

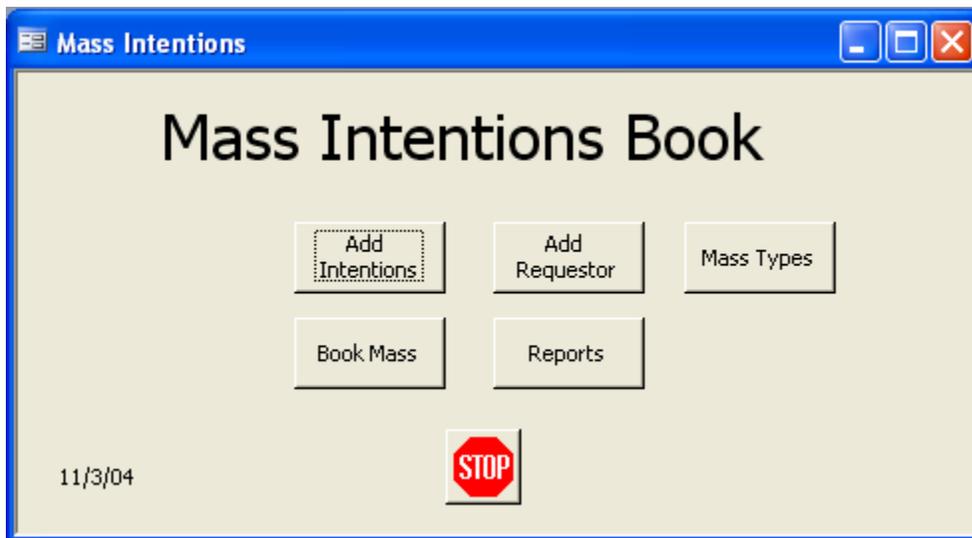
# Mass Intentions Book

## Overview

This program is intended to allow you to:

- Report on what Masses have been booked for a time span, who booked them and who they are for
- Report on whether or not masses have been paid for and how much has been taken in
- Report on all the masses that have been booked *by an individual*
- Report on all the masses that have been booked *for a particular intention*

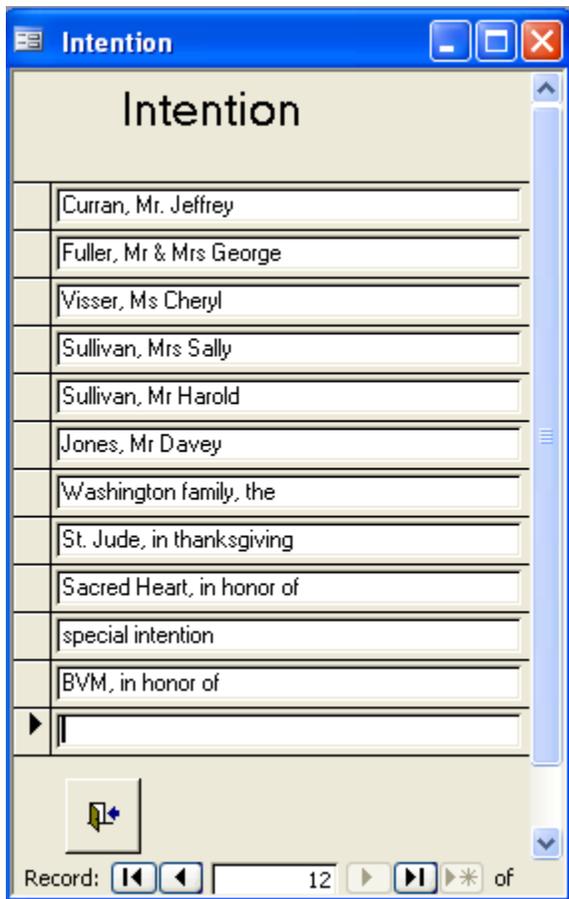
It is NOT intended to show available dates or replace the (paper) Mass book



## Setting up the program:

In order to be able to report consistently everyone who books masses and all mass intentions, they must be entered once into a look-up table.

