

Application: Benevolence

Installation

The Benevolence application uses Voracity's Solution's Control Panel to install and upgrade itself. If you haven't previously installed the Control Panel follow the steps below. Otherwise you can skip to the 'Benevolence Install' section.

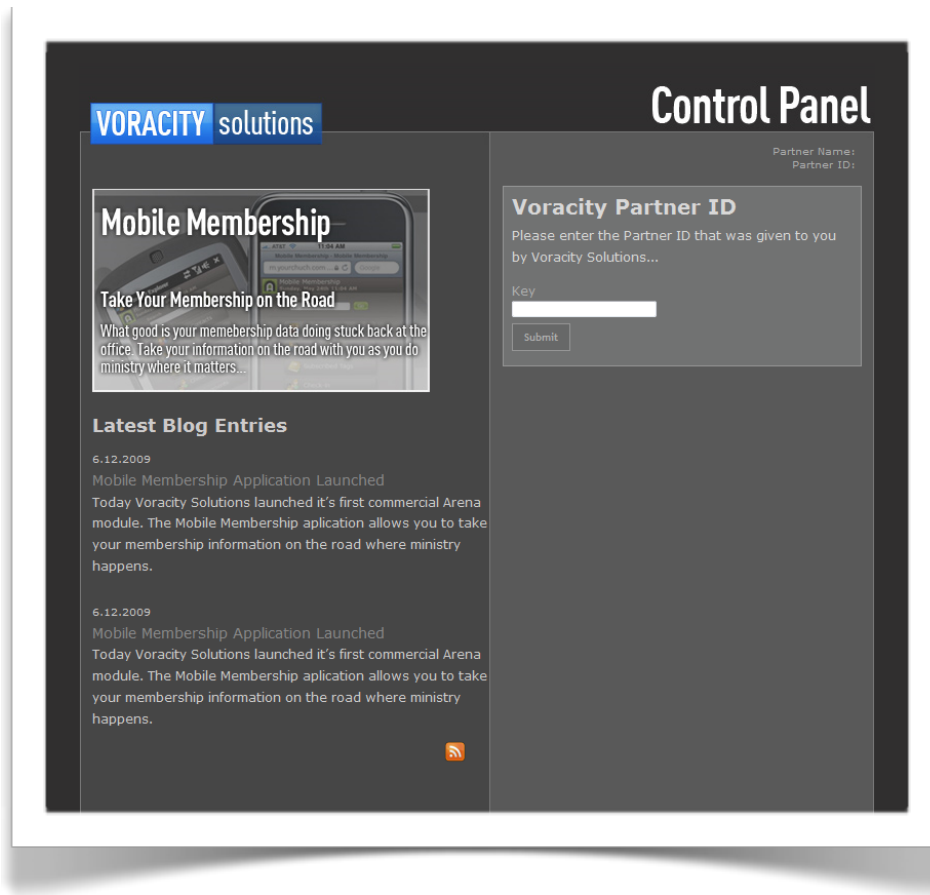
Installing the Control Panel

If this is your first Voracity Solution application you will first need to install the Control Panel. At the time of purchase you should have received an e-mail with the Default.aspx page that makes up the Control Panel. Follow the brief steps below to install:

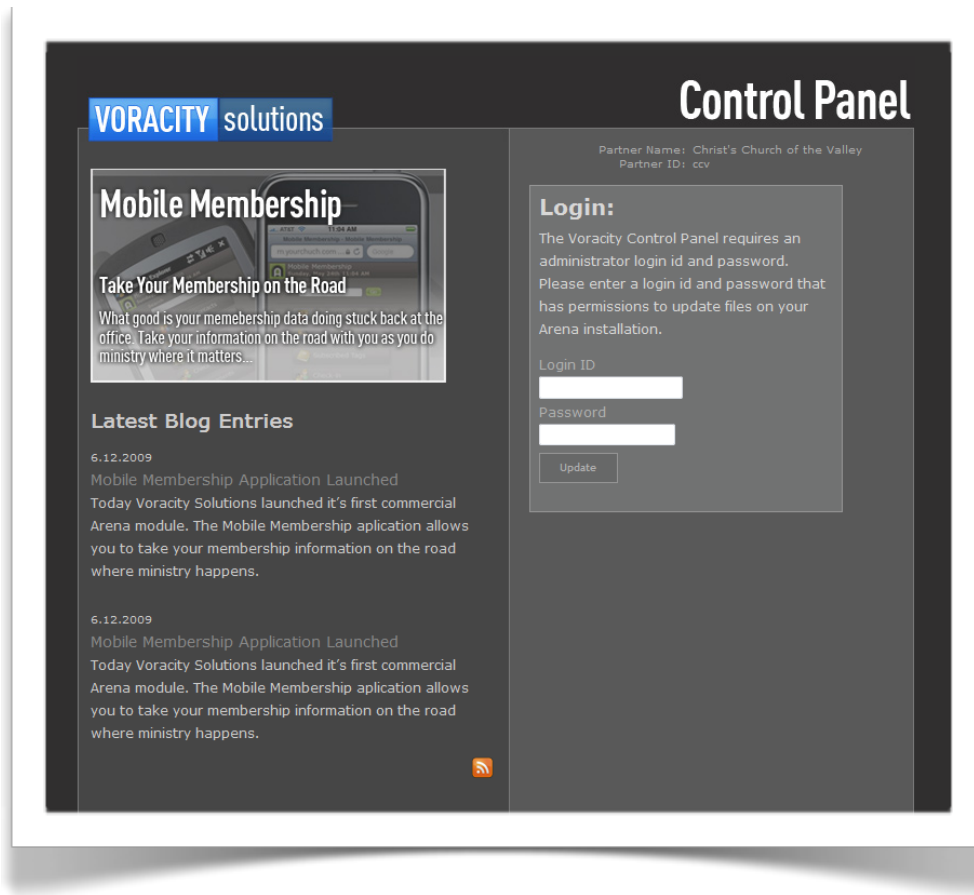
1. Locate the Arena install directory on the website you wish to run the Benevolence application from. Typically, this website would be available from the Internet.
2. Create a new directory named 'Voracity'.
3. Copy the provided Default.aspx page into this directory.
4. Open your browser to: <http://arena.yourchurchdomain.com/Arena/Voracity/>

The first time you open the Control Panel you will be asked for your Voracity Partner ID. This is a unique key that identifies your installation and allows the Control Panel to personalize itself to your organization.

Contact support (support@voracitysolutions.com) if you do not know or misplaced your partner id. Once you enter this key you will no longer be prompted for it in the future. If you ever need to update this key, you can do so by editing the "voracity_user_key" organization setting.



Next you will be asked to login. Enter a Windows administrator username and password that has access to modify the directories and files that make up your Arena installation. This allows the Control Panel to copy down required files for the various installed modules and keep itself up-to-date.



After logging in you will now be at the Control Panel homepage. This page will not only allow you to keep up-to-date with the latest news from Voracity Solutions, but more importantly it will allow you to install and upgrade the various products you have purchased.

Benevolence Install

To install the Benevolence application click the 'Administrate Website Modules' link from the Voracity Solutions Control Panel (screenshot above). This will bring up a screen similar to the one below.



On this page you should see an 'Install' button next to the Benevolence application. If you don't please contact support to ensure permissions to install the application has been configured properly. Click the install button to complete the install process.

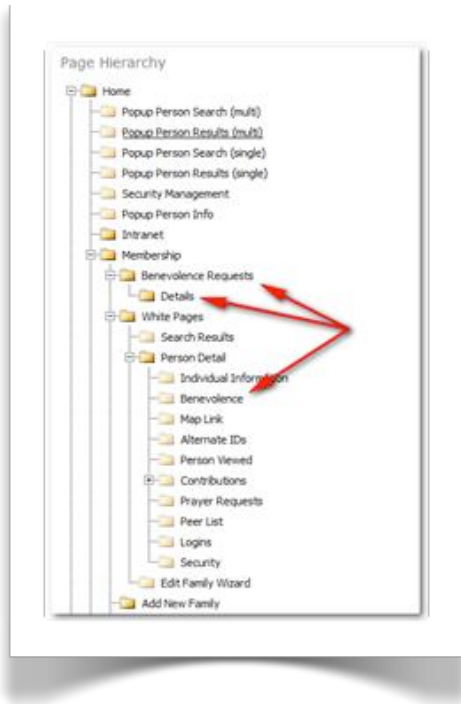
At this point the Benevolence application has been installed including: the pages and modules.

