

WINTM: A USER'S GUIDE TO GETTING STARTED

FOREWORD

The WINTM software comes with its own Help Menu, which can also be printed out. The WINTM Help menu is very clear and helpful in providing the new user with an explanation of the various functions of WINTM. In no way is this document to be seen as a replacement of the WINTM Help Menus, but as a complement to it.

This document is designed to guide the **novice** user in setting up the WINTM application in an easy and orderly manner. Beyond that point, this guide will also assist the person responsible for generating future L&M assignments.

Please Note: This User Guide is a reflection of how one congregation might use WINTM, while another congregation may prefer to change some options to suit their specific needs.

A. CREATING THE LIST OF STUDENTS

Assuming the WINTM software¹ has been successfully installed on your Windows based PC, start by enrolling all the students who will deliver assignments².

Don't forget the Assistants!

There may also be those who are willing to act as a householder, but as yet feel they are not ready to be a student. They can be enrolled purely as an "Assistant", and later on be encouraged to become a student handling "easier" assignments such as the "Initial Call".

1. From the Windows screen, select the WINTM icon to display the Action Panel³ as shown below:

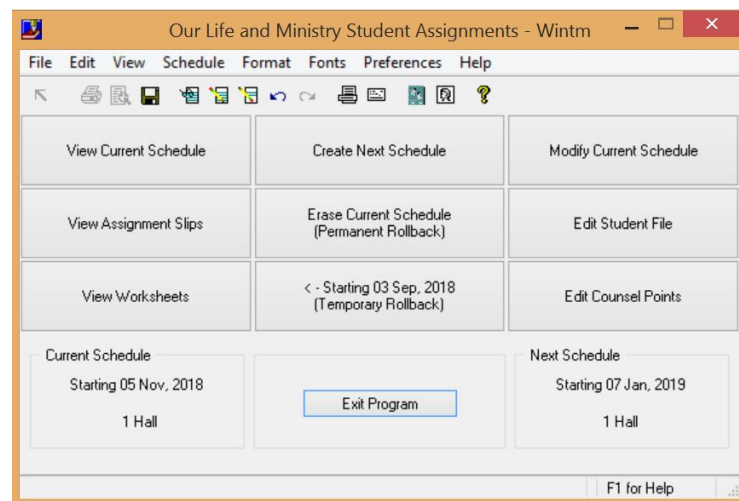


Figure 1 - The WINTM Action Panel (or HOME) display

¹ The *suwintm.exe* is the Set-Up-WINTM program that installs WINTM. You can search on "WINTM" in your browser and download it, or you can download it by clicking on either of these links www.tswwintm.com or www.tswwintm.org. It's recommended you install the program in the default location of C:\WINTM.

² The minimum number of students supported by WINTM is 16. If the number of students is below this total, then "pseudo students" should be created and suspended in the interim until new students replace them.

³ If **ALL** the students have already been enrolled then skip to the next topic "B. CREATING THE L&M TALK SCHEDULE" on page 3.

2. From the display select the "Edit Student File"
3. For each new student select the "New Student" option⁴, and complete the various boxes (fields) as follows:
 - a. "First Name", then "Last Name"
 - b. If this student is a member of a family who are also to be later enrolled, then select the "Families" button⁵, which will display the "Family Groups" database⁶. Select "New Group". A new Family Group number will appear in the small box in the top right hand corner for that family. All the other members of that family will use this same Family Group number.
 - c. Where possible, supply a contact phone number⁷ for the student, as well as their email address.⁸
 - d. We need to specify some personal details about the student as this will affect the kind of parts that can be assigned to them.
 - e. When assigning these parts please follow the instructions as outlined in the guideline, **"Instructions for Our Christian Life and Ministry Meeting"**, paragraph 4: "Apply Yourself to the Field Ministry".⁹
 - f. On the right hand side of the screen display, indicate the student's gender and if they are a Child, a Youth or a New student. If the student is a male, then two further boxes will appear on the right hand side to indicate if they are a "Ministerial Servant" or an "Elder". If the brother is neither then leave both blank. Below these boxes is a "Suspend" box which allows the L&M Meeting Overseer to suspend the assigning of parts to that student.
 - g. On the left hand side of this display, you will notice that only brothers can be assigned a "Bible Reading" and/or a "Talk" (Discourse) part depending upon their ability. Irrespective of which boxes are displayed, they indicate the type of parts to be assigned to that student.
 - h. Along the bottom left hand side of this display, is an "Unavailable Weeks" box. This option allows the student to be excluded from a talk assignment for the specified weeks. Once the last "unavailable week" has passed then the student will automatically become available for a talk assignment.
4. If you choose to edit an existing student, the aforementioned display will appear and show each of the various talk assignments and the date assigned. It also shows in which hall those assigned parts were or are to be given.

