



Preface

Software version

This revision of the book covers version 1.7.0 of Kongreg8.

Previous and subsequent versions may appear differently or operate in a slightly different manner to that detailed within.

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Software Overview

Kongreg8 is a church members database system allowing administrators the opportunity to control and manage their member information more efficiently and more effectively.

It is a web-based application featuring a variety of modules and functions that reduce the administration overhead for churches.

System background

Kongreg8 was developed out of a need to control and maintain member information. It was initially developed to simply hold the information centrally for administration staff without their own offices.

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Since its early beginnings it has grown to become a system that can actively support administrators in their role and reduce the time taken to find essential information.

It is designed as a web application and always will be to ensure access whenever and wherever you are. For a church that is growing, on the move and based in a city or spread across the world, Kongreg8 delivers information as quickly and efficiently as possible to a variety of Internet-connected devices.

Kongreg8 is continually under review and, in partnership with other churches, constantly redeveloping to meet the needs of a church that has to remain connected and informed.



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Security

Awareness of security issues and concerns that should be addressed when you install the software:

Main Interface

The system is protected by a username / password pair at the entry to the application. The password is stored in MD5 one-way encryption in the database engine and cannot be recovered once reset. A user account can have its password reset by a level 5 administrator.

Physical security

Ideally, the database you hold Kongreg8 on should be stored on a server in a locked rack in a secure data centre patrolled 24/7/365 by security personnel. If you can steal your Kongreg8 server, you can steal the information contained therein.

Backup policies

The system has a backup facility which should ideally be used to backup every few weeks.

Software security

The server should run only a limited selection of programs in order to launch and operate Kongreg8. The system uses the latest security and software

patches from the vendors. It should be updated as necessary to ensure it has a reduced risk of security holes.

Emphasis on ownership

Security of data is limited by the individual accessing the system. If you generate weak or easily guessable passwords and user accounts, your system is at a greater risk of compromise.

As always, the best practice is to stick to complicated passwords that are changed every few months to safeguard your own account.

Taking ownership of security of your data and account details is essential. Never allow access to the system by anyone else using your credentials. You wouldn't give our your credit card details to anyone in the street, likewise you would not want anyone giving out ways to access your personal information to anyone on the street.

Automatic Intrusion Detection

The Kongreg8 system monitors authentication and has an account back-off protocol which locks accounts if authentication has failed five consecutive times within a five minute period. You are informed that the system is locked on the sign-in form.

Basics

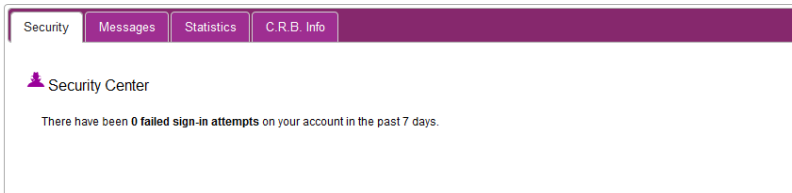
Your screen – an overview

Statistics

On the home page, once you've logged into the system, you should be able to see the main home page control tabs. Using these tabs you can access some overview statistics derived in real-time from the database content as well as security and new message information.

Database Overview

Welcome online to Kongreg8 (church databases made easy).



If the system is blank at present, these will show zero on all of the statistics and counters.

Navigation

At the top of the screen is the navigation system.

Hovering over the items in your navigation system opens a menu, clicking on these items launches each Kongreg8 database function.

Depending on your level of access to the system you may see a large or a small selection of items in this list.

All statistics, graphs and reports are generated dynamically on your **LIVE** data - not on any subset or pre-processed information.

Browser Differences

Depending on the platform you are using, your screen may appear in a slightly different format - for example, Mozilla, Safari and Firefox users will see rounded corners on some of the content areas. Internet Explorer users may simply see square boxes.

If you are using a mobile device to operate the Kongreg8 system you will be given a different experience again.

Printer Output

Print output is designed to deliver reports and not a representation of on-screen visuals. If you send any area to the printer or use the print preview button you will see that what is represented on screen is not what is reproduced via printer.

Member Module

Adding a new member

Basic Extended Work

Add Member

Member Status: Member

Prefix Mr

Gender Male

First Name

Middle Name

Surname

Address 1

Address 2

Address 3

Address 4

Postcode

Country

Contact Method Home Phone

Phone Number

Mobile Number

Email Address

Date of Birth
dd-mm-yyyy

Marital Status Single

Save Details

In the add member form you can add as much information as you like, or as little as you like so long as the following three items exist in your entered data:

Member First Name	(Basic Tab)
Member Surname	(Basic Tab)
Source of data	(Extended Tab - Default set to service)

Dates are in UK format (two digit day, hyphen, two digit month, hyphen, four digit year).

