



Shepherd's Staff 7.6 is here! This letter will introduce 7.6 and how to get started. Contained on this sheet are:

- Welcome letter from the manager (below)
- Installation instructions
- How to access the e-Manual
- How to access the new 7.6 features
- How to sign up for our E-mail list
- Training Information

Dear Shepherd's Staff User,

Many exciting and positive changes are taking place in our office. First off, you may have noticed a new name – Concordia Technology Solutions. Our new name better reflects our ministry of providing technological solutions to assist churches in their ministry. We also have a new product that will help keep your church members informed and involved, MemberConnect.

MemberConnect is a Web-based ministry management tool which takes the portion of Shepherd's Staff that benefits members and puts it online — making information available to church members, and allowing ministry leaders to effectively and easily manage their ministry communications.

MemberConnect has additional features not found in church management software; items that make sense because everyone in the church can view and participate from their Web browser, at anytime, from anywhere. It provides every ministry in your church their own unique calendar, announcement list, discussion groups, prayer requests, photo albums, and more. And, unlike conventional church software, MemberConnect is available to all of your church members 24 hours a day, anywhere they have access to the Internet.

Now you can add Fortune 500 Web-based coordination to your existing Web site, without expensive hardware and software or a staff of technical experts. In fact, most members can learn to use MemberConnect within 10 minutes and most administrators are proficient within 30 minutes. I encourage you to visit our Web site to see how the program benefits members, pastors, ministry leaders and administrators. You can also sign up for a brief demonstration at www.ctsmemberconnect.net.

Version 7.6 of Shepherd's Staff works with MemberConnect to give you a complete church and ministry solution. In addition, version 7.6 has nearly 100 features and enhancements designed to save you time and achieve more in your work. We have put this version through nearly 1000 hours of testing and are confident that you will find it to be very powerful. I encourage you to install the CD today.

With a new name and a new product one thing has not changed in our office. That is our commitment to deliver the industry-leading customer service and support that you are used to receiving. Should you ever have any questions, concerns, or suggestions I would appreciate hearing from you.

In His service and yours,

Brad Wheeling
Manager – Concordia Technology Solutions
manager@cts.cph.org

Installation Instructions

Upgrading from Version 7.x to 7.6

1. Make two backups of your current data.
2. Close all programs, including Shepherd's Staff.
3. If upgrading on a peer-to-peer network, install software on server first then install on each workstation.
3. Insert CD-Rom into the appropriate CD Drive.
4. The CD will auto-run. You will see the Install Shield Wizard screen.
5. Make sure Modify is selected then click Next.
6. When the wizard is done running click finish.
7. Upgrade all computers running Shepherd's Staff to 7.6.

Upgrading from 3.0 or earlier to 7.6

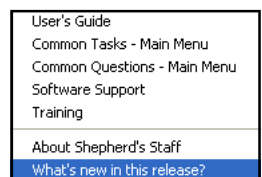
1. Make two backups of your current data.
- Close All Programs, including Shepherd's Staff.
2. If installing on a peer-to-peer network install software on server first then install on each workstation.
3. Insert CD-Rom into the appropriate CD Drive
4. The CD will auto-run. You will see the Install Shield Wizard screen.
5. Follow the on-screen directions.
6. Make sure to answer "yes" when prompted to update the 16-bit version software.
7. When the wizard is done running click Finish
8. Upgrade all computers running Shepherd's Staff to 7.6.

For Users with no Previous installations of Shepherd's Staff

1. Close all Programs
 2. If installing on a peer-to-peer network install software on server first then install on each workstation.
 3. Insert CD-Rom into the appropriate CD Drive
 4. The CD will auto-run. You will see the Install Shield Wizard screen.
 5. Follow the on –screen directions.
 6. Install the Program files into c:\Program Files\ Concordia Publishing House\ Shepherd's Staff folder and Database files into C:\Shepherdsstaff folder.
- Note: network users should set the database path to point to the server machine)
7. Once the install is complete click finish

What's new in 7.6?

