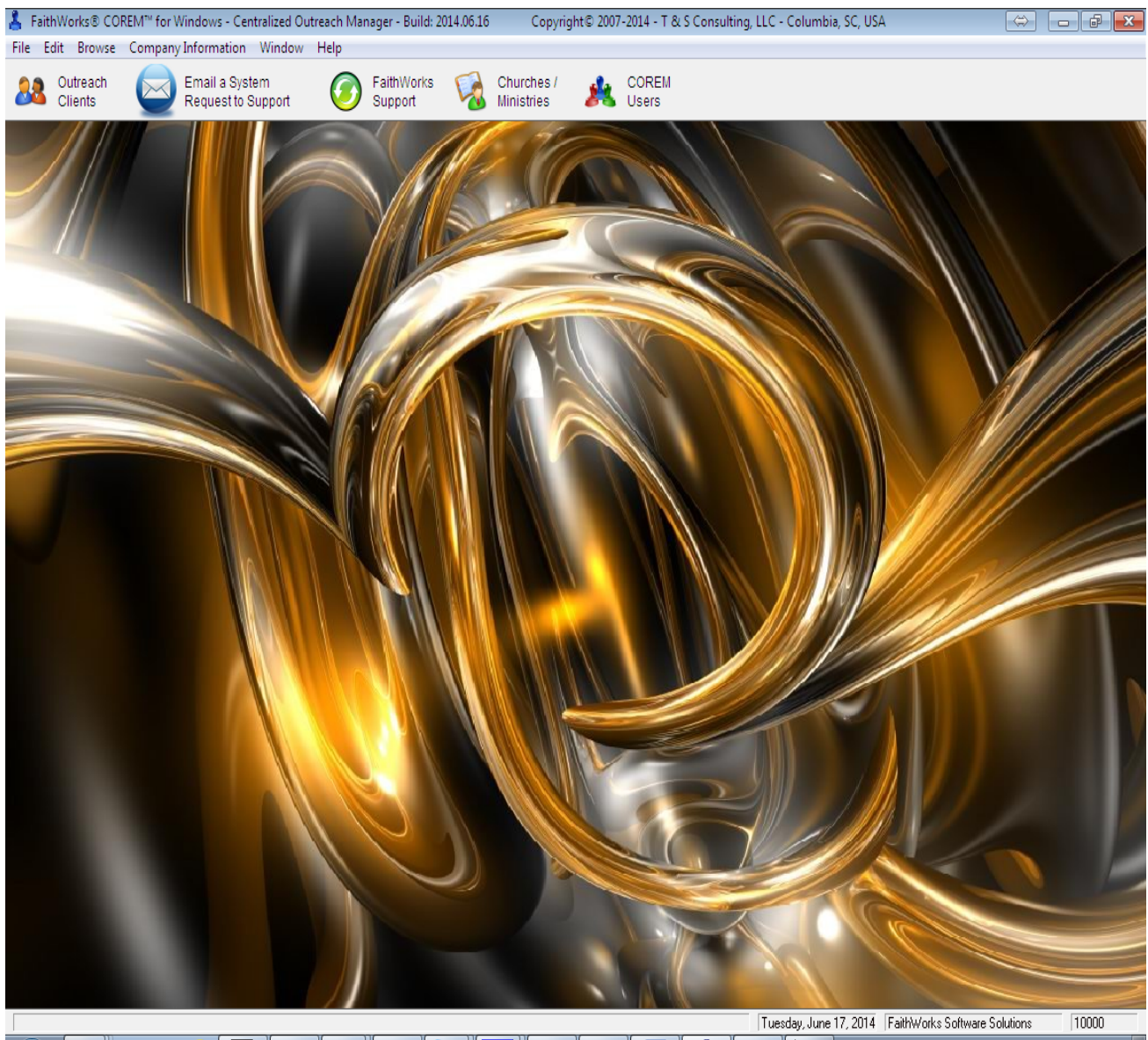


# T&S Consulting, LLC

## FaithWorks® Software

Sales: 803.786.8907 - Support: 803.798.3000  
Sales@T-S-Consulting.com - Sales@FaithWorks-Software.com  
[www.T-S-Consulting.com](http://www.T-S-Consulting.com) - [www.FaithWorks-Software.com](http://www.FaithWorks-Software.com)



## FaithWorks® COREM™ for Windows

### Centralized Outreach Manager

---

User guide  
2014



## Table of Contents

Master License Agreement.....	3
Log In Window .....	6
Registration Form window .....	9
Main Menu Buttons.....	11
Browse Clients .....	12
Add/Update a Client .....	16
System Request Form window.....	19
QuickSupport window .....	21
Add/Update a Request .....	22
Reports.....	26

# T & S Consulting, LLC

FaithWorks<sup>®</sup> Software

Columbia, South Carolina 29203

Sales: 803.786.8907 - Support: 803.798.3000

---

## Master License Agreement

**COREM**<sup>™</sup> for Windows (Centralized Outreach Manager) Software

### 1. License:

In exchange for paying license fees and applicable taxes arising under this Agreement ("Agreement"), T&S Consulting, LLC ("T&S") grants to the Customer a non-assignable and nonexclusive license to use the T&S Software designated under this Agreement ("Software") for the initial period and for additional periods, if renewed. All Software is the copyrighted property of T&S and is licensed for use with the supported operating system designated by the Customer.

