ARK
Documentation

Chapter 1 – Getting Started

For clarification purposes in this documentation, Clubber will generally refer to a child. However, in some instances, as in some reports, other groups may be selected, e.g. leaders, listeners, etc. even though it is called a Clubber report.

The term "menu" will refer to the options in the menu bar at the top of the *Ark Individual* screen. The term "field" will refer to the space you write something into or to select what goes into the space from a drop-down list. The term "list" means a compilation of information viewed on your computer screen. The term "report" means a compilation of information to be printed on paper.

Set-up Options

The set-up menus will allow definition of individual areas to fit each club's needs. The first four setup options should be done before entering Clubber data. On Setup menu, click on the option desired.

Options: will allow selection of specific options for your club. See Setup/Options. For the options relating specifically to Check-in, see Setup/Session Fields.

Calendar: is necessary to set the dates that your club meets. The program will automatically post subsequent dates based on the criteria you set. See Setup/Calendar.

User Defined Fields: Enter options specific to your club. See Setup/Custom Contact Fields.

Using Awana™ Shares: Shares can be awarded based on session information, sections, and any awards. (Book Unit, Book, Additional Awards). See Session Fields, and Setup/Options to configure this.

Using Smart Phone: A smart phone (iPhone or Android) can be used to enter check-in or section information. See Smart Phone App and Phone App Setup

Browser-based (Online) ARK

Most screens on the Online version of ARK operate exactly like their Desktop counterparts. One difference is on fields that contain dates, most of the time there is a plus button just to the right of the date button allowing you to pick a date from the calendar. The desktop version can accomplish the same thing by just clicking in the field.

If you are moving from the Desktop version to the online version, you may notice that there are a lot of maintenance screens that are not available. Almost always, these screens should be modified only under the supervision of Ark Support and were not included. Should there be a need to modify this information, please contact Ark Support and we will be happy to do so.
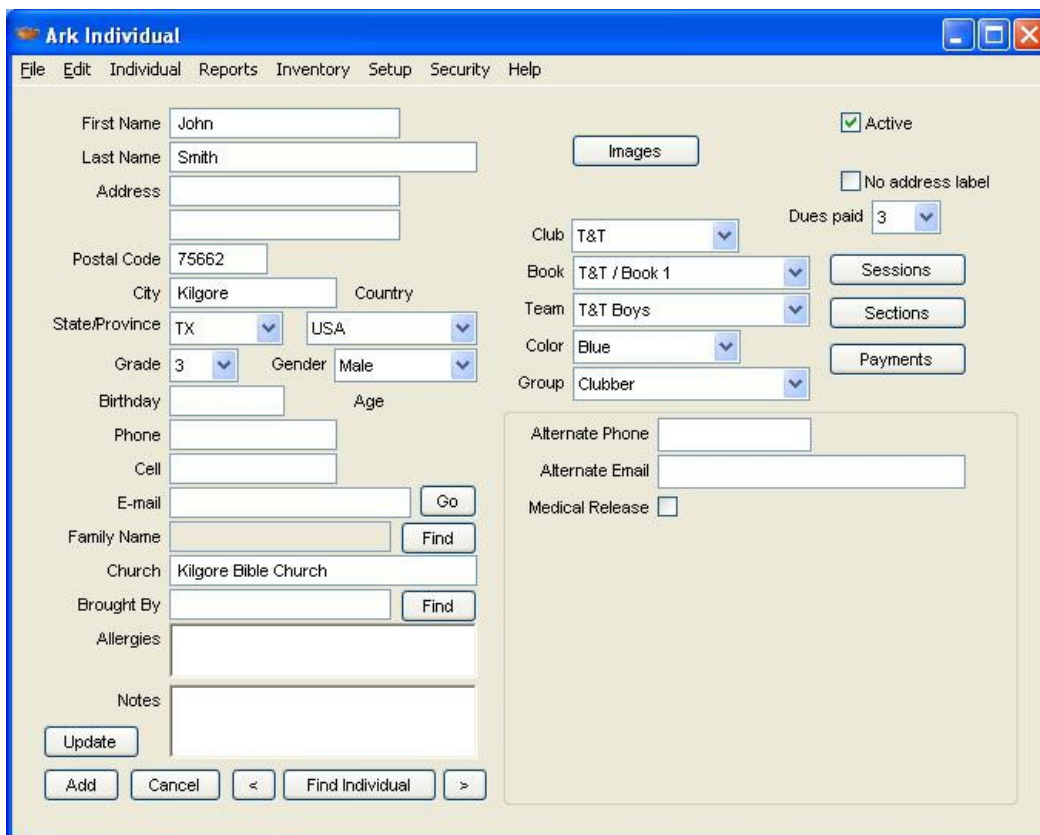
Entering Current Clubber Information

After setup has been completed, data on each clubber can be entered on the Ark Individual screen. It is helpful to have as much information as possible available on each clubber before starting to enter data. Completing entry of current clubbers before the beginning of the club year will make check-in much easier and faster. Registration forms should be available for new clubbers to fill out. See Entering Clubber Data.

Chapter 2 – Entering, Maintaining and Using Clubber Data

Entering Clubber Data

Entering Clubber Information: On the Ark Individual screen, enter Clubber information. If there is existing information already in the fields, you are modifying existing information. Please click Add first to enter new information.

When entry is completed, click "Add". The entry will be added to the database, and the screen will be cleared, ready to enter the next clubber. If you do not wish to continue the current entry for a new Clubber, click "Cancel". The entry will be deleted and you will be returned to the previous screen before the entry was begun. If you are making changes on an existing Clubber, clicking "Cancel" will delete only the current changes made for that Clubber.

First: Enter the clubber's First Name.

Last: Enter the clubber's Last Name.

Address: Enter one or two lines of text for Address.

Postal Code: Enter five or nine digit Zip code. If zip is entered first, the city and state will automatically be filled in. To set a specific zip code as a default, see Setup/Options.

City: Enter City.

State: From drop-down list, select state.

Country: From drop-down list (below), select country. To set a specific country as a default, see Setup/Options.

Grade: From drop-down list, select current grade of Clubber. When entering a new Clubber, selecting a grade automatically selects the club group for that Clubber.

Gender: Male or Female

Birthday: Enter Clubber's birthday. The month, day and year may be separated by a slash (/) or a dash (-). (Ex. MM/DD/YY or MM-DD-YYYY) The program calculates the clubber's age automatically based on the birthday.

Phone Number: Enter Phone Number including area code.

Cell Number: Enter Cell Number including area code.

E-Mail: Enter E-Mail address, if available.

Family Name: Click the 'Find' button to select a family name already entered or to add a new one. See Add/Edit Family Name.

Church: Enter the name of the church where the Clubber attends. To set a specific church as a default, see Setup/Options.

Brought By: Enter or select the name of the person who brought the new Clubber. If the name is in the database select it, otherwise if it not (such as "Grandmother") it can be just typed in.

Allergies: Enter here any additional information you may want to remember about a Clubber, such as various allergies. This field will print on the Clubber List.

Notes: Enter here any additional information you may want to remember about a Clubber, such as a favorite sport, or a note about the family. The note will print on the Clubber List.

Entering Clubber Status

Image Button: An image can be selected that will be stored in the database. A thumbnail will print instead of the button and clicking on the thumbnail will bring up a larger size. For better performance, include a lower resolution picture.

Active: Checked means to include it in all lists, uncheck will make the clubber inactive and not appear in reports unless Include Inactive is checked on the selection screen. The exception would be time-sensitive reports that relate to session, awards, etc. which will list data for all Clubbers who have met selected criteria even though they may have been checked as inactive after it was met.

No address label: When checked this individual will not be part of the Mailing Labels report.

Dues Paid: In order for this feature to work properly, Setup/Session Fields (first) and Setup/Options (second) must be completed. After these have been completed, setting Dues Paid to Yes will default the dues session field as checked on the Individual Check-in screen and Blank Check-in reports.

If a portion of the dues have been paid for the year, choose a number representing this. Each time a session entry is made for this individual, the number will be decremented. Once it reaches zero, the box will no long be automatically checked on check-in.

To enter actual payment of dues, see Maintaining Clubber Data/Payments (for a single Clubber) or Payment Entry (for multiple Clubbers).

Club: Using the drop-down list of active clubs, select the current Club for this Clubber. To edit this list, see Setup/Club Definition.

Book: Using the drop-down list, select the Book where this Clubber is currently working. This may be different from the club they are in, if desired (e.g. if a leader or clubber is "catching up"). To edit this list, see Setup/Book Definition.

Team: Using the drop-down list, select a Team where this Clubber is to be assigned. To edit the main grouping, i.e. Sparks, etc. see Setup/Group Type. To edit a sub-group, e.g. color teams within the Group Type, see Setup/ Group. In some churches, only color teams might be used, or only Group Type, depending on your choice of options.

Color: Using the drop-down list, select a Color for this Clubber (if colors are used). To edit this list, see Setup/Team Colors and Team Group Color to indicate which colors will show with which Team Groups.

Group: Using the drop-down list, select the correct classification for the person being entered (i.e. Clubber, Leader, Listener, etc.) This list is maintained by Maintenance/Setup/Group and Group Type.

Payments: This button on the *Ark Individual* screen for a specific Clubber will allow recording payment for that Clubber only. To enter payments for several Clubbers, see Payment Entry.

Custom Data: You may enter data that may be unique to your club. It will appear on the lower right quarter of the Ark Individual screen. See Custom Contact Fields to set this up.

Registration/Permission forms: Registration and permission forms are available to help you gather information on the first club meeting or when new clubbers arrive. Theses reports are available on the Registration sub-menu under the Reports menu.

> **Blank Registration and Permission forms** – forms that do not have existing clubber names and information on them, just lines.

> **Preprinted Registration and Permission forms** – prints existing information with blank lines for any missing information allowing review and marking any changes if necessary. Reports that print by family are combination on a single form of all clubbers that have selected the same parents.

Add/Edit Family Name

The first time you click on the Find button for Family Name you will need to add a name, similar to the Add screen below. Otherwise the screen above will show, defaulting to the last name of the individual, if it has already been entered. If you do not have the appropriate family name, click the add button to add the correct family name. If the child's last name is different than the family name, then it can be chosen from the last name drop down list in the Select screen or just added as desired in the Add screen. If you want to change the family name in any way, click the Edit button rather than Add so that all existing family members will reflect this change immediately.

All other family members associated with this name will also display with the street address and group associated with each. You can double-click on the name to go to their screen.

Backup and Restore Clubber Data

Backup: To backup the Ark Database, on the *File* menu, click *Backup Database.* Use the defaults or change the folder and/or name of the backup copy.

Restore: To restore the Ark database from a previous backup, on the *File* menu, click *Restore Database* Choose a file previously created from the Backup option. A prompt will confirm the point (time) at which the backup was created.

NOTE: For Online ARK (Remote Desktop or Browser-based) there is a backup option that will dump the online MySQL Database to a file and download it to your computer. This is available for your convenience, but is not necessary for you to do as we maintain regular backups of your database if you have ARK Online. You will need to contact customer support to restore an online database.

Maintaining Clubber Data

Finding Clubber

To find an individual Clubber, click on *Find Individual* on the *Ark Individual* screen. The *Find Ark Individual* screen will appear.

Sort Options: Select the option(s) you wish to use to create your list of Clubbers. To create a list of all the Clubbers, on the Group drop-down list, select Clubbers.

List: When sort options have been selected, a list will appear in the large window. Double clicking on one of them or clicking on one and then the Select button will take you to the Ark Individual screen for that Clubber. To scroll from one to the other within the selected list, click the right/left arrows at the bottom of the Ark Individual screen.

