

A USER'S GUIDE TO WINTM

(Version 3)

FOREWORD

The WINTM software comes with its own Help Menu, which can also be printed out. The WINTM Help menu is very clear and helpful in providing the new user with an explanation of the various functions of WINTM. In no way is this document to be seen as a replacement of the WINTM Help Menus, but hopefully as a complement to it.

This document is designed to guide the **novice** user in setting up the WINTM application in an easy and orderly manner. Beyond that point, this guide will also assist the person responsible for generating future Life & Ministry assignments and maintaining a record of each student's progress.

Please Note: This guide is a reflection of how one congregation may use WINTM, while another congregation may prefer to change some options to suit their specific needs.

A. CREATING THE LIST OF STUDENTS (AND ASSISTANTS)

Assuming that the WINTM software¹ has been successfully installed on your Windows based PC, start by registering the students who will deliver the assignments².

If the student files have already been completed then skip to the next topic "B. CREATING THE CL&M TALK SCHEDULE" on page 3.

1. Select the WINTM icon to display the Action Panel³.
2. From the display select the "Edit Student File"
3. For each new student select the "New Student" option⁴, and complete the various boxes (fields) as follows:
 - a. "First Name", then "Last Name"
 - b. If this student is a member of a family who are also to be later enrolled, then select the blue "Families" button⁵, which will display the "Family Groups" database⁶. Select "New Group". A new Family Group number will appear in the small box in the top

¹ The suwintm.exe is the Set-Up-WINTM program that installs WINTM. You can download it from either www.tswintm.com or www.tswintm.org.

² The minimum number of students supported by WINTM is 16. If this number of students is below this total, then dummy students could be created and suspended in the interim.

³ The Action Panel is WINTM's initial screen (or Home) display.

⁴ To modify an existing student, scroll down the list of students on the display. When you find the highlighted student, choose the "Edit" option and make the necessary change/s.

⁵ The purpose of this option is recognise each member of a family so that no more than one family member will be assigned a part on the same night in any Hall.

⁶ If another member of this family is already displayed, then by simply add the student's name to that Family Group.

right hand corner for that family. All the other members of that family will use the same Family Group number.

- c. Supply a contact phone number⁷ for that student, as well as their email address⁸.
- d. We need to specify some personal details about the student as this will affect the kind of parts that can be assigned to them.
- e. When assigning these parts please keep in mind the following guide:

IMPORTANT NOTICE WHEN ASSIGNING PARTS TO STUDENTS (AND ANY ASSISTANTS)

The following conditions need to be observed when assigning certain parts and roles.

1. The "Initial Call" part involving a male and female couple must always be assigned to those within the same family.
2. All other parts involving a couple must always be two members of the same sex.
3. Those assigned a "Discourse" part are restricted to brothers nominated by the Life & Ministry Meeting Overseer.
4. While elders are not normally assigned student parts, they may participate if they wish.

Each part may be in one of the following formats:

5. Bible Reading (only by a brother),
6. Initial Call (see item 1),
7. Initial Call Video (handled by the Meeting Chairman),
8. Return Visit (either the 1st, 2nd or 3rd return visit) (see item 2),
9. Return Visit Video (handled by the Meeting Chairman),
10. Bible Study (see item 2),
11. Discourse (see item 3).

- f. On the right hand side of the screen display, indicate the student's gender and if they are a child, a youth or a new student. If the student is a male, then two further boxes will appear on the right hand side to indicate if they are a "Ministerial Servant" or an "Elder". If the brother is neither then leave both blank.

Below these boxes is a "Suspend" box which allows the Life & Ministry Meeting Overseer to suspend the assigning of parts to that student as required.

- g. On the left hand side of this display, you will notice that only brothers can be assigned a "Bible Reading" and/or a "Talk" (Discourse) part depending upon their progress. Irrespective of what boxes are displayed, they indicate the type of parts that can be assigned to that student.
- h. Along the bottom left hand side of this display, is an "Unavailable Weeks" box. This option allows the student to be excluded from a talk assignment for the specified weeks. Once the last "unavailable week" has passed then the student will automatically become available for a talk assignment.

