



Charitable Assistance Software

Virtual Training Sessions

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**Beginner: Tuesday, October 19 6PM-7:30PM OR
Wednesday, October 20 10:30AM-Noon**

**Intermediate/Advanced: Tuesday, November 3
10:30 AM-Noon OR 6PM-7:30PM**

These sessions are designed for both Users and Administrators of the ServWare Database for recordkeeping of neighbor requests, visits, and assistance provided. Also, options to record conference special works, meeting records or financials will be demonstrated. Learn about the features of ServWare that can help ensure annual report accuracy.

Bring your questions and learn with fellow Vincentians!

Beginner

- Take a tour of basic ServWare features
- Learn how to enter information and search records
- Look over guides and reference sheets for successful step-by-step data entry

Intermediate/ Advanced

- View demonstration of best practices for Requests & Visits
- Navigate the District Wide database of neighbor information
- Learn how to track miles and hours
- View the Administrator tab features
- Get answers to your questions about ServWare features to benefit your conference

RSVP by October 15th to Maria Welz mwelz@svdpmilw.org 414-667-0245

Note which sessions you would like to attend.

Links to attend sessions and agenda will be emailed to you.