Knektix Platform 1.0

Users Guide

For Private Use Only
Prepared for New Life Church, Colorado Springs, CO

- Knektix Solutions, Springfield, MO

Knektix Platform 1.0

Welcome to the Knektix 1.0 Platform, designed to be the small group 'base of operations' for your ministry. The platform is accessible by going to www.knektix.com, and the general interface is available to both clients and non-clients. We have designed the general interface to make available tools to all churches that use Free Market Small Groups (FMSG) that will both serve as a free resource and point of connection with other churches that use FMSG.

This documentation is will be provided in three modes for our clients:

1. **This PDF document** that can easily be downloaded or used online. Please use the search features in Adobe Reader to find certain items as needed.
2. **Flash Tutorials** will be made available as soon as possible. They will provide visual instruction on each section of the platform.
3. **Podcast Style audio instructions** on each page of the platform. We use a simple (and free) product called GCast that is found on the left side of each page. Choosing MENU on the GCast interface enables the various chapters of audio documentation that can be used as needed. Simple hit the PLAY button to initiate each chapter.

On some pages, there is a notation marked "******* March Update *******". This indicates updates that will be in place prior to the public launch of the platform at the Small Groups Conference in Colorado Springs on March 16th.

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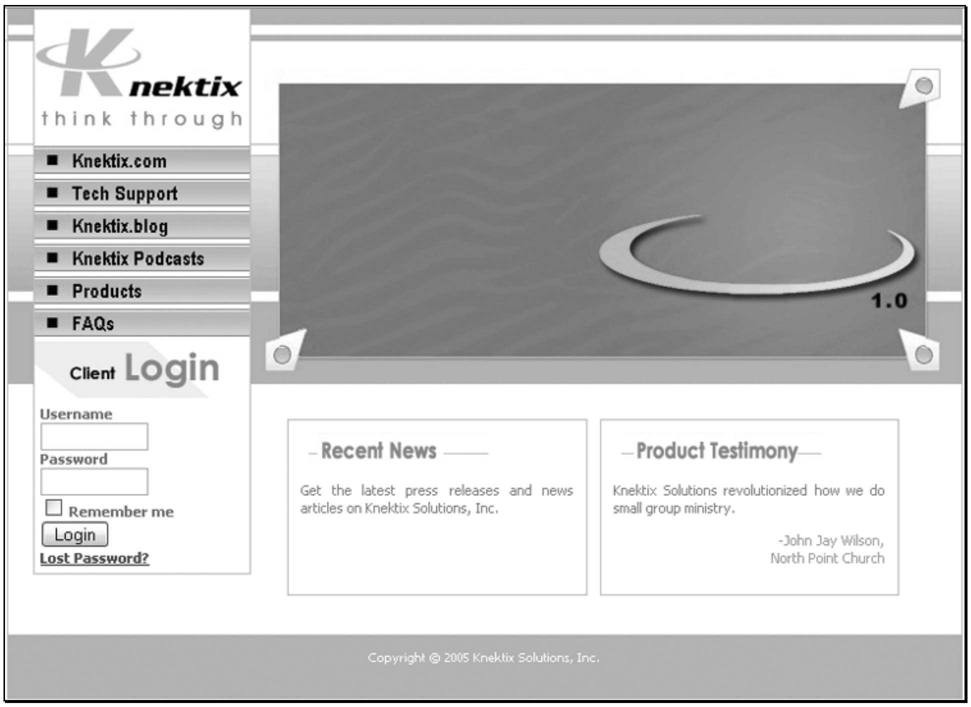
General Interface

1. General Interface



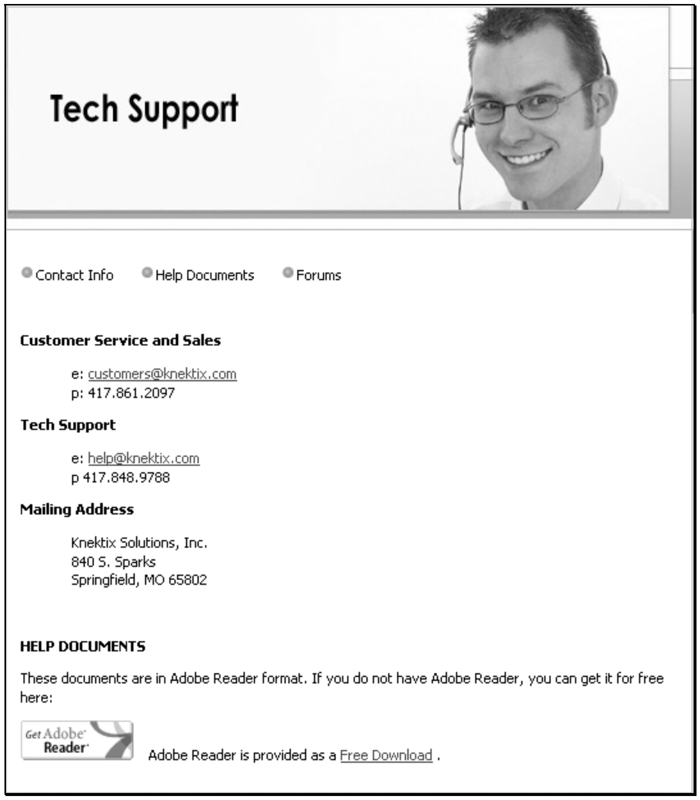
The General Interface menu is found on the top left section of our site. It can be accessed whether a client is logged in or not logged in. The two non-static components of our general interface are the Version Number and the Recent News.

