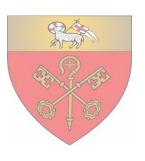# DIMS

Diocese of Fredericton

A View in Pictures
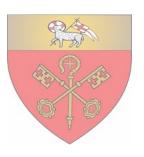
Revised 2024

DIMS

- Diocesan Information Management System:
  - Address book
  - Parish groups
  - Statistics and financial reports
- Layered access
  - e.g., parish user, archdeacon, diocesan user
- Web-based third party service, hosted off-site
  - Limited function changes possible
- Normally, parish use is by priest, admin. assistant, treasurer and/or warden(s) at annual return time

Issues Arising in 2024

Unfortunately, the effort to use a secure platform for DIMS so browsers will run it have resulted in errors occurring when one tries to add a new record. This includes new:

- People records
- Statistics and financial reports

It is still possible for users to modify existing people and parish records, and reassign existing people records to the various parish roles and groups.

Adding new people to DIMS

If you have someone who does not currently have a record in DIMS but who has taken on a parish role, please send the following information to the synod office so that a new person record can be added through other methods:

- Parish name
- Name (first and last)
- Telephone #
- Email address
- Parish Roles (groups) to be assigned to

The Diocesan Synod of Fredericton

115 Church Street, Fredericton NB E3B 4C8

(506) 459 1801 [o]   (506) 460 0520 [f]   http://anglican.nb.ca

- Home
- Login
- Parish (Maintain)
- People (Maintain)
- Parish Lists
- Parish Reports

DIMS Release 1.3 Login

Please enter your username and password. Then click the login button to proceed.

Username: parish

Password: ••••••

Login

Forgot Your Username or Password?

- Parish (Maintain)
  - Add parish people to parish groups

- People(Maintain)
  - Update contact info for people in the parish
  - Search for contact info of people in other parishes

- Parish Lists
  - Bulk contact list for parish groups

- Parish Reports
  - Create a parish profile list (people in roles)
  - View annual parish returns from previous years

People (Maintain)

Person List

Search Criteria

Last Name [ ] First Name [ ]
Work Phone [ ] Home Phone [ ]
Email [ ]

[Search] [Clear]

This is a screen to enter Search criteria. Normally you only need to enter a Last Name to get a compact list of people/parishes to choose from. Entering data in too many fields here will cause search to fail for being too specific. Be careful of browsers which try to help by pre-filling in fields.

Search parish offices by entering parish name in the Last Name field.

Click on person's name in search results list to view record.

Person List

[Add Person]

Search Criteria

Last Name [jacobs]   First Name [   ]
Work Phone [   ]   Home Phone [   ]
Email [   ]

[Search]   [Clear]

Last Name	First Name	Address
Jacobs	Cheryl	2...
Jacobs	Dariel	2...
Jacobs	Emily	2...
Jacobs	Mark	2...
Jacobs	Michelle	2...
Jacobs	Peter	2...
Jacobs	Rick	74...

Edit Person

Prefix	First Name	Middle Name	Last Name	Suffix
Mrs. ▼	Cheryl		Jacobs	▼

This Person is the Head of a Household?   ☐

Household Mailing Label Name [   ]

Address Line 1 [▓▓▓▓▓▓▓▓▓▓▓▓▓▓]

Address Line 2 [   ]

City [Fredericton]   Province [NB ▼]

Postal/Zip Code [▓▓▓▓▓]   Work Phone [(506) 459-1801]

Home Phone [▓▓▓▓▓▓▓▓]   Fax Num [(506) 460-0520]

Email [cjacobs@diofton.ca] Comm Pref [EMail ▼]

Notes [Every DIMS user can read what is in this box]

[Update]   [Return To Person List]

Please note that the Add Person functionality no longer works.

Person List

Add Person

Search Criteria

Last Name	jacobs	First Name	
Work Phone		Home Phone	
Email			

Search   Clear

Last Name	First Name	Address
Jacobs	Cheryl	2
Jacobs	Dariel	2
Jacobs	Emily	2
Jacobs	Mark	2
Jacobs	Michelle	2
Jacobs	Peter	2
Jacobs	Rick	7

People (Maintain)

- When confirming is a person is in DIMS, be diligent in your search first, especially if he/she has moved from elsewhere.

- Update contact information when you know it.

- Remove anything you know is incorrect.

- Use the Notes field to record date and what changes made.

- Indicate when someone is deceased.

- Add as many parishioners as you wish – there is a Parish Member group.