DD-MM-YYYY

If you are missing one of the three core pieces of information you will not be able to save the member information. Using the back button in the browser (or usually the backspace key) you will find any data entered will still be in the form.

Kongreg8 maintains session data where possible, this means that information will remain in forms if you try and use the back and forward buttons in your browser. For this reason, unless necessary (such as in this case) it is wise not to use the back and forward buttons while using Kongreg8. This is true of any large on-line application you may encounter today.

Helpful Tip!

If you do not know one of these core pieces of information, use a question mark symbol for the name or surname boxes.

The use of the question mark will allow you to save the information and edit later on when you know the actual data.

Finding a member

Once data is in the system you can search for it in two ways:

- 1) **A simple search**
- 2) **An advanced search**

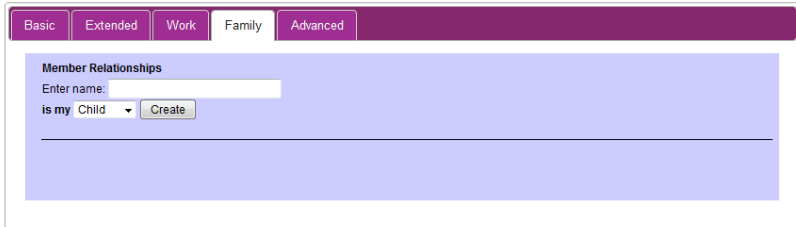
The simple search allows for searching by: first name only; partial first name; first name and second name; partial first and partial second name.

The advanced search can be used to limit the criteria or create a customized list of members to display. Advanced searching is only available for administrators with a level 3 and above access. If you are only a level 1 or 2 administrator you will not be permitted to use the advanced search facility.

Enter a first name and surname of a person stored in the system and click Find to search for their details.

Click on any member to display their information

Linking family members



The screenshot shows a web interface with a purple header bar containing five tabs: 'Basic', 'Extended', 'Work', 'Family', and 'Advanced'. The 'Family' tab is selected. Below the tabs is a light blue box titled 'Member Relationships'. Inside this box, there is a text input field labeled 'Enter name:' with a cursor. Below the input field is a dropdown menu labeled 'is my' with 'Child' selected. To the right of the dropdown is a 'Create' button. Below these elements is a horizontal line and a large empty space.

Once members are inserted into the database you can begin the process of creating parent/child/partner relationships.

To create a relationship you need to select your member using the Edit Member form—but first of all we first need to find the member you wish to edit. To do so, search for the member and then select a member from the list.

On the edit member page you will see a tab marked Family. Click on the tab to display the family link form.

Enter the name of the person you wish to link to just as you would with the find and edit forms. Select the type of relationship—Child/Parent/Partner from the drop down list and click on the Create button.

Select the correct name from the list that appears by a single mouse click on any part of their details.

Point to note:

The relationship is generated between the two

members once you do this step.

Viewing the member page now shows that the relationship exists between the two members. If you wish to remove this relationship you can do so by using the Delete option next to the relationship listing in the Edit>Family area.

Repeat this process for any additional relationships you wish to create for each member. When you create the relationship, the opposite relationship is created automatically.

For example, if you tag a member as a child, the parent relationship is mapped to their member details also.

Creating and Managing Groups

Groups are a fantastic way of managing and contacting several members easily and efficiently. Once a group has been added to Kongreg8 and members tagged to it, the system can email the group members providing you have a level 5 administrator account.

You can also view a printer-ready list of members for use in your day-to-day administration.

Adding a group

To add a group to the system click on the Add Group button at the top of the Groups page.

Enter the name for the group and the name of the person you want to be the group leader. Just as with the Find and Edit functions, the system will attempt to offer you who it thinks you mean the leader to be.

Select the correct name by clicking in the option box next to the member name and then click on the Save button.

Once your group has been created you can add members to the group using the Add Members or Add Multiple members option located on the main group overview page.

Adding Members

To add a member, use the same method for searching as you do with finding a member (first name only, first name and second name, partial first, partial first and second).

Select the correct member from the list to tag them to the group.

You can also add members from the View members page for additional simplicity.

Adding multiple members to groups is possible from either the group list or from the view groups page.

