Chapter 2: Getting Started

Overview

This chapter is designed to get a person from not having TntMPD to having it up and running and ready for use… the Basics. The following concepts are covered:

- What you need to do BEFORE downloading TntMPD
- Finding TntMPD
- Downloading it to your computer
- Downloading and/or adding your Ministry Partners
- Downloading your gifts
- Regular maintenance of your contacts and donations

BEFORE YOU DOWNLOAD TNTMPD

You can improve your use of TntMPD by doing some legwork ahead of time. You do not have to do these things, but if you do, it will save you time later.

• **Get a CD writer.** Because your MPD database is so central to your work as a missionary, it is imperative that you back up your TntMPD database often. I back it up every day to a different directory on my hard drive, with a different file name (like "toontown backup.mpd"). I also back it up to a CD weekly. I advise you not to back up to a floppy disk because your file will very quickly grow to greater than 1.44 Megs. *See Chapter 7 for more information on backing up your TntMPD database.*

• **Have your contact list ready.** You *can* manually key all your contacts into TntMPD… if you have just joined your ministry and are wondering what to do with all those daytime hours between appointments. You can also automatically load all your contacts from your ministry's donor database (if your ministry supports that). However, if you already have a big list, it's best to import your contacts to TntMPD from another program… even if your entire list is on paper and you have to type it in Excel first. This is also covered in Chapter 7.

Finding & Downloading TntMPD

Go to www.google.com and search for "TntMPD". The first item should be the official TntMPD web-site; just click on the link and your browser will be directed to the TntMPD web-site.

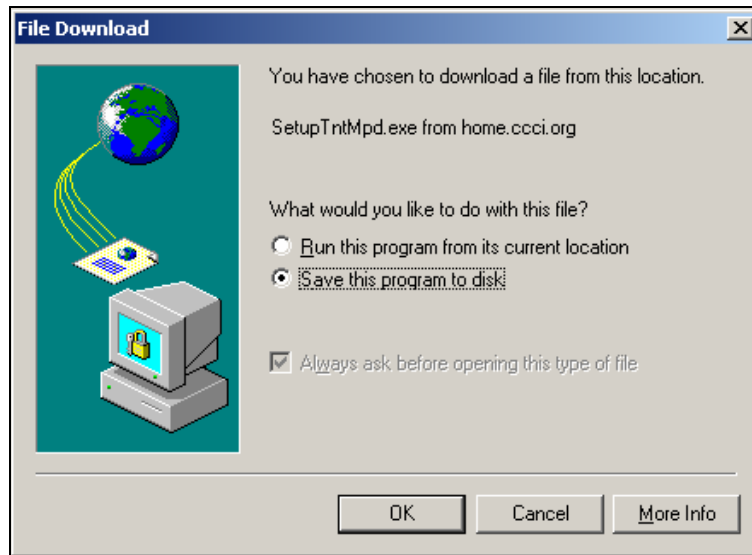TntMPD installs on your computer like most other software… except that it's free!

