

Winkerk Online

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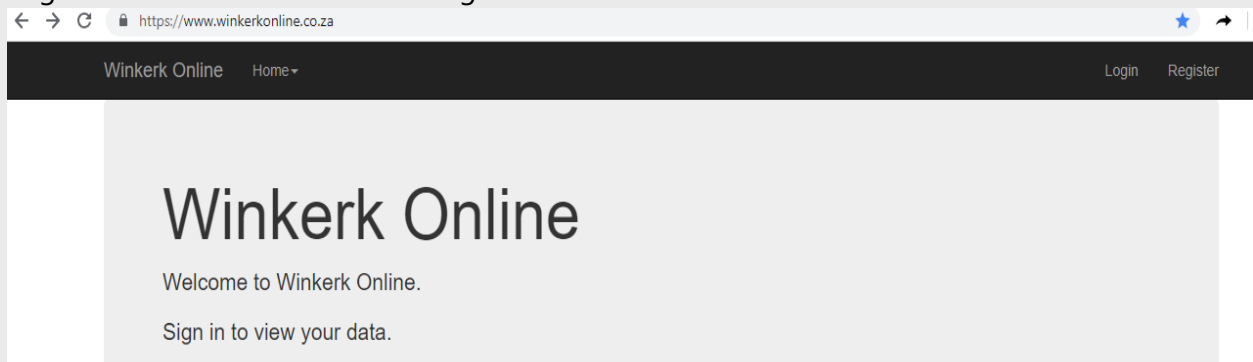
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Background

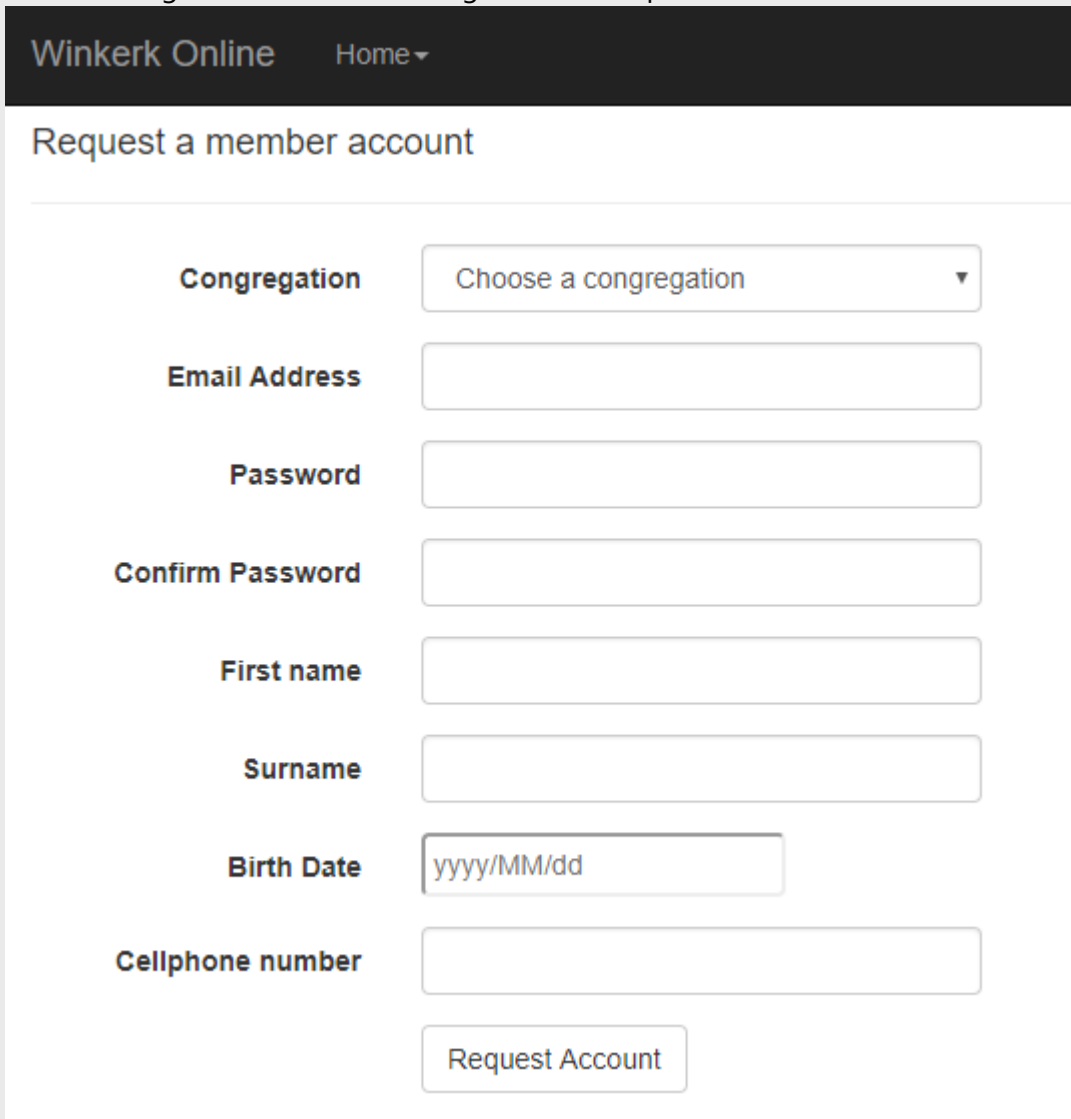
The **Winkerk Online Module** functions independent from Winkerk 7 or Winkerk 10. The **Winkerk Online module** is a web-based application that can be accessed from any device with a browser that is connected to internet. The website can be accessed from different browsers.