When adding multiple members you must ensure you click on the SAVE button at the bottom of the page on each page of selected members. You will be given a link to the next page once you have saved the information from the page you are on.

Always save your options before moving pages on the multiple member add function!

Editing group information

If you need to modify the group name or description once a group has been created and populated with members, you can edit the properties by clicking on the Edit Details link on the group view page.

Working with the Kids Church modules

The Kids Church area encompasses a variety of extra modules designed around the management and administration of the children's department. Some of the features are similar to those in the main groups area, however contain more options covered here.

Group Management

Just as with the groups module, the Kids Church Groups module allows the generation of multiple groups with members tagged to them.

The Kids Church groups module extends the standard group module adding the ability to create printable registers of the group members and medical sheets with contact details associated for the child's parents or guardians.

If you attach a leader to a group that does not have a CRB check logged against them a warning is displayed on the group view page.

To access any function for a group simply single click on the function you wish to launch, for example Medical Sheet to generate a group medical sheet printer report.

The Register and Medical Sheet functions are designed to work as printable items and as such do not appear to render correctly on screen. A quick view using the Print Preview option of your web browser will show you how the report will render when sent to your printer.

As part of Kongreg8's safety features, it is not possible to email the kids church groups directly from the system.

If you wish to group teenagers together ready to email, use the normal groups module to generate your group rather than the Kids Church Groups module.

Resource List Module

The resource list module is designed to construct a list of items you may have for use in kids church. It is designed as a printer-ready list for stock-taking offline or a quick and easy stock-take using a laptop or PDA.

Adding a resource is extremely simple, click on the Add Item Button on the resource list page. Enter the resource name, resource description, resource type and quantity and click on save.

Updating a resource quantity can be done straight from the resource list. Change the quantity in the row you want to update, then click on the Update button next to it. It is essential you update on each row, rather than updating several.

Editing the information can be done by clicking on the Edit button on the resource list on the row you want to edit.

Removing an item can be done by clicking on the Remove button on the row you want to edit.

Activity Plan

The activity plan can be used to generate a weekly or monthly plan of activities for kids church. This allows all kids church workers the ability to work out what resources they need for each activity weeks or months in advance.

To create a new activity, click on the Create New button on the activity overview page.

Enter the Title of the activity, the theme, what activities will take place, what materials you need, if you need consent for the activity (for example if you are taking children off-site) and what date this activity will take place on.

If you do not have a specific date you can leave this blank and it will create the activity without a date. Click on the save button to store your activity.

To edit an activity plan, click on the Edit plan link next to the item you wish to modify and change any detail you need to in the boxes just like the create activity function.

To view a plan simply click on the View Plan link. This view is in a printer-ready format so that you can print the activity to use in kids church as necessary.

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To delete an activity plan, click on the Delete Plan link on the main activity view next to the item you wish to delete.

Communications Module

Group Email

The group email function allows contact with all of your members via email.

This function obviously only operates with members that have an email address stored in the system.

There are seven built-in groups that you can send an email to (signified by encapsulation in square brackets on your drop-down list):

All members I can
All males
All females
Non-Members
Visitors
External Contact
All group leaders

Any other group you create using the groups module will appear in the list underneath these six items.

The group email system uses a two-step process to send email. The first step requires you to fill in the details for subject and what message you want to send. Once you click on the Save button your message is stored ready to be sent out from Kongreg8.

The second step is confirming you wish you send the email out. If you do not send the email at this point it will remain stored in the system and allow

you to send later or clear out the waiting email from the main Group Email screen.

Email is sent using the credentials you have stored in the System Setup module.

Any email that is undeliverable will be bounced to your Email Sent From address.

Sending out email may take a while for large volumes of members. A built-in cool-off time is embedded in the email function to avoid the address being marked as SPAM by automatic SPAM detectors that relay information across the Internet.

Email is sent out in batches and a status of each email is displayed once the function completes its cycle.

Reporting Module

The reports module allows for a variety of reporting and statistical functions to be run. It is designed to produce output in a format that you can print out for AGMs and your own administration reports.

Weekly Register

The weekly register function allows you to store member attendance figures for each week / event. Once figures are input you can then recover the data in tabular form from the system. This is a simple module allowing a brief overview for each year.

Weekly Offering

The weekly Offering function allows you to store offering / tithe figures for each week / event. Once figures are input you can then recover the data in tabular form from the system. This is a simple module allowing a brief overview for each year - it is not designed as an accounts package.

