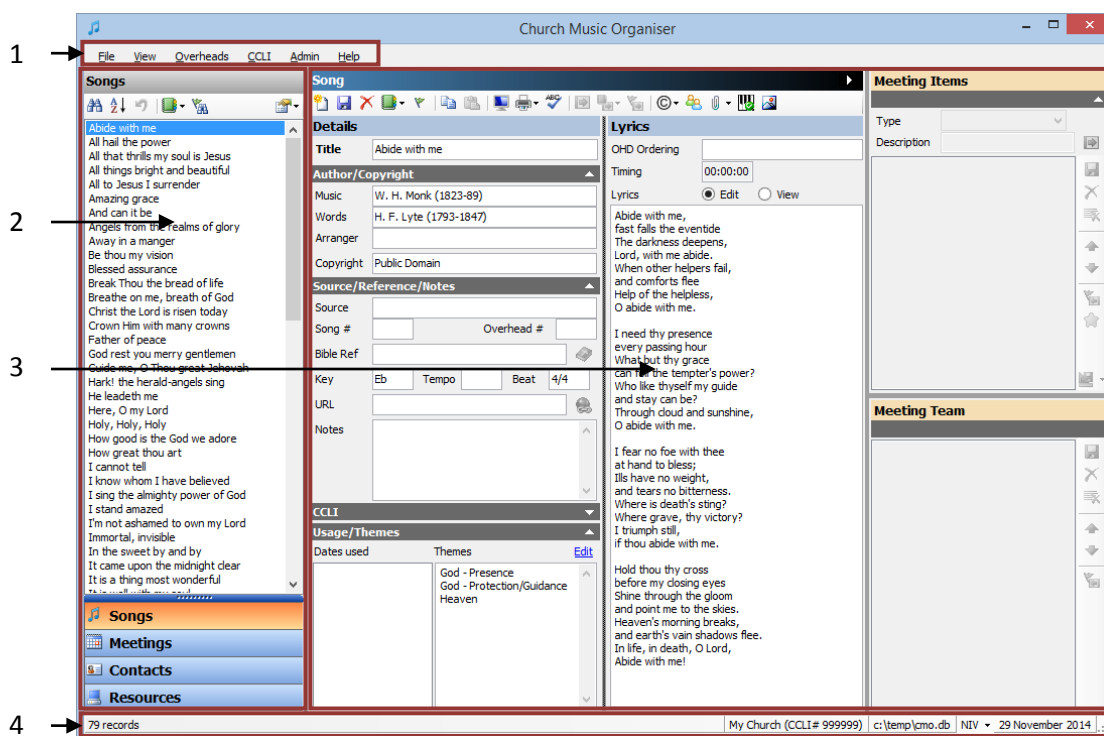


## Chapter 2: Getting started

### Overview of the system

Before we get into details, let's have a look at what's on the screen and all the components we'll be using throughout this guide

The main screen is made up of a number of components.



#### 1. The menu bar

This is where you can access the various menu items. Throughout this document menu items will be referenced using "Menu → Command" notation. For example, "File → Exit" means to click on the File menu, and then click on the Exit command.

#### 2. The lists of items

There are four main data areas: Songs, Meetings, Contacts and Resources. Each area is accessed by clicking on the section bar at the bottom of the list. When a section is selected, that list will be displayed.



**Tip:** You can quickly switch between the sections by using the short-cut keys:

- Ctrl+1 will switch to the Song list
- Ctrl+2 will switch to the Meeting list
- Ctrl+3 will switch to the Contact list
- Ctrl+4 will switch to the Resource list

#### 3. The data entry areas

This part of the screen will change based on which section is currently selected in

the list of items, showing data fields for songs, meetings, contacts or resources.

The section on the far right displays the meeting order of service and team members for the currently selected meeting, regardless of which section is being displayed.

#### 4. **The status bar**

The status bar displays a number of details about the system and section.

The following details are displayed:

- The number of records in the current list.
- The current church name and CCLI number as entered on the options dialog.
- The file name of the current database.
- If any Bible texts have been imported, the default Bible is displayed here. If multiple Bible versions have been imported, you can select the one you want to use as the default by clicking on the item and selecting another Bible file.
- The current system date.
- If the database has been setup for synchronisation, an icon will be displayed here to indicate this status.

Now that the program is installed, we need to set up our songs and our team members.