Alternately, if you select "View" from the Action Panel, and then "Student Lists" and "All Students", a complete summary of all the students (in Last Name order) will be displayed showing the aforementioned information.

⁴ To modify an existing student, scroll down the list of students on the display. When you find the highlighted student, choose the "Edit" option and make the necessary change/s.

⁵ The purpose of this option is recognise each member of a family so that no more than one family member will be assigned a part on the same night in any Hall.

⁶ If another member of this family is already displayed, then simply add the student's name to that existing Family Group.

⁷ The assistant's phone number (if applicable) is shown on the student's assignment slip so the student can contact them. Likewise the assistant will also see the student's phone number on their copy of their assignment slip.

⁸ The email address permits the student to be contacted about their assignment if required.

⁹ Refer Kingdom Ministry 5/97 p.2.

B. CREATING THE L&M TALK SCHEDULE

When the "Create New Schedule" is selected from the Action Panel, WINTM is designed to automatically assign each student a talk for the next two months (or one month if specified) based upon the criteria entered in their Student File¹⁰.

Alternately, the L&M Meeting Overseer can override this feature and manually assign each student to a part (refer item 3.e.iv on page 3).

Select the WINTM icon to display the Action Panel (if not already displayed).

1. From the display select the "Create Next Schedule".
2. The "Select Start Date for the New Schedule" display panel will appear, showing the next start date.
3. Also appearing is the "Preferences" option. Select this option and the "Scheduling Preferences" will be displayed:
 - a. The number of halls will be shown as well the current setting. You can change it by selecting the required box number,
 - b. There are three more boxes listed below it, "Observe Delays in Student file when Scheduling"; "Spread Family Assignments" and "Schedule Some Students Only in the Main or Auxiliary Halls". The initial default value is to have each one of them "ticked". Depending upon how many halls have been specified, it could impact the latter option.
 - c. Beneath the three boxes is "Omit Bible Reading in Auxiliary Halls". The initial default value is "unticked" (or disabled) although this option is rarely used nowadays.
 - d. When this panel has been completed, select "OK" to continue.
 - e. The next display has the heading "Edit assignments to match workbook or click Updates".
 - i. At the top left hand corner is the "Updates" button. Press this to check for any Workbook updates and adjust the proposed assignments if needed¹¹. **Failure to perform this step could create assignment problems.**
 - ii. The display also shows the three parts¹² in the "Apply Yourself to the Field Ministry" portion of the L&M Meeting. At this point, verify if there is an Assembly or a Circuit Overseer's visit on any of these dates. If so, highlight the appropriate box for either or both dates. You will notice that the week of an Assembly will be removed from the display as there are no other meetings for that week. If the visit of the Circuit Overseer is expected on one of these dates, then only the Main Hall will have students assigned a part.
 - iii. On the bottom of the left hand side of this display are two more boxes. If only one month of assignments are required then select this box.
 - iv. Also, there is a "Create Blank Schedule" box. If you choose to select this option then WINTM will not automatically select students (and any assistants) for those weeks. Opting for a "Blank" schedule will allow the L&M Meeting Overseer to manually select the students (and any assistants). Either way, WINTM will check the assignments with the student file for any irregularity. If a possible "problem" is detected it will assign the

¹⁰ The success of this time saving feature is entirely dependent upon the accuracy and veracity of this information.

¹¹ This step will check to see if the parts listed in the L&M Workbook are the same as those showing in WINTM. If they have changed then the update will synchronise WINTM to match it. **It doesn't check for updates to the software.**

¹² The Bible Reading assignment is handled separate to this display.

part to the student, but show that student's name¹³ in red to alert the L&M Meeting Overseer of a possible issue with their assignment.