New Ark Individual: A new Clubber can be entered from the Find Ark Individual screen by clicking on New Ark Individual.

Individual Check-in

On the *Individual* menu, click *Check-In*. The List Options screen will appear. Select options to determine what will be included on the *Check-in* screen and how it will be arranged. There are 3 types of check-in screens. The names only and check-in list provide alternatives if the full check-in takes too long to load and save.

Check-in Data: Select each criteria that each Clubber has met.

When completed, click OK. Default letters at the top of the Check-in screen are P (Present), U (Uniform), H (Handbook), B (Bible), D (Dues). To change these options, or select other options, see Setup/Session Fields. To allow individual selection of Dues Paid (D) instead of automatic entry, see Setup/Options.

On the full check-in list only (all the checkboxes at once), there is also a Check All Present button, which will check all individuals listed for only the checkbox marked as Attendance in Setup/Options.

The date may be changed at the bottom of the screen, without leaving and going to the options screen again. It is recommended if you are leaving the device for a while to click the Update button to save data, in case something should happen before you return.

Note: If a paper copy of Check-in is preferred or the computer is not accessible at the check-in location, a blank form is available for printing. On Reports menu, under the Attendance sub-menu, click on Blank Check-in Form.

Most award information (including Attendance and Book awards) is calculated automatically from Check-in information and/or information entered in Sections from an individual Clubber's screen. For further information on Awards, see Reports/Awards.

Individual Session

On the *Ark Individual* screen for the specific Clubber, click on Sessions.

This will display a list of all session dates entered for this Clubber. If you wish to add a new entry, click Add before changing any data or you will be modifying an existing entry.

If you wish to change an existing entry, select the proper date from the list, and then make the changes to the appropriate fields.

Sections Update

On the *Ark Individual* screen for the specific Clubber, click on *Sections*. For a range of clubbers based on some criteria, o*n menu bar, click on* Individual, *then* Sections

List Options: Select criteria for the list you wish to use. For a list of all Clubbers, simply select session date and click OK. Clubber and alphabetical sort are defaults. Data will appear in window to the right or on the next page. (Click Next, Previous, First, Last to move from one Clubber to another.) Click OK when completed. For more details see List Options,

One Year Record: Select sections that this Clubber has completed this session. When the list has been completed, click OK. Note: A right mouse click on any section that has been completed will give the date when that section was completed. A right mouse click on a section that has not been completed will allow all prior sections to be filled in. Any section can be changed with a left mouse click. For a printout of this information, see One Year Record report. Book awards will be calculated automatically from Sections information. See Reports/Awards.

It may be helpful to print out One Year Record reports sorted in a particular way, and then go through the sections screen using the same sort. You may find this is a faster way to enter sections. This will require someone to resort the paper list before you start entry.

Book History: Previous book history may be added by changing the book to a previously completed book. Enter an estimated date for the book completion and check the book award box. Repeat for each previously completed book. This will ensure that correct book awards are calculated for the **current year. When finished, remember to change the book back to the current book.**

Special Mouse Actions: You can right-click on an empty section box and a prompt will appear to automatically fill in all sections before and including this box. If you are clicking in a box that is a required section for the book, then only the required book boxes will be checked, otherwise all boxes required or optional before and including this section, will be checked.

On the desktop version, you can click on a previously entered section and it will prompt for if you want to clear it. A right-click on a checked section will give you the date that it was passed.

On the online version, hover over the checkbox to see when it was completed. You will need to change the date to match what shows in order to clear it.

There is list of names at the top of the screen if you wish to jump around from individual to individual, rather than going through in order.

There is a button on the bottom of the screen to quickly check all required sections on an empty screen, or uncheck all boxes where you have some entries already made.

Group Points

On *Individual* menu, select *Group Points.* Click on *Add* to begin a new entry

Club Year: Using scroll buttons, you can change club year. The default will be current club year.
Date: Enter session date that the points were earned.
Team Group/Main Group: Using the drop-down lists, select either a Main Group OR a Team Group.
Reference: Enter additional information about source of points, e.g. Game points or Council Time points.

Colors: Enter points earned for each of the color teams.

When finished with this entry, click *Add*. The screen will be cleared for the next entry. When all entries have been completed, click *Done*.

Points entered here will appear in the Point Totals report, but not in the Individual Points reports. To enter points to be assigned to multiple individual, use the Individual Points screen.

Additional Individual Items

Additional Awards

Give an award not covered automatically, to a specific clubber.

Use Group Type to set up one Group Type (if needed) with Additional Award Group location
Use Group to set up one or more Award Groups using the above Group Type
Use Award Definition to define an Awards that will be used in these groups.
Finally, use Additional Award Definition to enter the relationship and order between one or more groups and the awards for each group.

Make Individuals inactive

By group, make some or all individuals inactive at once. Typically used at the beginning of the club year to make individuals inactive, then making them active again one by one as registration or another process is completed.

Promote Clubbers

This feature is designed to be used at the end of the club year to promote Clubbers to the next grade, and to the next club if applicable. On the Individual menu, select *Promote Clubbers*. This should be done only once a year. It will promote all Clubbers at once.

There are additional options to set Dues Paid to No and clear Color selection or set it to no color. This can be done repeatedly if desired, by selecting Promote Clubbers and answering no to promote, but yes to the appropriate feature that follows.

Shares Spent

Enter shares used (for example at the Awana™ store). See Using Awana™ Shares to determine how and how much shares are used. Shares report displays all share information together with a balance.

Book Award Exceptions

Processes all clubber book history and reports any inconsistencies regarding book history. (For example, a clubber has worked on climber handbook - 3rd year Sparks - but has no information for the 1st or 2nd years.)

Individual Points

You may assign points to a group of individuals (instead of group points which assigns to a group) based on similar selection criteria as you see elsewhere. A list of the names of individuals included in the list show to the right. Assign a date this occurred, a description (reeference) and points that each individual should be assigned, then press the Add button.

If you do not wish to assign the points based on the default which is to only those in attendance on the date entered, then change it to some other session field or leave it blank.

Group Email/Labels

This item allows you to send emails or print labels to a group of individuals. First you are present with selection criteria similar to a clubber list, second you are given a list of individuals and a count so that you can see how many (and who) will be getting the correspondence. You may select all or manually select or unselect items from the list. You should also choose whether you are doing email or printing labels.

If you are sending emails, the next screen allows you to fill in the content of what you want to send in the email. You may also select an attachment that will go along with it. Fill in the From email also. It should be of the form "John Doe <jdoe@gmail.com>"

Typically this email should be the same as the email used for credentials in the email setup window. Most of the time if you try another email, especially from a different domain, it will be labeled spam and you cannot be sure of how the destination email provider or user may handle that.

If you are printing labels, the next screen allows you to choose the type of label that you are printing on. Several common sized are given. If what you have is not there, please note how the information changes when you choose different options and then after measuring your label and determining how the label sheet is laid out, you can change the details to meet your unique situation.

Clear Team Groups

This option will allow you to select a group of individuals and then clear the team group designation on each of these individual to nothing selected. This is useful at the beginning of the year and perhaps each time teams are changed so that you can determine who has been assigned a team and who has not yet. You may typically use this in conjunction with the team group list to view how the current teams are assigned.

Reassign Points

This option will recalculate the most recent session (typically the same night) to match what the settings for points are at that moment in time. This is useful for example, if you are having a special night with special point assignments and several individuals were already checked in before you had a chance to change the point assignments.

Note that this cannot be used to recalculate any other session date then prior to the most recent one. To change any point assignments in the past to use the current settings (instead of those in place at the time it was entered) would be to delete the session or section information save it that way, and then go back and re-enter it, and it will then use the current setting.

Using Clubber Data – Reports and Awards

List Options will be offered for each report selected (as well as other places in the program), though individual selections may vary slightly in some places. In general, the drop-down lists will determine who/what will be included in the report. The sort options will determine how the information is arranged on the screen/printed page.

Clubber Reports

Blank Check-In Form

Used for manual check-in if so desired, or computer is not available at the check-in site. On the Reports menu, under the Attendance sub-menu, click on Blank Check-In Form. On List Options, select criteria by which you want the form(s) listed. E.g. selecting Clubber from the drop-down lists and alphabetical from the Sort Options will create an alphabetical listing of all of the Clubbers. If the club is large, selecting Club in the Sort Options will create a separate list for each club group, i.e. Cubbies, Sparks, etc. Click Preview when ready to view the list and/or print it.

Clubber List

List of Clubbers with information on Ark Individual screen. By default, this list will not include inactive Clubbers, but that option may be selected if desired. On the Reports menu, under the Data sub-menu, click on Clubber List. *On Attendance Options*, select options desired.

To create a list of all Clubbers who have ever attended at least one day, select 1 in the Present at least field and leave all the other fields blank. More commonly, the Clubber List is used to create a list of Clubbers for a specific period, e.g. those absent for three consecutive club meetings to call or send a note/card. For the above example, select a date range (From and Until), then select a date within that range (Absent from). The report will list Clubbers absent from that date to the end of the date range selected.

On List Options, select criteria for the report desired. When finished, click on Preview to view the list and/or print it.

Club Summary – Clubbers

Displays summary information from Check-In and Sections screen. Data is the same as Club Summary – Sessions, except it is displayed differently. Lists Clubbers with data relating to those names (including verses memorized). On the Reports menu, under the Attendance sub-menu, click on Club Summary – Clubbers. On List Options select criteria for the report desired. When finished, select Preview/Print.

Club Summary - Clubbers - Preview

Print
Cancel
Zoom In
Zoom Out
First Page
Previous Page
Next Page
Last Page
Page 1 of 2

Club Summary - Clubbers from 08/01/06 to 07/31/07

	Present	Unifor	Handbo	Bible	Dues	Visitors	Sunday	Evenyth	Sections	Verses
justin	1									
Nathan Alexander	5		2						14	16
Julah Armour	11	1	6				8		13	10
Rachel Armour	12		6		1		2		13	16
Semaj Austin	11	3	2						11	14
Zaire Austin	6		2						8	6
Maria G Bautista	13		3						5	7
Chloe' Balise	1									
Belle Bodine	12									
Andrew Brockway	29	25	27	27	29		28	24	56	75
Nathan Brockway	30	26	29	29	30		28	24	70	64
Sharon Brockway	28	27	26	12	28		27	12	58	56
Zachary Brown	3		1						5	7
Karakline Byrd	11	8	9	3			7		17	20
SarahAnn Byrd	10	8	8	4	4		6	2	15	29
Catherine Camp	1		1							
Jane Camp	1		1						2	1
Amy Canchola	1								3	
Hailey Canchola	2								2	1
Daniel Derrick	17		1							
Jennifer Derrick	17									
Leeta Eaton	18									
Jacob Ertel	9	4	6	7	3				9	10
Hannah Furlow	27	24	25	25	1	1	22	1	70	73
Noelle Garrett	2		1		2				2	1
Matt's Girlfriend	2									
Felicity Gleason	2				1		1		4	1
Aaron Groves	7	2	1				1		11	14
Gabriella Groves	11	1	5				2		13	5
Merritt Ham	28	24	27	27	27		23	22	73	71
Olivia Ham	26	23	25	24	24		24	21	100	89
Reagan Ham	28	24	27	27	26		24	21	72	75
Bethany Harding	32	28	28	25	32		30	22	84	71
Grace Harding	30	29	29	25	31	2	29	25	104	71
Jonathan Harding	31	28	19	22	31	1	30	12	16	28
Philip Harding	31	24	26	7	2		28		32	37
Ruth Harding	31	30	19	26	31	2	30	19	88	70
Sarah Harding	29	24	26	7	3		28	3	30	35
Olivia Jansen	10	9	9	8	9		9	8	12	15
Keith Johnson	1									
John Jones	1	1	1	1	1		1		4	5
Bryanna King	30	29	29	29	30	2	29	29	57	88
Heidi King	30	26	25	23	31		24	22	47	116
Meleh King	29	28	28	26	29		27	25	50	115
Daniel Korn	29	26	26	22	26		27	19	45	52
Jessica Korn	27	26	25	26	24		24	21	32	103
Stephanie Korn	30	26	28	25	23		27	18	43	49
Mileah Lorenz	25	25	25	24	25		23	23	53	80
Sarah Lorenz	26	26	26	26	26		24	24	56	79
Dana Mallory	7	3	4	4	1		3		18	23
Hugo Martinez	1								2	1
Meloni Martinez	1								3	
Jordan McDonald	28	24	26	10	2		22	2	67	57
Anne Metz	29	28	26	28	29	1	28	26	89	70
Austin Metz	30	27	24	16	29	1	28	16	21	57
Jane Metz	27	25	25	25	27	1	25	25	56	79
Lauren Metz	30	27	29	29	30	1	29	27	129	136
Eli Meltz	23	20	21	19	21		20	17	35	40

Printed: 07/24/07   Clubbers   1

One Year Record

Lists sections for individual Clubbers for leader to fill in at handbook time and return to secretary. This also becomes a file record for that Clubber. On the Reports menu, under the Sections sub-menu, click on One Year Record. On List Options, select criteria for report desired.