1. Click the **Install** link in the upper left hand corner of the TntMPD website.
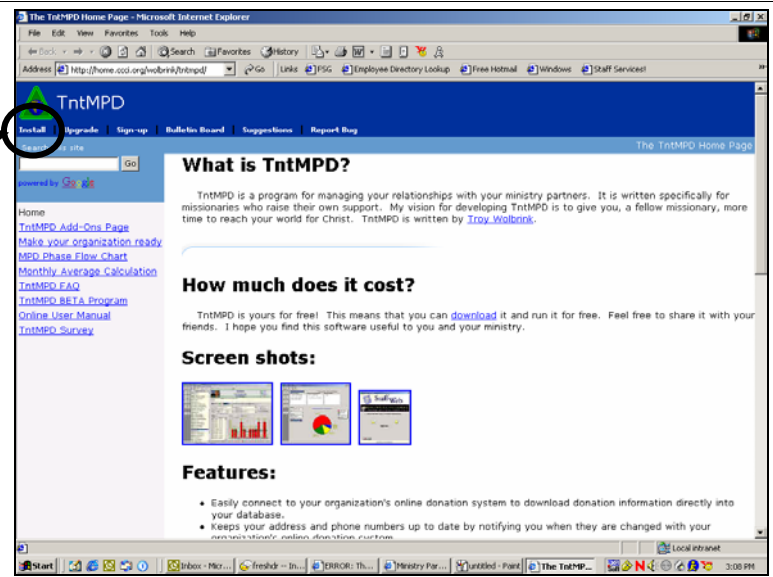
2. Click [**Install Now!**].
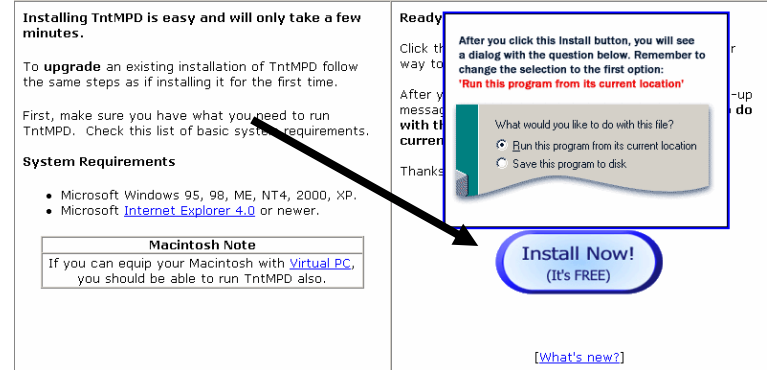
3. Change the radio button from "**Save**…" to "**Run this program from its current location**."
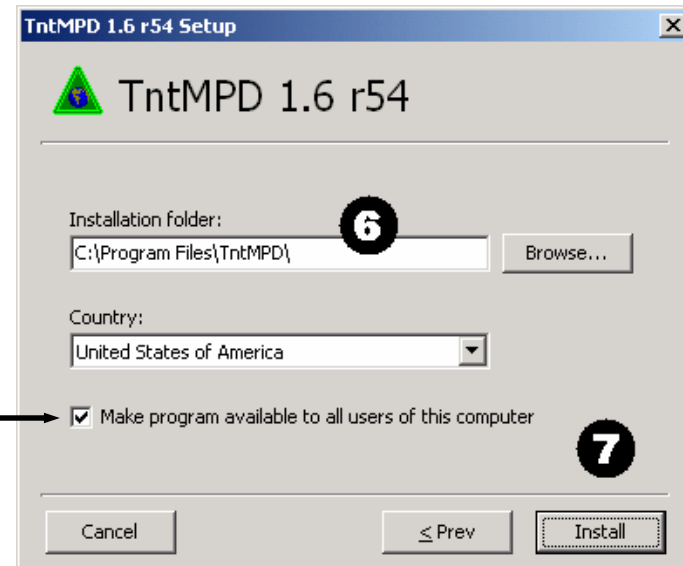
4. Press ⬚OK⬚.

5. **Security Warning** dialog box. Answer ⬚Yes⬚ to indicate you want to install and run TntMPD.

6. Select your installation folder, most likely the default **C:\Program Files\TntMPD**

7. Press Install .

Note: You can make TntMPD available to all users of the computer.

8. TntMPD will install to your computer, then give you three options before continuing:
   a. Create a shortcut on your desktop (check this for quick access to TntMPD in the future).
   b. Allow TntMPD to connect to the Internet (uncheck this if you are in a place where you do NOT want auto-connect).
   c. Launch TntMPD. This will launch TntMPD automatically.

