



Charitable Assistance Software

# Virtual Training Sessions

**Beginner: November 17**

**Intermediate: November 24**

**Time: 10:00AM-11:15AM or 6:00PM-7:15PM**

**Advanced: December 3 6:00PM-7:15PM**

These sessions are designed for both Users and Administrators of the ServWare Database for recordkeeping of neighbor requests, visit assignments, and assistance notes. Additionally, the options for storage of conference activities, meeting records and financials, and membership details will be demonstrated. Learn about the features of ServWare that can help ensure annual report accuracy. Learn the procedure for an optimal "Complete" record.

Bring your questions and learn:

### Beginner

- Demonstration of ServWare features
- Overview of advantages and ease for conference recordkeeping
- Explanation of guides and resources to help implement ServWare

### Intermediate

- Demonstration of the Requests & Visit features
- Learn how to View the District Wide database of names and addresses
- Understand configuration options

### Advanced

- In-depth look at next level uses and benefits
- financial record keeping and Activity reports
- tracking Vincentian Hours and Mileage
- Manage special programs such as Giving Tree or Food Pantry

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**Links to attend sessions will be emailed to you.**