

## PARISH RECORD KEEPER (VERSION 0.95)

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## Parish Record Keeper

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Current version: 0.95 (developmental stage)

Parish Record Keeper is a VBA application in Microsoft Access that manages a database with parish files. It was developed on a 64-bit Windows version, but should be able to run on any Windows based machine, also without subscription to Microsoft Access, as long as either MS ACCESS or the free Microsoft Access Runtime environment is installed (available from the Microsoft website). It needs an Access version from 2013 onwards and is not (yet) compatible with Access 2007 or Access 2003. If you need such a version, you may want to get in touch with the developer.

The Parish Record Keeper application coordinates two independent systems: The Baptism Book System (a simple table with all information from the Baptism Books) and a more complex Cards File System that contains family records and individual records of contributions of different kinds that the user may want to set up. These two systems are linked to each other.

The programme can group cards and any types of contributions through interconnected and adaptable structures, for example Outstation, prayer centre, Section or Small Christian Community, laygroups or catechumen groups.

The file system is based on the way parishes handle family cards in Chipata Diocese.

**IMPORTANT:** This version is still in the developmental stage. It is not yet mature and needs additional testing. Whenever you get the pink error screen, inform the developer! Check for updates regularly.

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## Installation

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- 1 If Microsoft Access (any version) is not installed on your PC, then you need to download Microsoft Access Runtime. It is free. It needs to match with your own Windows and Office versions (if installed). For making the right choice, consult the following website that provides you with the necessary information and links: <https://www.galleryimage.com.au/faqs-need-access-installed.html>

On the same website, you find a small App (ID Office Bit APP) that will identify your version and, alternatively, give manual instructions: <https://www.galleryimage.com.au/faqs-access-database-identify-32-64-bit.html>

- 2 Download the ParishRecords.ZIP file from the following website: <https://valleyapostolate.org/parishrecords.php>

If you have Access 365 or Access 2019 installed on your computer, take the following file: ParishRecordKeeper\_64bit\_Office\_365.zip

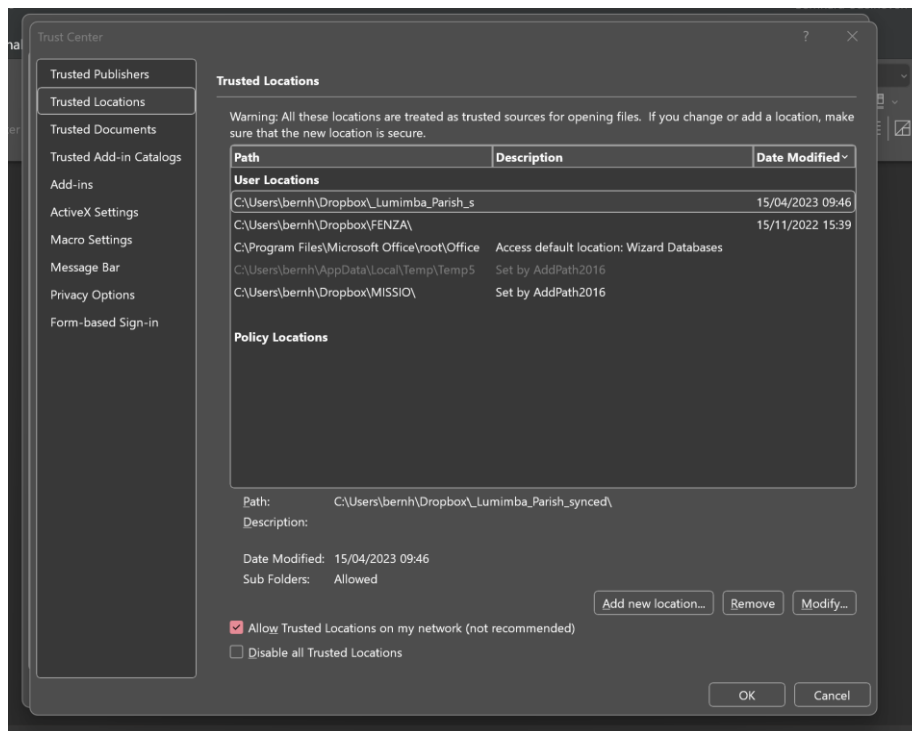
If you have Access 2013 or Access 2016 installed, and you work with a 64bit Windows Operation System, then chose the following file:

ParishRecordKeeper\_64bit\_Office\_2013.zip

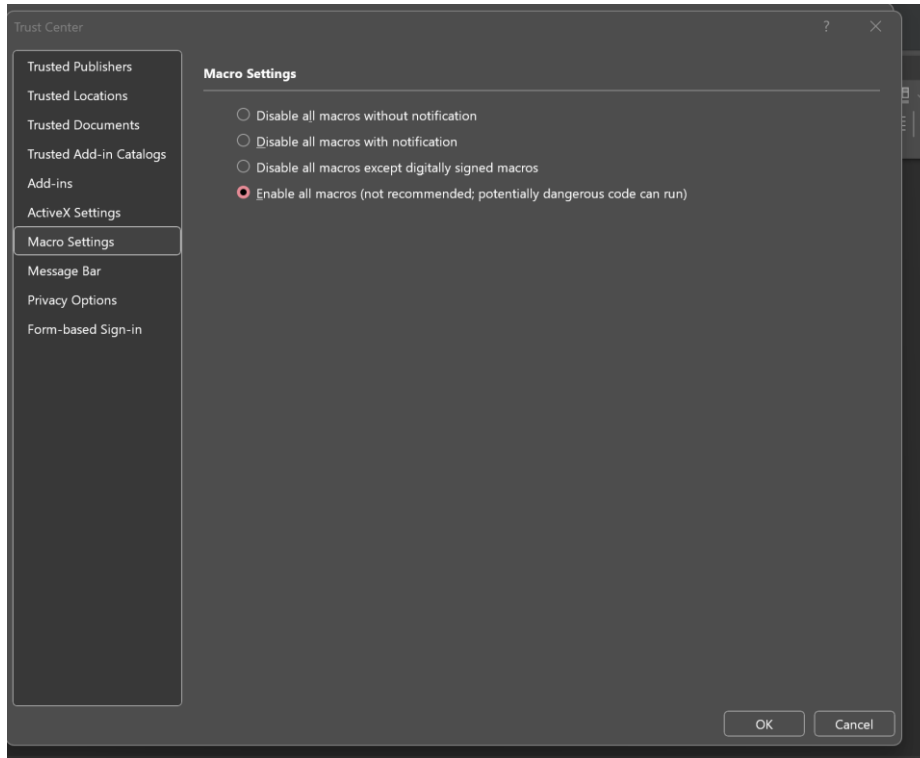
If you have Access 2013 or Access 2016 installed, and you work with a 32bit Windows Operation System, then chose the following file:

ParishRecordKeeper\_64bit\_Office\_2013.zip

- 3 Save it into a directory of your choice. Then unzip all the content into that directory. You will find a file called “TrustedFolder.exe” (kindly provided by <https://www.galleryimage.com.au/access-trusted-folder-creator.html>). Run the small file from the same location before starting ParishRecords.accd. The installation folder and its subfolders will become a “trusted location” on your computer – otherwise the VBA scripts will not be able to run. (See the next point for alternative ways...)
- 4 If for one reason or another the script is unable to run, follow the following steps. If you own Microsoft Access, open it and go to Files > Options > Trust Center > Trust Center Settings > Trusted Locations, and add your new directory to the list.



Next, go to Macro Settings (on the same sheet) and chose the option “Enable all Macros (not recommended)”.



Important: The application is written in Microsoft VBA (Virtual Basic for Applications) and cannot run without Macros being enabled.

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## Setup

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Upon its first start, the programme realises that you have no backend database attached. The backend database is the file that stores all your own data, while the frontend is the VBA application (called ParishRecords.accde) that handles and processes the data. Give any name to your DATA backend file. It will be created in the same folder in which you installed your frontend, but you may want to place it into a different directory, for example into a shared folder of your local network, so that different people can work on the same DATA file from different computers.

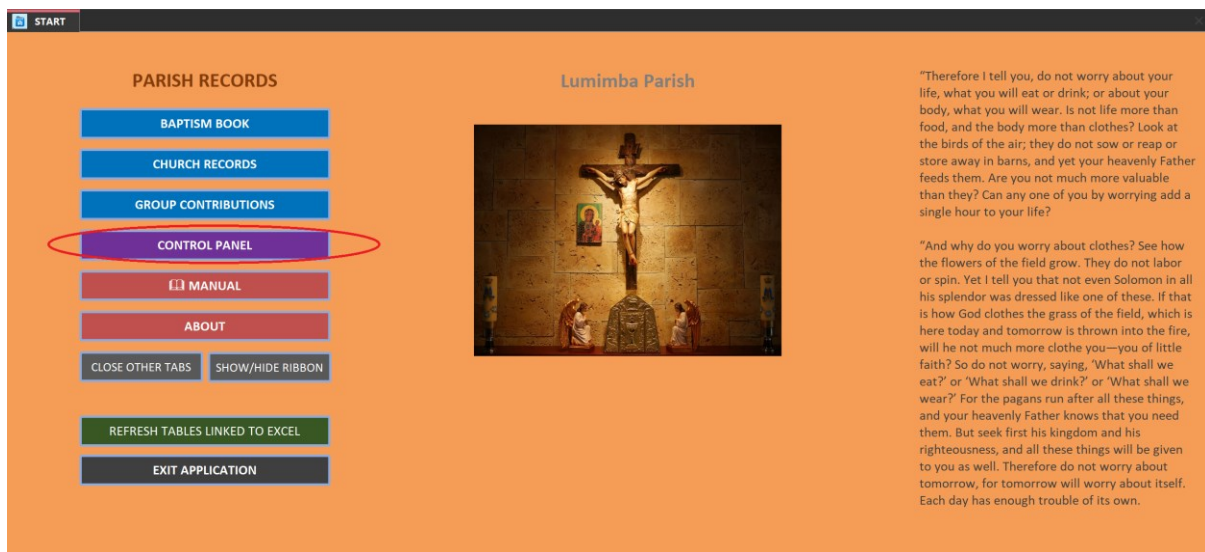
Note: If you place the .PR file on a shared network, you will encounter some delays when opening some forms. This problem will be addressed in future versions. If the delays are too long for you to bear, I advise you to copy the backend on your local computer and re-copy it to the network drive (replacing the old file) after you have completed your tasks.

Important: Data files always attain the extension .PRK (Parish Record Keeper) because the tables have a certain format. But in spite of the .PRK extension, the database is simply an Access Database. You can open the backend database at any time with Microsoft Access, extract tables or link specific tables to Excel or other accountancy software (see “LINK TO EXCEL”).

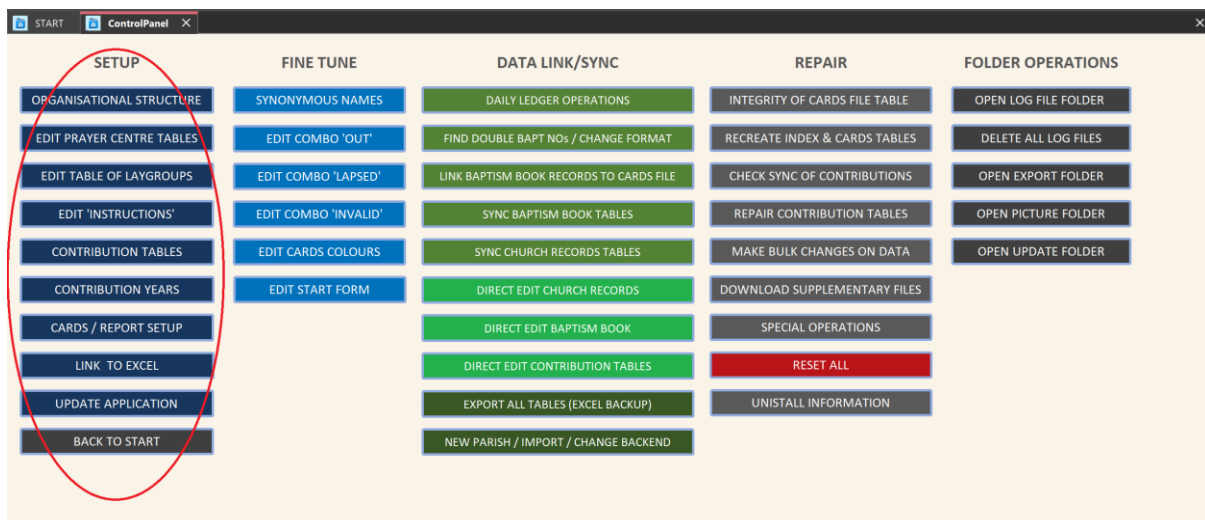
Follow these steps to configure WINDOWS to associate .PRK files with ACCESS:

1. Right-click on the backend file with the .PRK extension.
2. Select "Open with" from the context menu.
3. Click on "Choose another app" to browse for the Access programme and navigate through your folder structure until you find MSACCESS.EXE, select it, and click "Open."
4. Don't forget to check the box that says "Always use this app to open .PRK files" to make the association permanent.
5. Click "OK" or "Open" to confirm and associate the file extension with the selected program.

Now go to the Control Panel to configure the application.



For a start, work through all the dark-blue commands on the lefthand side of the panel, one by one:



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## The control panel (the dark blue commands)

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### Organisational structure

First, give a name to the Parish and give a label to the Parish entity. For example, in Lumimba Parish, the Parish name is “Lumimba”, and the Parish label “Parish” (the default).

Next, give three address lines that will identify your parish. These will be used on some of the reports.

Next, define the labels for the organisational structure of your parish. For Chipata Diocese, we usually use (1) Outstations or Stations, (2) Mbumbas or prayer centres, and (3) Sections. In other areas, you may want to call them sub-Parishes, Prayer Centres and Small Christian Communities, etc. The principle is easy: order-1 entries contain the order-2 entries, and order-2 entries contain the order-3 entries: In Chipata Diocese, one outstation may have several Mbumbas, and one Mbumba may have several sections.

Besides the three orders of residence, you find an option button called “relational integrity”. The default setting (enforce relational integrity) will link the three order levels to each other in a way that makes data entry easy: all can be done in one single table. The second option provides additional flexibility, if you understand the system well.

Next, give a label to the residence of people. In rural settings, you may want to use ‘Village’ as a Residence label (the default), but you may want to change this in urban areas to “residence”, “street” or “area” or something else. Press ok. Note: all settings can later be changed.

Note: In future versions, also other labels will become adaptable. But in this present version, you can only adapt the labels for residence and structure.

### Edit Prayer Centre Tables

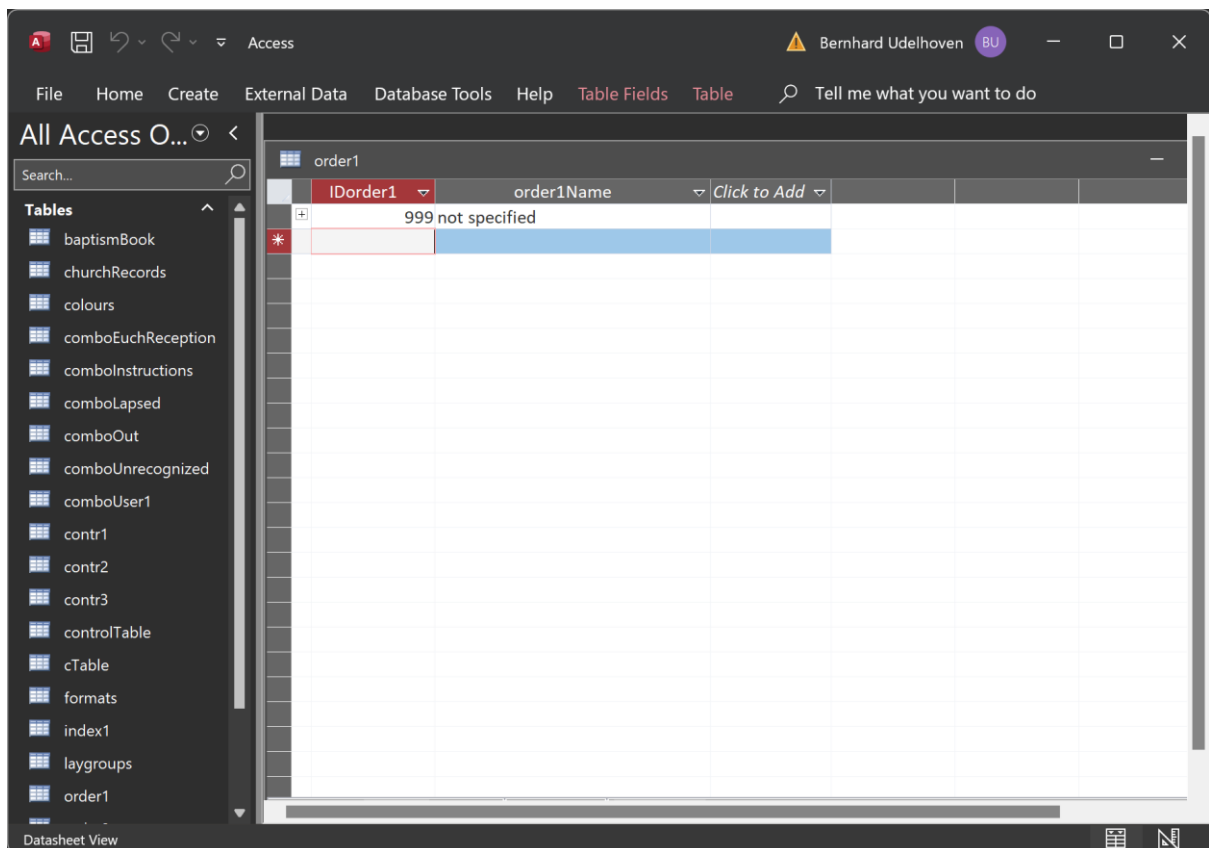
Pressing OK will open the backend database in a new window, and in that database will either open one or three tables, depending on your choice in the command form in regards to relational integrity.

#### a) The relational option (default):

If you have chosen in the previous form the default option (enforce relational integrity), then one single table of your backend database will open. If you can't see it, check your task bar for the Microsoft access backend database.

Note: When tables open (for editing), you may need to enlarge the columns so that all information can be viewed. Simply drag the column size pointer to the size that you prefer. Your choice will be saved.





A table has opened that contains three columns. Ignore the last column (“click to add”) – meaning do not add any new column. But the other two columns (IDOrder1 and order1Name) must both be filled in for each entry.

Add new lines (rows, one by one) under the entry “999 – not specified”.

Important: Leave the first line (999 – not specified) intact – neither delete nor overwrite the line. Just enter a new line below the line for your own entries.

Give your first Outstation or order1 entry an ID (IDOrder1). IDs can be numbers or letters. Numbers will help you to fix the order, since the programme will sort them alphabetically. For example, you can give the first outstation (or order1 entry) the ID 1. If your first outstation is Lumimba, you can, for example, give the ID 1Lumimba (so you remember what the 1 is for). Next, give the appropriate name in the order1Name column. In our example, we call it Lumimba, where Lumimba refers to the outstation Lumimba. (Note: IDs are not displayed but enable the programme to relate the different levels to each other.)

The easiest way is to finish the order1 list, meaning giving each outstation (or whatever entity you have declared) an ID and a display name.

You will notice that a plus sign (+) has emerged next to each ID. Click on it. A new sub-table opens. You can now fill in all order-2 entries that are under the outstation of ID 1. In our example, Lumimba Outstation has three Mbumbas/prayer centres: Lumimba, Kataba and Dumbe. Each one is given an own order-2 ID, starting again at 1 (again, to help the programme sort the names in the way you want them to appear). You see in this example that “Lumimba” is the name for an outstation (order-1) but also the name for a Mbumba (order-2).

Now, you see again that each IDorder2 entry is preceded by a + sign. When clicking on each plus sign, you can define now the order-3 entries. In Chipata Diocese, these are sections or small Christian Communities (unless where the term Small Christian Communities is reserved for the Mbumbas).

