MANY GIFTS
SOFTWARE FOR THE GIFT DISCERNMENT PROCESS

Quick Installation and User Guide

This guide helps the user install the program and begin using the program.

Installation

✓ Download the program from www.manygifts.org and save on your computer. A high speed internet connection is preferable. Windows 95 or later is needed to run the program.

✓ Close all open programs. You will need to have administrative privileges to install the program.

✓ Run the downloaded program.

✓ The installation program will start. Follow the prompts. Unless you already have directories with the same names used by this program, accept the default directory that is c:\mg.

✓ The installation program creates directories and adds program and data files for *Many Gifts*. It also runs another installation program for *Paradox 10 Runtime* which is essential to the operation of *Many Gifts*. (In the unlikely event that you already have *Paradox 10 Runtime* installed on your computer, you can cancel the installation of *Paradox 10 Runtime* or you can download a smaller installation program without *Paradox 10 Runtime*.) Accept the defaults for this installation as well.

Starting the Program after Installation

The installation program installs an icon on your desktop and a *Many Gifts* option in your start menu. Use the icon or the start menu to open *Many Gifts*.

Learning about *Many Gifts*

The easiest way to learn about *Many Gifts* is to look at the *Help Documents* or *Help Videos* on the web site.

You can also start the program and look at the *Help* files by pressing *F1*. If you select the *Contents* option, you can look more systematically at the program help.

To gain familiarity with the program try reviewing the Sample dataset that is provided. From the main menu, click on *Setup Survey* and take a look at the relationships between *categories* and *tasks/positions*. Press *F1* for help. You can take a quick look at the other menu options as well.

Source of Names

Before you try creating a new dataset for your own survey, it is important to think about a couple of things. The first is the source of names you will use. Of course you can always type them in one by one. But you can save a lot of time, particularly in a larger church, if you can get the names you need from another source such as your church management software.

If this is a possibility, you will need to learn more about the import possibilities with *Many*

Gifts. From the main menu, click on *Names*. Then click on the *Import Names* tab and press *F1* for help. Or view the video or read the pdf file on the web site. You must import names before adding survey results.

Names can be entered manually in *Many Gifts* as well. Generally this would be done as part of the process of entering survey results. If names are imported initially, then additional names will be added manually.

Setting Up Your First Survey

Another thing to understand is *Categories* and *Tasks/Positions*. Do you have a questionnaire that you have used in the past? Perhaps it can work with some modification. (In some cases it is possible to import an old survey into *Many Gifts*. To learn more, click on *Setup Survey*, press *F1* for *Help* and look for a link to *Import Survey*.)

If you cannot import your old survey, *categories* and *tasks/positions* will need to be entered manually.

You can use *Many Gifts* to generate a survey form (from *Setup Survey* click on *Create Survey Form*) or you may prefer to use a word-processor.   View how this works with the Sample dataset.

Creating Your First Dataset

If you have a basic understanding of the survey format and how names will be entered in the program, you are ready to create your first dataset.

Click on the *Datasets* option on the main menu. Then select the *Create New Dataset* tab and click on the *New Dataset Wizard*. Follow the prompts. Press *F1* for additional help.

After creating the new dataset use the *Names* option from the main menu if you can import names. If not importing names, you will be entering them manually and can wait until surveys are returned.

Use the *Setup Survey* option either to enter the *categories* and *tasks/positions* or to import them. Decide whether to use *Many Gifts* to generate your survey form or whether to use a word-processor.

After surveys have been returned, use *Enter Surveys*. Take the time to learn the short cuts for faster data entry.

After surveys have been entered, take a look at the various report options. Reports can be generated from the *Category Results* form, other forms, or from the *Reports* option.

Contact help@manygifts.org for assistance, to report problems or to offer suggestions.