### Loading your song list

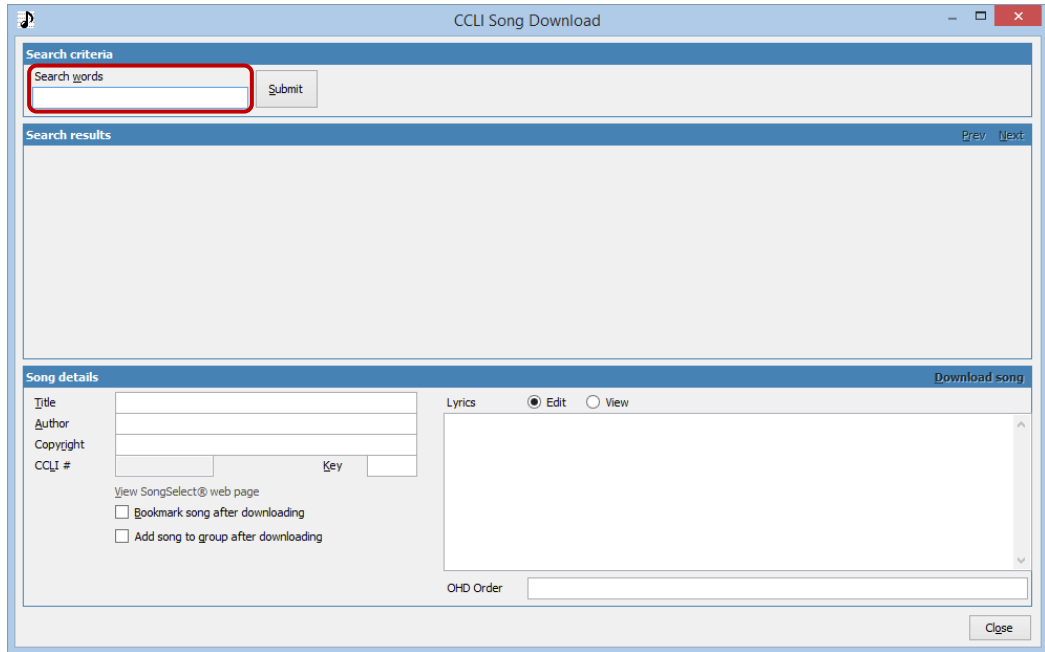
Church Music Organiser needs to have songs loaded into it before much of the system becomes usable. There are a number of ways to get your songs into the system, and the best way in your world will depend on where your songs are currently stored.

#### **Downloading from CCLI**

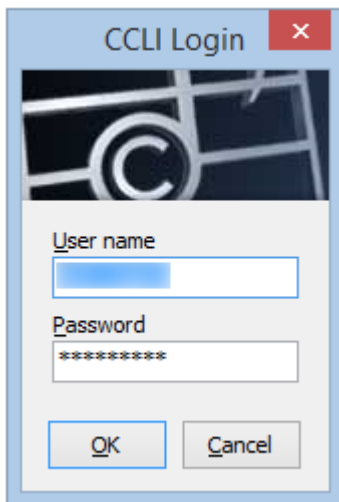


**Note:** To access the CCLI web site to download songs, you will need an Internet connection, as well as a user ID and password for the CCLI SongSelect service.

To download a song from CCLI, in the menu bar go to "CCLI → Download songs from CCLI SongSelect" menu.



Enter a search term in the "Search words" box, and click "Submit". After a moment or two you will be prompted to enter your user name and password.



Enter your details, then click OK to continue and perform the search. Once it is finished the "Search results" section will be updated with the results of the search.

Search results					1-10 of 1231 results				Prev	Next
Details	CCLI #	Title	Authors	Catalogue	Lyrics	Lead	Chord	Score		
Display	4768151	Amazing Grace (My Chains Are Gone)	Chris Tomlin, John Newton, Louie Giglio	sixsteps Music, Vamos Publishing, wo...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Display	22025	Amazing Grace	Edwin Othello Excell, John Newton, J...	Public Domain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Display	762836	Amazing Grace	John Newton	Public Domain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Display	3689877	Grace Like Rain	Chris Collins, Edwin Othello Excell, Jo...	Ardent/Koala Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Display	1223050	Grace Flows Down	David E. Bell, Louie Giglio, Rod Padgett	sixsteps Music, worshiptogether.com ...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Display	3111376	Amazing Grace	John Newton, Nathan Fellingham	Thankyou Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Display	4737522	Amazing	John Newton, John P. Rees, Mark Ro...	Dayspring Music, LLC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Display	4639400	Amazing Grace	John Newton, Liz Wagley	Public Domain, Wagley, Liz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Display	5253885	Amazing Grace	Glen Campbell, John Newton, John P....	Bubster Music, Glen Campbell Music, I...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Display	3683914	Amazing Grace	Ollie Sebastian	Planetshakers Ministries Int. Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Click on "Display" beside a record and the details of the song will be displayed in the "Song details" section.

Click on the "Download song" link to download the song into your database. You can then search for another song and repeat the selection and download steps.

The ways in which CMO integrates with CCLI will be covered in more detail in Chapter 16.

### Importing from other sources

Church Music Organiser can import songs from several different sources, and the procedure for each one can be a little different based on how the information is stored. The import functions are location in the "File → Import" menu.

#### *Church Music Organiser Export files*

Menu option: "File → Import → From Church Music Organiser file..."

Church Music Organiser has its own import and export functions. If you have previously used CMO you may have a song export file. CMO export files are XML files which can contain multiple songs. When you select this option you will see an "Open File" dialog which allows you to select a single XML file.

#### *OpenLP files*

Menu option: "File → Import → From OpenLP file (.sqlite)..."