⁷ A phone number is shown on the assignment slip, so that their "Assistant" can contact them. Likewise the assistant will also see the student's phone number.

⁸ The email address is an option that allows the student to be contacted about their assignment if required.

4. If you choose to simply edit an existing student, the aforementioned display will appear and show each of the various talk assignments and the date they were (or are to be) given. It also shows in which Hall those assigned parts were (or are to be) given. Alternately If you select "View" from the Action Panel, and then select "Student Lists" and "All Students", a complete summary of all the students (in Last name order) will be displayed showing the same aforementioned information.

B. CREATING THE CL&M TALK SCHEDULE

WINTM is designed to automatically assign each student to a talk for the next two months (or one month if specified) based upon the criteria entered in their Student File.

Alternately, the Life & Ministry Meeting Overseer can override this feature and manually assign each student to a part (refer item 3.e.iv on page 4). Select the WINTM icon to display the Action Panel.

1. From the display select the "Create Next Schedule".
2. The "Select Start Date for the New Schedule" display panel will appear, showing the next start date.
3. Also appearing is the "Preferences" option. Select this option and the "Scheduling Preferences" will be displayed:
 - a. The number of halls will be shown as well the current setting. You can change it by selecting the required box number,
 - b. There are 3 more boxes listed below it, "Observe Delays in Studentfile when Scheduling"; "Spread Family Assignments" and "Schedule Some Students Only in the Main or Auxiliary Halls". The initial default value is to have each one of them "ticked". Depending upon how many halls have been specified could impact the latter option.
 - c. Beneath the 3 boxes is "Omit Bible Reading in Auxiliary Halls". The initial default value is "unticked" (or disabled) although this option is rarely used nowadays.
 - d. When this panel has been completed, select "OK" to continue.
 - e. The next display has the heading "Edit assignments to match workbook or click "Updates"".
 - i. At the top left hand corner is the "Updates" button. Press this to check for any workbook updates and adjusts the proposed assignments if needed⁹. **Failure to perform this step could create assignment problems.**
 - ii. The display also shows the 3 parts¹⁰ in the "Apply Yourself to the Field Ministry" portion of the CL&M meeting. At this point, verify if there is an Assembly or a Circuit Overseer's visit on any of these dates. If so, highlight the appropriate box for either or both dates. You will notice that the week of an Assembly will be removed from the display as there are no other meetings for that week. If the

⁹ This step will check to see if the parts listed in the CL&M Workbook are the same as those showing in WINTM. If they have changed then the update will synchronise WINTM to match it. It doesn't check for updates to the software.

¹⁰ The Bible Reading assignment is handled separate to this display.

visit of the Circuit Overseer is expected on one of these dates, then only the Main Hall will have students assigned a part.

- iii. On the bottom of the left hand side of this display are two more boxes. If only one month of assignments are required then select this box.
 - iv. Also, there is a "Create Blank Schedule" box. If you choose to select this option then WINTM will not automatically select students (and any assistants) for those weeks. Opting for a "Blank" schedule will allow the Life & Ministry Meeting Overseer to manually select the students (and any assistants). Either way, WINTM will check the assignments with the student file for any irregularity. If a possible problem is detected it will assign the part to the student, but show that student's name¹¹ in red to alert the Life & Ministry Meeting Overseer.
4. If you opt to allow WINTM to automatically allocate the parts to the students then you can check the result by selecting "View Current Schedule" from the Action Panel.

To modify the assigned parts, select "Modify Current Schedule". You will be presented with a panel entitled "How to Use the Schedule Editor" – F1 for more details". It will describe the keystrokes to make the necessary changes and to exit this step.

5. If you opt to manually assign the student parts, then the screen will display ALL the meeting parts with then a red "blank" in place of the student's name.
 - a. Click on the "blank" once and it will disappear. Repeat this keystroke and a panel will appear entitled "Select replacement for – (the part)". The list of eligible students is usually displayed sorted by the student's surname, although you can opt for next sequence showing only those who are eligible to do this part. To assist you the sister's names are shown in red and the brothers in blue.
 - b. The list of students displays the date this part was recently assigned to them as well the date they were assigned to give a different part. By viewing this list you can see who is due to give this part. By clicking on a student and then the "OK" button the student's name will appear on the Current Schedule.
 - c. Where applicable use a similar process is to assign the student an assistant.
 - d. Repeat this process until students (and any assistants) have been assigned.
 - e. If you wish to temporarily skip an assigned part, click on the "Blank" button and the Current Schedule will remain unchanged. To assign the part at a later time, repeat the step described above.
6. Once you have completed all the assignments and satisfied with the selections, you will need to SAVE the work by pressing the [Esc] key. To cancel the changes use the right mouse button¹².
7. You are now ready to move onto the next step of assigning the counsel points for those students.

