

ServWare

Charitable Assistance Software

Training Sessions

Beginner: Thursday, September 22 6:00PM-7:30PM

Intermediate: Thursday, October 13 6:00PM-7:30PM

General Workshop: Wednesday, November 2 10:30AM-12:00PM

These sessions are designed for both Users and Administrators of the ServWare database or recordkeeping of neighbor requests, visits, and assistance provided. Learn about the features of ServWare that can help in managing records and ensure annual report accuracy.

Bring your questions and learn with fellow Vincentians!

Beginner– Virtual

Thursday, Sept 22 6:00-7:30PM

- 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

General Workshop– In-Person

Wednesday, Nov 2 10:30AM-12:00PM

Wauwatosa Library– Firefly Room

7635 W North Ave. Wauwatosa

- Navigate the Administrator tab features
- Observe the process for email communications among home visitors
- Learn about the latest updates and improvements
- Bring your own device for personal review of processes

Intermediate

Thursday, Oct 13 6:00-7:30PM

St. Margaret Mary Parish– Church Hall

3970 N 92 St., Milwaukee

- View demonstration of best practices for Requests & Visits
- Navigate the District Wide database of neighbor information
- Learn how to track miles and hours



RSVP to Maria Welz mwelz@svdpmilw.org 414-667-0245

Link to attend the virtual session, agenda & handouts will be emailed to you.