Version Number - As a rule, Knektix was designed to make changes as needed in our platform. This means that our clients are not dependant on the 'latest release' to be mailed to them on a CD or require them to download an update. We have a core value of updating the platform with enhancements and requests from our clients as soon as possible. As those changes are made, our clients are notified via email immediately with proper documentation. We realize that we cannot promise meet all the requests made to us, but we also realize that we live with a 'free market' ministry culture, and that the 'market' drives and creates the need. As leaders notify us of requests, we put those at the top of our priority lists, consult with those leaders to clarify how we can best meet those needs, and write the code to make it happen. Our hope is that this will be a continual process. The version number will be directly related to major modifications only, not simply enhancements. When the version number changes, our clients can have a clear indication that either 1) a new module has been added or 2) a new design or architectural change has been adopted.

General Interface

Recent News - This is the location where Knektix will place updates, enhancement and upgrade news. We also will put alerts of new blog entries and podcast dates.

1.1 TECH SUPPORT



This page includes any component we feel is helpful to understanding the platform.

Contact Information

Help Files - These files can be downloaded by right-clicking on the file, choosing 'save as' and determining a location to where you would like the file saved. The documentation is in PDF form, and you will need Adobe Reader to view it. You can download Adobe Reader for free at http://www.adobe.com/products/acrobat/readstep2.html.

Forum - The client forum is a great place to post concerns, questions and suggestions, and is mean to be collaborative.

1.2 KNEKTIX.BLOG

The development of Blogs over the Internet has been one of the most widely accepted innovations in the last couple of years. It is a means of posting ideas on a regular basis that can be points of conversation for all readers. Each blog entry as several features that can be noted:

- The Title
- The Category
- The Author
- The Date
- The Entry
- The Comments

Commenting on an Entry

At the end of each entry is a hyperlink "Write a Comment". For any blog entry that the view would like to comment on, they can simply click on that link, and it will take them to a new page. The client will be asked to supply the following information:

- Your Name (required)
- Your Email Address (required)
- Your Website
- Your Entry

Once comments are posted by clicking on the SEND button, the entry cannot be undone by the client. From that point on those comments are placed on the knektix.com website, and become public domain.

1.3 KNEKTIX PODCASTS

Each week, Knektix provides what is called a podcast. Podcasts are a somewhat recent development that is very much like a simplified radio program that is delivered directly to the client. The format of our podcasts is very specific, in that we want to 1) get information specific to Free Market Small Group leaders out, as well as 2) introduce leaders to other leaders via interviews.

Our weekly podcast, which is about 30 minutes long, will give our clients an opportunity to hear first hand from Pastors and/or Directors of FMSG ministries around the country. These interviews are designed to help address some of the details of running the ministry, discuss new innovations, share ideas and generally help to create a community of leaders who are working in the same area.

If a client has iTunes 5.0+, they can click on the "Subscribe with iTunes" link to subscribe and the podcast will be delivered to them automatically. They will then be able to listen at their computer or take the MP3 with them on their iPod or other MP3 player.