¹¹ The same process is performed for an assistant if applicable.

¹² If you need to make subsequent changes to the schedule, return to the Action Panel and select "Modify Current Schedule".

C. ASSIGNING THE STUDENT'S COUNSEL POINTS

This step is started only after completing the assigning of student parts as discussed in "B. CREATING THE CL&M TALK SCHEDULE" on pages 3 to 4.

From the Action Panel click on the "Edit Counsel Points".

The first student will appear for the Life & Ministry Meeting (*beginning the week of "Week of Month, Day, Year"*) in the Main (and Secondary) Hall/s.

1. Choosing the counsel point, may depend upon various circumstances such as:
 - Did the CL&M Chairman comment on his copy of a previous "Worksheet" that the student should continue on the same counsel point?¹³
 - Or was he satisfied with the student's effort, but they should work on a specific counsel point other than the next sequential counsel point?
 - He was satisfied that the assigned counsel point was suitably demonstrated and deemed "Completed" along with the "Exercise"? If so then the student should move onto the next sequential and appropriate counsel point for the assigned part.
2. The student's counsel point should be suited to the assigned part. By clicking on either the "Next" or "Study" buttons, a list of counsel points is displayed¹⁴. For example, if the student is assigned a "Bible Reading" part then it is shown and highlighted in green. If a selected counsel point is not appropriate for that part then it will be highlighted in red.
3. If a previous counsel point has not been completed then the previous assigned date will display it. The "Exercise" and "Completed" columns will indicate it.
4. When you select a counsel point and click on the "Assign" button, another smaller panel will require you to confirm the choice. Select "OK" to assign it and then "Done" to return to the student listing.
5. Click on the next student and repeat the aforementioned steps until all the parts have been completed for that particular meeting.
6. Similarly, move the cursor down to following week and assign all the counsel points for it, until all the subsequent weeks are completed.
7. Select the "Close" button to return to the Action Panel.

¹³ After each meeting The CL&M Chairman should give his completed "Worksheet" to the Life & Ministry Meeting Overseer so his observations can be reflected in the "Exercise" and "Completed" columns or in the "Remark" box for that student.


¹⁴ Please note, the "Counsel Form" button should be used only for historical purposes when the date of the assignment is no longer available in the current or previous schedule. The "Study" button is the preferred way to attach counsel if possible.

D. PREVIEWING THE CURRENT SCHEDULE

At this point you should preview and check the forthcoming Current Schedule which is usually later placed on the Congregation's Notice Board.

From the Action Panel select "View Current Schedule" which will display,

- the dates for each forthcoming Life & Ministry Meeting, and
- the various parts, and
- the students (and any assistants) assigned to give those parts.

Once you are satisfied with the accuracy of this document, you can return to the Action Panel by clicking on the  icon at the top left hand corner of the screen or press the [Esc] key.

E. PREVIEWING THE WORKSHEETS

The CL&M Chairman for any given week will require a printed copy of the Life & Ministry Meeting Worksheet for that week showing the assigned student parts. Consequently, it is essential to preview and check that each student and their counsel point is correctly shown.

From the Action Panel select "View Worksheets" which will display,


- the week beginning dates for each forthcoming Life & Ministry Meeting, and
- the Main Hall, or any secondary hall, or All Halls.

Either click on "Main Hall" or the desired "hall", and select the "Preview" button.

The Worksheet should display the following information for each student part:

- the week beginning date and the Hall location,
- **the name of the student and assigned part to be given,**
- **the counsel point details** and the relevant page number in the "Benefit From Theocratic Ministry School Education" book,
- notation spaces for "Complete", "Exercise" and "Next counsel point", and
- any "remarks" as shown on their counsel point record, and
- the allowed time along with a notation space in respect of "Timing".