## Add Intentions



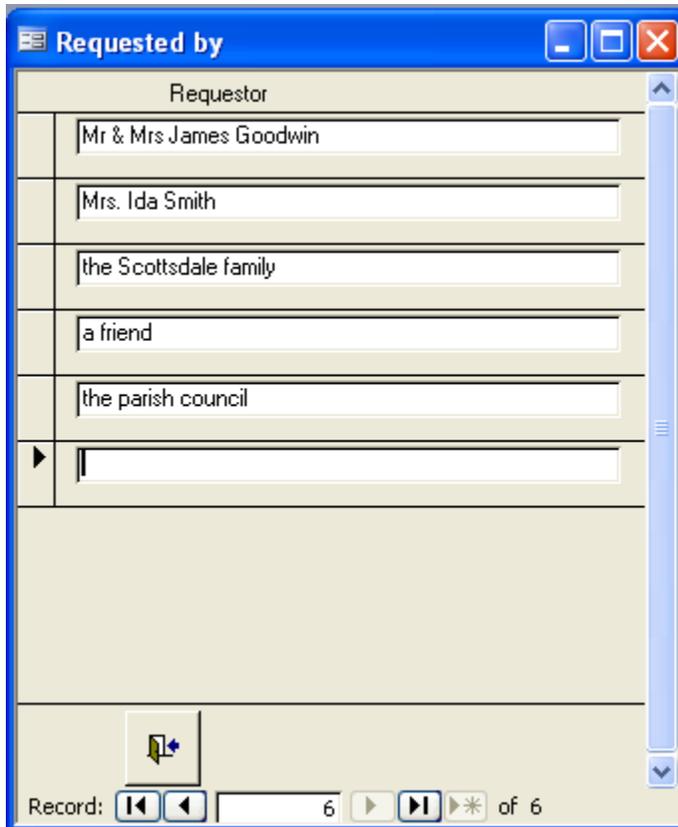
The screenshot shows a window titled "Intention" with a list of entries. The entries are as follows:

Intention
Curran, Mr. Jeffrey
Fuller, Mr & Mrs George
Visser, Ms Cheryl
Sullivan, Mrs Sally
Sullivan, Mr Harold
Jones, Mr Davey
Washington family, the
St. Jude, in thanksgiving
Sacred Heart, in honor of
special intention
BVM, in honor of

At the bottom of the window, there is a navigation bar with the text "Record: 12 of" and several navigation icons (back, forward, search, etc.).

Here are some suggested intentions in addition to the families or individuals whose names will appear as the need arises. Simply begin typing in the last empty space and a new empty space will appear for your next entry.

## Add Requestor



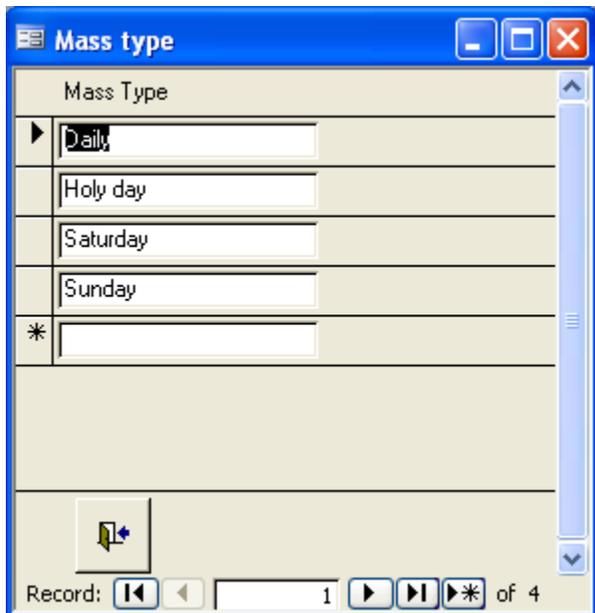
The image shows a software window titled "Requested by" with a blue header bar. Below the header is a table with six rows, each containing a text input field. The first five rows are filled with the following text: "Mr & Mrs James Goodwin", "Mrs. Ida Smith", "the Scottsdale family", "a friend", and "the parish council". The sixth row is empty, with a small black triangle icon to its left. At the bottom of the window, there is a record navigation bar with a "Record:" label, a list of navigation icons (back, forward, search, etc.), a text box containing the number "6", and the text "of 6".

Requested by	
	Mr & Mrs James Goodwin
	Mrs. Ida Smith
	the Scottsdale family
	a friend
	the parish council
▶	

Record: [Navigation Icons] 6 [Navigation Icons] of 6

These are the names of people/organizations who are requesting the Masses. Be sure to type them the way you want them to appear on reports. Again, just type in the last empty space.

## Mass Types



Enter the common Mass types before using the program (this is intended to be items like “Sunday”, “Saturday”, “Holy Day”) You can be as specific, such as which holy day, or general such as weekday mass, as you like.