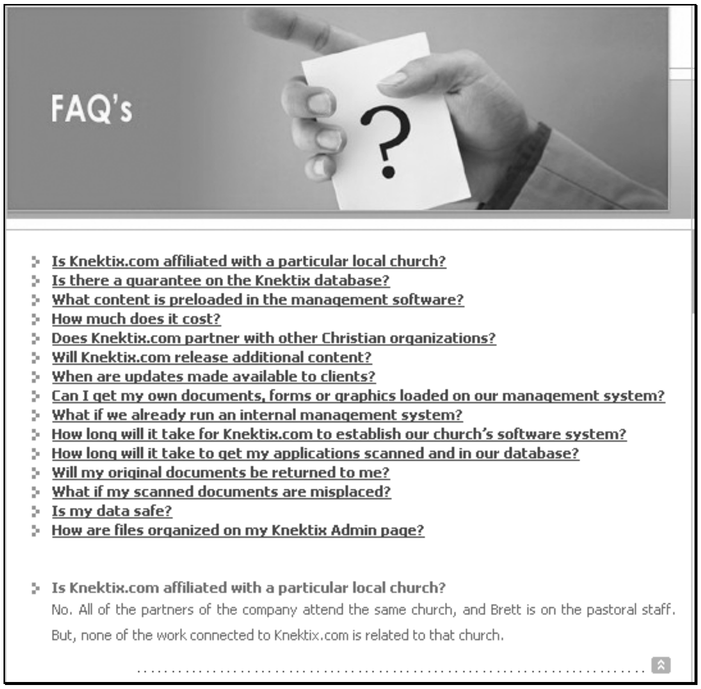
If a client doesn't have iTunes, they can click on the supplied link to get it free for Mac or Windows at http://www.apple.com/itunes/. Clients can also subscribe to the podcast using other podcasting tools and RSS newsreaders. The feed address is: http://feeds.feedburner.com/knektix.

1.4 Products

The products page of our site allows clients to see the wide variety of products and services that are available through Knektix Solutions. Each of the products has a description, as well as an "add to cart" button next to it. By choosing the "add to cart" button, the client is temporarily taken to a separate page operated by Paypal.

Simply follow the prompts with Paypal, and upon completion the client will be redirected back to the Knektix site.

1.5 FAQs



Knektix has a general list of Frequently Asked Questions that should cover the basics. This page was designed to cover the "big idea" questions that most people have concerning all aspects of our company. For more detailed information on specific questions, please refer to the public forums found on our Tech Support pages.

Administrative Interface

2. Administrative Interface

The Administrative Interface is accessible by putting in the clients correct user name and password on the left hand frame of the page. The client chooses this user name and password at the time they ordered the subscription. If a client wishes to change this information, they can easily do so by emailing Knektix with that request.

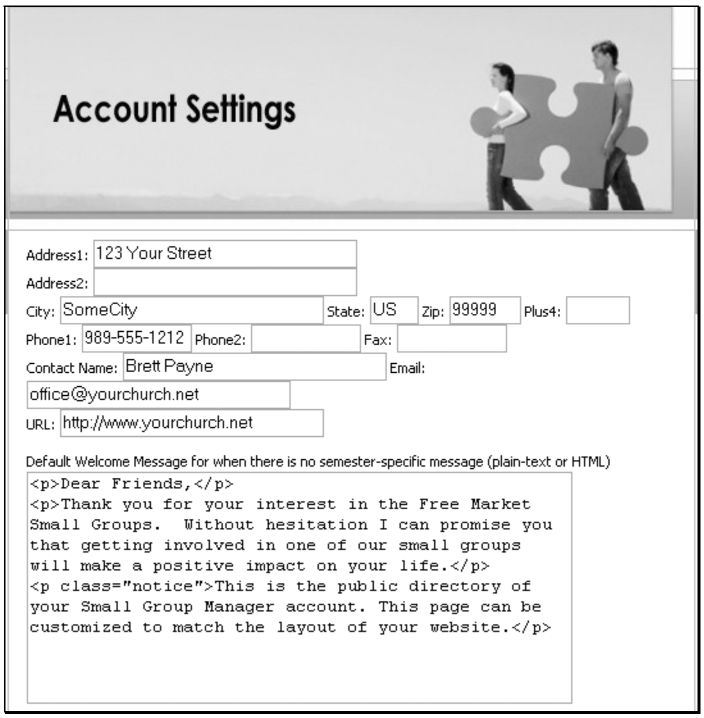
This interface is available to all monthly subscription holders of the Knektix Platform. The links for each of the modules are found as graphics on the Admin Home page, as well as in link form on the bottom left side of the interface. We have designed the administrative interface to show the links on the bottom left so that, at any point, a client is able to jump from one function to another without having to backtrack in any way.

As changes and additions are made to this interface, they will be immediately available to all clients of the platform. Also, the platform can be used by as many people as the client allows simultaneously without conflict. Because the platform does follow a "last save" policy, it is a good idea not to have multiple people working on the same record (i.e. "Leader") at the same time.

2.1 ADMIN HOME

This link, available on the left hand side only, will direct the client back to the initial page of the administrative interface.