4. If you opt to allow WINTM to automatically allocate the parts to the students then you can check the result by selecting "View Current Schedule" from the Action Panel.

To modify the assigned parts, select "Modify Current Schedule". You will be presented with a panel entitled "How to Use the Schedule Editor" – F1 for more details". It will describe the keystrokes to make the necessary changes and to exit this step.

5. If you opt to manually assign the student parts, then the screen will display ALL the meeting parts with a red "blank" in place of the student's name.
 - a. Click on the "blank" once and it will disappear. Repeat this keystroke and a panel will appear entitled "Select replacement for – (the part)". The list of eligible students is usually displayed sorted by the student's surname, although you can opt for next sequence showing only those who are eligible to do this part. To assist you the sister's names are shown in red and the brothers in blue. Make sure that no names left in red are showing on the Current Schedule which could be in conflict with the guidelines mentioned in footnote #15 on page 4.
 - b. The list of students displays the date this part was recently assigned to them as well the date they were assigned to give a different part. By viewing this list you can see who is due to give this part. By clicking on a student and then the "OK" button the student's name will appear on the Current Schedule.
 - c. Where applicable use a similar process is to assign the student an assistant.
 - d. Repeat this process until all students (and any assistants) have been assigned.
 - e. If you wish to temporarily skip an assigned part, click on the "Blank" button and the Current Schedule will remain unchanged. To assign the part at a later time, repeat the step described above.
6. Once you have completed all the assignments and satisfied with the selections, you will need to SAVE the work by pressing the [Esc] key. To cancel the changes use the right mouse button¹⁴.

C. STUDENT COUNSEL POINTS

As from January 2019, all students will be assigned a counsel point as shown in the "Apply Yourself to Reading and Teaching" brochure.¹⁵

Students who have been assigned the Bible Reading or a talk in the "Apply Yourself to the Ministry" segment will need to review the L&M Workbook for that week. Each talk will display the counsel point they will be counselled upon. The student assignment slips will not normally show the counsel point as it is readily available in the L&M Workbook. However, it can be shown **if both of the following are true:**

1. The Counsel Points option in Printing Preferences is enabled for assignment slips.
2. A point has been assigned for that week/assignment which could happen in two ways:
 - a. The Updates button was clicked.
 - b. A point was manually assigned.

¹³ The same process is performed for an assistant if applicable.

¹⁴ If you need to make subsequent changes to the schedule, return to the Action Panel and select "Modify Current Schedule".

¹⁵ Please refer to topic 7 in the "Instructions for Our Christian Life and Ministry Meeting" Guideline.


Following the student's talk the L&M Chairman will make a short comment on the student's proficiency in mastering that counsel point. The student should then make a note of the date in the "Record Your Progress" section of their personal copy of the brochure.

D. PREVIEWING THE CURRENT SCHEDULE

At this point you should preview and check the forthcoming "Current Schedule" which is usually later placed on the Congregation's Notice Board.

From the Action Panel select "View Current Schedule" which will display,

- the dates for each forthcoming L&M Meeting, and
- the assigned parts, and
- the students (and if any assistants) assigned to give them.

Once you are satisfied with the accuracy of this document, you can return to the Action Panel by clicking on the  icon at the top left hand corner of the screen or press the [Esc] key.

E. PREVIEWING THE WORKSHEETS

The L&M Chairman for any given week will require a printed copy of the L&M Meeting Worksheet for that week showing the assigned student parts. Consequently, it is essential to preview and check that each student is correctly shown.


From the Action Panel select "View Worksheets" which will display,

- the week beginning dates for each forthcoming L&M Meeting, and
- the Main Hall, or any secondary hall, or All Halls.

Click on the "Main Hall" or the desired "hall", and select the "Preview" button.

The Worksheet should display the following information for each student part:

- the week beginning date and the Hall location,
- the name of the student and their assigned part,
- the assigned counsel point (see footnote **#Error! Bookmark not defined.** on page **Error! Bookmark not defined.**), and
- the allowed time along with a notation space in respect of "Timing".

When you have completed this step, return to the Action Panel by clicking on the  icon at the top left hand corner of the screen or press the [Esc] key.