IDorder1	order1Name	Click to Add
1	Lumimba	
	IDorder2	order2Name
1	Lumimba	
	IDorder3	order3Name
1	St Dominic	
2	St Marys	
3	St Kizito	
*		
2	Kataba	
	IDorder3	order3Name
4	Kataba1	
5	Kataba2	
*		
3	Dumbe	
*		
2	Chitungulu	
	IDorder2	order2Name
4	Chitungulu	
	IDorder3	order3Name
7	St Peter	
8	St Paul	
*		
5	Nthumbe	
	IDorder3	order3Name
9	St Francis	
10	St Veronica	
48	St Peter	
*		
6	Zokwe	
*		
3	Mwilo	
	IDorder2	order2Name

Record: 1 of 3 | No Filter | Search

**Important:** each different outstation needs to have a unique order-1 ID. Each Mbumba needs to have a unique order-2 ID. Each Section needs to have a unique order-3 ID.

**Note:** IDs must be distinct only on their own level. Order-1 can have the ID1, but Order-2 and order-3 can also restart at ID1 if you want. IDs can contain letters and numbers.

**Note:** It is not necessary that all names are distinct. There may be several St Marys Small Christian Communities in a Parish. Important is that the IDs are distinct on each level.

**Note:** In our examples, all IDs follow each other in consecutive orders, each order starting at 1. But this is not necessary. You may want, for example, to use decimal jumps (10, 20, 30, 40, etc. instead of 1, 2, 3, 4...) so as to leave space for future entries in between. If all Outstations and Mbumbas have unique names, you can make your task easy by giving the ID and the name the same name. Or: to prefix each outstation/Mbumba etc. with a number in order to control the sorting.

Important: In many Parishes, you may encounter the situation that an Outstation or order-1 entry does not have Mbumbas (order-2 entries) but order-3 entries. For example, in Lumimba, Mkasanga is an Outstation that has no Mbumba attached to it, but two sections. Nevertheless, you need to define a Mbumba. Simply call it by the same name as the outstation (Mkasanga). The order-2 level functions as a logical connection between order-1 and order-3, even if in reality it is not used.

## b) The non-relational option

If, in the previous menu (organisational structure), you have chosen the option not to enforce relational integrity, then three tables will open up instead of one comprehensive table.

Start to fill up the order-1 table. Under the entry '999 -- not specified', start a new line. Give the ID the number 1 (or any letters or numbers you want), and give a name to your first order-1 area or Outstation. Then create new rows for each area/outstation, consecutively numbering the IDs and names of the 'Stations'. Leave intact the entry 999 at the beginning.

Example: order 1 Table:

IDorder1	Order1Name
999	Not defined
1	Lumimba
2	Chitungulu
3	Chiweza
4	Chifunda
5	Etc, etc

Once you have defined the order-1 records, go to the order-2 table. Again, give each order-2 entry (meaning Mbumba / Prayer Centre) a distinct ID (for example, by starting again with 1) and a name. In the next column, link each Mbumba to the ID of the Outstation to which it belongs:

IDorder1	IDorder2	Mbumba
999	999	not defined
1	1	Lumimba
1	2	Kataba
1	3	Dumbe
2	4	Chitungulu
2	5	Nthumbe
2	6	Zokwe
2	7	Etc. etc

As said above, not every order-1 area may have a subordinate order-2 entry but may nevertheless have subordinate order-3 entries. For example, an Outstation may not have separate Prayer Centres, but nevertheless various Small Christian Communities. Even then you should define an order-2 entry, since it allows to link the order-3 directly to order-1: You may simply want to give it the same name that you used for order-1. Because the order-2 table functions as an intermediate table for the order-3 table – without it, order-3 cannot be linked to order 1.

After defining the Order2 entries, go to the order 3 table. This will be the longest table to fill out! Link each Order-3 entry to its Order-2 entry. (No need to show it its order-1 entry, since this is taken care of in the previous table.) Start again with ID 1. Leave intact the entry 999 - not specified.

IDorder2	IDorder3	Section
999		Not defined
1.	1.	St Kizito.
1.	2.	St Dominics.
1.	3.	St Marys.
2.	4.	St Veronica.
2.	5.	St Margret.
3.	6.	Dumbe.
4.	7.	St Paul.
4.	8.	St Peter.
5.	9.	St Francis.
5.	10	St Agnes.

NOTE: It is not necessary to number the entities consecutively. Important is to associate each lower-level entry to its higher-level entry through the same ID. Again, it is not necessary that all names are distinct. There may be several St Marys Small Christian Communities in a Parish. Important is that the IDs are distinct on each level.

IMPORTANT: The tables are linked to each other. You will not be able to delete an order-1 entry (row) unless you first delete all order-3 entries (all rows) that are associated with the order-2 entries that are associated with the order-1 entry. In other words: You need to delete from the back (start with order-3, then order-2, then order-1)

### **Edit lay-groups**

A table opens. Enter each existing lay-group into its own line. You can later sort the entries alphabetically simply by clicking on the column head. There is no limit to the number of entries you can make. Here the example of Lumimba:

Laygroup		
Alangizi		
Altarboys		
Catholic Womens League		
CCJP		
Charismatics		
Choir		
Fingers of Thomas		
Holy Childhood		
Joachim		
Mens League		
Mtondo		
Nazareti		
Pioneer		
St Anna		
Stella		
Toms		
Vocation Club		
Wisemen		
Youth		
*		

### Edit 'Instructions'

Here you define the years of the catechumenate, instructions for Holy Communion, marriage instructions, instructions for people coming back to the sacraments, etc. Any of these groups becomes searchable in the cards file system (church records), allowing you to easily draw up membership lists or contribution lists.

Note: Unlike the laygroups table, where you can select only one laygroup for a search in the cards file system, the instructions group allows you to select up to 12 different categories and mix them in the way you want to mix. You can establish as many instruction groups as you want (there is no limit). But only the first 12 come with a tick box. If you search for others beyond the first 12, you need to write the category into the search box.

Any new database comes with the following default list, which you can edited, overwrite or delete and add to:

ComboEntry	ID	
Year 1 Catechur	1	
Year 2 Catechur	2	
Year 3 Catechur	3	
Year 1 Euch Inst	4	
Year 2 Euch Inst	5	
Year 3 Euch Inst	6	
Confirmation In	7	
Marriage Instru	8	
Back to Sacram	9	
*		

## Contribution Tables

The default is three, but you can define six contribution tables and give them different names that will appear on the reports. By specifying the format, you can adjust how the values will be displayed in your reports. The default “standard” should do for most cases. The field “unit” can be left empty. It can be useful, though, where people give in kind. In Lumimba we have set it to “tins” or “bags of maize” for our harvest contributions (masika/vuna).

The screenshot shows a web application window titled 'controlDefineCtable'. The main heading is 'Define the tables for individual contributions'. Below this is a paragraph of instructions: 'You rename existing tables, units or formats by overwriting their names. If you decide to change one contribution into another, you should first empty the table and delete its data to make sure that the contributions don't get mixed up.' A note follows: 'Note: Labels for contributions should not have more than 11 characters so that they can fit on the cards.'

	Name of contribution	Unit	Format	
1	<input type="text" value="mtulo"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="DELETE TABLE"/>
2	<input type="text" value="masika"/>	<input type="text" value="Tins"/>	<input type="text"/>	<input type="button" value="DELETE TABLE"/>
3	<input type="text" value="envelopes"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="DELETE TABLE"/>
4	<input type="text" value="envelopes2"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="DELETE TABLE"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="DELETE TABLE"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="DELETE TABLE"/>

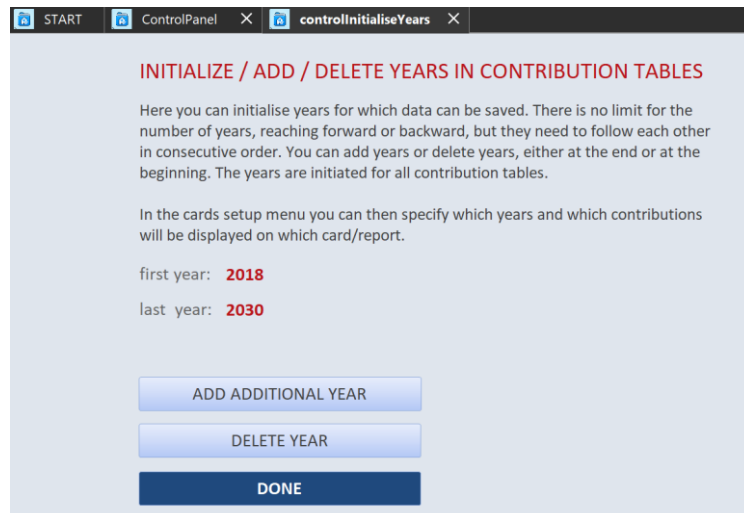
example: church tax      ZMW      standard

       IDs entered:

## Contribution years

The programme can store data for as many years as you want. Here you specify the years for which data is stored. You can specify later which data (years) will be displayed on which report or card. The more years you initiate, the more options you will have for your cards. But the data size will also increase.

Important: You need to know the difference between initiated contribution years and displayed contribution years. The latter is a subset of the former. You can change later the starting year from which you want contributions to be displayed. Since some forms display 10 contribution years, you must initiate more than 10 years for possible data storage. You can add or remove initiated years at any time. All contribution tables will be adapted automatically.

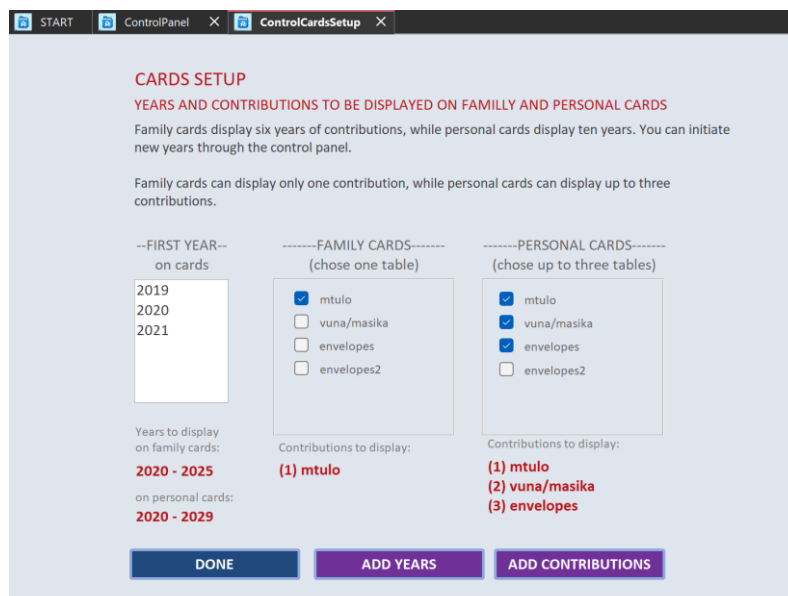


## Cards Setup

Here you specify which contributions will be displayed on cards. Cards are for individual persons and for families. The cards for families follow the format of Chipata Diocese. On family cards there is only space for one single contribution (six years). On the personal cards there is space for three contributions (10 years). On A4 reports, there is space for all contributions.

The list box depends on the number of years that you have set up in the previous setup menus, hence you can go back there if you want to add more years and hence have more possibilities. For example, if you choose as starting year the year 2021, then the family cards will display years 2021 to 2026, while the individual cards will display 2021 to 2030 – as long as all these years have been initiated.

Next, tick the contribution table that you want displayed on family cards, and three for the individual cards.



**Important: Before you can click an additional contribution, you have to remove the tick in an existing contribution!**

## Link to Excel

Many parishes (including Lumimba) use Excel or other accountancy programmes for their parish accounts. Through the LINK TO EXCEL tab, you can transform the contribution tables into exportable auto-updated tables that contain the basic details of each contribution or just the sums of contributions.

Choose the specific year for which you want to create the query that will be linked to Excel. Then choose the contributions that will be included in the queries.

Choose an option:

a) “Limit to what is given for the chosen year (also during other years)” develops the query according to the year the money was given for. For example, if you chose the accounting year 2024, this option will list up all contributions *that were given for the year 2024*, even if such contributions were given in another year. If a person pays during the year 2024 arrears for 2023, the money will not appear in the 2024 accounts, but in those of 2023 – since it was given for 2023.

b) “Limit to what is given during the chosen year (also for other years)” (the default option). The query looks at the date when a contribution was entered into the system. If you chose the accounting year 2023, all contributions will be included *that were made during the year 2023*, even if they were meant as arrear-payments for previous years. This is the way we account in Lumimba: the year the money is paid we also spend it!

The screenshot shows a web application window titled 'LINK TO EXCEL'. The main heading is 'PREPARE QUERIES/TABLES THAT CAN BE LINKED TO EXCEL'. Below this, there is a paragraph explaining the process: 'Here you can create tables with contribution data that can be linked to Excel Sheets or to other external accountancy software and updated automatically. The CREATE QUERIES command creates a table called PR\_TOTALS with the totals of all contributions. Then it also creates other tables (one for each initiated contribution) that contain the details. These tables get updated whenever you exit the Parish Records Application or press the REFRESH QUERY command. Press INSTRUCTIONS for guidelines how to link an external Excel file to these queries.'

Below the text, there is a form with the following elements:

- A question: 'Shall I prepare linked tables?' with two radio button options: 'Use linked tables' (selected) and 'Do not use linked tables'.
- A 'Year:' dropdown menu set to '2024'.
- A section titled 'Queries/Tables to be created (in backend):' with a list of table names: PR\_Totals, PR1\_mtulo, PR2\_masika, PR3\_envelopes, PR4\_envelopes2, and PR\_dailyLedger.
- An 'option: what to count' section with two radio button options: 'limit to what is given for the chosen year (also during other years)' (unselected) and 'limit to what is given during the chosen year (also for other years)' (selected).
- A 'Backend:' field showing the path: 'C:\Users\bernh\\_NOT\_SYNCED\ParishRecords\DeveloperVersion\ParishRecords\_Lumimba\_DATA'.
- At the bottom, there are four buttons: 'BACK', 'CREATE QUERIES', 'REFRESH QUERIES', and 'INSTRUCTIONS'.

The date function follows the date (year) on your local computer. If it is wrongly set, then it will be wrongly applied! However, you can change the date later by pressing details for each contribution (on the personal file form).

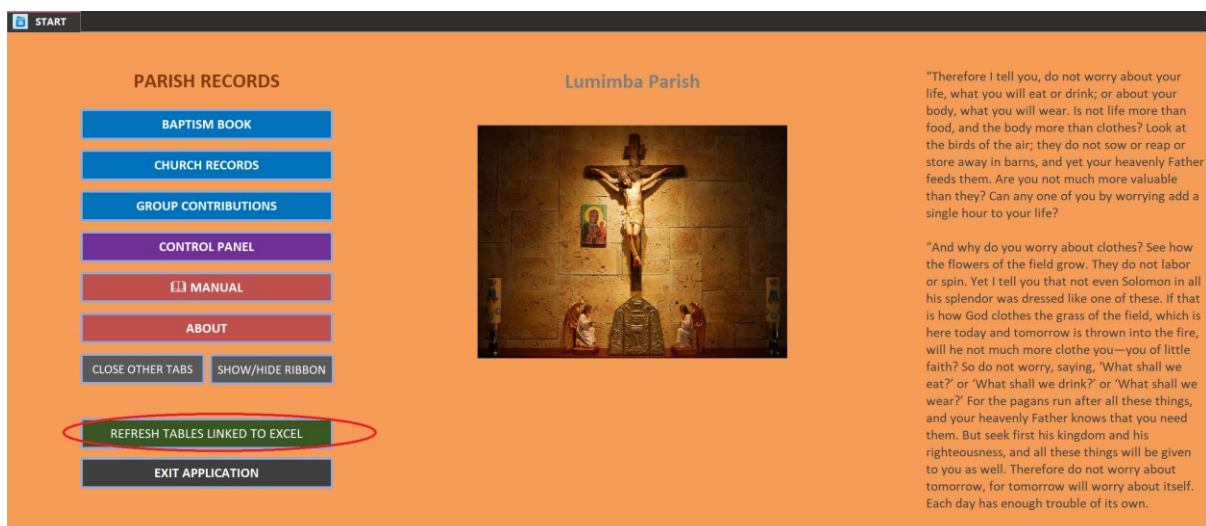


How to create a link to Excel:

1. Open your Excel accountancy file. Create a new sheet and give it a name of your choice.
2. On the DATA TAB, press Get Data -> FROM OTHER SOURCES -> FROM MICROSOFT QUERY
3. On the first TAB (Databases), chose MS ACCESS DATABASE
4. In the Select Database Window, change the List Types of Files from "Access Database" to "ALL FILES \*.\*" Then navigate to your backend DATA file with the .PRK extension (\_DATA.PRK) and press OK.
5. Another Window pops up with a list of all tables. Find the table "PR\_TOTALS" and select all the two fields to include in your Excel file. Skip the option of a filter. At the end, press FINISH on the option "Return Data to Microsoft Excel".
6. The Import Data Window pops up. Leave all default options in place and simply press OK.
7. Repeat the above steps for all other PR tables that you want to import. Each contribution that you have set up will have a corresponding PR table. These are numbered consecutively. Also, there is a daily ledger table: For each contribution that you enter, the current date is saved, and the function creates a table that can operate as a daily ledger.

That's it. To refresh the data from Excel, just press on the Refresh Button, and it will draw out by itself the latest data from the Parish Record Keeper Database, also when the database is closed, as long as you have refreshed it before you closed the Access Database.

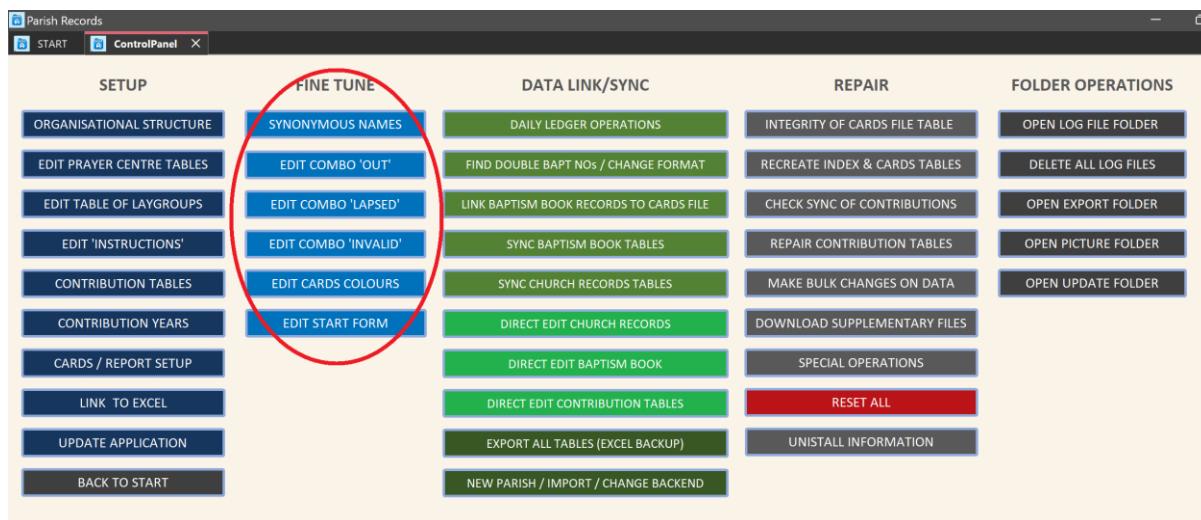
Important: From the side of the Parish Record Keeper frontend, the data is actualised either by pressing the refresh button on the main menu or by exiting the frontend through the exit command.



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## Control Panel (light blue commands): Finetuning

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Through the light blue tabs of the FINETUNE section, you can add some additional controls.