Current Clubber's Sessions

One Clubber's data by sessions. On Reports menu, under the Attendance sub-menu, click on Current Clubber's Sessions. On List Options, select criteria for report desired, including range of Session dates. Click Preview.

Permanent Record

Cumulative information on all awards earned by an individual Clubber and date they were completed. As soon as an award is earned, it will be displayed on this report. On the Reports menu, under the Awards sub-menu, click on Permanent Record. On List Options, select criteria for report desired. Click Preview.

Points by Clubber

Total points earned for individual Clubbers for date range selected. Purpose is for fair team selection and to display Clubber standing in a contest. On the Reports menu, under the Points/Shares sub-menu, click on Points by Clubber.

On List Options, select date range for sessions to be included in report, then select other criteria for report needed. Click Preview.

YTD Progress/Projection

Note: The projection portion of this report will work only if session dates for the year have been entered on the Calendar. Some books will lots of columns should be printed in landscape mode.

On Reports menu, under the Awards sub-menu, click on YTD Progress/Projection. The projection portion of the report will print in italics, the progress portion (representing work already accomplished) in regular type. Percentage of overall club completion (based on calendar setup) and percentage of book completion for each clubber can be compared to determine progress. For information on setup, see Setup/Calendar.

Mailing Labels

On Reports menu, under the Data sub-menu, click on Mailing Labels. See Clubber List for details on Attendance Options screen. The default label size is Avery-5160.

Shares Report

On Reports menu, under the Points/Shares sub-menu, click on Shares Report. Details the shares earned in each category, the amount of shares spent and the balance.

Birthday List

On Reports menu, under the Data sub-menu, click on Birthday List. This report is similar to Clubber List except the List Options are set to sort by birthday.

Sessions Reports

Additional Awards

Lists customized awards not covered by standard Awana™ award structure. On Reports menu, under the Awards sub-menu, click on Additional Awards. On List Options, select criteria, including Start & End Dates for report. Click Preview.

Book Awards

Lists Book awards earned (calculated automatically from Sections information). On Reports menu, under the Awards sub-menu, click on Book Awards. On List Options, select criteria, including Start & End Dates for report. Click Preview.

In addition to Book Awards, there is also another report of the same format called Awards By Type. This report can display based on user configuration awards grouped by various types.

Club Summary – Sessions

This displays summary information from Check-In and Sections screen. Data is the same as Club Summary – Clubbers, except it is displayed differently. Lists Sessions with data relating to those sessions (including verses memorized). On Reports menu, under the Attendance sub-menu, click on Club Summary – Sessions. On List Options, select session or session range desired, and other criteria defining the report needed. When finished, click Preview.

Current Session's Clubbers

This is one session's data by Clubbers. On Reports menu, under the Attendance sub-menu, click on Current Session's Clubbers. On List Options, select session date desired (defaults to current date) and other criteria for report desired. Click Preview.

Session Awards

This is a list of awards for a specific session. Used at end of club night to recognize and give awards to individual Clubbers who have earned awards. On Reports menu, under the Awards sub-menu, click on Session Awards. On List Options, select criteria for report desired.

Note: Some clubs will cut up this list and attach each strip to the individual's award(s) If you are not doing this, and desire to have closer spacing between lines, click on No Award Spacing in Setup/Options.

Group Reports
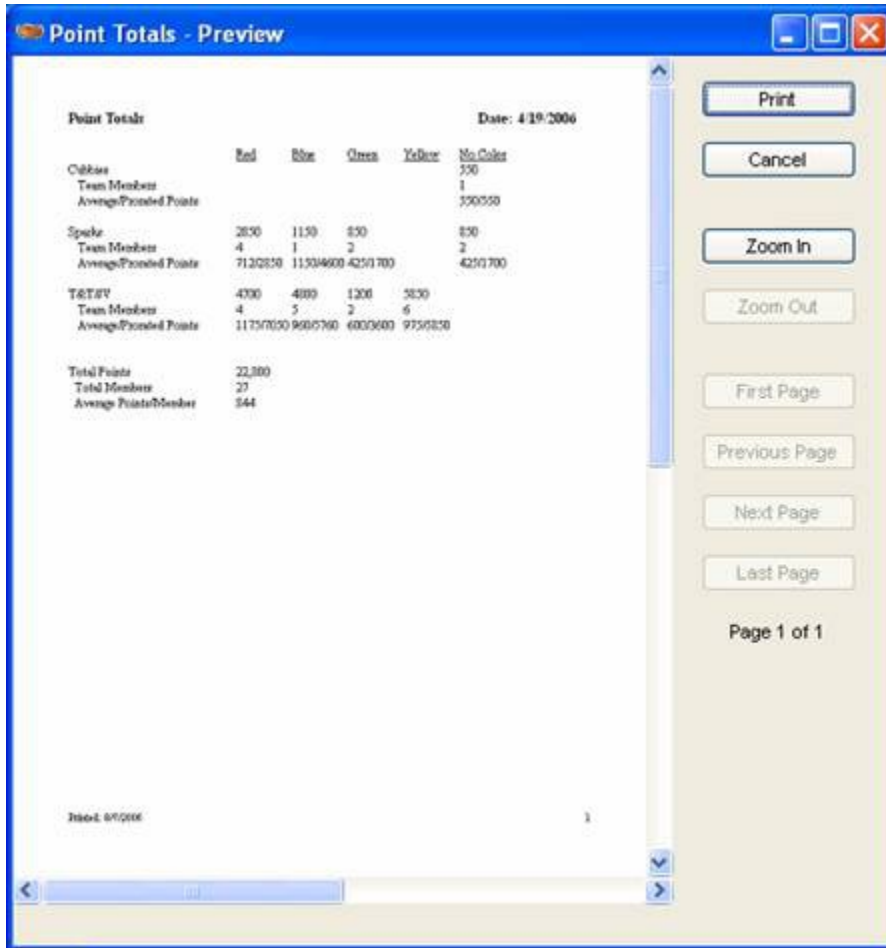
Color Teams

Defines how the club is grouped. Used for game time, counsel time, etc. On Reports menu, under the Points/Shares sub-menu, click on Color Teams. On List Options, select criteria for report desired. To edit Colors, see Maintenance/Team Color. To edit colors used in each Team Group (i.e. Cubbies, Sparks, etc.), see Maintenance/Team Group Color. When finished, click Preview.
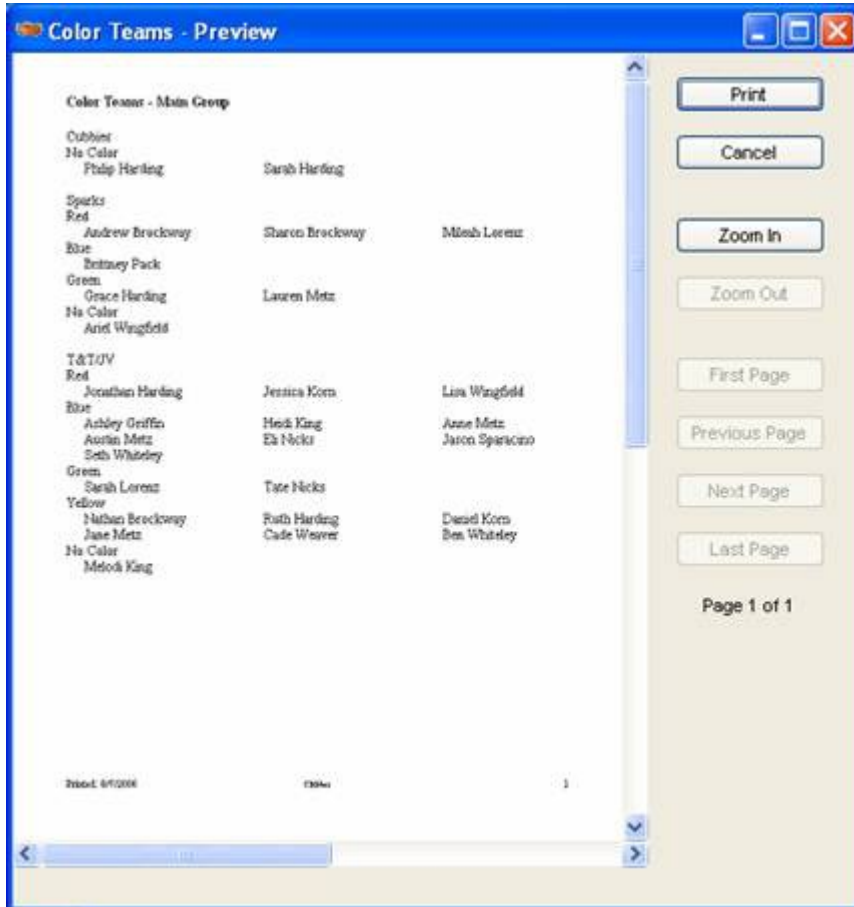
Points Totals

Cumulative points by team. Purpose is to determine team winners for each session. Typically done for a specific day (session). On Reports menu, under the Points/Shares sub-menu, click on Points Totals. On List Options, select Session date desired (defaults to current date), then other criteria for report desired. Click Preview.

Other custom reports are available in the reports menu that do not have examples here. We have shown the most common ones here.

Inventory Reports

Order Print Report
See Printing/Mailing Order in Inventory Control/Order Entry.
Inventory Report
See Inventory Report in Inventory Control/Inventory Entry.
Payment Report
See Payment Report in Inventory Control/Payment Entry.

Awards

Unit Awards

Data for determining the weekly handbook awards is obtained from information entered in Sections for an individual or range of individuals. The data is collected in the Sessions Awards report. On Reports menu, under the Awards sub-menu, click on Sessions Awards. These awards are usually presented at the end of each club session.

Team Awards

Data for determining these awards is obtained from the Points Totals report. On Reports menu, under the Points/Shares sub-menu, click on Points Totals. These awards are usually presented at the end of each club session.

Additional Awards

Data for Additional Awards is obtained from information entered in Individual/Individual Awards. The information is collected in the Additional Awards report. On the Reports menu, under the Awards sub-menu, click on Additional Awards. .

Book Awards

Data for Book awards is obtained from information entered in Sections on an individual or a range of individuals. The information is automatically calculated and collected in the Book Awards report. On the Reports menu, under the Awards sub-menu, click on Book Awards. These awards are usually presented at the end-of-year ceremonies.

