

Winkerk Online

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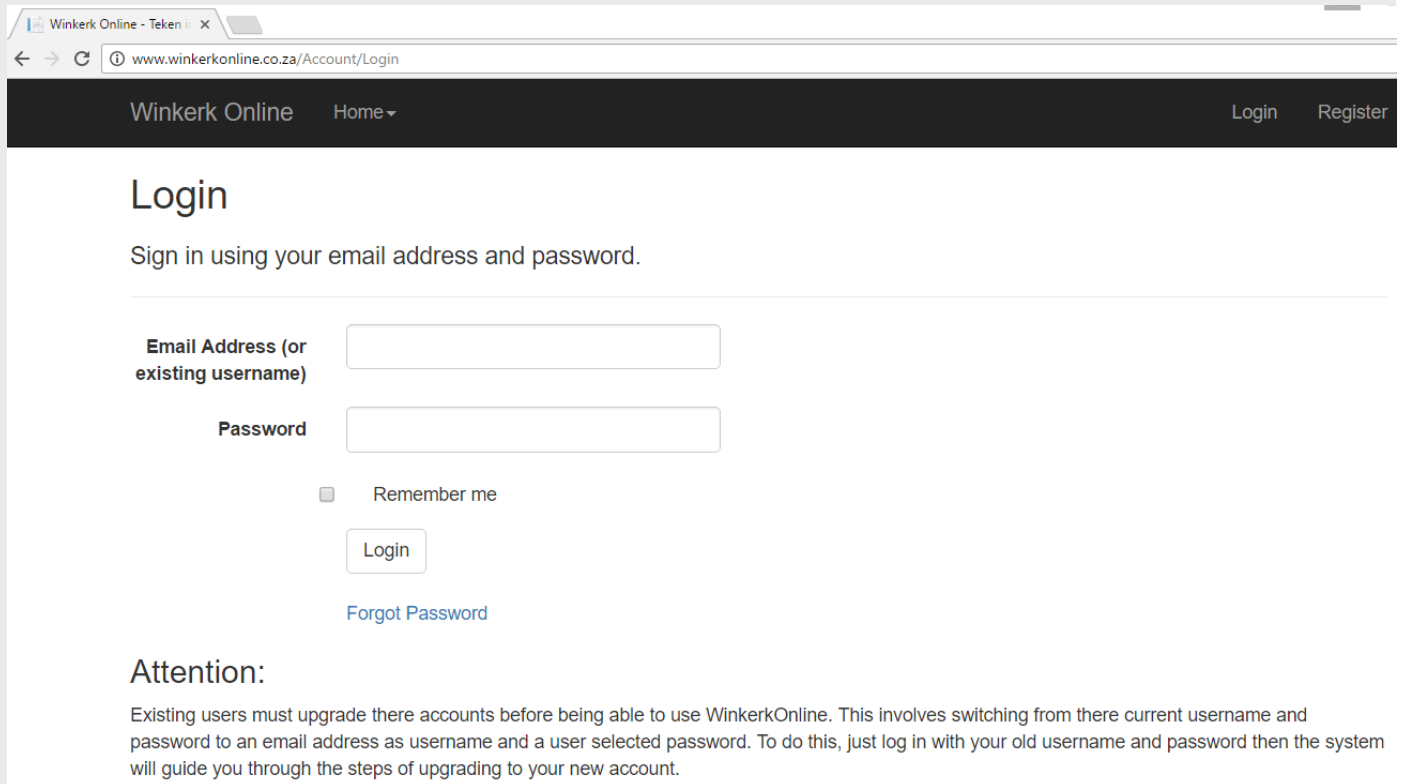
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Background

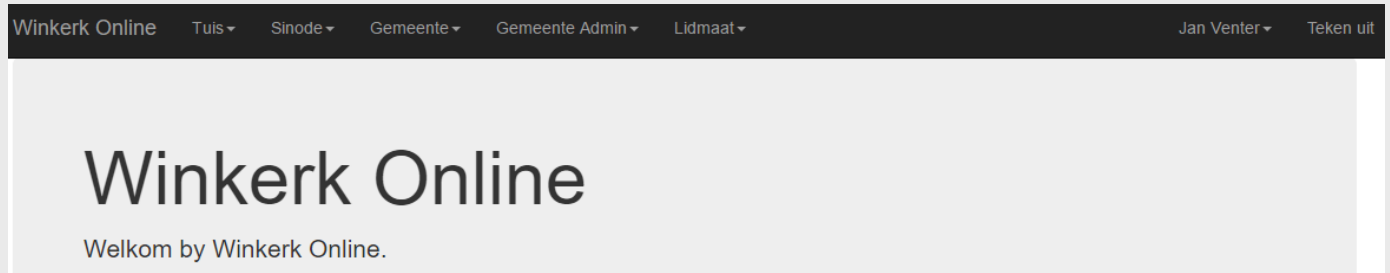
The **Winkerk Online Module** functions independent from Winkerk 7. The **Winkerk Online module** is a web-based application that can be accessed from any device with a browser that is connected to internet. The website can be accessed from different browsers.