2.2 ACCOUNT SETTINGS



By default, when a client goes to this page, the name of the church that the platform is registered to is located at the top left of the page. The data entered in under Account Settings can be changed at any time, and should reflect the primary source of information related to the church.

The Default Welcome Message

This is the basic welcome message that will be displayed on your church website page that is viewable to the general public. For each client account, Knektix offers to place an interface on the church's existing website that will allow people to be introduced to the small groups, as well as do specific searches for groups that the church hosts. This "welcome message" is the default message that will be displayed on the church site, assuming a "semester specific" message has not already been assigned on the Manage Semesters module. This message is especially helpful if the church has weeks in between semesters when small groups are not necessarily functioning (i.e. the holidays).

The client can either place this message in the box as plain text or as html. Saved changes are immediately reflected on the appropriate Small Group pages on the church website.

2.3 Manage Groups

The Manage Groups pages are the place where clients add, edit and delete the small groups for their church. As a rule, there is no need to ever delete a small group from this directory, unless the client is confident that they will never need a record of that group in the future.

2.3.1 Top Row Links

The top row of links includes:

Add Group The client will be taken to a separate Edit Group page to fill in the appropriate information.

Export Groups to Excel Clicking on this option will open up a dialogue box asking whether the client wants to open the information directly to Excel, or rather save it to their hard drive. This feature is especially important when the client want to have the data available for outside reporting, or would like to import the data into additional form letters. For information on how to easily follow the procedure of using exported data in a Microsoft Word Document, we have included the Microsoft Help files on this particular issue on our Tech Support Page. If there is still a question about how to follow this process, please feel free to contact us at Knektix, and we will walk you through the process (just make sure to give us a little time to schedule this).

Print When a client needs an immediate copy of all of the data pertaining to each group, this function will allow for a quick print. The information is created within the web browser and cannot be edited within that browser. To edit, it must be copied and pasted within a 3rd party editor such as MS Word. Although this is true, the client may use the print function of their browser in order to print this full copy.

2.3.2 Group Table

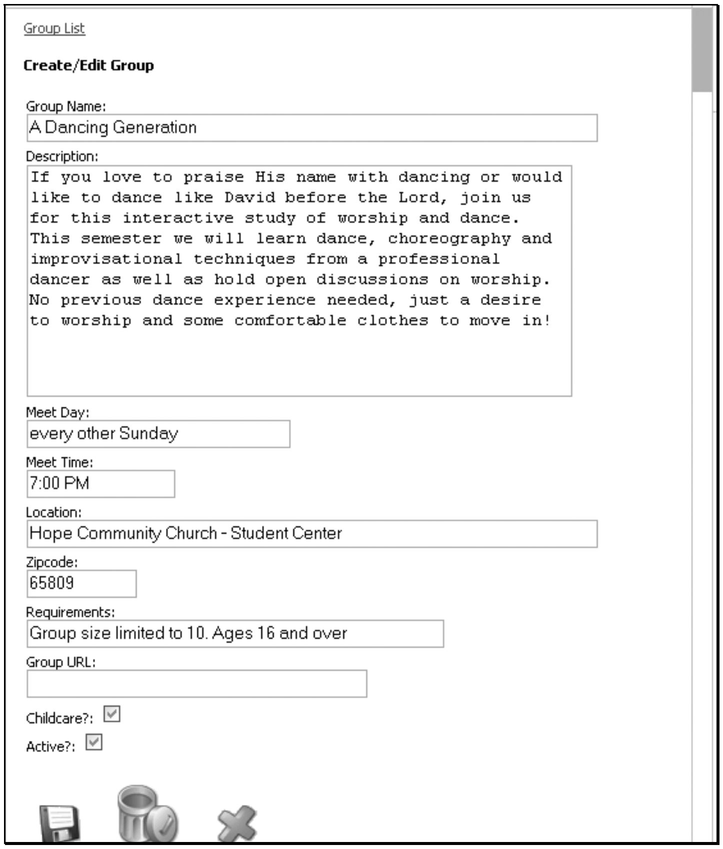
The Group table includes:

The Edit Column Clicking on the pencil icon will take the client to the Group Edit interface discussed below.

The Active Column The two icons found to each group represent whether a particular group is active during that semester. The blue icon with the checkmark is the indicator of an Active Group. When a group is active, it can be searched for on the church's website. The red icon with the exclamation point is the indicator of an Inactive Group. This group is in no way deleted from the database, and may remain inactive for as long as the client wishes. Inactive groups are not available for searches within the church's website. The procedure for changing a group from Active to Inactive, and vice versa, is simply to click on the icon. The change will be reflected throughout the entire platform, and immediately reflected on the church website.