OpenLP (<http://openlp.org>) files are SQLite database files which can contain multiple songs. When you select this option you will see an "Open File" dialog which allows you to select a single db file. The initial folder displayed will be the default location for OpenLP song database files (if it exists on your computer).

#### *OpenLyrics files*

Menu option: "File → Import → From OpenLyrics files (.xml)..."

OpenLyrics (<http://openlyrics.info>) files are XML files which normally contain a single song. When you select this option you will see a "Select Folder" dialog which allows you to select the folder where the OpenLyrics files are stored.

#### *OpenSong files*

Menu option: "File → Import → From OpenSong files..."

OpenSong (<http://www.opensong.org>) files are text files (usually with no extension) which contain a single song. When you select this option you will see a "Select Folder" dialog which allows you to select the folder where the OpenSong files are stored. The

initial folder displayed will be the default location for OpenLP song files (it if exists on your computer).

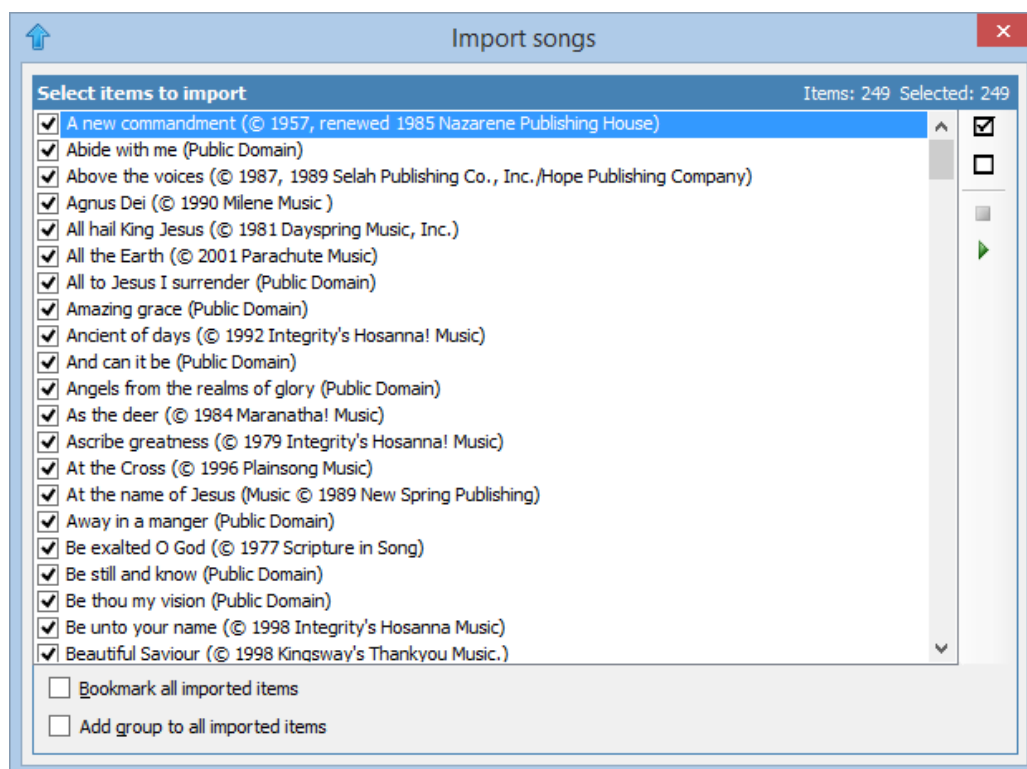
### Presenter files

Menu option: "File → Import → From Presenter files (.txt)..."

Presenter (<http://www.discoverysystems.com.au>) files are text files which contain a single song. When you select this option you will see a "Select Folder" dialog which allows you to select the folder where the Presenter files are stored.

### Importing

Once you have selected the source location for the type of import you are performing, CMO will read all the song information it can and display a screen similar to this:




This dialog allows you to select which songs you'd like to import. The songs with a tick in the checkbox will be imported.

In the toolbar on the right-hand side, there are a few commands:

Click  to select all the records in the list.