### 2. What T&S will do:

A. T&S will send the Software to the Customer and after the Customer pays the license fees, T&S will authorize the Customer to use the Software for the full license period.

B. T&S will set the license beginning date to give the Customer a free thirty (30) day trial period for installation and testing. If a shipment delay shortens the trial period, the Customer can call T&S for an extension. The Customer will not owe license fees for Software returned promptly after the trial period.

C. T&S will help the Customer by telephone or in writing solve specific problems installing and using the Software. T&S does not guarantee that it will solve every such problem or correct every bug or error.

D. As the Software is updated, T&S will provide updated copies of the Software to the Customer.

E. T&S warrants that it has the right to license the Software to the Customer. T&S warrants that the Software will substantially conform to its current published specifications. If the Software does not substantially conform to those specifications, T&S will choose either to make it conform or to refund the current license fee paid by the Customer for the Software. Distribution media will be replaced if defective upon delivery to the Customer.

F. If claims of copyright, patent, trade secret or other proprietary rights violations arise from the Customer's use of the most current versions of the Software provided to the Customer, the Customer agrees to immediately notify T&S in writing and permit T&S to control any resulting litigation or settlement.

### 3. What the Customer will do:

A. The Customer will pay all fees arising under the Agreement according to T&S's invoices, including any applicable taxes unless Customer provides acceptable proof of tax exemption.

B. The Customer will use all reasonable efforts to allow use of the Software only:

1. On Customer-controlled hardware authorized under this Agreement or Customer-controlled back-up hardware to which the Software has been moved because the authorized hardware is temporarily inoperative; and

2. By the Customer's employees and any contractors or consultants performing work for the Customer on the Customer's premises.

C. Customer will implement procedures to validate input accuracy, output accuracy and correctness of results, and to establish back-up plans adequate for Customer's needs.

D. So that the Customer can properly update and distribute information needed to keep the Software functioning properly and account for authorized hardware, the Customer will:

1. Keep records of where workstation Software is used; and
2. Designate installation and technical support contact(s) and other information as specified on the applicable forms provided by T&S; and
3. Explain the terms of this Agreement to those affected by it.

E. If the Customer believes the Software is being used in violation of this Agreement, Customer will promptly notify T&S in writing and will cooperate in T&S's investigation and resolution of the situation.

F. If this Agreement or any Software licensed under this Agreement is canceled or not renewed, the Customer will discontinue use and destroy all useable copies of the Software, in whatever form, and notify T&S in writing.

**4. The Customer will use its best efforts not to permit anyone having access to the Software to:**

- A. Modify, reverse engineer, or de-compile the Software; or
- B. Mask, modify, or suppress any copyright notices or other proprietary rights notices, or fail to properly label any authorized copy; or
- C. Use the Software outside the United States or Canada; or timeshare, rent, or otherwise use the Software except as specifically permitted in this Agreement.

**5. General License Terms:**

A. Limitations of Liability:

1. THE CUSTOMER AGREES THAT T&S'S LIABILITY TO THE CUSTOMER BASED ON THE PARTIES' AGREEMENT AND/OR USE OF ANY SOFTWARE PRODUCT WILL NOT EXCEED THE CUSTOMER'S CURRENT-YEAR LICENSE FEE PAID FOR THE SOFTWARE PRODUCT DIRECTLY RELATED TO THE LIABILITY.

2. THE CUSTOMER AGREES THAT T&S WILL NOT BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING WITHOUT LIMITATION, DAMAGES FOR BUSINESS INTERRUPTION, LOST PROFITS OR DATA, OTHER CONSEQUENTIAL DAMAGES, OR OTHER PECUNIARY DAMAGES) ARISING OUT OF THE CUSTOMER'S USE OR INABILITY TO USE THE SOFTWARE OR DOCUMENTATION EVEN IF T&S HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

3. THE CUSTOMER FURTHER AGREES THAT T&S WILL NOT BE LIABLE FOR ANY CLAIM OR DEMAND AGAINST THE CUSTOMER BY ANYONE ELSE.

B. THE CUSTOMER'S REMEDIES AS DESCRIBED IN SECTION 2(E) OF THIS AGREEMENT ARE EXCLUSIVE.

C. The Customer may make a non-supported copy of the Software to meet its security, installation, and restart and recovery needs.

D. This Agreement is governed by the laws of the State of South Carolina. If any part of this Agreement is held to be unconscionable or otherwise invalid, that part will be omitted, but the balance will remain in full force and effect. The Customer and T&S consent to jurisdiction of the state and federal courts sitting in Richland County, South Carolina, in connection with any suit or action brought regarding the Software, which is subject of this Agreement.

E. Any Software licensed under this Agreement may be renewed for additional periods if T&S and the Customer agree. License fees for any additional periods may differ. Fees for any additional periods or for hardware changes, which result in additional license fees, will be billed under the hardware's then -current license fee schedule. The Customer can cancel this Agreement or any Software licensed under it during any license period for any reason. During any license period, T&S can cancel this Agreement or any Software licensed under it and take other actions if the Customer has not complied with this Agreement. T&S will provide written notice giving the Customer thirty (30) days to correct the problem before canceling this Agreement or any Software licensed under it.