Before you decide to print copies of the Worksheets, please review Figure 4 - Handy Print Tip - Adobe PDF file on page 6.

F. PREVIEWING THE ASSIGNMENT SLIPS

From the Action Panel select "View Assignment Slips", and a new panel entitled "Select Slips" will be displayed listing the forthcoming meeting dates.

For the time being ignore the details shown down the right hand side of the display¹⁶ and click on a week and then the "OK" button.

This will display a formatted copy of the S-89-E form for each of the student assignments for that week's meeting.¹⁷

To preview all the assignment slips, click on the "Select All" button and all the student assignment slips will be displayed.

Scroll down the screen to preview and check each of the student assignment slips. To return to the Action Panel, either click on the ↶ icon at the top left hand corner of the screen or press the [Esc] key.

Before you decide to print copies of the Student Assignment Slips¹⁸, please review Figure 5 - Printing Student Assignments Slips under the topic on page 7.

G. PRINTING

As shown below, along the top of the Action Panel display there are several icons which perform various functions, including the printer icon (as shown by the arrow).

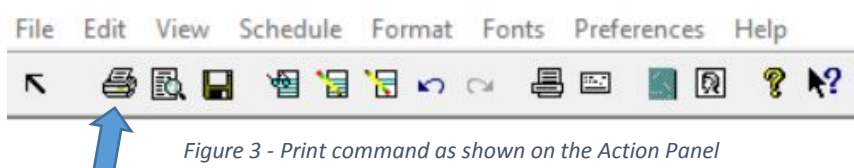


Figure 3 - Print command as shown on the Action Panel

To print a copy of the Current Schedule¹⁹, Worksheets or Assignment Slips being displayed on the screen select the printer icon. The Windows print display will appear along with its usual print function options.

HANDY TIP

Apart from directing output to the physical printer, some printers also support the option to generate an Adobe PDF document. This option is ideal when you wish to send the same document as an email attachment (e.g. the Chairman's Worksheet to multiple elders). If you use this option, remember to save it with a unique and meaningful filename in a folder that relates logically with WINTM output files: (e.g. C:\Documents\CL&M\Jan-Feb Output*filename*). Then you can always email a requested document without having to reprint it.

Figure 4 - Handy Print Tip - Adobe PDF file

¹⁶ It is recommended that you do not alter the Top and Left Margin settings at this stage. Also, leave the Trim Guide selected if you have access to a guillotine or some other trimming device.

¹⁷ If a part requires an assistant and the contact phone numbers for both the student and the assistant have been entered into their respective "Student File" records, then their phone numbers will appear on their respective assignment slips.

¹⁸ This includes the need to reprint individual assignment slips for students who misplace them, or where a replacement student is reassigned to give a talk.

¹⁹ You can also print various schedules, etc. by selecting the View option and then the desired item.

HANDY TIP WHEN PRINTING STUDENT ASSIGNMENT SLIPS

When you print the assignment slips, keep in mind that initially WINTM will only generate the "Student" assignment slips. To provide their Assistants with an assignment slip you need to repeat the same process, but make sure you select the "Assistants" option (just beneath the "Trim Guide" option).

The Assistant's assignment slip will appear to be an identical copy of the Student's slip except for these two details:

- It will show the Student's contact phone number and
- The capitalised word "**ASSISTANT**" near the centre of the slip.

This may cause some confusion when all the assignment slips are being handed out to the assigned students and their assistants. To overcome this possible situation, the following suggestion is made:

1. First print the "Student" assignment slips on white paper and manually highlight the Student's names with a contrasting coloured highlighter pen.
2. Then print the "Assistant" assignment slips on coloured paper and using the same highlighter pen, manually highlight the Assistant's name along with the word "ASSISTANT".

