A Complete Training Guide on Connect One

Om Shanti Baba's Divine Children.

Welcome to Connect One!

Connect One is your online application that provides you with a hassle-free way to perform all your accounting tasks. It will help you reduce all the hard work of manual accounts entry and tallying those entries. It takes all the information you add relating to your accounts and sends it to Madhuban via Internet.

Not only that you will have a single location to:

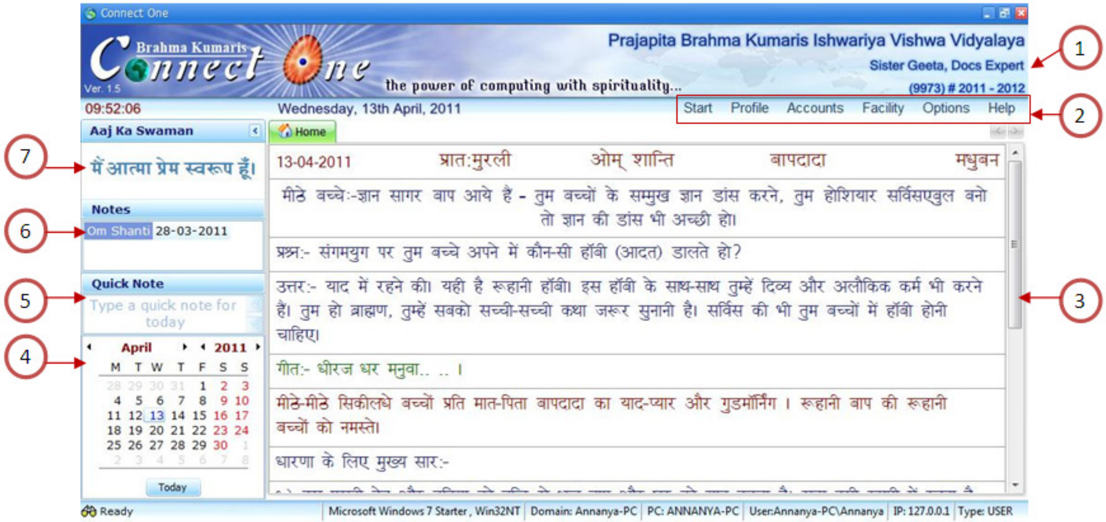
- *Maintain Accounts*
- *Maintain Address Book*
- *Set Reminders*
- *Add Notes*
- *Revise Murli ka Sar*
- *Write Letters*
- *Make Notes*
- *Prepare Godly Service Report*

All this without missing your traffic control time!

Contents

How to use the Home Page?

The home page or the welcome page is the first page that you see when you open Connect One.



The home page displays the following panes and information:

1. Connect One Banner, displays the name of the centre, name of the institute, certificate number of the centre, financial year of the current accounting period, version number of the application, and the time at which you logged on to Connect One.

Note: This information is available only when the centre is selected.

2. Menu options display the list of menus available for Connect One. These include **Start**, **Options**, **Facility**, **Profile**, **Accounts**, and **Help**.

Note: The **Options**, **Profile**, **Facility**, and **Accounts** menu options will be activated only after you have selected the centre and logged onto the Connect One application.

3. Right-pane displays the Murli Ka Saar for the day selected on the calendar. It is the primary section where all the primary tasks relating to Connect One are performed.

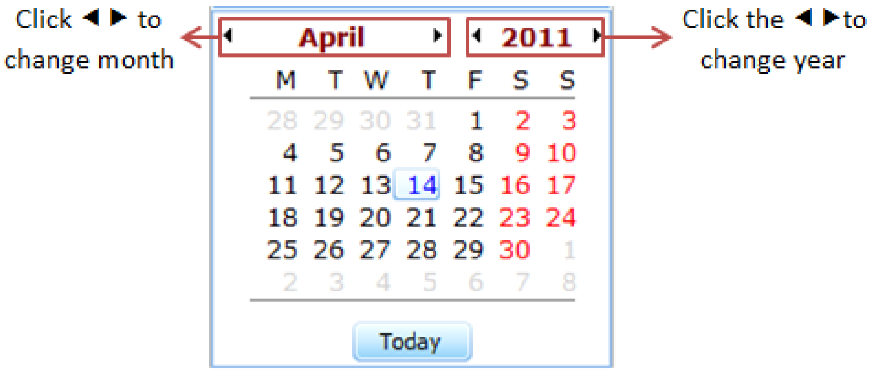
Note: The murli saar can be made available in 12 regional languages as well.

4. Left-pane displays the **Aaj Ka Swaman** section, **Notes** list, **Quick Notes** section, and **Calendar**. You can use the quick notes section as a short cut to add notes.

Important: The following sections list all the tasks that you can perform using the Connect One application.

Calendar

The Calendar section displays the current month's calendar. You can view use the following options to change the month, and year displayed on the calendar.



Murli Ka Saar

You can now revise your daily murli points, even while you are working on your Connect One application. To view the Murli Ka Saar of the current date, select the date on the Calendar, right-click on the right pane and select the **Refresh** option.

How do I use the Connect One UI?

Here are some links to useful information about using Connect One:

- Menus
- Keyboard Navigations
- Toolbar and UI footer
- List Preview
- Mark as Incomplete/Complete
- Browsers
- Finding Records
- Grouping Records by Columns
- Filter Editor
- Customization

Menus

Connect One has an elaborate list of menus that have been categorised based on the functions you need to perform. It includes the following:

- **Start** – Includes options to perform tasks like creating a centre, selecting a centre, exiting from the centre, and so on.
- **Facility** – Includes options to perform tasks other than the core accounting tasks, which include, adding contacts in the **Address Book, setting Reminders, making Notes, preparing Godly Service Reports** and so on.
- **Profile** – Includes options to add all the assets, expenses, payments, and liabilities of a centre at the end of an accounting period.
- **Options** – Includes options to help you keep the Connect One application up-to-date and perform tasks like Synchronization of data and so on.
- **Help** – Includes options to help you view the FAQ, online help, version of the application, and so on.

Important: This Training guide includes various tasks that are to be performed in the order mentioned in the guide.

Keyboard Navigations

As Connect One is a Windows application, it allows you to navigate through the application using either the mouse or keyboard. In many cases, the keystrokes involve key combinations such as **[Shift+F1]**.

To use a key combination:

For the key combination **[Shift+F1],** hold the first key **[Shift]**, and press the second key **[F1].**

You can use some of these keys to perform tasks in Connect One. The following table lists the function keys and their tasks.

Short-cut	Description
F1	Open Help
Shift+F1	Open the Address Book tab
Shift+F2	Open the Reminder tab
Shift+F3	Open the Notes tab
Shift+F4	Open the Letter Writing tab
Shift+F5	Open the Godly Service Report tab

Toolbar and UI footer

The following tabs in Connect One have the same toolbar and footer section buttons:

- Address Book
- Reminder
- Notes
- Letter Writing
- Godly Service Report
- Core Centre Information
- Bank Account Information
- F.D. Information
- Land and Building Information
- Gold or Silver Information
- Vehicles Information
- Movable Asset Information
- Livestock Information
- Other Deposit Information
- Advances Information
- Liabilities Information
- Godly Service
- Telephone Information
- Stock of Consumables

Toolbar section

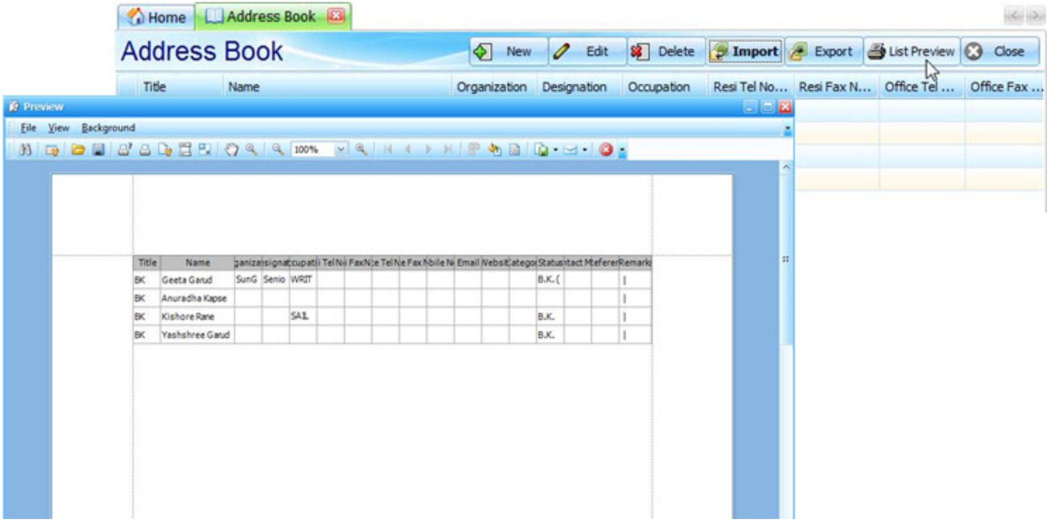
It displays the following tools at the top of every right pane.

Ctrl+N Ctrl+E Ctrl+D Ctrl+Alt+I Ctrl+Alt+X Ctrl+L Ctrl+C

	[Ctrl+N]	Clicking on the New button opens a blank window to add a new record. Type in the new data. Click Save.
	[Ctrl+E]	Clicking on the Edit button opens the window to edit the record. Edit the record and click Save.
	[Ctrl+D]	Clicking on the Delete button deletes the record that is displayed in the window.
	[Ctrl+Alt+I]	Clicking on the Import button imports the records into Connect One.
	[Ctrl+Alt+X]	Clicking on the Export button exports all of the records in the browser to MS Word (for example, all reminders in the Reminders tab).
	[Ctrl+L]	Clicking on the List Preview button allows you to preview all the records in the browser.
	[Ctrl+C]	Clicking on the Close button allows you to close the tab.

List Preview

The list preview option displays the list of all the records in a document format. To preview the list of records in a browser, to print or mail it, use the following procedure:



You can save this list in various formats, using the  option or mail it in various formats, using the  option.

Footer Section Buttons

The footer section displays the following buttons at the top of every right pane.

	First	Clicking on the First button highlights the first record in the browser. You can then edit or delete the record.
	Previous Page	Clicking on the Previous Page button highlights the record that you worked with previously.
	Previous	Clicking on the Previous button highlights the previous record in the browser.
	Next	Clicking on the Next button highlights the next record in the browser.
	Next Page	Clicking on the Next Page button shows the records available on next page. For example, we have a page size of 10 records then next page on page 1 shows records starting 11th record
	Last	Clicking on the Last button highlights the last record in the browser.
	Open Column Chooser	Clicking on the Open Column Chooser button opens the **Customization** window.

	Hide Column Chooser	Clicking on the Hide Column Chooser button hides the open **Customization** window. This button appears only when the Customization window is open. **Note:** For more information, refer to **Customization** on page 34.
	Show Group Box	Clicking on the Show Group Box button opens the group box.
	Hide Group Box	Clicking on the Hide Group Box button hides the group box. This button appears only when the group box is open. **Note:** For more information, refer to Grouping Records by Columns on page 28.
	Show Group Column	Clicking on the Show Group Column button allows you to show the column by which the records are grouped.
	Hide Group Column	Clicking on the Hide Group Column button allows you to hide the column by which the records are grouped. This button appears only when the group column is available in the browser.
	Show Footer Bar	Clicking on the Show Footer Bar button allows you to show the footer bar.
	Hide Footer Bar	Clicking on the Hide Footer Bar button allows you to hide the footer bar.
	Show/Hide Group Footer Bar	Clicking on the Show/Hide Group Footer Bar button allows you to show or hide the group footer bars.

	Open Filter Builder	Clicking on the Open Filter Builder button opens the Filter Editor window. **Note:** For more information, refer to, Finding Records on page 26.
		Clicking this button reduced the font of the records in the tab that is open.
		Clicking this button increases the font of the records in the tab that is open.

Zoom text in the Browser

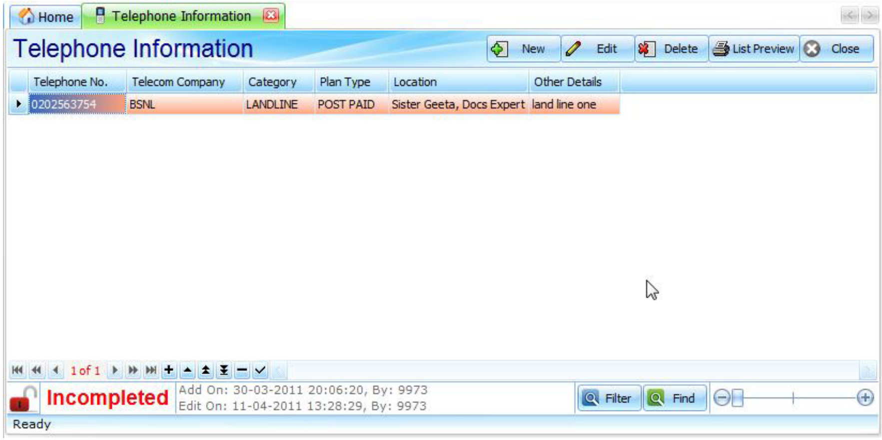
To zoom into the text of the columns in your browser, use the zoom scroll displayed in the footer section.

Clicking on the  button to reduce the text size or the  button to increase the text size. You can also use the button in the middle to adjust the text size as per your preference.

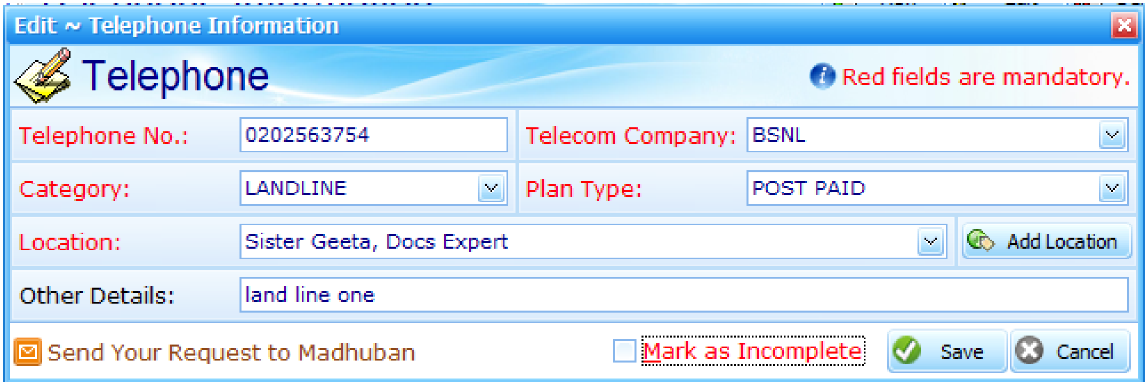
Incomplete and Complete records

There may be times when you will not have all the details for a particular item in your Profile or Accounts menu. In such cases, you can fill in the details you currently know and then select the **Mark as Incomplete** option on the record adding window. This will make sure that the record is not submitted to Madhuban for compilation. You can now come-back to the record later, edit it, add all the pending details, and deselect the **Mark as Incomplete** option, so that the record will be considered as complete and sent to Madhuban for compilation.

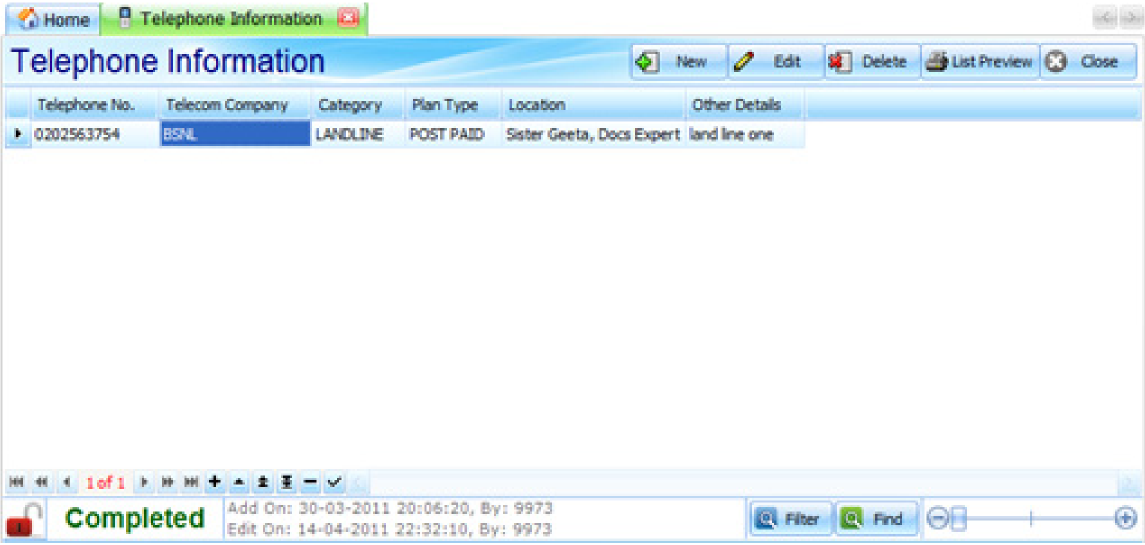
Till the item details are not complete, it will display as Incomplete in the browser, as shown below:



When this telephone information is edited and completed, deselect the **Mark as Incomplete** check box, and click the Save button.



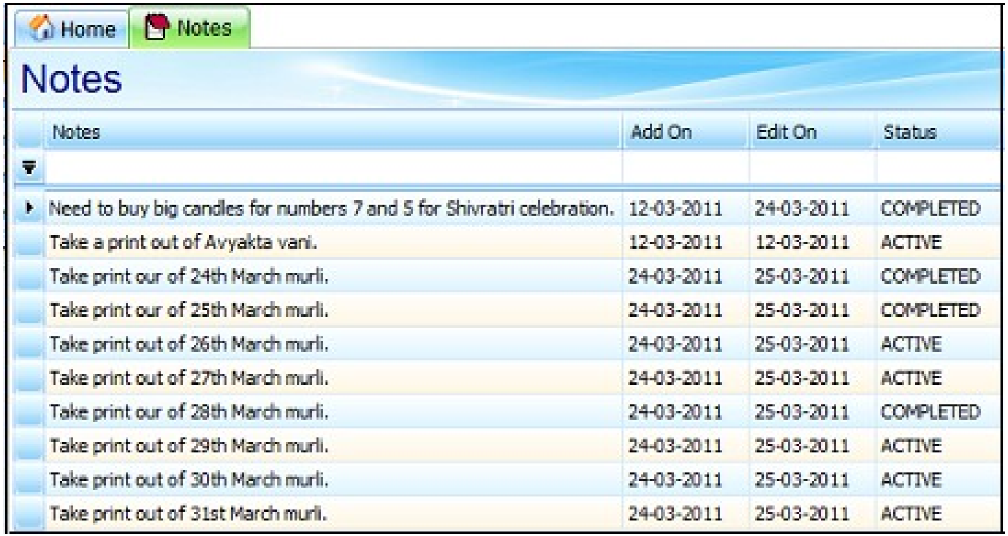
This record is now displayed as complete in the Telephone Information list tab, as shown below:



Browsers

Connect One provides great flexibility to customize your browsers' appearance. You can widen or narrow down the column width to see more number of columns or view the column's contents in a larger font. You can also rearrange the column order.

Many tabs of Connect One contain a browser. This browser shows information for many records in rows and columns. For example, the **Notes** tab, displays the following notes in a browser on the right pane:



Notes	Add On	Edit On	Status
Need to buy big candles for numbers 7 and 5 for Shivratri celebration.	12-03-2011	24-03-2011	COMPLETED
Take a print out of Avyakta vani.	12-03-2011	12-03-2011	ACTIVE
Take print our of 24th March murli.	24-03-2011	25-03-2011	COMPLETED
Take print our of 25th March murli.	24-03-2011	25-03-2011	COMPLETED
Take print out of 26th March murli.	24-03-2011	25-03-2011	ACTIVE
Take print out of 27th March murli.	24-03-2011	25-03-2011	ACTIVE
Take print our of 28th March murli.	24-03-2011	25-03-2011	COMPLETED
Take print out of 29th March murli.	24-03-2011	25-03-2011	ACTIVE
Take print out of 30th March murli.	24-03-2011	25-03-2011	ACTIVE
Take print out of 31st March murli.	24-03-2011	25-03-2011	ACTIVE

To change the column width:

- Hover the cursor over the right border of the column heading until it changes to the double arrow.
- Press the left mouse button and drag the cursor to the right or left to enlarge or shrink the column width.

To move the columns:

Click, drag and drop the column heading to the left or right, past (not on top of) the column that you want it to be next to.

Finding Records

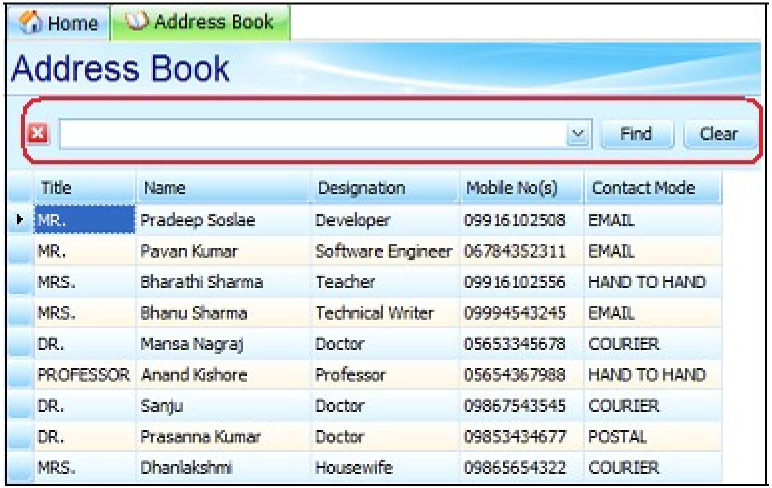
If you know any of the details of the record that you want to view, you can use the **Find** window to locate it.

To locate a record using Find:

1. Open any of modules within the **Facility** and **Profile** menu in the right pane.
2. In the Footer section, click on the 

button.

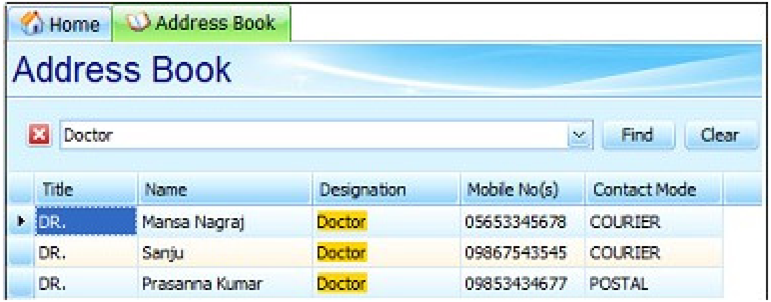
   The **Find** section appears in the header section of the tab as shown below:



Title	Name	Designation	Mobile No(s)	Contact Mode
MR.	Pradeep Soslae	Developer	09916102508	EMAIL
MR.	Pavan Kumar	Software Engineer	06784352311	EMAIL
MRS.	Bharathi Sharma	Teacher	09916102556	HAND TO HAND
MRS.	Bhanu Sharma	Technical Writer	09994543245	EMAIL
DR.	Mansa Nagraj	Doctor	05653345678	COURIER
PROFESSOR	Anand Kishore	Professor	05654367988	HAND TO HAND
DR.	Sanju	Doctor	09867543545	COURIER
DR.	Prasanna Kumar	Doctor	09853434677	POSTAL
MRS.	Dhanlakshmi	Housewife	09865654322	COURIER

3. Type the text and press **[Enter]** or click on the **Find** button.

   In the example shown below, Connect One displays all the records, which has Doctor in it.



If there are no records matching your search, the browser appears blank.

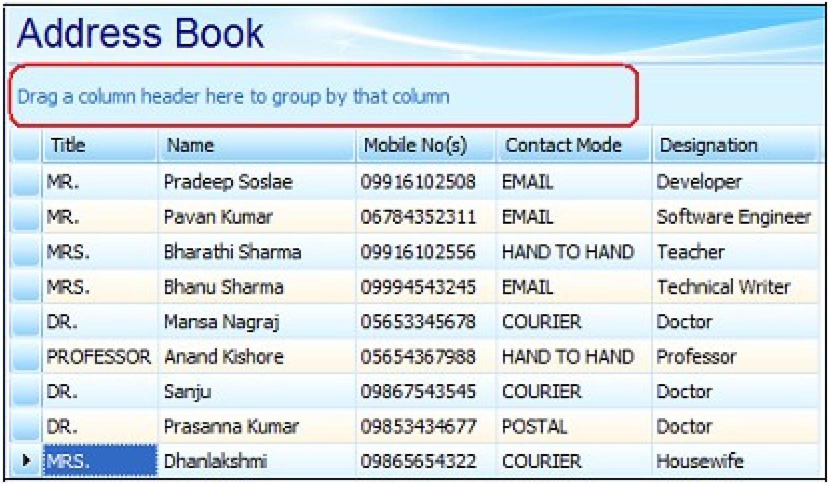
Grouping Records by Columns

To group the records displayed in a browser:

1. Open any of modules within the **Facility** and **Profile** menu in the right pane.

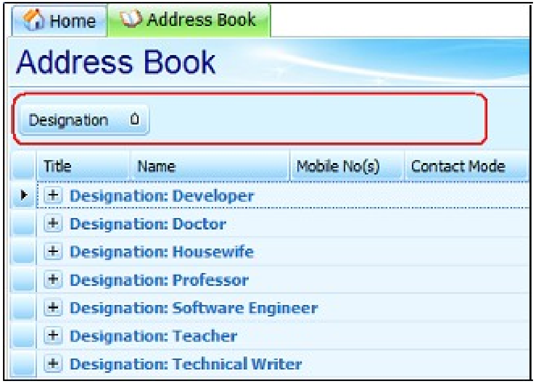
   In the **Footer** section, click on the **Show Group Box** button.