F. This Agreement, its supplements, and invoices arising under it constitute the complete and exclusive statement of the parties' agreement about the Software, which supersedes all prior communications relating to the subject matter of this Agreement, whether written or oral. Additional or conflicting terms on any current or future Customer purchasing documents are rejected. This Agreement can be modified only in writing signed by both parties. Both T&S and the Customer have read this Agreement, understand it, and accept its terms.

---

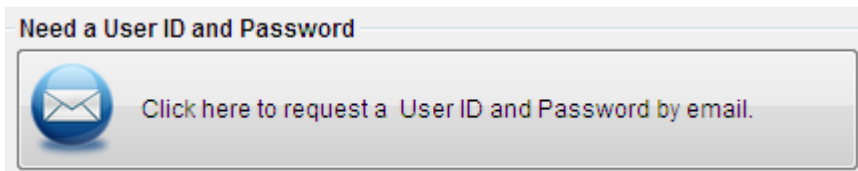
# Log In Window

Already have a User ID and Password section

Need a User ID and Password section

The screenshot shows the 'COREM™ Centralized Outreach Manager' login window. It features two main sections: 'Need a User ID and Password' and 'Already have a User ID and Password'. The 'Need a User ID and Password' section contains a button with an envelope icon and the text 'Click here to request a User ID and Password by email.' The 'Already have a User ID and Password' section contains several input fields: 'User ID:' with the value '12345' and a 'Type Numbers Only' label; 'Password:' with a masked field '\*\*\*\*\*'; 'Network ID:' with the value 'Staff'; 'Computer Name:' with the value 'WIN7-ULTIMATE'; and 'User Profile:' with the value 'C:\Users\Staff'. Below these fields is a 'Change my Password' button with a lock and key icon. At the bottom right are 'OK' and 'Cancel' buttons. Numbered callouts (1-9) point to various elements: 1 points to the 'Need a User ID and Password' section header; 2 points to the 'Already have a User ID and Password' section header; 3 points to the 'User ID:' label; 4 points to the 'Password:' label; 5 points to the 'Network ID:' label; 6 points to the 'Computer Name:' label; 7 points to the 'User Profile:' label; 8 points to the 'Change my Password' button; and 9 points to the 'OK' and 'Cancel' buttons. External labels on the left side of the window identify the fields: 'COREM User ID' (3), 'COREM Password' (4), 'User's Computer Network ID' (5), 'User's Computer Name' (6), and 'User's Windows Profile' (7).

## 1 Need a User ID and Password section



- Click on this button if you need a User ID and Password
- Complete the information in the [Registration Form window](#)

## 2 Already have a User ID and Password section

**Already have a User ID and Password**

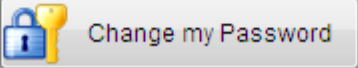
User ID:  Type Numbers Only


Password:

Network ID:

Computer Name:

User Profile:





3

### COREM User ID

User ID:  Type Numbers Only

- User ID must be **numeric only**. Example: 53135

4

### COREM Password

Password:

- Password is not case sensitive
- Password can be up-to 15 characters
- Password minimum is 1 character

5

### User's Computer Network ID

Network ID:

- User's Computer Network ID

6

### User's Computer Name

Computer Name:

- User's Computer Name

7

### User's Windows Profile

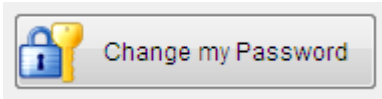
User Profile:



- User's Windows Computer Profile

8

### Change my Password button



- Click on this button to change your password

9

### Log In Window buttons



- Click **OK** to complete your log in
- Click **Cancel** to abort and exit

## Registration Form window

Requestor and Ministry section **1**

Email section **2**

The screenshot shows a window titled "Registration Form" with a header "Registration Request - Send us an email...". The form is divided into two main sections. The left section, labeled "Requestor and Ministry section" with a blue circle containing the number "1", contains several text input fields: "Your Fullname:" (Norman Tester), "Church/Ministry Information" (Church/Ministry: FaithWorks Ministries, Address: 521 South Irby Street, City: Charleston, State: SC, Zip: 29621, Phone No: (843)555-1212, Email: Outreach@FaithWorks.org), and a "Close and Exit" button with a green checkmark icon, labeled "4". The right section, labeled "Email section" with a blue circle containing the number "2", contains a "Subject:" field (COREM Online Registration), a "Message:" text area (Please register our Church/Ministry and send us a User ID and Password.), and four checkboxes: "Return Receipt", "Logon UI", "New Session", and "Dialog". Below the message area is a "Click Here to Send Email" button with an envelope icon, labeled "3".

Close and Exit button **4**

Click Here to Send Email button **3**

### **1** Requestor and Ministry section

This close-up view shows the "Requestor and Ministry section" of the registration form. It features a title "Registration Request - Send us an email..." and several input fields: "Your Fullname:" (Norman Tester), "Church/Ministry Information" (Church/Ministry: FaithWorks Ministries, Address: 521 South Irby Street, City: Charleston, State: SC, Zip: 29621, Phone No: (843)555-1212, Email: Outreach@FaithWorks.org).

- Complete the information in this section (all fields are required)
- **Email** - The requested COREM User ID and Password will be sent to this email address
- Next, go to the [Email section](#) (see reference 2)

2

## Email section

Subject: COREM Online Registration

Message: Please register our Church/Ministry and send us a User ID and Password.

