USER GUIDE - CFAS

Project Name: Church HRM System
Client: Church of the United Brethren in Christ (Jamaica Conference)
Project Type: Central Financial/Administrative System
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Introduction

The purpose of this document is to guide users in navigating the Church HRM System. This document covers the following:

- Page Information
- Report Process
- System Usage
- Page Layout (with images)
- User Roles and Access Levels
  - Admin
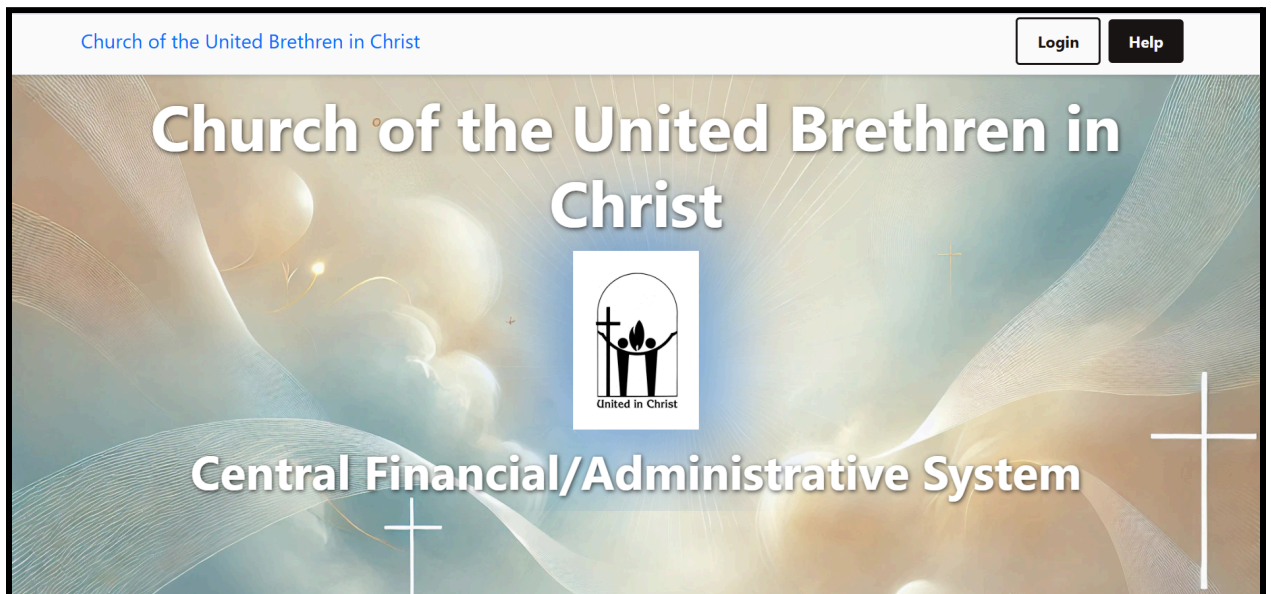 - Pastor
  - Superintendent

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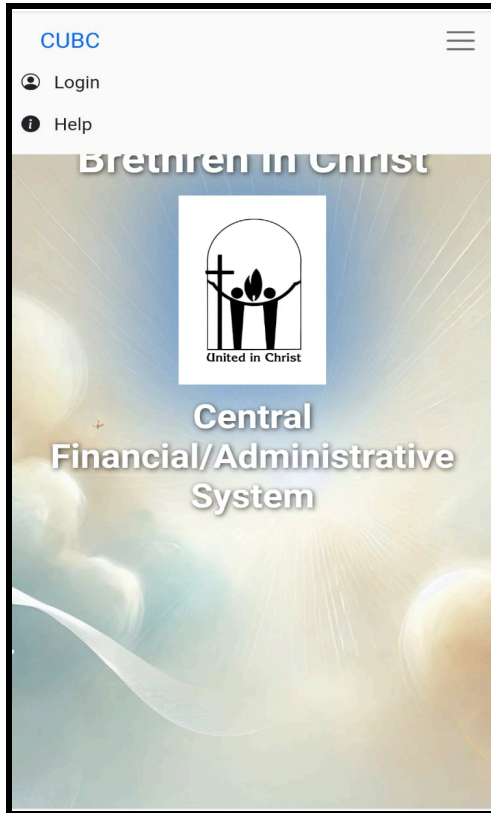

Page Information

HOME

Description: The home page serves as the system's central hub, providing links to various sections. Users must log in or sign up to access other pages.