   The **Group box** section appears in the header section of the tab as shown below:



Title	Name	Mobile No(s)	Contact Mode	Designation
MR.	Pradeep Soslae	09916102508	EMAIL	Developer
MR.	Pavan Kumar	06784352311	EMAIL	Software Engineer
MRS.	Bharathi Sharma	09916102556	HAND TO HAND	Teacher
MRS.	Bhanu Sharma	09994543245	EMAIL	Technical Writer
DR.	Mansa Nagraj	05653345678	COURIER	Doctor
PROFESSOR	Anand Kishore	05654367988	HAND TO HAND	Professor
DR.	Sanju	09867543545	COURIER	Doctor
DR.	Prasanna Kumar	09853434677	POSTAL	Doctor
MRS.	Dhanlakshmi	09865654322	COURIER	Housewife

2. Click, drag, and drop the column header into the group box as shown in the figure below:



OR

Right-click the column header and click **Group By This Column**.

3. This will group the records according to the column header chosen. In this example, the records are grouped by **Designation**.

Note: You can have as many group levels as you want. Also, note that the column header that is in the group box will no longer appear in the browser. However, you have the option to hide or show the group column. To show the group column, click on the **Show Group Column**  button in the footer section. To hide the group column, click on the **Hide Group Column**  button in the footer section.

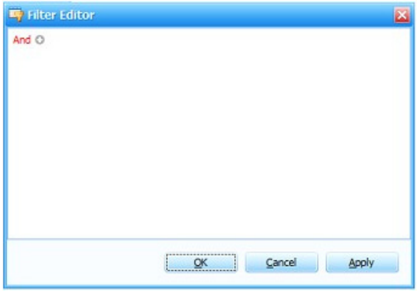
To ungroup the records:

1. Click, drag, and drop the column header from the group box to the title bar of the browser.

   OR

2. Select the column header in the group box, right-click and select **UnGroup**.

Filter Editor



The filters allow you to include only selected groups of records in the list. For example, in the **Notes** tab, if you select the status as ACTIVE, the list of records includes only the notes for which the status is ACTIVE.

To create a filter group and condition, use the following procedure:

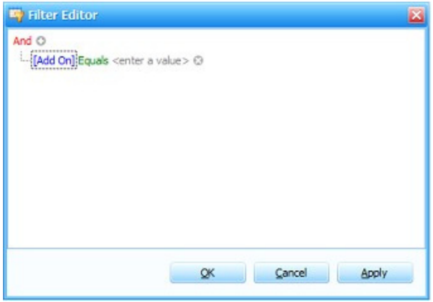
1. Open any of modules within the **Facility** and **Profile** menu in the right pane.

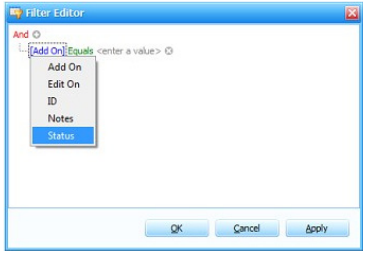
   In the **Footer** section, click on the **Open Filter Builder** button.

   The **Filter Editor** window appears with **And** group.

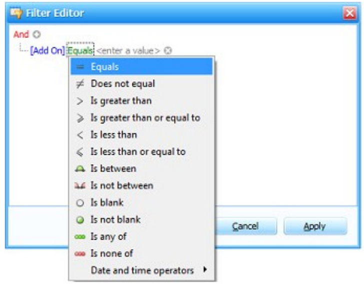
Note: You can add as many groups as you need. To add a group, click on **And** and select **Add Group** from the list.

2. Click on the button next to **And** group. This will add a new condition to the **And** group. You can add as many conditions as you need for a particular group.





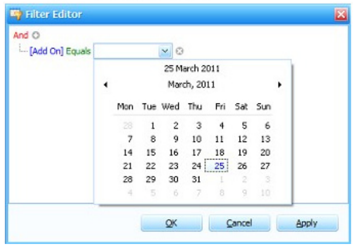
3. Click on **[Add On]**. This will list all the column names available in the tab that you have chosen. For example, if you are in the **Notes** tab, clicking on **[Add On]** will list the **Add On**, **Edit On**, **ID, Notes**, and **Status** columns as shown in the figure below. Now, select the desired column.

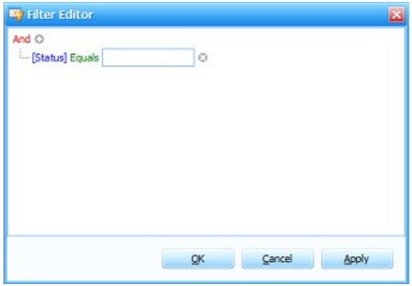


4. Click on **Equals**. This will list all the possibilities of filtering the records as shown in the figure below. Now, select the desired possibility.

5. Click on **<enter a value>** and either select the date from the calendar or type the value in the text box.

6. If the column selected in step 4 is a related to date, this field opens up a date picker as shown in the figure.

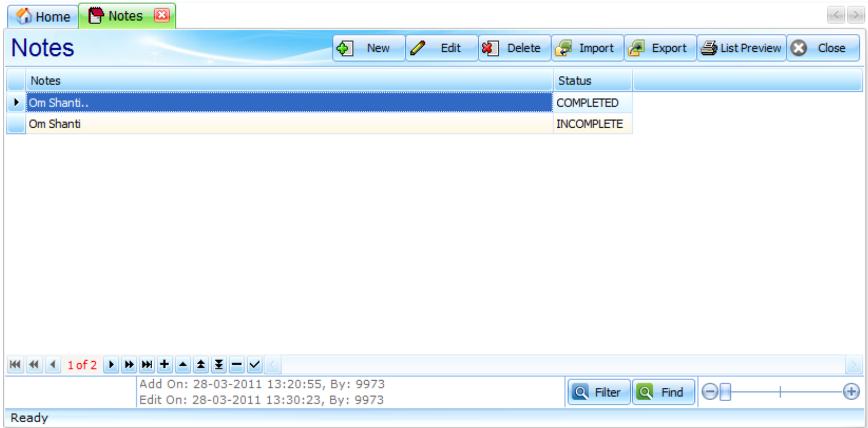




7. If the column selected in step 4 is related to text, this field changes to the text box as shown in the figure.

Note: To delete the filter condition, click on the button.

8. Once you have completed adding a condition, click on the **Apply** button to process the filter.
9. Click on the **OK** button. The filter condition applied will appear in the footer section of the browser as shown in the figure below.



Note: You can edit the filter conditions by clicking on the **Edit Filter** button.

Customization

Using the Customization window, you can hide columns, which you do not want to view.

To use the Customization window, use the following procedure:

1. Open any of modules within the **Facility** and **Profile** menu in the right pane.
2. In the **Footer** section, click on the **Open Column Chooser** button.

   The **Customization** window appears. By default this window has the columns that are not displayed added to it.

Hiding Columns

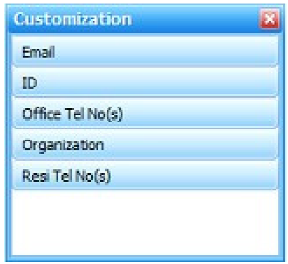
To hide a column:

- Click and drag the column heading from the browser into the Customization window.

  OR

- Right-click on the column heading in the browser and click **Remove This Column**.

  The window will then appear as shown in the figure below.



Showing Columns

To show a column:

- Click and drag the column heading from the **Customization** window to the browser.

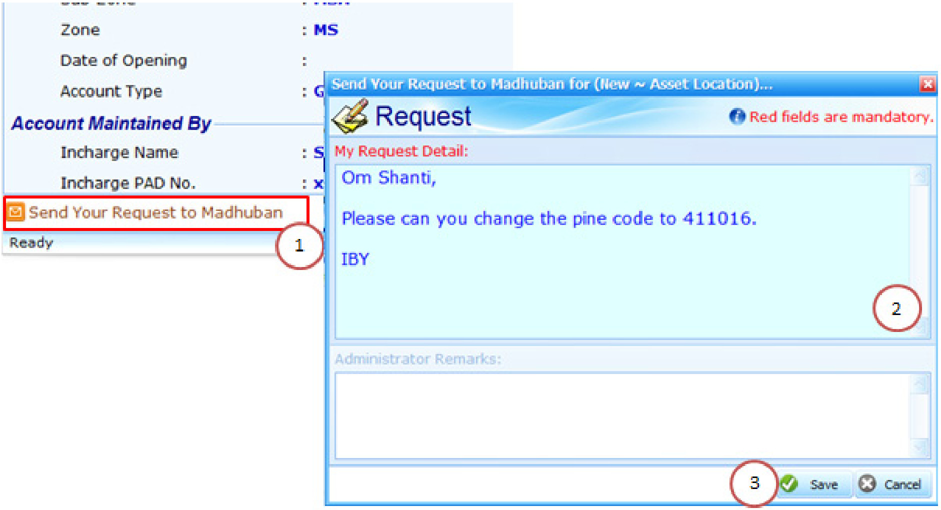
  OR

- Right-click on the column heading in the **Customization** window and click Show This Column. This will add the column heading to the browser.

Send your request to Madhuban

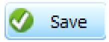
At any point of time, you can send your communication to Madhuban asking for any specific information from the modules included under the **Facility** and **Accounts** menu.

To send information or any kind of request to Madhuban, use the following procedure:



1. Click on the **Send Your Request to Madhuban** link.

The **Request** window appears.

2. Type the message you want to send to Madhuban and click the 

button.
3. The message is sent to the Connect One Madhuban help desk, when Connect One is opened with the internet connection being active or when you click on the sync button.

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How to Synchronize Data?

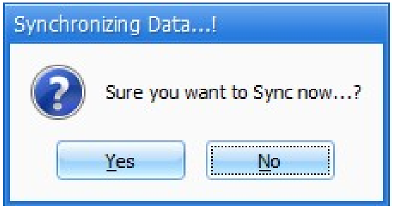
Synchronizing the data using the **Sync Data** feature will deliver up-to-date information from the server to your Connect One application client. You must synchronize the data before creating a center. This synchronization can be performed in two ways:

- Opening the Connect One application keeping the internet connected
- Using the Sync Data option

To synchronize the data, using the Sync data option, use the following procedure:

1. From the **Options** menu, select the **Sync Data** option.

   The following message appears.



2. Click on the **Yes** button. If the synchronization is successful, you receive the message saying that the synchronization is successful.
3. Click on the **OK** button.

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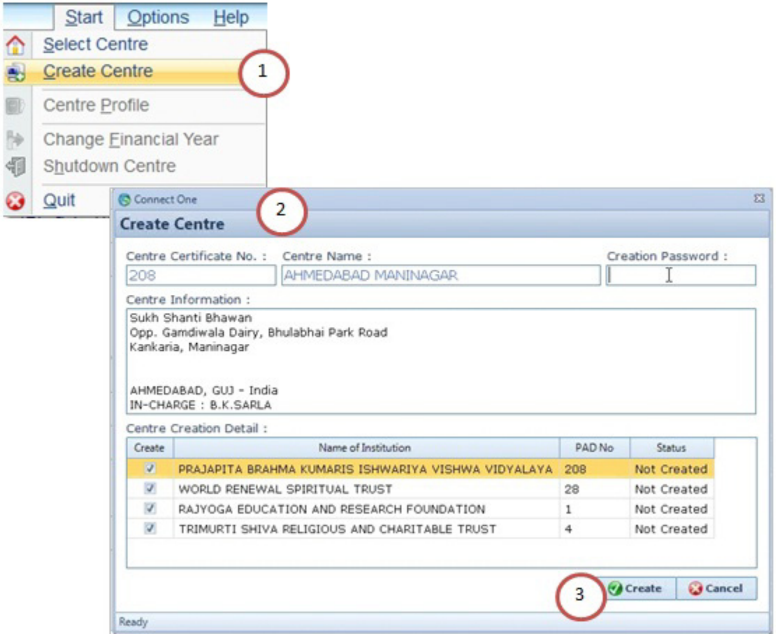
How to Create a Centre?

To create Connect One centre use the following procedure:



1. From the **Start** menu, click on the **Create Centre** option.

   The **Create Centre** window appears.

Note: To get your Centre Certificate Number and Password, contact B K Kishore via phone or by email through your bkivv address:

BK Kishore,

Accounts Department,

Madhuban at 0941414688

mailto:Connect One@bkivv.org

2. The **Create Centre** window displays the following text boxes used to enter the centre information:

Field name	Description
Centre Certificate No:	Type the centre certificate number in the Centre Certificate No. text box. **Note:** On entering the certificate number the remaining fields automatically display your centre's information. If they don't please contact Kishore Bhai.
Financial Year	Select the current financial year, which is 2011-2012.
Creation Password	Type the password provided by the Connect One Helpdesk.
Centre Name	Displays the name of your centre.
UID	Displays the unique identification number of the centre.
Registration	Displays the centre's registration number.
Centre Information	Displays the Address and phone number of your centre.
City	Displays the city in which the centre is located.
Incharge	Displays the name of the centre in charge.

Create	Select the check box of the institution to which your centre belongs.
Name of the Institution	Displays all the institutes to which your centre belongs.
UID	Displays the unique identification number of the institute.
Status	Displays the status, denoting if the centre is created or not.

3. Click on the 

button. Your centre will be created.

Important: You must install only one centre-institute combination on a single machine.

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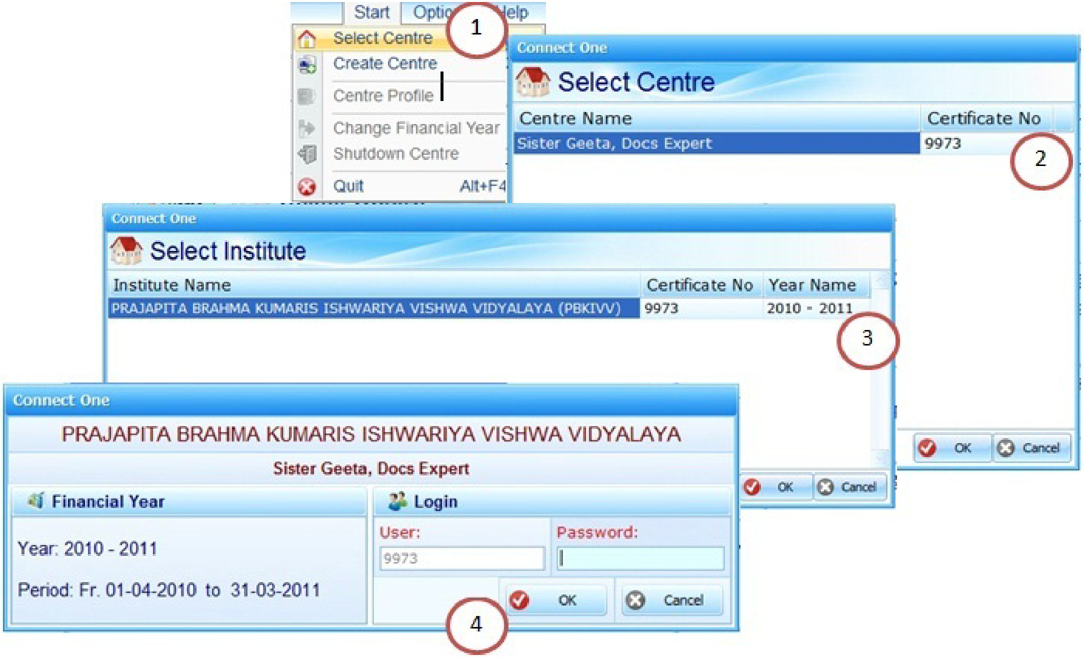
How to Select a Centre?

To select your Connect One centre use the following procedure:



1. From the **Start** menu, click on the **Select Centre** option.

   The **Select Centre** window appears. It displays the name of your centre and certificate number.

2. Click the 

button to select the centre.

   The **Select Institute** window appears. It displays the:

   - Name of all the institutes connected to your centre
   - Centre’s certificate number
   - Year Name of the current accounting cycle

3. Click the 

button to select the institute.

   The login window for the selected institute and centre appears.

4. Type the password provided to you when you created the centre. Click the 

button to logon to the centre. Connect One displays the home page with the following details:

- Your centre name and details on the connect one banner
- All the enabled menus and their options
- Notes section
- Reminder section

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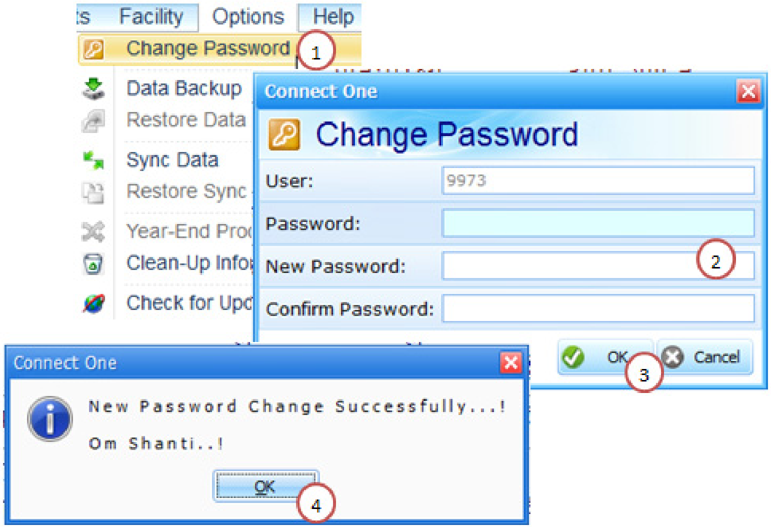
How to Change your Connect One Password?

To change the password for your centre, use the following procedure:



1. From the **Options** menu, select the **Change Password** option.

   The **Change Password** window is displayed.

2. The following table lists the information you need to include in the boxes provided on the **Change Password** window:

Field name	Description
Old Password	Type the password that you received from Madhuban.
New Password	Type the new password.
Confirm Password	Type the new password again, to confirm your new password. **Note:** Typing the new password twice ensures accuracy.

3. Click on the  button.

   A confirmation message that your password has been changed is displayed.

4. Click **OK** to close the message

Note: The password is changed only for the institute that you selected at the time of Login. For more information on selecting the institute at the time of login refer to page 44.

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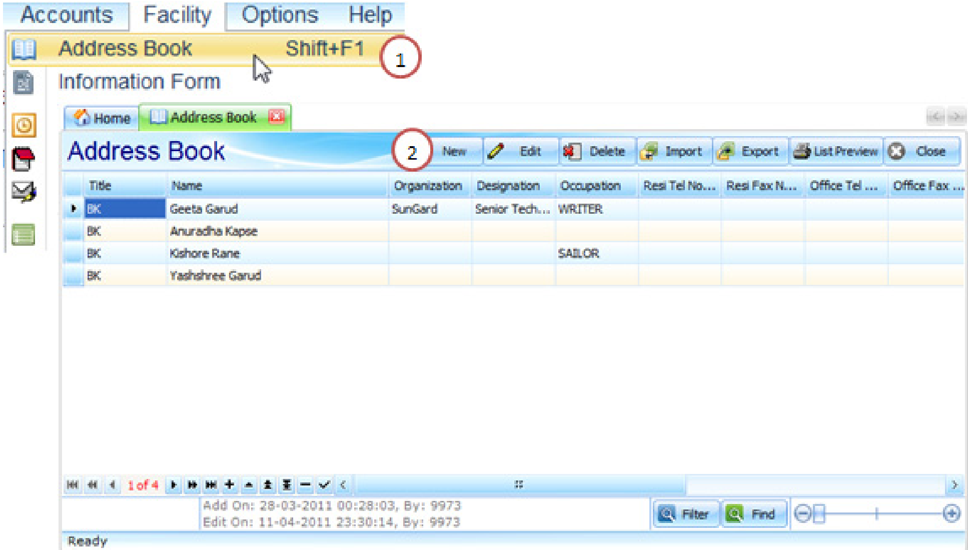
How to Add a Contact in your Address Book?

You can use the **Address Book** feature, to store the contact details of the people connected to the centre. To add a contact in your address book, use the following procedure:

1. From the **Facility** menu, go to the **Address Book** option.



The **Address Book** tab appears on the right-pane.

2. Click on the **New** button.
3. The **New - Contact** window appears with the **Basic** tab**.** This window also includes the **General**, **Contact**, **Status**, and **Special** tabs to enter contact details.

4. The **Basic** tab displays the following text boxes used to enter the contact's basic information:

Note: Only those fields marked as red are mandatory.

Field name	Description	Example
Title	Select the title of the new contact from the drop-down list.	Dr., Sister, Mr
Full Name	Type the full name in the format First name, Middle name, and Last name.	Sanjay Kishore Sharma
Gender	Select the Male or Female radio button to identify the gender of the contact.	Male
Photograph	Right-click on the box to add a photograph of the contact. The windows explorer is displayed to help you browse and select the photo you want to add.	
Organization Name	Type the name of the contact's organization name.	World Service Corporation
Designation	Type the contact's designation in the above organization.	Manager

Education	Type the contact's educational qualification.	MBA
Occupation	Select the contact's occupation, from the drop-down list of options.	Banker
Reference	Type the contact's reference information. This information will help locate how this contact was introduced.	Centre's banker
Remarks	Type the remarks you would want to add related to the contact.	

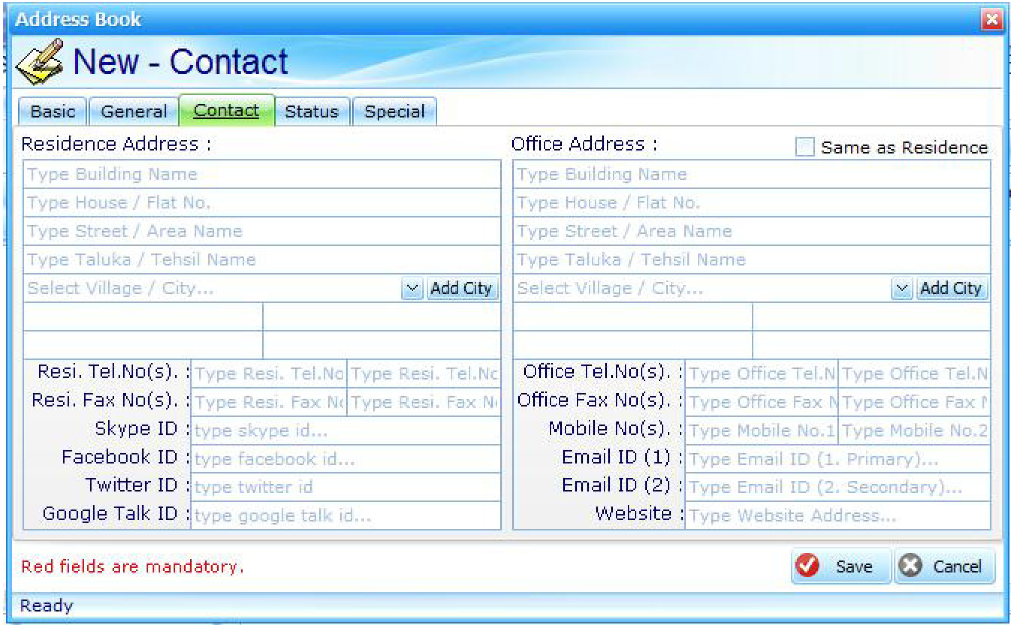
5. Click on the **General** tab.

6. The **General** tab displays the following text boxes used to enter the generic and tax specific information:

Field name	Description	Example
Date of Birth	Select the contact's lokik date of birth, from the date-picker.	16-July-1981
Blood Group	Select the contact's blood group, from the drop-down list.	AB+

Contact Mode	Select the most preferred mode of contacting the person, from the drop-down list.	Postal, phone
PAN No	Type the contact's PAN no, as applicable. The PAN will be to track Donation and Purchase related transactions.	
VAT TIN No	Type the contact's Taxpayer Identification Number, as applicable.	
CST TIN No.	Type the contact's Taxpayer Identification Number, as applicable.	
TAN No.	Type the contact's Transaction Authentication Number, as applicable.	
UID No.	Type the contact's Unique Identification Number, as applicable.	
Service Tax Registration No	Type the contact's Service Tax Registration Number, as applicable.	
Magazine Number	Select the check-box of the magazine the contact subscribes.	Gyanamrit

7. Click on the **Contact** tab.

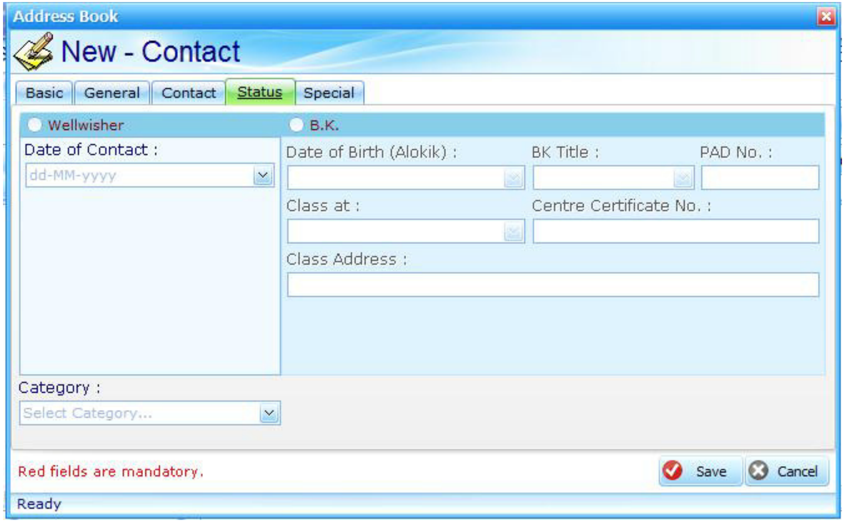

Address Book
New - Contact
Basic
General
Contact
Status
Special
Residence Address :
Office Address :
Same as Residence
Type Building Name
Type House / Flat No.
Type Street / Area Name
Type Taluka / Tehsil Name
Select Village / City...
Add City
Resi. Tel.No(s). :
Resi. Fax No(s). :
Skype ID :
Facebook ID :
Twitter ID :
Google Talk ID :
type skype id...
type facebook id...
type twitter id
type google talk id...
Office Tel.No(s). :
Office Fax No(s). :
Mobile No(s). :
Email ID (1) :
Email ID (2) :
Website :
Type Mobile No.1
Type Mobile No.2
Type Email ID (1. Primary)...
Type Email ID (2. Secondary)...
Type Website Address...
Red fields are mandatory.
Save
Cancel
Ready

8. The **Contact** tab displays the following text boxes used to enter the contact information:

Field name	**Description**
Residence Address	Type the contact's residential address.
Resi Tel No(s)	Type the contact's residential telephone numbers.
Resi. Fax No(s)	Type the contact's residential fax numbers.
Skype ID	Type the contact's Skype id, as applicable.
Facebook ID	Type the contact's Facebook id, as applicable.
Twitter	Type the contact's Twitter id, as applicable.
Google Talk ID	Type the contact's Google talk id, as applicable.
Same as Residence	Select this check box if the residence and office address are the same.
Office Address	Type the contact's office address.
Office Tel No(s)	Type the contact's office telephone numbers.
Office Fax No(s)	Type the contact's office fax numbers.
Mobile No(s)	Type the contact's mobile number.