Return Receipt     Logon UI  
 New Session     Dialog

- Please do not change the Subject
  - You can add to the Message if you like
  - The following fields are optional
- 1) Return Receipt
  - 2) Logon UI
  - 3) New Session
  - 4) Dialog
- Next, go to the [Click Here to Send Email](#) section (see reference 3)

3

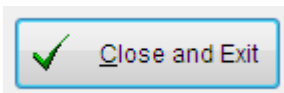
## Click Here to Send Email button



- Click on the [Click Here to Send Email button](#) to submit your email request for a COREM User ID and Password
- Your COREM User ID and Password will be emailed to the email address specified in the [Requestor and Ministry section](#) of the Registration Form window (see reference 1)
- Next, go to the Close and Exit section (see reference 4)

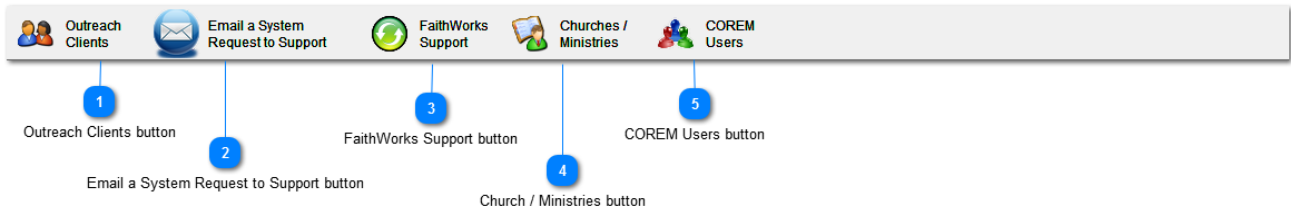
4

## Close and Exit button

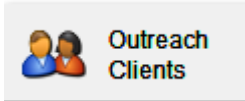


- Click on the [Close and Exit button](#) to Close and Exit the Registration Form window

## Main Menu Buttons

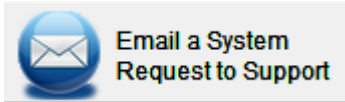


### 1 Outreach Clients button



- Click the **Outreach Clients button** to [Browse the Clients](#) list. If the Client does not exist in the list, they can be added in this window.

### 2 Email a System Request to Support button



- Click the **Email a System Request to Support button** to submit an email System Request to the FaithWorks software support team.

### 3 FaithWorks Support button



- Click the **FaithWorks Support button** to start a FaithWorks support session with a consultant

### 4 Church / Ministries button



The **Church / Ministries button** is available to Administrators only.

### 5 COREM Users button



The **COREM Users** is available to Administrators only.

# Browse Clients

1) Lastname, firstname | 2) Fullname | 3) Client ID | 4) Proof of Identity Notes

ID	Lastname	Firstname	Middlename	Address	City	Proof of Identity Note 1
17	Adams	John		121 Main Street	Columbia	SC 47156664
2	Adams	William	Henry			
4	Bellamy	James				
12	Bush	George	H. W.			
13	Bush	George				
15	Clinton	Chelsea				
14	Clinton	Hillary				
11	Clinton	William				
5	Collins	Sarah				
6	Davidson	Howard				
3	Doe	Andy				
9	Dole	Robert				
16	Nixon	Richard				
10	Nixon	Ricky				
1	Simpson	Francis	L.	332 Main Street	Columbia	SC 04151314
19	Williams	Betty				
18	Williams	Willie				
7	Williams	Wilma				
20	Zebra	Stripped				
8	Zebra	Willard				

**Client Information**  
 Home Phone: (803)555-1214 | Cell Phone: (803)555-1213 | Work Phone: (803)555-1212  
 1. Proof of Identity: Drivers License  
 2. Proof of Identity: State Issued ID  
 SC 77845770

**Client Requests**

Request ID	Type	Date	Processed by	Time	Cash	Amt/Value	ID
3	Food Assistance	06/08/2014	FaithWorks Software Solutions	01:24:41PM	<input type="checkbox"/>	150.00	1
2	Food Assistance	05/11/2014	FaithWorks Software Solutions	10:44:20PM	<input type="checkbox"/>	175.00	1
1	Rental Assistance	05/04/2014	Gill Creek Baptist Church	10:43:59PM	<input checked="" type="checkbox"/>	750.00	2

Client Reports button | Church/Ministry Report | View | Insert | Change | Delete | Help | Close

Client Information detail section | Client Requests data section

Client Reports buttons | COREM Browse window buttons | Client & Requests Data owners

## 1 Browse COREM Clients window

1) Lastname, firstname | 2) Fullname | 3) Client ID | 4) Proof of Identity Notes

ID	Lastname	Firstname	Middlename	Address	City	Proof of Identity Note 1
17	Adams	John		121 Main Street	Columbia	SC 47156664
2	Adams	William	Henry			
4	Bellamy	James				
12	Bush	George	H. W.			
13	Bush	George				
15	Clinton	Chelsea				
14	Clinton	Hillary				
11	Clinton	William				
5	Collins	Sarah				
6	Davidson	Howard				
3	Doe	Andy				
9	Dole	Robert				
16	Nixon	Richard				
10	Nixon	Ricky				
1	Simpson	Francis	L.	332 Main Street	Columbia	SC 04151314
19	Williams	Betty				
18	Williams	Willie				
7	Williams	Wilma				
20	Zebra	Stripped				
8	Zebra	Willard				