Introduction

When you log on to the **Winkerk Online website** you will see the following screen.



When logged in to the website you will see the following screen.



The "Sinode" (Synod) section will only be visible if the logged-on user has rights to view the synod information.

The "Lidmaat" (Member) option will also only be available if the the logged-on user is also registered as a "member" user.

Please note that the only other options are "Gemeente" and "Gemeente Admin". Next to the logged-on users' name, is also a dropdown.

Where to start – Upgrade existing accounts

1. Upgrade your existing Winkerk Online Account.

Due to new functionality in Winkerk Online all existing users (before Jan 2017) must re-register their accounts on the website. The process only requires the completion of additional information on the site.

Users must first logon with their old Username and password for the system to identify them.

Login

Sign in using your email address and password.

Email Address (or existing username)	<input type="text"/>
Password	<input type="password"/>
<input type="checkbox"/> Remember me	
<input type="button" value="Login"/>	
Forgot Password	

Attention:

Existing users must upgrade there accounts before being able to use WinkerkOnline. This involves switching from there current username and password to an email address as username and a user selected password. To do this, just log in with your old username and password then the system will guide you through the steps of upgrading to your new account.

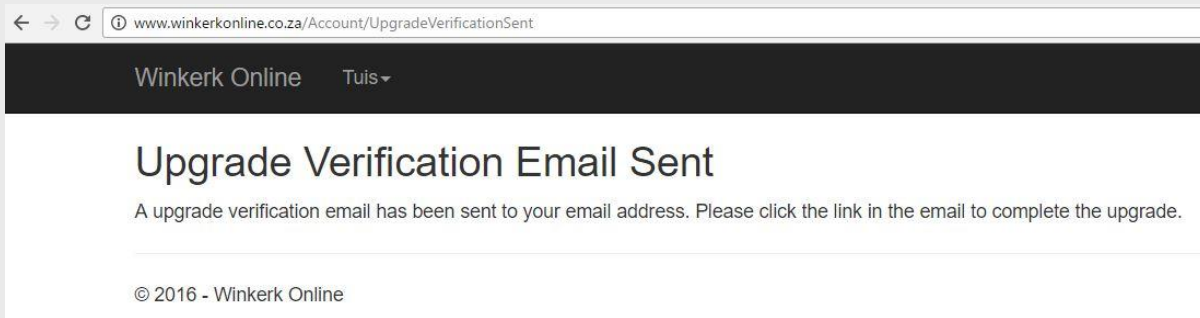
As soon as you click on "Login" the following screen will be displayed. Users must now enter their own email address. Please bear in mind that since the username is now replaced by an email address, do not use a generic email address for the congregation, but a separate email address for each user. **Users can also now specify their own passwords.** You can then click on "Upgrade Account".

Upgrade your account to new account format

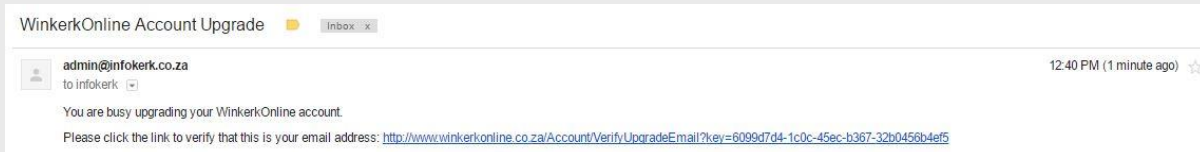
You need to replace your old existing username with a active email address you have access to.

Email Address (username)	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
<input type="button" value="Upgrade Account"/>	

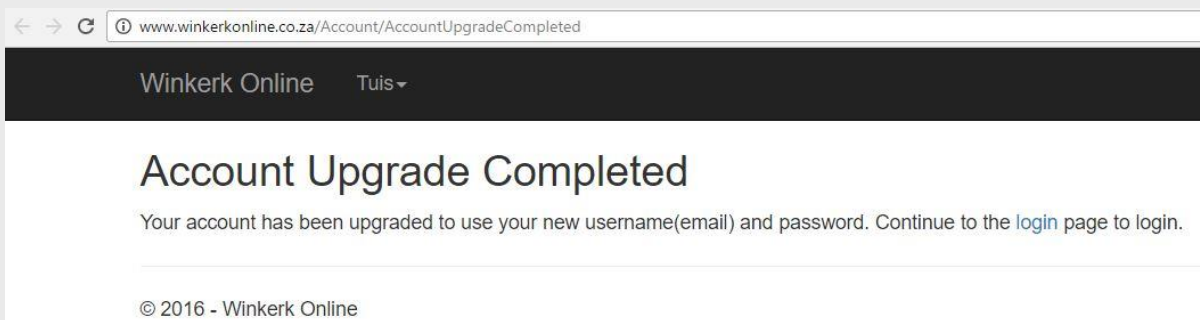
An email will then be send to the email address that the user supplied. The next screen will then be displayed.



Users must then open their email and click on the link in the email.