Email Id (1) (2)	Type the contact's email ids. Use the Email Id (2) text box to more than one id.
Website	Type the contact's organization's website address.

9. Click on the **Status** tab.

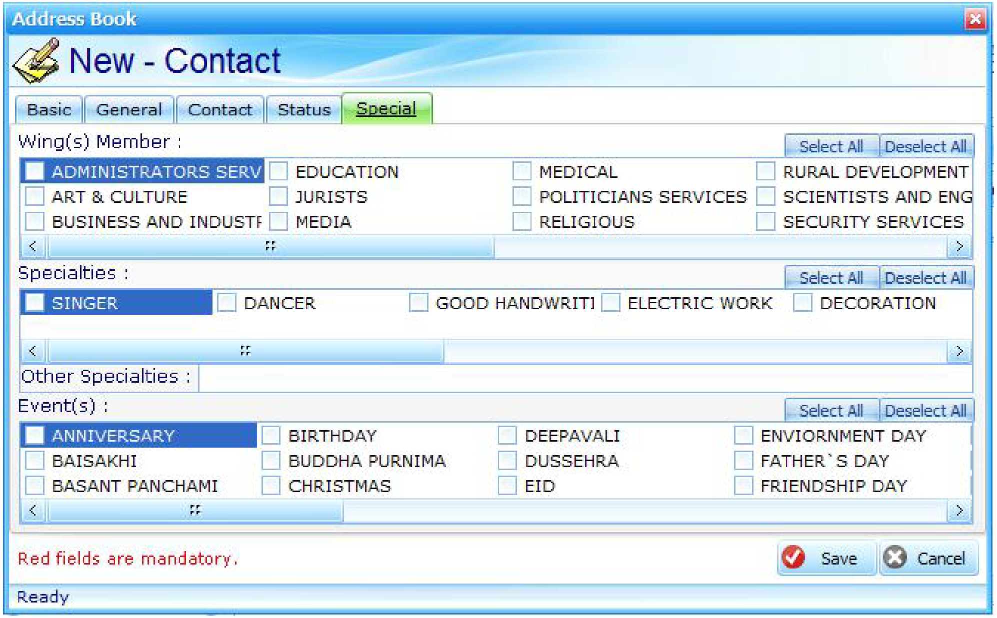


10. The **Status** tab displays the following text boxes used to enter the contact's BK status:

Field name	Description
Wellwisher	Select this radio button if the contact is not a BK
Date of Contact	Select the date on which the contact started coming to centre using the date picker.
BK	Select this radio button if the contact is a BK. **Important:** On selecting this, the contact shall appear in **Students list** in accounts **Profile**, if He/She is not a Teacher / Surrendered Kumar.
Date of Birth	Select the date on which the contact became a BK.
BK Title	Select the contact's BK title from the drop-down list. You can choose from the options like Kumar, Kumari, Adhar Kumar, Adhar Kumari and so on. **Important:** On selecting this, the contact shall appear in **Students list** in accounts **Profile**, if He/She is not a Teacher / Surrendered Kumar and Surrendered Souls list if He/She is a Teacher / Surrendered Kumar.
PAD No.	Type the contact's PAD No. **Note:** This is required only in case of surrendered souls.
Class at	Select the location at which the contact attends class, Centre or Geeta Pathshala.

Centre Certificate No	Type the centre certificate number of the contact's centre.
Class Address	Type the Address of the Centre or Geeta Pathshala.
Category	Select the contact's category, well-wisher, VIP, VVIP, and so on.

11. Click on the **Special** tab.


Address Book
New - Contact
Basic
General
Contact
Status
Special
Wing(s) Member :
Select All
Deselect All
ADMINISTRATORS SERV
EDUCATION
MEDICAL
RURAL DEVELOPMENT
ART & CULTURE
JURISTS
POLITICIANS SERVICES
SCIENTISTS AND ENG
BUSINESS AND INDUSTF
MEDIA
RELIGIOUS
SECURITY SERVICES
Specialties :
Select All
Deselect All
SINGER
DANCER
GOOD HANDWRITI
ELECTRIC WORK
DECORATION
Other Specialties :
Event(s) :
Select All
Deselect All
ANNIVERSARY
BIRTHDAY
DEEPAVALI
ENVIORNMENT DAY
BAISAKHI
BUDDHA PURNIMA
DUSSEHRA
FATHER`S DAY
BASANT PANCHAMI
CHRISTMAS
EID
FRIENDSHIP DAY
Red fields are mandatory.
Save
Cancel
Ready

12. The **Special** tab displays the following check boxes used to enter the contact's speciality:

Field name	Description
Wing(s) Member	Select the check box of the wing(s) for which the contact is a member. For example, if the contact is a member of the Art and Culture wing, select the **Art and Culture** check box.
Specialities	Select the contact's specialities. For example, singer, dancer, and so on. **Note:** This will help to find list of souls with certain specialities later, for example all souls that can sing.
Other specialities	Type additional specialities, if they are not listed in the specialities box.
Events	Select the events in which the contact needs to be invited for in the future.

13. After you are finished entering all this information, click on the 

button.

Note: When the basic information of the contact is saved, a line is added to the **Address** tab.

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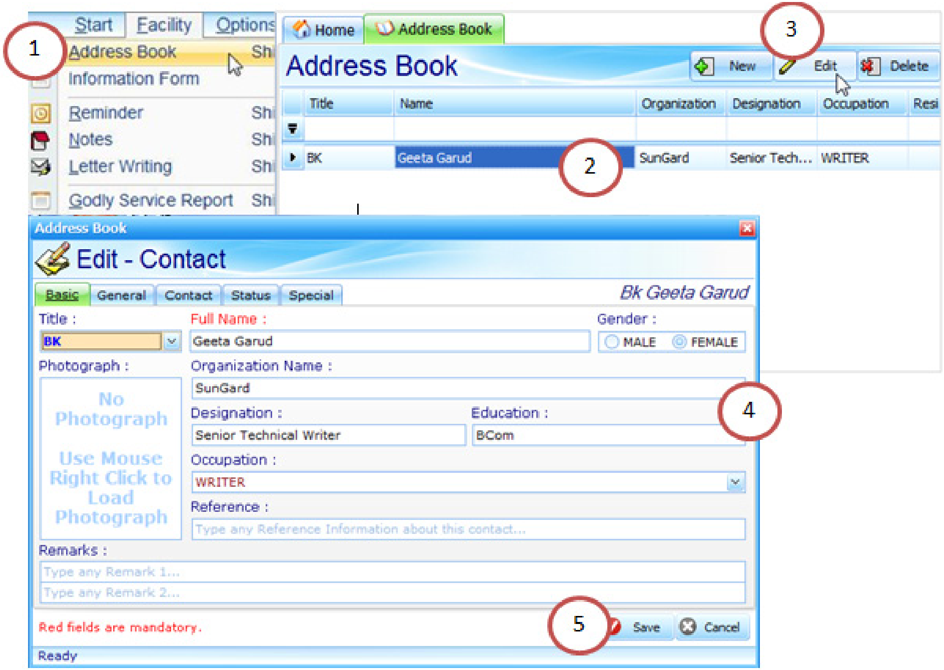
How to Edit a Contact from your Address Book?

To edit the details of an existing, use the following procedure:



1. From the **Facility** menu, go to the **Address Book** option.

   The **Address Book** tab appears on the right-pane.
2. Select the contact you wish to edit.
3. Click on the **Edit** button.

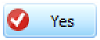
   The **Edit - Contact** window appears.
4. Edit the contact details, as required in the **Basic**, **General**, **Contact**, **Status**, and **Special** tab.
5. Click on the  button.

How to Delete a Contact from your Address Book?

To delete the details of an existing, use the following procedure:

1. From the **Facility** menu, go to the **Address Book** option.

   The **Address Book** tab appears on the right-pane.
2. Select the contact you wish to delete and click on the  button.

   The **Delete - Contact** window appears.
3. Click on the  button, to confirm the deletion.

   The contact is deleted and removed from the list of contacts in the **Address Book** tab.

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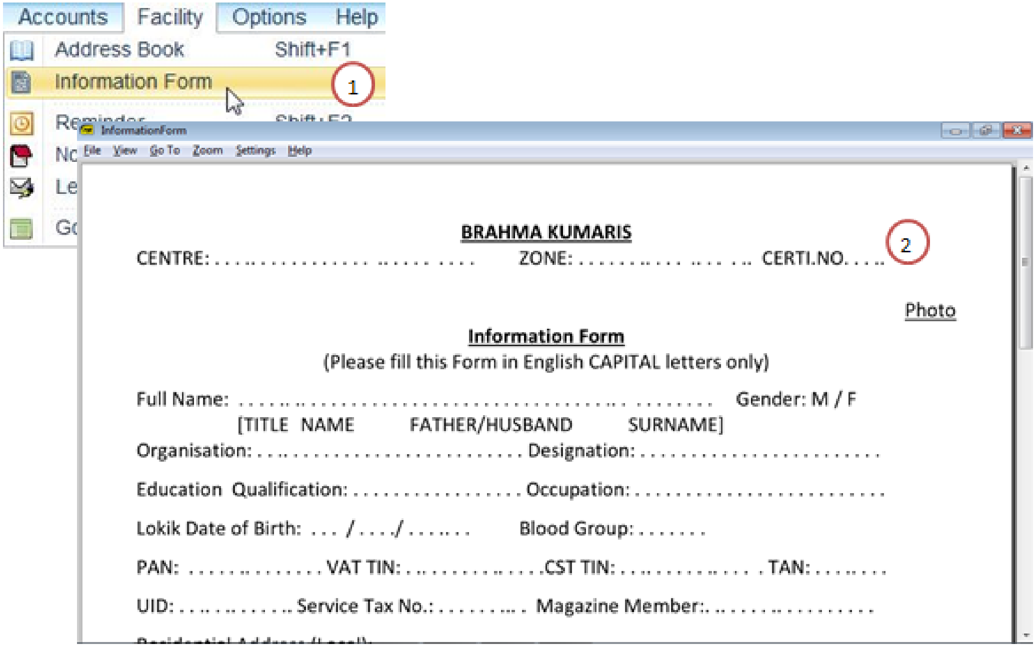
How to Download your Information Form?

To download your information form, use the following procedure:



1. From the **Facility** menu, go to the **Information Form** option.

   The **Information form** as a PDF appears in a new window.

2. You can now save the form to your local folder or print it.

Important: This form is used to fill in the details of the students to be added to the address book in Connect One.

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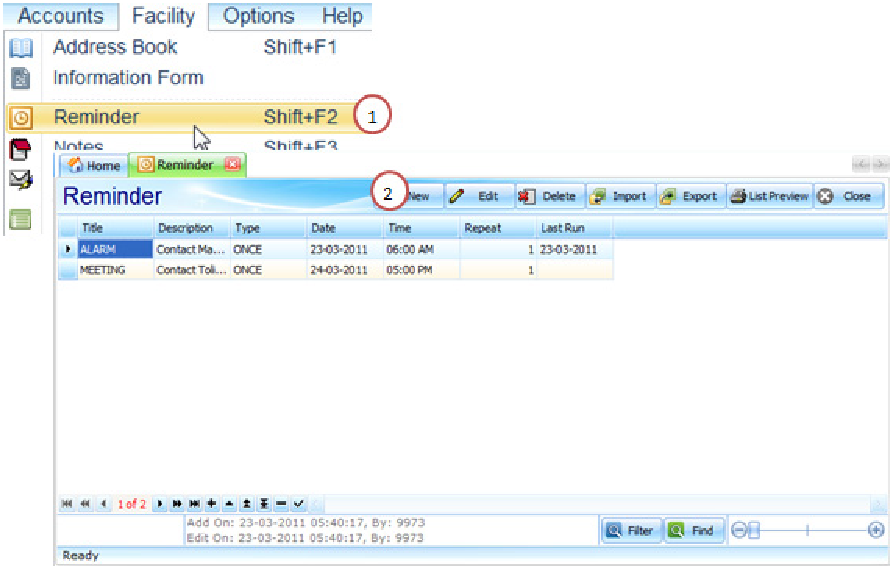
How to Add a new Reminder?

You can add reminders to keep a track of the tasks you can perform. To add a reminder, use the following procedure:

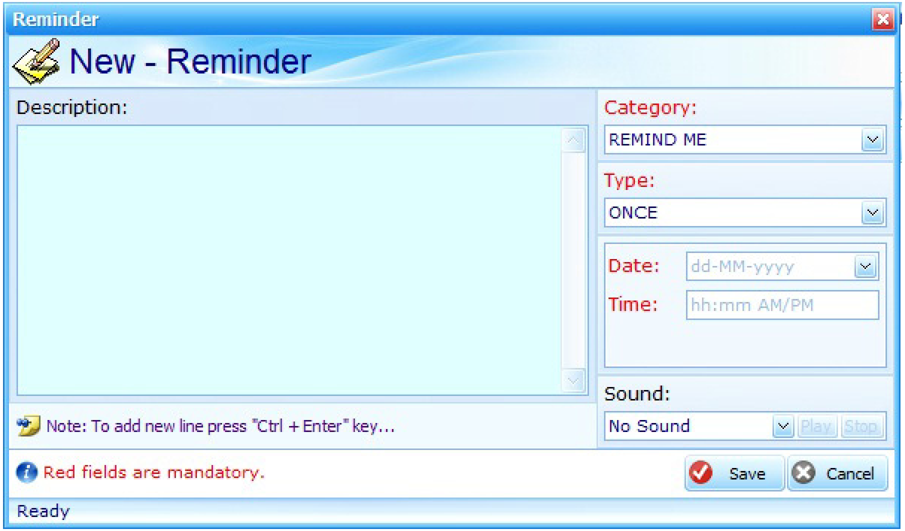
1. From the **Facility** menu, go to the **Reminder** option.

   The **Reminder tab** appears on the right-pane.



2. Click on the **New** button.

   The **New - Reminder** tab appears.



3. The **New-Reminder** window displays the following text boxes used to enter the reminder:

Field	Description	Example
Description	Type the description of the event or item you want to be reminded off.	Reminder to meet the teachers of connected Geeta pathshala.
Category	Select the reminder's category, from the drop-down box. **Note:** Refer to the Category Table on page 68 for a detailed description on each of the reminder categories.	MEETING – to help you set the reminder for a meeting.
Type	Select the reminder type, from the drop-down list. You can choose from the following options: • **ONCE** – Select to set the reminder only once on the specified day and time. • **DAILY** - Select to set the reminder daily on the specified day and time. **Note:** When you select the Daily option, the **Repeat** field appears.	Once – if the meeting is to be held on once. Daily Meeting – if you want to have a quick call to the teachers.

Date	Select the date using the date picker.	31st March 2011
Time	Enter the time in the Time field. Make sure you enter the AM or PM in the time field.	10.00am
Sound	Select a sound to be played when you receive a reminder, from the drop-down list. You can listen to the various sounds by selecting it, and using the Play button to play the sound. Click on Stop button to stop.	Sound 2
Repeat	Enter the number of days the reminder should be repeated, in case of a daily reminder.	30 days

4. Click on the  button, to save the reminder.

   When the reminder is saved, a line is added to the **Reminder** tab.

Category Table

The following table gives the name and description of each of the categories:

Category	**Description**	**Example**
REMIND ME	Sets a general reminder for the self.	Contact the milk man for additional milk on Brahma bhojan.
ALARM	Sets an alarm.	Yog drill while performing your tasks.
BIRTHDAY	Sets a birthday reminder.	Mahashivratri
MEETING	Sets a meeting reminder.	Meet the students for 7 days course.
CALL	Sets a reminder to call a person.	Call Geeta Pathshala in charge.
APPOINTMENT	Sets a reminder for an appointment taken or given to meet a person.	Appointment with the Mayor.
F. D. RENEWAL	Sets a reminder to renew a fixed deposit.	Renewal of F.D.s
INSURANCE POLICY RENEWAL	Sets a reminder to renew an insurance policy.	Renewal of the insurance policies of Baba’s surrendered children.

BILL PAYMENT	Sets a reminder to make a bill payment.	Pay electricity bill.
URGENT WORK	Sets a reminder for an urgent work to be done.	Arrange for transport to centres outside the city.
IMPORTANT TASK/WORK	Sets a reminder for an important task or work.	Plan events in Geeta pathshalas outside the city.

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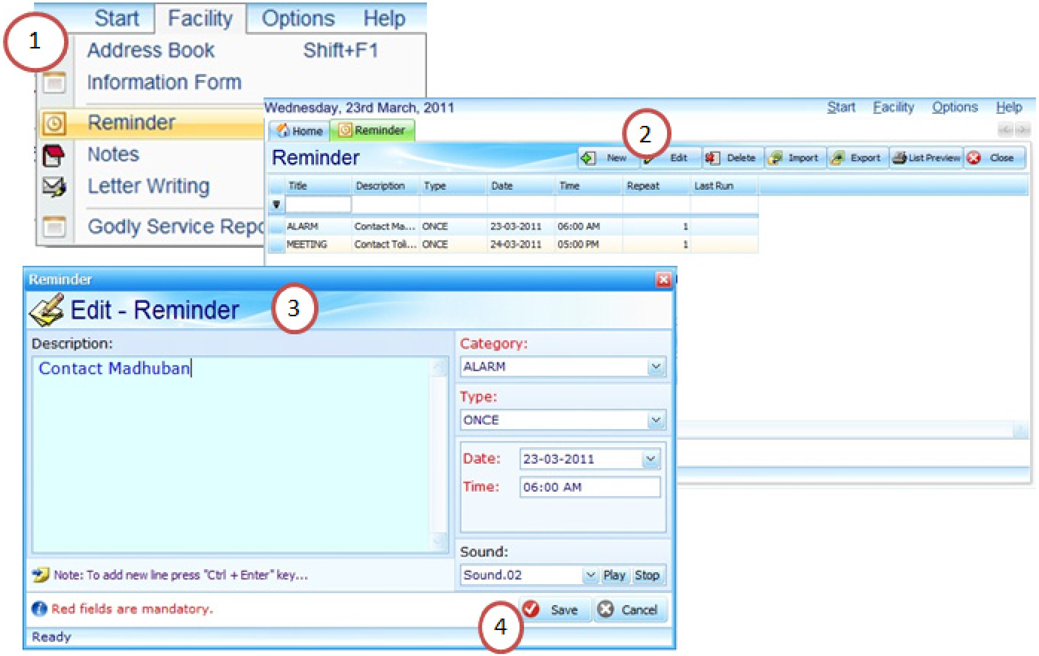
How to Edit a Reminder?

To edit the details of an existing reminder, use the following procedure:



1. From the **Facility** menu, go to the **Reminder** option.

   The **Reminder** tab appears on the right-pane.
2. Select the reminder you wish to edit.
3. Click on the **Edit** button.

   The **Edit - Reminder** window appears.
4. Edit the reminder details, as required and click on the 

 button.

   The updated reminder is listed in the **Reminder** tab.

How to Delete a Reminder?

To delete an existing reminder, use the following procedure:

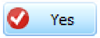
1. From the **Facility** menu, go to the **Reminder** option.

   The **Reminder** tab appears on the right-pane.

2. Select the reminder you wish to delete and click on the 

button.

   The **Delete - Reminder** window appears.

3. Click on the 

button, to confirm the deletion.

   The reminder is deleted and removed from the list of reminders in the **Reminder** tab.

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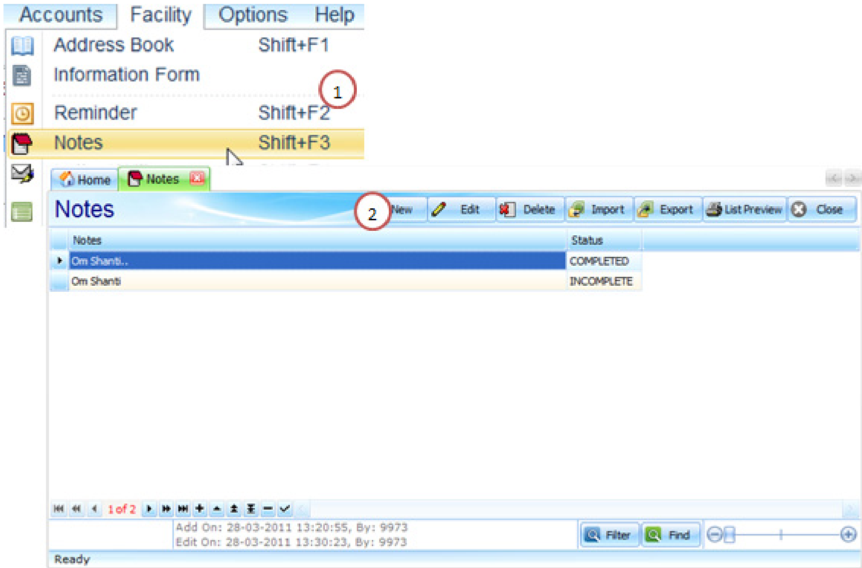
How to Add Notes?

You can add notes to help you list the tasks you need to undertake or the tasks to be completed. To add a note, use the following procedure:

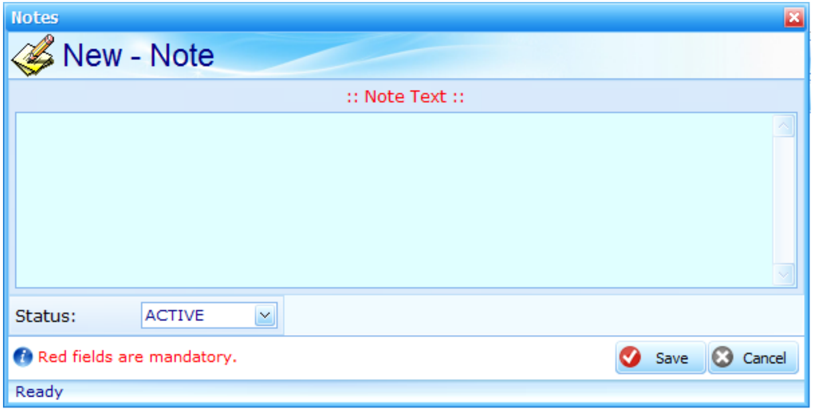
1. From the **Facility** menu, go to the **Notes** option.

   The **Notes** tab appears on the right-pane.



2. Click on the **New** button.

   The **New - Notes** window appears.



3. Type the note in the **Notes** text box.
4. Select the status from the drop-down list. You can choose from the following two options:
   a. **Active** - Select for a task that is yet to be completed.
   b. **Complete** - Select to maintain a record of completed tasks.
5. Click on the 

 button, to save the note.

When the note is saved, a line is added to the **Notes** tab.

How to Edit your Notes?

To edit an existing note, use the following procedure:

1. From the **Facility** menu, go to the **Notes** option.

   The **Notes** tab appears on the right-pane.

2. Select the note you want to edit.
3. Click on the **Edit** button.

   The **Edit – Note** window appears.

4. Edit the note with the changes you want to make.
5. Click on the 

 button.

How to Delete old Notes?

To delete an existing note, use the following procedure:

1. From the **Facility** menu, go to the **Notes** option.

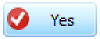
   The **Notes** tab appears on the right-pane.

2. Select the note you want to delete.

3. Click on the 

button.

   The **Delete – Note** window appears.

4. Click on the 

button, to confirm the deletion.

   The note is deleted and removed from the list of notes in the **Note** tab.

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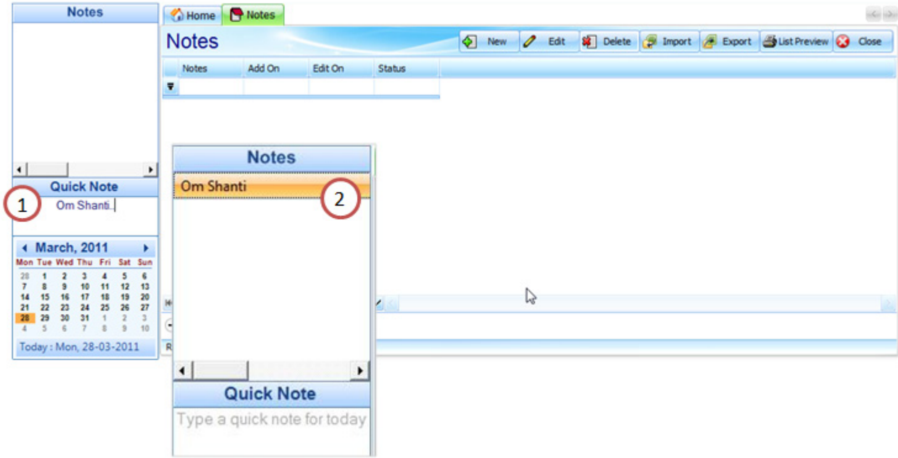
How to Add Quick Notes?