**Client Information**  
 Home Phone: (803)555-1214 | Cell Phone: (803)555-1213 | Work Phone: (803)555-1212  
 1. Proof of Identity: Drivers License  
 2. Proof of Identity: State Issued ID  
 SC 77845770

**Client Requests**

Request ID	Type	Date	Processed by	Time	Cash	Amt/Value	ID
3	Food Assistance	06/08/2014	FaithWorks Software Solutions	01:24:41PM	<input type="checkbox"/>	150.00	1
2	Food Assistance	05/11/2014	FaithWorks Software Solutions	10:44:20PM	<input type="checkbox"/>	175.00	1
1	Rental Assistance	05/04/2014	Gill Creek Baptist Church	10:43:59PM	<input checked="" type="checkbox"/>	750.00	2

Client Reports | Church/Ministry Report | View | Insert | Change | Delete | Help | Close

Current User Church ID: 1 | FaithWorks Software Soluti  
 Client added by: 2 | Ken Stone  
 Request added by: 1 | FaithWorks Software Soluti

2

## Client Data Sort Tabs

1) Lastname, firstname | 2) Fullname | 3) Client ID | 4) Proof of Identity Notes

Click on the Tabs to:

- 1) Sort by Client Lastname, Firstname - *to start a lookup by client lastname, just start typing a client's lastname*
- 2) Sort by Client Fullname - *to start a lookup by client fullname, just start typing a client's fullname*
- 3) Sort by Client ID
- 4) Sort by Client Proof of Identity Notes

3

## Clients List

ID	Client			Address	City	Proof of Identity Note 1
	Lastname	Firstname	Middlename			
17	Adams	John		121 Main Street	Columbia	SC 47156664
2	Adams	William	Henry			
4	Bellamy	James				
12	Bush	George	H. W.			
13	Bush	George	W.			
15	Clinton	Chelsea				
14	Clinton	Hillary				
11	Clinton	William				
5	Collins	Sarah				
6	Davidson	Howard				
3	Doe	Andy				
9	Dole	Robert				
16	Nixon	Richard				
10	Nixon	Ricky				
1	Simpson	Francis	L.	332 Main Street	Columbia	SC 04151314
19	Williams	Betty				
18	Williams	Willie				
7	Williams	Wilma				
20	Zebra	Stripped				
8	Zebra	Willard				

4

## Client Information detail section

Client Information		
Home Phone:	Cell Phone:	Work Phone:
(803)555-1214	(803)555-1213	(803)555-1212
1. Proof of Identity:	Drivers License	
2. Proof of Identity:	State Issued ID	
	SC 77845770	

5

## Client Data buttons



- Click **Insert** to add a new Client
- Click **Change** to update the highlighted Client
- Click **Delete** to remove the highlighted Client

6

### Client Reports button



- **Client Report** - listing of all request for the highlighted client
- **Church/Ministry Report** - listing of all request for the Church/Ministry of the current COREM user

7

### Client Requests data section

Client Outreach Request					ID		
Request Type	Processed by Church/Ministry						
ID	Date	Time	Cash	Amt/Value			
Food Assistance	3	06/08/2014	FaithWorks Software Solutions	01:24:41PM	<input type="checkbox"/>	150.00	1
Food Assistance	2	05/11/2014	FaithWorks Software Solutions	10:44:20PM	<input type="checkbox"/>	175.00	1
Rental Assistance	1	05/04/2014	Gill Creek Baptist Church	10:43:59PM	<input checked="" type="checkbox"/>	750.00	2

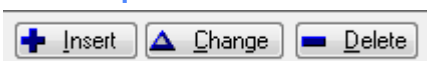
This is a list of requests processed for the highlighted client.

Displayed are the following:

- Request Type
- Processed by Church/Ministry
- Request Date
- Request Time
- Cash or Check was issued
- Amount/Value of request

8

### Client Requests buttons



- Click **Insert** to add a new request for the highlighted Client
- Click **Change** to update the highlighted request
- Click **Delete** to remove the highlighted request

9

### Client & Requests Data owners

Current User Church ID:	1	FaithWorks Software Soluti
Client added by:	2	Ken Stone
Request added by:	1	FaithWorks Software Soluti

- **Current User Church ID** - The name of the Church/Ministry of the currently logged into COREM user
- **Client Added By** - The name of the user who added the highlighted client
- **Request Added By** - The name of the Church/Ministry who added the highlighted request