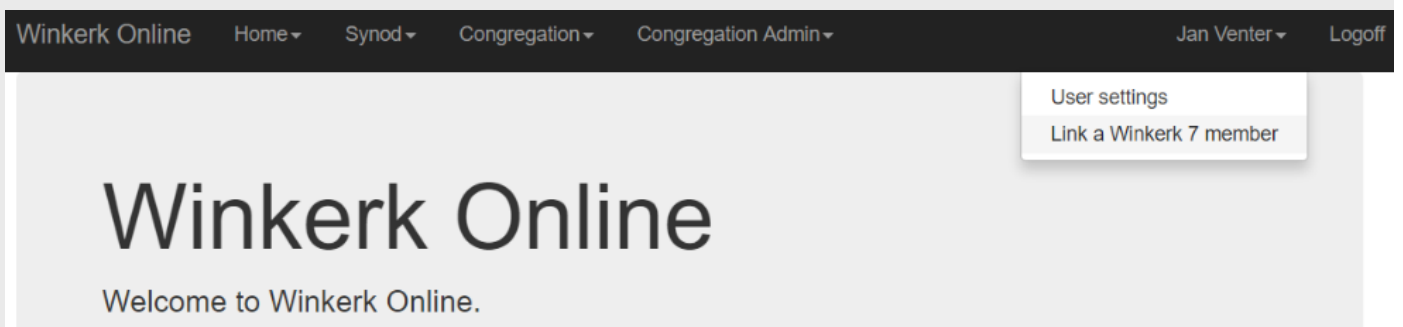
After clicking on the link in the email the following screen will be opened.



2. Log into the new account using your **Email address** as username and your new password.

Once logged into your new account, the "Congregation User" features will be available, except for the synchronization between Winker 7 and Winker Online. To be able to synchronize changes on Winker Online to Winker 7, you need to be a "member user" as well.

3. Use the dropdown next to your name to register yourself as a **Member User**.



Click on the dropdown next to your name, and then click on "Link a Winker 7 member". You must use this feature to link **yourself** as a **member user** on the system. For Winker 7 to link the

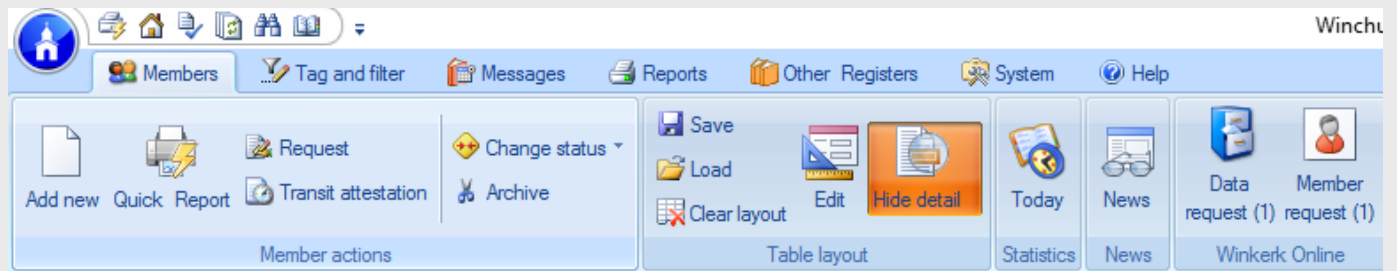
requested changes from the Winkerk Online website to the Winkerk 7 offline database you need to be registered as a member in the Winkerk 7 database. Only members on the Winkerk 7 database may request changes on Winkerk Online.

The screenshot shows the 'Winkerk Online' header with navigation links: Home, Synod, Congregation, and Congregation Admin. Below the header is a registration form with the following fields:

- Congregation:** A dropdown menu with the text 'Choose a congregation'.
- Full name:** A text input field.
- Surname:** A text input field.
- Birth Date:** A text input field with a placeholder 'yyyy/MM/dd'.
- Cellphone number:** A text input field.
- Request Member Link:** A button located below the cellphone number field.

Click on the dropdown to choose your congregation, and complete your full names, surname, date of birth and your cellphone number. Then click on the "Request Member Link" button.

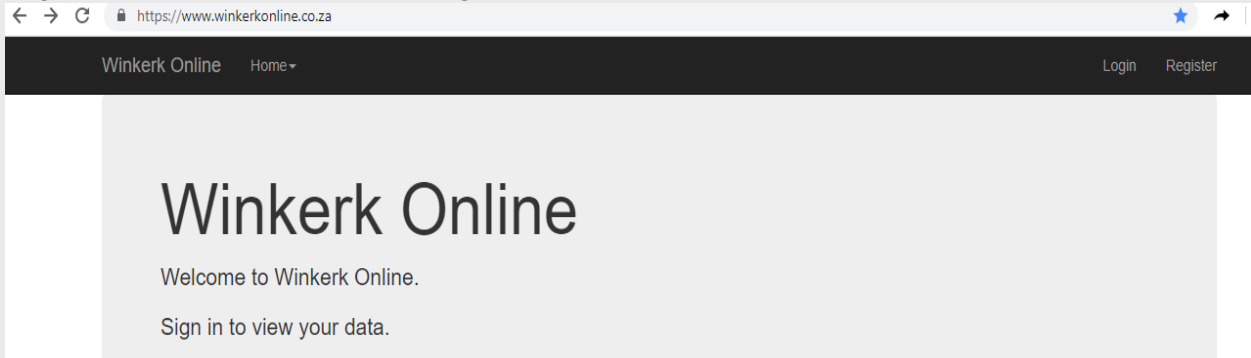
Once this is completed, you need to go to Winkerk 7.