To add a note using the notes section on the left-pane, use the following procedure:



1. Click and begin typing in the **Quick Note** section.
2. Press the **Entre** key from your keyboard.

   The note appears in the notes section.

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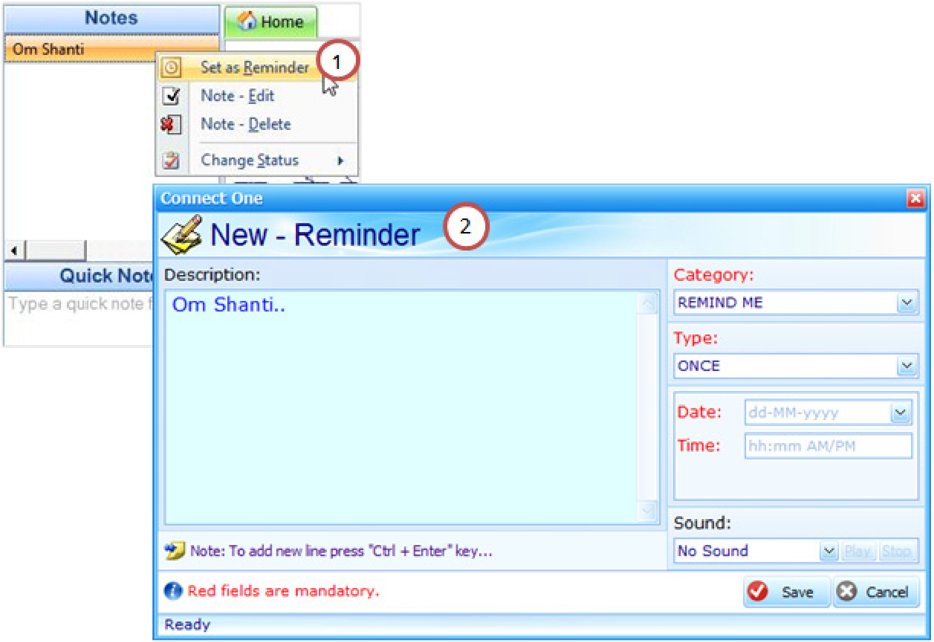
How to Turn your Quick Note into a Reminder?

To turn your quick note to a reminder from the left-pane, use the following procedure:



1. Right-click on the note you want to convert into a reminder and select the **Set as Reminder** option.

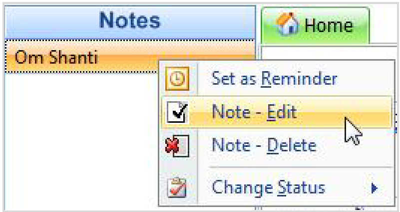
   The **New - Reminder** window appears, with the details of your note.

2. Select the reminder specific details (as shown in the **Add Reminders** section) and click on the  button.

How to Edit a Quick Note?

To edit a quick note from the left-pane, use the following procedure:

1. Right-click on the note and select the **Note - Edit** option.



   The **Edit - Note** window appears.

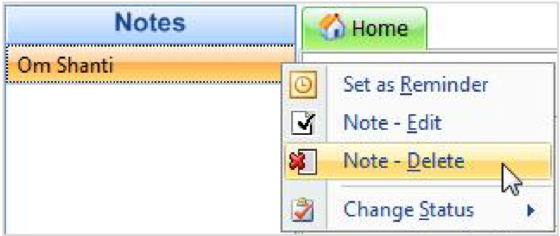
2. Make the edits to the note and click on the  button.

   The updated note is displayed in the notes section on the left-pane.

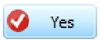
How to Delete a Quick Note?

To delete a quick note from the left-pane, use the following procedure:

1. Right-click on the note and select the **Note - Delete** option.



   The **Delete - Note** window appears.

2. Click on the 

 button, to confirm the deletion.

   The note is deleted and removed from the list of quick notes and the **Note** tab.

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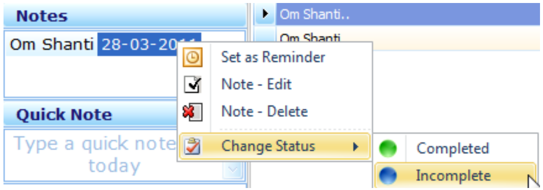
How to Change the Status of a Quick Note?

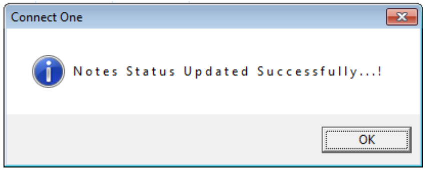
To change the status of your quick note from the left-pane, use the following procedure:

1. Right-click on the note and select the **Change Status** option.



The **Change Status** option displays the **Active** and **Completed** status options.

2. Select the relevant option. A status update confirmation is displayed.



3. Click on the **OK** button, to confirm the change in status.

Note: When the status of the note is changed to Complete, it will not be displayed in the **Note** column on the left-pane. You can view this note using the **Notes** tab using the **Facility** menu.

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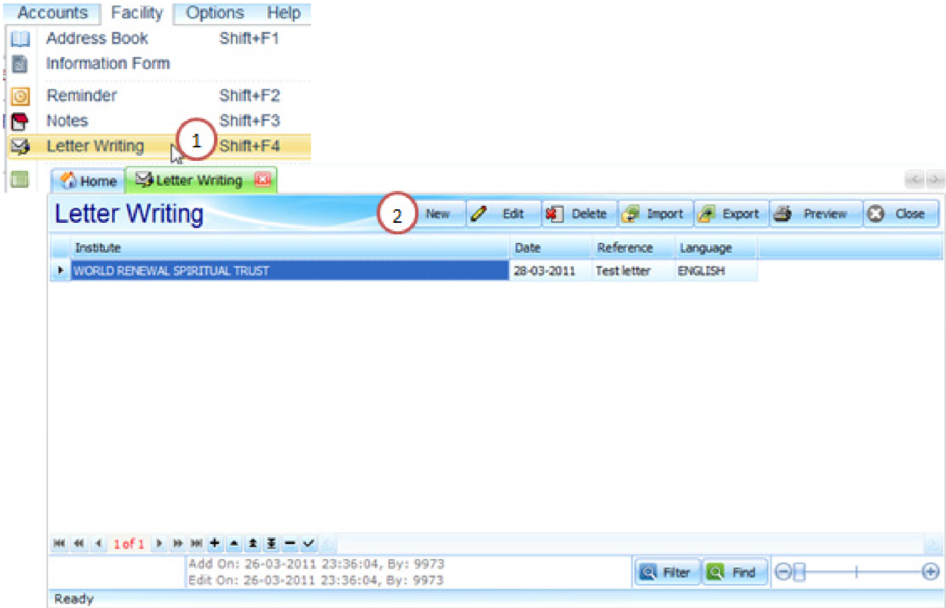
How to Write Letters?

You can type letters to your contacts, print them, and send them via post. To write a letter, use the following procedure:

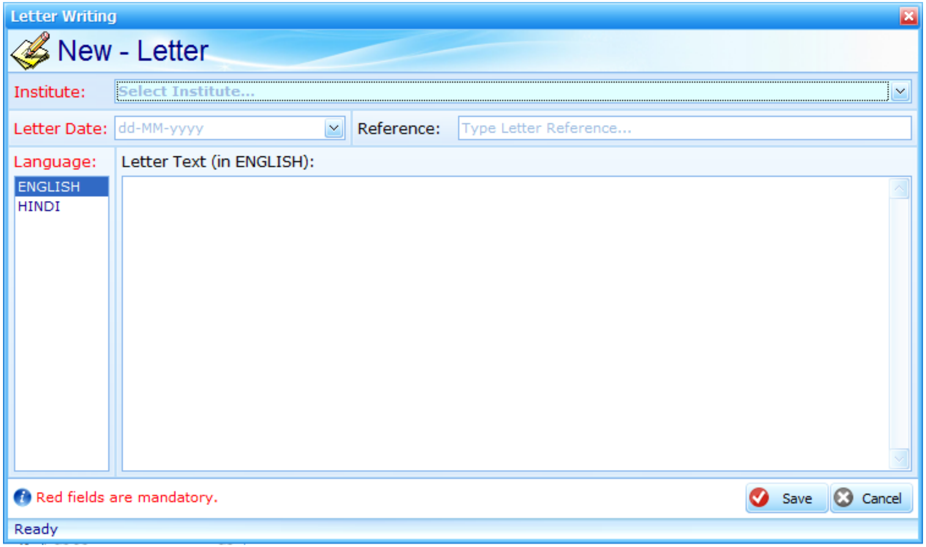


1. From the **Facility** menu, go to the **Letter Writing** option.

   The **Letter Writing** tab appears on the right-pane.

2. Click on the **New** button.

   The **New - Letter** window appears.



3. The following table lists the information you need to include in the text boxes provided on the **New - Letter** window:

Field	Description
Institute	Select the institute from the drop-down list. The letter will include the header of this institute in the final letter.
Letter Date	Select the date of the letter from the date-picker.
Reference	Type the reference or the subject of the letter.
Language	Select the language in which you want to type the letter.
Letter Text	Type the letter that you want to send.

4. Click on the 

button, to save the letter.

   When the letter is saved, a line is added to the **Letter Writing** tab.

How to Edit your letters?

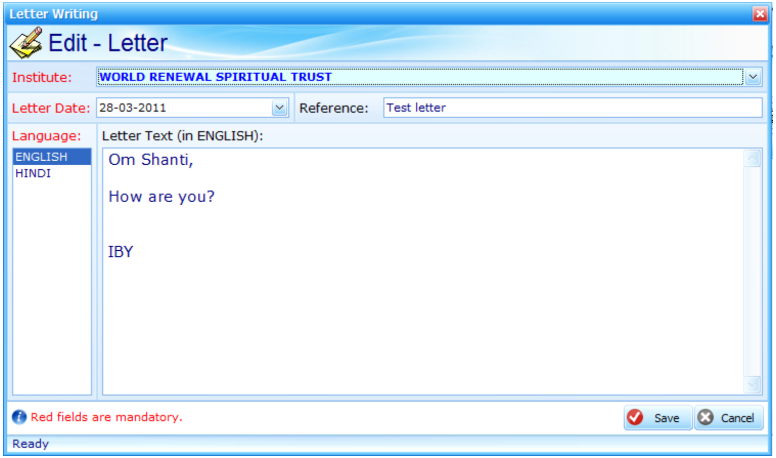
To edit an existing letter, use the following procedure:

1. From the **Facility** menu, go to the **Letter Writing** option.

   The **Letter Writing** tab appears on the right-pane.

2. Select the letter you want to edit and click on the **Edit** button.

   The **Edit - Letter** window appears.



3. Edit the contents of the letter as required.

4. Click on the 

button, to save the letter.

   When the letter is saved, a line is added to the **Letter Writing** tab.

How to Delete your old letters?

To delete an existing letter, use the following procedure:

1. From the **Facility** menu, go to the **Letter Writing** option.

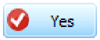
   The **Letter Writing** tab appears on the right-pane.

2. Select the letter you want to delete and click on the 

button.

   The **Delete - Letter** window appears.

3. Edit the contents of the letter as required.

4. Click on the 

button, to confirm the deletion.

   The letter is deleted and removed from the **Letter Writing** tab.

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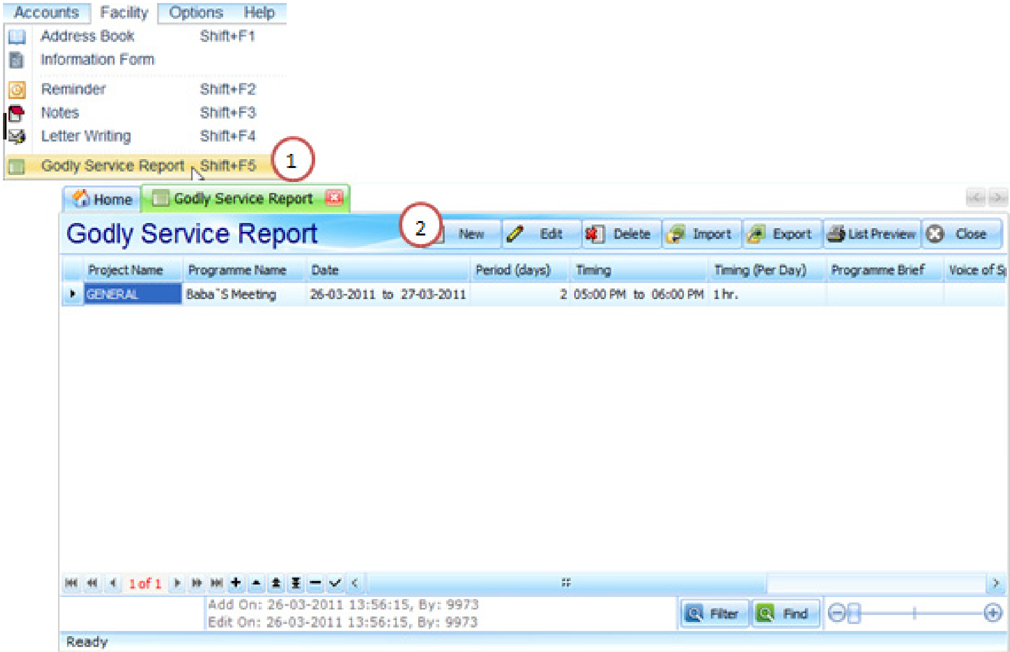
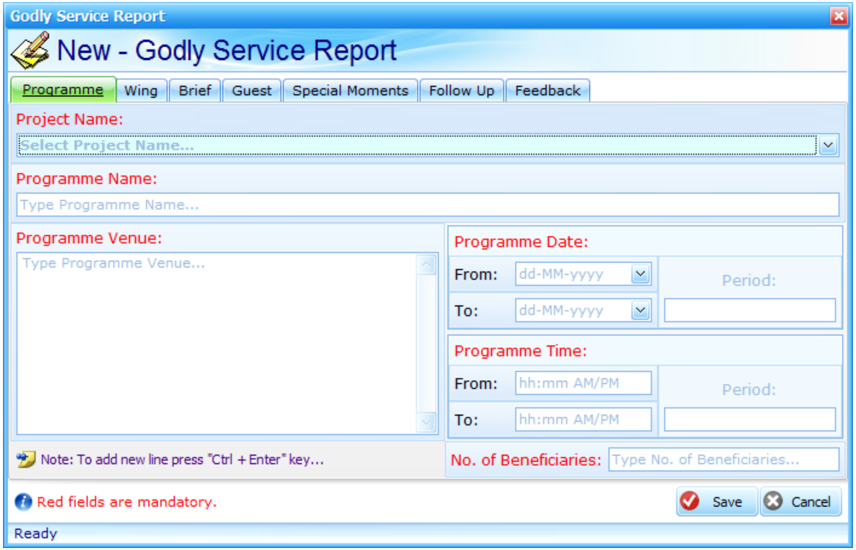
How to Add your Godly Service Report?

You can also create the report of all the godly service done by your centre. These reports will be compiled by Madhuban for all the centres. To create a Godly Service Report, use the following procedure.



1. From the **Facility** menu, go to the **Godly Service Report** option.

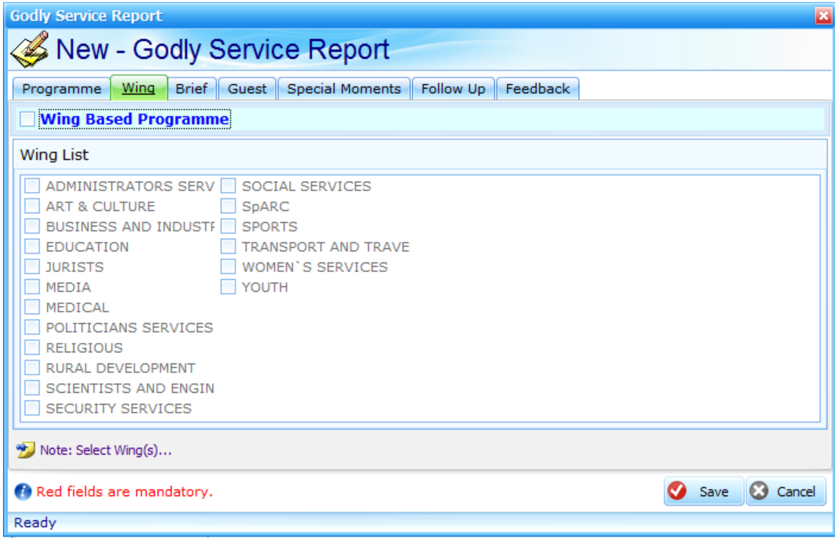
   The **Godly Service Report** tab appears on the right-pane.
2. Click on the **New** button.
3. The **New – Godly Service Report** window appears. It includes the **Programme**, **Wing**, **Brief**, **Guest**, **Special Moments**, **Follow Up**, and **Feedback** tabs to enter the details of the godly service performed.



4. The **Programme** tab displays the following text boxes used to enter the programme information:

Field name	Description
Project Name	Select the name of the project for which the programme was held.
Programme Name	Type the name of the programme held.
Programme Venue	Type the venue at which the programme took place.
Programme Date	Select the **From** and **To** date, using the date picker, to identify the start and end date of the programme.
Period	Displays the total number of days, calculated using the **From** and **To** fields.
Program Time	Type the start and end time in the **From** and **To** fields.
Period	Displays the total number of hours, calculated using the **From** and **To** fields.
No. of Beneficiaries	Type the total number of beneficiaries who will attend the programme.

5. Click on the **Wing** tab.

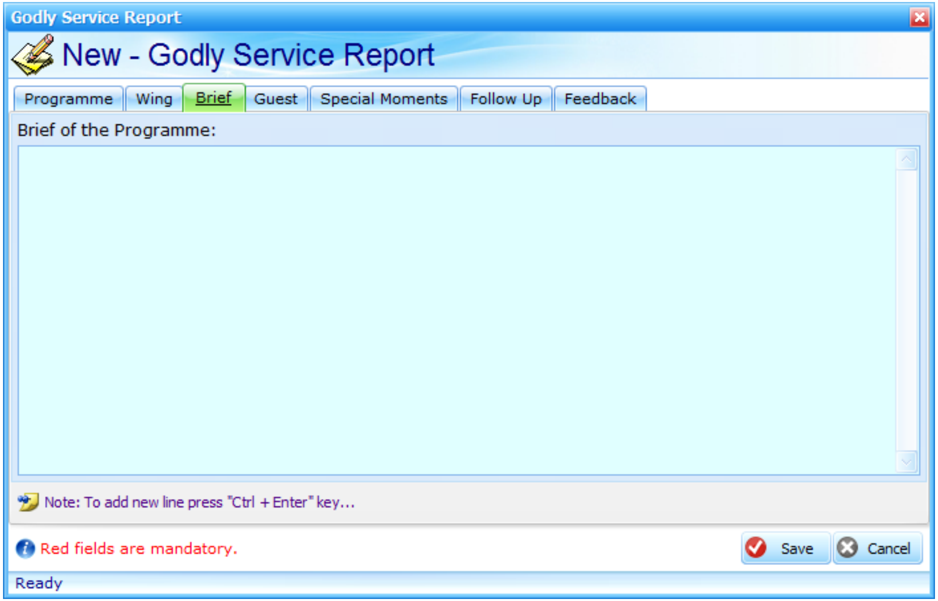


6. The **Wing** tab displays the list of all the wings under the Brahma Kumari's Spiritual University.

   Select the **Wing Based Programme** check box, if the programme is for a specific wing.

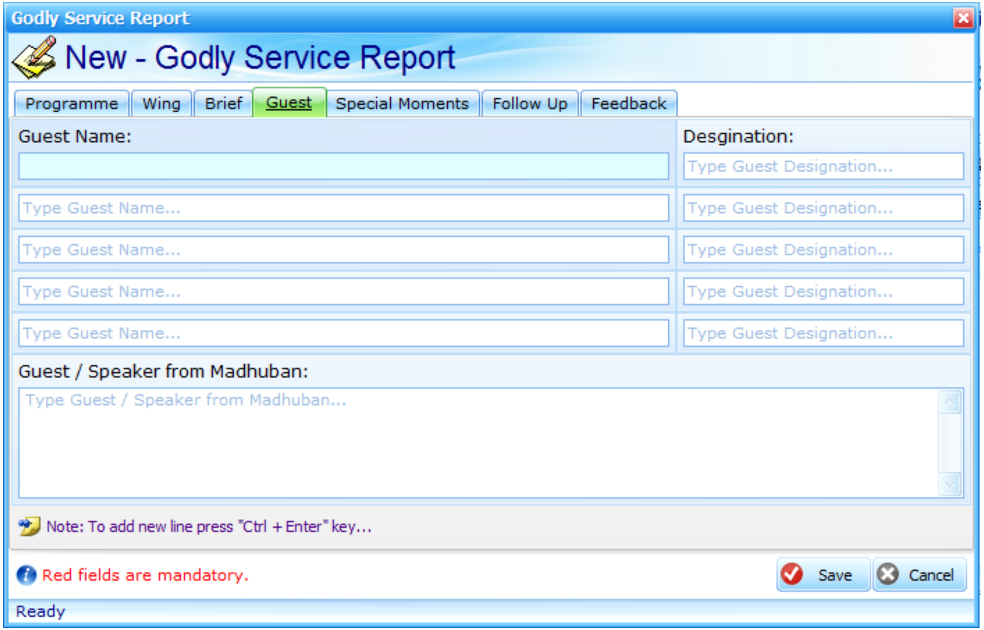
7. Select the check box next to the wing for which the programme is being conducted.

8. Click on the **Brief** tab



9. The **Brief** tab displays a text box to type a brief description of the service performed.

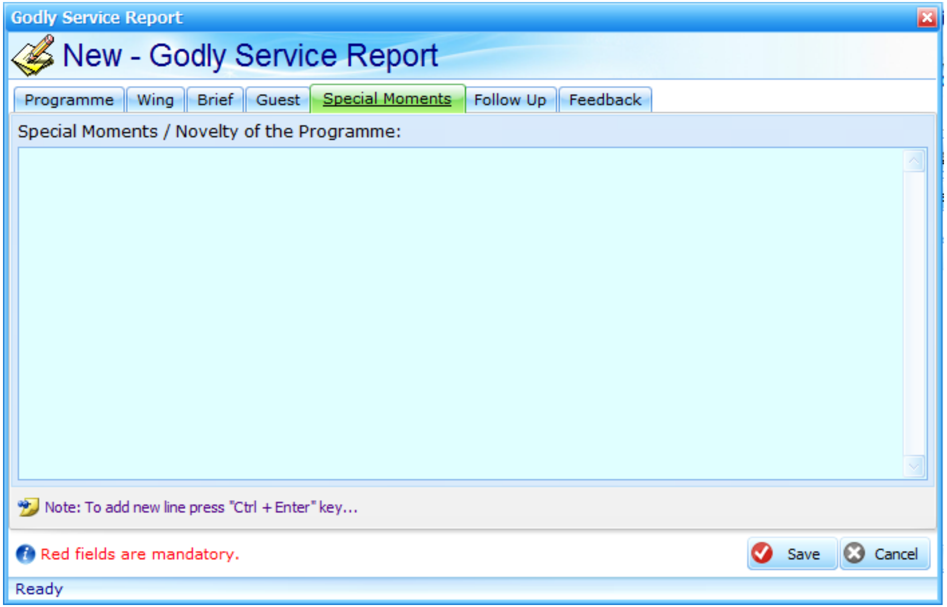
10. Click on the **Guest** tab.



11. The **Guest** tab displays following text boxes used to enter the information relating to the guest invited for the programme.

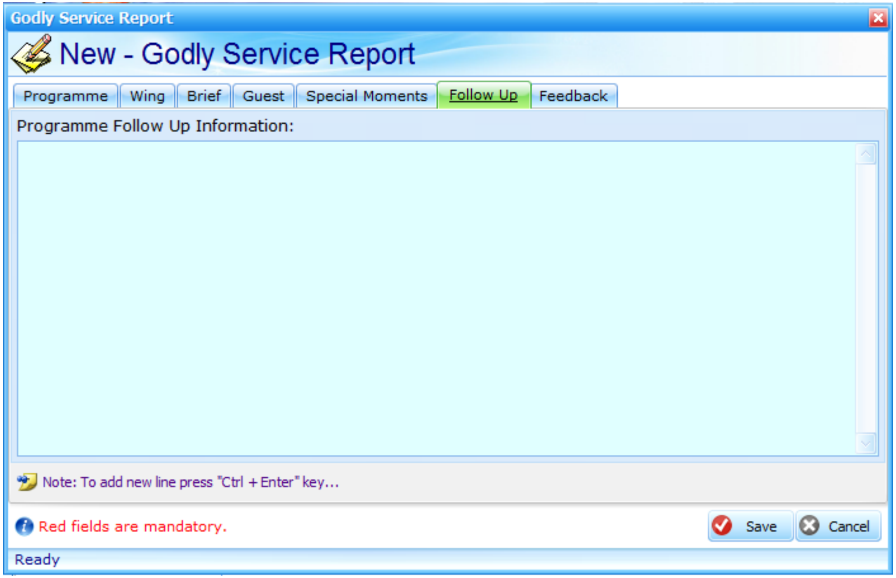
Field name	Description
Guest Name	Type the name of the guest invited for the programme. **Note:** You can add the names and designations of multiple guests using these fields.
Designation	Type the designation of the guest.
Guest/Speaker from Madhuban	Type the name of the Guest and/ or Speaker present for the programme.