Attendance Awards (and Sunday School, if used)

Data for this award is calculated automatically each time it is entered in Sessions on an individual Clubber's screen or in Check-in . When an award has been earned for that quarter, it will be listed automatically on the Sessions Awards report. Dates for each quarter are set up for the current year in Setup/Calendar. Labels (name used) for Attendance and Sunday School (if used) are determined in Setup/Session Fields. Whether or not an award is received for these is determined in Setup/Options (to identify label (name) used for each in Session Fields).

Smart Phone App

The smart phone app allows entry of either check-in information or section information from an iPhone/iPad or Android phone/tablet. The app is available from the appropriate app store by searching for ArkWeb.

After downloading the app, when it is started for the first time, you are prompted to choose Desktop or Web. If you are using the Desktop version of ARK (does not require internet) choose that option. If you accessing via either a browser or Remote Desktop, choose Web. You also need to enter your ChurchID (if using online) and the username and password you use when running ARK.

On the screen there is a button with a date. Initially it defaults to today and can be changed at any time to another date to enter history. The setup button does not typically need to be accessed, but can

be used to reset the app if problems occur. Removing and re-installing the app might also resolve an issue.

Once you choose any of the 4 buttons (Check-in, Book Record, Individual or Reports) you will see an option screen where you can select all or a partial list of information, just as you would on the full application.

The first time the authentication information is entered, it may take a few minutes for all the check-in or book information to be downloaded to the phone. On subsequent times to each screen it will not be download unless the information is changed.

Once the information is downloaded, lists of names to either enter check-in information or section information will appear. Asterisks appear before names indicating that some information has already been entered for that individual during this session on this device. The book unit screens also give a count (number) of sections done so far or a D if that book unit is Done.

The database stores the most recent selection for each of the screens in the app and will use that same criteria as default when going back into that screen. There can be a different list of names for check-in than for sections on the same smart phone.

The individuals screen allows you to see main page information. The information has links and allows you press on a phone number, email or address, to call, text, email or get map directions (respectively) for that individual. Since there are grouping and sorting options on this screen, it has many uses for game director, other directors or leaders to see information that is limited to just their responsibilities.

Finally, you can enter a new individual, specifying a few things about the individual, or edit a few things for an individual once it has been entered.

Chapter 3 – Inventory Control

If you are using this Inventory Control feature for the first time, but have existing inventory, this inventory needs to be entered in order for certain features of the program to work properly. See Inventory Entry.

Order Entry

On menu bar, click on Inventory, then Order Entry. This feature is generally used to enter items for an Awana™ order. It is added to inventory after the order has been received and verified. Items not ordered from Awana™ or already in stock can be added to inventory individually in Inventory Entry. See Inventory Entry/Adding Inventory.

New Orders

To begin a new order, click the Add order button.

Customer Information

> **Customer Number:** Enter Customer Number assigned to the Club by Awana™ headquarters. The default is the last Customer Number entered.

Order Date: Enter the date of the order (month, day and year, i.e. MM/DD/YY or MM-DD-YYYY. The default is the current date.

Church Name: Enter the name of the Church placing the order (usually where the Club is held). Default is the last Church Name entered.

City: Enter city where church is located. Default is last city entered.

State/Province: Select state/province from drop-down list. Default is last state/province entered.

Postal Code: Enter the five or nine digit postal code. Default is last postal code entered.

Shipping Method: From the drop-down list, select the shipping method used. Default is the last shipping method entered.

PO Number: Optional. If required by your church, enter the PO number relating to this order.

Contact Name: Enter name of person that Awana™ Headquarters should call if there is a question about the order. Default is the last Contact Name entered.

Phone: Enter phone number where Contact Person can be reached. Default is last phone number entered.

E-Mail: Enter e-mail address for Contact Person. Default is last e-mail address entered.

Order Information

At bottom of *Order Entry* screen, click Add item, then enter each item. The item will be added to the list in the window just above. The program will keep a running total of your order amount as you add each item.

Catalog Number: Enter catalog number of item, or click *Find* to select item from drop-down list. Description of item selected will appear in the *Description* field.

Quantity: Enter quantity of catalog item to be ordered. Item price will appear in *Price* field. This number may be edited if price has changed.

Printing/Mailing Order

On the *Order Entry* screen, select the order to be printed, then click *Order Print*. Note: DO NOT fill in the "Ship To" box unless the information is different from what was given to Awana™ at registration.

Previous Orders

Select order from the list at top of Order Entry screen.

Editing an Order

Adding Awana™ Order Number: When order has been received, enter number assigned to the order by Awana™ Headquarters. This will become your reference number to a particular order.

Editing/Changing an Order Item: Select order to be edited from list at top of Order Entry screen, then select item to be edited from list in window in bottom half of screen. If an item has been discontinued or is on back order and therefore not received, delete the item from the order. Make all editing adjustments before adding the order to inventory.

Adding an Order to Inventory: When an order has been received and editing adjustments have been made, click on the Add to Inventory button at top of the Order Entry screen. This will add increments of each item in the order to your inventory (e.g. if one set of 50 red jewels was ordered, it will be added to inventory as 50 red jewels).

If desired, instead of adding the whole order at once, items may be added individually to inventory by selecting from the listbox each item to be added to inventory, then clicking the Add to Inventory box at the bottom of the screen. This will add only that one item to inventory. Or, the entire order may be added to inventory by clicking the Add to Inventory button at the top, then selecting an item from the listbox that is to be removed from inventory, then unclicking the Add to Inventory box at the bottom of the screen. This will remove only that one item from inventory. It will not remove it from the order list.

Inventory Entry

On the menu bar, click Inventory, then Inventory Entry. This feature is generally used to enter items already in stock, or items kept in inventory that have not been purchased from Awana™. Items purchased will usually be added to inventory when the order has been received and verified in Order Entry. See Order Entry/Adding Order to Inventory.

The inventory list may be limited by entering/selecting various fields above the list. For example, entering "spark" will list only those items that contain "spark" in the description.

Adding Inventory

To add a new inventory item, click on Add on the Inventory Entry screen.

Item: Enter item's catalog number or click on Catalog to select from drop-down list. Items not in the catalog may also be entered and assigned a number, e.g. Store items not purchased through Awana™ catalog.

Description: A catalog item will default to the catalog description when the catalog number is entered. Otherwise, enter a brief description of item.

Sell Price: *Sell Price* default will reflect the individual cost of a catalog item (e.g. in a set of 50 Red Jewels, it will show the cost of one Jewel). For non-catalog items, enter the price paid for the item. Note: this will also be the default price in Payment Entry when an inventory item is purchased and entered in Payment Entry, therefore if your charge is different from the catalog price, you may want to modify (edit) the Sell Price here to reflect that. The default on Payment Entry will then reflect the actual payment for the item.

Quantity: Enter quantity currently in inventory. Default is one (or the number of units if the item is a set).

Order Level: Enter quantity at which the item is to be re-ordered (e.g. if number entered is 6, when inventory for this item drops to six or less, the Replenish Inventory feature (when used) will select this item for re-ordering.

Order Quantity: Enter re-order quantity. Default is one (or number of units if item is a set). When finished, click *Done.* The screen will be cleared for the next item to be entered.

Inventory Report

On Reports menu, under the Inventory sub-menu, click Inventory Report. In Inventory Options, select quantity level and sort order desired, then preview and/or print.

Replenishing Inventory

This feature will check quantities on each inventory item, and create a new order of those that are at or below Order Level chosen for each item. It will automatically translate units in sets to catalog quantity (e.g. re-ordering 10 of something that comes in sets of five will be listed on the order as two (sets of five).

Payment Entry

On menu bar, click Inventory, then Payment Entry.

NOTE: Payment entries are also made automatically each time an award is earned. The entry will be made with the description of the inventory item. An amount of $0.00 will be used and the Reduce Inventory field will not be checked. See the Distribute Awards for automatically setting that field.

Adding Payments

To enter a new payment, click on Add on the Payment Entry screen.

Individual: Click *Find,* then select Clubber from the selection window on the *Find Ark Individual* screen.

Payment Date: Enter date payment was made.

Inventory Item: If an inventory item, enter the item's inventory number, or click *Catalog,* then enter name of item under *Description*. (If the specific name is not known, enter a general group name, e.g. jewel.) Click *Tab* on your keyboard (or click in another field) and the item or a list of items will appear in the window below. Select the one desired. The current quantity in inventory will be displayed to the right of the description. If payment is not for an inventory item (e.g. Dues), leave this field blank.

Description: Inventory items will default to catalog description. Otherwise, enter description of payment (e.g. Dues).

Amount Paid: The default on an inventory item is the *Sell Price* listed in *Inventory Entry*. For other payments, enter amount paid.

Reference: Enter note for future reference (e.g. check number).

To save this entry, click *Add*. The screen will be cleared for the next entry. When all entries are completed, click *Done.*

Reducing Inventory

The default is a checked box. Uncheck this box if you do not want inventory to be adjusted (reduced) by this purchase.

Recording Payment

The default is a checked Paid box. Uncheck Paid if payment has not been received. This feature allows recording of a Clubber's receipt of an item (to keep record and/or reduce inventory) before payment is made. To record a payment made later: From the list on the Payment Entry screen, select the Clubber making payment (be sure to match item(s) purchased for which payment is being made), then check the Paid box. Click Add if more payments are to be entered. Click Done when entries are completed.

Payment Report

On Reports menu, under the Inventory sub-menu, click Payment Report. On Payment Options, select options to create the report desired.
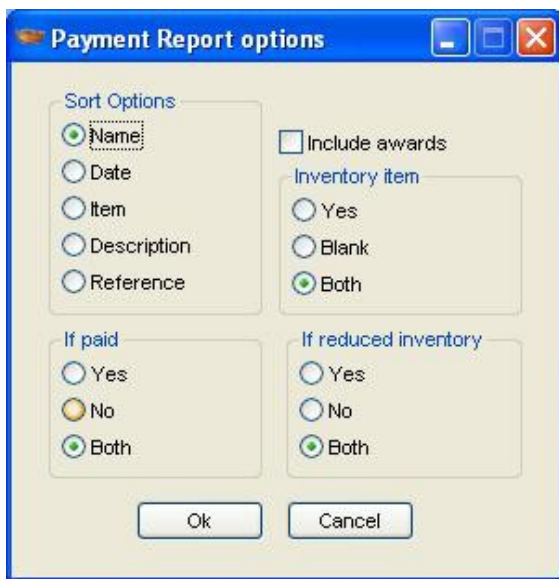
Payment Report - Preview