There will appear numbers next to names of the "Data Request" and "Member Request" buttons. These numbers represent the number of requests made on Winkerk Online. The two buttons in Winkerk 7 represent the two different types of requests to deal with.

Where to start – Create new account

1. Log onto Winkerkonline.co.za to register for an account.



2. Click on "Register" and the following screen will open.

A screenshot of the "Request a member account" registration form. The form is titled "Request a member account" and is set against a dark header with "Winker Online" and a "Home" dropdown. The form fields are: "Congregation" (a dropdown menu with "Choose a congregation" selected), "Email Address", "Password", "Confirm Password", "First name", "Surname", "Birth Date" (with a placeholder "yyyy/MM/dd"), and "Cellphone number". A "Request Account" button is located at the bottom of the form.

3. Click on the dropdown next to "Choose a congregation" and your congregation. Please make sure to choose the right name and denomination of your church.
4. Complete all the necessary fields and click on "Request Account".
5. From here you can follow the day to day operation.

Day to day operation

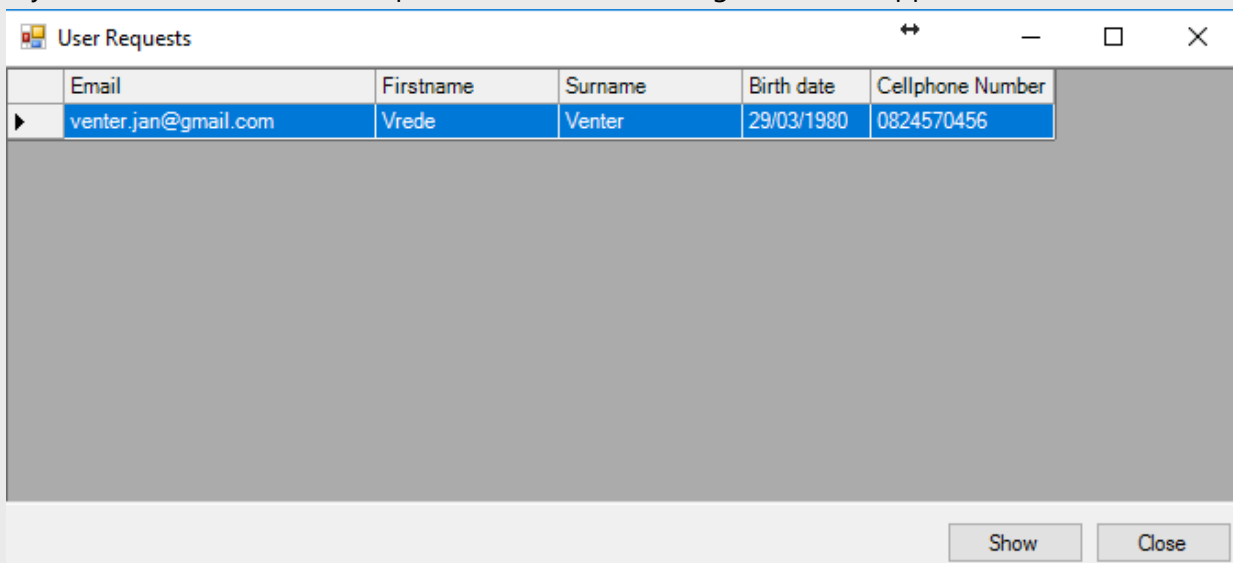
1. Member requests

The first member request that need to be dealt with, is your own member request. Only personnel that are members on the Winkerk 7 database, can request changes on the Winkerk Online website. To accomplish this, the Winkerk 7 user needs to "link" themselves on the Winkerk Online website to their own record in Winkerk 7.



If a person is not a member of the congregation and needs to act as a Winkerk Online user, that person first needs to be captured as a member in Winkerk 7. The membership status and certificate status can be entered as "Unknown".

When you click on the member request button the following screen will appear.



A list of entries will appear. Click on the appropriate entry and then click on "Show"

The next screen is divided into three sections.