Statistics

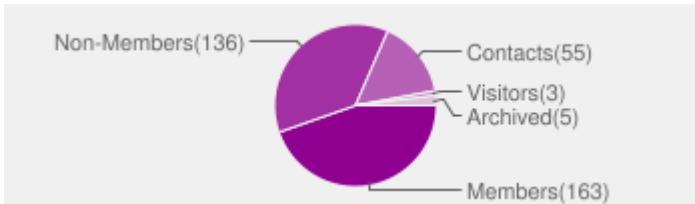
The statistics page draws on data stored within the database to create a variety of overview statistics based on your current information.

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This includes tabular and graphical representation of your information, ready to print out and use in reports.

The statistics are derived live from the database and are not pre-rendered.



Pie charts are displayed as percentages with actual figures listed in brackets.

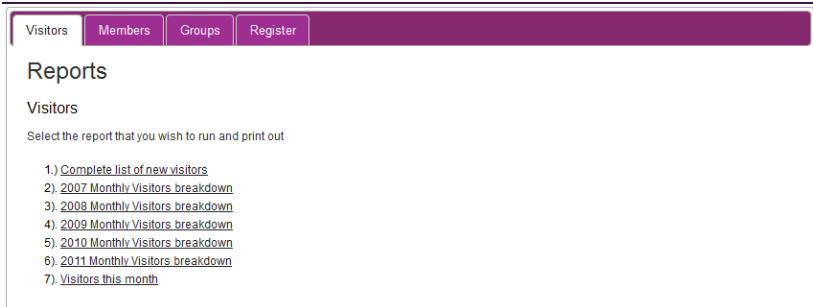
A variety of useful statistics are displayed by default with each version of Kongreg8. These statistics may require modification to render correctly depending on your chosen length of group names.

Reports

The reports module generates tabular information based on SQL queries of the database content. A variety of reports are built into the system enabling you to find information quickly and easily without having to understand any structured query language or database relationships. Reports are designed to be printed and as such render fully when sent to printer.

The reports are grouped into similar types for

convenience.



Click on the tabs to choose from the type of reports you wish to view.

Helpful Tip!

Reports generally display an extremely cut-down set of information from the member database, they do not display all of the fields stored for members. If you want to view more information you may wish to consider using the web service to link a spreadsheet to Kongreg8.

System Actions

The top level system administrators are given a variety of options in the System Actions section, lower administrators are given a limited selection to control the security of system-changing options.

User Management

The user management module allows the creation of Kongreg8 users, modification of those users and removal from the system.

Add a user

To add a user, click on the Add a User button from the User Management screen.

Enter the user's first name, surname, username, password, email address and select their access level from the drop-down list.

Edit a User

To edit a user, click on the Edit a User button from the User Management screen.

Select the user you wish to modify from the list. Enter or modify the user's first name, surname, password, email address and select their access level from the drop-down list.

You cannot modify a username once a user has been

added to the system.

Delete a user

To delete a user from the system, click on the Delete a User button from the User Management screen.

Select the user you want to remove from the system and then confirm the removal.

Export Data

The export function offers the ability to export your members, group, register and offering data as a spreadsheet-readable Comma Separated Value (CSV) file.

This feature takes a snapshot of your database at the time you export to use on your local computer. To export any part of your database, click on the Export button in the section you want to download.

The CSV file is a snapshot of your database and does not update when the system changes. If you want your spreadsheet to remain in synchronisation with Kongreg8, you should use the web service instead.

Run Backup

The run backup feature is provided to begin an automatic backup of all of your data. Once you initiate the backup of the system it will take a

cut of the data stored in key system tables and provide you with a link to download them. Any previous backups are listed on the page for you to download. It is wise to clear the backup files from your Kongreg8 system once you have downloaded them.

Run Backup

Do you wish to initiate a database backup of your **KONGREG8** database?

No

Yes

Current Stored Backups

[Remove all stored backups](#)

System Setup

The System Setup module permits the modification of core settings within your implementation of Kongreg8.

From this module you can control what email addresses are used to send email and receive system update information, what title appears in your browser window and what greeting your administrators see when logging into the system.

These values are **limited to 100 characters** in each of the fields.

Modify any value you wish to and click on the Save button to store your new settings.

Messaging

The messaging module allows admin-to-admin communication to take place from inside Kongreg8 rather than resorting to firing your email client up while using the system. This is especially handy for Kongreg8 users operating on a mobile phone.

To create a new message to an administrator, click on the Create message link on the main messaging screen. Select the administrator you wish to send the message to, enter a subject and a message just as you would with an email.