9. Press Close .
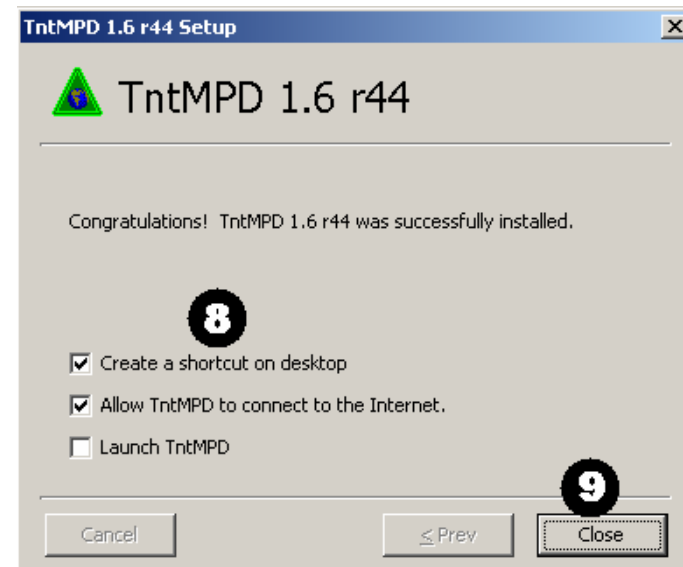
RUNNING TntMPD FOR THE FIRST TIME

When you run TntMPD for the first time, you are asked if you want to create a new database. Click No if you have a database already (for example, if you are downloading TntMPD to a new computer).

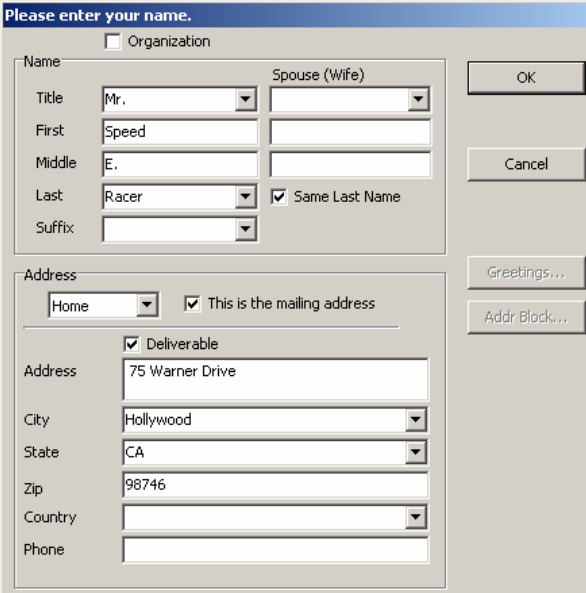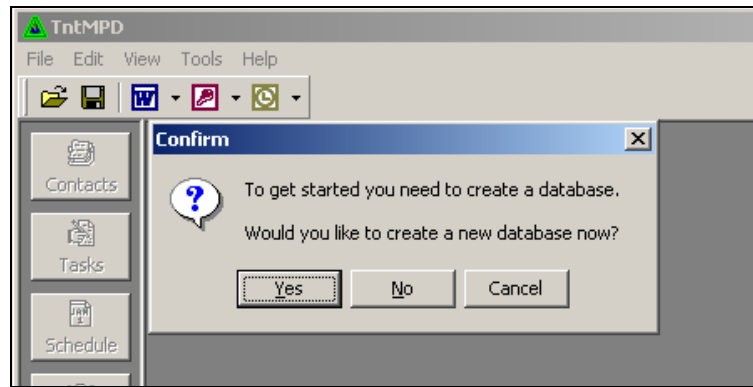For this manual, we created a fictional database for Mr. Speed Racer of Toontown.

1. Click **Yes** to create a new database.
2. Click **No** or **Cancel** to start TntMPD without an open database.

*If yes, continue reading. If no, then select **File | Open** to open an existing database. You can also create a new database at any time by selecting **File | New**.*

3. Create yourself as your first contact. You do not necessarily need an Address or Greetings for yourself unless you will be mailing things to yourself.
4. Click **OK**.

Tip: Having yourself as a contact allows you to assign tasks for yourself later.

Tip: You might want to have multiple TntMPD databases if you are tracking contacts & gifts not only for yourself but also for your local ministry operations.