Parish (Maintain)

- Home
- Login
- Parish (Maintain)
- People (Maintain)
- Parish Lists
- Parish Reports

Maintain Parishes

Select Parish   Parish of Andover   ▼

| Parish Statistics | Parish Financials | Baptisms |

Parish Groups

A.C.W. Member	Add People
A.C.W. President	Add People
Perth-Andover	❌
Chapel Warden (Vacant)	Add People
Church School Superintendent (Vacant)	Add People
Church School Teachers (Vacant)	Add People
Church Warden	Add People
Grant Falls	❌
Perth-Andover	❌
Communications Contact	Add People
Perth-Andover	❌
Deceased (Vacant)	Add People

Adding person to a Parish Group: do not use Add Person button, but check box by name in list

Person List   Add Person

Search Criteria

Last Name Jacobs   First Name _____

Work Phone _____   Home Phone _____

Email _____

[Search]   [Clear]

	Last Name	First Name	Address
☑	Jacobs	Cheryl	2
☐	Jacobs	Dariel	2
☐	Jacobs	Emily	2
☐	Jacobs	Mark	2
☐	Jacobs	Michelle	2
☐	Jacobs	Peter	2
☐	Jacobs	Rick	7

[Select People]

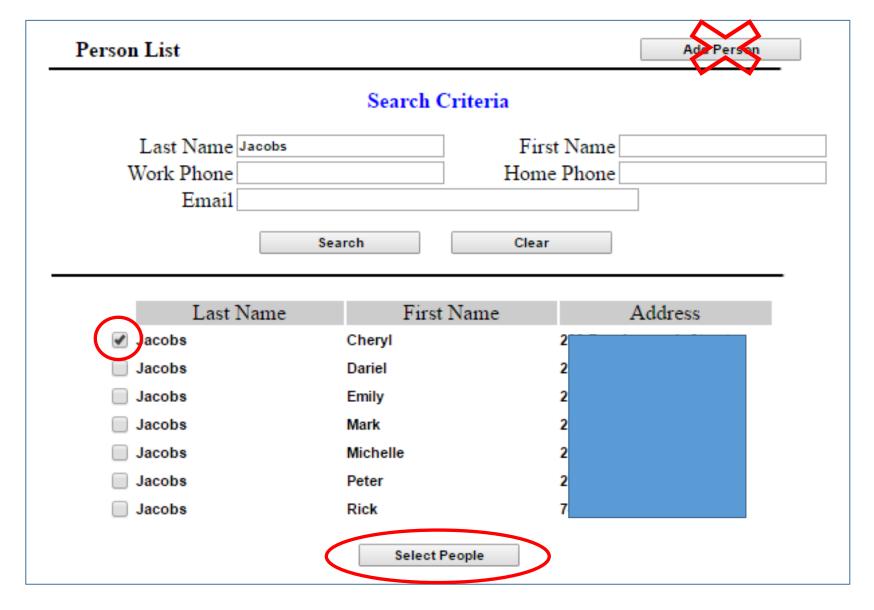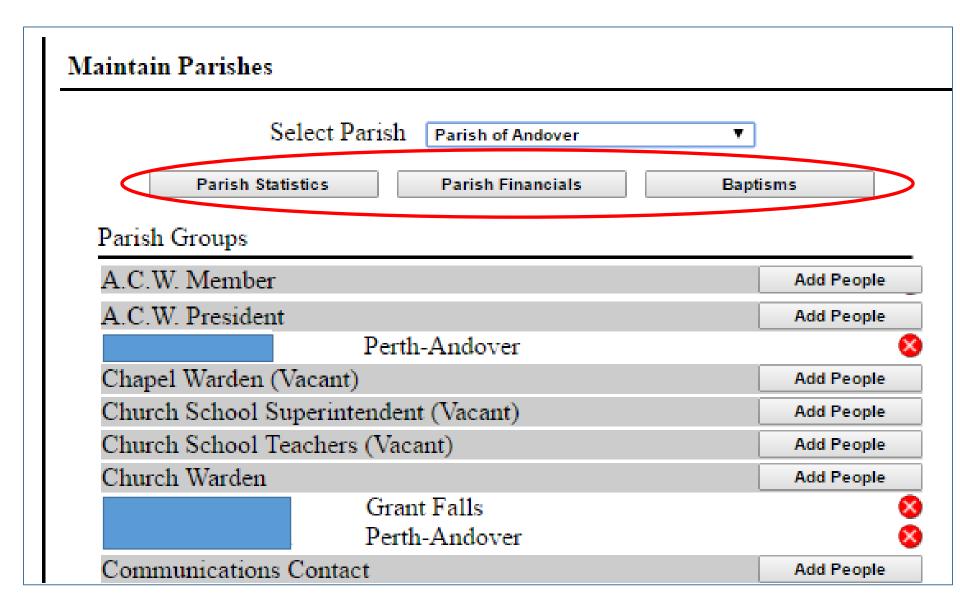# View annual parish returns (2003 - 2023)