WinkerOnline User Request

Request

Email:

Firstname:

Surname:

Birth date:

Cellphone Number:

Selected Member

Email:

Firstname:

Surname:

Birth date:

Cellphone Number:

Possible Matches								
	Initials	Firstname	Surname	IDNumber	Family Role	Cellphone	Email	Birthdate
▶	V	Vrede	Venter	3903295016085	1	+27824570456	venter.jan@gmail.com	29/03/1980
	L	Linda	Mostert	4301040020081	1	0728548997		04/01/1943

The entry on the left (with the yellow background) is the information as entered by the requesting member on the WinkerOnline website. At the bottom of the screen is a list of possible matches. The information of the selected member is shown on top in the area with the green background. If no direct match (as in the case above) is found, the user may click on the "Select from all Members" button. This button will open the following screen:

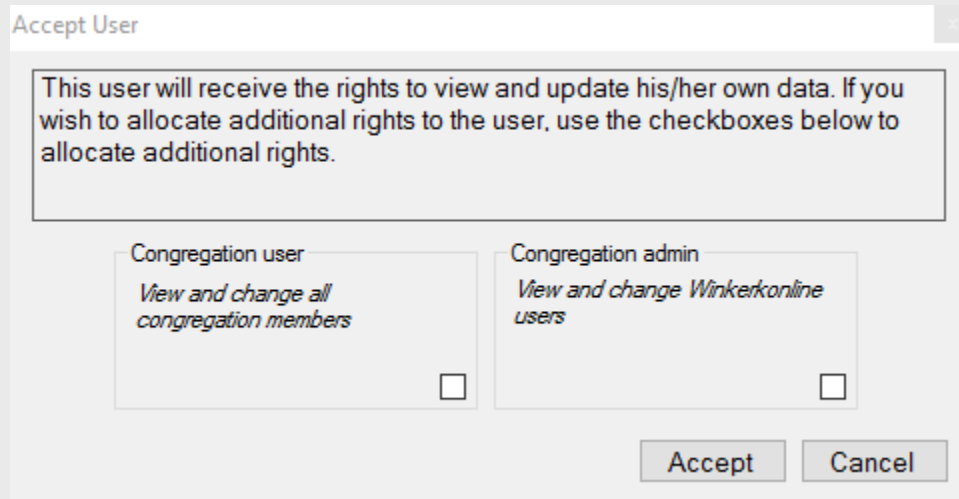
Select Member

	Fullname	Surname	Birthdate	Cellphone	EPos	Family Role	IDNumber
▶	Abraham Carel Gr	Jordaan	08/10/1996	+27794940310		3	96
	Abraham Carel Gr	Jordaan	25/07/1934	+27834609192		1	3407255017083
	Abraham Corneliu	Du Preez	27/01/1972	+27824847171	doepadele@gmail.com	1	7201275024088
	Adam Johannes	Bezuidenhout	30/11/1983	+27832972344	attie@btbits.co.za	1	7811305012083
	Adam Johannes	Mey	03/01/1996	+27728694036		3	9601035217088
	Adéle	Rossouw	22/02/1974			2	7003235144083
	Adri	Hoffmann	04/10/1984	+27731501869	ahoff@vodamail.co.za	2	8410040040084
	Adri Johanna	Hoffman	21/02/1997	+27766803851	a3hoffman@vodar.com	3	9702210095081
	Adriaan Nicolaas	Hoffmann	17/11/2011			5	111117
	Adrian Gerhardus	Beeslaar	15/06/1966	+27848046725		1	6606155170085
	Albert Herman	Cawood	01/03/2016			4	160301
	Albert Herman	Cawood	06/03/1968	+27828249822	ahcawood@btbits.co.za	1	680306
	Albertus Johannes	Hoffman	27/01/1960	+27824558871	hoffmanj@fantic.net	1	600127
	Albertus Stephanu	De Beer	04/08/1949	+27827893481		1	4908045052081
	Aletta	De Waal	10/11/1985	+27741380303	alet@vironskinder.com	2	8511100017084
	Aletta Catharina	Botma	18/07/1966	+27823880701	chivhu@bhv.co.za	2	6607180016087

This feature provides the facility to link any member as the requested member to act as a WinkerOnline user.

Member User

When clicking on the "Accept" button, the following screen will be shown.



In almost all cases it will only be necessary to click on "Accept". By only clicking on "Accept" the selected member will become a "Member" user. It means that this person (The head of the family) will be able to view and request updates in Winker Online for his/her own family.

Congregation User

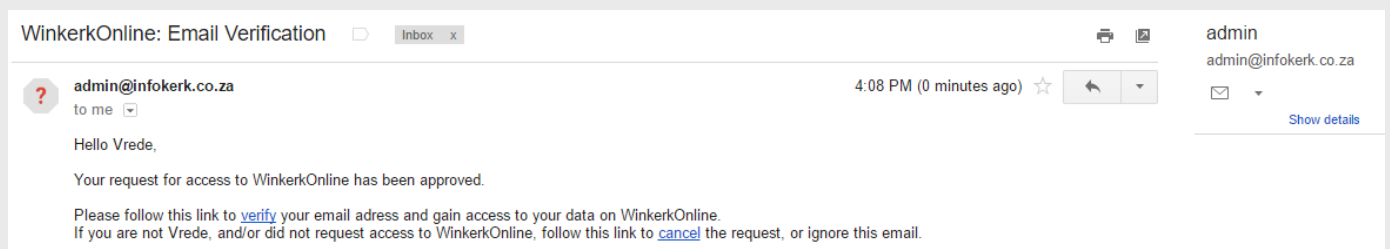
If the selected member also need to view and request updates for all members in the congregation, the Congregation User checkbox needs to be checked.