Where to start – Create new account

1. Log onto [Winkerkonline.co.za](https://www.winkerkonline.co.za) to register for an account.



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



The screenshot shows a web page with a dark header containing 'Winkerkerk Online' and a 'Home' dropdown menu. Below the header is a white section titled 'Request a member account'. The form contains the following fields:

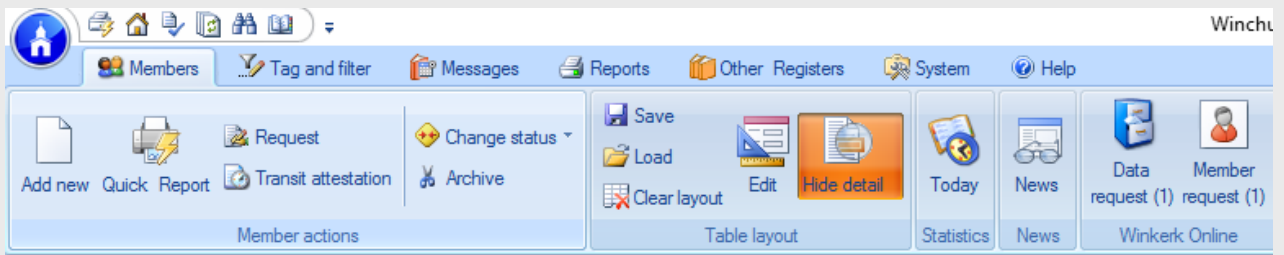
- Congregation:** A dropdown menu with the text 'Choose a congregation' and a downward arrow.
- Email Address:** A text input field.
- Password:** A text input field.
- Confirm Password:** A text input field.
- First name:** A text input field.
- Surname:** A text input field.
- Birth Date:** A text input field with a placeholder 'yyyy/MM/dd'.
- Cellphone number:** A text input field.

At the bottom of the form is a button labeled 'Request Account'.