WELCOME TO TNTMPD!

Isn't it nice to feel welcome?
WEB FEATURE: TntMPD gives you an opportunity to automatically download addresses or gifts from your ministry's web server. If your ministry is TntMPD-compatible, select one of those two options, otherwise just press **Continue** to start using TntMPD.

Before you press either button, read the rest of this chapter about the three ways to get contact information into your TntMPD database.

The instructions on the following pages are for Gift Input, but the same steps work for Address Input.

Tip: You can download all your donors' addresses from your ministry's server… without the gifts. Or you can press Gift Input and download the gifts and the addresses simultaneously.

Getting Contact Info

GETTING YOUR CONTACTS INTO TNTMPD

There are three ways to get your contacts into TntMPD.

• **Adding them manually.** *Covered in Chapter 3.*	**Primarily useful only if you are just starting out with your MPD. Very time consuming.**
• **Download contacts from your ministry's database** *Covered on the next page.*	*Advantages:* • Requires little work on your part. • Downloads corrected USPS addresses with complete Zip Codes (if your organization takes advantage of this service). • Downloads past partners who are not currently on your list. *Disadvantages:* • Receipt addresses may not match the addresses where you normally send newsletters. • Donor names are often formal names because they are taken from checks and therefore they may not match your list. • Only downloads the names of donors.
▶ *This is the most thorough method. It is worth the effort and time to do it correctly the first time.* • **Import data from your own database (e.g., Excel, Access, Word, Palm, Outlook, etc.)** *Covered in Chapter 7.*	*Advantages:* • Your contacts' names and addresses appear as you normally use them. • You can load contacts who have never given but receive your letter. *Disadvantages:* • TntMPD will not always automatically connect your imported donors with the existing donor info from your TntMPD database (but you can correct that either at the time of download or later).

DOWNLOADING GIFTS AND/OR ADDRESSES DIRECTLY FROM THE WEB

WEB FEATURE
TntMPD will connect with your organization's donation system if your organization supports web-download of donation data.

- Press the Gift Input button on your shortcut bar.
- Select your **Organization** from the drop-down list.
- Enter the **Login** and **Password** you use to access your donor software.
- The **(Click here if you need a User Name and Password)** link connects you with your organization's donation system.

1. Setup account information.

Download Organization List

Organization | Campus Crusade for Christ - USA
Login |
Password |

(Click here if you need a User Name and Password.)

✕ Cancel | Retry Last Download | Next ≥>

Gift Input

- Select a date range (as far back as your organization has data for maximum benefit).
- Click ☑ **Try to match existing contacts** if you have your contacts in your database already. Though TntMPD can't match perfectly, you can manually connect contacts later.
- Press Download.

Tip: If you click on the year, you can scroll up/down one year at a time.

2. Select date range you would like to synchronize to.

Starting Date | Ending Date

◄ January, 1996 ► | ◄ April, 2003 ►

Sun Mon Tue Wed Thu Fri Sat
31 1   2   3   4   5   6
7   8   9   10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31 1   2   3
5   6   7   8   9   10

Sun Mon Tue Wed Thu Fri Sat
30 31 1   2   3   4   5
6   7   8   9   10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 1   2   3
4   5   6   7   8   9   10

⭕ Today: 4/17/2003 | ⭕ Today: 4/17/2003

☐ Try to match existing contacts

✕ Cancel | Retry Last Download | ≤< Prev | 🔁 Download

Account Balance: 1682.19

Tip: Most ministries keep only a limited number of years on their database. Go back as far as you can.

Downloading addresses and gifts from your ministry's donation system can be a time-consuming process. The speed is primarily based on your donation system's processing ability, but may also be affected by your modem speed and your computer's speed.