### Synonymous Names

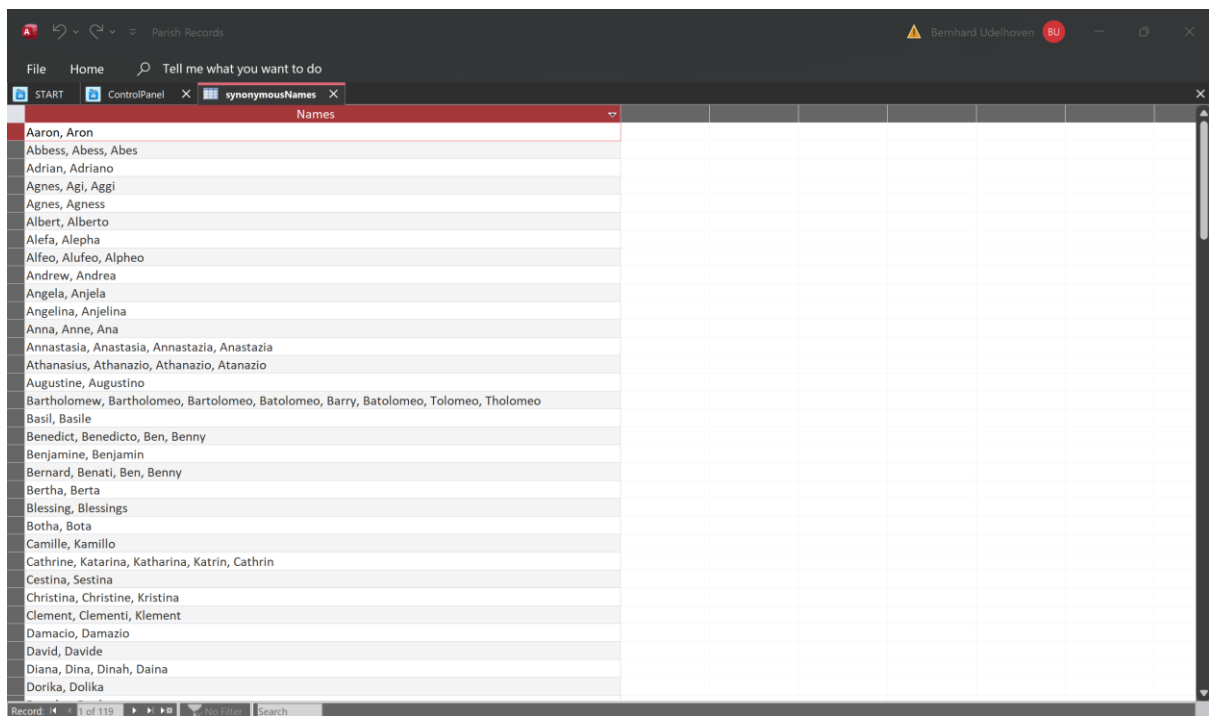
The table of synonymous names helps in the search process by searching for all names that appear in different spellings, if any one name in a row is mentioned. In that way, if the user searches for Mary, the programme will return also people called Maria. This happens in the extended search modus, which can be switched on and off.

Important: If the extended names search identifies too many names, it becomes too complex and will return an error message. In case of an error, try to search again with the extended mode switched off.

The extended names search modus becomes operational only if the search has more than 3 letters. (Otherwise, it would search on nearly each and every possible name, making the search too complex.)

When first opening the table, you need to manually widen the column width. Then you can add new names at the end of the table or edit existing names. At the end, press the sort button on the column. This will automatically integrate your new entry into the table at the appropriate place.

Names are separated from each other by a comma (,). All names that belong together need to be put into the same row.



Note: Once you have enhanced your table of synonymous names, you may want to create a security copy. This can be done with one click – it will be stored in your /System folder that has been created during the installation process. This is important if you decide later to open a new parish or reset the values. It can as easily be imported with one single click.

### Combo boxes

The cards file system comes with various combo boxes that can trigger events or qualify specify search options.

Important: the values you enter have no effect for the algorithm of the application. The programmed algorithm simply asks if an entry is there (any entry!) or if the field is empty. The programme does not know what your entry means!

### Edit Combo 'Out'

Any entry indicates that the person no longer lives in the Parish or is no longer associated with the Parish. The application treats any value as an indication no longer to count the person, for example when assembling contribution lists or lists of laygroup members, unless you want specifically to include such members.

To repeat: In the search algorithms of the cards file system, any value entered is treated as 'OUT' (= no longer count me in!), whatever the entry. And any missing entry (a null value) is treated as not out (meaning: In). The list of "out" values simply specifies for the user the quality of being out. Default values are "out of the Parish" (meaning the family has settled somewhere else) and "left the Catholic Church".

### Edit Combo 'Lapsed'

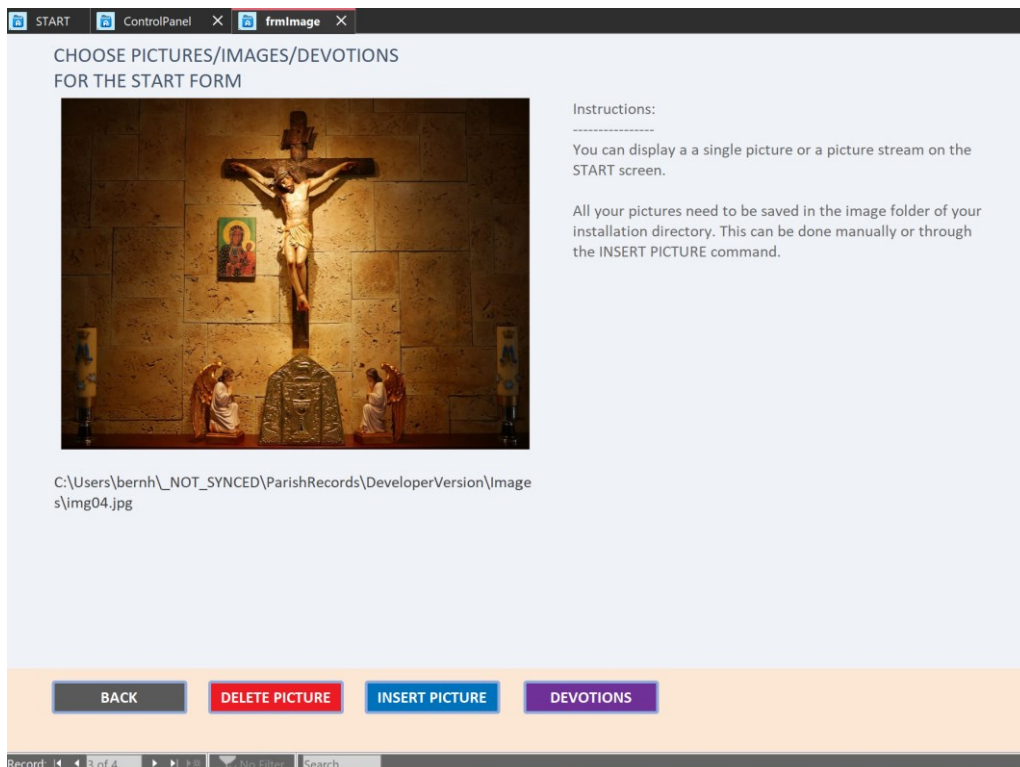
Any entry gives the user the opportunity to filter out names of people from whom we no longer expect contributions, even if they formally still belong to the church. This may help with the process of budgeting, but can also encourage pastoral visits to the concerned people.

### Edit Combo 'Invalid'

This entry will be used only very occasionally. The entry applies only to the marital union of a person's primary card (not of secondary cards – see later). If the union on the primary card is invalid in the eyes of the church, then this is marked by an entry in this field.

### Edit START form

The START MENU shows a picture and a devotion. Each time the application starts, it uses a different picture and a different devotion. These can be changed. Simply place your pictures or images inside the /Images folder, either manually or by means of the INSERT and DELETE commands.

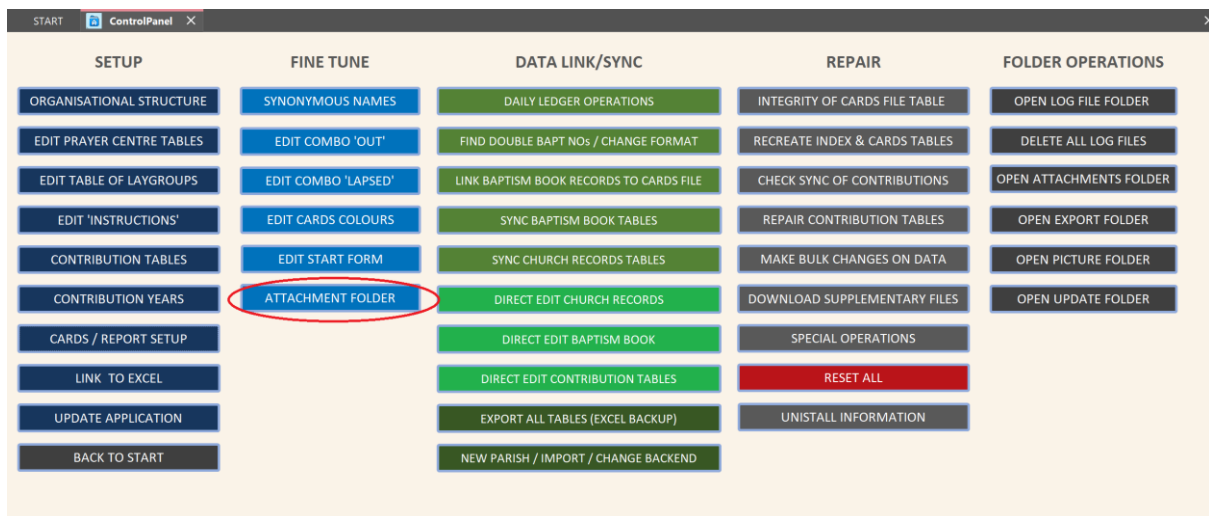


The DEVOTIONS command will lead you to another form:

The screenshot shows a web browser window with three tabs: 'START', 'ControlPanel', and 'devotion'. The 'devotion' tab is active and displays a page titled 'DEVOTIONS'. Below the title is a paragraph of text: 'Here you can change/add devotions to the START form. Each new start triggers a rotation of devotions. Use the navigation bar at the bottom to browse through the existing devotions. When you add a new devotion, simply write or paste your text into the textbox.' Below this text is a large text area containing two paragraphs of text, likely a devotion. The first paragraph reads: '“Therefore I tell you, do not worry about your life, what you will eat or drink; or about your body, what you will wear. Is not life more than food, and the body more than clothes? Look at the birds of the air; they do not sow or reap or store away in barns, and yet your heavenly Father feeds them. Are you not much more valuable than they? Can any one of you by worrying add a single hour to your life?’' The second paragraph reads: '“And why do you worry about clothes? See how the flowers of the field grow. They do not labor or spin. Yet I tell you that not even Solomon in all his splendor was dressed like one of these. If that is how God clothes the grass of the field, which is here today and tomorrow is thrown into the fire, will he not much more clothe you—you of little faith? So do not worry, saying, ‘What shall we eat?’ or ‘What shall we drink?’ or ‘What shall we wear?’ For the pagans run after all these things, and your heavenly Father knows that you need them. But seek first his kingdom and his righteousness, and all these things will be given to you as well. Therefore do not worry about tomorrow, for tomorrow will worry about itself. Each day has enough trouble of its own.’' Below the text area are three buttons: 'BACK' (dark blue), 'DELETE' (red), and 'ADD' (green). At the bottom of the browser window, there is a navigation bar with the text 'Record: 1', navigation arrows, '2 of 3', a filter icon, 'Unfiltered', and a search box.

Your own devotions will be saved inside a dedicated devotion table in a memo-field.

## The attachments folder location



This feature was introduced on version 0.95. You now have the possibility to attach pictures and documents to each and any individual file, as many as you want, and open these files from the individual file view (church records). It is recommended that you move your attachments folder to the same location as the backend, so that they stay together. For example, if you move your backend to a shared location, you should move the attachments folder to the same location.

Note: When you attach a document or a picture to an individual file, the application will make a copy of that file and place it into the attachment folder, together with a time stamp as part of the filename. When you delete the attachment, it will delete the copy and not the original file (which remains at its original location).

----- end of set up process -----

After you have worked yourself through the dark blue and light blue commands of the control panel, your programme is fully configured for your parish. Now comes the next task: the entry of your data. We will look at the other commands of the control panel later.

Most parishes have already an existing files system. The Parish Record Keeper database needs to be fed manually with the existing data or with new data.

The programme has two independent systems: one centres around the baptism book, the other (more elaborate) around the cards file system. The cards file system groups families together (in some Dioceses it is based on the Status Book) and also allows to capture various types of contributions.

The two systems are independent of each other. Meaning: if you delete a record in one system, it will still stay in the other system. The baptism book system contains all data from the baptism book of the own parish (whether people still live within the parish or not), while the cards file system contains information of all Catholics and affine non-Catholics who live within the parish boundaries and are or were attached to the parish in various ways.

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## The Baptism Book Panel

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The screenshot shows the main application interface for Lumimba Parish. On the left, under the heading "PARISH RECORDS", there is a vertical stack of buttons: "BAPTISM BOOK" (circled in red), "CHURCH RECORDS", "GROUP CONTRIBUTIONS", "CONTROL PANEL", "MANUAL", "ABOUT", "CLOSE OTHER TABS", "REFRESH TABLES LINKED TO EXCEL", and "EXIT APPLICATION". In the center, there is a section for "Lumimba Parish" featuring a photograph of a crucifix in a church. To the right of the photograph is a biblical passage: "And he called the twelve and began to send them out two by two, and gave them authority over the unclean spirits. He charged them to take nothing for their journey except a staff—no bread, no bag, no money in their belts— but to wear sandals and not put on two tunics.[a] And he said to them, "Whenever you enter a house, stay there until you depart from there. And if any place will not receive you and they will not listen to you, when you leave, shake off the dust that is on your feet as a testimony against them." So they went out and proclaimed that people should repent. And they cast out many demons and anointed with oil many who were sick and healed them.and truth. --- Mark 6:7-13 ---".

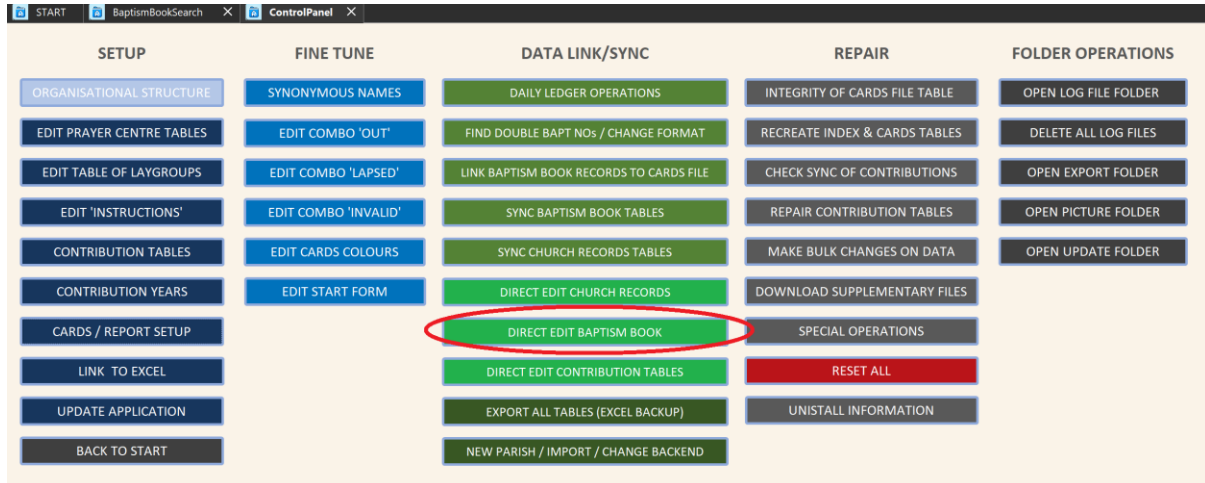
The screenshot shows the "Baptism Book: Editing & Search" panel. It features a search input field at the top. Below it, there are "Search Options" with radio buttons for "In Surnames & Christian Names" (selected), "In Birth Year", "In Baptism Year", "In parents' names", and "In Village". To the right of these options is a checked checkbox for "extended name search". At the bottom of the panel are three buttons: "SEARCH!" (blue), "NEW ENTRY" (purple), and "BACK" (black).

You enter new records through the NEW ENTRY panel:

After entering the data, you need to confirm the record.

**Important: records will be saved only if they have been given a baptism number.**

Note: records can also be entered directly into the baptism book table, by opening the table through the control panel, though this is not recommended:



For some people, this may go faster. But the method is also prone to error. Note especially that each new entry needs to be given a unique baptism book ID (BBID), which is different from the baptism number.

### Searching

Once the data has been entered, the user can search for matches in various fields. The user can also make use of the extended search function that is based on the synonymous names table. When making a successful search, all results are displayed, starting with the last.

**Important: When entering an empty search string, all records will be returned.**



At the bottom of the window, one can browse through all the records that contain a match.

Baptism Book

LINK TO CARDS  
NEW RECORD  
DELETE RECORD  
CLOSE

BaptNo: 11/1991  
BaptDate: 15/09/1991  
ChristianNames: Bernardo Bernard  
Surname: Malanda  
Birth: 1979  
Father: Steven Malanda  
Mother: Josephine Banda  
Village:   
Godparent: Francis Zulu  
GodVillage: Kaweche  
MarrToOn:   
BaptMinister:   
ConfNo: 778  
Attention:   
Baptism Book ID: 427  
person ID: search...  
card ID:   
RE-QUERY  
Personal File  
Primary Card  
Filter:   
Record: 1 of 9 Unfiltered Search

You can also make use of the filter.

For the option to link the baptism book record to family card, you first need to enter the cards:

Once the search results are displayed, you have the option to manually link the record to an identical record in the cards file table:

link to the card files

Link the record of the baptism book to the cards file

The record exists already in the cards file

SEARCH AND LINK TO THE EXISTING RECORD

Establish a new record in the cards file

ON A NEW CARD AS CARDHOLDER  
ON AN EXISTING CARD AS SPOUSE  
ON AN EXISTING CARD AS CHILD

CANCEL

The first option allows you to check if the cards file system already contains an entry with the same baptism number. The programme achieves this by looking for the same baptism number in both tables, if the baptism Parish also corresponds (see later). If a possible correspondence is found, a link panel

opens and you can copy information from one table to the other. There is no need to enter any data twice.

If the cards table does not contain any record with the same baptism number, then you may want to copy the information of the baptism book to the cards file table (also called church records table) while creating a new record in the cards file table. You have three choices of integrating the record of the baptism book table into the cards file system: as a cardholder, as a spouse of an already registered cardholder, or as a child/dependent of an already registered cardholder or spouse. Hence:

1. You can start a new card and make the person cardholder.
2. If a cards already exists with the spouse, then you can look for that card and make the person spouse of an already existing cardholder.
3. If the parent(s) of the person has/have an own card, then you can link the person directly to that card. The person will be awarded a space in the child section of that card.

In the data entry form, you also have the possibility of deleting records.

### The filter

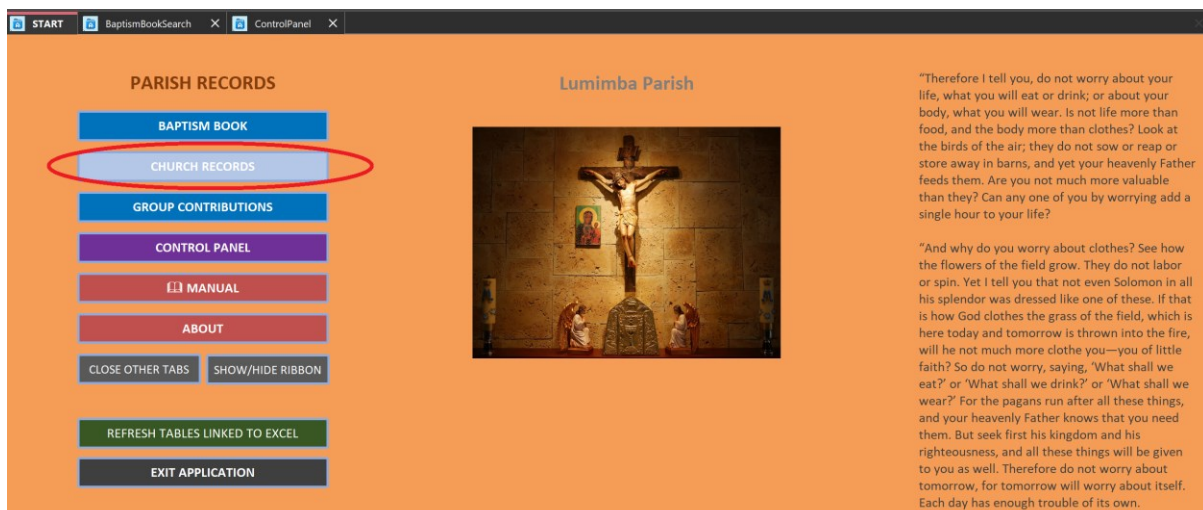
The filter is a useful tool for browsing through a recordset. For example, if you make a search from the search panel with an empty search term, the programme will give back all records in the baptism book file, even if these are thousands and thousands. You can apply a filter: For example, you look for the baptism number of Bernard Kaluba, just enter Ber in the filter, and you receive all names and surnames that start with Ber.