The Group Name This is the name that is given to the group on the Edit Groups page, discussed below. These names are sorted alphabetically by default.

2.3.3 Edit Groups



2.3.3.1 Create / Edit Groups

The Create/Edit Groups is designed with the following:

- ***Group Name***
- ***Description*** Limited to 500 characters.
- ***Meet Day***
- ***Meet Time***
- ***Location***
- ***Zip Code*** This zip code will be reflected on one of the searches available to visitors of the church's website.
- ***Requirements*** A text field available for any type of information related to needs that group members may have (i.e. cost for the group, books, specific training, etc.)

- ***Group URL*** Available for small groups that may have their own websites.
- ***Childcare*** Checked if childcare is provided, unchecked if childcare is not provided.
- ***Active*** This checkbox is directly related to the Active / Inactive icons on the front page of the Manage Groups module. The client does not need to change this in both places.

Three icons at the bottom of the page represent actions that can be taken during editing

- ***The Disk Icon*** Clicking this icon will save all changes made to that page, and will return the client to the general list of all groups.
- ***The Trash Can*** Icon Clicking this icon will delete the group from the database. This is not recommended, as all information lost is permanent.
- ***The Red "X" Icon*** Clicking this icon will undo any edits made to the group, and will return the client to the general list of all groups.

2.3.3.2 Topics

Clients can add up to three topics for their groups. There is a default list provided for each account, but clients are not limited to these topics.

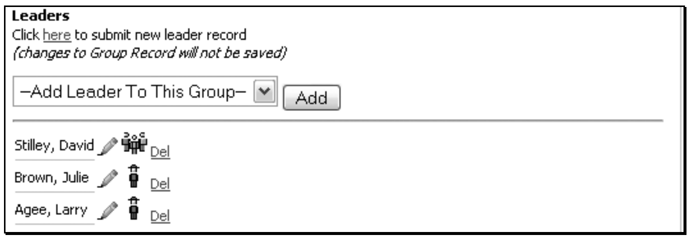
To add a new topic, simply choose the "here" link under the word Topic and follow the prompts (this link is not active for the January release). The new topic will be specific only to the client's church and will not affect the default list. Topics, as a note, are generally used for two purposes in Free Market Small Groups. They are used for indexing purposes when catalogues are created, allowing easy access to groups based on topic. Secondly, they are used on the website for visitors to choose groups based on topic.

The primary topic will be indicated by the blue icon. This icon be toggled between red and blue simply by clicking on it. Clients can only assign on topic as primary.

Topics can easily be added by choosing an existing topic from the drop down menu, and choosing Add.

Topics can easily be deleted by choosing the delete button.

2.3.3.3 Leaders



The two functions of this area of the page are to designate the group leaders, as well as the section leaders.

To choose an existing leader, click the arrow next to the drop down box, select the leader's name, and choose Add.

Underneath the drop down box are listed all of the leaders associated with this small group. Leaders with a single individual icon are the small group leaders. Clients may assign as many as they desire. Leaders with a group icon are the small group section leaders. By default, when a leader is added, they are added as a small group leader (individual icon). To change that person to a section leader requires only a single click on the existing icon. The page will refresh and the new group icon will be in place.

Deleting an existing leader is done by choosing the "del" button next to the leader name.

If any information needs to be adjusted for any leader assigned to a group, a pencil icon next to the leaders name is in place that permits clients to make immediate changes from this point. Clicking on this pencil icon will take the client to the Edit User page.

To add a new leader not yet in the leader database, simply choose the word "here" under leaders, and the client will be directed to the Edit Users page to fill in the appropriate information. Once this is completed, the client can return to the Group Edit page, locate the drop down box and add that leader to the group.

2.3.3.4 Semesters

Under the Semesters section, clients are able to designate which semesters that particular group was active. This section is valuable for reporting reasons only, and has no effect on the operation of the platform itself. By using this tool, it will give the client the ability to track the group activity over time by using the Manage Reports module.

In any situation where there is an incorrect designation of a semester, the client can simply use the "del" button to delete that reference in this section.