Instructions:

- **Laptop:** Hyperlinks are at the top of the page.

- **Phone/Tablet:** Tap the menu icon in the top-right corner to access navigation options.

LOGIN

Description: The login page provides access to other sections of the system. Users must log in before proceeding.

Instructions:

1. Enter your email and password.
2. Click **Login**.

PASTOR MANAGEMENT

PASTOR PAGE

Description: Allows users to view, add, and edit pastor information.

Laptop view:

	Name	Email	Phone	Date of Birth	
Edit	REV. COURTNEY MORGAN	superintendent1@example.com	876-543-2109	December 11	
Edit	REV. KENRICK HARISON	superintendent2@gmail.com	876-543-2109	December 25	
Edit	REV. DR. BRYAN WALLACE	superintendent3@example.com	876-543-2109	November 11	can log in
Edit	Reverend Barrington Johnson	pastor1@example.com	876-543-2109	December 12	can log in
Edit	Bishop Isaac Nugent	bishop1@example.com	876-543-2109	October 10	can log in
Edit	Bishop Winston Smith	pastor2@example.com	876-543-2109	January 1	
Edit	none omit	omit@gmail.com	876-543-2109	February 12	can log in

Phone/Tablet view:

Instructions:

Add Pastor

1. Click **Add New Pastor**.
2. Fill in the required fields:
   - Name
   - Address
   - Email
   - Phone Number
   - TRN
   - Date of Birth
   - Date of Employment
   - Picture of ID
3. Click **Create**.

Edit Pastor

1. Click **Edit** on a pastor's profile.
2. Update the information.
3. Click **Save**.

CHURCH MANAGEMENT

CHURCH PAGE

Description: This section allows users to manage church details.

Laptop view:

Phone/Tablet view:

Instructions:

Add Church

1. Click **Add New Church**.
2. Enter required details:
   - District
   - Church Name(Correct & Common)
   - TRN
   - Branch Number
   - Address
3. Click **Create**.

Edit Church

1. **View** church profile
2. Select **Edit** on a church profile.
3. Update necessary details.
4. Click **Save**.

DISTRICT MANAGEMENT

DISTRICT PAGE

Description: Displays districts and their assigned superintendents.

Laptop view:

Phone/Tablet view:

Instructions:

Add District

1. Click **Add District**.
2. Enter the region name and superintendent.
3. Click **Create**.

Edit District

1. Click **Edit** on a district profile.
2. Update necessary details.
3. Click **Save**.

Generate District Report

1. **View** district profile
2. Select the month and the year
3. Click **Generate Report** to access the district report.

REPORT MANAGEMENT

REPORT PAGE

Description: Generates and manages the Pastor's Annual Report.

Instructions:

Step 1:

● Select the month for the report.

Step 2:

● Input ministry and attendance details.

Step 3:

● Enter the number of church groups and committees.

Step 4:

- Input **income and expenses (assessed)**.

Step 5:

- Input **income and expenses (non-assessed)**.

Step 6:

- Enter **church ministry and evangelism activities**.

Step 7:

- Provide details about **membership statistics**.

Step 8:

- Click **Submit** to finalize the report.
- Add comments for admins if necessary.

Report snippet

USER ROLES AND ACCESS LEVELS

ADMIN

Privileges:

- Full control over system functionality.
- Add, change, and manage all users, churches, and districts.
- Assigning pastors and superintendents.

Restrictions:

- There are no known restrictions.

PASTOR

Privileges:

- Access to their assigned church's information.
- Generate and submit monthly reports.

Restrictions:

- Cannot edit church information

SUPERINTENDENT

Privileges:

- View churches within the district
- Generate district report

Restrictions:

- Limited to viewing churches within their district.
- Cannot edit district information

FREQUENTLY ASKED QUESTIONS

Q: Can all users see each other's data?

A: No. Users can only access information based on their assigned roles and permissions.

Q: Does each church have to follow the same data structure?

A: No. Church data is specific to each entity and will be handled independently within the system.

This document serves as a comprehensive guide for all users of the **Church HRM System**. For further assistance, please contact the system administrator.