10

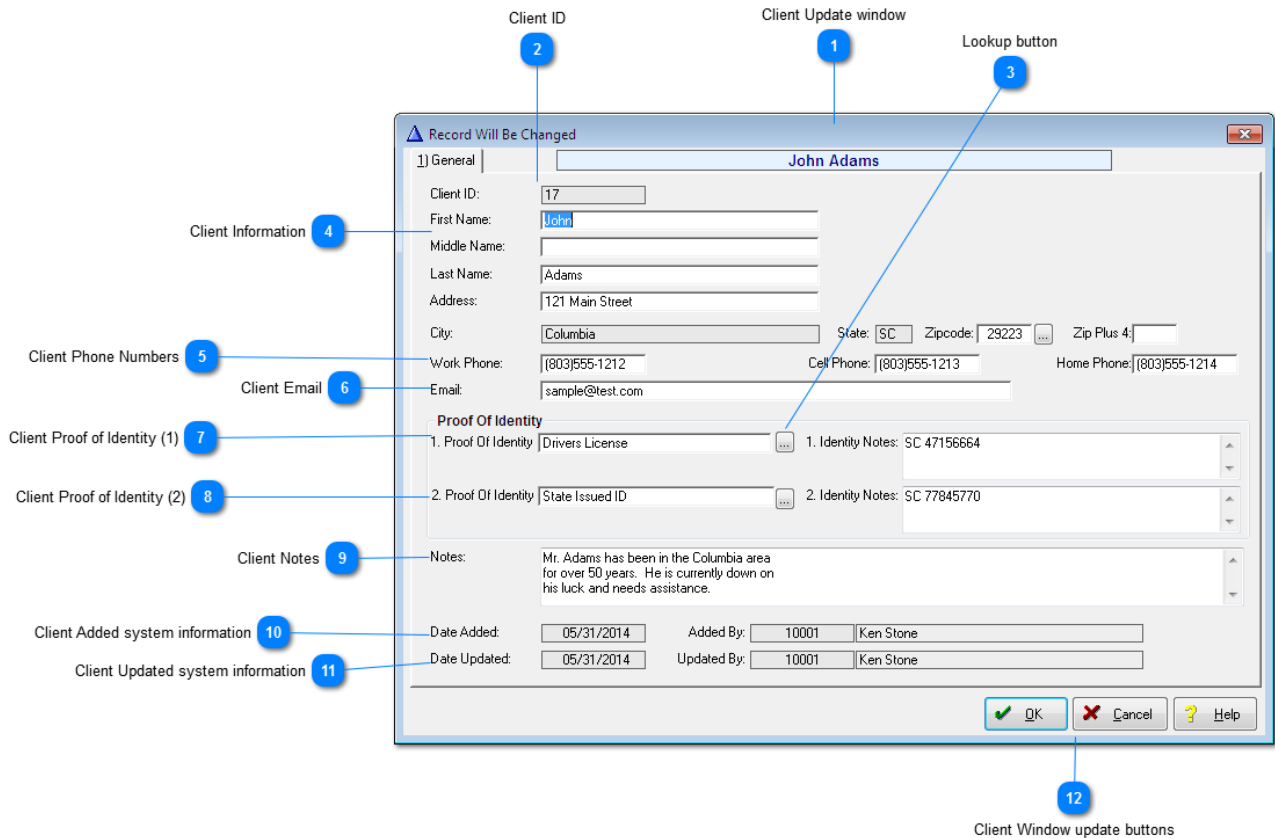
### COREM Browse window buttons



- Click **Close** to Exit the Browse Clients window



# Add/Update a Client



## 1 Client Update window

The screenshot shows the "Client Update window" for "John Adams". The window title is "Record Will Be Changed". The "General" tab is selected. The form contains the following data:

- Client ID:** 17
- First Name:** John
- Middle Name:** (empty)
- Last Name:** Adams
- Address:** 121 Main Street
- City:** Columbia
- State:** SC
- Zipcode:** 29223
- Zip Plus 4:** (empty)
- Work Phone:** (803)555-1212
- Cell Phone:** (803)555-1213
- Home Phone:** (803)555-1214
- Email:** sample@test.com
- Proof Of Identity:**
  - 1. Proof Of Identity: Drivers License, 1. Identity Notes: SC 47156664
  - 2. Proof Of Identity: State Issued ID, 2. Identity Notes: SC 77845770
- Notes:** Mr. Adams has been in the Columbia area for over 50 years. He is currently down on his luck and needs assistance.
- Date Added:** 05/31/2014, **Added By:** 10001 Ken Stone
- Date Updated:** 05/31/2014, **Updated By:** 10001 Ken Stone

At the bottom of the window are three buttons: OK, Cancel, and Help.

## 2 Client ID

Client ID:

- Automatically assigned by COREM

## 3 Lookup button



- Click on this button to lookup reference data for the associated field

## 4 Client Information

First Name:	<input type="text" value="John"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Adams"/>
Address:	<input type="text" value="121 Main Street"/>
City:	<input type="text" value="Columbia"/>
State:	<input type="text" value="SC"/>
Zipcode:	<input type="text" value="29223"/>
Zip Plus 4:	<input type="text"/>

- Please complete the Client Information for each client

## 5 Client Phone Numbers

Work Phone:	<input type="text" value="(803)555-1212"/>	Cell Phone:	<input type="text" value="(803)555-1213"/>	Home Phone:	<input type="text" value="(803)555-1214"/>
-------------	--	-------------	--	-------------	--

## 6 Client Email

Email:

## 7 Client Proof of Identity (1)

1. Proof Of Identity	<input type="text" value="Drivers License"/>	...	1. Identity Notes:	<input type="text" value="SC 47156664"/>
----------------------	--	-----	--------------------	--

- 1. Proof of Identity - At least one (1) proof of identity is required for each client
- 1. Identity Notes - Description of the proof of identity