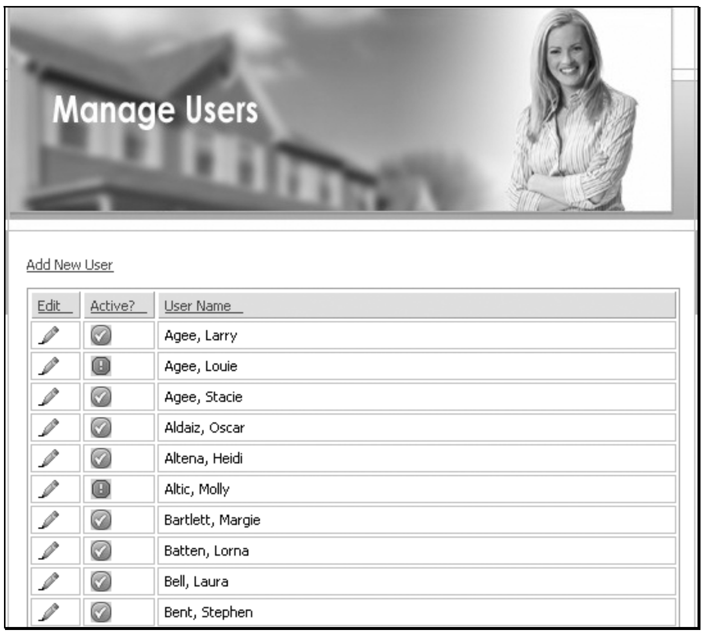
2.3.3.5 *** March Update ***

Additional levels of leadership will also be added to this function, including District Leaders. An early summer release will allow clients to designate their own titles to these levels.

2.4 MANAGE USERS

The Manage Users pages are the place where clients add, edit and delete the small groups leaders for their church. As a rule, there is no need to ever delete a small group leader from this directory, unless the client is confident that they will never need a record of that leader in the future.

At top link included is the Add Group. The client will be taken to a separate Edit Group page to fill in the appropriate information.



2.4.1 User Table

The User Table includes:

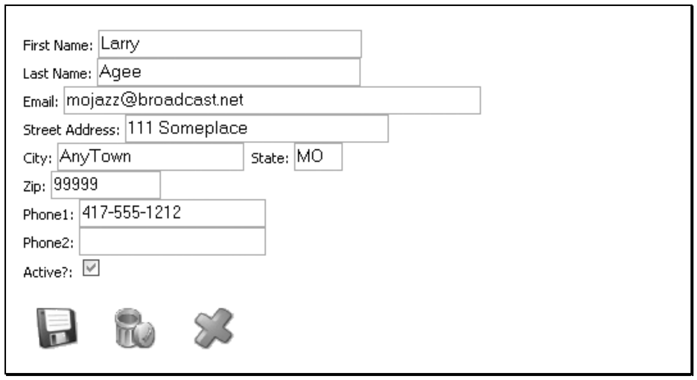
The Edit Column Clicking on the pencil icon will take the client to the User Edit interface discussed below.

The Active Column The two icons found to each user represent whether a particular user is active during that semester. The blue icon with the checkmark is the indicator of an Active User. The red icon with the exclamation point is the indicator of an Inactive User. This user is in no way deleted from the database, and may remain inactive for as long as the client wishes. The procedure for changing a user from Active to Inactive, and vice versa, is simply to click on the icon. The change will be reflected throughout the entire platform.

The User Name These names are sorted alphabetically by default by last name.

2.4.2 Edit Users

This section gives a "quick view" look at the responsibilities that the particular leader holds. There is the single individual icon to show small groups that the leader has lead, and the group icon to show small groups that the leader oversees as a section leader. Click on the name of the group will take the client to the Edit Groups page for that particular group.



2.4.2.1 Create / Edit Users

The Create/Edit Users is designed with the following:

- ***First Name***
- ***Last Name***
- ***Email***
- ***Street Address***
- ***City***
- ***State***
- ***Zip Code***
- ***Phone 1***
- ***Phone 2***
- ***Active*** This checkbox is directly related to the Active / Inactive icons on the front page of the Manage Users module. The client does not need to change this in both places.

Three icons at the bottom of the page represent actions that can be taken during editing

- ***The Disk Icon*** Clicking this icon will save all changes made to that page, and will return the client to the general list of all users.
- ***The Trash Can Icon*** Clicking this icon will delete the user from the database. This is not recommended, as all information lost is permanent.
- ***The Red "X" Icon*** Clicking this icon will undo any edits made to the user, and will return the client to the general list of all users.

2.4.2.2 Groups Led

The list of groups under this section indicates all groups this leader is associated with, as well as their role in that group (leader or section leader).

2.4.3 *** March Update ***

Digital scanning services provided by Knektix Solutions will also allow for Leader applications to be scanned and attached to each user on the client's platform. The addition to this particular page will be a heading of "Applications", with a thumbnail of each page of the application available for viewing, and a high resolution scan available for print. To benefit from this service beginning in Summer 2006, please contact Knektix Solutions or visit the product page for more information.

2.5 Manage Semesters

2.5.1 Semester Designations

The top of the Manage Semester page shows all of the semesters that are managed by the Knektix Platform.