12. Click on the **Special Moments** tab.

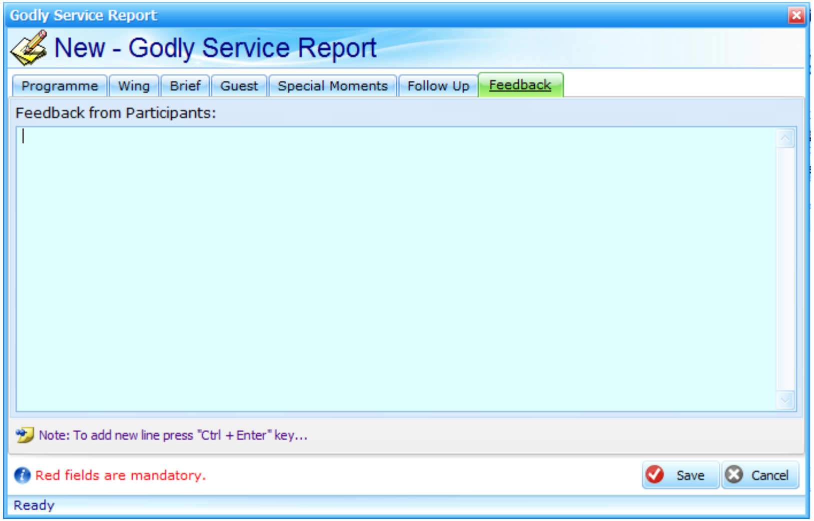


13. The **Special Moments** tab displays a text box to type a brief description of the special moments experienced during the programme.

14. Click on the **Follow Up** tab.



15. The **Follow Up** tab displays a text box to type a brief description of the follow up information for the programme.
16. Click on the **Feedback** tab.



17. The **Feedback** tab displays a text box to type the feedback received from the participants.

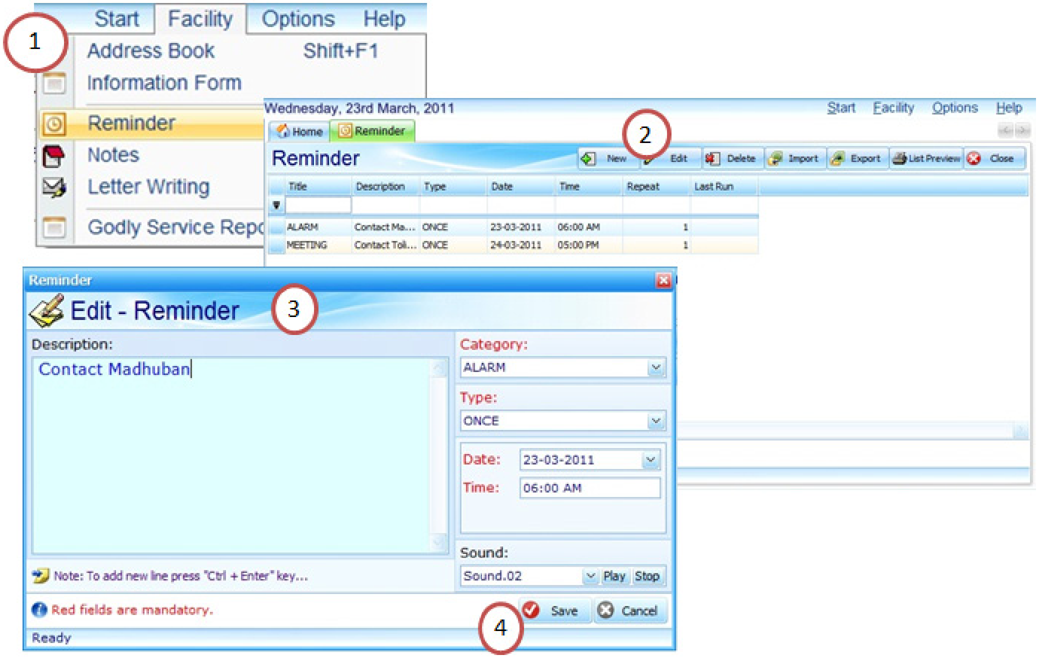
18. Click on the 

button to save the Godly Service Report.

    When the report is saved, a line is added to the **Godly Service Report** tab.

How to Edit a Godly Service Report?

To edit the details of an existing report, use the following procedure:



1. From the **Facility** menu, go to the **Godly Service Report** option.

   The **Godly Service Report** tab appears on the right-pane.

2. Select the report you wish to edit.
3. Click on the **Edit** button.

   The Edit – Godly Service Report window appears.

4. Edit the report details, as required.
5. Click on the 

 button.

   The edited report is listed in the **Godly Service Report** tab.

How to Delete a Godly Service Report?

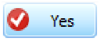
To delete an existing report, use the following procedure:

1. From the **Facility** menu, go to the **Godly Service Report** option.

   The **Godly Service Report** tab appears on the right-pane.

2. Select the reminder you wish to delete and click on the  button.

   The **Delete - Godly Service Report** window appears.

3. Click on the  button, to confirm the deletion.

   The report is deleted and removed from the list in the **Godly Service Report** tab.

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How to edit Core Centre's Information?

To edit your centre's core information use the following procedure:

General Tab

1. From the **Profile** menu, click on the **Core Information** option. The **Core Information** window appears with the **General** tab. It also includes the **Contact**, **Institution A/c**, and **Asset Location** tabs.

The **General** tab displays the **Basic** Information of the centre and the information about who maintains the Connect One Account. It displays the following fields and they are not editable:

Note: To edit the information provided on the general tab, please contact Kishor Bhai or submit a Request to Madhuban on page 36.

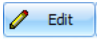
Field name	Description
Name	Displays the name of the centre
Certificate No.	Displays the centre's certificate number.
UID No.	Displays the UID (Unique Identification Number).
Sub-zone	Displays the name of the sub-zone under which the centre is located.
Date of Opening	Displays the date on which the centre was opened.
Account Type	Displays the Connect One account types like, General / Magazine / Sola/ Audio Visual.
Account Maintained By	
Incharge Name	Displays the name of the sister/brother in charge of the Centre and managing the Connect One account.

Incharged PAD No.	Displays the PAD number of the sister/brother in charge of the centre.

2. You can edit the following tasks only from the **General** tab:

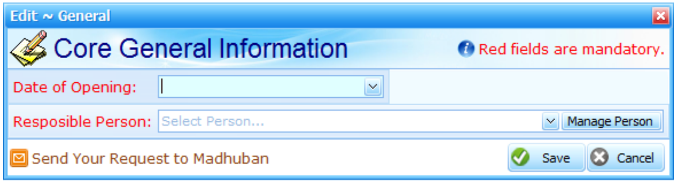
- Date of Opening
- Name of the person responsible for working on Connect One

To edit the date of opening and name of the responsible person, use the following procedure.

1. Click on the 

button.

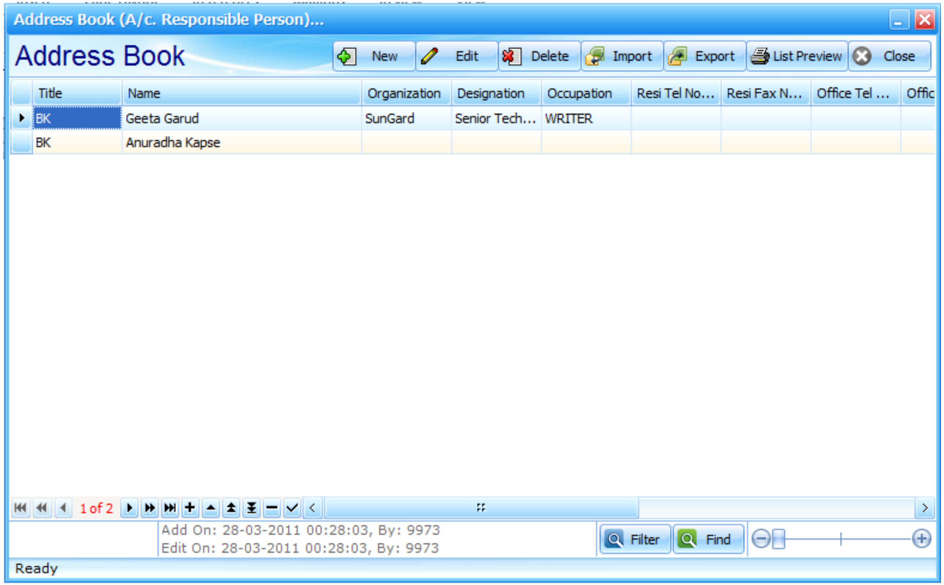
   The **New – General** Information window appears.



2. Select the **Date of Opening** from the date picker.
3. Select the name of the person responsible from the **Responsible Person** drop-down list. If the name is not listed in the drop-down list, refer to step 4.

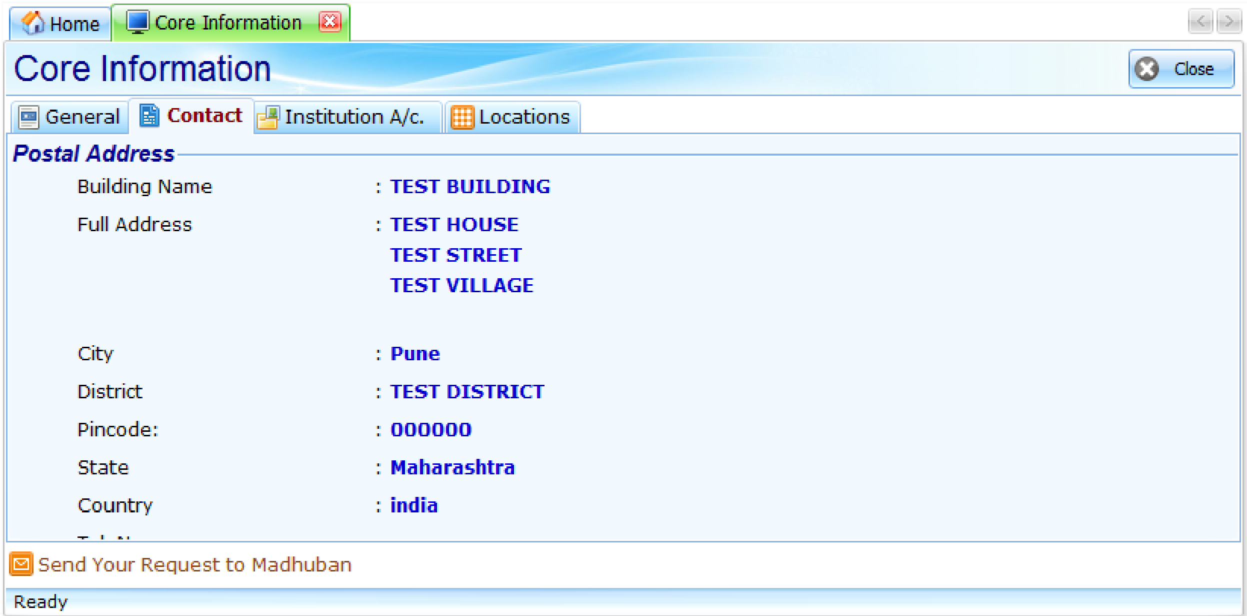
Note: This list displays the names of all the people added through the Address Book application. For more information refer to the Address Book section.

4. Click on the **Manage Person** button to display the centre's address book and add the details of the person not included in the drop-down list.



Contact tab

Click on the **Contact** tab to view its contents. The Contact tab appears with the postal address of the centre.

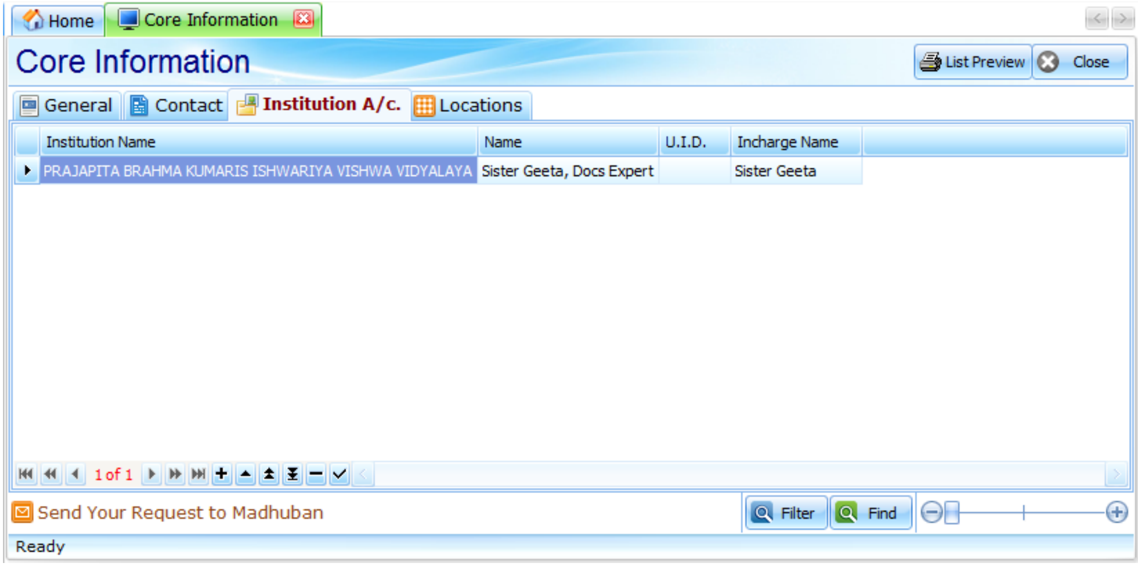


The **Contact** tab displays the centre's contact information entered by Madhuban. It displays the following fields and they are not editable:

Field name	**Description**
Building Name	Displays the name of the building in which the centre is located.
Full Address	Displays the centres full postal address.
City	Displays the name of the city.
District	Displays the name of the district.
Pincode	Displays the pincode of the centre.
State	Displays the name of the state.
Country	Displays the name of the country.

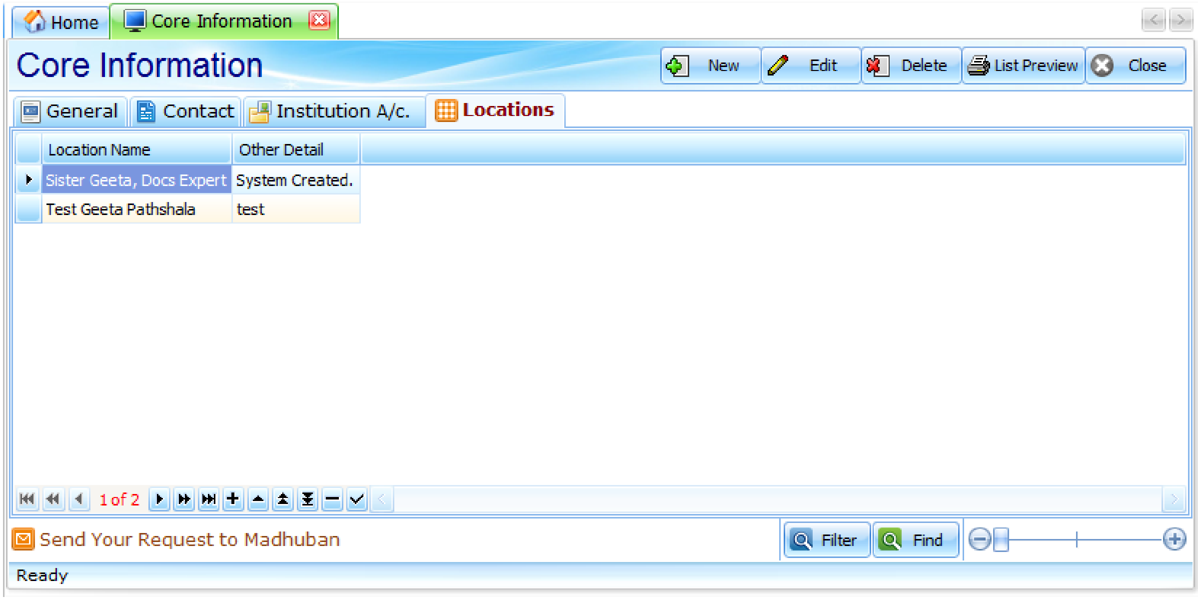
Institution A/C

Click on the **Institution A/C** tab to view its contents. The Institution A/C tab appears the name of the institution the centre is associated with. This information cannot be edited.



Location

Click on the **Location** tab to view its contents. The **Location** tab displays the name of the location where the centres and associating Geeta pathshalas or sub-centres are located, which holds all the assets:

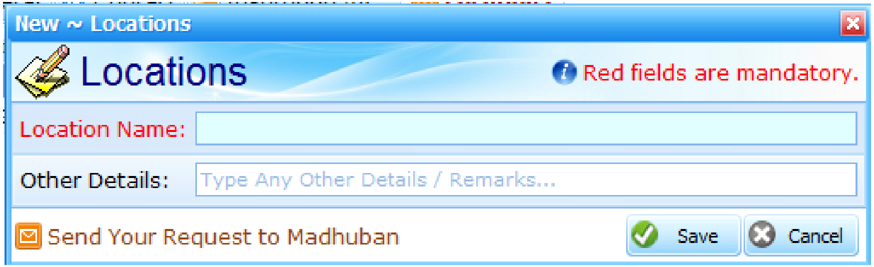


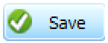
You can add, edit and delete existing asset locations. To add a new asset location, use the following procedure:

1. Click on the 

 button.

   The **New –Location** window appears.



2. Type the name of the new asset location in the **Location Name** field.
3. Type any additional details you want to enter about the new asset location in the **Other Details** field.
4. Click on the 

 button to add the new asset location in the list displayed on the **Locations** tab.

Note: You can use the **Edit** and **Delete** buttons to delete the Asset locations.

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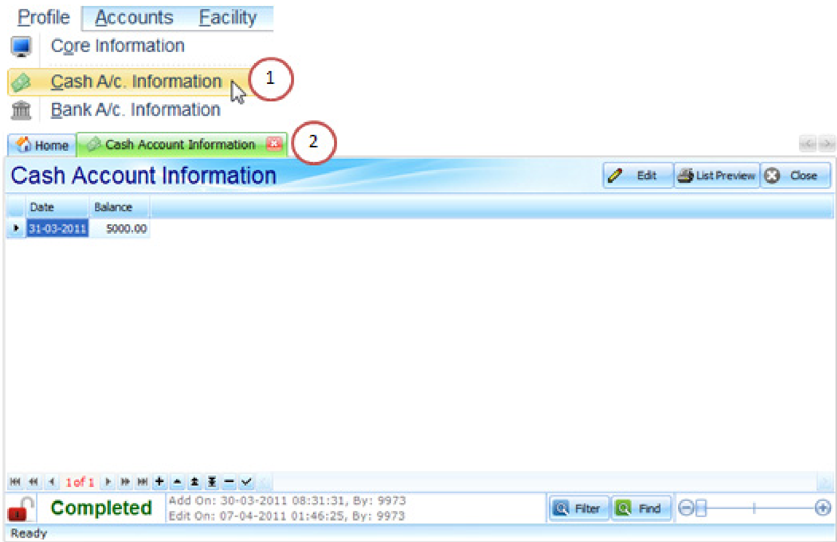
How to add your centre's Cash Account Information?

To add your centre's cash account information, use the following procedure:



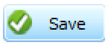
1. From the **Profile** menu, select the **Cash A/c Information** option.

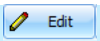
   The **Cash Account** tab is displayed on the right pane.

2. Click on the **Add** button to add the cash balance as per the closing period.

   The **Cash A/C Information** window appears.

3. Type the **Cash Balance** remaining at the end of the Accounting period ending on 31st March.

4. Click the  button.

Note: Click on the  button to edit the Cash balance.

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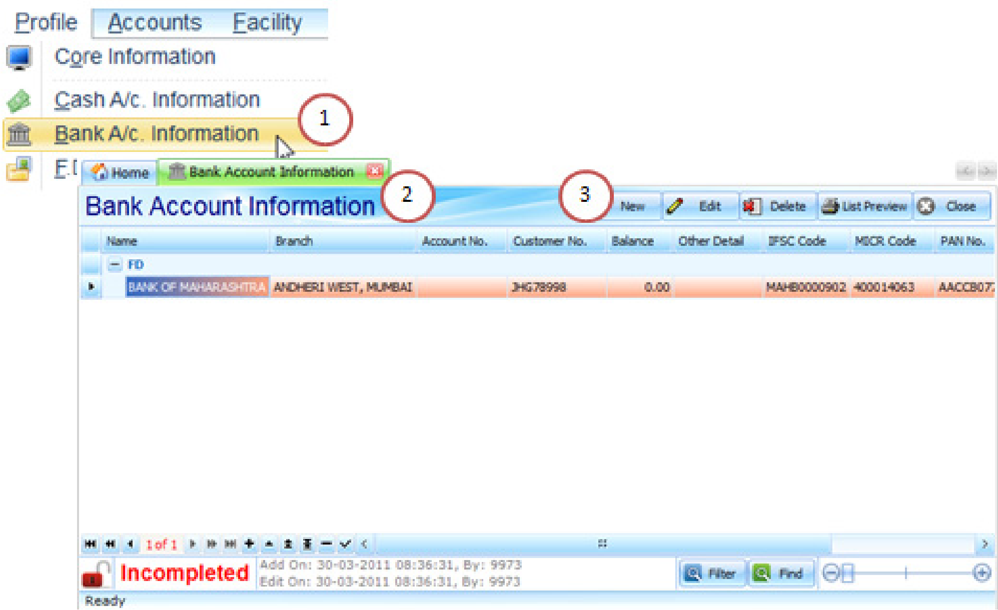
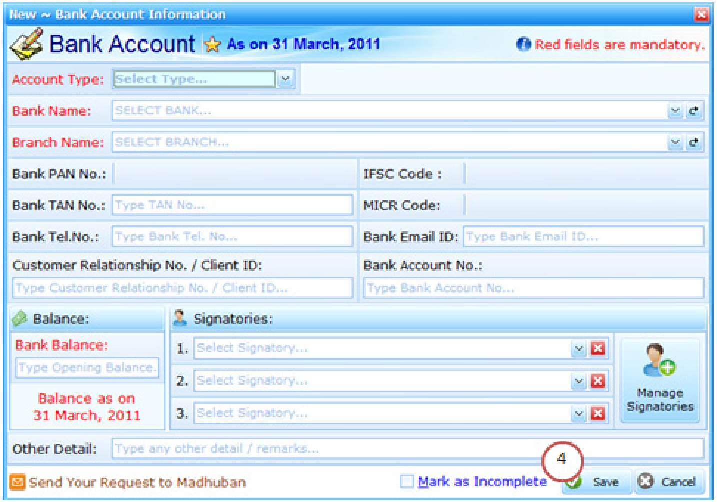
How to add Bank Account Information?

To add your centre's bank account information, use the following procedure:



1. From the **Profile** menu, select the **Bank A/c Information** option.
2. The **Bank Account Information** tab is displayed on the right pane.
3. Click on the 

button to add the cash balance as per the current closing period.

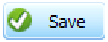


4. The **New - Bank Account Information** window appears. It displays the following fields to add the bank account information of the centres bank account.

Field name	Description	Example
Account Type	Select the Account type from the drop-down list. **Important:** To Create a Fixed deposit in the **Profile** > **Fixed Deposit** section make sure you have selected the Fixed deposit option here. If it is not selected, this bank account will not be listed in the FD section.	Savings
Bank Name	Select the Name of the bank from the drop-down list.	State Bank of India
Branch Name	Select the Name of the bank's branch from the drop-down list.	MG Road, Pune
Bank Pan No. IFSC Code MICR Code	After you have selected the Branch Name these fields are automatically displayed.	
Bank TAN No.	Type the bank's TAN number, if applicable.	
Bank Tel. No.	Type the bank's telephone number.	020 25637546

Bank Email id	Type the bank's email id.	customercare@sbi.com
Customer Relationship No./Client ID	Type the Customer Relationship number provided to you by the bank for interacting in case of any queries.	
Bank Account No.	Type the centre's Bank Account Number with this bank.	
Bank Balance	Type the Opening Balance in your bank account as of 31st March 2011	
Signatories	Select the name of the signatories who operate the bank account, from the drop-down list. Note: The name of the persons added in the Address Book is displayed in the drop-down list.	
Manage Signatories	If the name of a signatory is missing from the drop-down list use this button to go to the **Address Book** module and add new signatories. **Note:** For more information refer to Add Contact in Address Book on the page 47.	
Other Detail	Type any other notes or remarks related to the bank account.	
Mark as	Select this check box **only**, if the information provided for the Bank	

Incomplete	Account is incomplete and you want to fill this information later. **Note:** The Bank Account Information will not be considered as final until this check-box is unchecked.

5. Click the 

button, to save the new bank account.

   The saved bank account is listed on the **Bank Account Information** tab.

How to edit Bank Account Information?

To edit the Bank Account Information, use the following procedure:

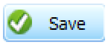
1. From the **Profile** menu, select the **Bank A/c Information** option.

   The **Bank Account Information** tab is displayed on the right pane.

2. Select the Bank Account number you want to edit and click on the 

button.

   The **Edit – Bank Account Information** window is displayed.

3. Edit the bank account information and click the 

button.

   The updated information is listed in the **Bank Account Information** tab.

How to delete Bank Account Information?

To delete the Bank Account Information, use the following procedure:

1. From the **Profile** menu, select the **Bank A/c Information** option.

   The **Bank Account Information** tab is displayed on the right pane.

2. Select the Bank Account number you want to delete and click on the Delete button.

   The **Delete – Bank Account Information** window is displayed.

3. Click on the Delete button, to delete the bank account number.

   The bank account number is removed from the list on the **Bank Account Information** tab.