If you encounter error messages when using the filter, you are advised to switch it off. This programme is still at an experimental stage.

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## The Cards File System (Church Records)

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The screenshot shows a web application interface for Lumimba Parish. On the left, under the heading "PARISH RECORDS", there is a vertical list of buttons: "BAPTISM BOOK", "CHURCH RECORDS" (highlighted with a red oval), "GROUP CONTRIBUTIONS", "CONTROL PANEL", "MANUAL", "ABOUT", "CLOSE OTHER TABS", "SHOW/HIDE RIBBON", "REFRESH TABLES LINKED TO EXCEL", and "EXIT APPLICATION". In the center, there is a photograph of a crucifix in a church setting. On the right, there is a block of text containing two biblical passages: "Therefore I tell you, do not worry about your life, what you will eat or drink; or about your body, what you will wear. Is not life more than food, and the body more than clothes? Look at the birds of the air; they do not sow or reap or store away in barns, and yet your heavenly Father feeds them. Are you not much more valuable than they? Can any one of you by worrying add a single hour to your life?" and "And why do you worry about clothes? See how the flowers of the field grow. They do not labor or spin. Yet I tell you that not even Solomon in all his splendor was dressed like one of these. If that is how God clothes the grass of the field, which is here today and tomorrow is thrown into the fire, will he not much more clothe you—you of little faith? So do not worry, saying, 'What shall we eat?' or 'What shall we drink?' or 'What shall we wear?' For the pagans run after all these things, and your heavenly Father knows that you need them. But seek first his kingdom and his righteousness, and all these things will be given to you as well. Therefore do not worry about tomorrow, for tomorrow will worry about itself. Each day has enough trouble of its own."

Here we come to the most comprehensive part of the programme. The cards file system follows closely the system of Chipata Diocese. It should contain records of all people who are associated with the parish, also those baptised in other parishes.

We have already seen that the baptism book form contains the possibility of copying details from the baptism book directly to the cards file. But the cards file system contains many more entries than the baptism book table. It is furthermore linked to the various contribution tables that are established through the control panel.

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### The terminology of the cards file system (church records)

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Person ID	The ID that identifies each single person whose record is kept in the cards file table.
Baptism Book ID (BBID)	The ID that identifies the same person in the baptism book table. This entry only has a value if a record of the cards file table to be linked to the baptism book table. If they are not linked, the value is Null.
Card ID	The ID that identifies each single card, actual or obsolete. (Obsolete numbers are negative.)
Primary card ID	The cards file table has an entry for each person, showing his/her primary card that is used to compile his/her contributions. Each person can only have one primary card ID. A primary card refers to the actual, residential family unit, irrespectively of whether or not the union is acknowledged by the church. In case of polygamous unions, the primary card is usually awarded to the union with the first wife. But this is not a necessity.
Secondary card ID (Scards)	A person can have several or even many secondary cards. These are usually given in order to register other marital unions, past or present, actual or obsolete, in distinction from the union of the primary card (the actual residential family card).
Parents' card ID (Pcard)	A person whose parents have a card should be found on the parents' card in the children's section. The same person, upon adulthood, will be given a card in his/her own right, as soon as he/she no longer lives with the parents. That card will now be the primary card. Nevertheless, the person also retains his/her place on the parents' card which is identified through the Pcard ID.
	Note: Pcards are different from secondary cards. A person can only have one Pcard.

Spouse ID	The spouse ID refers to the ID of the spouse of the primary card. Additional spouses, past or present, need to be put on secondary cards.
Actual cards	Cards that depict an actual state of affairs. Meaning: the union that is depicted on the card actually exists today, is actual. The people on the card share the same residence. Actual cards have a positive number. Primary cards are supposed to be actual cards, unless somebody dies or leaves the church or the parish.
Obsolete cards	<p>Cards that depict a state of affairs that is no longer actual. Either these two people are now divorced or they are separated. They no longer live together in the same household.</p> <p>Important: Obsolete cards are different from cards marked as OUT: The state of being obsolete refers to the marital union that is depicted on the card.</p> <p>Note: Whether or not cards are marked as obsolete when one marriage partner dies, is up to the administrator to decide. However, when the remaining person remarries, he/she needs to be given a new actual primary card, which will turn the old card automatically into a secondary card. If the person is not likely to remarry, it is up to the administrator to decide if the card is kept as primary card or if a new card is to be created for the remaining spouse and the children.</p>
Isolati	Usually, children belong into the children's section. However, a child may join the church without having Catholic parents. Meaning the parents are not registered with the church and may actually be praying elsewhere. Upon baptism, such children who come from non-Catholic families (the parents have no card in the cards file system) are given a card in their own right. Thereby they end up in the adult section. They are referred to as isolati (plural) or isolato/isolata (singular) for as long as they are not yet married or grown-up. Such children will be cardholders of their own cards. The term isolato (male) or isolata (female), isolati (plural) marks them as children.

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### The Logic of the Cards File System

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Each person who is associated with the Parish, baptised or non-baptised, has a unique identification number (person ID) attached to his/her name. His/her personal details and regular contributions are recognised through the person ID. A person cannot have two different person IDs. If he/she has, one needs to be deleted. Each person ID belongs to a different person, even if these share the same name. If there are several Mary Bandas in a given parish, each has her own unique person ID.

Very important: If a person has already a record, for example as a parent or as a child/dependent, you must not open a new record for that person, but work with the existing record through the controls on the card form. If, by mistake, a new record is created for an already registered person, it needs to be deleted.

The table that contains the records of all unique IDs is called church records table.

A card gathers together the records of a nuclear family: husband, wife and children/dependents – those living physically in the household of the parents or guardians. Each card has its own card ID. The application knows by the card ID all persons who belong on the same card.

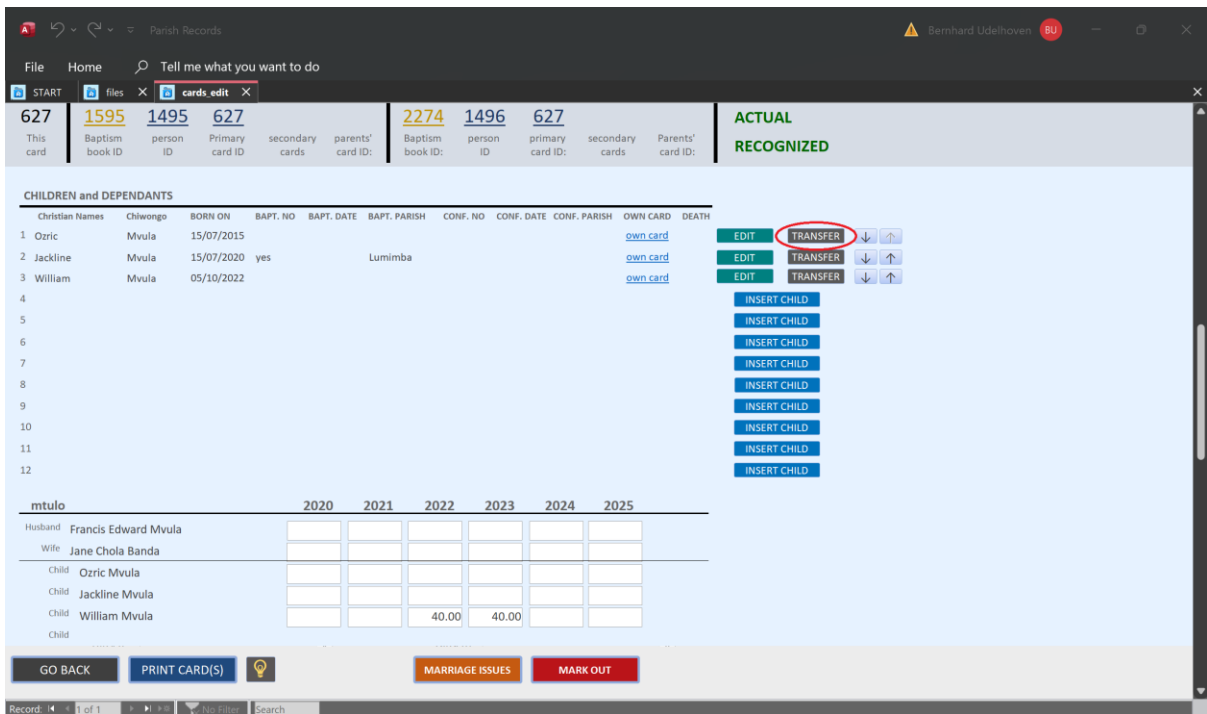
A person may appear on several cards: For example, as a child or dependent on the parents' card, upon marriage on his/her own card, and after divorce or after the death of the spouse on yet another card. The person's ID does not change in the process. He/she is simply associated with several cards. These cards are linked to each other, meaning the user can easily jump from one card to the next, viewing all relevant information.

While a person may appear on several cards, each person has only one primary card – which usually refers to the actual union of present-day affairs.

Primary cards are person-specific. Usually both spouses share the same primary card. But there are also cases where the primary cards may differ between the spouses. A man with two wives – all praying Catholic and paying contributions – can only have one primary card ID (usually that with the first wife). The second card with the other wife is not his primary card, but will be her primary card.

As long as a child or dependent appears only on the parents' card, his/her primary card will be that of the parents. The moment the child is given a card in his/her own right (when living by him/herself or upon marriage), the new card will become his/her primary card, while he/she will still remains linked to the card of the parents. The application knows the parents' card through an automated entry in the so-called Pcard field (standing for parents' card) of the cards file table. Persons whose parents do not have a card do not have a Pcard number. If a person's primary card ID is different from that of the parents, then the programme knows that person has been given a card in his/her own right.

Children can be transferred from one card to another card through the transfer command in the children section. The Pcard number changes automatically in the process, because a person can only have one single Pcard number that refers to the household under whose authority he/she presently lives.



The programme also makes a distinction between actual and obsolete cards. Actual cards refer to present states of affairs: to a person’s present state of marriage or singleness. It contains the present spouse (if any) with whom the person lives in a permanent union. Obsolete means that the union on the card no longer exists in real life. The state of being “actual” or “obsolete” always applies to both partners in the parents’ section on the card. Any actual card has a positive card ID, while non-actual cards have a negative card ID.

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### Entering data into the Cards File System

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Pressing the CARDS FILE tab opens up the search engine for looking for records or entering new records.

Apart from returning to the main menu (BACK TO START), the search panel gives you three main options:

1. to enter a new card / new record (purple command),
2. to make a search and open your search results by displaying family cards (blue command)
3. to make a search and open the search results by displaying the individual records (blue command).

Note that the last option works much faster (instantly) than the second option which needs to compute the family cards each time you search. The second option will be slow if your search has many results. But both options are based on the same internal tables (church records table table and the contribution tables) and on the same search string. The cards file opens the information also of all other people on the card, while the individual file consists of only one record at a time.

Important: you can (and should) toggle between the family cards and the individual file view in order to enter different types of information for the same record. You toggle through the navigation bar on the footer of the form. It is always much faster to start with the individual file and toggle from there to the card ID on the footer of navigation bar.

A sample of an individual file:

person ID: 2670 **INDIVIDUAL FILE**

**PRINT**  
**+ SECONDARY CARDS**  
**LINK TO PARENTS**  
**DELETE RECORD**  
**REFRESH**

Christian Names: **Grace Annastazia**  
Surname: **Mvula**  
Sex: F  
Born: 1985  
Father: Kumbira Mvula  
Mother: Saliil Ngulube  
Spouse: Fabiano Victor Banda  
Baptism No: 01/2024  
Bapt. Date: 28/01/2024  
Bapt. Parish: Lumimba  
Godparent:  
Godp. residence:  
Baptism Minister:  
Attention:  
Euch. Reception: YES  
Confirmation No: 01/2024  
Conf. Date: 29/01/2024  
Conf. Parish: Lumimba  
Marriage No:  
Marriage Date:  
Marriage Parish:  
Marriage Dispensation:  
Invalidating impediment?  
Station: Mwilin

Table of contributions:

	unit	2021	2022	2023	2024	2025	2026
mtulo		40.00	40.00	40.00			
masika	Tins	3.00	3.00	3.00			
envelopes							
envelopes2							

**DETAILS**  
2024  
mtulo

Note: marriage details have to be set on the family card

Note: residence applies for all card

**RE-QUERY**  
**CLOSE**

Baptism Book File Spouse's File Primary Card Secondary Cards Parents' card

Filter:   
 use extended names search

Record: 1 of 1

The same record as a family card:

**MAN/HUSBAND PRIMARY CARD (ACTUAL)** **WOMAN/WIFE PRIMARY CARD (ACTUAL)** This card ID **1127**

**GR**

**PRINT CARD(S)**  
**MARRIAGE ISSUES**  
**MARK OUT**  
**REFRESH**

Christian Names: **Fabiano Victor Banda**  
Surname: **Banda**  
Born:  
Father: **Punda Banda**  
Mother: **Mercy Phiri**  
Baptism No: **186/06**  
Bapt. Date: **15/06/2006**  
Bapt. Parish: **Mwase (Phalaza Outstation)**  
Confirmation No: **29/06**  
Conf. Date: **16/06/2006**  
Conf. Parish: **Mwase**

Christian Names: **Grace Annastazia**  
Surname: **Mvula**  
Born: **1985**  
Father: **Kumbira Mvula**  
Mother: **Saliil Ngulube**  
Baptism No: **01/2024**  
Bapt. Date: **28/01/2024**  
Bapt. Parish: **Lumimba**  
Confirmation No: **01/2024**  
Conf. Date: **29/01/2024**  
Conf. Parish: **Lumimba**

**Husband**  
Baptism book ID  
person ID **2671**  
Primary card ID **1127**  
secondary cards **+**  
parents' card ID: **+**

**Wife**  
Baptism book ID  
person ID **2670**  
primary card ID: **1127**  
secondary cards **+**  
Parents' card ID: **+**

**Cardholder**  
Grace Annastazia Mv

**Marriage No:** **Marr. Date:** **Marr. Parish:** **Disp:**  
Station: **Mwilo** Section:  
Mbumba: **Mkomazi** Village:

**common data**

Laygroup 1:  
Laygroup 2:  
Laygroup 3:  
In/Out of Parish?  
Lapsed?  
Impediments:  
Instructions:  
Euch. Reception:  
Profession:  
Death:

Laygroup 1:  
Laygroup 2:  
Laygroup 3:  
In/Out of Parish?  
Lapsed?  
Impediments:  
Instructions:  
Euch. Reception:  
Profession:  
Death:

**REQUERY**  
**CLOSE**

Baptism Book File Individual File Primary Family File Secondary Family Files Parents' Family File Baptism Book File Individual File Primary Family File Secondary Family File Parents' Family File

**ACTUAL UNIDENTIFIED**

Record: 1 of 1

Both views give various options in the footer bar of navigation: to the baptism book file (if linked), primary and secondary cards, and to the parents' card, if they have one. From the individual file form one can furthermore directly navigate to the file of the spouse.



The following information can only be entered through the family card form:

- A spouse (wife or husband) through the GIVE A WIFE or GIVE A HUSBAND command. This gives you the choice to create a new record for the spouse or to link the card to an already existing record.
- New children (“INSERT CHILD”): It will open the new, individual file for the child. After filling it out, move back to the family card by clicking on the card ID or the Parents cards ID (the two will be the same) on the top navigation bar.
- Residence (order1 – outstation, order2 – prayer centre, order3 – Small Christian Community, and village), since residence applies to all members of the card.
- Marriage details can only be entered and changed on the family card.
- Changing the card status from primary to secondary or from secondary to primary.
- Separate a couple if they separated in real life, or if the marriage was entered by mistake.
- Mark a union as obsolete, or do the opposite: mark an obsolete union as being actual.
- Marry a single person with another single person who is already in the cards system, or separate them again.
- Assign children their own card
- Transfer children from one card to another
- Card information can only be entered in the family card view, while remarks for the individuals can be entered in both views.
- Mark a person as isolate, or do the opposite: mark an isolato/isolata as adult.
- Mark a whole family card as ‘out’, meaning as no longer belonging to the Parish.
- Note: To view the information for each child (plus additional information), go the EDIT button in the child section in order to access the individual file form.

Other information can only be supplied through the individual file form:

- Delete records (personal IDs together with their contribution records)
- Assign additional cards (secondary cards) to a specific person. (Note: also on the family cards you can assign any of the two spouses additional secondary cards by pressing the + command. But there are more options available on the individual file view.)
- Redefine the link to the parents: break it or re-incorporate the person back into the parents’ card (if he/she was given an own card by mistake).
- Details of specific contributions, for example those that were paid in different instalments.
- Mark an individual as ‘OUT’ (but not the whole family).

- The personal record has more fields and places for information than the family cards on which information is necessarily condensed for lack of space.

Note: You can navigate also to the baptism book once the records are linked to each other (see later how to do this in an automated way).

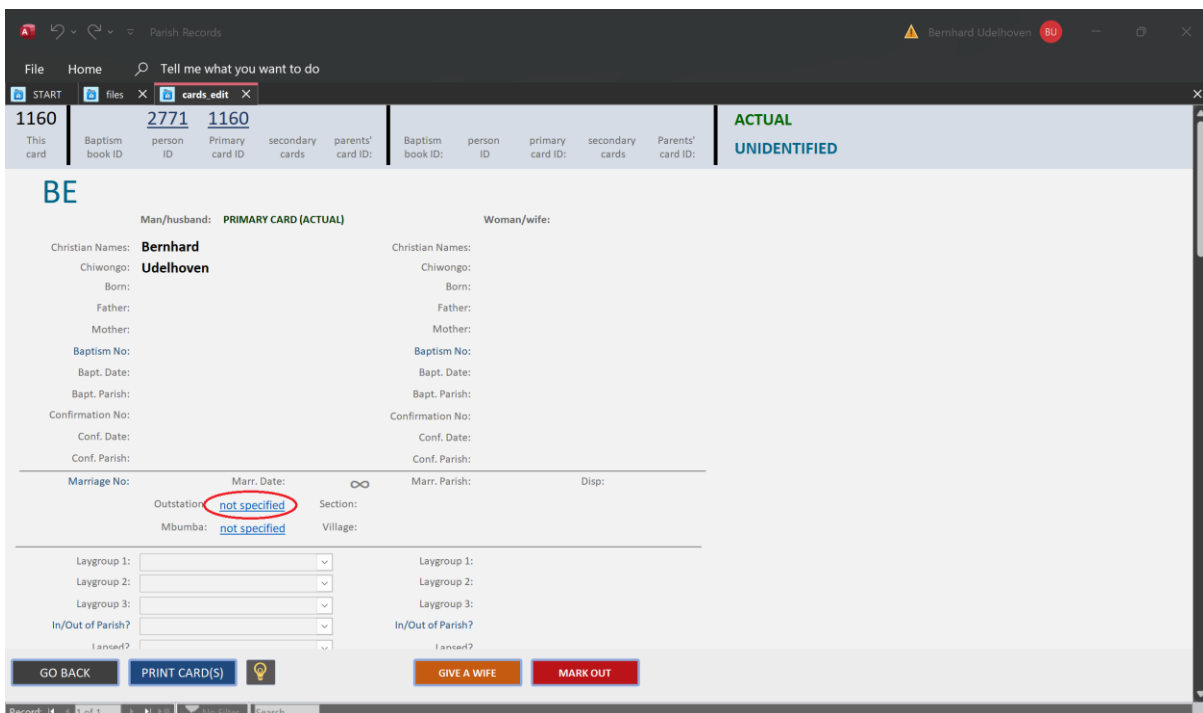
### Entering a new record:

You need to give the person a name, but also define the sex of the person, so the programme knows on which side of the card to position the person. Either enter 'm' (for male) or 'f' (for female).

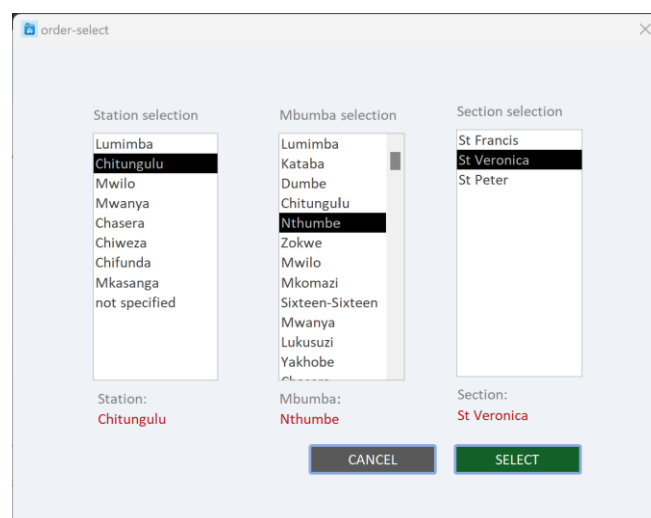
A new card will open on which the person is the cardholder.