Once you click on Send, your message will be stored for the other administrator and an email will be sent to their associated email account informing them of a new message awaiting them in Kongreg8. Facilities are provided to reply and remove messages from the system as you would expect.

System Log / Search Log

Key events in the Kongreg8 system are logged to provide the key administrators information on what is happening across the database system. Kongreg8 provides a breakdown of events in the System Log area and a function to search for events.

I.D.S. Failed Auth Logs

The Intrusion Detection System (I.D.S.) operates behind the scenes to protect from unauthorised access to the system. If a failed sign-in occurs the I.D.S. system logs the activity and provides the ability to view a list of these occurrences. Each user is informed of the failed attempts on their account when they sign in. The I.D.S. Failed Auth Logs provide a system-wide overview of authentication failure.

Change Password

The change password module allows you to change your currently stored password. This module requires you to enter your current password as well as your new password and a confirmation of the new password.

Logging out

To complete the security shut-down of the Kongreg8 system you should always ensure you click on the Log Out link on the main menu.

This destroys any session data linked to your account on the machine you are using - so that no one could try and fake your credentials on your computer using the web browser's history.

Before any function operates in Kongreg8 the system automatically re-verifies your credentials - if it cannot verify your details the system will cease

operation and ask for you to authenticate again.

If you do not log out, the system will automatically ask for authentication if it has been inactive over a five minute period.

It is always advisable to log out of the system to ensure a safe closing of session data.

Web Service

Web Service Background

The Kongreg8 web services can be accessed in a variety of ways: through applications developed by TeesCode; through a web browser window; through Office productivity applications.

The web services are developed specifically to allow you access to live information stored within the database.

The Kongreg8 web services require a system user account with level 5 privileges. If you do not have a level 5 (System Administration level) account you will not be able to access the information.

Web services are designed to allow you the ability to access the data in the way that you want to, to undertake the task you need to.

How does the web service work?

The Kongreg8 web service is a means of connecting you with the data stored in the Kongreg8 database.

In essence, it is a program with access to all of the database content, awaiting questioning by administration users.

Specific parameters are required by the web service in order to open the connection. Without the correct parameters and user account details you will incur an error trying to connect.

Connecting Microsoft Excel to Kongreg8

In Microsoft Excel, it is possible to create a connection back to the Kongreg8 web service allowing you to access all of the member information in a spreadsheet format.

The added advantage of using Excel to display your member information is that the software creates automatic Auto-Filters for you on each column heading.

In the Data menu, Import External Data and select New Web Query.

This will open up a new window, most likely displaying the default home page for your web browser.

At the top of this new window is an address bar. Into this address bar you must enter the URL of your Kongreg8 system followed by the web service details (shown on the next page).

In the Address bar enter:

```
http://YOUR_KONGREG8_URL/modules/webservice/webservice.php?  
srvReq=001&srvFunc=0101&usrName=MYUSERNAME&usrPass=  
MYPASSWORD
```

Where `YOUR_KONGREG8_URL` is the specific address of your server (e.g. kongreg8server.net), `MYUSERNAME` is your own username and `MYPASSWORD` is your account password.

There are no spaces or return key entries in this.

Click on the Go button to access the web service.

Providing your details are correct and the service is responding as expected (error codes are at the end of this guide), you should now have a returned set of results in this small window.

You will be asked by Excel where you want to import the data, simply select cell A1 on sheet 1 (the default) to import it into your spreadsheet.

Your member information will now load into your spreadsheet, creating column headings and Auto-Filters on your columns.

Your spreadsheet is now linked to live data from the Kongreg8 system, allowing your spreadsheet to update automatically when new members are added to the Kongreg8 system.

You will note that a small floating List window appeared on screen when the spreadsheet populated with information.

If you wish to update the information in the spreadsheet with Kongreg8, simply click on the Refresh XML Data button (a red exclamation mark and Earth icon).

Each time you open your saved spreadsheet you will be asked if you want to update your

information with the live service.

Security of data

Once your spreadsheet is linked to the Kongreg8 service, your details are held within the spreadsheet to allow updates to occur.

This is potentially a security risk if you are copying and moving the spreadsheet between devices. It is advisable to set a password on your spreadsheet to restrict access to viewing the information.

If the spreadsheet is passed to other users, they will have the ability to view all of your member information - however they will not be able to update the information on the server.

Due to the high risk of data loss, the web service is restricted to high-level users only.