3. Click on the dropdown next to "Choose a congregation" and choose 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](#)

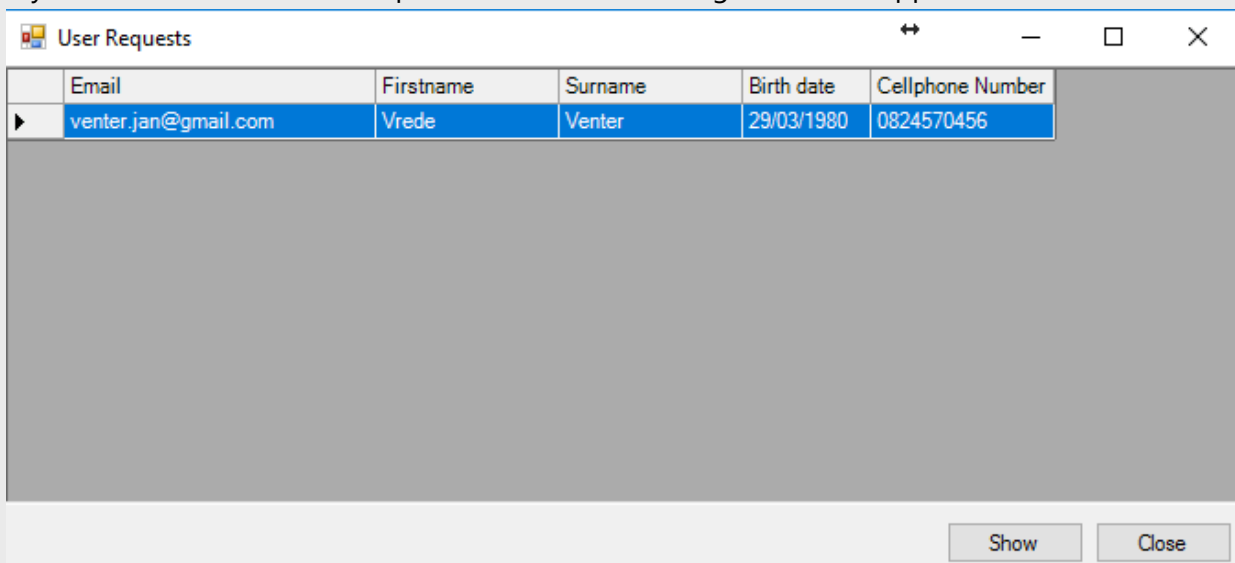


The first member request that need to be dealt with, is your own member request. Only personnel that are members on the Winkerk 7 database, can request changes on the Winkerk Online website. To accomplish this, the Winkerk 7 user needs to "link" themselves on the Winkerk Online website to their own record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



If a personnel member 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.

Request

Email: venter.jan@gmail.com
 Firstname: Vrede
 Surname: Venter
 Birth date: 29/03/1980
 Cellphone Number: 0824570456

Selected Member

Email: venter.jan@gmail.com
 Firstname: Vrede
 Surname: Venter
 Birth date: 29/03/1980
 Cellphone Number: +27824570456

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

Select from all Members

Accept Decline Close

The entry on the left (with the yellow background) is the information as entered by the requesting member on the WinkerKOnline 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 is found, the user may click on the "Select from all Members" button. This button will open the following screen:

Select Member

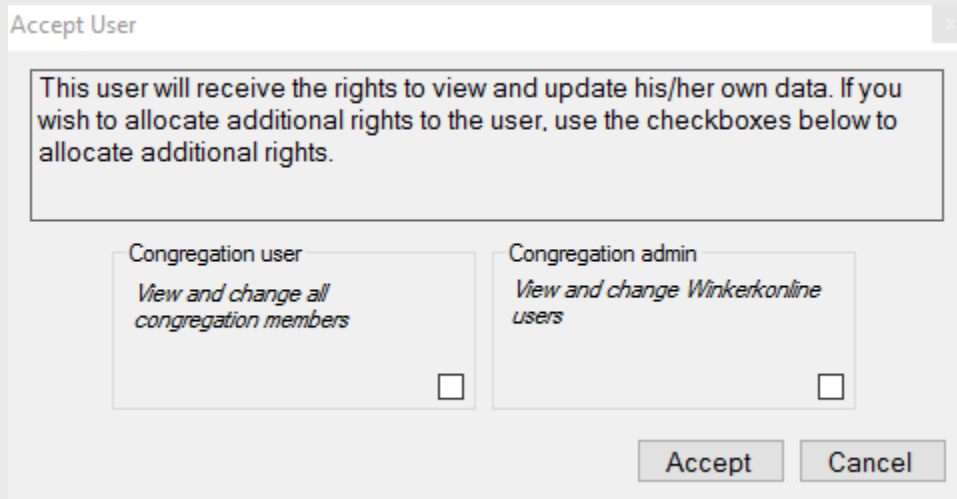
Fullname	Surname	Birthdate	Cellphone	EPos	Family Role	IDNumber
Abraham Carel Gr	Jordaan	08/10/1996	+27794940310		3	96
Abraham Carel Gr	Jordaan	25/07/1934	+27834609192		1	3407255017083
Abraham Corneliu	Du Preez	27/01/1972	+27824847171	doepadele@gmail.com	1	7201275024088
Adam Johannes	Bezuidenhout	30/11/1983	+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