Payment Report from 08/01/06 to 07/31/07

Name	Date	Item	Description/Reference	Amount	Inv	Paid
Nathan Alexander	02/21/07	48493	T&T BOOK 1, NIV Scholarship	8.00	yes	yes
Nathan Alexander	02/28/07	48258	T&T Casual Uniform Size 14 Scholarship	17.00	yes	yes
Julah Armour	09/06/06	48493	T&T BOOK 1, NIV	8.00	yes	yes
Julah Armour	09/20/06	70164	Red Seal 2 Discovery 2 / Book 1 / T&T	0.00	yes	yes
Julah Armour	10/19/06	70156	Red Seal 1 Discovery 1 / Book 1 / T&T	0.00	yes	yes
Julah Armour	02/21/07	48881	AA Sticker Awana Attendance 1 / T&T	0.00	yes	yes
Julah Armour	02/21/07	70172	Red Seal 3 Discovery 3 / Book 1 / T&T	0.00	yes	yes
Rachel Armour	10/04/06	48493	T&T BOOK 1, NIV	8.00	yes	yes
Rachel Armour	02/21/07	48881	AA Sticker Awana Attendance 1 / T&T	0.00	yes	yes
Semaj Austin	02/28/07	48266	T&T Casual Uniform Size 16 Scholarship	17.00	yes	yes
Semaj Austin	02/28/07	48493	T&T BOOK 1, NIV Scholarship	8.00	yes	yes
Maria G Bautista	03/14/07	48881	AA Sticker Awana Attendance 3 / T&T	0.00	yes	yes
Abby Beets	08/27/06	67512	On The Rock - Main Study 4 (KJV)	9.25	yes	yes
Abby Beets	10/19/06	48881	AA Sticker Awana Attendance 1 / T&T	0.00	yes	yes
Abby Beets	11/00/06	49189	4th year Adopt-a-Club Emblem Adopt-a-Club	0.00	yes	yes
Abby Beets	04/18/07	13696	1 year service pin Leader Service Awards	0.00	yes	yes
Abby Beets	04/19/07	13717	3 year service pin Leader Service Awards	0.00	yes	yes
Hannah Beets	08/27/06	67504	On The Rock - Main Study 4 (NIV)	9.15	yes	yes
Hannah Beets	08/27/06	57007	Skipper Handbook - NIV (5)	5.30	yes	yes
Hannah Beets	08/27/06	56995	Sparks Gate Entrance Booklet - NIV (25)	0.00	yes	yes
Hannah Beets	08/27/06	42411	Sparks Leader Casual Uniform, Small	20.50	yes	yes
Hannah Beets	10/19/06	12896	Blue Jewel Awana Attendance 1 / Sparks	0.00	yes	yes
Hannah Beets	11/15/06	48856	1st year Adopt-a-Club Emblem Adopt-a-Club	0.00	yes	yes
Hannah Beets	11/00/06	49189	4th year Adopt-a-Club Emblem Adopt-a-Club	0.00	yes	yes
Hannah Beets	11/00/06	68970	Sparks Leader Certification Pin Certification Pin (Role Book)	0.00	yes	yes
Hannah Beets	04/18/07	13696	1 year service pin Leader Service Awards	0.00	yes	yes
PJ Beets	09/13/06	67504	On The Rock - Main Study 4 (NIV)	9.25	yes	yes
PJ Beets	10/19/06	48881	AA Sticker Awana Attendance 1 / T&T	0.00	yes	yes
PJ Beets	11/00/06	49171	3rd year Adopt-a-Club Emblem Adopt-a-Club	0.00	yes	yes

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Distribute Awards

On menu bar, click Inventory, then Distribute Awards. This feature is used to reduce items from inventory as they are distributed to Clubbers. Select from List Options create the list desired.

Distribute Awards

First Name	Last Name	Item	Description	Qty Remain	Reference
John	Smith	12917	Jewel, Red		Red Jewel 3 / HangGlider / Sparks
John	Smith	12909	Jewel, Green		Green Jewel 2 / HangGlider / Sparks
John	Smith	12917	Jewel, Red		Red Jewel 2 / HangGlider / Sparks
John	Smith	12909	Jewel, Green		Green Jewel 1 / HangGlider / Sparks
John	Smith	12917	Jewel, Red		Red Jewel 1 / HangGlider / Sparks
John	Smith	74018	Emblem, HangGlider		HangGlider Rank / HangGlider / Sparks
John	Smith	73955	Membership Card, Sparks		Flight 3:16 / HangGlider / Sparks

Select All   Clear All   Reduce Inventory   Print

Select All: All items listed will be selected. To unselect an item, hold CTRL key down, then click on items you do not want selected.

Clear All: Clears selection (not items selected). Can be used to "start over". If only some items are to be selected, hold CTRL key down, and click on items you want selected.

Reduce Inventory: Reduces inventory by one for each item selected by checking the "Reduce Inventory" field of the existing payment record.

Distribute Awards - Preview

Distribute Awards

Clubber	Item	Description	Remaining Qty
Nathan Brockway	57630	Excellence Award	6
Sharon Brockway	16900	Sparks Second Book Award Ribbon	4
Merritt Ham	16854	First Book Award (5)	5
Merritt Ham	57621	Third Book Award	2
Olivia Ham	16900	Sparks Second Book Award Ribbon	4
Reagan Ham	57621	Third Book Award	2
Reagan Ham	16854	First Book Award (5)	5
Bethany Harding	57621	Third Book Award	2
Bethany Harding	16854	First Book Award (5)	5
Grace Harding	16900	Sparks Second Book Award Ribbon	4
Bryanna King	57621	Third Book Award	2
Bryanna King	16854	First Book Award (5)	5
Heidi King	57605	Meritorious Award	1
Melodi King	67272	Trek Milestone Award	5
Jessica Korn	57613	Timothy Award	4
Jessica Korn	69163	Trek Bible Study 2 Award Magnet	0
Mikeah Lorenz	16951	Sparky Award Plaque	2
Mikeah Lorenz	12909	Jewel, Green (50)	24
Sarah Lorenz	57613	Timothy Award	4
Jane Metz	57613	Timothy Award	4
Lauren Metz	16951	Sparky Award Plaque	2
Lauren Metz	40483	REVIEW STICKERS, SPARKS (96)	56
Amanda Pendergast	57621	Third Book Award	2
Amanda Pendergast	16854	First Book Award (5)	5
Amanda Pendergast	70383	T&T Ach Seals Bk Three, Challenge 8 (10)	28
Holden Silvey	57621	Third Book Award	2
Holden Silvey	16854	First Book Award (5)	5
Reagan Silvey	67272	Trek Milestone Award	5
Wesley Simpson	12909	Jewel, Green (50)	24
Ben Whiteley	69163	Trek Bible Study 2 Award Magnet	0
Ben Whiteley	67272	Trek Milestone Award	5
Lisa Wingfield	57630	Excellence Award	6

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Chapter 4 – Setup

In general, to delete an entry, select the item in the list box, then press the *Delete* key on the keyboard or right-click an item and choose delete from the menu. If the deletion is allowed, a pop-up screen will ask you to confirm. If it is not allowed by pressing *Delete*, a message will appear with the reason it is not allowed and when possible, how to proceed. In some instances, deletion is not allowed at all (for programming reasons), and nothing happens when you press *Delete*.

Getting Started Options:

Options

Identifying these labels here, and thus associating them with Check-in and Sessions information is necessary for certain features to work properly, e.g. Dues Paid. On Setup menu, click on Options.

Labels: From the drop-down menus, select the words you have chosen (in Session Fields) to identify Attendance, Sunday School and Dues. If you are not using one of these features, leave the space blank.

No Award Spacing: Check if normal line spacing is desired on the report. If wide spaces between lines is desired, leave box unchecked. See Session Awards.

Check first box toggles all others: Check this box if you want to have all boxes (in Check-in) checked automatically when the first box is checked for that Clubber.

Section Points and Review: Enter points to be assigned when Clubber completes each section or review.

Section Shares and Review: Enter Awana™ shares to be earned when Clubber completes each section or review.

Set default unit and book shares: Enter Awana™ shares to be earned when Clubber completes each unit or book. This will set all units or books to that value. Individual Awards can be set to different shares under the [Award Definition](#) menu item.

Default Postal Code: If most of your Clubbers live in the same area and have the same postal code, enter the postal code here and it will appear automatically when a new Clubber is entered on [Ark Individual](#) screen.

Default Country: Enter country you wish to appear as default when entering a new Clubber on [Ark Individual](#) screen..

Default Church: If most of your Clubbers attend the same church, that church can be entered here and will be the default when a new Clubber is entered on [Ark Individual](#) screen.

Club Start Date: Enter here the date that you consider the beginning of your club year, usually prior to the first club session. This date is used in various calculations and reports. This should not be your first club meeting. For example, 8/1/2000 would fit for most – year doesn't matter. (Dates for club sessions are set up in Setup[/Calendar](#).)

Warning for "not first book": Choose one of the three choices to control when the message is display. Setting it to Never is **NOT** recommended because it can cause incorrect calculation of book awards without any warning.

T&T Ultimate Challenge as separate club: If this box is checked, 5th and 6th grade clubbers will be assigned to Ultimate Challenge Book 1 by default rather than Ultimate Adventure Book 1. (This is for legacy setup. With the new Grace T&T books, they would not be treated as separate clubs.)

Phone / Cell Mask: This would automatically format the phone or cell field (not custom fields) if you entered just numbers to add the appropriate delimiters.

Assign ARK Designation: (Only visible on browser version when online payment portal is enabled.**)** This sets the designation that online payments through ARK will be assigned to. This will take you to the donor login page. Please log in with an admin login for the donation system and go to the designations screen to select the appropriate designation.

Session Fields

On Setup menu, click on Session Fields. This feature defines points and options relating to Check-In.
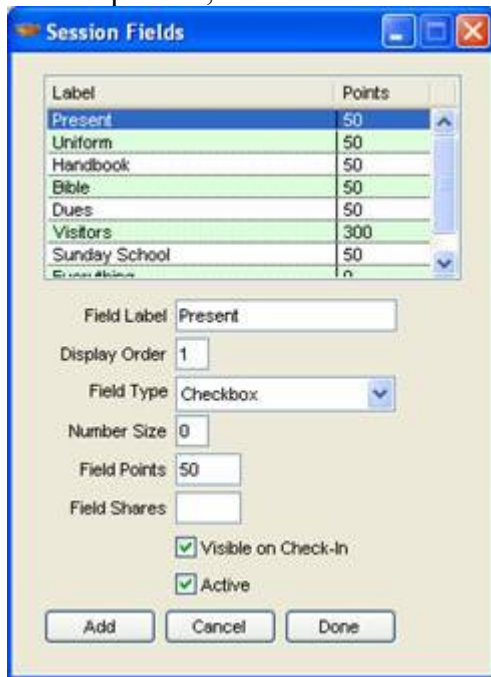
In **Field Label:** Enter the word(s) that will identify this information on Sessions Reports. The first letter will be used to identify the word in Check-in.

Display Order: Select the order in which you want each item to appear in Check-in and Session Reports.

Field Type: Select the type of field for the way the field will be used. Integer would be a number, Checkbox would require just a click, no data entry.

Number Size: For Number (if selected in Field Type), enter the maximum number of digits that might be used in this field. Size for Checkbox (if selected in Field Type) is predetermined. The program will automatically enter 0.

Field Points: Enter the number of points that are to be assigned to this Field Label.

Field Shares: Enter the number of Awana™ shares that are to be assigned to this Field Label.

Visible on Check-in: If you want this Field Label to be included on Check-in, this box should be checked.

Active: Unchecking this box will temporarily take this Field Label off of Sessions Reports and Check-in. Check the box when you want it included again.

When finished with this Field Label, click on Add. A new blank form appears to enter another Session Field. When finished entering Session Fields, click on Done.

Calendar Setup

On Setup menu, click on Calendar. Defines dates of sessions for the year.
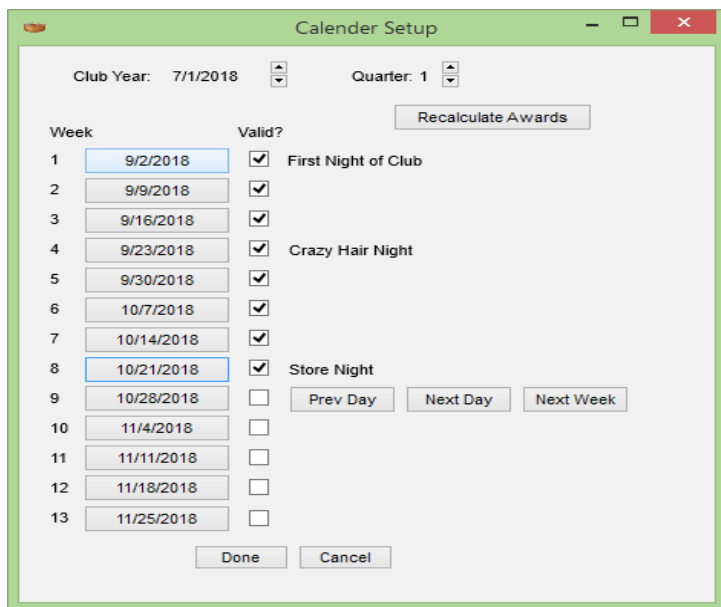
First, verify that the club year and quarter are correct and change them if necessary.
Next, click Prev Day, Next Day or Next Week until the first date for Week 1 represents the first session of the quarter. Click the check box under valid.