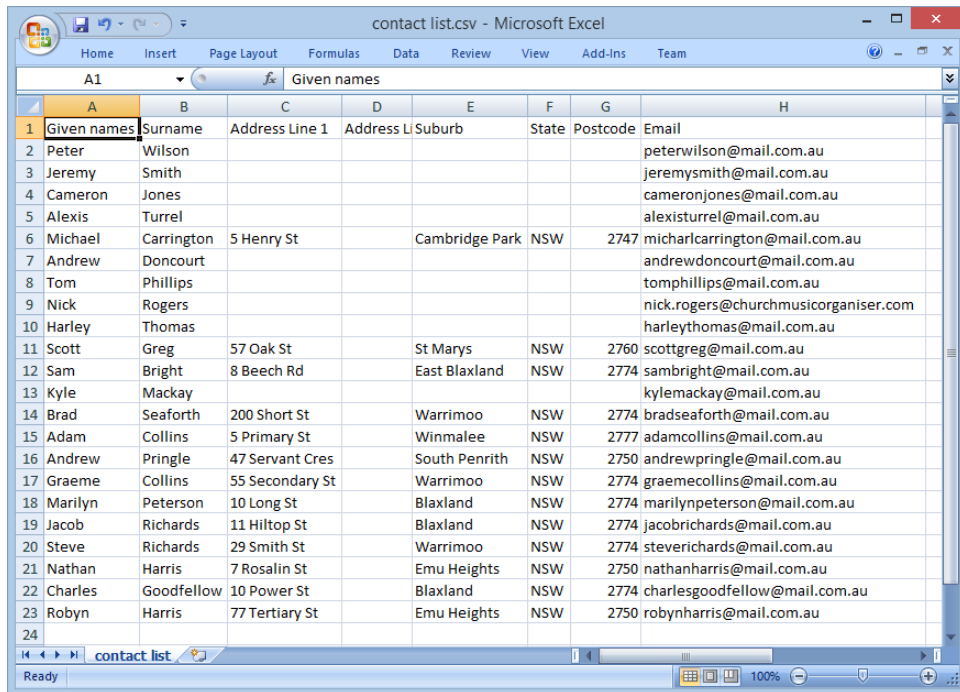
Click  to unselect all the records in the list.

Click  to import the selected songs.

## Loading your team members

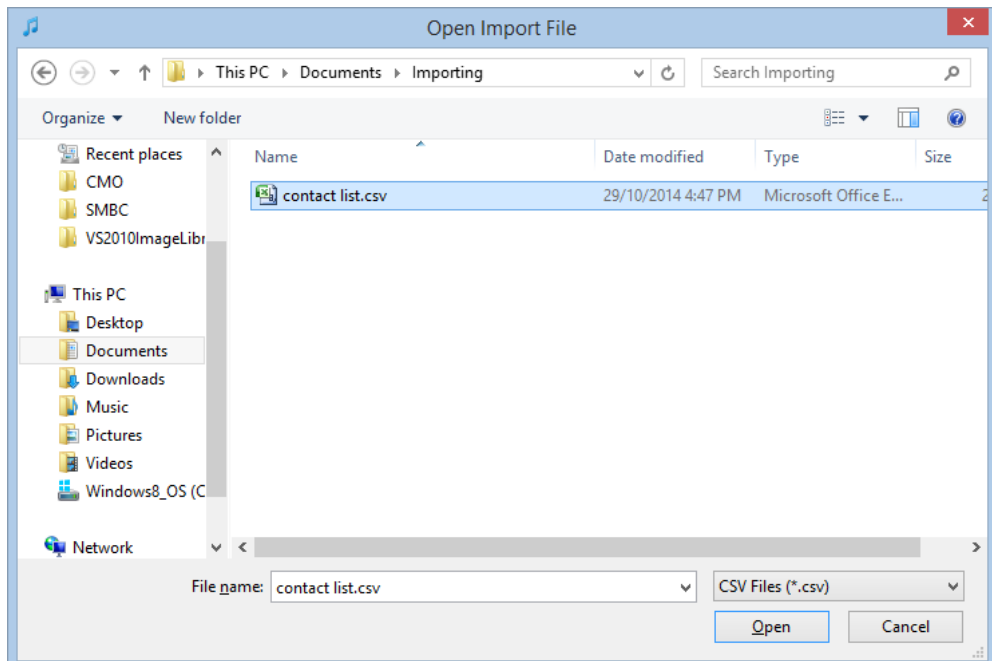
To make use of the communication aspects of the system, you'll want to have your team members entered into the system as contacts. There are two main ways you can enter contacts: manually, or by importing them from a CSV (commas separated values)

file. We'll look at manual data entry in a later chapter, so for this example we will assume we've got a CSV file from somewhere (maybe from an Microsoft Excel spreadsheet or a Microsoft Outlook export). Here's our sample data (viewed in Excel)