Select Cancel

This feature provides the facility to link any member as the requested member to act as a WinkerKOnline 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 WinkerKOnline for his/her own family.

Congregation User

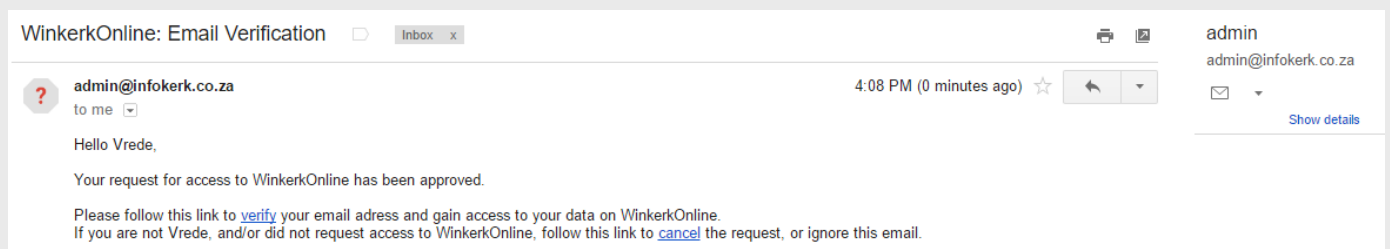
If the selected member also need to view and request updates for all members (Like for instance a minister) in the congregation, the Congregation User checkbox needs to be checked.

Congregation Admin User

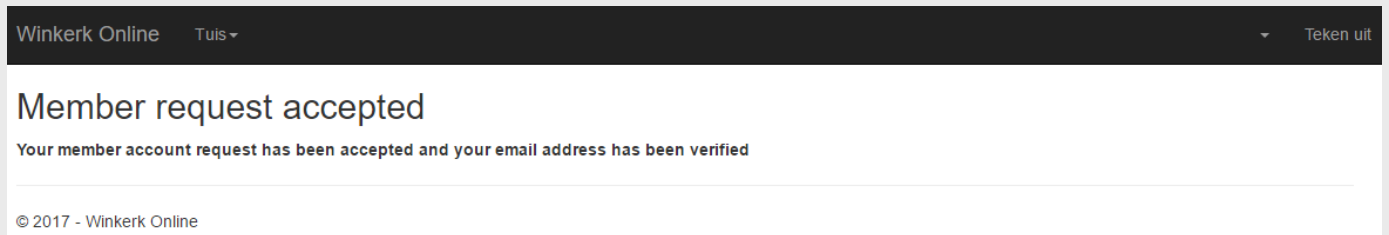
If the selected member also need to assign user rights to congregation users, the Congregation Admin User checkbox also needs to be checked.

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.

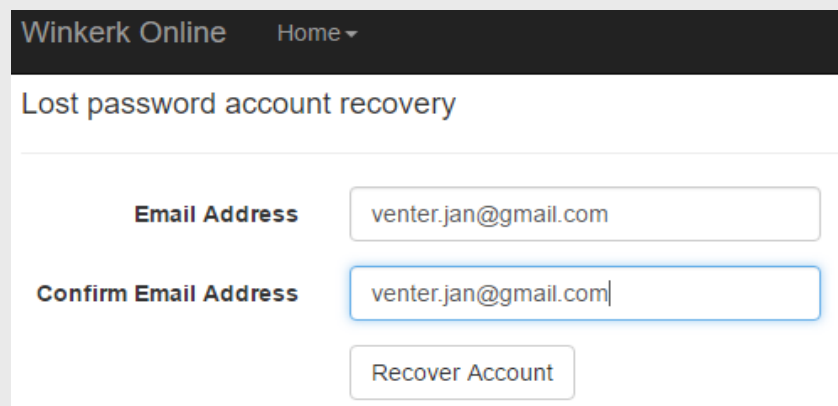


The user can now log into WinkerKOnline his/her email address as username and his/her own created password.