Figure 5 - Printing Student Assignments Slips

H. MAKING CHANGES TO WINTM SCHEDULES

On the Action Panel there are two commands we have not discussed. They are:

- "**Starting (04 Mar. 2019 -> (Return from Rollback))**"²⁰
which can change to read
"**<- Starting 07-Jan. 2019 (Temporary Rollback)**"
- "**Erase Current Schedule (Permanent Rollback)**"

For the purpose of explaining this concept, we will assume the congregation is already using the **current** L&M Meeting schedule (e.g. January-February), and the **next** schedule (March-April) will either be in a state of preparation or completion (i.e. when the new assignment slips are ready to be, or have been handed out to the students).²¹

Consequently there will be times when WINTM will always have two editions in existence. The latest edition will reflect the "**Next Schedule ->**" even though the "previous" edition is the one currently in use. If there is a need to change or update the "previous" edition, then to go back and select the "**<- Previous Schedule**" command to perform a temporary rollback to the period of January-February.

Once the changes or updates have been made and saved to the "**current**" edition (i.e. January-February) edition, to return to the "**next**" edition (March-April) select the "**Next Schedule ->**" command so as to

²⁰ The dates shown here are sample dates and will typically change during the year.

²¹ The recommended minimum time for students to receive notice of their assignments is 3 weeks.

return from the temporary rollback. When this has been done, WINTM can make any further changes to the (March-April) edition.

The "**Erase Current Schedule [Permanent Rollback]**" permanently erases an edition of WINTM²².

- If you decide to erase the "Current Schedule" (e.g. January-February), you will be see a warning panel that reads "Are you sure you want to erase the current schedule and return to the schedule starting with 05 Nov, 2018?" You will need to use either the "Yes" or "No" button.
- If you decide to erase the "Current Schedule" (e.g. January-February) during a temporary rollback, you will be see a warning panel that reads "This operation is not available during a Temporary Rollback. Return from the Rollback first." Press the "OK" button.
- If you decide to erase the "Next Schedule" (e.g. March-April) for whatever reason, you will be see a warning panel that reads "Are you sure you want to erase the current schedule and return to the schedule stating with Jan 07, 2019?" You will need to use either the "Yes" or "No" button.

POSTSCRIPT

1. Use the "**Help**" option (as shown below in Figure 6) to the right of the "Preferences" option. Using this option will display the Help "Summary", "Index", "Context Help" and "About Wintm" support features.



Figure 6 - WINTM Commands as shown at the top of the Action Panel

Referring to the above figure, click on the "?" icon to read the "About WINTM" details. The "⌘?" icon is the "Context Help Command" which will help with a relevant Help topic²³.

2. Before experimenting with the "**Format**" command as shown in Figure 6, please remember the old maxim, "if it ain't broke, don't fix it".

If you must change the **format** and/or **fonts** of either the "Schedule" or "Worksheets",²⁴ make sure to keep a copy of the original settings beforehand. Doing this will allow you to reset the settings to their original values once you discover the original format or fonts were reasonably acceptable.

Within the "Worksheet" format display there is a "Footers" option. It was originally designed to request the L&M Chairman return the worksheet to the L&M Overseer. As this feature is no longer required, it is recommended that the two Footer boxes be left unchecked or blank.

²² There is another command within the FILE option, called "Remove Old Files" which erases obsolete files as opposed to the erasing of Schedules.

²³ When you click on the Context Help "⌘?" icon, you will need to move the cursor to the topic displayed on the screen for which you need help. Then click again and the help for that topic will appear.

²⁴ If the format is changed for the Worksheet, there is a "Restore Defaults" option.

3. The same precaution (as discussed above in item 2) also applies to the "**Fonts**" command. Keep a copy of the original settings beforehand.
4. When a Student Assignment Slip is **declined** for whatever reason, there might be several ways of dealing with this situation.

However, it is recommended that the following approach be used when this occurs:

- a) Ask the student to specify the period they will be absent and note it on the declined student assignment slip.
- b) With this information, update the "unavailable weeks" details for this student as discussed in item 3.h on page 2.
- c) Then using the technique discussed in item 5.a on page 4, amend the relevant Schedule by substituting the absentee student with their replacement.
- d) You will also need to print,
 - a revised CL&M Schedule for the Notice Board,
 - a revised Chairman's worksheet for that week, and
 - a new Student Assignment Slip for the replacement student (and for their assistant if required).

Whilst this approach may seem involved, adhering to it will ensure that the L&M records will accurately reflect the changed assignment and avert any subsequent confusion for all concerned.

Then assuming the absentee student will be available when the next Schedule is created, WINTM will automatically assign them a talk based upon the criteria as defined in their Student record.