Important: If you want to incorporate the person into an existing card (as spouse or as child) don't start a new card, but simply open the existing card (search for it in the search panel) and then incorporate the person as a husband, or wife, or as a child/dependant through the GIVE A HUSBAND or GIVE A WIFE command or the INSERT CHILD command in the children section.

Once you have opened a new card, it is advised that you first set the location: Outstation, Mbumba, village, etc, which will help you to find the card again through the search engine:



Initially, the order-1 and order-2 levels (Outstation, Mbumba) are set to “not specified”. Once you follow the hyperlink, you can define the location in accordance to the order tables that you defined during the setup process:



You mark a location by clicking on the entry, and you deselect by clicking on an entry on the higher order list box. Just above the command buttons your selection is printed in red: what you see here will be printed on the card.

The person for whom the card is created is automatically the cardholder. The printed cards will be recognized by the first two letters of his/her name, marked in big letters.

The cardholder can be changed at the righthand side of the form. Also the two big letters that mark a printed card (for the alphabetical index) can be changed at the bottom of the form. Any of the two spouses can be made cardholder.

A child cannot be cardholder, unless you mark the child/youth as “isolati”, but then the child will be found in the adult section. The user will know that the child came by him/herself to the instructions, but that the parents do not pray in our church. The programme allows only single persons to be marked as isolati. A person marked as isolati cannot be given a spouse – you first need to mark them again as ADULT.

---

### Entering data

---

Once you have specified the cardholder and (advisably) also the location (outstation, prayer centre, small Christian community, village), you can enter all the other details.

The lights on command (💡) on the family card will show you more clearly which fields are available for editing and which are not.

Some fields trigger specific reactions:

### **Death**

If the programme finds any entry in the DEATH field, the record will be marked as dead. The remaining spouse becomes automatically the cardholder. But it is advisable to give the remaining spouse a new card, though one is not obliged to do so until the person marries again.

### **Baptism Number**

For single persons, this triggers the card state to become recognised. For married persons, the programme also looks for an entry in the Marriage No field in order to attribute the state of being recognized to the card.

Important: Whatever entry you make in the baptism number field, the programme will interpret it as an indication of baptism, even if you write "not baptised!". If you do not know the baptism number, but are sure that a person is baptised, you may want simply to write 'yes' or 'probably' (or make any other entry in the field), and the programme will regard the person as being baptised.

Note: For recognising a baptism number as unique, the programme makes use also of the baptism parish field. For example, if two records share the same baptism number (01/2023) but have different entries in the baptism parish field, they are not regarded as being identical.

### **Marriage Number:**

The marriage numbers of a couple should be the same. On family cards, the programme only registers the marriage number of the cardholder. Marriage numbers can only belong to the primary card of a person.

Important: If the marriage number does not apply to the present card but to a previous union, meaning to a card which is not the primary card, then such a marriage number should be indicated in the remarks field of any of the cards, not in the marriage number field!

### **Residence (order1, order2, order3, village)**

Any entry applies for all members on the same card. If a person changes residence, then he/she should be awarded a card in his/her own right, or the person should be marked individually as 'OUT'.

### **Remarks**

Here you find enough space to write whatever is needed. The remarks belong to the individual person, not to the card, and are repeated (like all other personal information) also on the secondary cards of the person.

### **Remarks (card, common)**

Here you can enter remarks that apply to the couple.

## Dates of birth, baptism, confirmation, death...

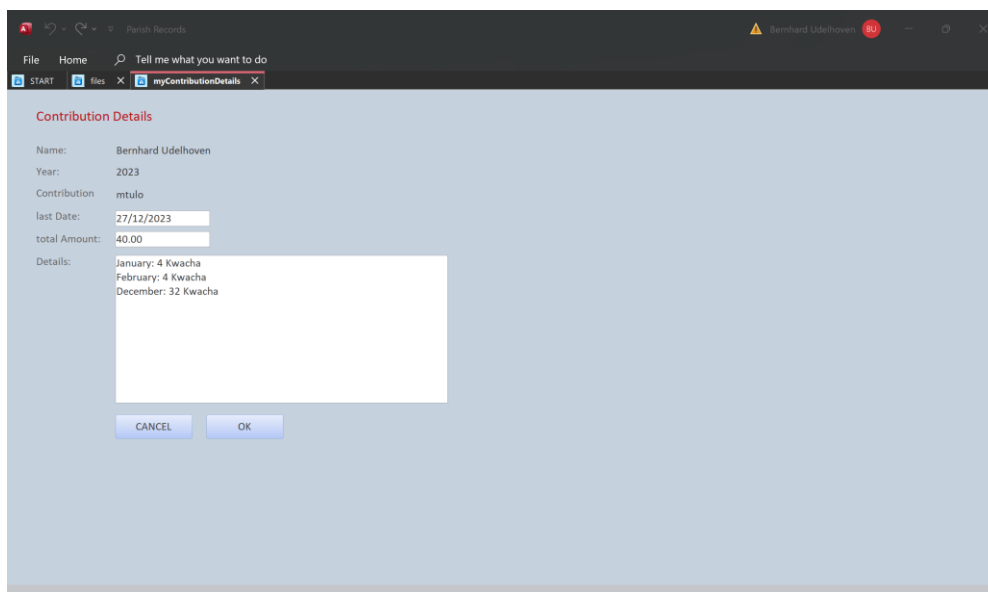
You should enter all dates in the following format: dd/mm/yyyy format in view of future compatibility, unless your regional settings are otherwise (in which case you should follow the regional settings).

## Entering contributions

Each contribution you enter is registered together with the date that you computerise it. This date is not visible on the cards or on the individual record sheet, but you can find it on the individual record sheet when you press the DETAILS button that allows you to change or edit the date.

Note: In the details section you can also enter extensive remarks for each contribution. Since the cards allow only for one entry per person per year, you can enter in the here the details of each contribution. For example, if a person has paid 40 Kwacha church tax, you may mention in the details section of that specific contribution the specific cumulative instalments that together make up that contribution.

The date follows the computer date of the day. It is used for summing up contributions that you may want to export into an external accountancy programme. As said above, you can choose in the setup section to export all contributions that were done during a specific year (the default option), or to export those contributions that were done for the specific years (even if they were given in other years).



You can control how contributions are formatted through the control panel.

The family cards can display only one contribution that is defined through the control panel, while the individual file displays always all contributions.

## Attaching files

When you scroll down the individual file view, you find the possibility to attach pictures or any types of documents (as many as you want) to each personal record. Once you attach a picture or a file, a copy of the file is made and stored in the attachments folder. When you remove the attachment, that copy will be deleted in the attachments folder. The original file, still in its original location, will not be touched. You can view the file from here – it will be opened with its appropriate default programme of your computer, depending on its file extension.

The screenshot shows a web application window with the following elements:

- Search Panel:** A vertical list of filters including Laygroup1, Laygroup2, Laygroup3, Out of Parish?, Lapsed?, Instructions?, Profession, Death, and Unique Record ID (for syncing).
- Remarks:** A large empty text area for entering notes.
- Attachments:** A list of two PDF files: "Religion\_without\_Belief\_and\_Community\_in\_20240416\_082613.pdf" and "Kroesbergen language of faith\_20240416\_082623.pdf".
- Attachment Actions:** Three buttons: "ADD ATTACHMENT", "DELETE ATTACHEMENT", and "OPEN ATTACHEMENT".
- Bottom Bar:** A row of buttons including "RE-QUERY", "CLOSE", and five file selection buttons: "Baptism Book File", "Spouse's File", "Primary Family File", "Secondary Family File", and "Parents' File".
- Filter and Search:** A "Filter:" input field and a checkbox labeled "use extended names search".
- Status Bar:** A bottom-most bar showing "Record: 1 of 1", "No Filter", and a "Search" button.

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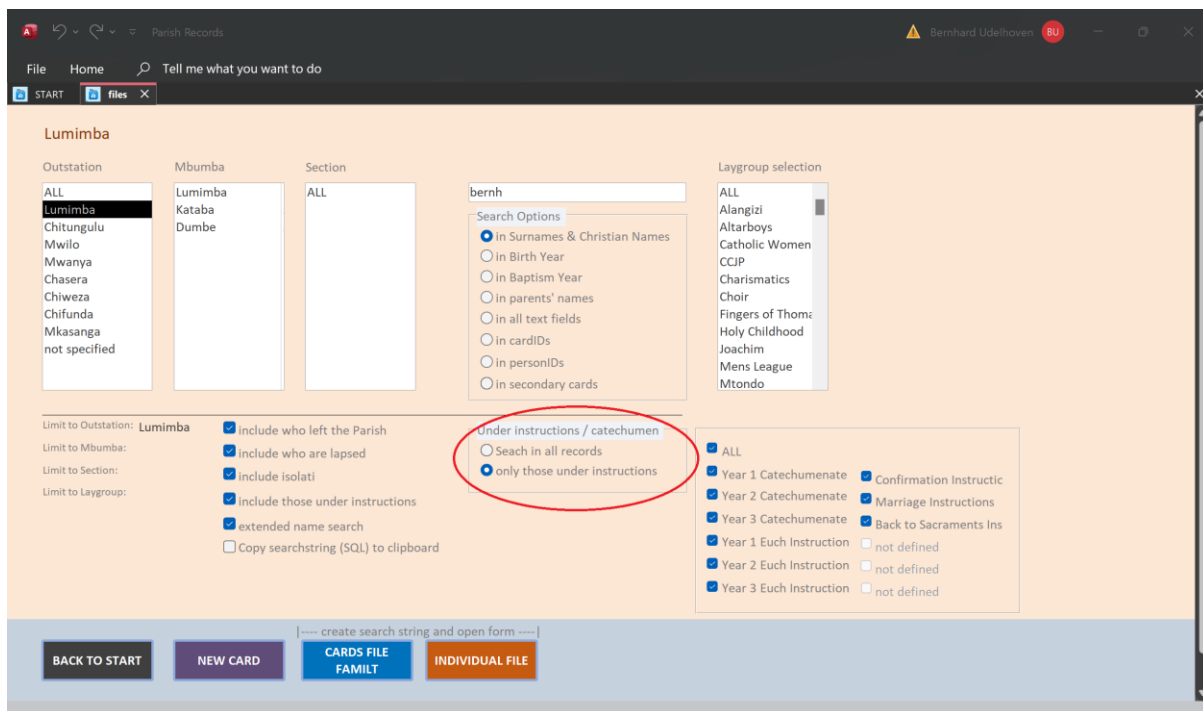
## Conducting a search

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Specify in the search panel in which order1, order2 or order3 location you want to search. If you specify an order1, order2, or order3 location but leave the search field blank, all records of that given location (Outstation or prayer centre) will be returned. The same applies for laygroups. This can be very useful for compiling lists.

If you chose the option to search for people under instructions, a new set of options pops up that is fed with the values that you entered into the instructions table during the setup process. We have already mentioned that you can combine these categories with each other in your search.

**Important:** If you draw out lists of catechumens, you must select the option “only those under instructions”, otherwise catechumens (or members of other instruction groups) will be mixed with the baptised and other members!



If you enable the extended names search (the default setting), then the search engine consults the table of synonymous names and searches for all the names in the same line if your search term corresponds with any of its names.

If you search for Sakala, the search will return all Sakalas. If you search for Christopher Sakala, the search will return only Christopher Sakala and Sakala Christopher, but not Christopher Mwale and not Susan Sakala.

If you search for Steven but don't get the results you are hoping for, you may also try to search for Stefano, because the synonymous names table can never be fully complete.

The shorter your search term, the greater the number of results that you will fetch. For example, if you search for "Mar" instead of "Mary", you will not only get the Marys but also the Marias. However, you also get the Margrets and the Maritas whom you may not want.

You can choose to include or exclude in the search people who left the Parish or who are lapsed.

Note: The programme builds up an SQL (Server Query Language) search string in accordance to the options that are selected. There is a check box (on default set to off) that makes a message box pop up with the SQL search string. This option is for the developer. But if you are familiar with SQL, then you can see for yourself how each different checkbox affects a search. In case a search does not deliver the results that you expect, it is useful to analyse the underlying search query. You may want to notify the developer, if the SQL query needs to be programmatically changed.

When you make a successful search, a record set opens that displays all your search results, starting with the last entry, either in the family file view or the individual file view. You can start navigating through the files through the navigation controls at the bottom and make direct edits in any field.



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## Individual Files: using the filter for quick search and data entry

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A convenient way of entering lots of data (for example whole contribution lists) is to specify the outstation or prayer centre, but leave the search query blank. If you open the query in the individual file form, then the record set will contain all files of that outstation or prayer centre.

On the form, you find a filter: here you can quickly filter the record set according to the names for whom you want to enter the contributions. Just enter the first few letters of the name, press ENTER, and browse through the records that open up. The filter helps to enter whole contribution lists pretty fast. To come back to the original recordset, simply clear the filter.

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## Controls

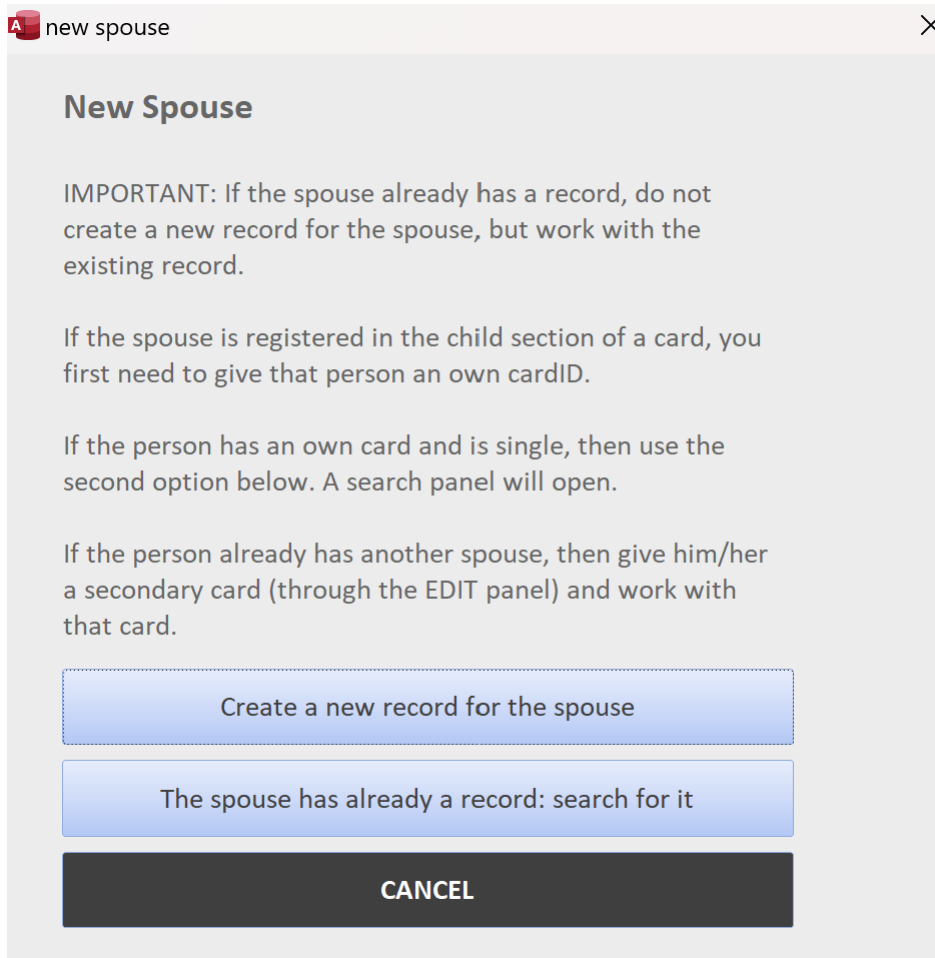
---

Here some more details:

### **New Record Wife/Husband**

This command is only visible if the card does not yet contain a man/husband in the adult section. (If you want to create a defunct or an obsolete card, do either by clicking on the plus sign next to the secondary card info on the family card or by navigating to the individual file and from here to create secondary cards.)

A window pops up, asking if you want to create a new record, or if you want to select a person who has already a record:



The first option (Create a new record for the spouse) opens a new file for the spouse on the same card. You simply need to give the spouse a name and fill in the details that you know.

**Important: Only create a new record for the spouse if the spouse is not yet registered in the system, neither as an adult nor as a child!**

The second option allows you to look for an adult spouse who has already a record in the system. A search panel pops up, similar to the initial search panel, that allows you to look for the spouse in the cards file:

**Search for the card unto which you will merge the record of test**

Station ALL Lumimba Chitungulu Mwilo Mwanya Chasera Chiweza Chifunda Mkasanga not specified	Mbumba ALL Lumimba Mwanya Lukusuzi Yakhobe Chasera Mkasanga Chiweza Chingozi Kalasa Kazembe Chifunda	Section ALL	<input style="width: 100%;" type="text"/> Search Options <input checked="" type="radio"/> in Surnames & Christian Names <input type="checkbox"/> extended names search <input type="checkbox"/> Copy searchstring (SQL) to clipboard	Laygroup selection ALL Alangizi Altarboys Catholic Women CCJP Charismatics Choir Fingers of Thomas Holy Childhood Joachim Mens League Mtondo
limit to Station: ALL		<div style="display: flex; justify-content: space-around; align-items: center;"> <span style="background-color: #007bff; color: white; padding: 5px 15px; border-radius: 3px;">GO! (CARD VIEW)</span> <span style="background-color: #007bff; color: white; padding: 5px 15px; border-radius: 3px;">GO! (INDIVIDUAL VIEW)</span> <span style="background-color: #6c757d; color: white; padding: 5px 15px; border-radius: 3px;">CANCEL</span> </div>		
limit to Mbumba:		limit to Section:		
limit to Station:		limit to Laygroup:		

You can now define the search by means of declaring the outstation, prayer centre or laygroup and/or by means of a name.

You can present the results in two different ways (the two blue commands): in the card view, or the individual view. Both views are based on the same search algorithm. You can try out both views in order to see which one suits you most.

The search algorithm works as follows:

1. It looks only at records of the opposite sex
2. It only looks at records that have a card without a spouse: this may either be the primary card or any of the already established secondary cards.

If the spouse you want to trace has already a card, and on that card a different spouse is registered (for example of a past union, or in case of polygamy), you first need to give him/her a secondary card on which he/she is alone. If you want, you can later turn that secondary card into the person's primary card.

If the spouse you want to trace is registered as a child, you first need to go to the child's card and give that child an own card.

The search operation will open the view of your choice to display all matches. You now browse through the matches until you reach your target. Then press the SELECT button. The two cards will be merged into one. All children from both cards will be brought together onto the merged card. The empty card will be deleted.

### Mark in / Mark out

(Always available). A card is marked as OUT when all individuals in the parents' sections are marked as OUT. What "OUT" means is determined in the table comboOut, that can be edited by the user. Default values are:

- "left the Parish"

- “left the Catholic Church”
- and “never belonged to the church”

When pressing MARK OUT, a form pops up in which you can determine the specific state of being out. All individuals on the card will be marked as such, including the children. If children remain in the Parish, or they remain in the Catholic Church, you may want to give them cards in their own right or transfer them to another card.

You can reverse the process by pressing “MARK IN”, which updates all members on the card. If you want to exclude somebody, you have to do it individually in the OUT field.

### **Marriage Issues**

This command is available if a card contains both a husband and a wife. It opens a form on which you find the following options:

- The union is obsolete, meaning the couple is no longer staying/living together. The union was a matter of the past, but not of the present. If you chose this option, the card number will become negative (by which the programme recognises obsolete cards) and the background colour will change. As such the union is marked as obsolete.

Important: If the card was a primary card for each spouse, also the obsolete card will still be the primary card. The status has not changed. You can create secondary cards for both spouses. If you then declare the new cards as primary card for each spouse, then the old (obsolete) card will become automatically their secondary card.