Services available

There are a handful of services available at present to which you can connect your own applications. The main one, a full list of all members, has been previously detailed here for connection via spreadsheets. You can launch the web services in your web browser to display the returned results in a collapsible hierarchy, or using a custom application.

Two primary variables are required when connecting to the web services of Kongreg8 along with your username and password.

srvReq:

This variable selects the web service from Kongreg8 so that the correct data set can be returned.

srvFunc:

This variable is used to pass additional options to the web service, such as search parameters. The correct usage of these variables is detailed below.

If you are developing your own application to connect to the web services you will need to ensure you pass the correct information to the service otherwise it will return an error code (detailed in the Appendices).

Full member information

All member information is retrieved using this function.

srvReq = 001

srvFunc = 0101

The returned results may take a while depending on the number of items stored in your system.

Member birthdays in the next seven days

Retrieves all member details for members with birthdays in the next seven days.

SrvReq = 011

srvFunc = 0000

The service will only return members with birthdays

in the next seven days. If no results are returned there are no birthdays in the next seven days.

Members with a name like ...

Retrieves all members that match a passed parameter.

srvReq = 010

srvFunc = *firstname surname*

Where *firstname* and *surname* are the first name and surname of the person you want to find.

Partial first name and surname can be supplied to return a limited list of those matching your criteria just as if using the simple search function from within Kongreg8.

Members of a group

Retrieves all of the members of a group with a passed group name.

srvReq = 015

srvFunc = *groupname*

Where the *groupname* is the associated name of the group you want to find.

The group name must match that stored in the database otherwise an error will be returned.

Writing your own applications

If you are a software developer wishing to interact with the web service you can use the information

given in this chapter to build your own applications to read information from the Kongreg8 system.

TeesCode cannot, due to time constraints and potentially no experience in certain programming languages, offer support on building applications. If you are used to interfacing with web services, connecting to Kongreg8 should be extremely easy. It is possible to generate web applications that interface with Kongreg8 to provide your church website with live statistical data for number of members for example.

Parameters

Ensure that you take a user name (passed as `usrName`) and password (passed as `usrPass`) from the person operating your software, then allow for a choice of service type (passing as `srvReq`) and a search string (passing `$srvFunc`).

Capture the information from your user and then launch the URL to return the data set.

XML DTD

The DTD for the returned XML is listed below:

```
<?xml version="1.0"?>
<!ELEMENT kongreg8db (member*)>
<!ELEMENT member
(prefix?, surname?, firstname?, middlename?, dob?, marit
alstatus?, homephone?, mobilephone?, emailaddress?, add
ress1?, address2?, address3?, address4?, postcode?, coun
try?, occupation?, employer?, officephone?, officefax?,
officeemail?, officewebsite?, emailoptin?, mainlanguag
```

```
e?,countryoforigin?,medicalinfo?,memberstatus?,firstvisit?,commitmentdate?)>
<!ELEMENT prefix (#PCDATA)>
<!ELEMENT surname (#PCDATA)>
<!ELEMENT firstname (#PCDATA)>
<!ELEMENT middlename (#PCDATA)>
<!ELEMENT dob (#PCDATA)>
<!ELEMENT maritalstatus (#PCDATA)>
<!ELEMENT homephone (#PCDATA)>
<!ELEMENT mobilephone (#PCDATA)>
<!ELEMENT emailaddress (#PCDATA)>
<!ELEMENT address1 (#PCDATA)>
<!ELEMENT address2 (#PCDATA)>
<!ELEMENT address3 (#PCDATA)>
<!ELEMENT address4 (#PCDATA)>
<!ELEMENT postcode (#PCDATA)>
<!ELEMENT country (#PCDATA)>
<!ELEMENT occupation (#PCDATA)>
<!ELEMENT employer (#PCDATA)>
<!ELEMENT officephone (#PCDATA)>
<!ELEMENT officefax (#PCDATA)>
<!ELEMENT officemail (#PCDATA)>
<!ELEMENT officewebsite (#PCDATA)>
<!ELEMENT emailoptin (#PCDATA)>
<!ELEMENT mainlanguage (#PCDATA)>
<!ELEMENT countryoforigin (#PCDATA)>
<!ELEMENT medicalinfo (#PCDATA)>
<!ELEMENT memberstatus (#PCDATA)>
<!ELEMENT firstvisit (#PCDATA)>
<!ELEMENT commitmentdate (#PCDATA)>
```



Appendix A - Database Construct

Failure notices

The core database comprises a variety of tables linked to the member information table. The main member identification number is used to link the majority of information in the system. If reference to the member is lost you may see a 'lookup failed' warning in an area. This can happen if a member is deleted from the system.