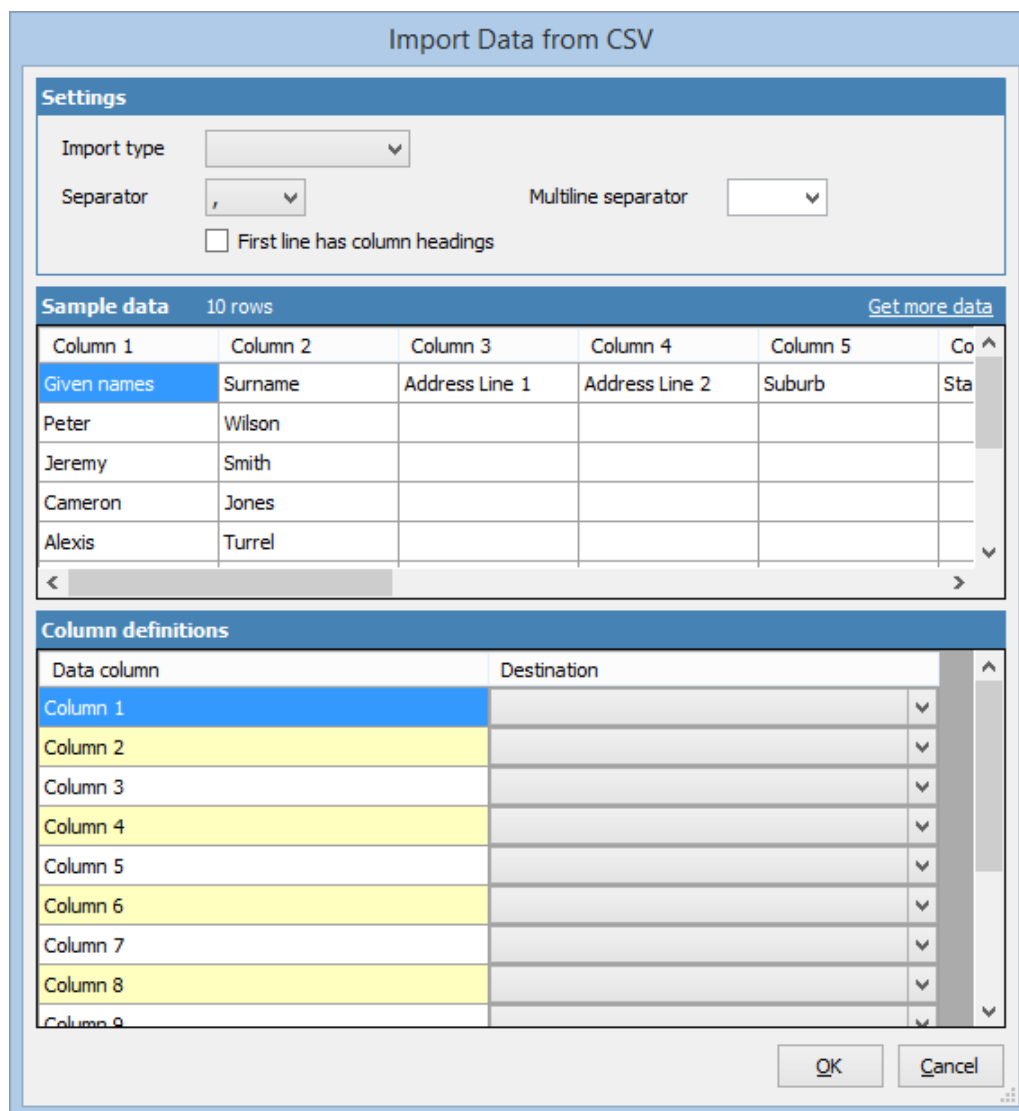
Given names	Surname	Address Line 1	Address Line 2	Suburb	State	Postcode	Email
Peter	Wilson						peterwilson@mail.com.au
Jeremy	Smith						jeremysmith@mail.com.au
Cameron	Jones						cameronjones@mail.com.au
Alexis	Turrel						alexisturrel@mail.com.au
Michael	Carrington	5 Henry St		Cambridge Park	NSW	2747	micharlcarington@mail.com.au
Andrew	Doncourt						andrewdoncourt@mail.com.au
Tom	Phillips						tomphillips@mail.com.au
Nick	Rogers						nick.rogers@churchmusicorganiser.com
Harley	Thomas						harleythomas@mail.com.au
Scott	Greg	57 Oak St		St Marys	NSW	2760	scottgreg@mail.com.au
Sam	Bright	8 Beech Rd		East Blaxland	NSW	2774	sambright@mail.com.au
Kyle	Mackay						kylemackay@mail.com.au
Brad	Seaforth	200 Short St		Warrimoo	NSW	2774	bradseaforth@mail.com.au
Adam	Collins	5 Primary St		Winmalee	NSW	2777	adamcollins@mail.com.au
Andrew	Pringle	47 Servant Cres		South Penrith	NSW	2750	andrewpringle@mail.com.au
Graeme	Collins	55 Secondary St		Warrimoo	NSW	2774	graemecollins@mail.com.au
Marilyn	Peterson	10 Long St		Blaxland	NSW	2774	marilynpeterson@mail.com.au
Jacob	Richards	11 Hiltop St		Blaxland	NSW	2774	jacobrichards@mail.com.au
Steve	Richards	29 Smith St		Warrimoo	NSW	2774	steverichards@mail.com.au
Nathan	Harris	7 Rosalin St		Emu Heights	NSW	2750	nathanharris@mail.com.au
Charles	Goodfellow	10 Power St		Blaxland	NSW	2774	charlesgoodfellow@mail.com.au
Robyn	Harris	77 Tertiary St		Emu Heights	NSW	2750	robynharris@mail.com.au

To import these contacts into the system, in the menu select "File → Import → From CSV file (.csv)..."



You will be asked to select the CSV file to import. Select the file and click on "Open".

You will then see this dialog.



Here we can define all the rules required for reading this CSV file.

The top section of the screen has various settings that define the way to read the CSV file.