Post Install Process

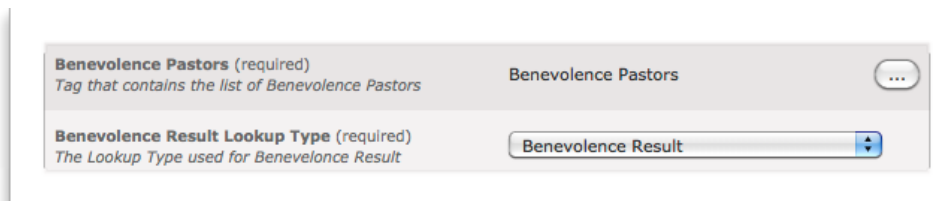
After the install process has been completed you will need to set up some additional information in Arena to support Benevolence tracking.

1. If you do not already have a tag that contains the individuals that will be responsible for administering benevolence requests, you will need to create a new tag that contains these individuals. Note the location of this tag as you will need to reference this tag when configuring the Benevolence modules.

2. In the *Arena Administration* section, select the *Lookups* option and add a new lookup type called “Benevolence Result.” This lookup type should contain a list of values that include the possible outcome of a benevolence request. They can be fairly generic as you will also be able to enter additional details for each request. Example values might include “Provided Financial Assistance,” or “Referred to Counseling,” etc.
3. Once you have created the tag and the lookup, you will need to update the Benevolence module settings to reflect the new tag and lookup type. The Benevolence installation adds three new pages to your Arena installation. The image below shows where these pages are created.



In the *Arena Administration* area, select the *Pages* option and for each of these three pages, select the module on each page and update the “Benevolence Pastors,” and “Benevolence Result Lookup Type” settings to the tag and lookup type that you created.



4. You may also want to set the “Request List Page” setting on the Request Detail module. By default after a user saves a request, the detail module will display a message indicating that the request was saved and leave the user on the detail page. If you would like the module to return to the list page after saving a request, set the List Page setting on the detail module to the “Benevolence Requests” page.

Details

Use this option to define the page hierarchy

Home > Administration > Pages > Home > Membership > Benevolence Requests > Details

Print This Page About

Page Hierarchy

- Home
 - Popup Person Search (multi)
 - Popup Person Results (multi)
 - Popup Person Search (single)
 - Popup Person Results (single)
 - Security Management
 - Popup Person Info
 - Intranet
 - Membership
 - Benevolence Requests
 - Details**
 - White Pages
 - Add New Family
 - Person Bulk Update
 - Merge Members
 - Me
 - Active Campaigns
 - Metrics
 - Lists
 - New Background Check
 - Background Checks
 - Reports
 - Family Registration
 - Mailing
 - Public Lists
 - My Lists
 - Groups
 - Tags

"Details" Details and Contents

Page Details Left Content **Main Content** Right Content Bottom Content Child Pages Security

Type of Module Benevolence Request Detail /RequestDetail.aspx Custom/SOTC/Benevolence

Title Details

Show Title Yes No

Content Frame Main

Settings

Setting Name	Setting Value	
Benevolence Pastors (required) <i>Tag that contains the list of Benevolence Pastors</i>	Benevolence Pastors	...
Benevolence Result Lookup Type (required) <i>The Lookup Type used for Benevolence Result</i>	Benevolence Result	
Person Detail Page <i>The page that is used for displaying person details.</i>	Person Detail (7) ❌	...
Person Popup Search Page <i>The page that is used for the popup search.</i>	Popup Person Search (single) (16) ❌	...
Request List Page <i>Benevolence Request List page.</i>	Benevolence Requests (3242) ❌	...