There are too many new features to list in this letter! To get a listing of everything new, first install 7.6, then in the Main Menu click on Utilities, then Help, then "What's New in 7.6." This will launch the E-Manual section on the new features.



Shepherd's Staff 7.6 Resources and Training

There are many tools a user can access for assistance in Shepherd's Staff (beyond calling the help desk) any-time.

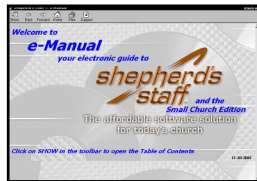
- The e-Manual
- The e-mail list
- User Forum

E-Manual

The new and improved Shepherd's Staff Electronic User's Guide is designed to more readily assist you with:

- performing basic functions in the program
- developing good data management methods
- using your data to further your church's ministry

To access the e-Manual (help system), go into any module, type the F1 key on your keyboard.



Immediate Answers

To help you achieve these goals we have made links to important topics and articles directly available from within the program.

Our new "Context-Sensitive" help is available from any given point in Shepherd's Staff. Merely pressing the F1 key (located at the top left of your keyboard) will immediately take you to an article (or list of articles) directly related to what you are doing in the program.

Many articles in the Help system also include links to related information. By clicking on any of the underlined, blue passages in an article, you will be taken directly to more information about that topic.

Improved Help

The Help Menu in each module also includes added selections to make accessing solutions easier.

Most of the issues you will face in the program on a day-to-day basis can be dealt with just by referring to the Common Questions and Common Tasks links in the Help Menu.

All of the topics in the Help System are also color-coded to their module, for easy reference.

Other Options

You can also access even more help through the Help Menu's link to our Software Support website, or by phoning Software Support directly at 1-800-346-6120.

The technicians in our Software Support division pride themselves on their responsiveness and their ability to not only solve your problems and answer your questions, but to educate you in the best methods for using this program to further your church's ministry goals.

Help Updates & Improvements

Because we are committed to providing you with the most responsive Help we can, the electronic User's Guide will be periodically updated through our web site.

(Updates to the Help system will always be announced through our regular Shepherd's Staff e-mails.)

"Missing" Information

If you can't find an article or answer that you are looking for, we encourage you to call the Software Support division (800-346-6120) so they can provide you with the solution you need. While discussing your issue, tell them you couldn't find the solution in the User's Guide.

Your suggestion or the answer to your question will quickly find it's way into your Help systems and the Help systems of other Shepherd's Staff users around the world. So in addition to getting help with your own software question, you will be helping support the ministries of thousands of other churches spreading the Word of God.

E-Mail List

Shepherd's Staff has a free e-mail service that keeps churches in contact with us on all news, relevant issues and tips (written by the technicians). The list is private and will not be shared with any other company.

To sign up for the e-mail list, go to www.shepherdsstaff.org and click on the "Support" link, then click on "Email List" on the Support page. You will be required to fill out the information about your church, then click on "Submit." You will immediately start receiving e-mails, usually once a week.

User Forum



The user forum is a searchable database where users can ask questions and get answers. When you sign up to be a member of the forum you can monitor a topic and get notified of responses. The forum is moderated by CTS technicians, but users are encouraged to answer questions and share their personal experiences with Shepherd's Staff and MemberConnect. Sign for the forum today at www.cphforums.com/cts/index.php

Training

Shepherd's Staff offers comprehensive hands-on training at local computer labs across the country. Contact us at 1-800-346-6120 or support@cts.cph.org for more information.

2008 training schedule

Date	City and State
May 6 - 8, 2008	Saint Louis, MO
May 20 - 22, 2008	Tampa, FL
July 15 - 17, 2008	Saint Louis Park, MN
July 29 - 31, 2008	Saint Louis, MO
August 26 - 28, 2008	Grand Rapids, MI
September 9 - 11, 2008	Saint Louis, MO
September 23 - 25, 2008	King of Prussia, PA