## Booking a Mass

Mass Date	Type of Mass	Mass	Intention	Requested by	Notes	Fee	Paid
5/21/2006	Sunday	10:30 AM	special intention	Mrs. Ida Smith		\$10.00	<input checked="" type="checkbox"/>
6/22/2006	Daily	8:30 AM	Fuller, Mr & Mrs George	the parish council	4 year anniversary Mass	\$10.00	<input type="checkbox"/>
8/22/2006	Daily	5:15 PM	St. Jude, in thanksgiving	Mr & Mrs James Goodwin	for favor received	\$10.00	<input type="checkbox"/>
11/8/2006	Daily	8:30 AM	Fuller, Mr & Mrs George	the Scottsdale family	Memorial Mass	\$10.00	<input checked="" type="checkbox"/>

Record: 4 of 4

1. Mrs. Scottsdale comes in to book a memorial mass for Mr. & Mrs. George Fuller.
2. Using the Paper Mass Book verify the date she is requesting. Be sure to record all the information in the Mass Book.
3. (Note: Entry into this program can be done later if the computer is not readily available)
4. Click "Book Mass"
5. Enter the Mass date (11/8/2006)
6. Choose the Mass type from list (Daily)
7. Enter the Mass Time (8:30 AM)
8. Choose Intention from list – i.e. who the Mass is for: Fuller, Mr. & Mrs. George. If the intention is not already in the drop down then you need to add it with the *Add Intention* button on the main screen.
9. Choose *Requested by* in this case, the Scottsdale family. If they are not already in the drop down then you need to add it with the *Add Requestor* button on the main screen.
10. Add Notes (Optional): Memorial Mass
11. Enter the Fee due (some call this a stipend)
12. Check off Paid when the money is received

**Reports:**

By Date: Fill in both start and end date and press the “Dates” button  
 You will get the following report:

*Masses for Date Range      1/1/2006      To 12/31/2006*

<i>Mass Date</i>	<i>Type of Mass</i>	<i>Mass</i>	<i>Intention</i>	<i>Requested By</i>	<i>Fee</i>	<i>Paid</i>
5/21/2006	Sunday	10:30 AM	special intention	Mrs. Ida Smith	\$10.00	<input checked="" type="checkbox"/>
6/22/2006	Daily	8:30 AM	Fuller, Mr & Mrs G	the parish council	\$10.00	<input type="checkbox"/>
8/22/2006	Daily	5:15 PM	St. Jude, in thanks	Mr & Mrs James Goodwin	\$10.00	<input type="checkbox"/>
11/8/2006	Daily	8:30 AM	Fuller, Mr & Mrs G	the Scottsdale family	\$10.00	<input checked="" type="checkbox"/>

All masses for a particular intention – Choose intention from the drop down and press *by Intention*. You will get the following report:

<i>Intention</i>		<i>Intention of Fuller, Mr &amp;</i>			
<i>Mass Date</i>	<i>Type of Mass</i>	<i>Mass</i>	<i>Requested By</i>	<i>Fee</i>	<i>Paid</i>
6/22/2006	Daily	8:30 AM	the parish council	\$10.00	<input type="checkbox"/>
11/8/2006	Daily	8:30 AM	the Scottsdale family	\$10.00	<input checked="" type="checkbox"/>

All masses by a particular requesting person, choose the requestor from the drop down and press by Requestor. You will get the following report:

<i>Requestor</i>			<i>Requested By the Scottsdale family</i>		
<i>Mass Date</i>	<i>Type of Mass</i>	<i>Mass</i>	<i>Intention</i>	<i>Fee</i>	<i>Paid</i>
11/8/2006	Daily	8:30 AM	Fuller, Mr & Mrs G	\$10.00	<input checked="" type="checkbox"/>

For unpaid masses – press the *Unpaid* button and you will get the following report:

*All Unpaid Masses*

<i>Mass Date</i>	<i>Type of Mass</i>	<i>Mass</i>	<i>Intention</i>	<i>Requested By</i>	<i>Fee</i>	<i>Paid</i>
6/22/2006	Daily	8:30 AM	Fuler, Mr & Mrs G	the parish council	\$10.00	<input type="checkbox"/>
8/22/2006	Daily	5:15 PM	St. Jude, in thanks	Mr & Mrs James Goodwin	\$10.00	<input type="checkbox"/>