Congregation Admin User

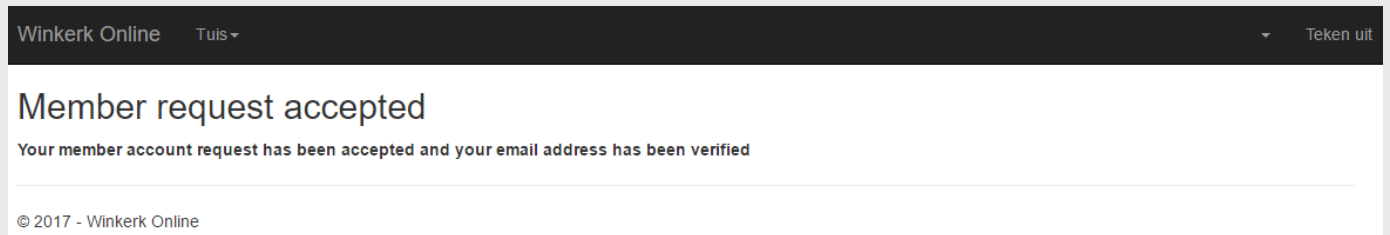
If the selected member also need to assign user rights to congregation users, the Congregation Admin User checkbox also needs to be checked.

Accepting the members' request

When accepting the users request Winker 7 automatically send an email to the users email address.



The finalization of the process is now in the hands of the user. The user needs to open the email, and the click on the link supplied in the email. When the user clicked on the provided link in the email the user will be taken to the following website.

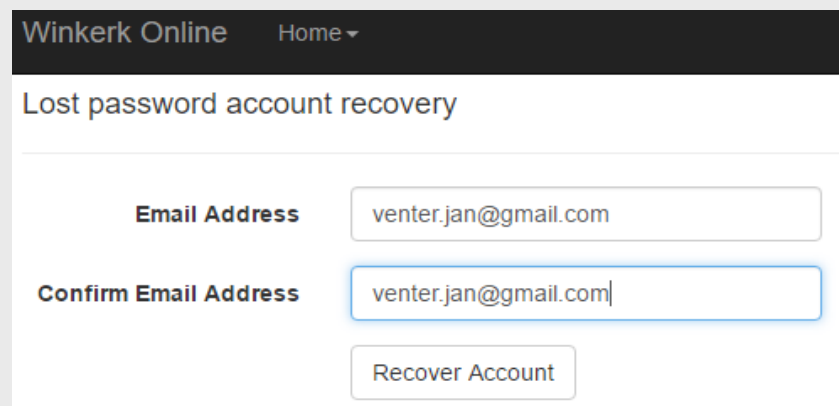


The user can now log into WinkerKOnline his/her email address as username and his/her own created password.

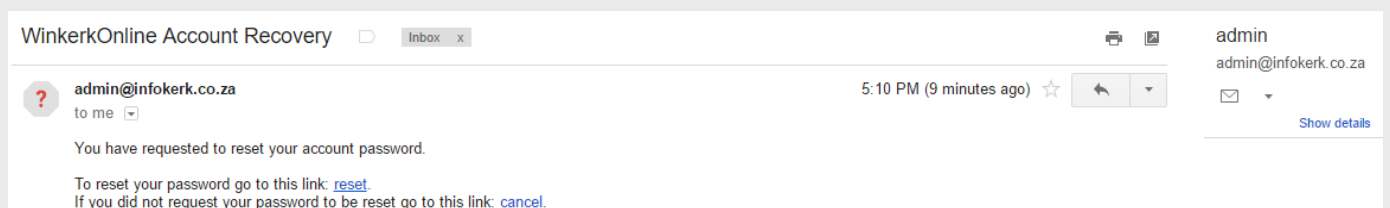
Lost Password

In the case that a user forgot his/her password, it can be recovered by clicking on the "Forgot Password" link on the website. That will open the following screen:

Type the email address that your account is registered with and also confirm the email address. Then click on "Recover Account"

A screenshot of the WinkerK Online website's 'Lost password account recovery' page. The header shows 'WinkerK Online' and 'Home' with a dropdown arrow. The main heading is 'Lost password account recovery'. Below the heading, there are two input fields: 'Email Address' containing 'venter.jan@gmail.com' and 'Confirm Email Address' containing 'venter.jan@gmail.com'. Below the input fields is a button labeled 'Recover Account'.

When the user clicks on the "Recover Account" button the user will receive an email in his/her inbox with instructions to recover the password.



The user can now click on the "reset" link. In the email. This will open the following screen on the WinkerkOnline website.