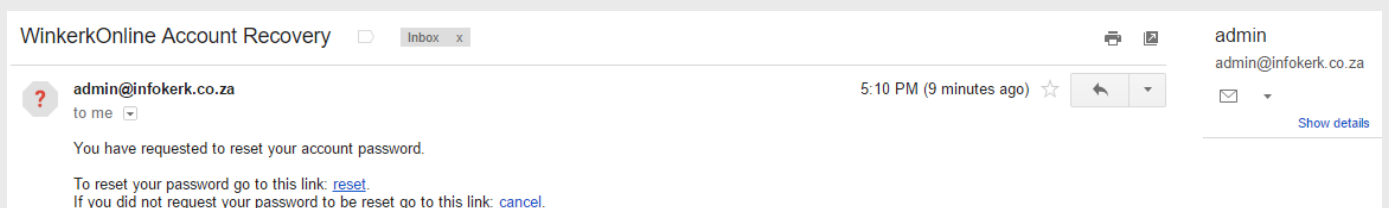
Lost Password

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 'Lost password account recovery' form on the WinkerK Online website. The header shows 'WinkerK Online' and 'Home' with a dropdown arrow. The title of the form is 'Lost password account recovery'. There are two input fields: 'Email Address' containing 'venter.jan@gmail.com' and 'Confirm Email Address' containing 'venter.jan@gmail.com'. Below the 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.

Winkerk Online Home Login Register

Create an new password

New Password

Confirm new Password

Reset Password

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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:

Winkerk Online Home Member Congregation Congregation Admin Vrede Logoff

Bothaville - Noord - Members

External filters Remove ALL filters Member status: Active Inactive Both

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	Liandri	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

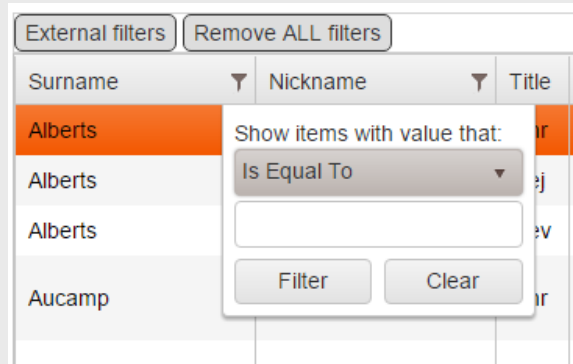
1 - 30 of 806 items

Selected member: Alberts 1900/01/01 Show details

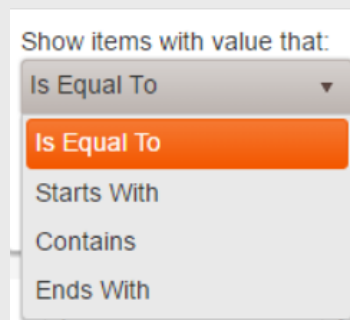
© 2017 - Winkerk Online

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 clicks 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.