- The union never existed. Chose this option if the card was created by mistake. This couple has never lived together as husband as wife. An unmerge operation starts that will give each person a new separate card (single). The old card will be deleted. If the old card was primary card for a spouse, also the new card will be his/her primary card.

### **Mark isolati**

This control is only available if there is only a single person on the card. You mark the person as isolate, meaning: the user knows that this person is still a child even though he/she is registered in the adult section of the card. He/she lives in a household of non-Catholic parents.

### **Mark adult**

The MARK adult control is only available if a card has already been mapped out as ISOLATO/ISOLATA. It reverses the procedure of marking a person as a child.

### **(Lights on/ Lights off)**

Shows the fields that can be edited by making the background of those fields non-transparent.

### **REFRESH**

(Always available). Use the REFRESH command when you have several forms open, and you want data entered in one form to reflect in all the other forms.

Keeping several forms open can be practical, but it can also lead to write errors and contradictions. You are advised to close other forms of data entry once you work on a specific form.

## REQUERY

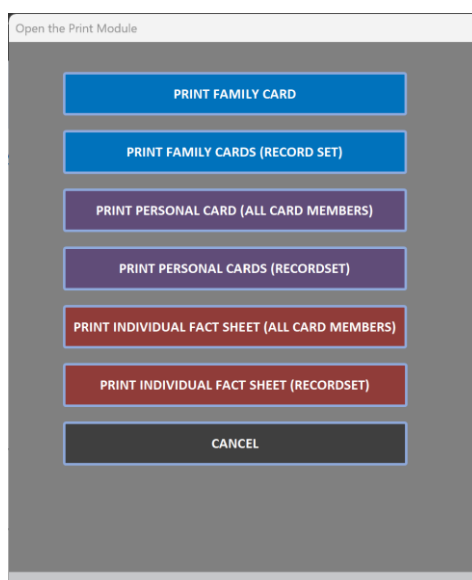
(Always available). A very useful command once you have gotten used to the navigation procedures. When you search from the main search panel, a recordset opens with all the records that match your search, for example all people from a specific prayer centre, all people called "Maria", or all people from a specific laygroup. You navigate through the recordset either through the tiny navigation buttons at the bottom or through the filter, which creates a subset of the recordset with the matching records. The filter will not delete your recordset. Once you remove your filter, you are back in the old recordset.

However, when you navigate from any individual card or any family card to another view (for example parents' card, or individual card, or secondary cards, etc.), the new view overwrites the original recordset. With the REQUERY command you can go back to the original recordset from whatever view you are in!

HINT: Since the individual recordset opens immediately, while the family cards need time to build up, it is advisable to open any search first as individual file. From any file, you can now open just one specific family card, which will not need much time. If you decide you still want all the family cards of your original recordset, simply press the REQUERY command while in the family card view.

## Print

From here you can print all available cards or reports. As of now (in this first version of the programme), three types of cards are available: You can print the family card (A5), small personal cards (A6) or personal fact sheets (A4).



Each option gives you the choice to print only an individual card or to print cards for the whole record set. In that way, for example, you can print cards or fact sheets for an entire outstation, prayer centre, or laygroup.

**IMPORTANT:** When you use the PRINT command for the first time, you may not always see the correct paper size, depending on your printer specifications. A ribbon opens which allows you (1) to set size and margins, and (2) to control the page setup. For example, family cards should be printed on A5 size paper. If the option does not appear in the size menu, it may still appear in the page setup menu. Otherwise you can also create a custom size: Enter the dimensions for A5 paper (148 mm x 210 mm) and save the changes.

If you chose the option to print personal cards, two tabs will open: one for the front and the other for the back. For family cards and personal fact sheets, only one tab will open. You need to navigate through the record set with the help of the navigation controls at the bottom.

**Note:** If you need specific requirements for your cards, get in touch with the developer. Reports and cards layout can be changed!

**Warning:** If the record set is very large, then you should not use the PRINT FAMILY CARD (RECORD SET) command. It takes a lot of time for the programme to establish all the cards and prepare them for printing. Depending on your computer specification, the programme may even crash if the record set is too large. The option works well with small record set.

**Important:** After printing, always close the print tab. Otherwise the underlying query will not be updated if you try to print another card or recordset!

### **Print family cards**

Family cards have a front and a back. You navigate through the page navigation commands. Here an example of a card:

# GR

Man/  
 husband: **Fabiano Victor Banda** ..... Woman/  
 wife: **Grace Annastazia Mvula** .....  
 Born: ..... Born: **1985** .....  
 Father: **Punda Banda** ..... Father: **Kumbira Mvula** .....  
 Mother: **Mercy Phiri** ..... Mother: **Saili Ngulube** .....  
 Baptism: **18/06 Mwase (Phalaza Outstation)** ..... Baptism: **01/2024 Lumimba 28/01/2024** .....  
 Conf.: **29/06 Mwase 16/06/2006** ..... Conf.: **01/2024 Lumimba 29/01/2024** .....  
 Marriage: **01/2024 Lumimba 28/01/2024** ..... Marriage: **01/2024 Lumimba 28/01/2024** .....  
 (Death): ..... (Death): .....

CHILDREN	BORN ON	BAPTISM	CONFIRMATIO	DEATH
1	Lackson Miti	2004		
2	Shere Miti	2009		
3	Moses Miti	2012		
4	Salome Banda	2016		
5	Mercy Banda	2020	Lumimba 28/01/2024	
6	Beatrice Banda	06/05/2001	yes Mwase as a baby	
7	Abel Banda	06/05/2005	yes Mwase as a baby	
8	Shewas Banda	14/02/2009		
9				
10				
11				
12				

Profession: ..... Profession: .....  
 Laygroup: ..... Laygroup: .....

Remarks:  
 He needs to find the details of his baptism. We still need the freedom of marriage plus info about confirmation.

Remarks:  
 She was first married to Moses Miti, who died around 2011

Station: **Mwilo** Mbumba: **Mkomazi** Section: ..... Village: .....

And the corresponding back card:

Mtulo		2021	2022	2023	2024	2025	2026
Husband	Fabiano Victor Banda	40.00	40.00	40.00			
Wife	Grace Annastazia Mvula	40.00	40.00	40.00			
Child	Lackson Miti						
Child	Snere Miti						
Child	Moses Miti						
Child	Salome Banda						
Child	Mercy Banda						
Child	Beatrice Banda						
Child	Abel Banda						
Child	Shewas Banda						
Child							
Child							
Child							
Child							

Remarks

### Individual cards

For individual cards the process slightly differs: The paper size needs to be set at A4. The programme prints four cards on one page. These need to be cut after printing. Two tabs open: one for the front page and one for the back page.

Here an example of an A4 sheet (front) card:



**Lumimba Parish**  
P.O. Box 530 081  
Lundazi

**I am Catholic**  
and belong to  
**Lumimba Parish**



*Taona, ndaima pakhomu, ndigogoda; wina akamva mau anga nakatsegula pakhomu, ndidzalowa kwa iye, ndipo ndidzadya naye, ndi iye ndi Ine. (CHIVUMBULUTSO 3:20)*

**Lumimba Parish**  
P.O. Box 530 081  
Lundazi

**I am Catholic**  
and belong to  
**Lumimba Parish**



*Taona, ndaima pakhomu, ndigogoda; wina akamva mau anga nakatsegula pakhomu, ndidzalowa kwa iye, ndipo ndidzadya naye, ndi iye ndi Ine. (CHIVUMBULUTSO 3:20)*

**Lumimba Parish**  
P.O. Box 530 081  
Lundazi

**I am Catholic**  
and belong to  
**Lumimba Parish**



*Taona, ndaima pakhomu, ndigogoda; wina akamva mau anga nakatsegula pakhomu, ndidzalowa kwa iye, ndipo ndidzadya naye, ndi iye ndi Ine. (CHIVUMBULUTSO 3:20)*

**Lumimba Parish**  
P.O. Box 530 081  
Lundazi

**I am Catholic**  
and belong to  
**Lumimba Parish**



*Taona, ndaima pakhomu, ndigogoda; wina akamva mau anga nakatsegula pakhomu, ndidzalowa kwa iye, ndipo ndidzadya naye, ndi iye ndi Ine. (CHIVUMBULUTSO 3:20)*

And an example of the back (inside)''

**Anna Mvula**  
Birth: 1963  
Father: Joseph Mvula  
Mother: Martha Mvula  
Outstation Lumimba  
Mbumba Lumimba  
Section St Dominic  
Village  
Bapt Date: 1975 No 62/1976  
BaptParish: Mufulira  
Eucharist:  
ConfNo: 42/95  
MarrNo:

	mtulo	una/masika	force envel
2020			
2021			
2022			
2023			
2024			
2025			
2026			
2027			
2028			
2029			

**Andrew Zulu**  
Birth: 11/10/2009  
Father: John Zulu  
Mother: Jenada Zimba  
Outstation Lumimba  
Mbumba Lumimba  
Section  
Village  
Bapt Date: 25/12/2020 No 84/2020  
BaptParish: Lumimba  
Eucharist:  
ConfNo:  
MarrNo:

	mtulo	una/masika	force envel
2020			
2021			
2022			
2023			
2024			
2025			
2026			
2027			
2028			
2029			

**Agnes Banda**  
Birth: 2007  
Father: Sevariano Banda  
Mother: Rosemary Banda  
Outstation Lumimba  
Mbumba Lumimba  
Section St Marys  
Village  
Bapt Date: 25/12/2020 No 85/2020  
BaptParish: Lumimba  
Eucharist:  
ConfNo:  
MarrNo:

	mtulo	una/masika	force envel
2020			
2021			
2022			
2023			
2024			
2025			
2026			
2027			
2028			
2029			

**Bartolomeo Nkhata**  
Birth: 2007  
Father: Nkhumbuzya Nkhata  
Mother: Juliet Ngulube  
Outstation Lumimba  
Mbumba Lumimba  
Section St Kizito  
Village  
Bapt Date: 25/12/2020 No 83/2020  
BaptParish: Lumimba  
Eucharist:  
ConfNo:  
MarrNo:

	mtulo	una/masika	force envel
2020			
2021			
2022			
2023			
2024			
2025			
2026			
2027			
2028			
2029			



## **RECOGNISED STATE**

At least one of the persons is baptised Catholic or has been fully received into the Catholic Church and receives Holy Communion.

- In case of a couple: Their marriage is recognized by the church (in which case the couple is given a marriage number) and one of them is fully Catholic.
- In case of a single person: he/she is baptised and has been fully received into the Church.

The programme establishes the recognised state through the following characteristics:

- In case of a couple, at least one person has a baptism number, and both have the same entry in the marriage number field (MarrNo) in the churchRecords table.
- In case of a single person: there is an entry in the Baptism Number field (BaptNo).

## **Unrecognized State**

The union on the card is not recognized by the church, or we do not have all details that are required to make it recognised. For example, the union with a second or a third wife. Or a new union after a divorce that has not been lawfully blessed. Or an actual union whose state has not yet been fully identified.

## **Under Instructions**

In case of a couple: Both partners are under instructions, for example they follow the catechumenate programme, a marriage programme or they want to come back to the sacraments.

Note: If one partner is already baptised, the card is not marked as under instructions but as recognized or as unrecognized.

## **Obsolete State**

A card refers to a union that existed in the past, and maybe involved children, but the union no longer exists in the present tense. They are divorced or permanently separated. They no longer live together.

Any card of the actual states can become obsolete. A valid marriage too can become obsolete when the couple no longer lives with each other. The user can give the remaining partner a new primary card. But this is a must only when the person remarries. Even a valid marriage blessed in Church can be marked as non-actual (obsolete) if the spouses no longer live with each other but moved on to somebody else. (The meaning of "obsolete" is determined by the actual residence, not by church law.)

## **Absent State (Out)**

All adult members on the card are marked as out.

## **Defunct State**

At least one of the people in the adult section (husband or wife) has died.

## Group Contributions

From the START MENU, you find the item GROUP CONTRIBUTIONS which brings you to another search panel. Here you need to specify the year for which you want contributions (the current year is the default) and identify the group for which you want the tabulations.

You can decide if you want all contributions to be printed or only specific ones. There is an option to show also zero contributions and to exclude people who are out or lapsed from such contribution lists. These options allow you to make lists of people from whom you expect contributions.

Again, you can also compile lists of contributions of catechumens or other groups under instructions. For the latter option, you must put the “under instructions/ catechumen” option to ONLY THOSE UNDER INSTRUCTIONS. All sub-options are now available

Note: We have already mentioned that you have the option to set up the contribution tables that can be linked to an external accountancy programme: there you have the option to select contributions that were given *for* a specific year or *during* a specific year. Here on the contribution list form, however, only the first option is available (in this version). For example, if Amake Memory gives 80 Kwacha *mtulo* in 2023, 40 Kwacha for 2023 and 40 Kwacha for 2022 (because she had arrears), on the group contribution list for 2023 you will only see the 40 Kwacha that were given for 2023. The computational algorithm ignores the date when a contribution was made and considers only the year for which the contribution was made.

Note: If you want other ways of tabulating and displaying contribution lists, get in touch with the developer.

Contribution lists are printed by default on A4 size papers.

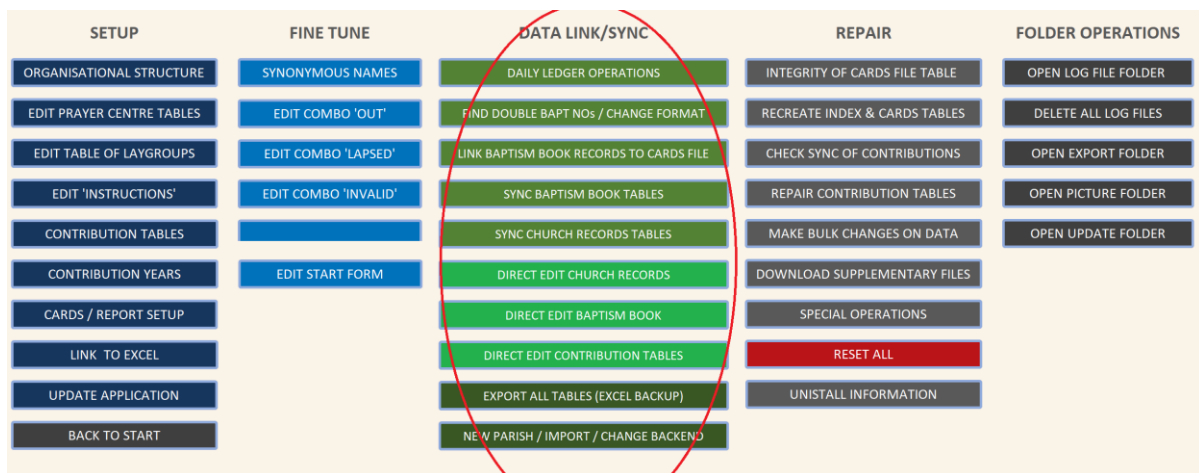
Hint: You can export contribution lists to Excel, text files or to PDF. Then you can give the lists the look and final touches that you want them to have.

---

### Control panel: the green commands (DATA LINK AND SYNC)

---

The control panel gives additional features that can be useful:



### Daily Ledger Operations

Accountancy programmes have a daily ledger. Parish Record Keeper produces an automated entry in the daily ledger whenever you enter a contribution.

### DAILY LEDGER OPERATIONS

Here you can reconstitute the Daily Ledger Table with Data from the contribution tables or, vice versa, fill contribution tables with data from the daily ledger.

Note: To link the daily ledger table directly to an Excel file (auto-updated), follow the instructions on the LINK TO EXCEL form

[VIEW DAILY LEDGER TABLE](#)

[RECREATE DAILY LEDGER TABLE WITH DATA FROM CONTRIBUTION TABLES](#)

[RECREATE CONTRIBUTION TABLES WITH DATA FROM THE DAILY LEDGER](#)

[EXPORT DAILY LEDGER TABLE](#)

[IMPORT DAILY LEDGER TABLE AND](#)

[CLOSE](#)

recreate for:

option

limit to what is given for the chosen year

limit to what is given during the chosen year

contribution table

new entry

The first option simply opens the daily ledger.

ID	myDate	category	contrib	contr	person	personName	order1Name	order2Name	order	Debit	Credit
1	16/01/2024	individual contribution	mtulo	2021	1643 Elizabeth Ireen Mwale	Mkasanga	Mkasanga				40.00
2	16/01/2024	individual contribution	mtulo	2021	1647 Paul Anderson Beza	Mkasanga	Mkasanga				40.00
3	16/01/2024	individual contribution	mtulo	2021	1652 Angela Zele Phiri	Mkasanga	Mkasanga				40.00
4	16/01/2024	individual contribution	mtulo	2021	1654 Andrew Laston Tembo	Mkasanga	Mkasanga				20.00
5	16/01/2024	individual contribution	mtulo	2021	1669 Enelesi Zimba	Mkasanga	Mkasanga				50.00
6	16/01/2024	individual contribution	mtulo	2021	1675 Martha Ketrida Zimba	Mkasanga	Mkasanga				40.00
7	16/01/2024	individual contribution	mtulo	2021	1690 Hilda Ng'oma	Mkasanga	Mkasanga				80.00
8	16/01/2024	individual contribution	mtulo	2021	1705 James Ng'ona	Mkasanga	Mkasanga				50.00
9	16/01/2024	individual contribution	mtulo	2021	1713 Janet Mphande	Mkasanga	Mkasanga				40.00
10	16/01/2024	individual contribution	mtulo	2021	1726 Teresa Loveness Banda	Mkasanga	Mkasanga				40.00
11	16/01/2024	individual contribution	mtulo	2021	1742 Margret Zimba	Mkasanga	Mkasanga				40.00
12	16/01/2024	individual contribution	mtulo	2021	1766 Maximilian Filimon Chulu	Mkasanga	Mkasanga				100.00
13	16/01/2024	individual contribution	mtulo	2021	1776 Martha Dainess Zimba	Mkasanga	Mkasanga				40.00
14	16/01/2024	individual contribution	mtulo	2021	1781 Nancy Mwale	Mkasanga	Mkasanga				40.00
15	16/01/2024	individual contribution	mtulo	2021	2783 Stephen Zulu Mukupa Chisoni	Mkasanga	Mkasanga				200.00
16	16/01/2024	individual contribution	mtulo	2021	2784 Arnold Thomas Zulu	Mkasanga	Mkasanga				150.00
17	16/01/2024	individual contribution	mtulo	2021	2785 Christina Banda	Mkasanga	Mkasanga				80.00
18	16/01/2024	individual contribution	mtulo	2021	2786 Cathrin Lungu	Mkasanga	Mkasanga				40.00
19	16/01/2024	individual contribution	mtulo	2021	2787 Chisenga Nkhata	Mkasanga	Mkasanga				40.00
20	16/01/2024	individual contribution	mtulo	2021	2788 Angela Phiri	Mkasanga	Mkasanga				40.00
21	16/01/2024	individual contribution	mtulo	2021	2789 Efrina Ng'ona	Mkasanga	Mkasanga				40.00
22	16/01/2024	individual contribution	mtulo	2021	2790 Patrick Banda	Mkasanga	Mkasanga				40.00
23	16/01/2024	individual contribution	mtulo	2021	2791 Nsofwa Sakala	Mkasanga	Mkasanga				30.00
24	16/01/2024	individual contribution	mtulo	2021	2792 Sakala Mwelwa	Mkasanga	Mkasanga				20.00
25	16/01/2024	individual contribution	mtulo	2021	2793 Chitangala Ng'ona	Mkasanga	Mkasanga				20.00
26	16/01/2024	individual contribution	mtulo	2021	2794 Martha Manda	Mkasanga	Mkasanga				20.00
27	19/01/2024	individual contribution	envelopes	2023	2795 Bertha Phiri	Mkasanga	Mkasanga				50.00
28	29/01/2024	individual contribution	mtulo	2023	2670 Grace Annastazia Mvula	Mwilo	Mkomazi				40.00
29	29/01/2024	individual contribution	mtulo	2022	2670 Grace Annastazia Mvula	Mwilo	Mkomazi				40.00
30	29/01/2024	individual contribution	mtulo	2021	2670 Grace Annastazia Mvula	Mwilo	Mkomazi				40.00
31	29/01/2024	individual contribution	masika	2021	2670 Grace Annastazia Mvula	Mwilo	Mkomazi				3.00
32	29/01/2024	individual contribution	masika	2022	2670 Grace Annastazia Mvula	Mwilo	Mkomazi				3.00
33	29/01/2024	individual contribution	masika	2023	2670 Grace Annastazia Mvula	Mwilo	Mkomazi				3.00
34	30/01/2024	individual contribution	mtulo	2021	2671 Fabiano Victor Banda	Mwilo	Mkomazi				40.00

**HINT:** In the main menu, you find the option to display the ribbon. The ribbon is not displayed by default (because it takes a large amount of space on the screen). But if you chose to display the ribbon before opening the daily ledger table, then you see a variety of export options.