- You have to wait while TntMPD downloads the contacts from your ministry's donation system.
- Whenever TntMPD encounters a name that it cannot find in your database, it asks you if you want to connect that name with someone who is already in your database. It provides a list of your contacts (shown in box at right).
- Click $\boxed{\text{OK}}$ if you have selected a match.
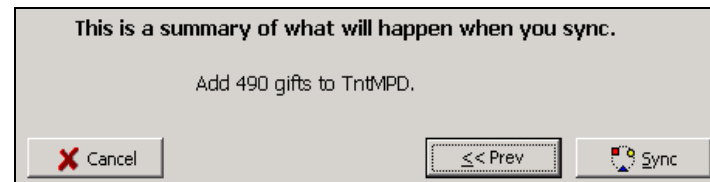- Click $\boxed{\text{No Match}}$ if this contact is not in your list already.
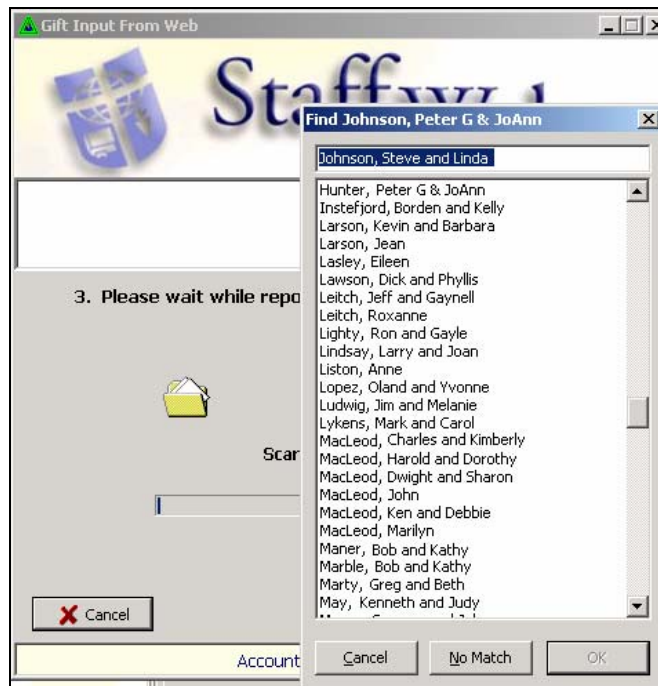
Tip: You can also assign gifts to an appeal at this point. Double-click on any gift to bring up a box that will allow you to modify information about that particular gift. (See Chapter 5.)
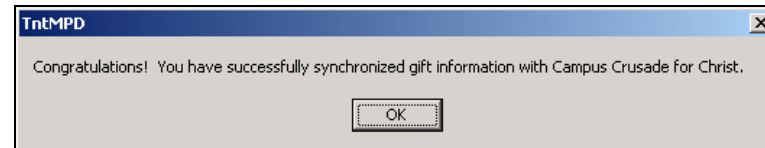
- TntMPD will then provide a list of all contacts it wants to add, and you have the option of *not* adding them.
- You will also see a list of all gifts to be downloaded.
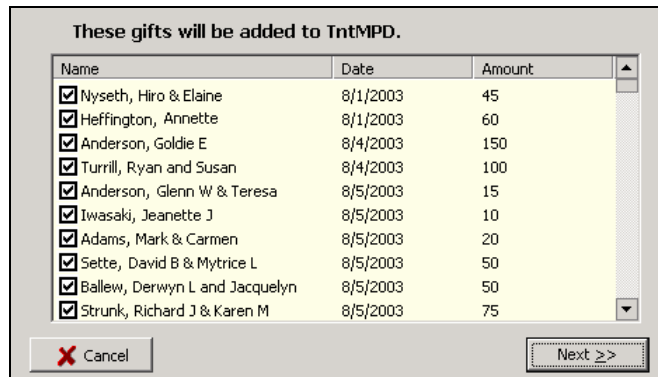
- TntMPD will summarize the activity it is about to perform. You have the option to NOT perform this procedure by pressing **Cancel** at this point.

- Press **Sync** to finish.

This is a summary of what will happen when you sync.

Add 490 gifts to TntMPD.