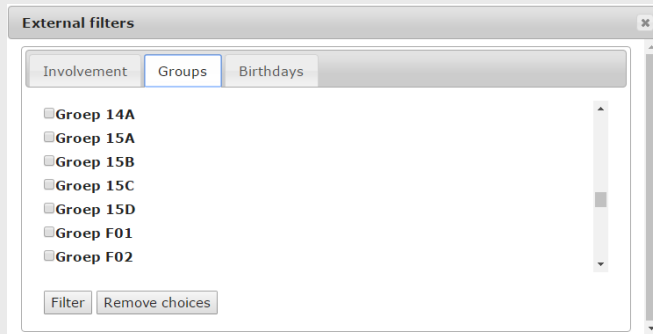
External filters ✕

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

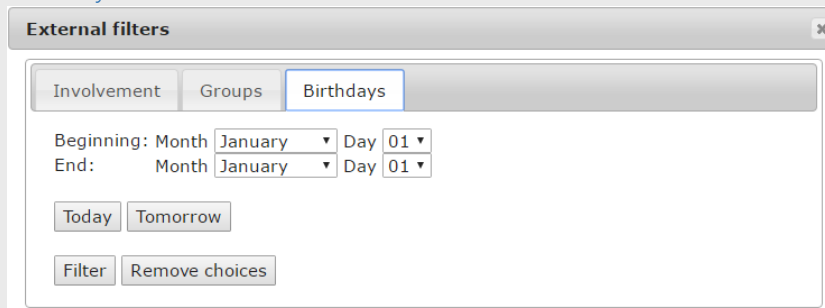
Involvement Groups Birthdays

- 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 January Day 01

End: Month January Day 01

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.

Member details

Family details: Edit

Johann (Head) | Armand | Joyce | Reynard

Personal | Contact Info | Work | Congregation info

Nickname Johann **Date of Birth** 1967/11/26

FullName Johann **Gender** Male

Surname Grobler **MaidenName**

Initials J **Title** Mnr

The information for each family member is 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.

Member details

Family details: Save Cancel

Johann (Head) | Armand | Joyce | Reynard

Personal | Contact Info | Work | Congregation info

Nickname Johann **Date of Birth** 1967/11/26

FullName Johann **Gender** Male Female

Surname Grobler **MaidenName**

Initials J **Title** Mnr

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]

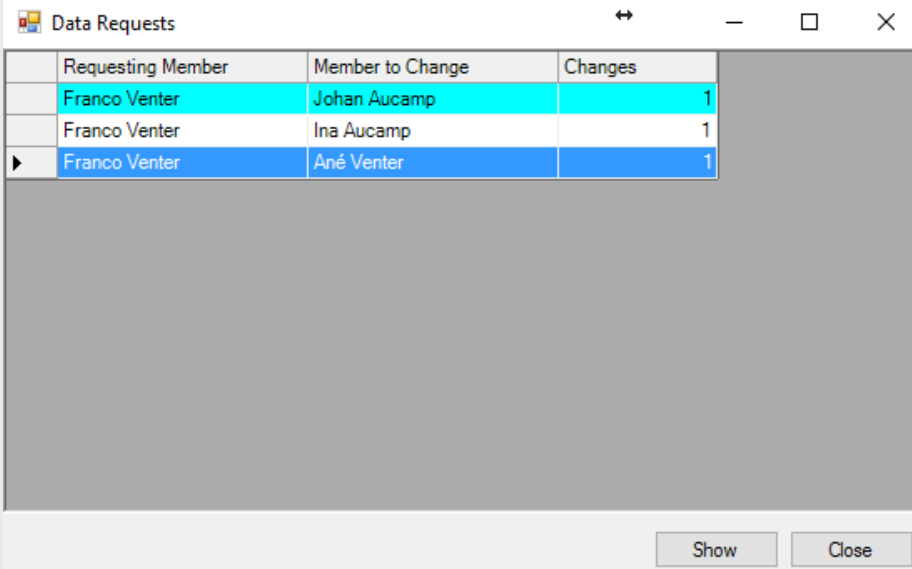
Requesting Member	Member to Change	Changes
Franco Venter	Johan Aucamp	1
Franco Venter	Ina Aucamp	1
Franco Venter	Ané Venter	1
Vrede Venter	Johann Grobler	2

[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.



The screenshot shows a window titled "Data Requests" with a table containing three rows of data. The first row is highlighted in cyan, and the second and third rows are highlighted in blue. Below the table are two buttons: "Show" and "Close".

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 is displayed. Click on the request that you want to address and then on "Show".

Requests can now be accepted or declined.