The date that is entered into the daily ledger is the date that a contribution is recorded into the system.

In this present version, you can recreate the daily ledger at any time from data in the contribution tables. You can choose to create the daily ledger for all years or for a specific year. If you chose a specific

year, you have the option to limit entries to contributions that were given for the specific year or to limit entries to contributions that were given during the chosen year (the default option). You can link the daily ledger directly to your accountancy programme, or export it, or import an earlier version.

In later versions (not yet programmed), you will also be able to recreate the contribution tables from the daily ledger.

HINT: There are ways of making bulk changes to any data in any of the tables (see later), including the daily ledger, if you know the basics of SQL (Structured Query Language). In that way you can bulk change dates or other entries.

If you do not know anything about SQL, you can also export any table of the database to EXCEL (simply open the DATA.PRK file) and use the FIND AND REPLACE OPTION, and reimport the table back into the programme. You can use specific commands for this (see later), but you can also simply replace the tables in the backend database. They will be automatically imported, as long as you do not make any structural changes or change field names.

### Find double baptism numbers/ change baptism format

#### BAPTISM NUMBER OPERATIONS

BAPTISM BOOK: FIND DOUBLE BAPTISM NUMBERS	<input checked="" type="checkbox"/> create Log File
CHURCH RECORDS: FIND DOUBLE BAPTISM NUMBERS	<input checked="" type="checkbox"/> create Log File
WRITE 'Lumimba' IN EMPTY BAPT PARISH FIELDS	<input type="checkbox"/> create Log File
BaptNo: CHANGE /00 INTO /0000 FORMAT	<input type="checkbox"/> create Log File switch year: * <input type="text" value=".../25"/>

\* Note: years equal and above the switch year will be interpreted as belonging to the 20th Century, those below as belonging to the 21st century. You should set the switch year one year above the current year.

This function works only if the oldest baptism number is less than 100 years old. If you have older records in the baptism book table or the cards file table, these have to be changed manually before you engage this procedure. This is easily done through the FIND DOUBLE BAPTISM NUMBERS procedures.

For linking the baptism book table to the church records table, the programme compares baptism numbers. If baptism numbers are identical, and the baptism Parish in the church records file is identical with the Parish that you defined when you opened the database (ORGANISATIONAL STRUCTURE), then such records will be linked to each other in an automated way (see below).

In future versions of this programme, the baptism number will also play a role in additional syncing options.

All this makes it important that baptism numbers are always unique. Mistakes can happen during the process of data entering. Uncertainties are also introduced when a Parish is more than 100 years old. The programme then does not know if the number 02/24 belongs to the year 1924 or 2024, and baptism numbers start to double up. Another uncertainty is introduced if a person is baptised, but the

baptism Parish is not indicated, as this entry is easily forgotten. In this case the programme does not know if the same baptism number belongs to the same person.

On the panel you can ask the programme to identify all baptism numbers that appear double. (The first two commands). These will be opened in a recordset. You can browse through the records and address the issue. Maybe a person has been entered twice into the system, in which case one record needs to be deleted. Or mistakes were done during the process of data entry. It is advisable that you run these procedures from time to time and edit baptism numbers in a way that makes each number unique.

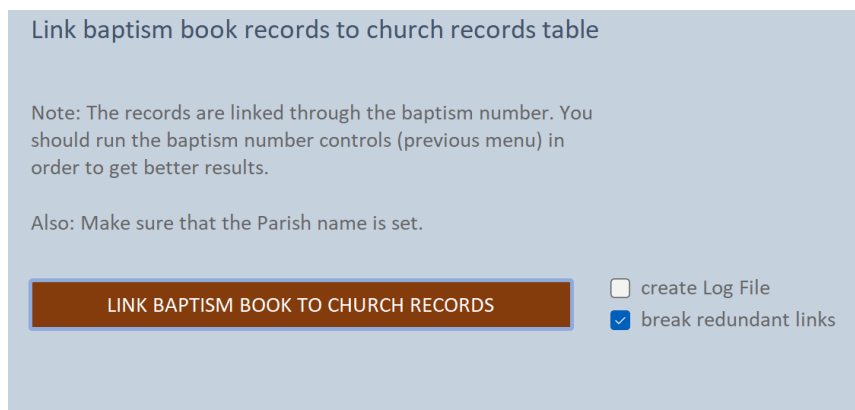
The third procedure writes your Parish name (as defined in the setup) into all empty Baptism Parish fields of the cards file table, in case the user has indicated the Baptism number but not the parish. The cards file table contains also baptism numbers of people who were baptised in other parishes – the procedure wants to make sure that these will not be linked with the baptism book table of the own parish. Hence the importance of the Baptism Parish field.

The last preparatory procedure, if you wish to engage it, changes all baptism numbers from the xx/yy format to the xx/yyyy format. The baptism number 18/22 will become 18/2022 – both in the baptism book table and in the cards file table. 18/25, however, will become 18/1925, depending on the switch year that you can set. This is to avoid double entries of baptism numbers once a parish becomes 100 years old.

The switch year is put by default one year above the current year (as read by your computer). For example, if we are in the year 2024, the programme will put the switch year to 25: All xx/yy numbers starting with and above the switch year (25) will be interpreted as belonging to the last century. 1/25 will be interpreted as 1/1925. But all numbers below the switch year will be interpreted as belonging to the present century. 1/20 will be interpreted as 1/2020. If your parish has entries for more than a hundred years, you need to manually transform the oldest records that exceed 100 years.

For any of the procedures you have the option to create a log-file: a text file that will be stored in your log directory that is created automatically in the directory in which you installed this programme. The log will show you not only which changes were made (so that you can reverse them in case they do not fit your needs), but also where the programme encountered problems or inconsistencies.

### Link Baptism Book Table to Cards File Table



Link baptism book records to church records table

Note: The records are linked through the baptism number. You should run the baptism number controls (previous menu) in order to get better results.

Also: Make sure that the Parish name is set.

**LINK BAPTISM BOOK TO CHURCH RECORDS**

create Log File  
 break redundant links

Here you can automatically link all cards file records to the baptism book. The procedure looks for corresponding baptism numbers. Furthermore, in the cards file table, the Baptism Parish has to be called after the name of the Parish that you entered through the setup menu.



Before you start the linking procedure, you may want to run the preparatory procedures of the previous menu that concern baptism numbers.

### **Sync two backend versions**

If you work on the parish records always from one and the same computer (say the office computer) then you will not need this function. If you work on the files from several computers, then it is recommended that you store the data file (the backend with the .PRK extension) in a local network location. All computers are then attached to the same backend. Whatever change is made by one computer is seen by all computers. However, you may experience time lags when your backend is on a network drive when opening certain forms. This problem comes from the fact that the programme checks the availability of tables and data before allowing to proceed with certain procedure to prevent the programme from crashing. Future versions will deal with that issue.

Therefore, local networks do not always work. You may encounter the situation that you work on a copy of the backend, while somebody else has worked on the original backend. Both persons may have entered new records and changed old records. Then you can use the sync procedures to sync the two versions.

Syncing means that you work with two different backends: the backend of your own version is called the local backend. The backend that you want to incorporate into your own backend is called the import backend. You should copy the import database onto your own computer or flash drive.

**IMPORTANT:** You must always make a security copy of your data before engaging the sync procedures. These are elaborate and cannot be reversed. This version is still in its developmental stage and may make fatal mistakes!

Syncing is only possible if the two backends have the exact settings in terms of years of contributions and the same number of contributions. Meaning, if in one version additional years have been set up, then you need to set them up also in the other version. Otherwise, they will not be compatible. The programme will alert you when it finds conflicting parameters.

The sync procedure consists of a one-way sync: New records of the import database or old records that have been changed in the import database will be incorporated into the local database. But the changes in your local database will not be exported to the import database. After a successful sync, you should simply delete the import database on all other computers and substitute it with the revised local one (the synced one).

The programming structures for the sync operations are complex. Therefore, I have kept in this version different stages apart from each other so they can be invoked separately, in case a procedure does not work as intended or crushes.

You find two commands in the control panel. One deals with syncing the baptism book, and the other (much more complex and maybe also more prone to unintended or missing data transmission) with syncing the church records table. The commands for each are similar to each other. Let us walk through it:

**REGULAR SYNC BAPTISM BOOK TABLE (one-way sync)**

local backend: C:\Users\bernh\\_NOT\_SYNCED\ParishRecords\DeveloperVersion\ParishRecords\_Lumimba\_DATA.PR  
import backend:

---

**LOCAL TABLES**      **IMPORT TABLES**

---

**LOAD TABLES FROM IMPORT BACKEND**

Load the tables from the import backend.

---

**IMPORT NEW RECORDS**       Force imports with non-unique bap numbers  
 Create log file      Imports all new records from the import table.

**UPDATE MODIFIED RECORDS**       Force updates with non-unique bap numbers  
 Create log file      Overwrite existing data with newer data from the import table.

---

**OTHER OPERATIONS**

**OPEN BAPTISM BOOK TABLE**      **OPEN BAPTISM BOOK TABLE**

You may want to open the baptism book tables of both backends, to make sure you are dealing with the data you want.

**SHOW/EDIT RECORDS LACKING TIME STAMP**      **SHOW/EDIT RECORDS LACKING TIME STAMP**

Press **SHOW/EDIT RECORDS LACKING TIME STAMPS** to make sure that there are none. Such records will be excluded from the sync process.

**SHOW/EDIT RECORDS WITH NON-UNIQUE STAMPS**      **SHOW/EDIT RECORDS WITH NON-UNIQUE STAMPS**

Press **SHOW/EDIT RECORDS WITH NON-UNIQUE STAMPS** to make sure that there are none. Correct by giving or deleting time stamps individually to those records that you want to consider or to exclude for sync.

**BULK TIME STAMP OPERATIONS**

Perform bulk operations (create/delete) on time stamps

---

**BACK**      **CLEAN UP IMPORT TABLES**      TASK: \_\_\_\_\_  
IDs checked: \_\_\_\_\_      IDs updated: \_\_\_\_\_

To start, you load the tables of the other backend into the local database (the dark blue command) if the programme encounters incompatibilities, then you will be alerted.

The sync operation has two parts which you can perform independently of each other. The first one (and most important one) incorporates all records from the import backend into your local backend that cannot be found on the local backend. The programme knows new records by the creation time stamp. If a record in the import table has exactly the same timestamp (which consists of a complex date and number) as a record in the local backend, then the programme concludes that we are dealing with the same person.

The second procedure overwrites all data of the local backend with the data from the import backend where the programme concludes that the data refers to the same record and the edit time stamp of the backend is more recent. Meaning: changes have been done on existing records in the import database that need to be transferred to the local database.

These are the only two commands that you need to employ. Once you understand how the system works, you can manipulate it in such a way that it produces the results that you want. For this reason, you find some additional commands (operations) on the panel. These you should only use when you have understood how the system works. If your tables are in order, you will not need to use them!

First of all, you should open both tables in the recordset view to make sure that you are actually syncing the right databases! This is important if you have many backups. Here you can also delete timestamps of records that you want to exclude from the sync.

**VERY IMPORTANT:** You should never delete time stamps in the local table, because you will end up with double records! But you should delete time stamps in the import table, if you want to exclude these from the sync procedure.

Next, you can display all records that lack a time stamp. Ideally, no record should lack a time stamp. But this programme makes room for various types of exports and imports. It also makes room for the user to delete time stamps (in that way the user can control which records will be synced and which

will be excluded from the syncing process). This operation opens all records that lack a timestamp and allows you to look at each record individually – both in the local table and the import table.

Next, you can also check if any of the two tables contain non-unique time stamps. For example if you have overwritten a timestamp with your own pattern. Such records will be excluded from the sync process, and you can address them here.

If you want, you can also perform bulk operations on time stamps, like giving all records new time stamps. This option is mainly for the developer – in case your system gets mixed up. You are discouraged from using this feature.

Finally, you also find an option of swapping the local backend with another backend (and later swap again), because you have more options available for working on the local table than on the import table.

### **Direct Edits**

This feature has been included for emergency situations and programme shutdowns that are due to faulty tables, for example if the programme misfunctions or if data for an import operation was manipulated outside of the Parish Record Keeper programme.

Important: If you make use of this option, only change existing entries, but never ever add a record manually, or delete a record manually. Tables are linked with each other, and if you delete a record in one table but not in another, the tables will be out of sync, and the programme will no longer be functional.

During manual edit of the church records table, make sure that each entry has a valid class (either 'cardholder', 'spouse', or 'child') and that all people who share the same card have the same card ID. Each card must have a cardholder and any given card can only have one spouse and one cardholder. Other present or past spouses must be put on secondary cards.

Secondary cards are recognized by the system through an entry in the Scards field. In that string, each card ID is separated by a semicolon from other card IDs.

If a person is entered as a cardholder or a spouse, the person must be given a sex: valid entries are only F (female) and M (male). Children should also be given a sex, though this becomes essential only at the stage where the child or dependent is given an own card as spouse or as cardholder. The sex field enables the programme to place the adult person on the correct side of the card.

### **Export All Tables (Excel)**

You are advised to run this feature frequently. All tables are backed up into an Excel file and can be imported again in case your file system gets corrupted. Each backup file is stored with its backup date as part of the filename, so it is easy to retrieve it even if you have many backups. Backups are stored in the Exports folder.

Of course, you can also work on all these tables externally from EXCEL, since EXCEL gives you different opportunity for data manipulation. Afterwards, you simply import the tables back into a new database.

Important: If Excel is open, you may find that the application freezes until you close all instances of Excel. In such a case, you not only must close Excel but also stop all Excel background processes through the Windows Task Manager.

## New Parish / Import / Change Backend

**Welcome**

This application needs a backend for storing your data. Here you can

1. Initiate a new empty backend database (storing your data) for your Parish Records. The new backend database will be stored in the same directory as the frontend (the programme you are using now). You can later decide to move it to a different location, for example to a common network drive, by using the backend location link manager in the control panel.

Choose a name for your new Backend database:

Allow imports when sheets are missing (May make database disfunctional)

2. You can also link this frontend to an already established backend:

3. If you have moved your existing DATA backend to a different location, then you can relink it here:

**NEW DATABASE** "I want to start a new database from scratch."

**NEW DATABASE FROM IMPORT** "I have an EXCEL file with my data. I want to import my data into a new database."

**LINK TO DIFFERENT BACKEND** "I have an existing DATA backend (.PR file) to which I want to connect this frontend."

**OPEN LINK MANAGER** "I have renamed or moved my backend. Let me find it!"

**BACK** **CONTROL PANEL**

### ***New Database & New Database from Import***

The frontend can only be linked to one single backend, but you can have as many backends as you wish. At any time, you can link the frontend to a different backend and relink again to the old one some other time. Obviously, you can also make backups of backends through the Windows Explorer.

With the two new database commands you can establish a new database, either from scratch or by means of an import of an Excel file that contains your former export. In either case, you need to give the new backend a name in the textbox above the commands. The programme will add the extension `_DATA.PRK` to the name you chose. If a backend of that name already exists, the programme will not overwrite it but add a number to the newly created database. If you want to delete old copies of backends, you do so through the Windows Explorer.

You can only import databases (Excel files) that were created through this programme's export utility.

Such imports will establish a new backend (that you need to name before you can engage the procedure) but it will not delete your old backend. If you want to delete it, you have to do it manually through the Windows File Explorer. If you want, you can always link back to your old backend.

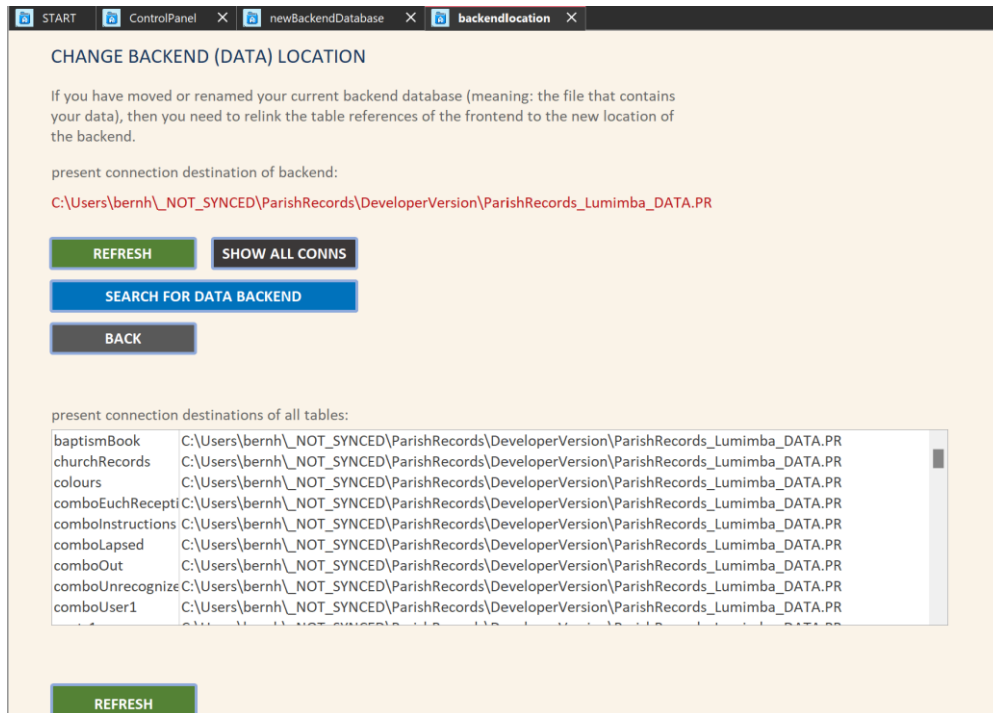
### ***Link to different Backend***

Here you can link your frontend to a different backend, as long as they were all created from the same version of the frontend. This function is useful if you are dealing with two or more parishes which all have their separate books.

Recommendation: After any swap of backends, it is recommended that you reset the index table through the control panel (see later).

### Open Link Manager

In case you have renamed the backend file or placed it into a different directory, you can look for it here and reconnect the frontend to the backend.



The 'Show all conns' command will show you the connections of all tables. This may be useful if you want to connect any of the tables directly to another programme, like an external accountancy programme, beyond of what has been described in this documentation.

---

### Control Panel (grey commands): common repair functions

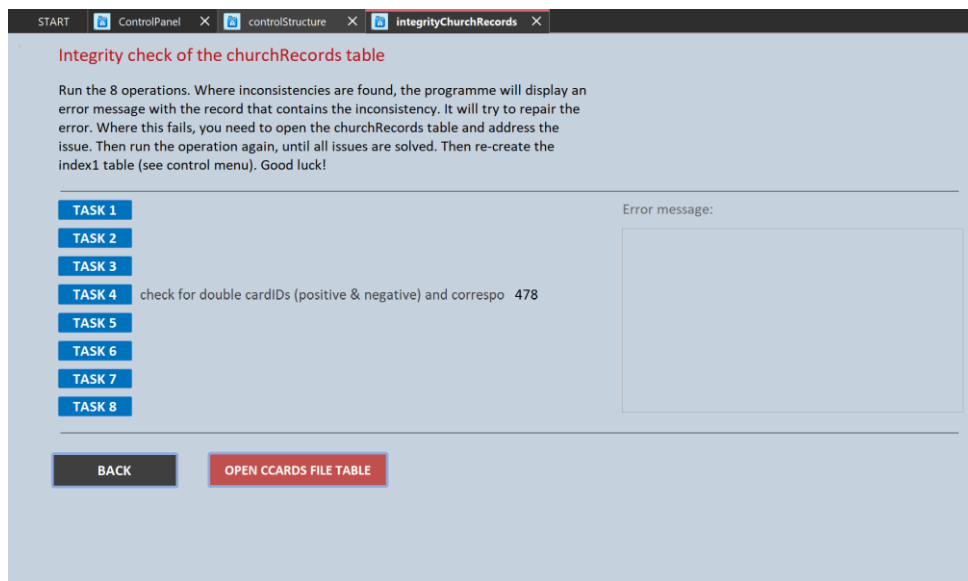
---

#### Integrity of Cards File Table

The most complex table of this programme is the church record table. You have the option to edit this table directly. This experimental version is prone to programming mistakes. It has not been tested extensively. Meaning: some of the functions may write data into the church records table in a non-intended manner. Such mistakes need to be corrected manually!