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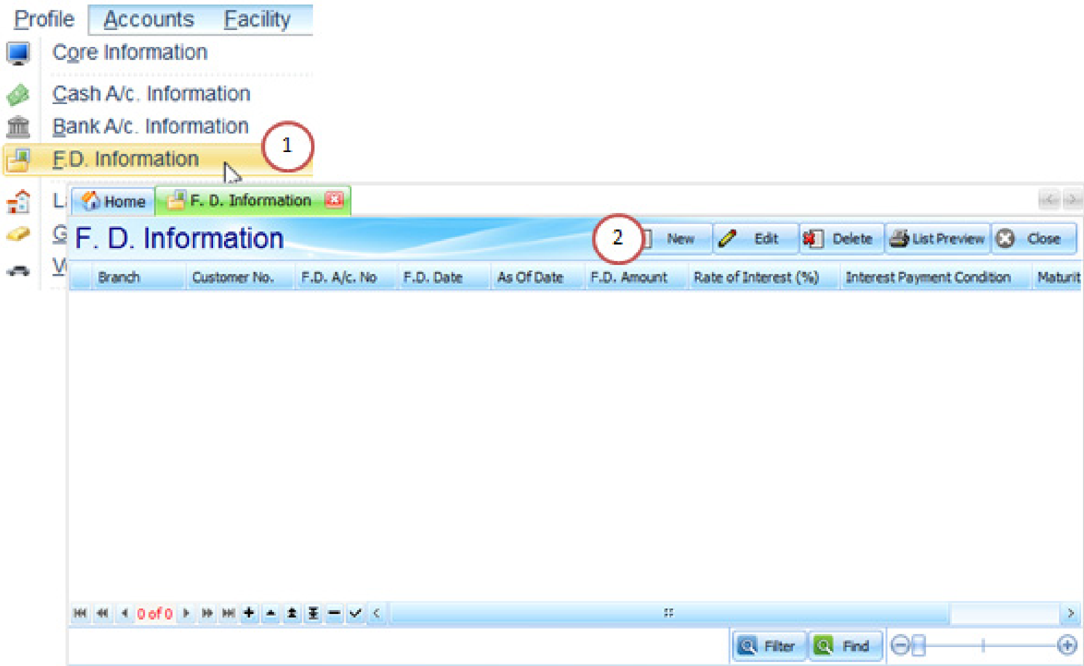
How to add Fixed Deposit Information?

To add fixed deposit information, use the following procedure:

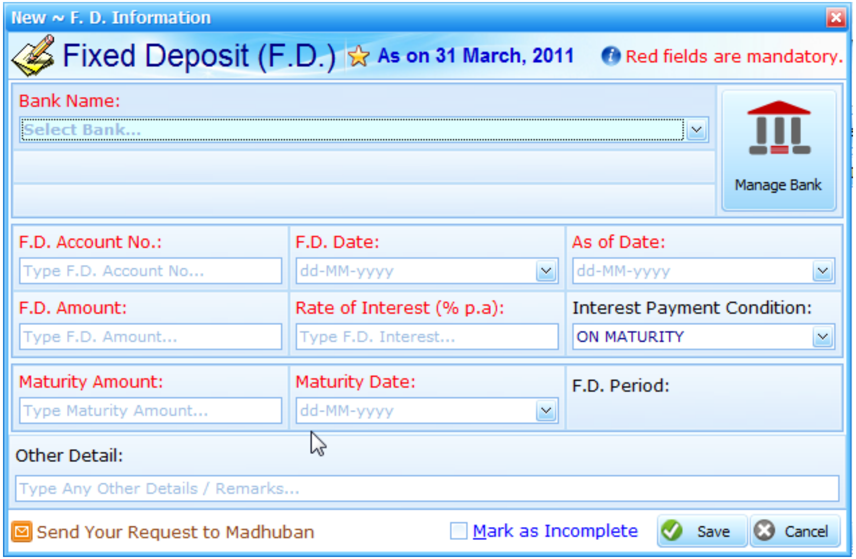


1. From the **Profile** menu, select the **F.D. Information** option.

   The **F.D. Information** tab is displayed on the right pane.

2. Click on the 

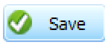
 button, to add information about a new fixed deposit.



3. The **New – F. D. Information** window appears. It includes the following fields used to capture the information about your fixed deposit.

Field name	Description
Bank Name	Select the Bank name from the drop-down list. The banks included in the **Bank Account Information** tab are listed in this drop-down. **Note:** This is the same bank account added in bank section with **Bank type** as '**FD'**. If the type is not selected as FD it will not be displayed in this drop-down list.
Manage Bank	Click on this button is the bank you want to select is not displayed in the drop-down list. It displays the **Bank Account Information** window to add information about a new bank account. **Note:** You will need to add the details of the bank to select it for the fixed deposit information.
FD Account No.	Type the fixed deposit account number.
FD Date	Select the date on which the fixed deposit account was created, using the date picker.
As of Date	Select the date start date for the F.D., by default that's same as F.D. date.
F.D. Amount	Type the amount kept in fixed deposit.

Rate of interest	Type the rate of interest applicable to the fixed deposit for per annum (per year).
Interest Payment Condition	Select the time when the interest earned on the fixed deposit will be received, from the drop-down list. For example, certain FD schemes provide the interest only upon maturity. **Note:** Refer to your printed F.D. from to find this information.
Maturity Account	Type the amount to be received at the time of maturity.
Maturity Date	Select the date on which the FD matures, using the date picker.
F.D. Period	The fixed deposit period in days, is automatically calculated using the information you added and displayed.
Other Detail	Type any other notes or remarks related to the F.D.
Mark as Incomplete	Select this check box **only**, if the information provided for the F.D. is incomplete and you want to fill this information later. **Note:** The F.D. Information will not be considered as final until this check-box is unchecked.

4. Click the 

button, to save the F.D. information.

   The saved F.D. is listed on the **F.D. Information** tab.

How to edit F.D. Information?

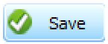
To edit the F.D. Information, use the following procedure:

1. From the **Profile** menu, select the **F.D. Information** option.

   The **F.D. Information** tab is displayed on the right pane.

2. Select the F.D. you want to edit and click on the  button.

   The **Edit – F.D. Information** window is displayed.

3. Edit the F.D. information and click the  button.

   The updated F.D. is listed in the **F.D. Information** tab.

How to delete F.D. Information?

To delete the F.D. Information, use the following procedure:

1. From the **Profile** menu, select the **F.D. Information** option.

   The **F.D. Information** tab is displayed on the right pane.

2. Select the F.D. you want to delete and click on the 

button.

   The **Delete – F.D. Information** window is displayed.

3. Click on the 

button, to delete the F.D. Information.

   The F.D. is removed from the list on the **F.D. Information** tab.

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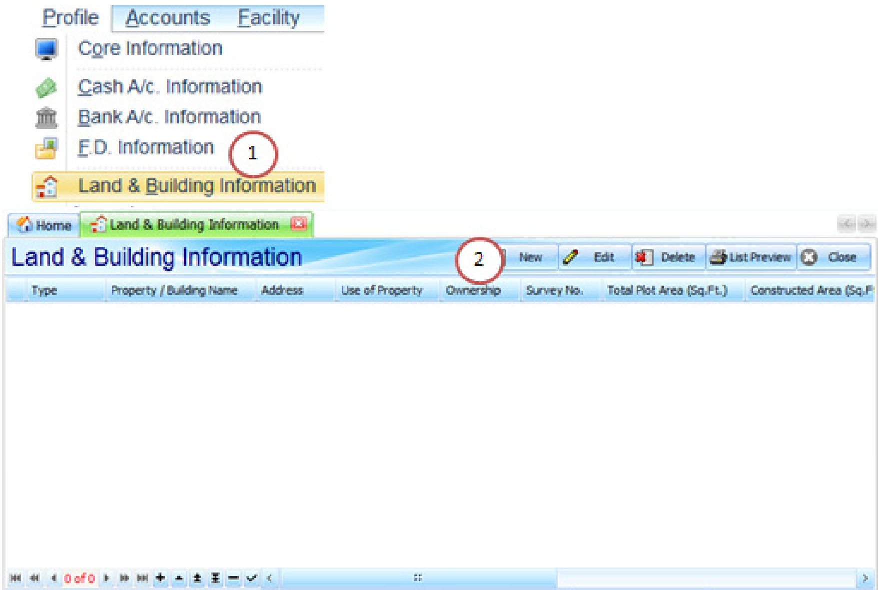
How to add Land and Building information?

To add land and building information, use the following procedure:

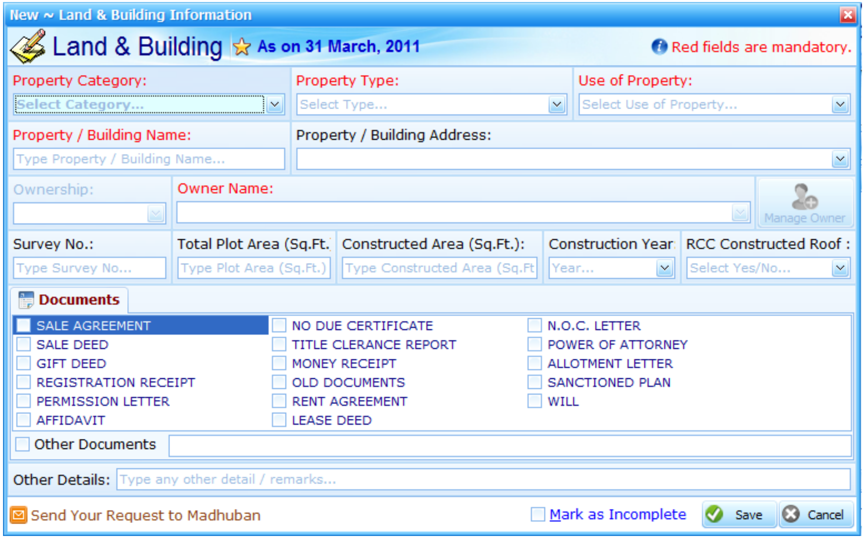


1. From the **Profile** menu, select the **Land and Building Information** option.

   The **Land and Building Information** tab is displayed on the right pane.

2. Click on the 

button, to add information about a new Land and Building.

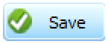


3. The **New – Land & Building Information** window appears. It includes the following fields used to capture the information about the land and building centre has.

Field name	Description	Example
Property Category	Select the way in which the land or building has been acquired, from the drop-down list.	Leased, Mortgage
Property Type	Select the type of property, from the drop-down list.	Flat, Land
Use of Property	Select the way the property will be used by the centre, from the drop-down list.	Main centre, conference hall
Property/Building Name	Type the name of the Building.	Shantidham
Property/Building Address	Type the complete postal address of the property.	
Ownership	This field is automatically displayed based on the category you select in the Property Category field. It will displays the following fields based on the selection: • For Purchased / Gifted category, **Institute** is displayed in this field.	

	• For Rented/Leased/Mortgage/Free Use category, **Third Party** is displayed in this field.	
Owner Name	Select the name of the owner in case of a third party owner, from the drop-down list. If the property is owned by the institute it will display the name of Prajapita Brahma Kumari's Ishwariya Vishwa Vidyalaya.	
Manage Owner	Click to add the name of the third party owner/in charge, if the name of the owner is not in drop-down list. It displays the **Address Book** window to add information about a new owner. **Note:** For more information refer to Add Contact in Address Book on the page 47.	
Survey No	Type the Survey number of the property.	
Total Plot Area	Type the total plot area in Square Feet.	
Constructed Area	Type the total constructed area in Square Feet.	
Construction Year	Select the year in which the building was constructed.	
RCC Constructed Roof	Select **Yes** or **No** options to identify if the roof constructed is built using RCC or not.	
Documents	Select all the documents that are available for the property.	Sale Agreement, Title Clearance

	Report
Other details	Type any other details you want to add about the property.
Mark as Incomplete	Select this check box **only**, if the information provided is incomplete and you want to fill this information later. **Note:** The Land and Building information will not be considered as final until this check-box is unchecked.

4. Click the  button, to save the **Land and Building** information.

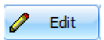
   The saved property information is listed on the **Land and Building Information** tab.

How to edit Land and Building Information?

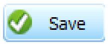
To edit the Land and Building Information, use the following procedure:

1. From the **Profile** menu, select the **Land and Building Information** option.

   The **Land and Building Information** tab is displayed on the right pane.

2. Select the property you want to edit and click on the  button.

   The **Edit – Land and Building Information** window is displayed.

3. Edit the information and click the  button.

   The updated property is listed in the **Land and Building Information** tab.

How to delete Land and Building Information?

To delete the land and building Information, use the following procedure:

1. From the **Profile** menu, select the **Land and Building Information** option.

   The **Land and Building Information** tab is displayed on the right pane.

2. Select the property you want to delete and click on the 

 button.

   The **Delete – Land and Building** Information window is displayed.

3. Click on the 

 button, to delete the Land and Building Information.

   The property is removed from the list on the **Land and Building Information** tab.

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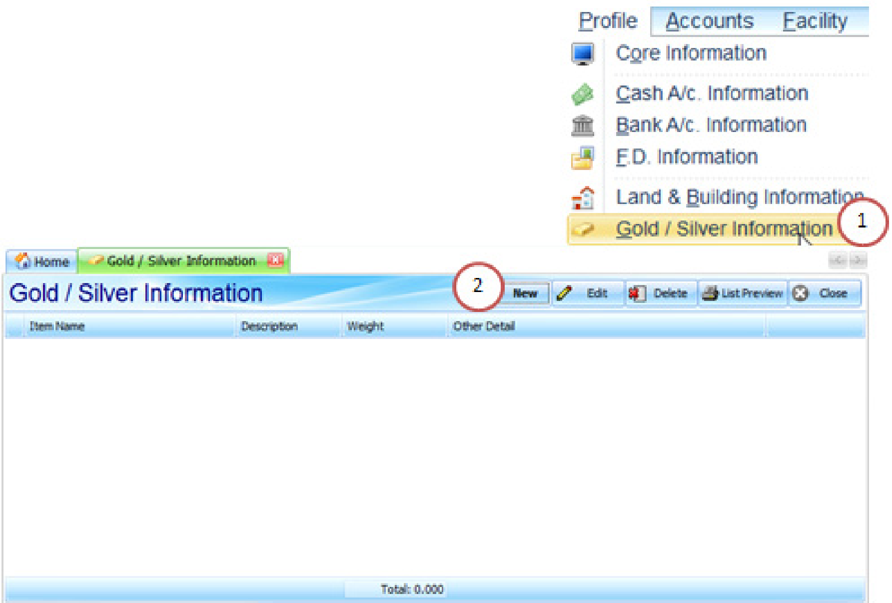
How to add Gold or Silver Information?

To add gold/silver information that belongs to the centre as of 31st March 2011, use the following procedure:

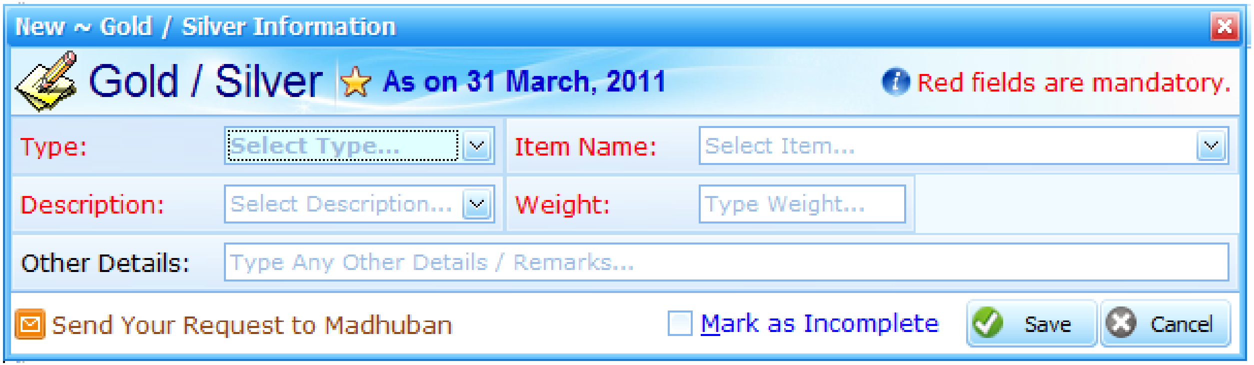


1. From the **Profile** menu, select the **Gold/Silver Information** option.

   The **Gold/Silver Information** tab is displayed on the right pane.

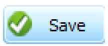
2. Click on the 

button, to add information about new gold or silver articles that belong to the centre.



3. The **New – Gold/Silver Information** window appears. It includes the following fields used to capture the information about the gold/silver the centre has.

Field name	Description	Example
Type	Select the type of article from the gold and silver options.	Gold
Item Name	Select the name of the gold/silver item, from the drop-down list.	Gold Items received
Description	Select the description of the item from the drop-down list.	Bowl
Weight	Type the exact weight of the gold/silver item in grams. The weight should be added in Kg + gm for Silver and Gm + mg for gold. You can round off the mg in case of silver.	
Other details	Type any other details you want to add about the item.	
Mark as Incomplete	Select this check box **only**, if the information provided is incomplete and you want to fill this information later. **Note:** The Gold/Silver information will not be considered as final until this check-box is unchecked.	

4. Click the 

button, to save the gold/silver item information.

The saved property information is listed on the **Gold/Silver Information** tab.

How to edit Gold/Silver Information?

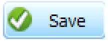
To edit the Gold/Silver Information, use the following procedure:

1. From the **Profile** menu, select the **Gold/Silver Information** option.

   The **Gold/Silver Information** tab is displayed on the right pane.

2. Select the item you want to edit and click on the  button.

   The **Edit – Gold/Silver Information** window is displayed.

3. Edit the information and click the  button.

   The updated item is listed in the **Gold/Silver Information** tab.

How to delete Gold/Silver Information?

To delete the Gold/Silver Information, use the following procedure:

1. From the **Profile** menu, select the **Gold/Silver Information** option.

   The **Gold/Silver Information** tab is displayed on the right pane.

2. Select the item you want to delete and click on the 

button.

   The **Delete – Gold/Silver Information** window is displayed.

3. Click on the 

button, to delete the Gold/Silver Information.

   The property is removed from the list on the **Gold/Silver Information** tab.

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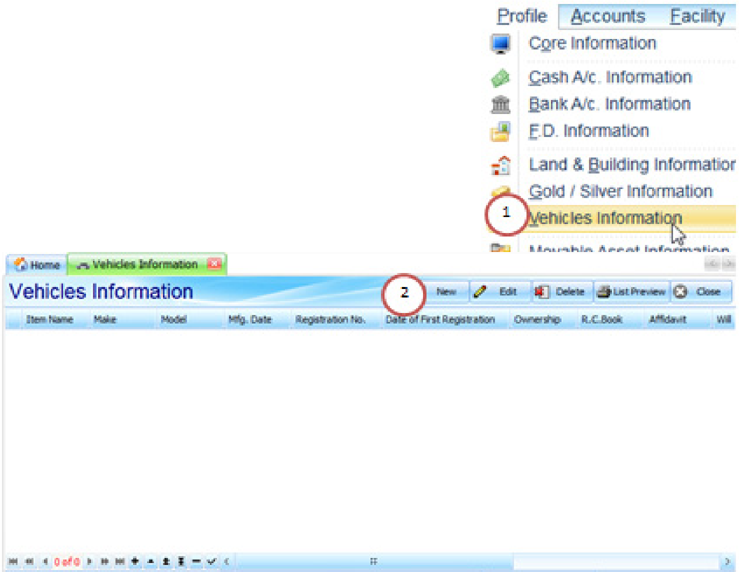
How to add Vehicles Information?

To add information of vehicles that belong to the centre, use the following procedure:



1. From the **Profile** menu, select the **Vehicles Information** option.

   The **Vehicles Information** tab is displayed on the right pane.

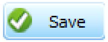
2. Click on the  button, to add information about a new vehicle.

3. The **New – Vehicle Information** window appears. It includes the following fields used to capture the information about the vehicles a centre owns.

Field name	Description	Example
Item Name	Select the vehicle type from the drop-down list. **Note:** If the vehicle type is not listed, please call Kishore bhai or email at Connect One@bkivv.org.	Car
Make/Company	Select the make or company from the drop-down list.	Maruti Suzuki
Model	Select the model name of the car.	SX4
Mfg Month-Year	Select the month and year of manufacturing for the car.	Oct 2007
Registration No.	Type the registration number of the car. **Note:** point your mouse over the New/Old/Other buttons to view the pattern in which the valid registration number is to be entered for the vehicle.	
Date of First Registration	Select the Date of the first registration of the car from the date picker.	
Ownership detail	Select the Ownership type from the drop-down list.	Institute/in charge/free use

Owner / Incharge Name	Select the name of the owner.	
Manage Owner	Click to add the name of the third party owner, if the name of the owner is not in drop-down list. It displays the **Address Book** window to add information about a new owner. **Note:** For more information refer to Add Contact in Address Book on the page 47.	
Documents	Select the documents that are available for the vehicle.	R.C. Book Affidavit Will Transfer Letter Free Use Letter
Other documents	Select the check box and type the name of any other documents not included in the above list.	
Insurance Company Name	Select the name of the company using which the insurance of the vehicle was done.	
Policy No.	Type the policy number of the vehicle insurance policy.	
Expiry Date	Select the date from the date picker, when the insurance for the	

	vehicle is lapsed.
Other details	Type any other details you want to add about the vehicle.
Mark as Incomplete	Select this check box **only**, if the information provided is incomplete and you want to fill this information later. **Note:** The vehicle information will not be considered as final until this check-box is unchecked.

4. Click the 

button, to save the **Vehicle** information.

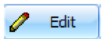
   The saved property information is listed on the **Vehicle Information** tab.

How to edit Vehicle Information?

To edit the Vehicle Information, use the following procedure:

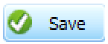
1. From the **Profile** menu, select the **Vehicle Information** option.

   The **Vehicle Information** tab is displayed on the right pane.

2. Select the vehicle you want to edit and click on the 

button.

   The **Edit – Vehicle Information** window is displayed.

3. Edit the information and click the 

button.

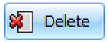
   The updated vehicle is listed in the **Vehicle Information** tab.

How to delete Vehicle Information?

To delete the vehicle Information, use the following procedure:

1. From the **Profile** menu, select the **Vehicle Information** option.

   The **Vehicle Information** tab is displayed on the right pane.

2. Select the Vehicle you want to delete and click on the 

button.

   The **Delete – Vehicle Information** window is displayed.

3. Click on the 

button, to delete the Vehicle Information.

   The property is removed from the list on the **Vehicle Information** tab.

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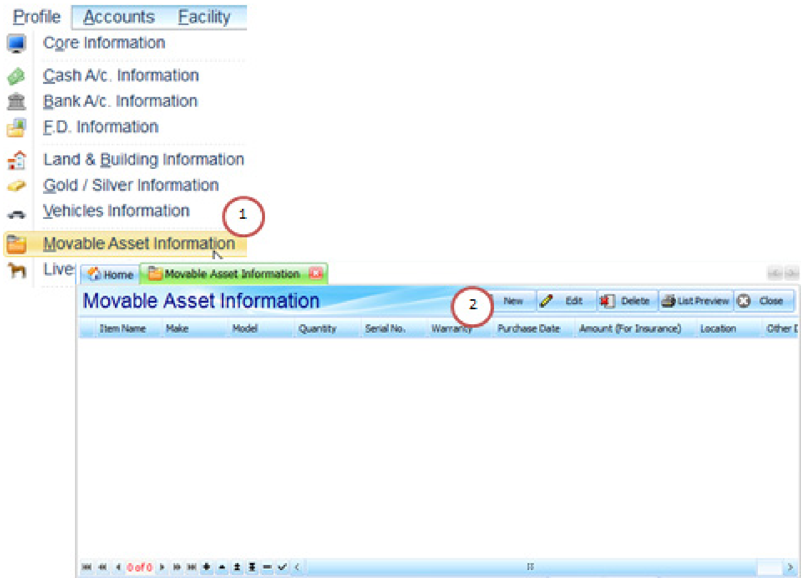
How to add Movable Asset information?

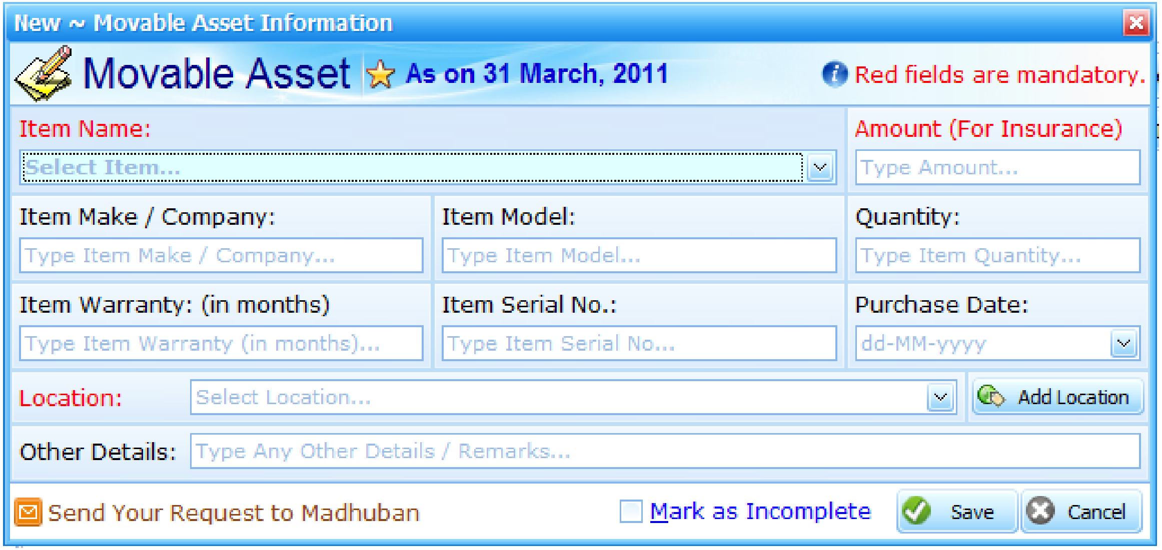
To add information of other assets that belong to the centre, like Air conditioners, speakers, microphones and so on, use the following procedure:



1. From the **Profile** menu, select the **Movable Asset Information** option.

   The **Movable Asset Information** tab is displayed on the right pane.