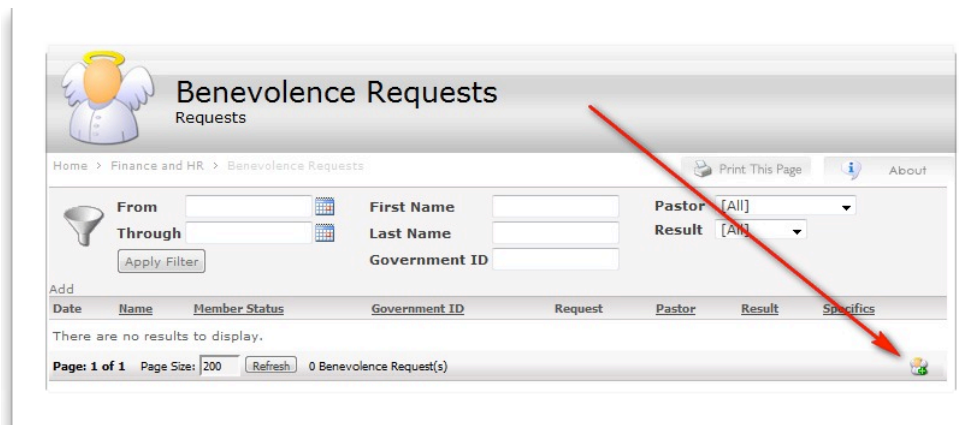
Details

Update Cancel

Using the Benevolence Application

Creating Request

Select the *Benevolence Requests* option in Arena (by default this is installed in the *Membership* section). This will display a list of the existing benevolence requests. To add a new request, click the “Add Request” icon located at the bottom right of the list.



Enter the information specific to the current request. Just like prayer requests, the person making the request does not have to exist in the Arena database (and will not get added). If the person does exist in Arena, you can select the person by clicking the “Change...” link. If you have not entered any of the personal information prior to selecting an existing person, the Benevolence module will fill it in automatically using the information from the selected person.

Benevolence Request

Home > Membership > Benevolence Requests > Details Print This Page About

First Name **Person** [David Turner](#) [Change...](#) [Remove](#)

Last Name **Government ID**

Status **Request Date**

Home Phone **Pastor**

Cell Phone **E-mail**

Work Phone **Address**
 ,

Description of Request

David was desperate for some financial help

Result Summary

Provided Cash, Paid Bill, and Referred to counseling.

Result Specifics [Add]

Type	Amount	Details
<input type="text" value="Gave Cash"/>	<input type="text" value="100.00"/>	David needed immediate cash for groceries
<input type="text" value="Paid Utility"/>	<input type="text" value="200.00"/>	Paid David's electric bill for April
<input type="text" value="Referred to Counseling"/>	<input type="text" value="0.00"/>	Referred to Chris Andersen

Once you've entered the information, click "Save" to return to the list, or "Save & Clear" to enter another request.

Note: The list of available Pastors in the "Pastor" field comes from the tag that was configured during the post-installation steps. The list of available result types in the "Result Specifics" area comes from the lookup type that was configured during the post-installation steps.

Using the Search

The Benevolence Request page allows you to search for existing requests by any combination of the provided filter fields. Once you selected the criteria you would like to search for, click the "Apply Filter" button to display the requests that match your filter. Your criteria is also saved so that when you return the next time, you will have the same criteria.

Home > Membership > Benevolence Requests

Print This Page About

From [] Through [] First Name [] Last Name [] Government ID [] Pastor [All] Result [All]

Apply Filter

Date	Name	Member Status	Government ID	Request	Pastor	Result Summary	Result Specifics	Total Amount
4/6/2010	David Turner			David was desperate for some financial help	Janet Turner	Provided Cash, Paid Bill, and Referred to counseling.	Paid Utility (200.00) Gave Cash (100.00) Referred to Counseling (0.00)	\$300.00
4/6/2010	Ben Turner	Attendee		Ben could not pay rent this month			Paid Rent (600.00) Gave Cash (50.00)	\$650.00

Page: 1 of 1 Page Size: 20 Refresh 2 Benevolence Request(s)

Total Result Amounts:
 Gave Cash \$150.00
 Paid Rent \$600.00
 Paid Utility \$200.00
Grand Total: \$950.00

The search result will also display totals specific to the filter you specified. A total amount for each result type and a Grand Total will be displayed below the requests. These totals are specific to the requests that match your search criteria.

Person Detail

The Benevolence installation also creates a new "Benevolence" tab on the person detail page. This tab will display all benevolence requests that are linked to the current person or to anyone else in the current person's family.

Home > Membership > White Pages > Person Detail

Print This Page About

Person Details Contributions Security Settings Person Views Prayer Requests Subscriptions Staff Details Benevolence

Add

Date	Government ID	Request	Pastor	Result	Specifics
3/31/2010		Joe can't make his rent payment this month and has asked for...		Paid Bill	Paid half of Joe's rent payment for the month of April

Page: 1 of 1 Page Size: 200 Refresh 1 Benevolence Request(s)

Also, if you add a new request from this tab, the request will automatically be associated to the current person

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