The middle section shows sample data as read from the file. Initially 10 rows will be displayed, but more data can be displayed by clicking on the "Get more data" link.

The bottom section defines the translation between the columns in the file, and the destination fields in Church Music Organiser.

We start in the top section by setting the "Import Type" to "Contacts". Not much changes on first glance, but it will be important when it comes to selecting destination fields.

Next, because the first row in our data file has column headings, we check the "First line has column headings" flag.

Normally CSV files have their fields separated with a comma. If a different field is being used you can change the "Separator" drop down to another character. In our example, the default comma is the correct setting.

The screen now looks like this:

### Import Data from CSV

#### Settings

Import type: Contacts

Separator: ,      Multiline separator:

First line has column headings

#### Sample data

[Get more data](#)

Given names	Surname	Address Line 1	Address Line 2	Suburb	State
Peter	Wilson				
Jeremy	Smith				
Cameron	Jones				
Alexis	Turrel				
Michael	Carrington	5 Henry St		Cambridge Park	NSW

#### Column definitions

Data column	Destination
Given names	▼
Surname	▼
Address Line 1	▼
Address Line 2	▼
Suburb	▼
State	▼
Postcode	▼
Email	▼

OK
Cancel

We can now point the source columns to destination fields. For "Given names", we want that to go to the "Firstname" field, so we select that in the destination column next to "Given names":



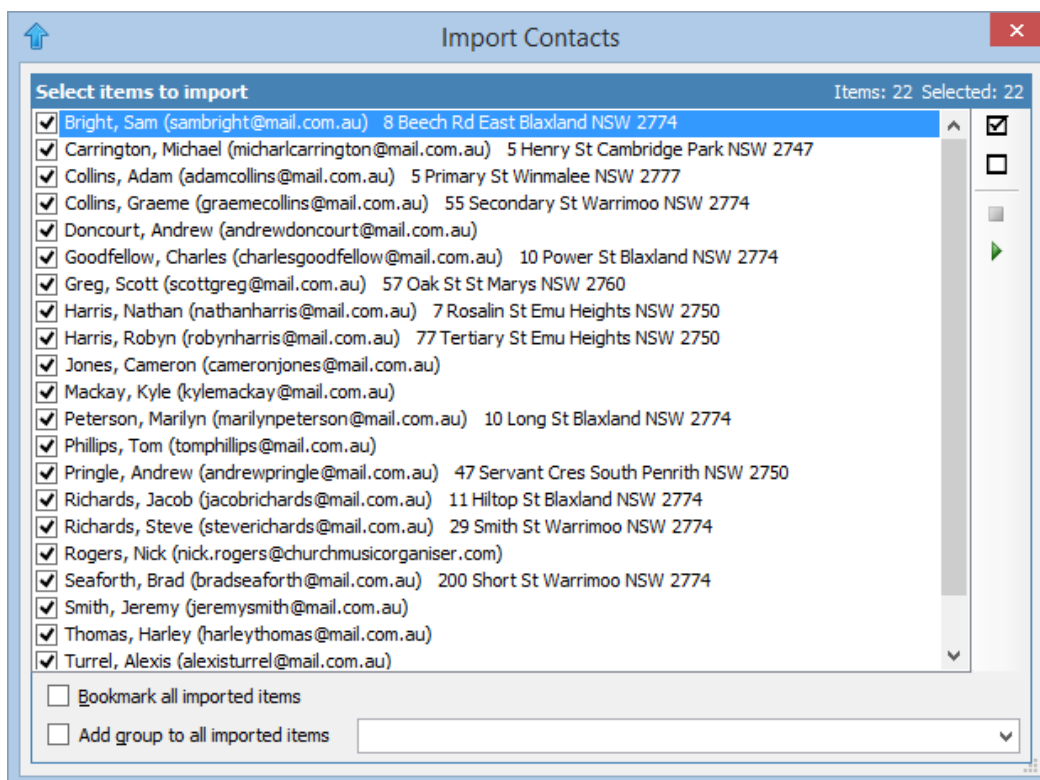
Column definitions	
Data column	Destination
Given names	FirstName*
Surname	
Address Line 1	
Address Line 2	
Suburb	
State	
Postcode	
Email	

The "\*" beside the "FirstName" indicates this is a required field. It must be defined for the import to be valid.

We can then continue to specify the other columns, until it looks like this:

Column definitions	
Data column	Destination
Given names	FirstName*
Surname	Surname*
Address Line 1	Address Line 1
Address Line 2	Address Line 2
Suburb	Suburb
State	State
Postcode	Postcode
Email	Email


We've now configured all the source columns to destination fields, and all the required fields have been supplied. We can now click "OK" to continue.

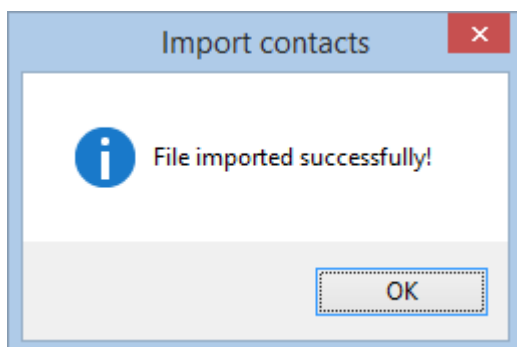


Here we can select which items we want to import.