The screenshot shows the 'Create an new password' page on the Winkerk Online website. The page has a dark header with 'Winkerk Online' and 'Home' on the left, and 'Login' and 'Register' on the right. The main content area contains two input fields: 'New Password' and 'Confirm new Password'. Below these fields is a 'Reset Password' button. At the bottom left, there is a copyright notice: '© 2017 - Winkerk Online'.

Please type a new password and confirm the new password and click on the "Reset Password" button.

2. Data requests

Procedures in Winkerk Online

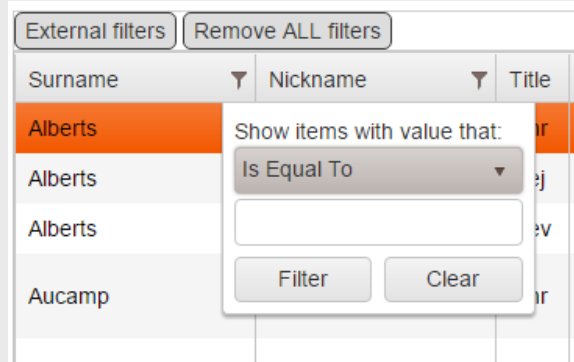
When an authorized congregation user log into Winkerk Online the following screen will be displayed:

The screenshot shows the 'Bothaville - Noord - Members' page on the Winkerk Online website. The page has a dark header with 'Winkerk Online' and navigation links: 'Home', 'Member', 'Congregation', 'Congregation Admin', 'Vrede', and 'Logoff'. The main content area displays a table of members with the following columns: Surname, Nickname, Title, Cellphone, Date of Birth, Street address, Neighborhood, and Member status. The table is filtered to show 10 items, with the first item highlighted. Below the table is a pagination control showing '1 - 30 of 806 items' and a 'Selected member' field with the text 'Alberts 1900/01/01' and a 'Show details' button. At the bottom left, there is a copyright notice: '© 2017 - Winkerk Online'.

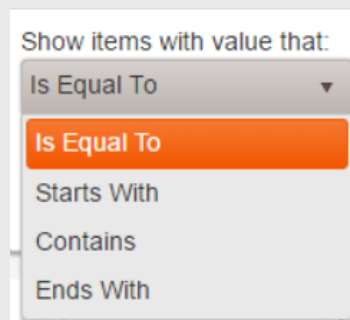
Surname	Nickname	Title	Cellphone	Date of Birth	Street address	Neighborhood	Member status
Alberts	Francois	Mnr		1900/01/01			Belydend
Alberts	Marianca	Mej		2015/08/14			Doop
Alberts	Llandri	Mev	+27827781520	1900/01/01			Belydend
Aucamp	Johan	Mnr	+27834142976	1948/01/31	Van Der Lingen Str 35	E02	Belydend
Aucamp	Ina	Mev		1948/12/03	Van Der Lingen Str 35	E02	Belydend
Barnard	André	Mnr	+27832738465	1982/11/06	Van der Lingen 39	E04	Belydend
Baumgarten	Dewalt	Mnr		2004/12/15	Smithstr 31	F02	Doop
Baumgarten	Michelle	Mev	+27846045560	1974/08/04	Smithstr 31	F02	Belydend
Baumgarten	Naudé	Mnr		1997/09/07	Smithstr 31	F02	Doop

i. Search Options in WinkerOnline

Next to the Surname, Nickname, Title, Cellphone, Street address, Neighborhood and Member status fields are filter icons.



When the user click on the filter icon a dropdown as above is displayed. Next to "Is Equal To" is also a dropdown. When clicking on this dropdown a list with four options are displayed.



Any of the four options can be used to filter records with.

For instance:

Is Equal To: **Barnard** will display the following members:

External filters		Remove ALL filters		Member status: <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both				
Surname	Nickname	Title	Cellphone	Date of Birth	Street address	Neighborhood	Member status	
Barnard	André	Mnr	+27832738465	1982/11/06	Van der Lingen 39	E04	Belydend	

Starts With: **Ba** will display the following members:

External filters		Remove ALL filters		Member status: <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both				
Surname	Nickname	Title	Cellphone	Date of Birth	Street address	Neighborhood	Member status	
Barnard	André	Mnr	+27832738465	1982/11/06	Van der Lingen 39	E04	Belydend	
Baumgarten	Dewalt	Mnr		2004/12/15	Smithstr 31	F02	Doop	
Baumgarten	Michelle	Mev	+27846045560	1974/08/04	Smithstr 31	F02	Belydend	
Baumgarten	Naudé	Mnr		1997/09/07	Smithstr 31	F02	Doop	
Baumgarten	Ané	Mej		2003/09/07	Smithstr 31	F02	Doop	
Baumgarten	Riaan	Mnr	+27826591737	1973/04/06	Smithstr 31	F02	Belydend	

To start all over again with a new selection, click on the "Remove ALL filters" button.

ii. External filters

When you click on "External Filters" the following screen will be displayed. There are three tabs. The tabs are:



It is important to remember that you need to click on the button "Remove ALL Filters" before trying to execute any of the external filters.

Involvement:

A list of all the involvement items are displayed.