Simplified Overview of relationships

Primary relationships:

Members can be linked to many groups.

Members can be linked to many members but not themselves.

Members can be linked to many kids groups

Users can have many messages

User-initiated backups

Level 5 administrators can initiate an automated backup procedure from inside Kongreg8 if they are concerned about losing data after a large import of member information.

This takes a raw data cut ready to reimport should anything go wrong. To re-import data at present you

will have to utilise a package such as phpMyAdmin as Kongreg8 does not currently support a restore function.

Once the backup is complete, your main email account will receive a notification as will the main Kongreg8 contact (set in the system setup area).

Appendix B – Feature Security

Security Levels

Permission	User Level
Member Entry Clerk (Insert Only)	1
Data Clerk (Insert / View Limited)	2
Content Editor (Edit / Full View)	3
Core administration team (Edit / Delete / Full View)	4
Central Administrators (Complete Control)	5

Feature Check-list

Overview of main functions and their required security level to operate.

Feature	Security Level				
	1	2	3	4	5
Adding Member	Y	Y	Y	Y	Y
Editing a member	N	N	Y	Y	Y
Searching for member(simple)	N	Y	Y	Y	Y
Advanced searching for member	N	N	Y	Y	Y
Removing a member	N	N	N	Y	Y
Adding a group	N	N	Y	Y	Y
Editing a group	N	N	Y	Y	Y
Adding members to a group	N	N	Y	Y	Y
Removing a group	N	N	N	Y	Y
Emailing a group	N	N	N	N	Y

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Adding a kids church group	N	N	Y	Y	Y
Adding members to kids church group	N	N	Y	Y	Y
Deleting a kids church group	N	N	N	Y	Y
Creating a medical sheet for kids church	N	N	Y	Y	Y
Creating a register for kids church	N	N	Y	Y	Y
Create a resource list item	N	N	Y	Y	Y
Create an activity plan	N	N	Y	Y	Y
Create and Send a group email	N	N	N	N	Y
Add an item to the register	N	Y	Y	Y	Y
View the register report	N	Y	Y	Y	Y
Add an item to the offerings data	N	N	Y	Y	Y
View the offerings report	N	N	Y	Y	Y
View the statistical output page	N	N	Y	Y	Y
Run a report	N	N	Y	Y	Y
Create a user	N	N	N	N	Y
Edit a user	N	N	N	N	Y
Delete a user	N	N	N	N	Y
Export Data to CSV	N	N	N	N	Y
Request a backup of the database	N	N	N	N	Y
Change the system setup parameters	N	N	N	N	Y
Create a message	Y	Y	Y	Y	Y
Reply to a message	Y	Y	Y	Y	Y
Change your password	Y	Y	Y	Y	Y
Change your settings	Y	Y	Y	Y	Y
Connect to the web service	N	N	N	N	Y
View the system Log	N	N	N	N	Y
Search the system Log	N	N	N	N	Y

Appendix C – Web Service Error Codes

If an error is encountered with the web service, an associated code is given to determine the nature of the error. This is to reduce the information given back to users who are not permitted to use the web services.

The meanings of the error codes are as follows:

101 Can't connect to DB engine

The web service cannot access the primary database server at the moment, try again in a few minutes. The server may be going down for an update or restoring from backup.

102 Can't connect to the DB

The web service cannot access the database information at the moment, try again in a few minutes. The server may be restoring information from backups or taking a backup copy of the system.

201 Can't authenticate with username and password given

The username and password given do not match those stored in the system. Check your details and try again.

202 Result does not return from DB

The request you made has not returned any results—this may be down to the query that

was passed to the web service. Try offering a different set of criteria to the web service.

203 User Level not high enough

You do not have sufficient privileges to access this information. See your Kongreg8 administrator to see if you can have privileges increased.

301 No Service function selected

You have not passed a web service function numeric. You must select what type of web service function you are asking for.

302 No Service request string given

You have not passed a web service request string. You must offer a search string.

303 Malformed Service function request

You have passed information to the web service that it does not understand. Please check and rework the passed information and try again.

Appendix D – Common Questions

Q) How many members can Kongreg8 store?

A) Kongreg8 has the capacity to store more members than your church would ever hold in one city church. It has a notional maximum value of one million members.

Q) How many administrators can Kongreg8 have?

A) Kongreg8 stores administrators in the same way that members are stored, so the notional maximum of administrators is one million.

