latest offering elsewhere in this newsletter. Using an online screen sharing tool called "Go To Meeting" along with a phone conference, Lori can teach groups of up to 10 persons at a time very effectively. These online sessions can even be done privately for a group just from

your conference, and customized to your specific needs.

Then sometimes it is simply best to have the physical presence of a teacher. Whether it is a newly installed module that your staff is unfamiliar with, an influx of several new staff members in a short time, or a general all around "brush up" on our software for several of your staff members, having Lori provide a one or two day on-site "teaching and learning" session can go miles toward helping your staff make better use of MissionBase. These sessions can be customized around what you need to learn.

The point is, to get the most out of MissionBase your staff needs to learn how to use it well. We can help you with that. When your staff wants to learn more in order to use our software more effectively for your ministry, please get in touch with Lori.

Al Fifhouse



FROM THE BULL PEN.



Are You Updating?

Two of the important features in MissionBase are synchronization of the database and automatic updating of programs, report files, and database functions. Both synchronization and automatic updates are done over the internet.

We have had several instances during the past year where MissionBase customers

suddenly stopped receiving the automatic updates and/or synchronizations failed whereas these features had worked fine previously. Usually, when these fail it is being caused by one of two possible changes to your computer or server:

- The customer's firewall had been changed by either the customer or the IT support person resulting in an unintentional blocking of the MissionBase automatic updates and/or synchronizations. The "fix" is to contact us to ask about how to add exceptions to the firewall that will allow MissionBase automatic updates and synchronizations to function properly.

- The computer was upgraded to Microsoft Internet Explorer, Version 7. This version of Internet Explorer has vastly increased security. It has something called "trusted" web sites. Initially the only trusted sites listed are Microsoft's. The "fix" is to add the following sites to the trusted list:

- <ftp://ftp.umcdata.com>
- <https://www.umcdata.com>
- <ftp://ftp.greatspirit.com>
- <http://www.greatspirit.com>

We ask you to be aware of these potential, unintentional consequences when an existing firewall is changed, a new firewall is installed, and/or Microsoft's Internet Explorer is upgraded to Version 7.

Bill Johnson

GoToMeeting

Session Cost: \$20 payable to GSS

Friday, May 18, 9 AM (CST) [For Beginners](#) Only Training for those new to MissionBase. or Tuesday, May 22, 2 PM (CST) [Labels & Lists](#) Trainings are limited to 10 participants, so RSVP to Lori today!

Module of the Month: UMPIP

We're pleased to report that the UMPIP Billing module came on-line April 1. It is integrated with the other benefits billing modules and can be included on a

combined statement. It provides for billing either by a specified dollar amount or a percent of plan compensation. If you interested in adding UMPIP to your configuration for January 1, 2008, please notify one of the GSS staff no later than October 1, 2007.

Tech Talk...

In our January edition of The Eagle Eye, Bill informed users to expect problems running MissionBase and Replication Tools if you install the Trend Micro™ Anti-Spam Toolbar version 3.51, for use with your email client (such as Microsoft Outlook.) It was thought at that time, that the conflict was only with version 3.51.

Since then, we have seen the same issue appear with the latest version of this product, which is installed automatically with Trend Micro™ PC-cillin Internet Security 14. If you encounter this issue when using MissionBase, visit our web site to download the instructions from our web site located on the "[Recent Issues](#)" page.



LORI'S TIPS & TRICKS...

New Benefits Address Feature

All of our Benefits customers know that they can set unique addresses in the Benefits Module for use only within Benefits, but here is something you may not already know, since the feature was just added March 7th of this year.

In the past, if your conference uses a

Combined Benefits Statement, then the SAME address would need to be selected for Pension, Medical, and every other Benefit being billed on the combined statement. If the addresses were not all the same, the user had no control over which address the system might "pick" to appear on the combined benefits statement.

This is no longer an issue! There is now a checkbox on all the Address selection forms in which you can automatically apply the chosen address to ALL the other benefits in use with ONE CLICK! Just click to place a check-mark in the box when you see this statement below.

Now THAT is EASY!

Use selected address for ALL benefit types.

Our Current Add-on Modules:

- Benefits (Pension [CRSP/CPP] billing, Medical, Flex, Life Insurance, Dental, Vision, & UMPIP billing)
- Event Registration
- Cabinet Decision Support
- Certified Leadership (Safe Sanctuary)
- Candidacy Process tracking
- Year-End Statistics (Tables 1,2,3)
- Church Remittance
- Online Local Church Leadership
- Online Statistics entry
- Online Event Registration
- Onsite & web-based training

For more information on any of these modules, contact lori@greatspirit.com

What'sNew!

For years I've received request from District Administrative Assistants to give them a listing of "Clergy Spouses" out of MissionBase. Some for the addresses, some for the Birth date, others as a checklist to ensure all are listed in MissionBase. In the past, I would run an Access query, and send the list as requested.

Upon the most recent receipt of a similar request, the thought occurred to me, "Why not create a report for MissionBase so folks can generate this information for themselves as needed?" (The light bulb goes off now & then.)

So, it is now being created! And you can customize the output to include birthday, email, phone, address... several options. Look for it SOON! ~ Lori Smith