Maintain Parishes

Select Parish   Parish of Andover ▼

| Parish Statistics | Parish Financials | Baptisms |

Parish Groups

A.C.W. Member	Add People
A.C.W. President	Add People
Perth-Andover	❌
Chapel Warden (Vacant)	Add People
Church School Superintendent (Vacant)	Add People
Church School Teachers (Vacant)	Add People
Church Warden	Add People
Grant Falls	❌
Perth-Andover	❌
Communications Contact	Add People

Adding new parish statistical and financial returns and baptisms is no longer working.

Maintain Parishes

Select Parish [Parish of Andover ▼]

[Parish Statistics] [Parish Financials] [Baptisms]

Parish Groups

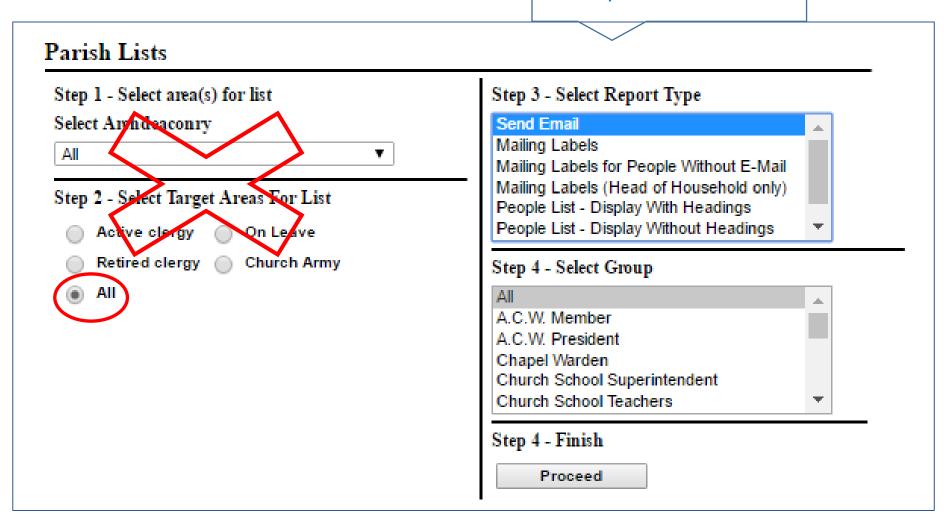|	
A.C.W. Member	Add People
A.C.W. President	Add People
▮▮▮▮▮ Perth-Andover	✖
Chapel Warden (Vacant)	Add People
Church School Superintendent (Vacant)	Add People
Church School Teachers (Vacant)	Add People
Church Warden	Add People
▮▮▮▮▮ Grant Falls	✖
▮▮▮▮▮ Perth-Andover	✖
Communications Contact	Add People
▮▮▮▮▮ Perth-Andover	✖
Deceased (Vacant)	Add People

Parish Lists and Reports

- Home
- Login
- Parish (Maintain)
- People (Maintain)
- Parish Lists
- Parish Reports

Parish Lists

Email
Mailing Labels
People List
Excel Spreadsheet

Parish Lists

Step 1 - Select area(s) for list

Select Archdeaconry

| All | ▼ |

Step 2 - Select Target Areas For List

- ○ Active clergy
- ○ On Leave
- ○ Retired clergy
- ○ Church Army
- ● All

Step 3 - Select Report Type

Send Email
Mailing Labels
Mailing Labels for People Without E-Mail
Mailing Labels (Head of Household only)
People List - Display With Headings
People List - Display Without Headings

Step 4 - Select Group

All
A.C.W. Member
A.C.W. President
Chapel Warden
Church School Superintendent
Church School Teachers

Step 4 - Finish

Proceed

Parish Reports

Use to make printed copies of annual return data for parish use

Parish Reports

Step 1 - Select area(s) for list

Select Archdeaconry

| All | ▼ |

Step 2 - Select report type

| Parish Statistics Report - Excel Export | ▼ |

Step 3 - Select Year

| 2016 | ▼ |

Step 4 - Finish

[Proceed]

Parish Profile Report
Parish Profile Report - Print
Parish Profile Report - Excel Export
Parish Baptisms Report
Parish Officers Report
Parish Officers Report - Print
Parish Officers Report - Excel Export
Parish Statistics Report - Excel Export
Parish Financial Report - Excel Export

Questions?

Need help?
Cheryl – 459-1801 (line 1)