## 8 Client Proof of Identity (2)

2. Proof Of Identity	<input type="text" value="State Issued ID"/>	...	2. Identity Notes:	<input type="text" value="SC 77845770"/>
----------------------	--	-----	--------------------	--

- 2. Proof of Identity - A second proof of identity is recommended for each client
- 2. Identity Notes - Description of the second proof of identity

9

### Client Notes

Notes:	Mr. Adams has been in the Columbia area for over 50 years. He is currently down on his luck and needs assistance.
--------	---

10

### Client Added system information

Date Added:	05/31/2014	Added By:	10001	Ken Stone
-------------	------------	-----------	-------	-----------

- System date and User ID stamp when client information was added

11

### Client Updated system information

Date Updated:	05/31/2014	Updated By:	10001	Ken Stone
---------------	------------	-------------	-------	-----------

- System date and User ID stamp when client information was updated

12

### Client Window update buttons

 <b>OK</b>	 <b>Cancel</b>	 <b>Help</b>
---	---	---

- Click **OK** to save and exit
- Click **Cancel** to abort and exit

## System Request Form window

Requestor Information section

1

Email Information section

2

COREM System Request Form

**COREM System Request - Send us an email...**

Your Fullname: 10000 - Administrator

**Church/Ministry Information**

Church/Ministry: FaithWorks Software Solutions

Address: 1331 South Main Street

City: Ridgeway State: SC Zip: 29130

Phone No: (000)000-0000

Email: sales@T-S-Consulting.com

Close and Exit

**Email**

Subject: COREM Online Request

Message: We need a Request Type code for Transportation Assistance.

Return Receipt  Logon UI

New Session  Dialog

Click Here to Send Email

4

3

Close and Exit button

Click Here to Send Email button

### 1 Requestor Information section

**COREM System Request - Send us an email...**

Your Fullname: 10000 - Administrator

**Church/Ministry Information**

Church/Ministry: FaithWorks Software Solutions

Address: 1331 South Main Street

City: Ridgeway State: SC Zip: 29130

Phone No: (000)000-0000

Email: sales@T-S-Consulting.com

- The data displayed in the **Requestor Information section** is automatically filled from your Church/Ministry COREM profile

### 2 Email Information section

**Email**

Subject: COREM Online Request

Message: We need a Request Type code for Transportation Assistance.

Return Receipt     Logon UI  
 New Session         Dialog

- Please do not change the Subject
  - Type your request in the Message area
  - The following fields are optional
- 1) Return Receipt
  - 2) Logon UI
  - 3) New Session
  - 4) Dialog
- Next, go to the [Click Here to Send Email button](#) (see reference 3)

3

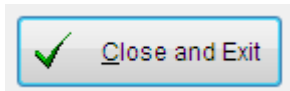
**Click Here to Send Email button**



- Click on the [Click Here to Send Email button](#) to submit your email request for a COREM User ID and Password
- Your COREM User ID and Password will be emailed to the email address specified in the [Requestor and Ministry section](#) of the Registration Form window (see reference 1)
- Next, go to the Close and Exit section (see reference 4)

4

**Close and Exit button**

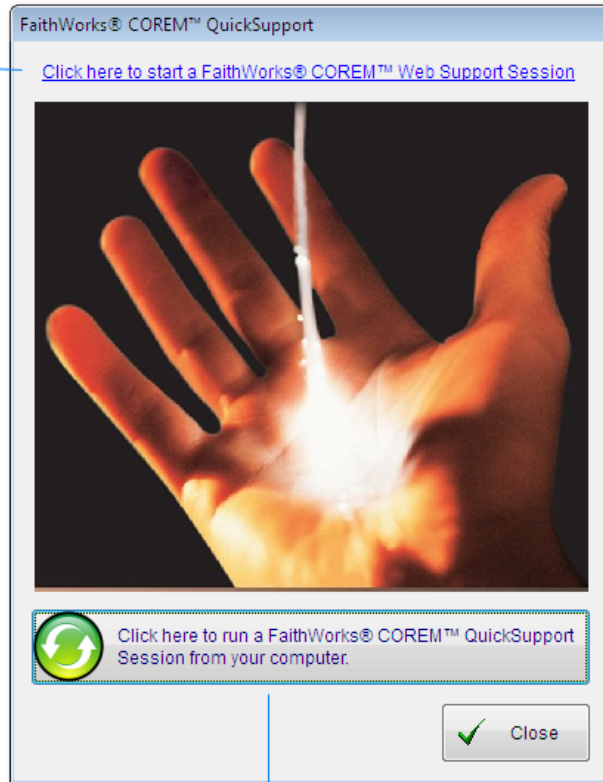


- Click on the [Close and Exit button](#) to Close and Exit the Registration Form window

## QuickSupport window

Download QuickSupport button

1



3

Close button

2

Run a QuickSupport Session button

1

### Download QuickSupport button

[Click here to start a FaithWorks® COREM™ Web Support Session](#)

2

### Run a QuickSupport Session button



Click here to run a FaithWorks® COREM™ QuickSupport Session from your computer.

