

Connect Now Staff Permissions screen:

The screenshot displays the 'Connect Now Staff Permissions' interface for 'Cathedral of San Demo, 0'. At the top, there are tabs for 'Assignments', 'Positions', 'Access Rights', and 'Notes'. Below these are date pickers for 'Start Date' (7/28/2016) and 'End Date' (2/1/2017). A row of checkboxes includes 'Assignment Deleted', 'Primary Assignment', 'Grant Login Privileges', 'Show in Kenedy Dir.', and 'Edit/View Pastoral Notes'. The main area is titled 'ParishSOFT Modules' and contains several module boxes with their respective permissions:

- Organization Admin**:  View
- Family Directory**:  View,  Add/Edit,  Delete,  Print,  Import
- Offering**:  View,  Add/Edit,  Close Batch,  Delete,  Giving History,  Import,  Print
- Ministry Scheduler**:  View,  Add/Edit,  Delete,  Print
- Religious Education**:  View,  Add/Edit,  Delete,  Print,  Tuition
- Tuition**:  View,  Add/Edit,  Delete,  Print,  Import
- IQ**:  View,  Add/Edit,  Delete,  Import/Export
- ConnectNow**:  ConnectNow Access,  Suspense Reviewer

At the bottom, there are 'Edit Details' and 'Close' buttons. Arrows in the original image point to 'Primary Assignment', 'Grant Login Privileges', and 'ConnectNow Access'.

In the example above, the primary fields that are ALWAYS needed on a login are a: **Primary Assignment, Grant Login Privileges, and ConnectNow Access.**

Descriptions for the areas of which hold information in the Connect Now system are the following:

**Family Directory** (all census information on a family and member, including sacramental information)

**Offering** (all donation information per family or member, posting of donations, set up of funds, viewing of funds per family, pledge information, etc.)

**Ministry Scheduler** (all member ministry or ministerial groups)

**Religious Education** (area to track religious education classes, students in the class, catechists, etc.)

**Tuition** (used primarily by parishes with multiple levels of tuition for in parish families, out of parish families, which would like to send tuition invoices and allow for payment over a period of time)

**IQ** (custom query tool that allows for saving of personal and global queries by staff. Global queries can be viewed by all in the diocese, but not edited, and only applied to their OWN parish's data, allowing for cross collaboration among parishes)

**Connect Now** (overall access to the ConnectNow system for staff members. Suspense reviewer are the main staff that would review if the parish opens up the parishioner portal for their access.)