The row of buttons will drop down one row and default to one week later. Change this if you have a week or more off between club sessions.
When you have defined all dates for the first quarter, click the up arrow to advance to the next quarter and repeat this procedure until you have defined all 4 quarters.

If you do not know the dates for all 4 quarters yet, define those that you do know, but define a quarter before you start entering session information for it.

You may add descriptions for each club meeting on the Calendar setup by clicking on each date button. Enter the description in the box that pops up and Click Ok. The description will appear to the right of the check box for the corresponding date. (See image above)

If you make changes after the awards have been calculated for a quarter, you can click the Recalculate Awards button to calculate for the displayed quarter based on your new changes.

Custom Field Definition

You may set up fields that may be unique to your club. They will appear on the lower right quarter of the Ark Individual screen. On the Setup menu, click on Custom Field Definition.
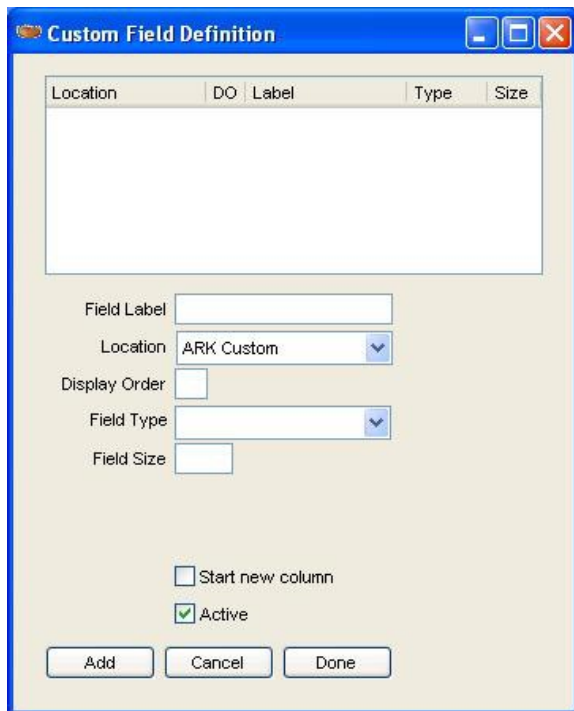
In **Field Label**, enter the word(s) you want to show on the Ark Individual screen.

Location: Ark Custom or Ark Family Custom. Choose ARK Family Custom to have the data entered persist among all individuals in a family (Enter it once for one family member and it appears for all other individuals in that family.

Display Order: Select the order in which you want each item to appear on the Ark Individual Screen.

Field Type: Select the type of field for the type of data you want to enter in the field. Text could be both words and numbers. When using only numbers, use Integer if the entry will always be a whole number, use Number if a decimal point may be needed (as in dollars and cents).

Field Size: Refers to the width of the field you write into. Options are any number between 25 and 300. About 200 would be sufficient for most names, 25 would be sufficient for a two or three digit whole number. Size for Date and Checkbox is predetermined. No number is needed for these.

When finished, click on Add. A new blank form appears to enter another Custom Contact Field, if desired. When finished entering fields, click on Done.

Group Options

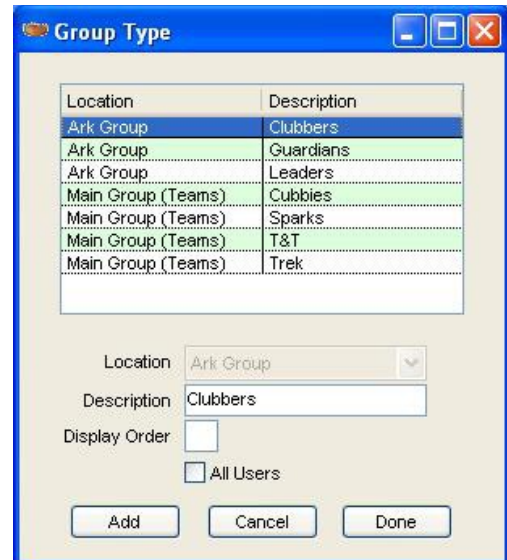## Group Type

On Setup menu, click on Group Type.
This has 3 distinct functions.

      - Create a new Group Type (this shows on the List Options, for example)

      - Create a new Main Group (used in managing team reports, for example Point Totals). The Main Group is also a sort option for most reports.

      - Create a new Additional Award Group. Create only one group type of Additional Award Group for all Additional Award definitions.

Display Order determines what order the group types would display on various screens or reports
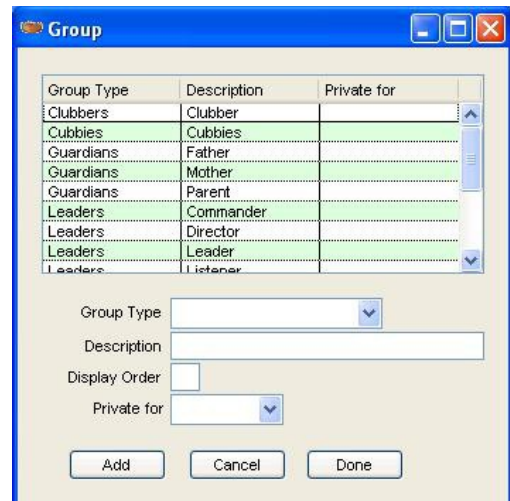
Group

On Setup menu, click on Group.
The 3 corresponding functions for group based on what the group type is:

      Group Type – Create a Group that can be chosen on the main Contact Screen for a clubber, or in List Options for most reports.

      Main Group – Create a Team (Group) that can be chosen on the main Contact Screen. in List Options, it can be used to select just that Team or as a sort option.

      Additional Award Group – Create a group for each type of Additional Award you wish to create. Some examples would be Leader Service Awards

or Adopt-a-club Awards. This is used for any special awards that have a series associated with them.

Display Order determines what order the groups would display on various screens or reports.

Phone App Setup

(This applies only to the desktop version – the Online version does not require any setup to work)
On Setup menu, click on Phone App Setup. This is used if you are using one of the smart phone apps with the desktop version of ARK.

At least one username is required to use this feature. This same username and password will be required on the phone app to download the appropriate information.

If this field is blank, go to User Administration on the Security menu to set up one or more logins. One benefit of having additional logins is that each login can be configured to a specific list of individuals.

The list of individuals will be the same as the last check-in options chosen for this user. Go to Check-in to see what individuals would be sent.

Each time you need to update the list of names for check-in on the smart phone app, select a user login and click Go to send the list of names for the smart phone apps to use. Choose refresh list to retrieve a new list on the app.

Report Definition
On Setup menu, click on Report Definition. This would be used to add/update any custom reports, change the display order or menu structure of any reports, or hide a report from the menu.
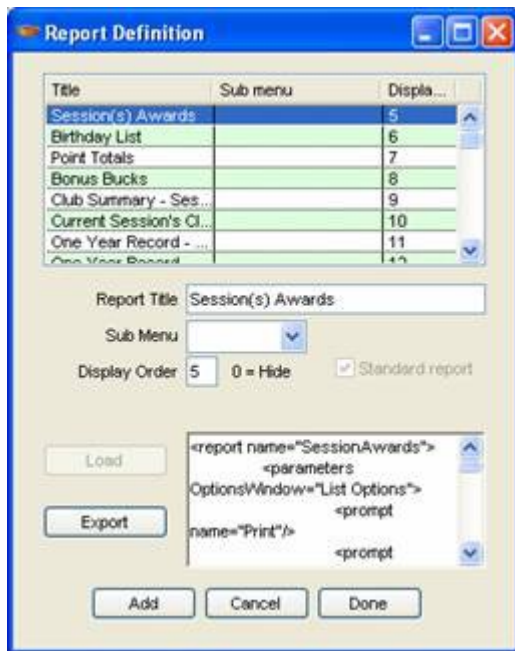
Maintenance Options

Please contact ark@arkweb.org for assistance with any of these items.

Team Color: Defines colors available for teams. Does not create a connection to any team. On Setup menu, scroll to Maintenance, then click on Team Color.

Club Definition: On Setup menu, scroll to Maintenance, then click on Club Definition.

Book Definition: On Setup menu, scroll to Maintenance, then click on Book Definition.

Book Unit Definition: On Setup menu, scroll to Maintenance, then click on Book Unit Definition.

Section Definition: On Setup menu, scroll to Maintenance, then click on Section Definition.

Team Group Color: Defines the color (from Team Color) assigned to each team within a Team Group. Usually used during game time within the game circle. On Setup menu, scroll to Maintenance, then click on Team Group Color.

Team Group Club: Assigns one or more clubs to be part of this team group. For example, in a smaller church, Trek and T&T might be combined into one team group, allowing Clubbers from both groups to be assigned to the same team group on the Ark Individual screen. On Setup menu, scroll to Maintenance, then click on Team Group Club.

Award Definition: On Setup menu, scroll to Maintenance, then click on Award Definition.

Award Type: On Setup menu, scroll to Maintenance, then click on Award Type. This allows you the ability to add any number of Award Types that you desire, then go back to Award Definition and set various awards to that type. There is a corresponding report that will then allow you to display/print just those awards of that type.

Club Award: On Setup menu, scroll to Maintenance, then click on Club Award.

Additional Award Definition: On Setup menu, scroll to Maintenance, then click on Additional Award Definition. Once you have set up one or more Groups for Additional Awards (such as Leader Service Pins), use this screen to enter all the awards associated with each group. For example, you would make several entries where Leader Service pin is the Group and you would pick the various Service pin years that you had entered as Awards.

The display order determines the order in which the awards will be given, by default, in the Additional Award entry screen.

Note: Before you can enter anything here, you need to have entered at least one Group for Additional Awards and one or more Awards to correspond to each Group. This screen defines for the system how those new Awards are grouped together and in what order.

Grade: On Setup menu, scroll to Maintenance, then click on Grade.

Email SMTP Settings: On Setup menu, scroll to Maintenance, then click on Email SMTP Settings. This corresponds to settings found in the email client on the same computer as ARK.

Award Inventory Link: On Setup menu, scroll to Maintenance, then click on Award Inventory Link. Define one or more Inventory items to be used for a defined award.

