

EXPLODING TNTMPD

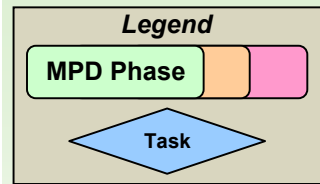


*A comprehensive guide to maximizing your use of
TntMPD in your personal ministry partner development*

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MPD Phase Flow-Chart & Task Process



MPD Phases are explained on page 3-7

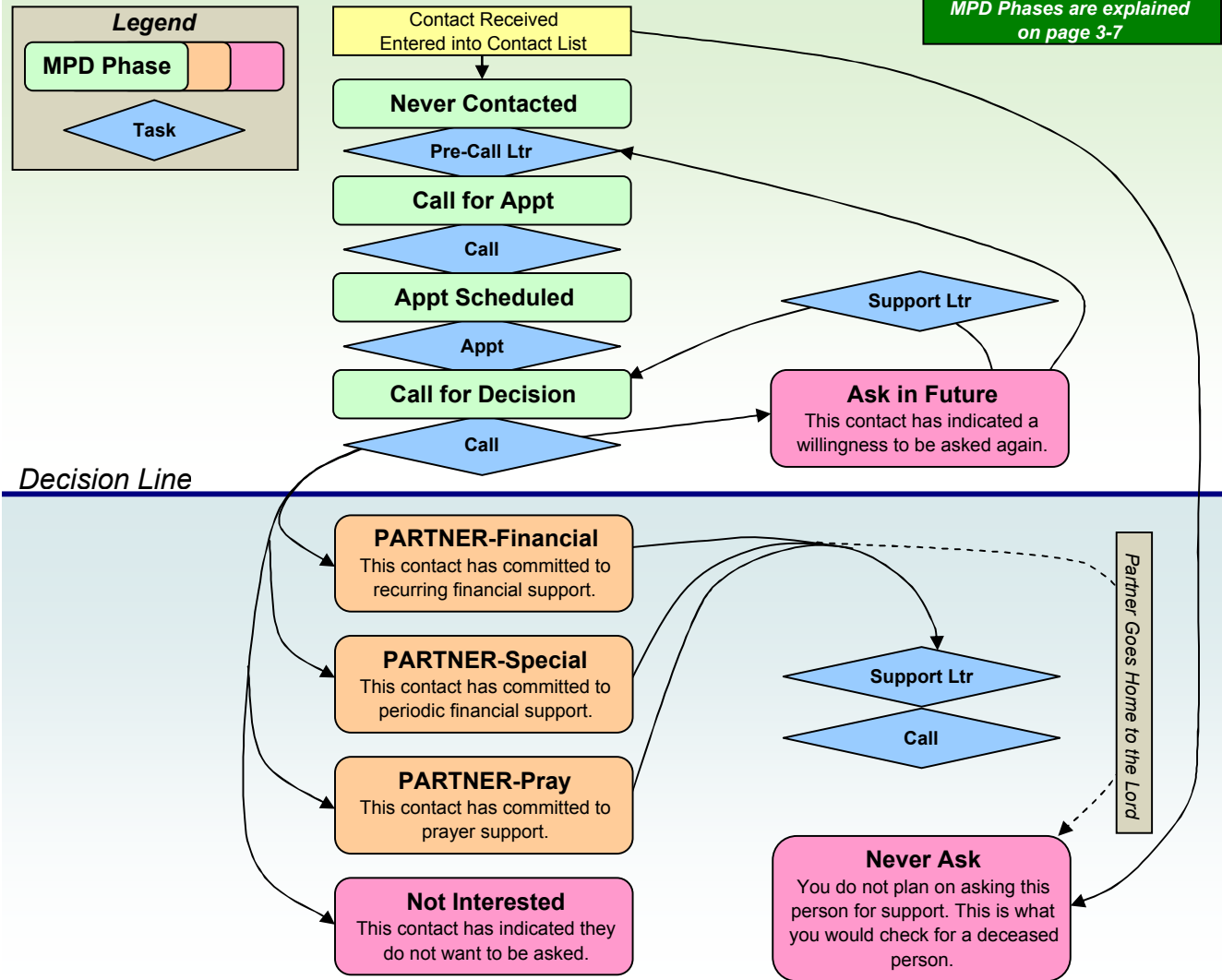


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Improvement suggestions welcomed:

Email bob.macleod@ccci.org.