In particular check the student names and their counsel point details.

When you have completed this step, return to the Action Panel by clicking on the  icon at the top left hand corner of the screen or press the [Esc] key.

Before you decide to print copies of the Worksheets, please review *Figure 2 - Handy Print - Adobe PDF file* in the "PRINTING" topic on page 8.

F. PREVIEWING THE ASSIGNMENT SLIPS

From the Action Panel select "View Assignment Slips", and a new panel entitled "Select Slips" will be displayed listing the forthcoming meeting dates.

For the time being ignore the details shown down the right hand side of the display¹⁵ and click on a week and then the "OK" button.

This will display a formatted copy of the S-89-E form for each of the student assignments for that week's meeting¹⁶.

To preview all the assignment slips, click on the "Select All" button and all the student assignment slips will be displayed.

In particular check the student names and their counsel point details.

Scroll down the screen to preview and check each of the student assignment slips. To return to the Action Panel, either click on the ↶ icon at the top left hand corner of the screen or press the [Esc] key.

Before you decide to print copies of the Student Assignment Slips, please review *Figure 3 - Printing Student Assignments Slips* under the "PRINTING" topic on page 8.

G. PRINTING

As shown below in *Figure 1*, along the top of the Action Panel display are several icons which perform various functions, including the printer icon (as shown by the arrow).

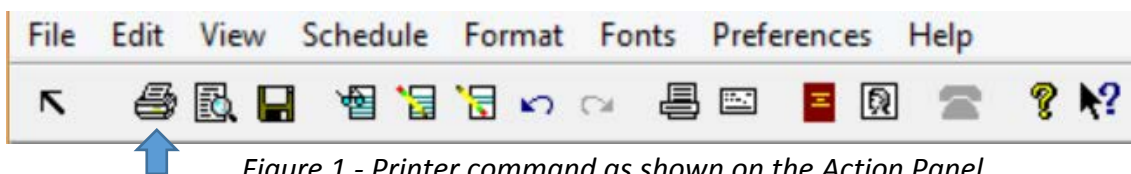


Figure 1 - Printer command as shown on the Action Panel

To print a copy of the Current Schedule¹⁷ (or the Worksheets or Assignment Slips) being displayed on the screen use the mouse to select the printer. The printer display will appear along with its usual print function options.

¹⁵ It is recommended that you do not alter the Top and Left Margin settings at this stage. Also, leave the Trim Guide selected if you have access to a guillotine or some other trimming device.

¹⁶ If a part requires an assistant and the contact phone numbers for both the student and the assistant have been entered into their respective "Student File" records, then it will appear on their respective assignment slips.

¹⁷ You can also print various schedules, etc. by selecting the View option and then the desired item.

HANDY TIP

Apart from directing output to the physical printer, some printers also support the option to generate an Adobe PDF document. This option is ideal when you wish to send the same document (e.g. the Chairman's Worksheet) to multiple elders. If you use this option, remember to save it with a unique and meaningful filename (and in a folder that relates logically with other WINTM output).

Figure 2 - Handy Print - Adobe PDF file

IMPORTANT NOTE ON PRINTING STUDENT ASSIGNMENT SLIPS

When you print these assignment slips, keep in mind that initially WINTM will only generate the "Student" assignment slips.

To provide their Assistants with an assignment slip you need to repeat the same process, but make sure you select the "Assistants" option (just beneath the "Trim Guide" option).

The Assistant's assignment slip will appear to be an identical copy of the Student's slip except for these two details:

- It will show the Student's contact phone number and
- The capitalised word "**ASSISTANT**" near the centre of the slip.

Not only can this cause some confusion once all the assignment slips have been trimmed, but also when they are being handed out to the assigned individuals.

A SUGGESTION

First print the "Student" assignment slips on white paper and manually highlight the Student's names with a contrasting coloured highlighter pen.

Then print the "Assistant" assignment slips on coloured paper and using the same highlighter pen, manually highlight the Assistant's name along with the word "ASSISTANT".

This should ameliorate any confusion for all concerned.