Click  to select all the records in the list.

Click  to unselect all the records in the list.

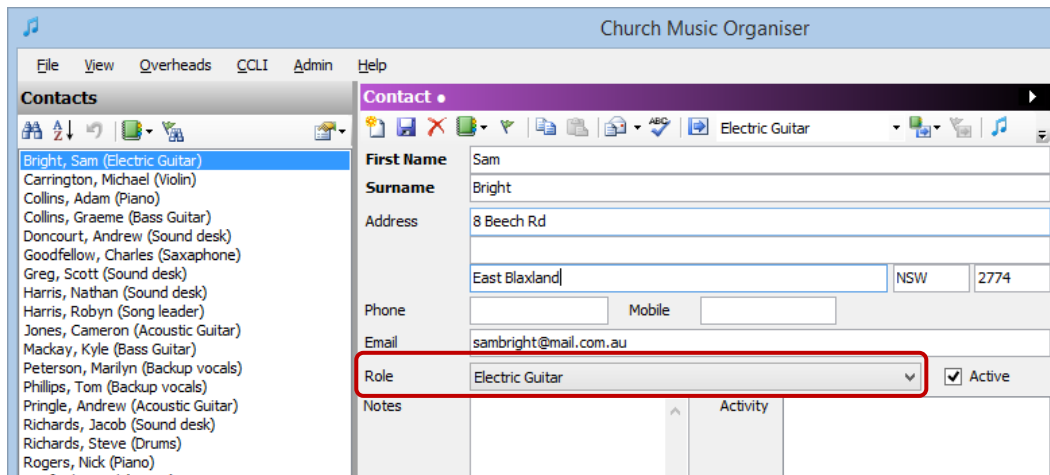
Click  to import the selected contacts.




Once all your team members are entered, you should go through the list and select the preferred role for each person. (If your import data contained this information, you can skip this step.)

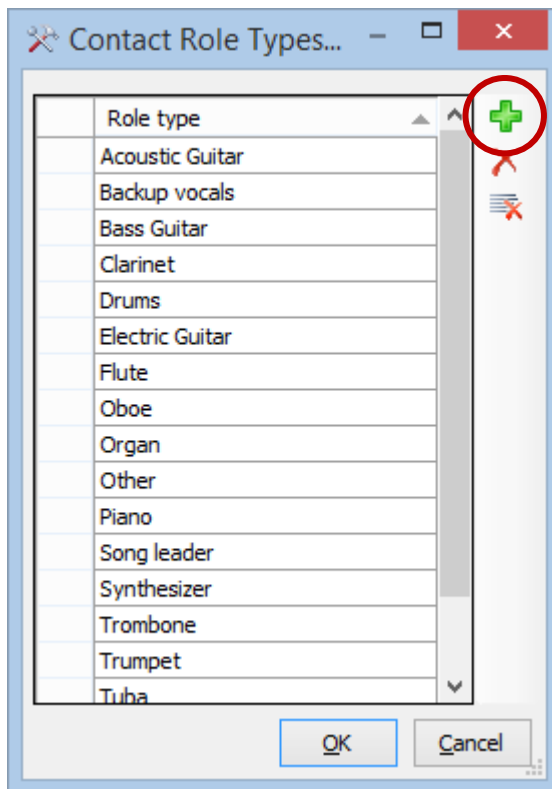
Setting the preferred role for each team member makes creating a team for a meeting a lot easier. Even if a particular contact can perform different roles (for instance, playing piano and song leading), enter their preferred role. It can always be overridden when adding them to a meeting.

Go to the Contacts section and select the first contact in the list.

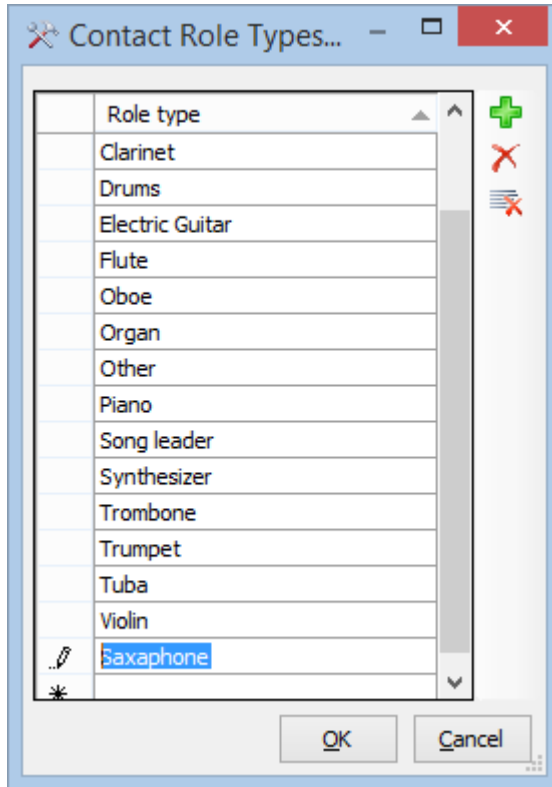


In the "Role" field, select the person's preferred role and click on the  button (or press Ctrl+S) to save the changes.