Unfortunately, we cannot provide technical support for your use of TntMPD. It is our hope that this manual will answer 'practically all' of your questions.

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Chapter 1: Quick Start Guide

Welcome!

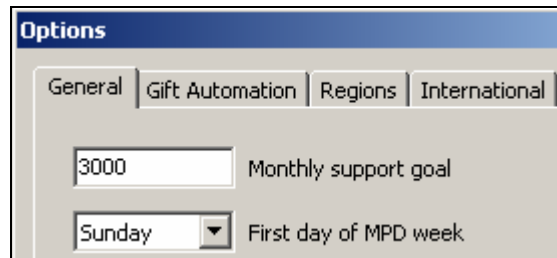
This TntMPD manual is designed to do two things:

- 1 Get you up and running in TntMPD quickly and easily.
2. Help you make the most of TntMPD by walking you through practically every feature of TntMPD.

Most pages in this manual are divided into three columns, like this:

This column contains explanatory notes or additional information.

- This column highlights specific features or tasks of a page displayed at right, or
- Walks you through a set of steps to complete some operation.
- When you are instructed to press a button, it looks like this:
“Press **Schedule** to add an appointment.”
- When you are instructed to access something from the menu bar, the menu path looks like this:
“Select **Tools | Options** to view your personal options.”



This column usually contains a screen shot to help you see the topic at hand, and often a bold-faced “Tip:” to help you understand TntMPD a little bit better.



TntMPD 1-2-3

If you are brand new to TntMPD, here are the steps you need to take:

1. Go to the TntMPD web and install the software on your computer (Chapter 2: Getting Started)
2. Load your contacts into TntMPD (Two different ways: Chapter 3: Managing Contacts and Chapter 7: Technical Features-Importing Contacts). You can stop there if you are just using TntMPD as a contact manager. If you want to go deeper with TntMPD, you will want to:
3. Track relationship activity with your contacts (Chapter 4: Tracking Features).
4. Analyze your financial support so you can do better (Chapter 5: Analysis Features).
5. The next step you advance to is using your data outside TntMPD, using mail merges or exporting data to Excel (Chapter 6: Getting Data Out of TntMPD).
6. Finally, when you are very comfortable with TntMPD, you may want to take advantage of some of the technical features (Chapter 7: Technical Features).

ABOUT CONNECTING TO THE WEB

This software was designed initially for use by staff members with Campus Crusade for Christ. They can take advantage of Campus Crusade for Christ's donation system which allows staff members to view donation activity via the web. CCC and many other organizations have systems compatible with TntMPD which allow web download of donor and donation information. (To find out more about connecting

your organization to TntMPD, please contact Troy Wolbrink via the TntMPD web site.)

TntMPD—and this manual—can be used by anyone, whether they link TntMPD to the web or not. Most of the features in this manual are web independent, but where they are not, I put **“Web Feature”**.

TntMPD also has a web connect feature for updates and bulletin boards, and any TntMPD user can use those features.

TNTMPD WORDS TO KNOW – “GLOSSARY”

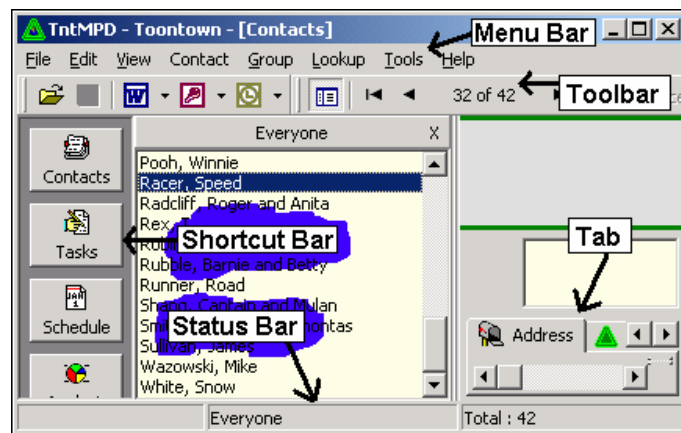
- **Contact.** A contact is any person in your TntMPD database, not just “donors.” Contacts may be: Current or former donors/pray-ers (even former, deceased donors); a company, church or other organization; someone you are cultivating to be a partner in your ministry, etc.
- **History.** This is a task that has passed, such as a call made, a letter sent, etc.
- **MPD.** “Ministry Partner Development”. Every Ministry uses a different term to describe the relationship development with the donors and pray-ers God uses to supply the financial and spiritual support to the Ministry. In Campus Crusade for Christ we call it MPD; since TntMPD uses this term in its panels, this documentation uses it as well.