Q) What happens if two people update the same member information at the same time?

A) Kongreg8 would in this case take the information from the person who clicks save last.

Q) How many groups can a member be added to?

A) A member can be added to every group you create on the system, there is no restriction imposed in the software.

Q) What format is data exported in when I choose to export?

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A) It is exported as a comma separated value (CSV) file with column headings to make it easier to import into a spreadsheet package.

Q) Why are there five different levels of administrator access?

A) To enable you to give your administration team hierarchical access to updating member information Kongreg8 uses a five-tier system of access. Using this system you can ensure that only your senior administrators can do the major modification to member information or export confidential data from the system.

Q) Can I modify what the administrators can see and do for each level?

A) If you want to tailor your version of Kongreg8 specifically to your administration team, TeesCode can, for an additional fee, specially modify the software to meet your requirements.

Q) What phones does Kongreg8 operate on?

A) Kongreg8 has been tested on a variety of PDA's and Mobile Phones. Generally, if the phone or PDA runs Microsoft Windows CE or Windows Mobile, it will render completely fine. Kongreg8 also works on the OpenMoko (Neo 1973 and Freerunner) derivative phones where a web browser is encoded into the Linux kernel.

Kongreg8 also works on iPhone and Android phones, displaying as it would on a normal web browser.

Q) If I accidentally delete a member from the system, can I get them back?

A) If you have taken a backup of your database then it is possible to retrieve the record and re-insert it manually.

Q) Is there a way I could contribute to the development of Kongreg8?

A) If you would like to continue a development of the system in a different direction you are free to do so under the GNU GPL. Kongreg8 is available through SourceForge.net

Q) How often are changes pushed out to customers?

A) If any security issues are found they are patched as quickly as possible - features are built on a rolling program, usually around 6 months apart. SourceForge is used to deliver changes and upgrades. The TeesCode website provides information on the latest system version.

Appendix E – Core Technology

Kongreg8 operates on a Linux, Apache, MySQL and PHP system (LAMP).

It is designed to operate on systems that are license-free in order to reduce the costs to the end user.

Kongreg8 is built using PHP5 (primarily linear rather than modular at present), JQuery and AJAX.

Appendix F – Decision Paths

Overview of decision and process paths through common functions.

Adding a new user

Collect information from member [Manual Process]

Click on Add member link

Enter information into correct boxes

Click submit

Information cleaned

Does passed information contain a first name and surname?

If **no** - warn user and end processing.

If **yes** - store information in database and inform user.

Finding user

Enter full or partial name into search box.

Search for all names containing passed string.

Select from results

Display information for selected member.

Adding member to group

Is group already created?

If **no** - create group

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If **yes** - select group

Is it a single member?

If **yes** - click on add a member

Enter partial name or full name

Member database is searched and results returned

Select correct member from list

Member is added to the group

If **no** - click on add multiple

Browse to correct page (**Start Loop**)

Select members by 'ticking' box next to member name

Click save

Preferences are saved

Click on link to continue browsing (**Loop**)

Appendix G – Files and Folders

Overview of core files and folders required for Kongreg8 operation.

Core Folder

[blog]	Blog System front-end
[common]	Common Files (Header/Footer etc.)
[config]	Configuration Files
[css]	Style Sheets for screen render
dbconstruct.txt	DB creation code for install
favicon.ico	System Icon in browser bar
gnugpl.txt	License information
[images]	System and User Interface images
index.php	Main system launch file
[modules]	System Module Code
releasenotes.txt	Latest release notes for software

Modules Folder

[backup]	Backup Module:Contains backup folder
[blog]	Blog Module
[default]	Default Modules (Auth/Homescreen etc.)
[email]	Email Module
[export]	Export Module:Contains Export folder
[groups]	Groups Module
[kidschurch]	Kids Church Module
[members]	Members Module
[messaging]	Messaging Module
[offerings]	Offerings Module
[register]	Register Module

<code>[reports]</code>	Reports Module
<code>[statistics]</code>	Statistics Module
<code>[webservice]</code>	Web Service Module

Permissions and Settings

The modules are separated into folders that allow for easier development or fault-finding.

The `[modules][backup][backups]` folder must have 777 permissions.

The `[modules][export][exports]` folder must have 777 permissions.

The `dbconstruct.txt` file should be used to create your database tables before you launch the system.

`dbconstruct.txt`, `gnugpl.txt` and `releasenotes.txt` can be deleted once read if you wish.

You should modify the `[config][dbconfig.php]` file to include the correct connection details for your database.