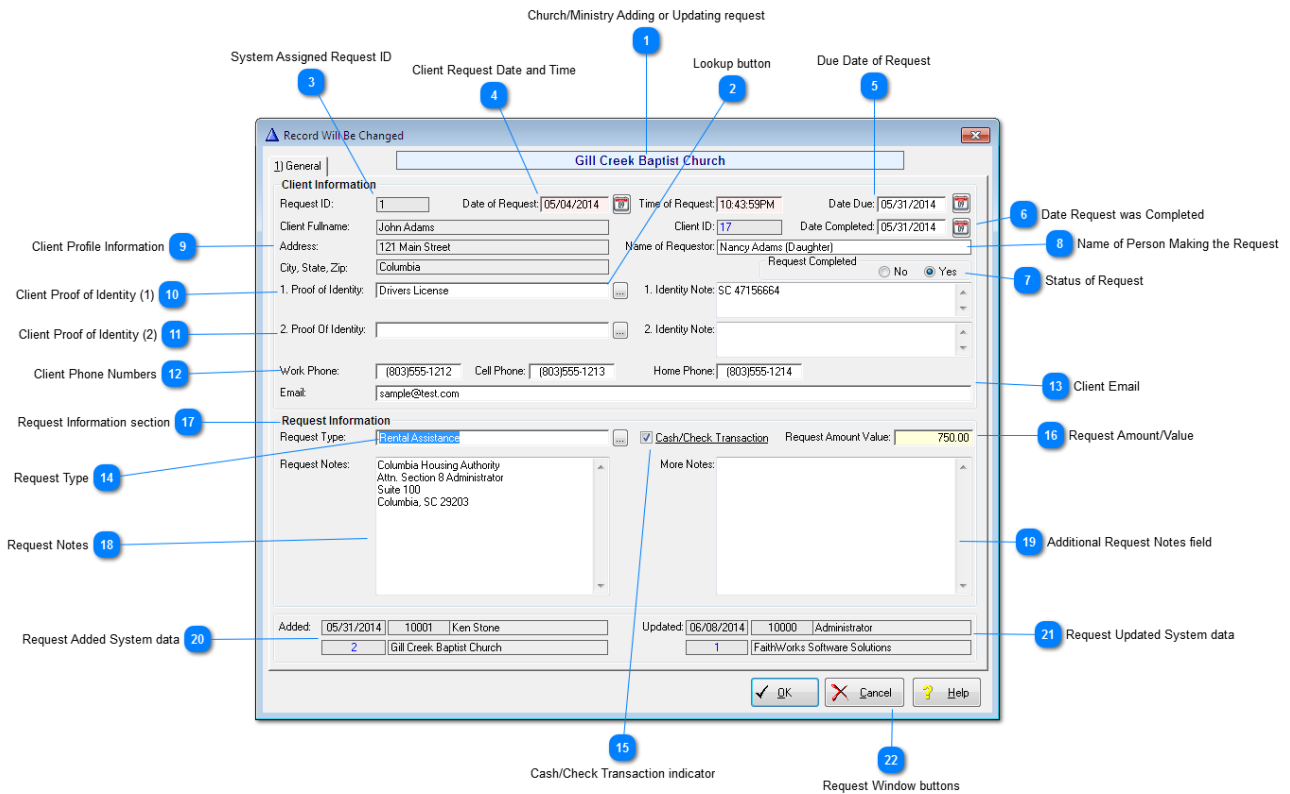
3

### Close button



Close

# Add/Update a Request



## 1 Church/Ministry Adding or Updating request

Gill Creek Baptist Church

## 2 Lookup button



## 3 System Assigned Request ID

Request ID: 1

## 4 Client Request Date and Time

Date of Request: 05/04/2014 Time of Request: 10:43:59PM

## 5 Due Date of Request

Date Due: 05/31/2014

## 6 Date Request was Completed

Date Completed: 05/31/2014

7

**Status of Request**

Request Completed

No

Yes

8

**Name of Person Making the Request**

Name of Requestor: Nancy Adams (Daughter)

9

**Client Profile Information**

Client Fullname: John Adams

Address: 121 Main Street

City, State, Zip: Columbia

10

**Client Proof of Identity (1)**

1. Proof of Identity: Drivers License



1. Identity Note: SC 47156664

11

**Client Proof of Identity (2)**

2. Proof Of Identity:



2. Identity Note:

12

**Client Phone Numbers**

Work Phone:

(803)555-1212

Cell Phone:

(803)555-1213

Home Phone:

(803)555-1214

13

**Client Email**

Email:

sample@test.com

14

**Request Type**

Request Type:

Rental Assistance



15

**Cash/Check Transaction indicator**

Cash/Check Transaction

16

**Request Amount/Value**

Request Amount Value:

750.00



17

### Request Information section

**Request Information**

Request Type:  ...  Cash/Check Transaction Request Amount Value:

Request Notes:

More Notes:

18

### Request Notes

19

### Additional Request Notes field

More Notes:

20

### Request Added System data

Added:	<input type="text" value="05/31/2014"/>	<input type="text" value="10001"/>	<input type="text" value="Ken Stone"/>
	<input type="text" value="2"/>	<input type="text" value="Gill Creek Baptist Church"/>	

21

### Request Updated System data

Updated:	<input type="text" value="06/08/2014"/>	<input type="text" value="10000"/>	<input type="text" value="Administrator"/>
	<input type="text" value="1"/>	<input type="text" value="FaithWorks Software Solutions"/>	

22

### Request Window buttons



## Reports

<TODO>: Insert description text here... And don't forget to add keyword for this topic