Catalog Inventory Link: On Setup menu, scroll to Maintenance, then click on Catalog Inventory Link. Defines packages of items that can be purchased in the catalog where a single catalog item may be distributed into several different inventory items that could have been purchased separately. This is only for viewing. Changes must be made in the catalog file before it is imported.
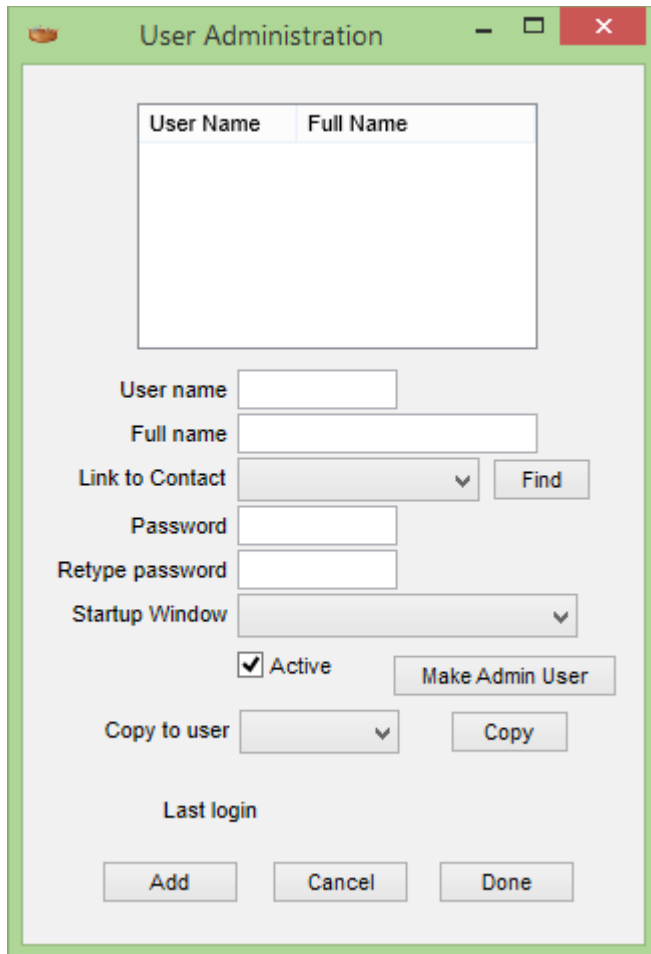
Award Series: On Setup menu, scroll to Maintenance, then click on Award Series. Give a specified award based on a series of other awards.

Award Series Detail: On Setup menu, scroll to Maintenance, then click on Award Series Detail. Defines the list of awards that must be earned before the Award defined in Award Series will be given.

Security

User Administration

User administration maintains various users and their privileges. If no users are present, no login validation will be made. (Desktop only, Online requires at least one user)

User Name: This would be the user's login name.

Full Name: The user's full name.

Link to Contact: Leave blank.

Password: Up to 12 character password

Retype Password: Because the password is not visible, this helps to prevent mistakes in typing.

Startup Window: Leave blank.

Active: When a user no longer needs access to this database remove the Active check mark and their account is disabled.

Last Login: Provides the viewer with the date and time the user was logged-in.
Suggested Configuration for Users:

1. Setup the first user as an "**Admin**" user type - see all records and do all functions.
2. Setup a second user from within the "Admin" user. This will cause Admin to be the Parent of each user.
3. Setup each user with the screens they are allowed to access with the Window Security window.

If it is desired to have more than one Administrator (do everything), click on the Make Admin User button.

Once you have set up a user with the permissions that you desire, you can copy this configuration to other users. Even if you have slight differences between users, this may save you time setting up multiple users.

Window Security

The default is the user listed in the User's Name box will be given the opportunity to see all windows that the Parent can see. If the parent of a user is limited to some number of screens that user at most can see everything the parent can see, never more.

If you want to limit particular items on a given screen but not the whole screen double click on the name of the screen.
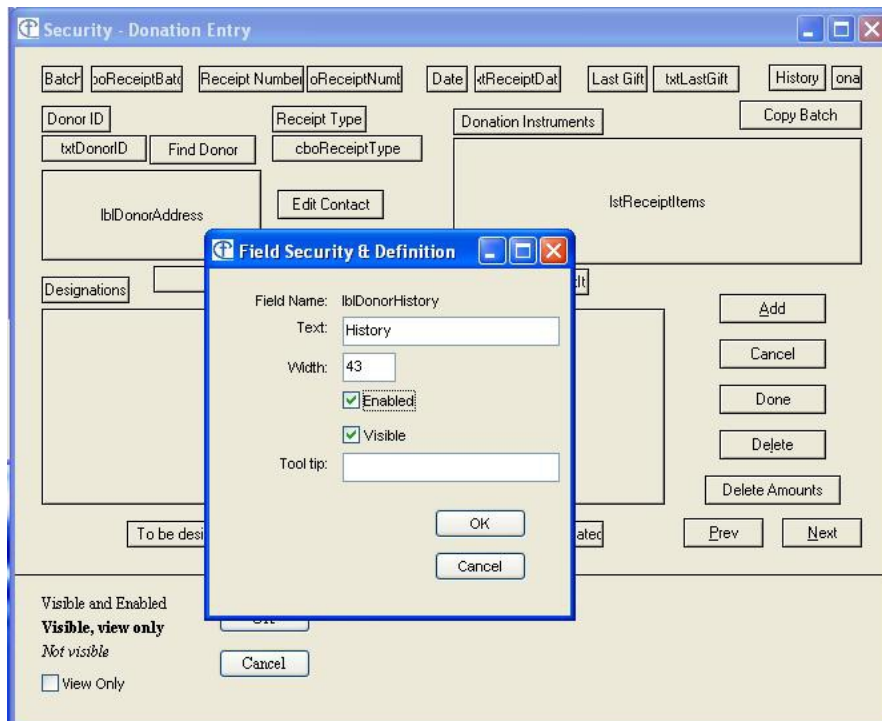
The screen that comes up will give you total control of each field. Click on the history field and uncheck the Visible check box, now this user can not even see this field. You may also add a Tool Tip for each field. Which can give the user instructions as to how to complete this field.

Change Password
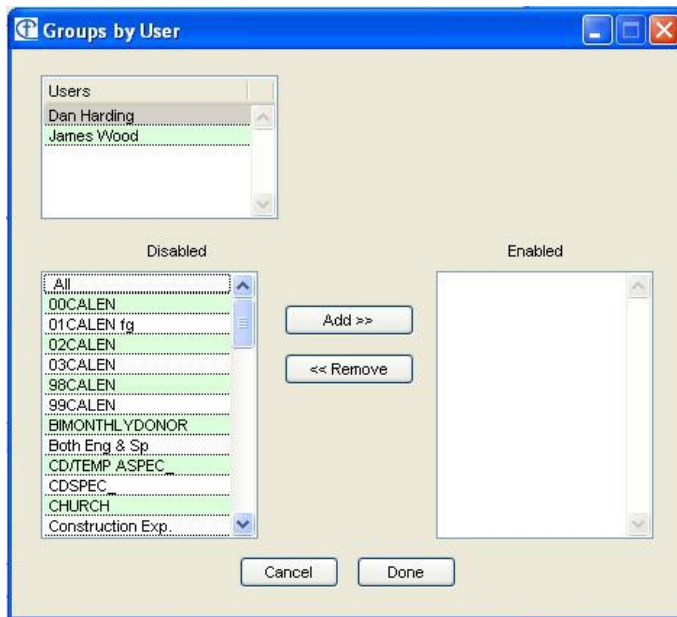
The User Name will display the name you are logged in as. This screen gives a place for you to type in a new password, and a field to type it in again.

Groups By User

Here is the control for groups. You may not care who has access to which groups. Just in case you do care we give you the tool to enable or disable any or all groups from the each user.

Report By User
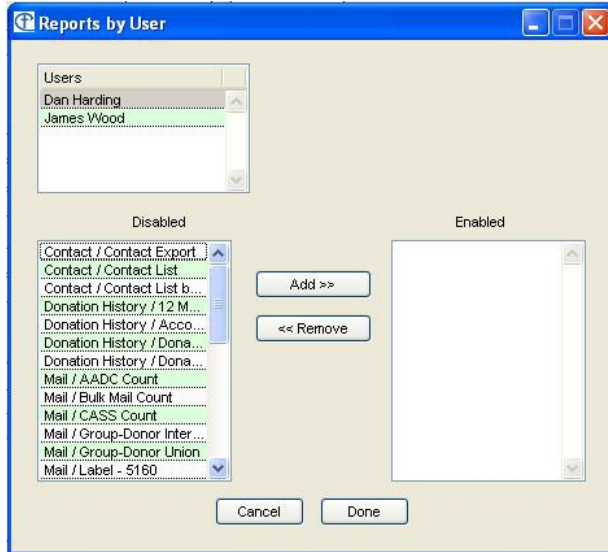
Some reports by nature of the information they contain are sensitive. If you setup user administration so that a number of users can get to their mail list and be able to maintain their own list. This is the way you can limit the reports those users have access.

Clubs By User

This is similar to the above two screens.

Chapter 5 – Parent Registration

This feature allows others to enter information about clubbers without directly affecting the database or using the same login process as the secretaries/directors, etc. Parents (or guardians) can sign up for a login using an email address to access anyone that is part of that family unit, or if not connected to any family unit, the ability to enter new registrations. On the online version, this can be entered via laptop, tablet or phone; anything with a browser and an internet connection.

An initial setup concern is to make sure that all individuals are set up with a family. This makes it possible for parents to see existing registration information for the family and therefore only need to modify what has changed. This corresponds to the Family Name field on the Ark Individual screen.

When a parent is signing up, they need to know one of the emails entered for someone in their family. They will then be able to access all individuals that are in that family.

Registration Setup

This screen allows you to determine what fields you want the parents to be able to use and in what order they appear on the registration.

Observe the notice at the bottom of the window. As an added level of security, if the parent does not have an email currently associated with a family unit, you can also require another authorization code that you will have to communicate to them. This is optional, but limits random entries of people "signing" up from who knows where.

The above windows allow further configuration. Usually these are not needed, but you may find occasion to use them. The Registration Field Definition window allows you to change the label that appears before each field or specify it as shared information. The other 2 enabled fields, display order and active have similar functions and what is being done in the Registration Setup window.
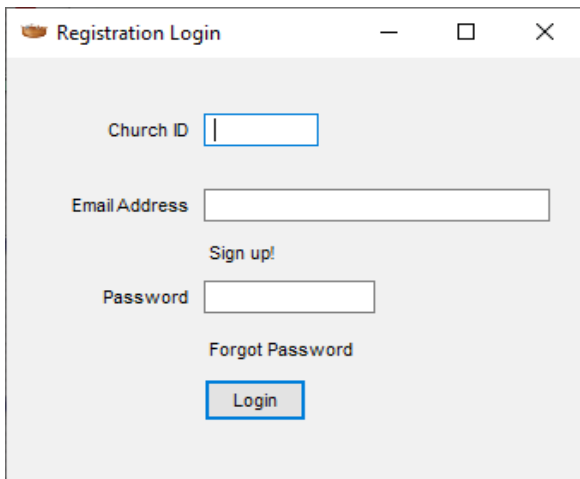
Selecting the Shared Info checkbox means that when a parent is entering new information for a child not yet in the database, they are given the option of copying existing information. Only those marked with Shared Info will be copied from an existing individual.

Custom fields labels can also be changed as they always have been able to be in the Custom Field Definition window.

Registration Entry

Once you have looked over this information, you are ready for the parents to begin entering registrations. Instruct them to go to https://register.arkweb.org. Registrations were designed to be used in a browser with Online ARK.