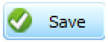
2. Click on the  button, to add information about a new asset.



3. The **New – Movable Asset Information** window appears. It includes the following fields used to capture the information about the assets centre has as on 31st March 2011.

Field name	Description	Example
Item Name	Select the item from the drop-down list.	Air conditioner
Amount (For Insurance)	Type the amount of the item, for the purpose of insurance.	
Item Make/Company	Type the make/company of the item.	LG
Item Model	Type the model number of the item.	
Quantity	Type the number of movable assets belonging to the same category.	5 ACs
Item Warranty	Type the number of months of warranty the items hold.	
Item Serial No	Type the serial number of the item.	
Purchase Date	Select the purchase date, using the date picker.	
Location	Select the location at which the asset is being used, from the drop-down list.	

Add Location	Click to add the name of a location that is not included in the drop-down list. It displays the **New – Asset Location** window to add information about a new location.
Other details	Type any other details you want to add about the asset.
Mark as Incomplete	Select this check box **only**, if the information provided is incomplete and you want to fill this information later. **Note:** The asset information will not be considered as final until this check-box is unchecked.

4. Click the 

button, to save the **Movable Asset** information.

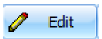
   The saved item information is listed on the **Movable Asset** tab.

How to edit Movable Asset Information?

To edit the Movable Asset Information, use the following procedure:

1. From the **Profile** menu, select the **Movable Asset Information** option.

   The **Movable Asset Information** tab is displayed on the right pane.

2. Select the asset you want to edit and click on the 

button.

   The **Edit – Movable Asset Information** window is displayed.

3. Edit the information and click the Save button.

   The updated asset is listed in the **Movable Asset Information** tab.

How to delete Movable Asset Information?

To delete the Movable Asset Information, use the following procedure:

1. From the **Profile** menu, select the **Movable Asset Information** option.

   The **Movable Asset Information** tab is displayed on the right pane.

2. Select the asset you want to delete and click on the Delete button.

   The Delete – Movable Asset Information window is displayed.

3. Click on the Delete button, to delete the asset Information.

   The property is removed from the list on the **Movable Asset Information** tab.

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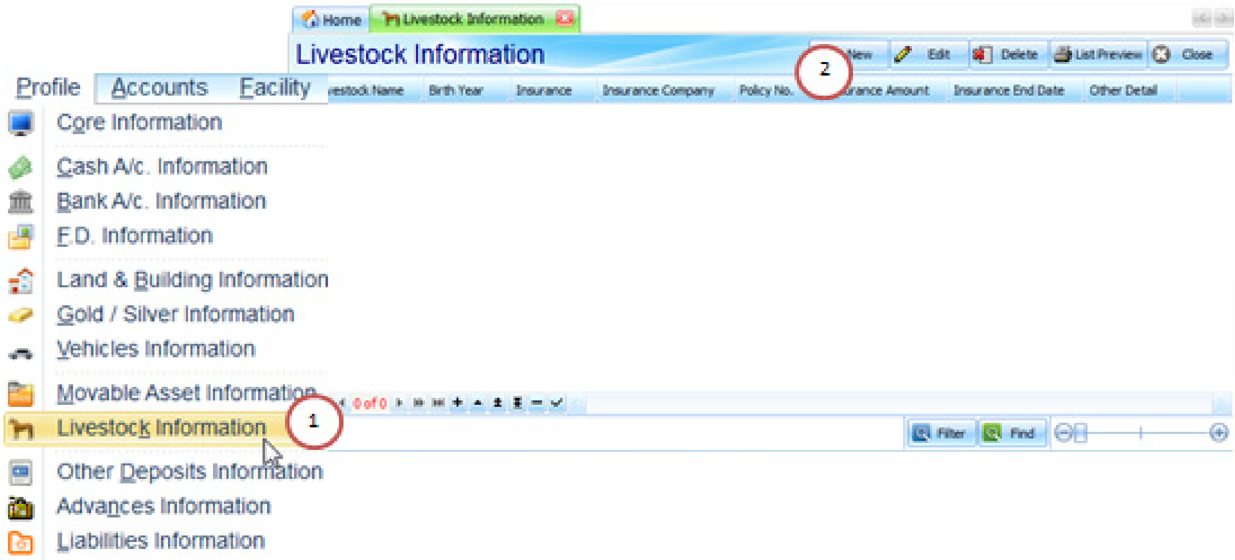
How to add Livestock Information?

To add information of livestock that belong to the centre, like cows, buffaloes, use the following procedure:



1. From the **Profile** menu, select the **Livestock Information** option.

   The **Livestock Information** tab is displayed on the right pane.

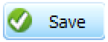
2. Click on the 

button, to add information about a new livestock.

3. The **New – Livestock Information** window appears. It includes the following fields used to capture the information about the livestock a centre has as on 31st March 2011.

Field name	Description	Example
Item Name	Select the type of livestock from the drop-down list.	Cow
Livestock Name/Tag	Type the name of the livestock.	Seeta/Geeta
Birth Year	Select the year in which the livestock was born.	
Insurance	Select the radio button to identify if the livestock is insured.	Yes/No
Insurance Company Name	Type and select the name of the insurance company that has insured the livestock.	
Policy No.	Type the insurance policy number.	
Insurance Amount	Type the amount for which the livestock has been insured.	
Expiry Date	Select the date on which the insurance for the livestock expires.	
Other details	Type any other details you want to add about the livestock.	
Mark as Incomplete	Select this check box **only**, if the information provided is incomplete and you want to fill this information later.	

Note: The livestock information will not be considered as final until this check-box is unchecked.

4. Click the  button, to save the livestock information.

   The saved item information is listed on the **Livestock Information** tab.

How to edit Livestock Information?

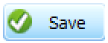
To edit the livestock Information, use the following procedure:

1. From the **Profile** menu, select the **Livestock Information** option.

   The **Livestock Information** tab is displayed on the right pane.

2. Select the livestock you want to edit and click on the  button.

   The **Edit – Livestock Information** window is displayed.

3. Edit the information and click the  button.

   The updated asset is listed in the **Livestock Information** tab.

How to delete Livestock Information?

To delete the Livestock Information, use the following procedure:

1. From the **Profile** menu, select the **Livestock Information** option.

   The **Livestock Information** tab is displayed on the right pane.

2. Select the livestock you want to delete and click on the 

button.

   The **Delete – Livestock Information** window is displayed.

3. Click on the 

button, to delete the asset Information.

   The property is removed from the list on the **Livestock Information** tab.

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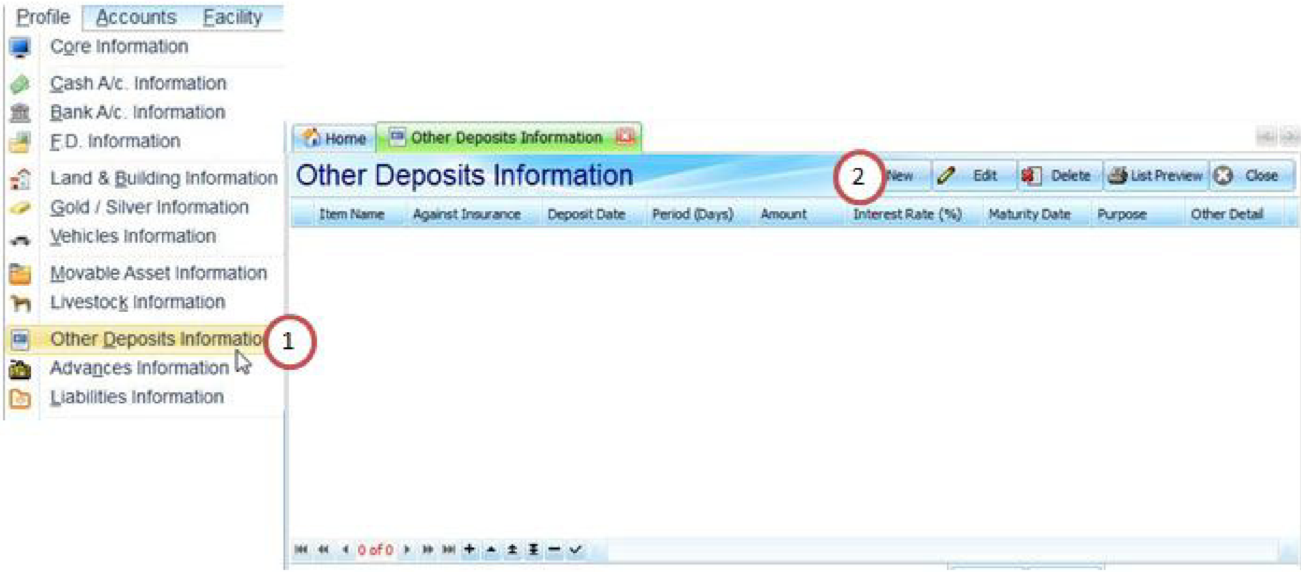
How to add Other Deposits Information?

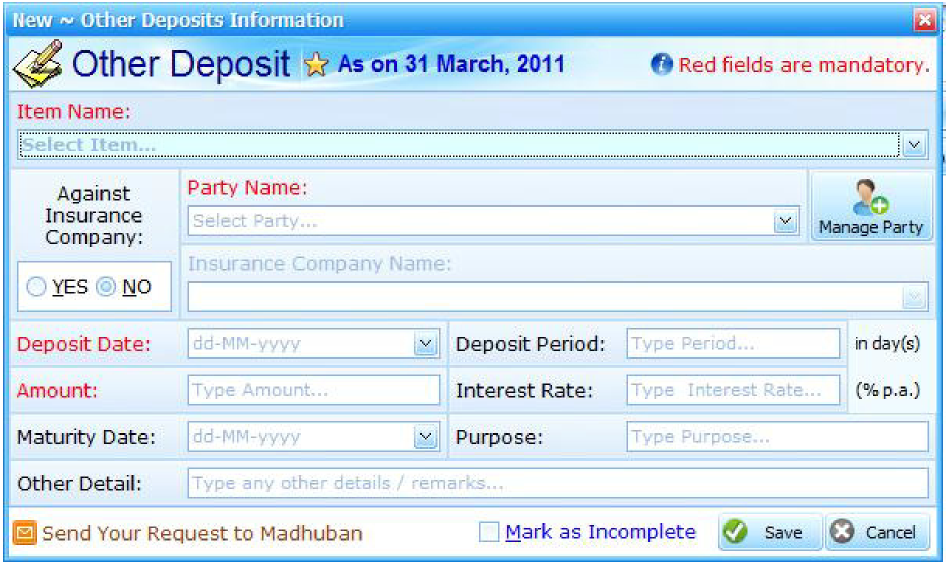
To add other deposit information, use the following procedure:



1. From the **Profile** menu, select the **Other Deposits Information** option.

   The **Other Deposits Information** tab is displayed on the right pane.

2. Click on the  button, to add information about a new other deposit.



3. The **New – Other Deposits Information** window appears. It includes the following fields to capture the information about your deposit.

Field name	Description
Item Name	Select the name of the item for which you have paid a deposit, from the drop-down list. For example, House Rent deposits.
Against Insurance Company	Select yes, if the deposit is paid against an insurance company.
Party Name	Select the name of the party to whom the deposit was paid, from the drop-down list.
Manage Party	Click, if the name of the party is not displayed in the drop-down list. The **Address Book** window is displayed to add a new contact. **Note:** For more information refer to Add Contact in Address Book on the page 47.
Insurance Company Name	Type the name of the company from whom the deposit made was insured.
Deposit Date	Select the date on which the deposit was made, from the drop-down list.
Deposit Period	Select the period in days till when the deposit is applicable.
Amount	Type the amount paid as deposit.
Interest Rate	Type the interest rate at which the deposit will be provided interest on.

Maturity Date	Select the date on which the deposit will mature, from the date picker.
Purpose	Type the purpose for which the deposit was made.
Other Detail	Type any other details you want to add about the other deposits paid.
Mark as Incomplete	Select this check box **only** if the information provided is incomplete and you want to fill this information later. **Note:** The other deposits paid information will not be considered as final until this check-box is unchecked.

4. Click on the 

button, to save the deposit information.

The saved deposit is listed on the **Other Deposits Information** tab.

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How to edit Other Deposits Information?

To edit the Other Deposits Information, use the following procedure:

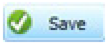
1. From the **Profile** menu, select the **Other Deposits Information** option.

   The **Other Deposits Information** tab is displayed on the right pane.

2. Select the deposit you want to edit and click on the 

 button.

   The **Edit – Other Deposits Information** window is displayed.

3. Edit the deposit information and click on the 

 button.

   The updated deposit is listed in the **Other Deposits Information** tab.

How to delete Other Deposits Information?

To delete the Other Deposits Information, use the following procedure:

1. From the **Profile** menu, select the **Other Deposits Information** option.

   The **Other Deposits Information** tab is displayed on the right pane.

2. Select the deposit you want to delete and click on the 

 button.

   The **Delete – Other Deposits Information** window is displayed.

3. Click on the 

 button, to delete the deposit information.

   The deposit is removed from the list on the **Other Deposits Information** tab.

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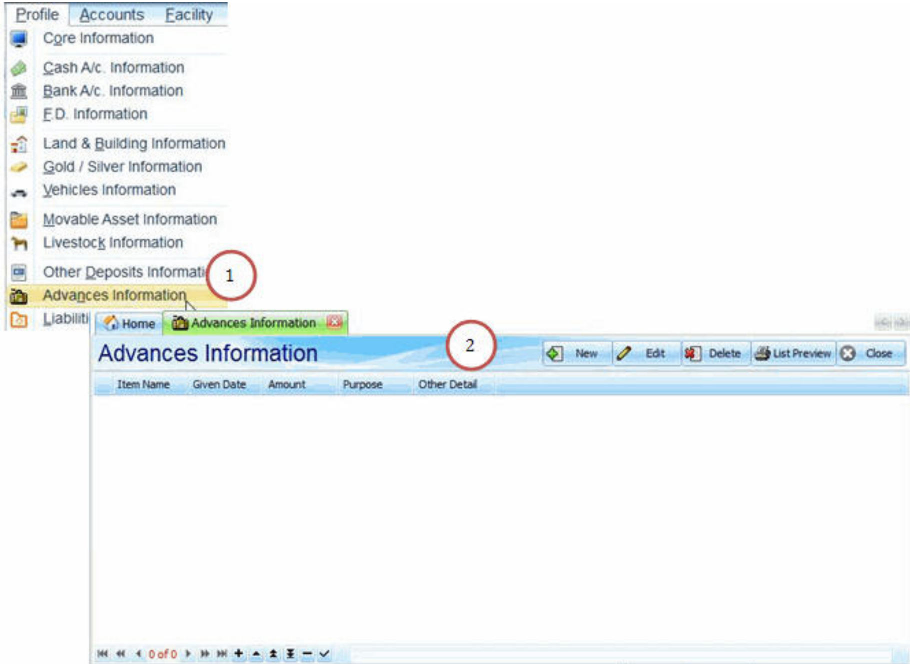
How to add Advances Information?

To add information on the advances given by the centre as on 31 March 2011, use the following procedure:

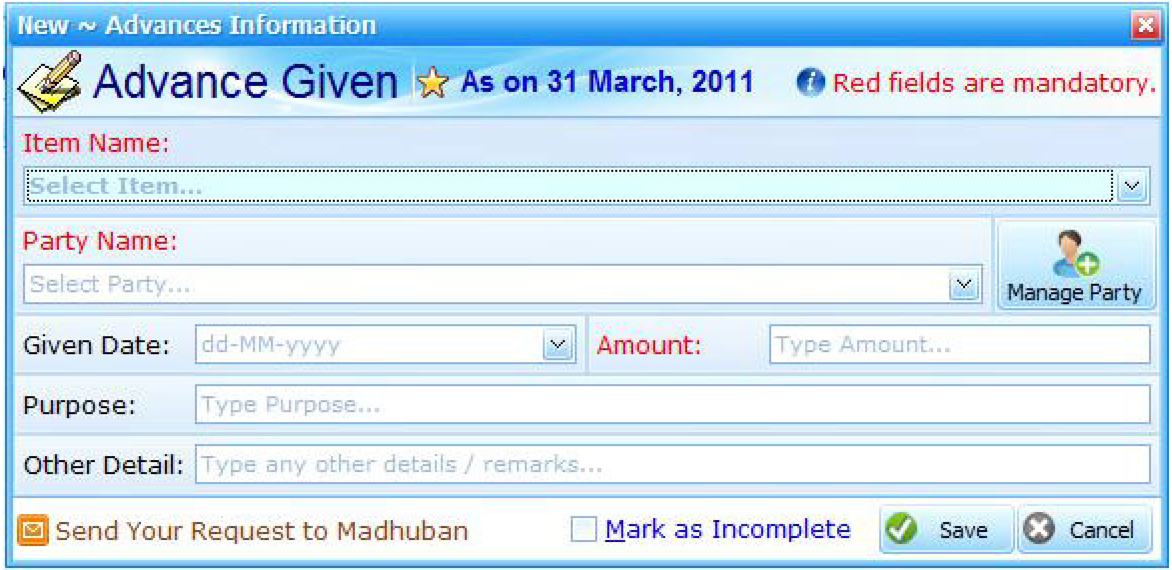


1. From the **Profile** menu, select the **Advances Information** option.

   The **Advances Information** tab is displayed on the right pane.

2. Click on the 

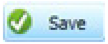
button, to add information about a new advance give.



3. The **New – Advances Information** window appears. It includes the following fields used to capture the information about the advances given by the centre.

Field name	Description	Example
Item Name	Select the name of the item for which the advance was paid.	Advance for Land and Building
Party Name	Select the name of the party to whom the advance was paid, from the drop-down list.	
Manage Party	Click, if the name of the party is not displayed in the drop-down list. The **Address Book** window is displayed to add a new contact. **Note:** For more information refer to Add Contact in Address Book on the page 47.	
Given Date	Select the date on which the advance was paid, from the date picker.	
Amount	Type the amount paid to as Advance.	
Purpose	Type the purpose for which the advance was given.	50% advance as commission
Other Detail	Type any other details you want to add about the advance paid.	

Mark as Incomplete	Select this check box **only** if the information provided is incomplete and you want to fill this information later. **Note:** The advance paid information will not be considered as final until this check-box is unchecked.

4. Click on the 

button, to save the Advance information.

   The saved advance information is listed on the **Advances Information** tab.

How to edit Advances Information?

To edit the Advances Information, use the following procedure:

1. From the **Profile** menu, select the **Advances Information** option.

   The **Advances Information** tab is displayed on the right pane.

2. Select the advance you want to edit and click on the 

button.

   The **Edit – Advances Information** window is displayed.

3. Edit the information and click on the 

button.

   The updated advance is listed on the **Advances Information** tab.

How to delete Advances Information?

To delete the Advances Information, use the following procedure:

1. From the **Profile** menu, select the **Advances Information** option.

   The **Advances Information** tab is displayed on the right pane.

2. Select the advance you want to delete and click on the 

button.

   The **Delete – Advances Information** window is displayed.

3. Click on the 

button, to delete the advance information.

   The advance is removed from the list on the **Advances Information** tab.

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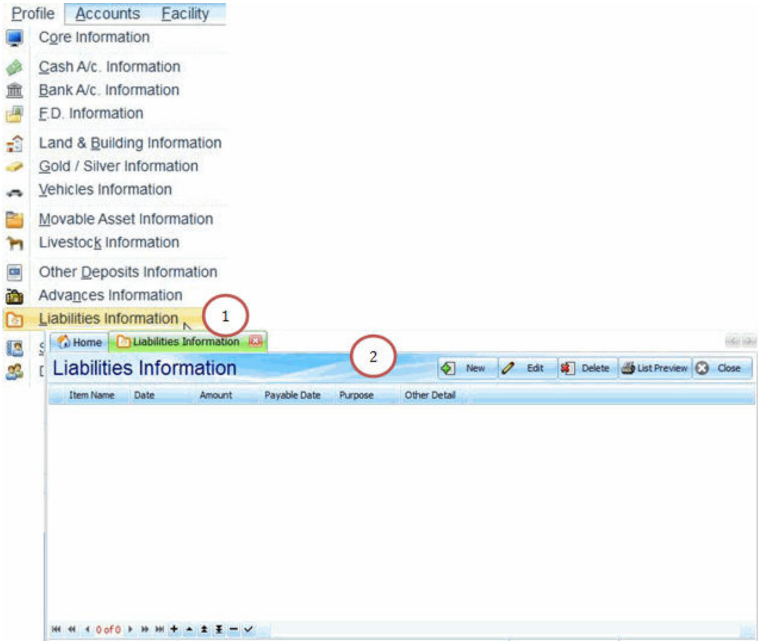
How to add Liabilities Information?

To add information on the liabilities of the centre as on 31st March 2011, use the following procedure:

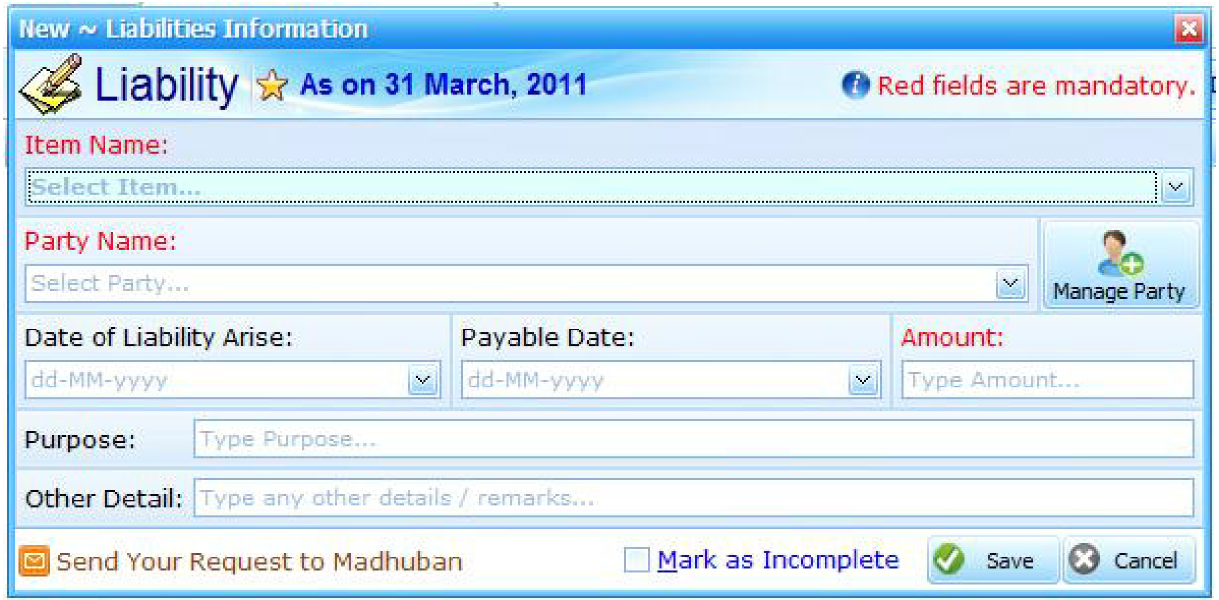


1. From the **Profile** menu, select the **Liabilities Information** option.

   The **Liabilities Information** tab is displayed on the right pane.

2. Click on the 

button, to add information about the liability.



3. The **New – Liabilities Information** window appears. It includes the following fields used to capture the information about the liabilities.

Field name	Description	Example
Item Name	Select the name of the liability, from the drop-down list. The list includes all the types of liabilities a centre may have.	Sundry Creditors
Party Name	Select the name of the creditor party, from the drop-down list.	
Manage Party	Click, if the name of the creditor is not displayed in the drop-down list. The **Address Book** window is displayed to add a new creditor contact. **Note:** For more information refer to Add Contact in Address Book on the page 47.	
Date of Liability Arise	Select the date on which the liability arises, from the date-picker.	
Payable Date	Select the date on which the liability needs to be paid off, from the date-picker.	
Amount	Type the amount that needs to be paid to the creditor.	
Purpose	Type the purpose for having this liability.	

Other Detail	Type any other details you want to add about the liability.
Mark as Incomplete	Select this check box **only** if the information provided is incomplete and you want to fill this information later. **Note:** The liability information will not be considered as final until this check-box is unchecked.

4. Click on the Save button, to save the liabilities information.

   The saved liabilities information is listed on the **Liabilities Information** tab.

How to edit Liabilities Information?

To edit the liabilities information, use the following procedure:

1. From the **Profile** menu, select the **Liabilities Information** option.

   The **Liabilities Information** tab is displayed on the right pane.

2. Select the liability you want to edit and click on the Edit button.

   The **Edit – Liabilities Information** window is displayed.

3. Edit the information and click on the Save button.

   The updated liability is listed on the **Liabilities Information** tab.

How to delete Liabilities Information?

To delete the liabilities information, use the following procedure:

1. From the **Profile** menu, select the **Liabilities Information** option.

   The **Liabilities Information** tab is displayed on the right pane.

2. Select the liability you want to delete and click on the 

button.

   The **Delete – Liabilities Information** window is displayed.

3. Click on the 

button, to delete the liabilities information.

   The liability is removed from the list on the **Liabilities Information** tab.