In the integrity test, you find a number of procedures that check different relationships within the table. You are advised to run all the procedures from time to time, just to make sure that things are ok. Some mistakes can be repaired automatically by the programme. But other mistakes may need to be repaired manually by means of direct entries in the church records table.

In this present version, you find eight tests that can run independently of each other. Some inconsistencies may make the programme to freeze, to stop, or to crush. But the record will be displayed that caused the problem, which you can then try to fix manually.



In case of major difficulties, you are advised first to recreate the index table (see next point). If that does not work, seek help from the developer.

### Recreate Index Table

The family cards are established through an intermediary index table. In case of any crush or problem you are advised to re-establish the index table through this command. You should also recreate the index table when switching backends.

If this procedure finds unreconcilable contradictions, you will ideally be advised about the record that contains these contradictions which you may then need to address manually through direct edits of the church records table.

Please inform the developer of such situations, because they may be due to programming mistakes that can and should be fixed.

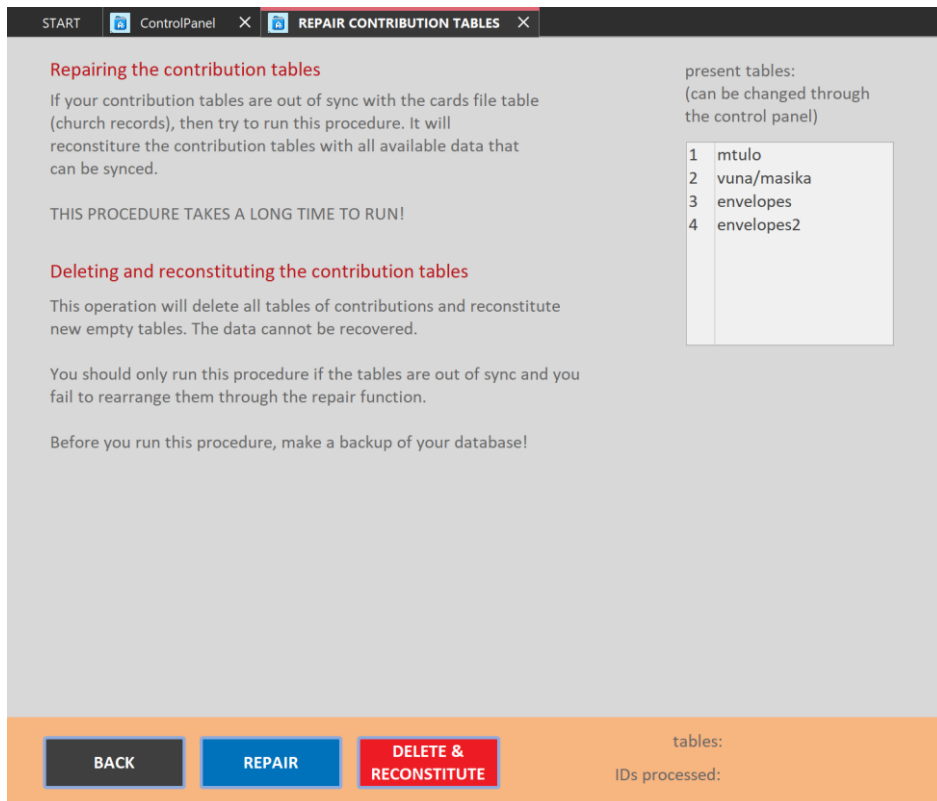
Note: the procedure may take some time, depending on computing capacities and the size of the cards file table.

### Quick sync contribution tables

In case the programme crushes, you should run the quick sync function. If the tables are out of sync, you are advised first to use the repair function through the next command.

### Repair contribution tables

When the contribution tables are out of sync with each other or the church records table, then you find here a repair function that will recover your data and bring all the tables in sync. The function needs some time to run, but in most cases, it should do its job! It works by recreate empty tables and import record by record from your old tables.



The DELETE & RECONSTITUTE command should be your last option. It wipes away all records of contributions and recreates contribution tables in harmony with the entries of the cards file table.

### Download supplementary documents

This application runs with the help of some supplementary files that are located in different directories – all of which are located in the root directory of the folder in which you installed the frontend. This procedure checks if all files are present (including this documentation), in case some have been deleted or moved.

### Reset All

This procedure delinks the frontend from the backend and resets all settings to the original, out of the box state. It does not delete the backend and you can reconnect to it later again. If you want to delete it, you have to do it manually through the Windows File Explorer

### Uninstall information

The installation of this programme has not altered your Windows system, with the exception that it declared the folder into which you installed the frontend (meaning the Parish Record Keeper application) together with its subfolders a “trusted location” through an entry in the Windows Registry.

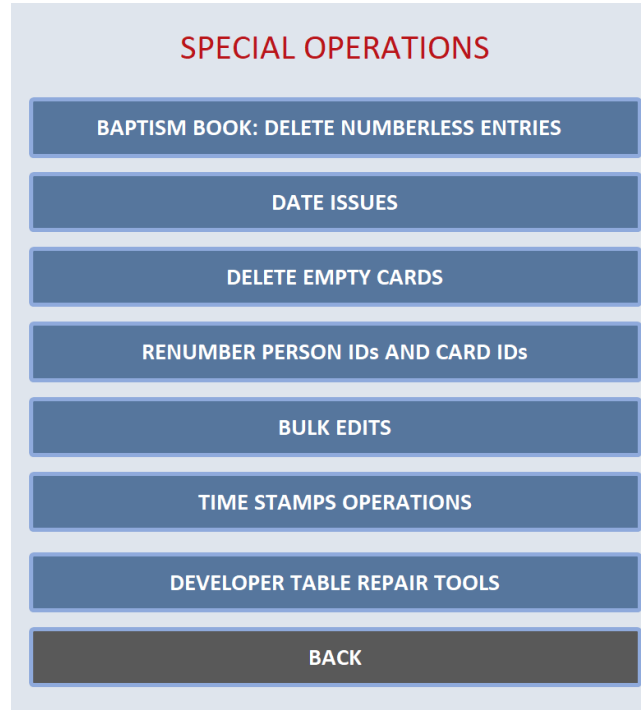
The easiest way of uninstalling this application is simply by deleting the whole folder into which you installed the application, or simply to delete all the files through the Windows Explorer. You may want to keep your data file. Since it consists of tables in a Microsoft Access Database, it may still be of use to you if you want to swap to a different application.

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## Control Panel: Special Operations

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This command opens an additional control panel with additional commands:

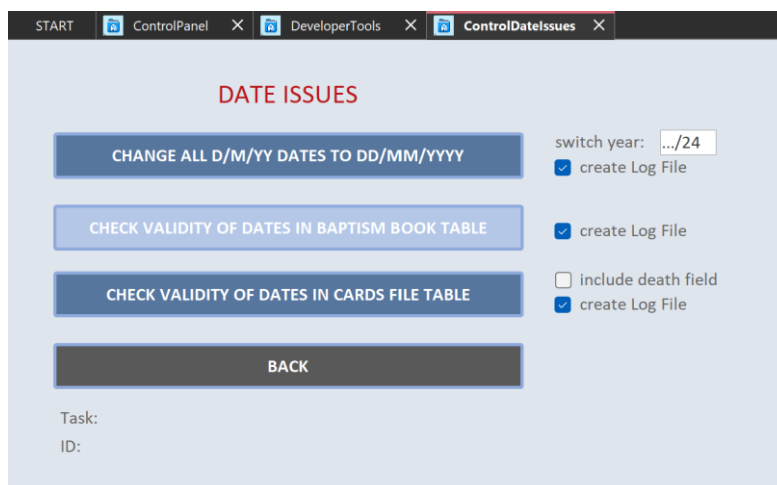


### Show and Delete Numberless Entries of the Baptism Book

Entries in the baptism book without baptism number are ignored by the system. Here you can delete such records or alternatively provide an entry in the baptism number field.

If you enter your data through the system, you will not need this feature. But if you have imported your data from another application, it may be useful.

### Date issues





This version of Parish Record Keeper treats all dates as simple strings. (Exception: all dates of contributions follow the Date Format to allow the programme to associate contributions with the correct accounting year.) The user is encouraged to follow the full date format when entering dates (for example 01/01/2023) in accordance to the regional settings as defined by the Windows Operation System.

Often the user may not know a precise date. Often only the year is known. The first command on this form allows you to change all dates automatically into a recognised date format, for example transforming 1-1-23 into 01/01/2023.

The function of the switch year has already been explained. By default, the computer takes the forthcoming year as switch year in order to determine the century of entries where that have only two digits instead of four: entries greater and equal to the switch year are treated as belonging to the last century, while entries between 00 and the switch year are treated as belonging to the present century.

The second and third commands allows you to identify date entries that cannot be recognised by the programme as dates. This may bring you compatibility issues in future updates of the programme. The commands alert you and allow you to edit the unrecognised dates.

### **Delete Empty Cards**

If all goes well, empty cards are deleted automatically and you should not be required to run this operation. But if this programme crashes, you may run into a situation that some individual cards are still counted even though its persons have been deleted. This procedure deletes them.

### **Renumber Person IDs, Card IDs, and Baptism Book IDs.**

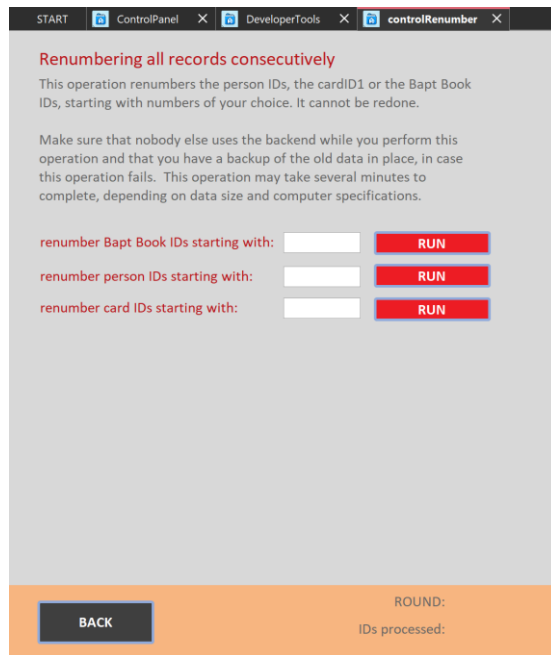
The programme starts by default with the number 1, for the person IDs, the card IDs, and the Baptism Book IDs. If you want the tables to start with a different ID, you can do this here.

If you delete records, your internal numbering system will have “holes”. Meaning if you delete record number 781, there will be no longer any record number 781 in the tables. This does not pose any problem, and that is the way any database works. However, there may be reasons why a user may want the tables to be consecutively renumbered. This function can perform this task.

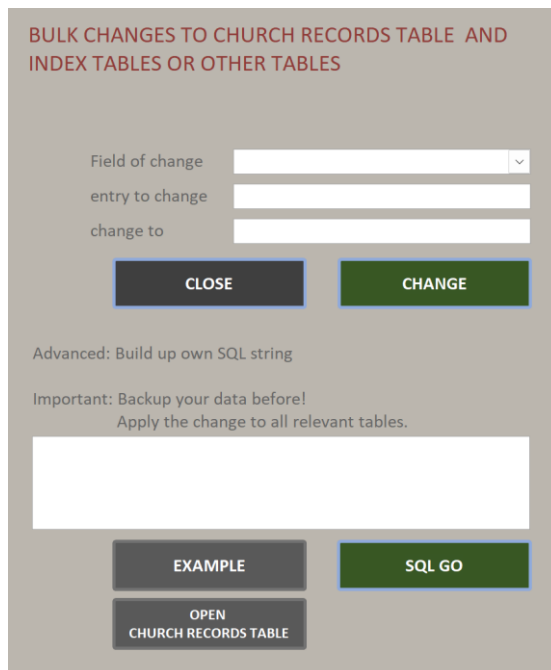
Since it has not yet been tested extensively, you are advised to make a security copy of the old tables before you engage this procedure and the check yourself the outcome.

Note: you can change person IDs, card IDs and Baptism Book IDs in separate procedures.

**Important:** After renumbering, the system needs to relink records of the baptism book table with records of the cards file table. This is done in an automated way if you follow the commands one by one. Otherwise, you need to perform the operation manually through the control panel (see the Data Link/Sync section).



## Bulk edits



Sometimes you may want to change information in bulk. For example, when a prayer centre changes its name, or becomes an outstation, you need to edit all the information that has already been entered. Here you can make such bulk edits.

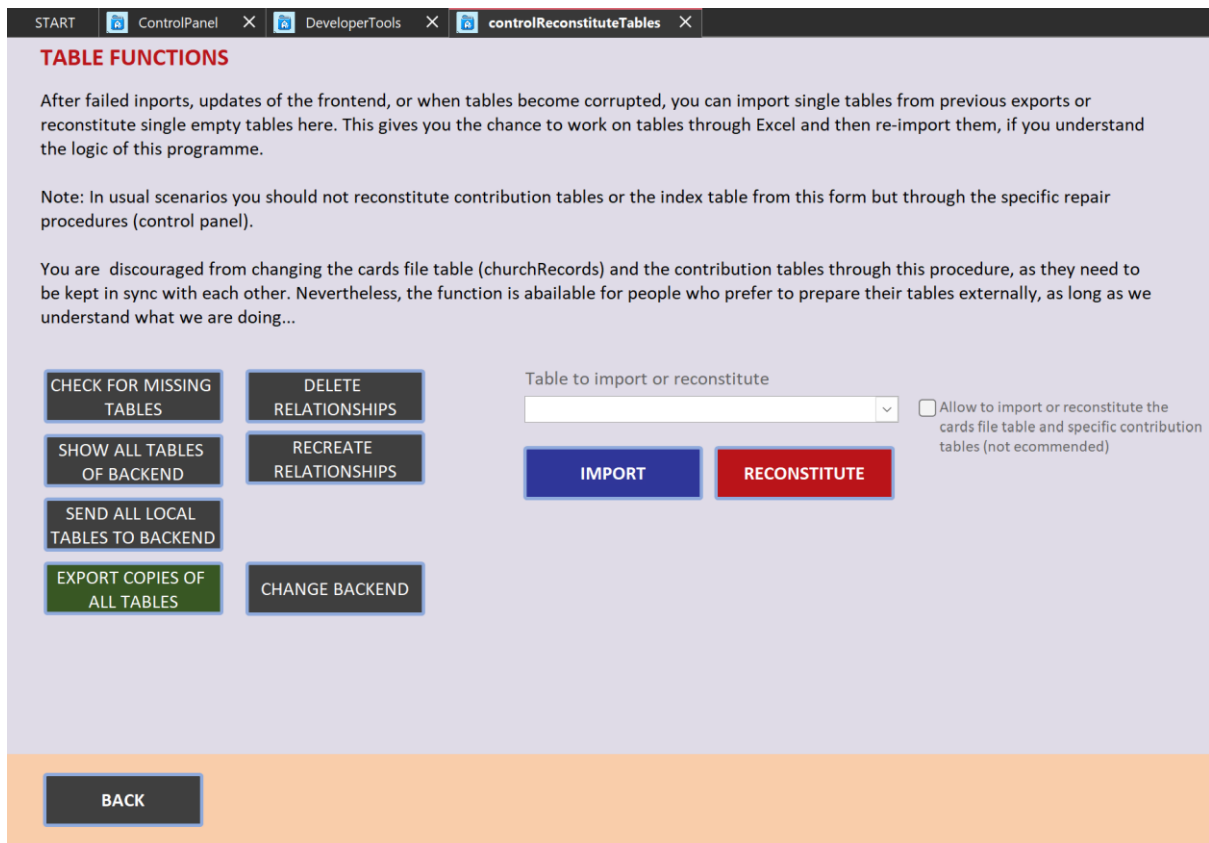
The easiest way that does not require any SQL knowledge is on top of the form. Chose the field in which you need to make changes from the dropdown menu. Next, enter a string of what needs to be changed. Next, enter the replacement string.

If you know SQL, then you can also use the control at the bottom which gives you all flexibility that you may want. The procedure will first test your SQL command. If it can be validated, it will be executed.

CHANGES CANNOT BE REVERSED. WRONG COMMANDS MAY DELETE WHOLE TABLES OR EVEN FILES. Never use this function without having made a backup.

### Reconstitute Specific Tables

After a defective import, you have the chance to reconstitute specific tables through this function. Also, if you update to a newer frontend, you may sometimes be required to reconstitute your tables (while keeping the data) to make them compatible to the new version. Here you can also test if your backend contains all required tables.



Some information about the DELETE RELATIONSHIPS and RECREATE RELATIONSHIPS commands: The three order tables (in Chipata Outstations, Mbumbas, Sections) can be linked to each other by enforcing a relationship of integrity that cascades from higher orders to lower orders. If you delete an order 1 entry, then all entries in the other tables will also be deleted that are under that entity. This, however, can also bring problems if the user is not accustomed with the logic. One may try to enter rows and be surprised that the programme fails to save such entries because they contradict the relational logic. In such cases one can delete the relationships and see how the data entry works.

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### Programming logic: primary, secondary and Pcards

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The VBA programming follows this logic:

1. The churchRecords table determines the data of primary cards of each individual. spouseID and location (order1, order2, order3 & village) apply only to the primary card of the specific person (personID). The class field determines his/her position only for the primary card.
2. The Scards field contains all secondary cards of the specific person. A child cannot have a secondary card. (The parents' card is not treated as a secondary card!) Whether a person is cardholder of the secondary card or spouse is determined by the index table that builds up the family cards. The residence of secondary card does not need to be the same as the residence of primary cards. People can have several residences.
3. Contributions are compiled only in reference to primary cards and in regards to the prayer centre (order1, order2, order3) of the primary card, though they are displayed on all cards. In other words: contributions are compiled in reference to the churchRecords table, not the index table.
4. When the user makes a person cardholder of a card, then
  - a. The person necessarily becomes cardholder in the index table.
  - b. Whether the person will be marked also as cardholder in the churchRecords table depends on whether or not the present card is his/her primary card.
  - c. The old cardholder (if existing) will also be marked as spouse in the churchRecords table if – and only if – the present card is that person's primary card.
5. When the user gives a person a new secondary card, a new card is created and an entry of the new card is made in the Scards field. The person becomes automatically cardholder of the new card in the index table.
6. When a secondary card is turned into a primary card, then
  - a. All residence values of card's record in the index table are copied into the churchRecords table.
  - b. The person becomes cardholder on the former secondary card, now primary card, if and only if that card is not the spouse's primary card.
  - c. The spouse (if existing) on the former primary card becomes cardholder if that card is his/her primary card. The reason for this is that some procedures (like syncing) need to identify a cardholder on any card that is registered in the churchRecords table.
7. When a person is removed from a secondary card, then
  - a. the remaining spouse (if existing) is set as cardholder according to the rules spelled out above.
  - b. In the index table, the field IDhusband or IDwife is set to Null.
  - c. In the churchRecords table, the spouseID is set to Null if the card is the primary card for the remaining spouse.
8. When a child is given a card in his/her own right, then the new card will become his/her primary card, while the old card remains his/her Pcard.

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## Common Questions

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**Q. How can I find double entries so as to avoid confusion?**

It is important to eliminate double entries. The easiest way to find them is through the control panel and search for double baptism numbers – both in the baptism book table or in the cards file table. It will open all doubles so you can find out those you need to eliminate.

**Q. The cards system leaves room only for 12 children or dependents. What if a family has more?**

Create for each of the spouses a secondary card, and link the secondary cards together in marriage by choosing GIVE A WIFE or GIVE A HUSBAND in one of the new secondary cards. Chose the option to search for the spouse and merge the two secondary cards into one. Now the secondary cards will have the same spouses as the primary card. You can enter all the other children on the secondary card. And you can create as many secondary cards as you want.

**Q: When creating a new card, I have, by mistake, given the cardholder the wrong sex. Now he/she is displayed on the wrong side of the card. The wife – husband terminology becomes mixed up even in the commands. How can I rectify the situation?**

This situation needs indeed to be rectified. Navigate to the person's individual file. Change the sex. Then go to the control panel and recreate the index table. Now the person will be placed on the correct side of the card.

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## Copyright

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