✗ Cancel   << Prev   Sync

- Generally, your gift load will be "successful" and TntMPD will congratulate you!

TntMPD

Congratulations! You have successfully synchronized gift information with Campus Crusade for Christ.

OK

- Sometimes TntMPD cannot synchronize and you will have to perform the download and synchronization again. Doing so will not affect those gifts already downloaded.

TntMPD

Not all items were synchronized. You may try again later.

OK
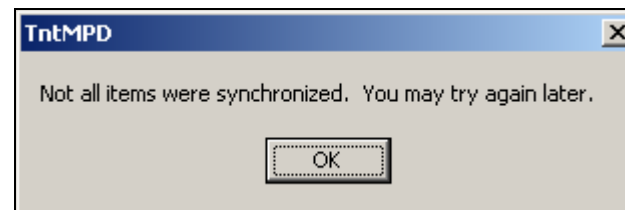
GIFT INPUT MANUALLY (OPTION 1: RIGHT CLICK ON THE CONTACT'S GIFT RECORD)

Sometimes you will want to manually input a gift. For example, to record a cash gift received while visiting a contact in person. Or, you may want to manually record a gift written to the organization; TntMPD will later record the organization details associated with the gift you manually entered.

A ☑ **Personal gift** is a gift of cash, check, or some other tangible item given to you personally and not to your ministry.

- In the Contact View, select the contact's MPD tab. Then, right-click in the **Gifts** section and select **Add new gift…**
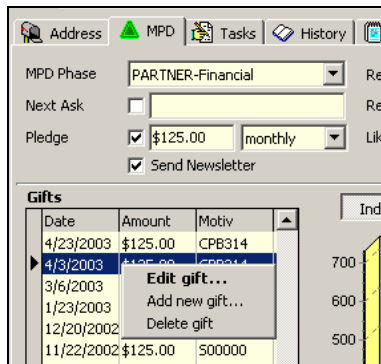
- Enter the date and amount of the gift.
- Assign the gift to an appeal, if needed. (See Chapter 5 for more info on **Tracking Appeals**.)
- Identify whether the gift is a personal (non-receiptable) gift or one that will be processed through your mission agency and therefore download later via the Gift Input button.
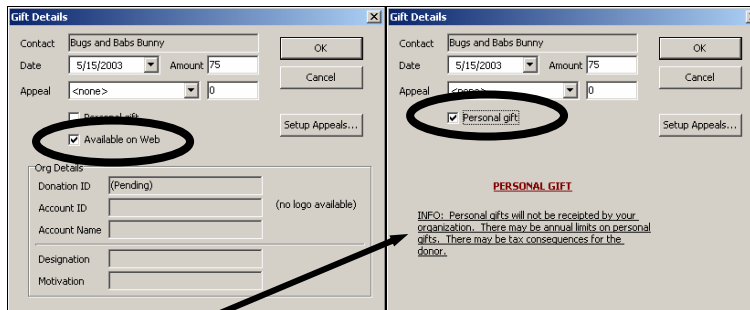
Tips:

• **Personal gifts cannot be receipted; donors cannot claim those gifts as tax-deductible contributions.**

• **Your agency may have limits on the dollar amount of personal gifts you can receive during the year.**

- If the gift is personal, the letter "P" will show up next to the gift.

GIFT INPUT MANUALLY (OPTION 2: SELECT TOOLS | MANUAL GIFT INPUT)

The **Gift Input Form** came from the early days of TntMPD before web-download of gifts was possible. It is also very helpful for those who serve in ministries which do not have automatic download. It lists all of your partners in alphabetical order (if they have given in the past 12 months).

- Select **Tools | Manual Gift Input.**

- In the picture to the right, notice that in May 2003, Bugs Bunny has given two gifts ($100 normal monthly gift + $75 manually added moments ago).

- To add an additional gift for a partner on the list, click on the **Day** or **Amount** of the partner and press [Another Gift]. (That's the blank line you see between the two gifts.)

- Enter the date and amount of the gift.