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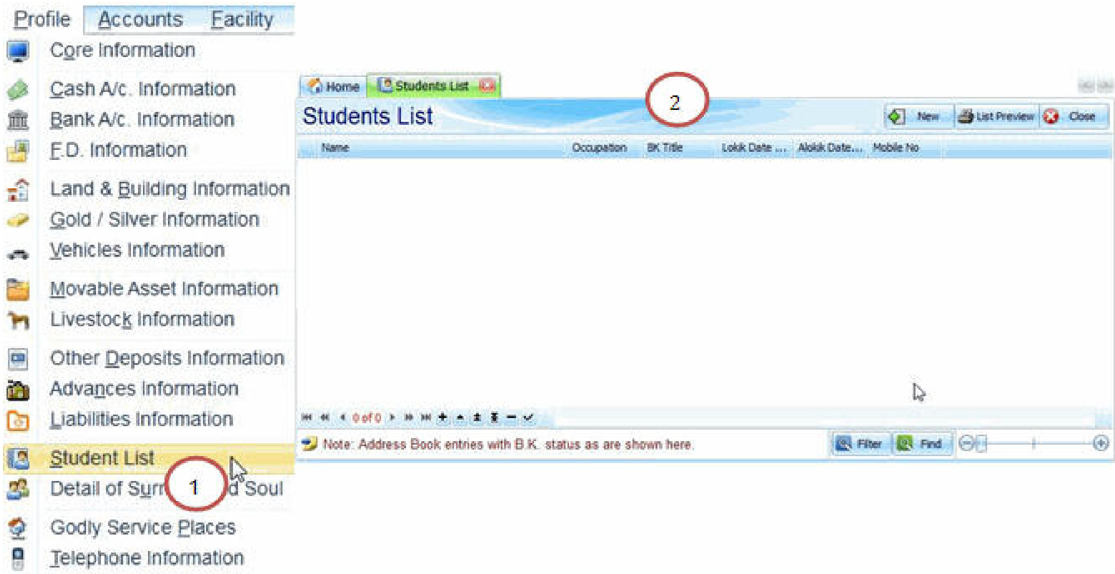
How to add Student List?

To add a student details, use the following procedure:



1. From the **Profile** menu, select the **Student List** option.

   The **Student List** tab is displayed on the right pane.

2. Click on the 

button, to add information about a student.

3. The **New – Contact** window appears with the **Basic** tab. This window also includes the **General**, **Contact**, **Status**, and **Special** tabs to enter contact details. For more information, see How to Add a Contact in your Address Book?

Note: While adding a **contact** to the **Address Book**, select the following information for the contact to list it on the **Surrendered Souls' Information** tab:

- On the **Basic** tab add the **Title** as **BK**
- On the **Status** tab, add the details as **BK**

4. After you have finished entering all this information, click on the 

button.

   The details of the surrender students are displayed **Students List Information** tab.

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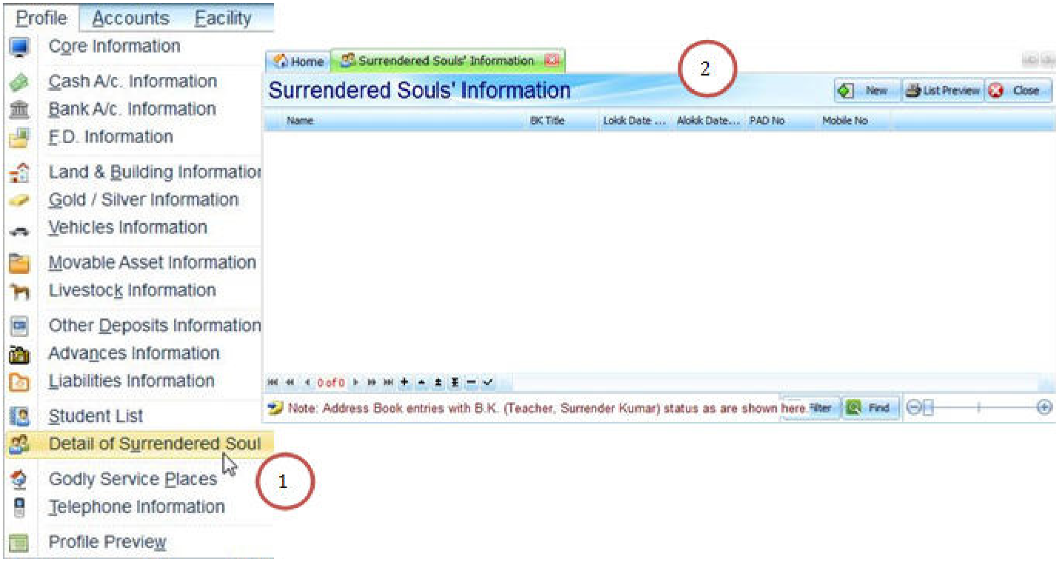
How to add Details of Surrendered Souls?

To add surrendered soul's details, use the following procedure:



1. From the **Profile** menu, select the **Detail of Surrendered Soul** option.

   The **Surrendered Souls' Information** tab is displayed on the right pane.

2. Click on the 

button, to add information about a surrendered soul.

3. The **New – Contact** window appears with the **Basic** tab. This window also includes the **General**, **Contact**, **Status**, and **Special** tabs to enter contact details. For more information, see For more information, see How to Add a Contact in your Address Book?

Note: While adding a **contact** to the **Address Book**, select the following information for the contact to list it on the **Surrendered Souls' Information** tab:

- On the **Basic** tab add the **Title** as **BK**
- On the **Status** tab, add the **BK title** as **Surrender Kumar/Surrender Kumari**

4. After you have finished entering all this information, click on the 

button.

   The details of the Surrender students are displayed **Surrendered Souls' Information** tab.

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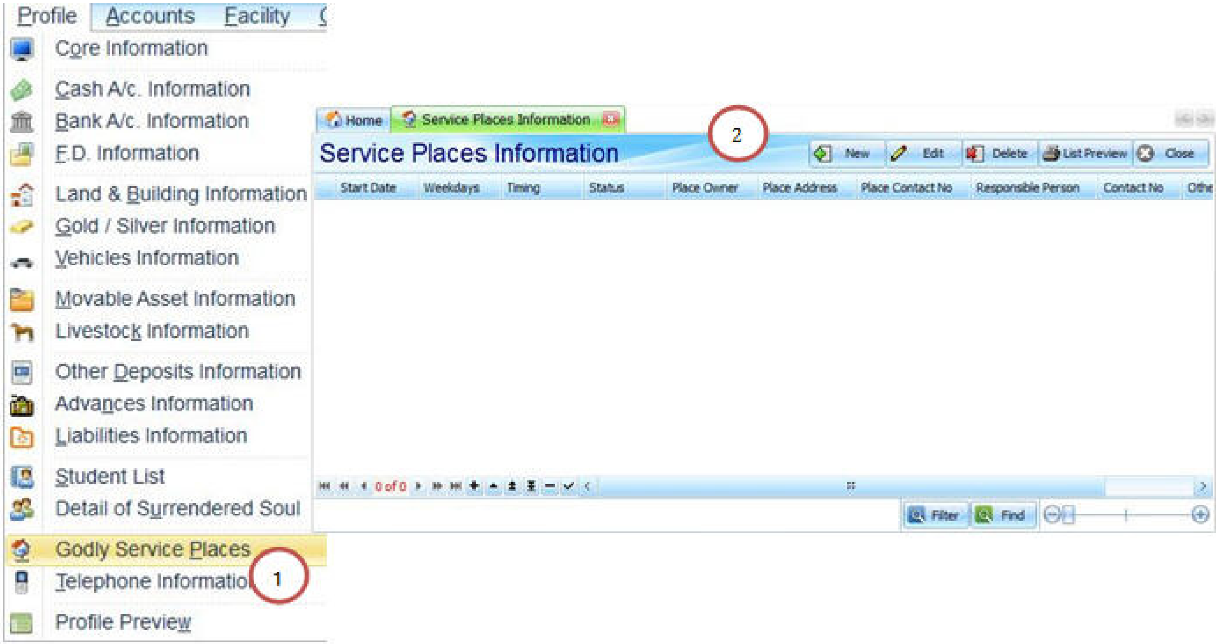
How to add Godly Service Places?

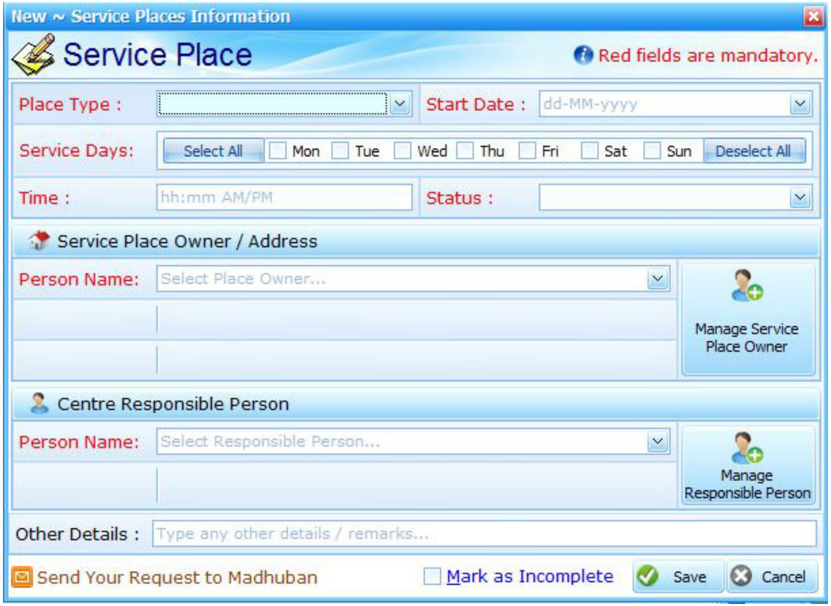
To add information about a service place, use the following procedure:



1. From the **Profile** menu, select the **Godly Service Places** option.

   The **Service Places Information** tab is displayed on the right pane.

2. Click on the  button, to add information about a service place.



3. The **New – Service Places Information** window appears. It includes the following fields used to capture the information about the service place.

Field name	Description	Example
Place Type	Select the name of the place where the godly service took place.	Class
Start Date	Select the date from the date-picker on which the godly service was started.	
Service Days	Select the check-box next to the days on which the service was carried out.	Mon, Tue
Time	Select the time at which the service took place every day.	5.30pm
Status	Select the status of the activity.	Completed
Service Place Owner / Address – Person Name	Select the name of the person who owns the place where the service was carried out, from the drop-down list.	
Manage Service Place Owner	Click if the name of the owner is not listed in the drop-down list. The **Address Book** window is displayed to add new owners. **Note:** For more information refer to Add Contact in	

	Address Book on the page 47.
Centre Responsible Person – Person Name	Select the name of the person from the centre responsible to perform the service, from the drop-down list.
Manage Responsible Person	Click if the name of the person is not listed in the drop-down list. The **Address Book** window is displayed to add new owners. **Note:** For more information refer to Add Contact in Address Book on the page 47.
Other Details	Type any other details you want to add about the service place.
Mark as Incomplete	Select this check box **only** if the information provided is incomplete and you want to fill this information later. **Note:** The service place information will not be considered as final until this check-box is unchecked.

4. Click on the 

button to save the service place information.

   The saved service place information is listed on the **Service Places Information** tab.

How to edit Service Place Information?

To edit the Service Place Information, use the following procedure:

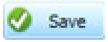
1. From the **Profile** menu, select the **Godly Service Places** option.

   The **Service Places Information** tab is displayed on the right pane.

2. Select the service place you want to edit and click on the 

 button.

   The **Edit – Service Places** Information window is displayed.

3. Edit the information and click on the 

 button.

   The updated service place is listed on the **Service Places Information** tab.

How to delete Service Place Information?

To delete the Service Place Information, use the following procedure:

1. From the **Profile** menu, select the **Godly Service Places** option.

   The **Service Places Information** tab is displayed on the right pane.

2. Select the service place you want to delete and click on the 

button.

   The **Delete – Service Places Information** window is displayed.

3. Click on the 

button, to delete the service place information.

   The service place is removed from the list on the **Service Places Information** tab.

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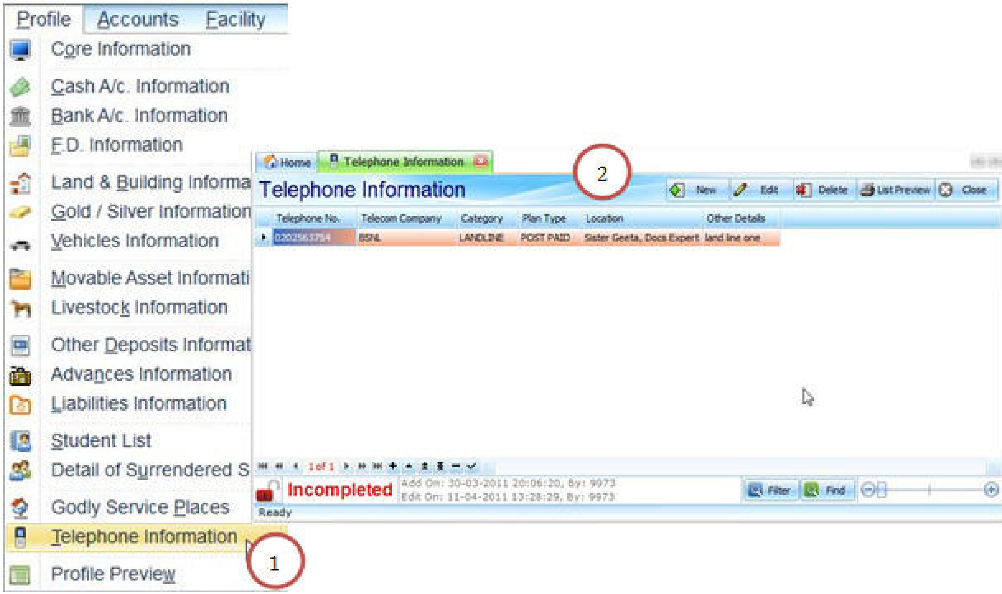
How to add Telephone Information?

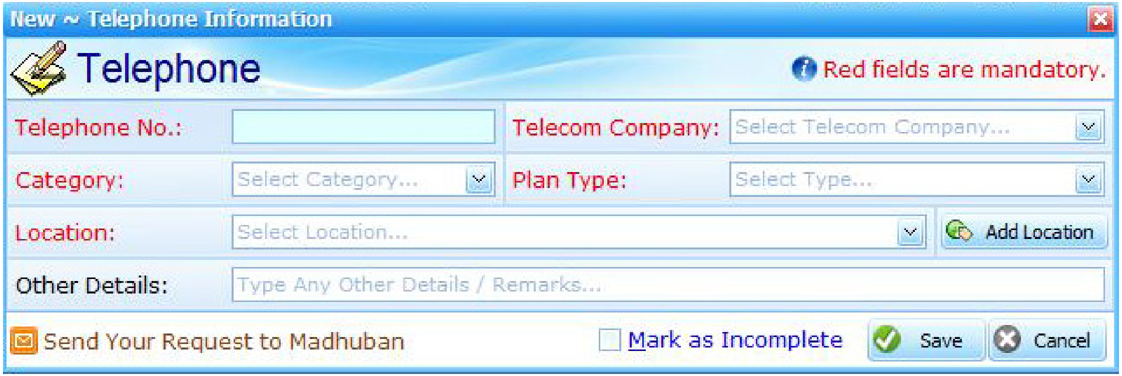
To add telephone information of all the telephone services used by the centre, use the following procedure:



1. From the **Profile** menu, select the **Telephone Information** option.

   The **Telephone Information** tab is displayed on the right pane.

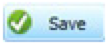
2. Click on the  button, to add telephone information.



3. The **New – Telephone Information** window appears. It includes the following fields to capture the information about the telephone.

Field name	Description	Example
Telephone No.	Type the telephone number. (DO we need to add the STD code)	09011034297
Telecom Company	Type the name of the telecom company from whom the services are obtained, from the drop-down list.	Idea Cellular
Category	Select the type of telephone type, from the drop-down list. The list includes Landline, Wireless Landline, Mobile options.	Mobile.
Plan Type	Select the plan type from the drop-down list. The list includes Prepaid and Post-paid option.	Post-paid
Location	Select the location where this telephone is being used.	MG Road Geeta pathshala
Add Location	Click this button, if the location you need is not included in the drop-down list. The **New – Location** window is displayed. **Note:** For more information refer to Location on page 108.	

Other Details	Type any other details you want to add about the telephone number.
Mark as Incomplete	Select this check box **only**, if the information provided is incomplete and you want to fill this information later. **Note:** The telephone information will not be considered as final until this check-box is unchecked.

4. Click on the 

button, to save the telephone information.

The saved telephone information is listed on the **Telephone Information** tab.

How to edit Telephone Information?

To edit the Telephone Information, use the following procedure:

1. From the **Profile** menu, select the **Telephone Information** option.

   The **Telephone Information** tab is displayed on the right pane.

2. Select the telephone information you want to edit and click on the 

 button.

   The Edit – Telephone Information window is displayed.

3. Edit the information and click on the 

 button.

   The updated telephone is listed on the **Telephone Information** tab.

How to delete Telephone Information?

To delete the Telephone Information, use the following procedure:

1. From the **Profile** menu, select the **Telephone Information** option.

   The **Telephone Information** tab is displayed on the right pane.

2. Select the telephone information you want to delete and click on the 

 button.

   The **Delete – Telephone Information** window is displayed.

3. Click on the 

 button, to delete the telephone information.

   The telephone information is removed from the list on the **Telephone Information** tab.

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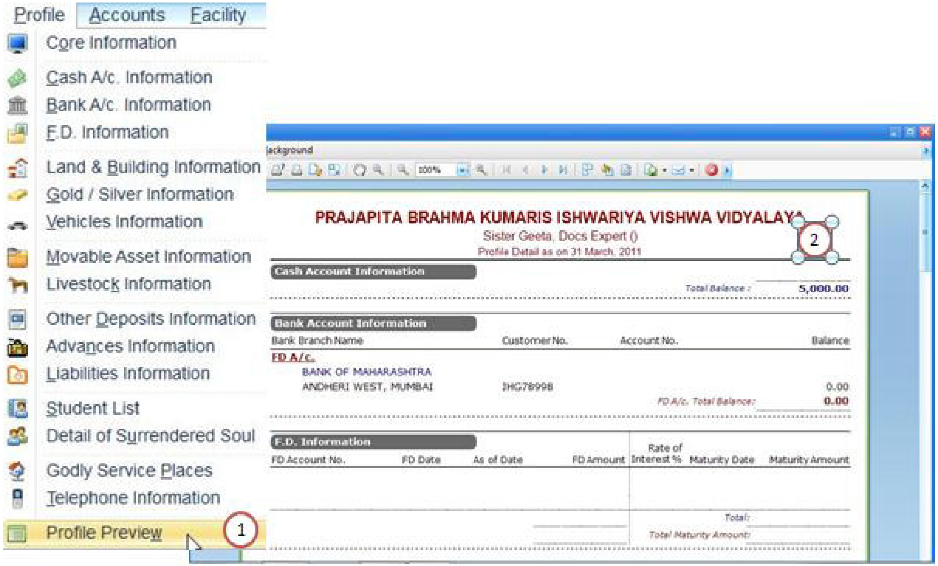
How preview your profile?

To view your complete account profile in the portable document format, use the following procedure:



The accounts profile is displayed in a document format listing the details of all the entries made in your centre's profile.

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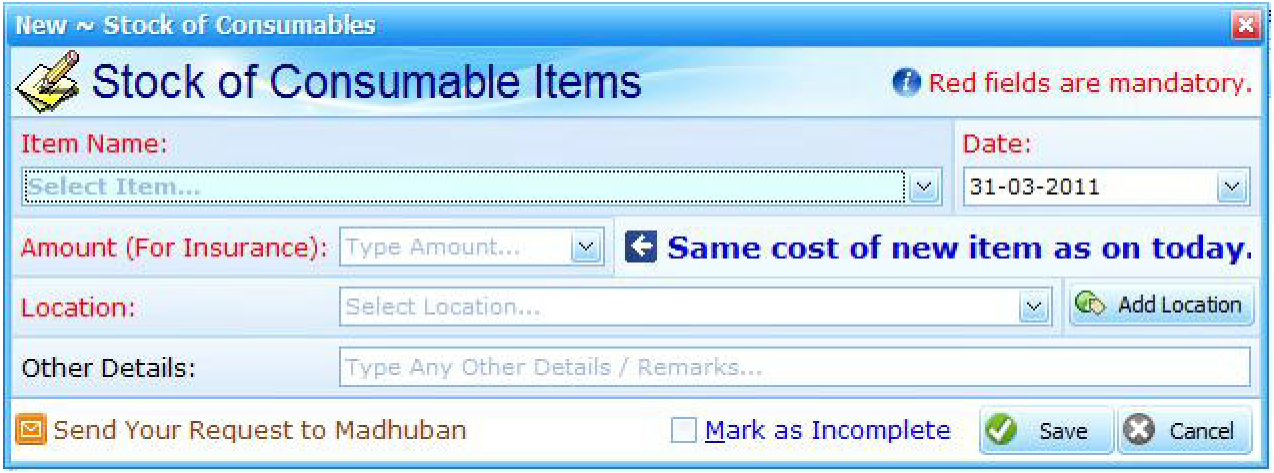
How to Add Stock of Consumable items?

To add information on the stock of consumable items to be insured for a centre as on 31 March 2011, use the following procedure:

1. From the **Accounts** menu, point to the **Insurance** sub-menu, and select the **Stock of Consumables** option.

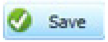
   The **Stock of Consumables** tab is displayed on the right pane.

2. Click on the  button, to add information about a new advance give.



3. The **New – Stock of Consumables** window appears. It includes the following fields used to capture the information about the Stock of Consumables for the centre.

Field name	Description	Example
Item Name	Select the name of the item that was bought.	Clothes
Date	Select the date on which the consumable item was bought.	
Amount (For Insurance)	Type the amount on which the stock was purchased.	
Location	Select the location for which the stock was purchased, from the drop-down list.	
Add location	Click, if the location you want to add is not displayed in the drop-down list. The Asset Location window is displayed. **Note:** For more information Location go to page 108.	
Other Detail	Type any other details you want to add about the stock of consumables.	
Mark as Incomplete	Select this check box **only** if the information provided is incomplete and you want to fill this information later. **Note:** The stock of consumables information will not be considered as final until this check-box is unchecked.	

4. Click on the 

button, to save the **Stock of Consumables**.

   The saved advance information is listed on the **Stock of Consumables** tab.

How to edit Stock of Consumables Information?

To edit the **Stock of Consumables** Information, use the following procedure:

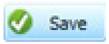
1. From the **Accounts** menu, point to the **Insurance** sub-menu, and select the **Stock of Consumables** option.

   The **Stock of Consumables** tab is displayed on the right pane.

2. Select the Stock of Consumables you want to edit and click on the 

button.

   The **Edit – Stock of Consumables** window is displayed.

3. Edit the information and click on the 

button.

   The updated Stock of Consumables is listed on the **Stock of Consumables** tab.

How to delete Stock of Consumables?

To delete the Advances Information, use the following procedure:

1. From the **Accounts** menu, point to the **Insurance** sub-menu, and select the **Stock of Consumables** option.

   The **Stock of Consumables** tab is displayed on the right pane.

2. Select the stock you want to delete and click on the 

button.

   The **Delete – Stock of Consumables** window is displayed.

3. Click on the 

button, to delete stock information.

   The stock is removed from the list on the **Stock of Consumables** tab.

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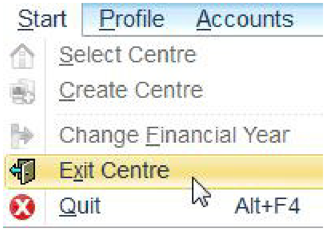
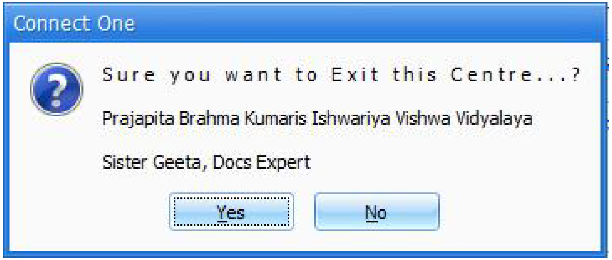
How to Exit from the logged on Centre?

To exit from a logged on centre, use the following procedure:

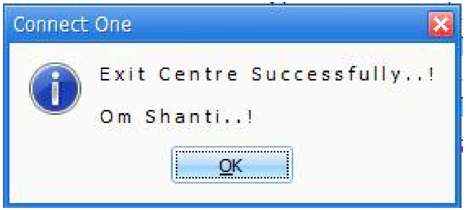
1. From the **Start** menu, click on the **Exit Centre** option.



2. A dialog box appears asking you to confirm your action. Click the **OK** button.



3. A dialog box is displayed informing you that you have successfully logged out of the centre. Click **OK** to close the dialog.



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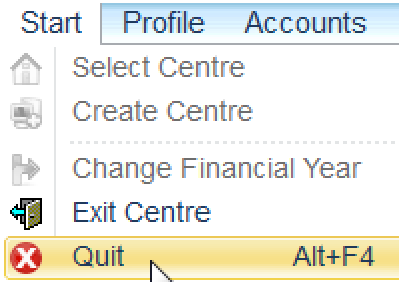
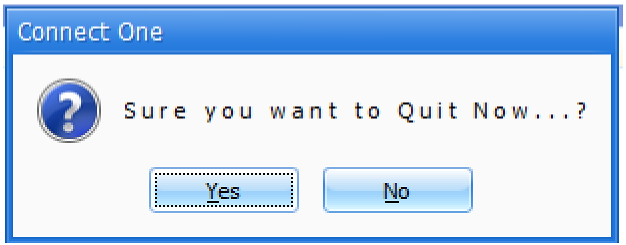
How to Close the Connect One application?

To close the Connect One application after you have done with all your tasks, use the following procedure:

1. From the **Start** menu, click on the **Quit** option.



2. A dialog box appears asking you to confirm your action. Click the **Yes** button.



3. Your Connect One application is closed, with an Om Shanti and blessings from Baba.

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