Figure 3 - Printing Student Assignments Slips

H. MAKING CHANGES TO WINTM SCHEDULES

On the Action Panel there are two commands we have not discussed. They are:

- **"Next Schedule -> [Return from Rollback]"**
which can also change to read
"<- Previous Schedule [Temporary Rollback]"
- **"Erase Current Schedule [Permanent Rollback]"** and

At any given time the Life & Ministry Meeting schedules can reflect the **current** 2 months (e.g. February-March) and the **next** 2 months (e.g. April-May). Assuming the congregation is already using the **current** schedule, then the **next** schedule will either be in a state of preparation or completion (i.e. the assignment slips already handed out to the students)¹⁸.

Consequently there will be times when WINTM will have two editions in existence. The latest edition will reflect the **"Next Schedule ->"** even though the previous edition is currently in use. If there is a need to change or update the "previous" (February-March) edition, then to go back to it select the **"<- Previous Schedule"** command to perform a temporary rollback to the months of February-March.

Once the changes or updates have been made and saved to the **"current"** (February-March) edition, return to the **"next"** (April-May) edition of WINTM by selecting the **"Next Schedule ->"** command so as to return from the temporary rollback. When this has been done, WINTM can modify any changes to the **"next"** (April-May) edition.

The **"Erase Current Schedule [Permanent Rollback]"** permanently erases an edition of WINTM¹⁹.

- If you decide to erase the "Current Schedule" (e.g. February-March), you will be see a warning panel that reads "Are you sure you want to erase the current schedule and return to the schedule stating with Apr 01, 2018?" You will need to use either the "Yes" or "No" button.
- If you decide to erase the "Current Schedule" (e.g. February-March) during a temporary rollback, you will be see a warning panel that reads "This operation is not available during a Temporary Rollback. Return from the Rollback first." Press the "OK" button.
- If you decide to erase the "Next Schedule" (e.g. April-May) for whatever reason, you will be see a warning panel that reads "Are you sure you want to erase the current schedule and return to the schedule stating with Feb 01, 2018?" You will need to use either the "Yes" or "No" button.

¹⁸ The recommended minimum time for students to receive notice of their assignments is 3 weeks.

¹⁹ There is another command within the FILE option, called "Remove Old Files" which erases obsolete files as opposed to the erasing of Schedules.

I. A FEW FINAL COMMENTS

Please note that "A FEW FINAL COMMENTS" does **not** imply that there is nothing more to know about WINTM. This User Guide is designed to quickly assist the **novice** user set up the WINTM application and become sufficiently knowledgeable so as to maintain it.

1. Use the "**Help**" option (as shown below in Figure 4) to the right of the "Preferences" option. Using this option will display the Help "Summary", "Index", "Context Help" and "About Wintm" support features.



Figure 4 - WINTM Commands as shown at the top of the Action Panel

Referring back to *Figure 4* above, click on the "?" icon to read the "About WINTM" details. The "↖?" icon is the "Context Help Command" which will help with a relevant Help topic.

2. Before experimenting with the **Format command** as shown in *Figure 4* above, remember the old maxim, "if it ain't broke, don't fix it".

If you must change the **format** and/or **fonts** of either the "Schedule" or "Worksheets", make sure to keep a copy of the original settings beforehand. Doing this will allow you to reset the settings to their original values once you discover that the original format or fonts were reasonably acceptable.

3. The same precaution (as discussed above in item 2) also applies to the **Fonts command**. Keep a copy of the original settings beforehand.
4. When a **Student Assignment Slip is declined** because of being absent on the scheduled date, there might be several ways of dealing with this situation.

One possible suggestion could be to ask them to specify the period they will be absent and note it on the declined slip. With this information, update the "unavailable weeks" details for this student as discussed in item 3.h on page 2.

Then amend the relevant Schedule by replacing the absentee student with their replacement as discussed in item 5.a on page 4, and their counsel point re item 4 on page 5.

You will also need to print a revised Schedule for the Notice Board, a revised Chairman's Worksheet for that week, and a new Student Assignment Slip for the replacement student (and the same assistant if any).

Whilst the approach may seem involved, it will accurately reflect the Life & Ministry records and avert any confusion among those concerned.