The Add Semester Link Clicking on this will take the client to the interface described below under Add / Edit Semester.

The Semester Table This table gives a quick glance of not only all of the managed semesters, but also the active semester and dates for the Promo Start, Semester Start and Semester End. The active semester is noted by the blue icon with the checkmark in it. Each of the semester's information can be changed by clicking on the pencil icon.

2.5.2 Add / Edit Semester

The only difference between the Add Semester and the Edit Semester is, that by clicking the Add Semester, the client is taken to a blank database. The exact format is used for edit semester. Semesters can be added and edited at any time.

The following information is required for each semester:

Name of the Semester The naming of each semester is left to the church. Often those semesters are designated by seasons (i.e. Fall 2006) or numerically (3rd 2005).

Promo Start Date Clients use this field to indicate the first date that information concerning that particular semester will be viewable on the church website. For churches that utilize Rally Weeks, this field would be the appropriate location to indicate the first day of Rally Week.

Start Date Clients use this field to determine the first date of the semester itself, and can use the calendar provided.

End Date Clients can use the calendar provided.

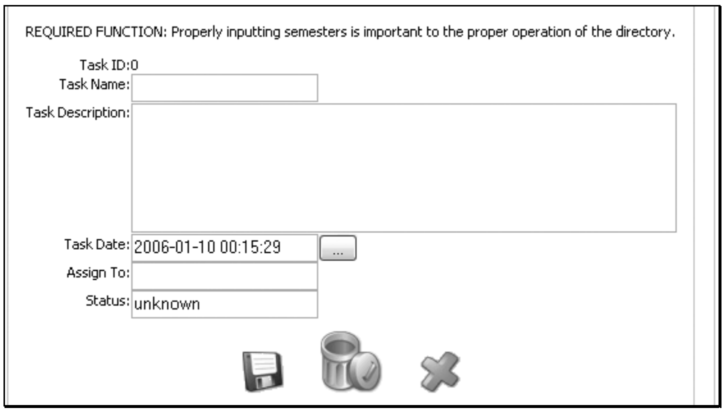
Semester Welcome Message This is the message that will appear on the front page of the church's website pertaining to their small groups. The message is designed to be used only on the dates provided between the Promo Start Date and End dates of the semester. During any time outside of that range, the default Welcome Message (see Account Settings) will be viewable on the website, until a different semester is active.

Three icons at the bottom of the page represent actions that can be taken during editing.

- ***The Disk Icon*** Clicking this icon will save all changes made to that page, and will return the client to the general list of all semesters.
- ***The Trash Can Icon*** Clicking this icon will delete the semester from the database.
- ***The Red "X" Icon*** Clicking this icon will undo any edits made to the semester, and will return the client to the general list of all semesters.

2.5.3 Semester Task Lists

The semester task list provides a template of tasks that are often associated with the development of new semesters under the Free Market System. The task list is found in two locations: 1) In the Edit Semesters page and 2) on the main Manage Semesters page.



Edit Semesters Page This is the location where tasks can be added, deleted and edited. Clicking "Add Task" will enable a new page that asks for information on the:

- ***Task Name*** This name will be the general identifier on the main Manage Semesters page.
- ***Task Description*** A detailed description including information for that task may be placed in the text box. For instance, this might be a good place to put contact phone numbers associated with that task, websites that are to be referenced, or common mistakes to be avoided.
- ***Completion Date*** This is the date that the task is to be finished by. Dates must be chosen from the calendar button next to the text box, and cannot be completed manually in order to insure proper formatting.
- ***Assign To*** Full Names, Initials or Nicknames can be used for staff members responsible for the particular task.
- ***Status*** This optional field is available to indicate "N/A" by default, "In Progress" or "Completed".

Three icons at the bottom of the page represent actions that can be taken during editing.

- ***The Disk Icon*** Clicking this icon will save all changes made to that page, and will return the client to the general list of all tasks.
- ***The Trash Can Icon*** Clicking this icon will delete the task from the database.
- ***The Red "X" Icon*** Clicking this icon will undo any edits made to the task, and will return the client to the general list of all tasks.