- To add a gift for a partner in your contact list but not appearing on the manual form, press [New Partner] and select the partner from your list of contacts. (That's the **Select a contact…** box shown.)

- Enter the date and amount of the gift.

- Press [OK].

GIFT INPUT MANUALLY (OPTION 3: UPLOAD A GIFT FILE USING TOOLS | ADDRESS AND GIFT INPUT FROM FILE…)

- DEVELOPER'S NOTE: "This feature is designed as an alternative for ministries which want to provide donation information for their staff, but they don't have a web server or the technical know-how to make the data available on demand. A ministry could send out monthly emails with this file attached. The staff member would only need to double-click on the file attachment and TntMPD would automatically open it and launch this dialog."

Because this is a complex procedure, look at this web link for more information:

- **http://home.ccci.org/wolbrink/tntmpd/ HowToCreateDataSyncFile.htm**.
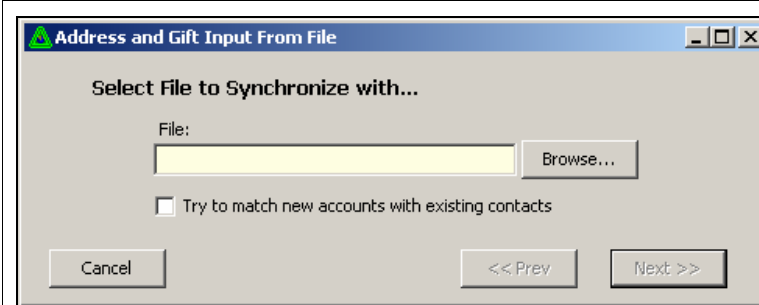
Tip: For best results, format your gift file using your organization's "people id" (their unique # for that donor), which is filed in TntMPD as "PEOPLE_ID".

Compact & Repair Database

This is covered in detail in *Chapter 7: Technical Features*. In brief, as you work with your database—and download data from the web—your database will naturally balloon in size. To get it down to a manageable size, select **File | Compact & Repair Database**. (TntMPD will do this automatically every 30 days.)

Tools | Options

The **Options** dialog box offers a number of settings that apply to your use of TntMPD. Most of these tabs are covered later in the book when the options apply to the activity you are performing.

1. **General** tab. Basic settings.

   - **Monthly support goal.** Used for calculating your support progress on the Analysis tab. *(See page 5-2.)*

   - **First day of MPD week.** Used to calculate your task activity. Has no bearing on your 'calendar' in the Schedule view. *(Also see page 5-2.)*

   - **Organization Abbreviation.** Places the abbreviation wherever "your organization" would appear, such as the **Contact | View XYZ Info.**

   - **Organization Name.** Defined when you loaded TntMPD.

   - **Allow TntMPD to connect to the Internet.** Used for checking for updates as well as downloading gift information.

   - **Display extended information.** Um, I don't know what this does.
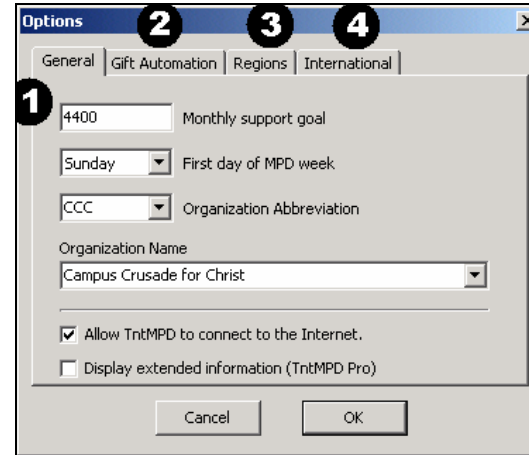
2. **Gift Automation.** Used for creating auto-tasks. *(See page 4-7.)*

3. **Regions.** Used for geographically organizing your contacts. *(See page 3-10.)*

4. **International.** TntMPD can automatically include your home country in the mailing address block for your letters when you are outside your home country (when the contact's mailing address country is different from your **current location**).