- **MPD Phase.** The status of a contact ranging from ‘just entered into TntMPD’ (“n/a”) to committed partner (“PARTNER-Financial”). *See inside front cover for a diagram of TntMPD’s MPD Phases.*
- **Tab.** There are several places in TntMPD where you have different options available to you, just like you might see file tabs in a filing cabinet.
- **View.** One of four primary screens in TntMPD, described on the following pages. You can access each view directly using the *Shortcut Bar* shown at left.

NAVIGATING IN TNTMPD

There are three ways to navigate in TntMPD:

- (1) using various buttons,
- (2) selecting menu commands, and
- (3) by using shortcut keys.



BUTTONS

Again, there is the shortcut bar down the left for the five primary functions of TntMPD.

There are also various buttons on the toolbar such as open, save, etc. (Toggle the toolbar on/off by selecting **View | Toolbars.**)

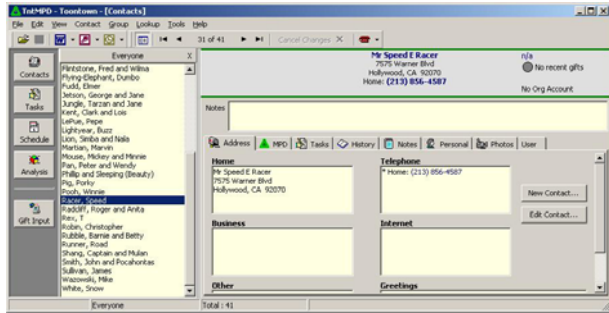


SHORTCUT KEYS

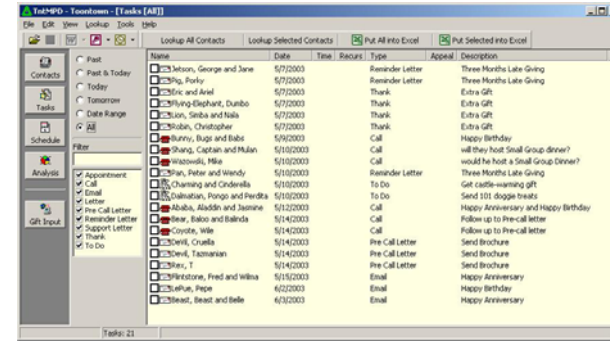
Ctrl-A	Select All
Ctrl-Z	Undo (most things cannot be undone)
Ctrl-X	Cut
Ctrl-C	Copy
Ctrl-V	Paste
Ctrl-O	Open (another TntMPD database)
Ctrl-R	Add Referrals (in Contact View)
Ctrl-S	Save
F1	About TntMPD
F2	Turn on/off Shortcut bar
F3	Turn on/off Contact list (in Contact View)
F5	Refresh
F8	See your <i>System Information</i>
F12	See address block enlarged (in Contact View)
Alt-F4	Exit
Shift-Ctrl-Delete	Delete Contact (see Chapter 3 for why you don't want to do this)
Ctrl-L	Log History (in Contact View)

TntMPD Views

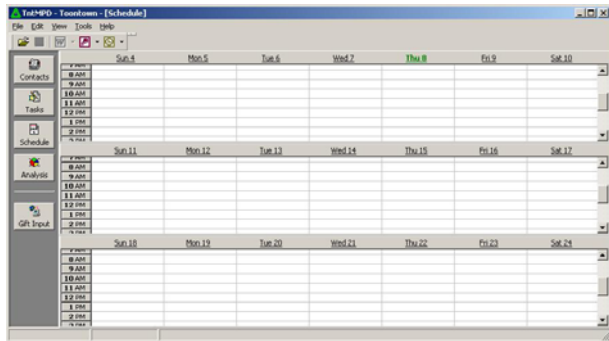
CONTACT VIEW (CHAPTER 3)



TASK VIEW (CHAPTER 4)



SCHEDULE VIEW (CHAPTER 4)



ANALYSIS VIEW (CHAPTER 5)