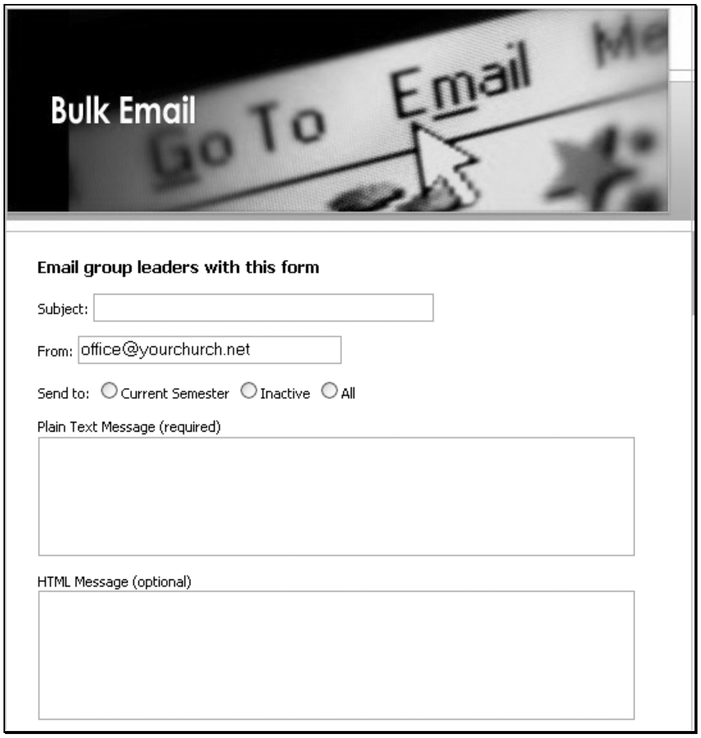
Main Semester Page The bottom half of this page shows the task list associated with the selected semester, indicated by the blue icon in the Semester Table. Changes cannot be made to the checklist on the page, but must be made on the Edit Semesters Page.

2.5.4 *** March Update ***

Knektix is currently investigating ideas on how to allow clients to integrate specific tasks into their Microsoft Outlook calendars, other calendars and PDA's. Our hope is to have this resolved by March, but this addition could possibly not be in place until early Summer 2006. We are reluctant to release this option until we can insure that multiple uploads of the data to a calendar will not produce multiple calendar entries.

2.6 MANAGE EMAIL

Communication with leaders is of ultimate importance for our clients. This email module will allow for ease of use to get mail out quickly and efficiently.



<u>The following fields should be completed:</u>

Subject

From Simply put the email address of the person sending the email address. This email will be the email by which the recipients can respond to if needed. By default, this address is the same address as is listed on the Account Settings Page.

Send to There are four options currently available: a) Current Semester [all of the small group leaders and section leaders that are marked Active]; b) Section Leader [mail is sent only to the Active Section Leaders]; c) Inactive [mail is sent to all leaders marked as Inactive. This is helpful for encouraging re-ups.]; d) All [mail is sent to every user in the database].

Plain Text Message In order for the email to be sent, text must be included in this field. The purpose for this is to accommodate certain email clients that only receive text email messages, and to guarantee the sender that the recipient will receive a readable email.

HTML Message Sometimes clients may want to send emails that are a little more developed, having specific formatting and graphics. This is accomplished with html, and the html can either be written in the box provided or copied from another html editor into the box.

2.6.1 *** March Update ***

We realize that there are various forms of filtering that is needed by clients. As a specific filter is needed, please submit the request to us and we will begin work on it, as well as stay in close touch with the church as to its development.

In addition, Knektix will provide a "Preview" button on the email page, allowing clients to see an image of the email before actually sending it. This is especially helpful when sending HTML emails.

2.7 Manage Documents

2.7.1 Top Row Menu

There are three functions available on the menu at the top of the page:

Downloads Home By choosing this link at any time in the module, the client will be returned to the initial setup of the Manage Documents page.

Search Documents Clicking on this link will take the client to a query to search for documents in the folders based on category or keyword, as well as choose the location of the search.

Submit a New Document Clients are allowed to upload as many documents and files as they wish into this module. Files to be uploaded are limited to the following types: *.txt, *.rtf, *.doc, *.xls, *.jpg, *.gif, *.tif, *.pdf, and each file must be less than 500 KB. If an additional file type is needed for upload, please request that from Knektix Help, and specific arrangements will be made as soon as possible. Files uploaded using this button will only be reflected on the platform of that specific church, and will in no way be accessible to other clients.

2.7.2 Categories

Under the Categories Knektix has supplied a folder of default documents. These documents are available for download, and will be updated periodically as needed. They are documents available to every client of the Knektix Platform.

As the client uploads other documents, additional folders will be created to hold those documents. The purpose of this is to house a centralized location for all documents pertaining to the church's small group ministry, and to make them accessible to anyone on staff regardless of location.

2.8 Manage Reports

2.8.1 *** March Update ***

Various reports will be available in March 2006. At this time, Knektix is conducting a loose survey of churches to determine what type of reporting is most needed.