



DIMS

Diocese of Fredericton

A View in Pictures

2019



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



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:

Password:

Login

[Forgot Your Username or Password?](#)

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



- Parish (Maintain)
 - Add parish people to parish groups
 - Enter parish annual statistics and financial report
 - Enter baptisms
- People(Maintain)
 - Add and update contact info for people in parish
 - Search for contact info of people in other parishes
- Parish Lists – bulk contact list for parish groups
- Parish Reports – annual parish return



People (Maintain)

- Home
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Person List

Search Criteria

Last Name	<input type="text"/>	First Name	<input type="text"/>
Work Phone	<input type="text"/>	Home Phone	<input type="text"/>
Email	<input type="text"/>		

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

Search Criteria

Last Name	<input type="text" value="jacobs"/>	First Name	<input type="text"/>
Work Phone	<input type="text"/>	Home Phone	<input type="text"/>
Email	<input type="text"/>		

Last Name	First Name	Address
Jacobs	Cheryl	23
Jacobs	Daniel	23
Jacobs	Emily	23
Jacobs	Mark	23
Jacobs	Michelle	23
Jacobs	Peter	23
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

Province

Postal/Zip Code

Work Phone

Home Phone

Fax Num

Email

Comm Pref

Notes

Every DIMS user can read what is in this box

Add a new person record if person not found through search.

Person List

Add Person

Search Criteria

Last Name	<input type="text" value="jacobs"/>	First Name	<input type="text"/>
Work Phone	<input type="text"/>	Home Phone	<input type="text"/>
Email	<input type="text"/>		

Search

Clear

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

Adding new person: fill in as many fields as you know, then click the Add button.

Add Person

Prefix	First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	Jacobs	<input type="text"/>

This Person is the Head of a Household?

Household Mailing Label Name

Address Line 1

Address Line 2

City

Province

Postal/Zip Code

Work Phone

Home Phone

Fax Num

Email

Comm Pref

Notes



People (Maintain)

- When adding a new person to 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

Search Criteria

Last Name First Name

Work Phone Home Phone

Email

	Last Name	First Name	Address
<input checked="" type="checkbox"/>	Jacobs	Cheryl	239 Bessborough Street
<input type="checkbox"/>	Jacobs	Dariel	23 University Drive
<input type="checkbox"/>	Jacobs	Emily	239 Bessborough Street
<input type="checkbox"/>	Jacobs	Mark	239 Bessborough Street
<input type="checkbox"/>	Jacobs	Michelle	239 Bessborough Street
<input type="checkbox"/>	Jacobs	Peter	239 Bessborough Street
<input type="checkbox"/>	Jacobs	Rick	74 Adams Street

Enter annual parish and financial statistics

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

Parish Statistics

Return / Cancel

Parish : Parish of Andover

Select A Year : 2016 ▼

Create New Year

Section 1 - Population Summary

Congregation:

Number of Congregations :

Households:

Families :

Individuals :

Membership:

Children :

Adults :

Other:

Confirmed Persons :

Communicants :

Identifiable Givers :

Section 2 - Parish Groups & Roles Summary

Parish Statistics

Return / Cancel

Parish : Parish of Andover

Year :

Section 1 - Population Summary

Congregation:

Number of Congregations :

Households:

Enter year just finished for statistics and financials

DIMS times out so good to regularly Update work so far and then go back in

Yearly grand total (attendance):

On Sundays :

On Weekdays :

Update

Return / Cancel

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

Annual Parish Returns



- Complete by March 15 each year
- Enter into DIMS if you have access
- No need to send the working forms to the Synod Office once you have entered into DIMS

Parish Lists and Reports

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Parish Lists

Email
Mailing Labels
People List
Excel Spreadsheet

Parish Lists

Step 1 - Select area(s) for list

Select Area/Deanery

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

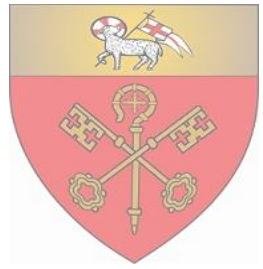
Step 3 - Select Year

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



The Future for DIMS?

- Requirements:
 - User interface improvements
 - More field specific security
 - Date recording on updates
 - Customizable fields
 - Context specific help
 - Overhaul of statistics and financial entry forms
 - Safe Church lists
 - ?



Questions?

Need help?

Cheryl – 459-1801 (line 1)