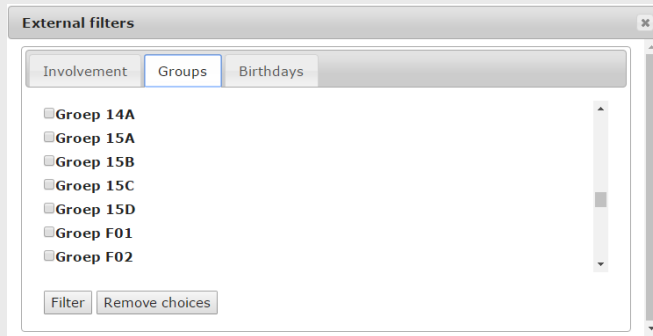
External filters [Close]

Involvement
 Groups
 Birthdays

- Klub 60
- Kommissie Voorsitter
- Kospakkie Projek
- LP3
- Mans Bybelstudie
- Mmc
- Vroue Dagbestuur

To select members with one or more involvement check the box(es) next to the item and then click on "Filter" Only members that belongs to those activities will be displayed in the list of members.

Groups:



External filters

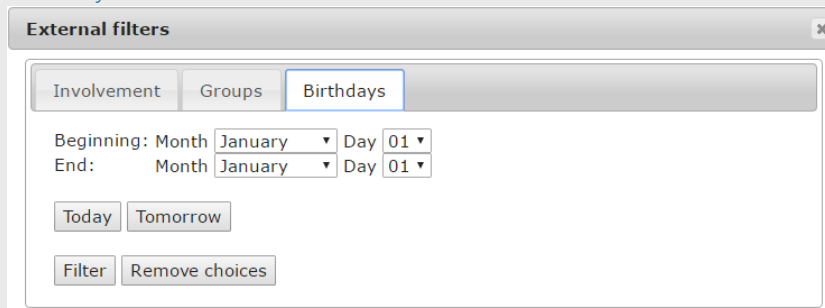
Involvement Groups Birthdays

- Groep 14A
- Groep 15A
- Groep 15B
- Groep 15C
- Groep 15D
- Groep F01
- Groep F02

Filter Remove choices

The filter for "Groups" works in the same way as the above filter for involvement.

Birthdays:



External filters

Involvement Groups Birthdays

Beginning: Month Day

End: Month Day

Today Tomorrow

Filter Remove choices

There are "Quick Select" buttons for "Today" and "Tomorrow".

A list of birthdays between two dates can be selected by using the Beginning and End Month and Day dropdowns.

After choosing the Start and End days you must on "Filter". A list of members with birthdays between the Start and End days will be displayed.

iii. Remove ALL filters

This button will clear all previously selected filters.



It is important to use this button before you want to select any other selection.

- iv. View data or request changes in WinkerKOnline.

Locate the member by clicking on the member and then click on the button "Show Details". The following screen will then be displayed.

The information for each family member are displayed in different tabs. Each member has their own tab.

If the WinkerKOnline User only have viewing rights, then the "Edit" button will not be visible.

If you need to edit information on this screen, click on the "Edit" button. The background of the screen will change to light yellow.

The fields now become active to change the information. Say for instance the names and initial of the member needs to be updated, you can start to change the information on the screen and then click on "Save".

Member details [X]

Family details: [Edit]

Johann (Head) | Armand | Joyce | Reynard

Personal | Contact Info | Work | Congregation info

Nickname	Johann	Date of Birth	1967/11/26
FullName	Johann Gerbrand	Gender	Male
Surname	Grobler	MaidenName	
Initials	JG	Title	Mnr

The background of the screen will now change back to the default colour and the requested changes will be highlighted in blue. If you hover your mouse over the blue fields the tooltip will show "Pending Approval"

Procedures in Winker 7

Data Requests [Icons]

Requesting Member	Member to Change	Changes
Franco Venter	Johan Aucamp	1
Franco Venter	Ina Aucamp	1
Franco Venter	Ané Venter	1
Vrede Venter	Johann Grobler	2

[Show] [Close]

Birth Date	Birthday
01/01/1900	01/01
01/01/1900	01/01
14/08/2015	08/14
06/11/1982	11/06
15/06/1966	06/15
15/02/1996	02/15

01/1900 [Dropdown]

When clicking on the "Data Request" button in Winkerk 7 the following screen will open.

Requesting Member	Member to Change	Changes
Franco Venter	Johan Aucamp	1
Franco Venter	Ina Aucamp	1
Franco Venter	Ané Venter	1

A list of pending data requests are displayed.

Member details ✕

Family details:

Johann (Head) | Armand | Joyce | **Reynard**

Personal | Contact Info | Work | Congregation info

Nickname	<input type="text" value="Reynard"/>	Date of Birth	<input type="text" value="1998/08/18"/>
FullName	<input type="text" value="Reynard"/>	Gender	<input type="text" value="Male"/>
Surname	<input type="text" value="Grobler"/>	MaidenName	<input type="text"/>
Initials	<input type="text" value="R"/>	Title	<input type="text" value="Mnr"/>