The first step for the parent is to sign up. They will be presented with the screen below:
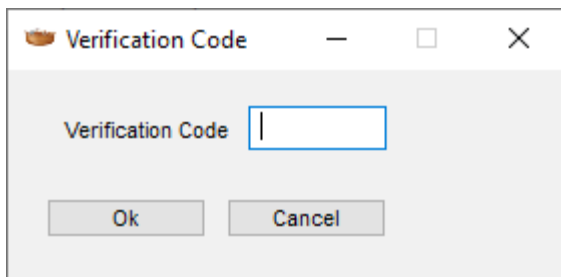
The ChurchID will appear if you are using Online ARK. You would provide them with this information. It is the same as what you use. Initially, every parent should go through the following sequence:

1) Enter the Church ID (supplied by you)

2) Enter their email address (linked to a family in the database if possible)

3) Click Sign up!
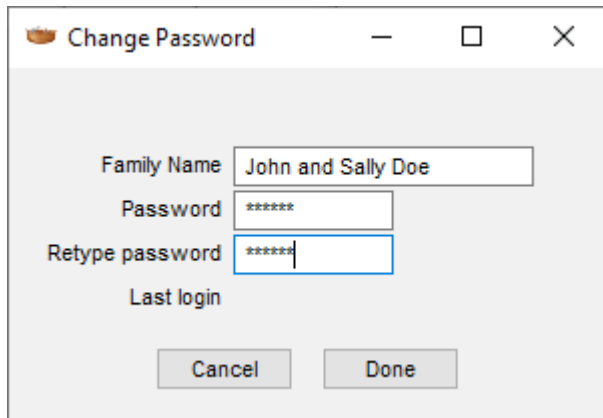
They will then be sent an email at that address with a verification code. This validates that someone else is not signing up on their behalf and gaining access to their information.

Enter the verification code shown in the email and click OK.
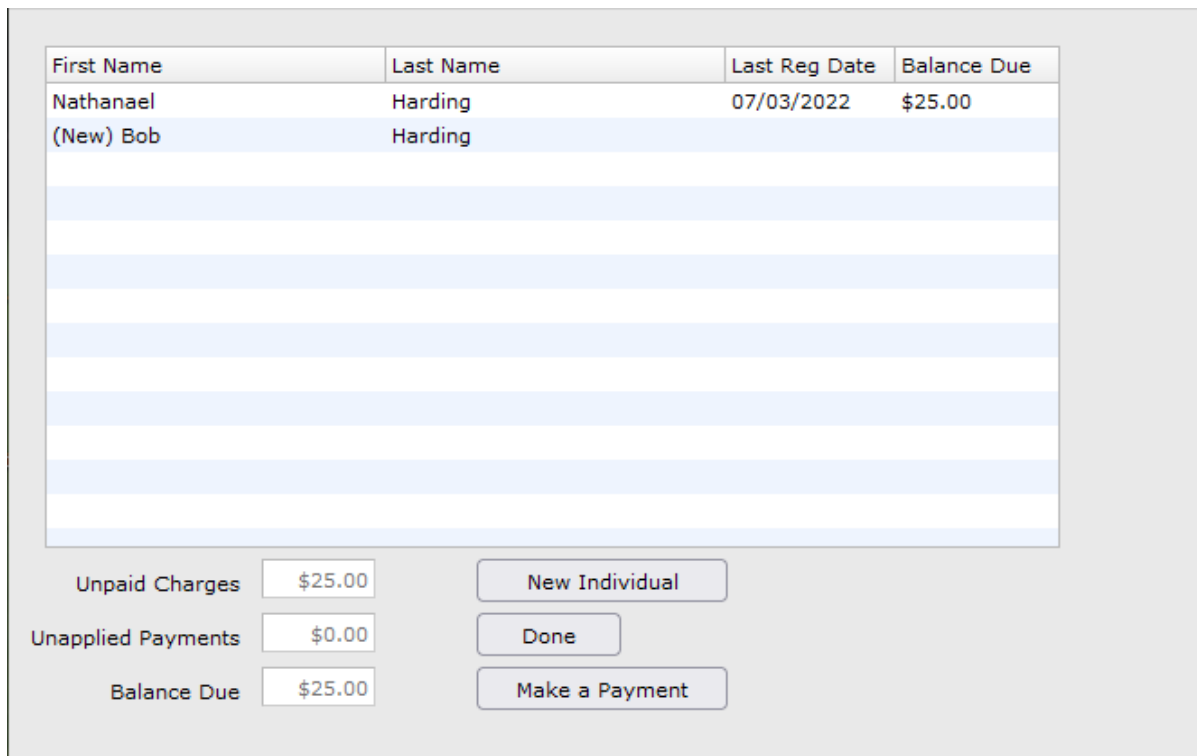
If the verification code is valid, the next screen allows them to set a password associated with their email.

If this email is associated with a family, there will already be information in the Family Name field and it will be disabled so that it cannot be changed. If this is a new Family, they will be required to enter something in the Family Name field. After they have filled in the information and clicked Done, they will be returned back to the login screen where they should now enter the password they just entered, and then press OK.

First Name	Last Name	Last Reg Date	Balance Due
Nathanael	Harding	07/03/2022	$25.00
(New) Bob	Harding		
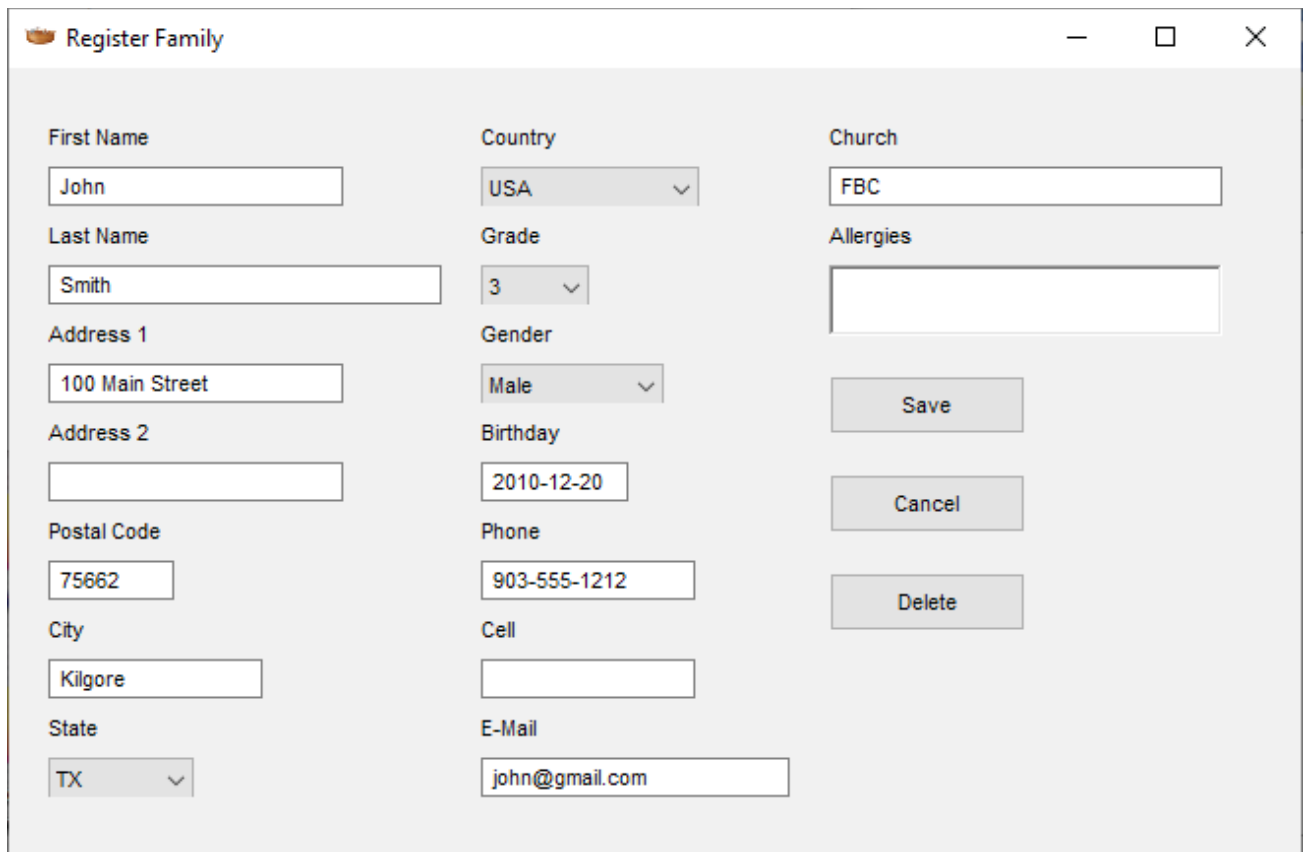
Unpaid Charges	$25.00	New Individual	
Unapplied Payments	$0.00	Done	
Balance Due	$25.00	Make a Payment	

If this is a new family, this list will initially be blank. Note that when entering a new registration, it will show with the word New in parenthesis before the first name to indicate that this is an individual currently not in the database.

The unapplied and balance due fields, along with the payment button, are only visible if you have the optional online payment portal implemented. Please contact support if interested. If implemented, you can pay this family balance online. Press the payment button and set up a login in to the payment portal similarly to how parent registration was done. **NOTE**: the first time this is used, an ARK user will need to go to Setup/Options to assign an ARK designation before parents will be allowed to make payments. This is so that payments may be properly tracked from any other uses where the online payment system may be used.

After selecting a name from the list or pressing New Individual, the parent will now be able to add/edit the allowed registration information as in the screen following:

The parent has the opportunity to change any fields as well as to delete the existing registration and start over. This does NOT delete the individual, only the changes in that registration.

Also, as purchases are entered by Awana leaders in to the system, unpaid balances will show for individuals in this list as well as a grand total for the family.

Registration Processing

The final step allows the secretaries, directors, etc. to review the information that the parents have entered and then accept those changes into the database. Initially the user sees a list of all registrations that have not been processed.
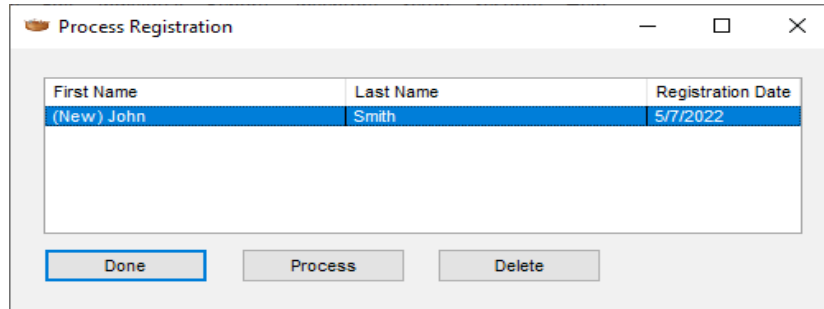
The user may then select a name from the list and either review it in order to accept it, or delete it (this does NOT delete the individual, only the changes in that registration).

If the user selects a name to process, the next screen is the typical Ark Individual screen. This is similar to if you selected this individual from a list and made changes on your own, the difference here is that the changes are made automatically based on what the parent entered. The changes appear with a different background color (other than white).

At this point you can make further changes on your own if desired. If you press update, the changes made by the parent and your changes will be accepted into the database, and the registration will be marked as processed and will not appear on this list anymore or be editable by the parent.

Process Registration

First Name: Nathanael   Remove   ☑ Active

Last Name: Harding   Images   ☐ No address label

Address: 100 Main Street

Dues paid: No ▼

Postal Code: 75662   Club: Trek ▼

City: Kilgore   Country   Book: Trek / 2: His Love ▼

State/Province: TX ▼   USA ▼   Team: Trek Boys ▼

Grade: 7 ▼   Gender: Male ▼   Color: Red ▼

Birthday: 1/1/2006   Age 15   Group: Clubber ▼

Phone: 903-555-1212   Alternate Phone:

Cell: Alternate Email:

E-mail: nat@gmail.com   Go   Medical Release ☑

Family Name: Dan & Renee Harding   Find   Translation: NIV ▼

Church: KBC   Registered 2018-19 ☑

Brought By: Nathanael Harding   Find   Insurance Information: Christian Healthcare Ministries

Allergies: none   Address/Phone #: 127 Hazelwood Ave. Barberton, OH 44203

Notes: Policy Number: |

Update   Policy Holder: Daniel Harding

Cancel

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