If the role type doesn't exist, you can add additional role types via the "Admin → Contact Role Types..." menu.

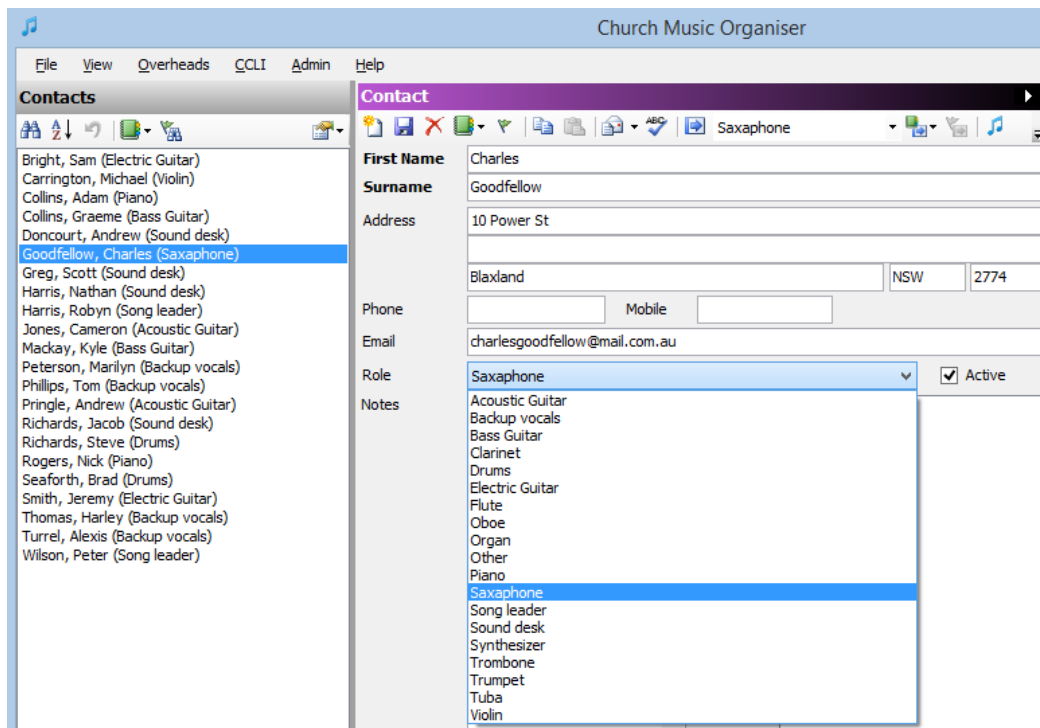


To add a new role type, click on the  button and type in the new role.



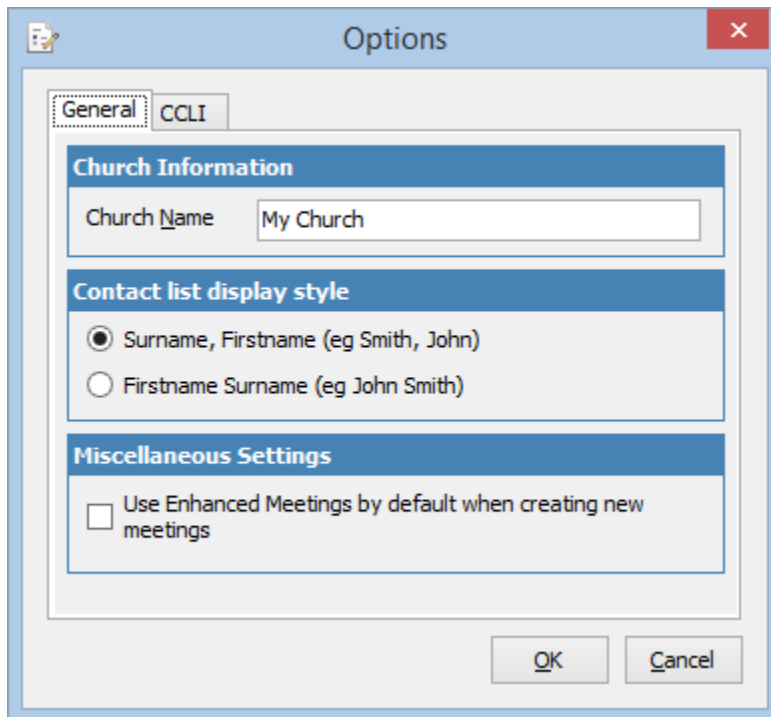
Press enter to add the entry, and click "OK" to update the database.

The role will be immediately available for use.



## General options

There are a couple of general options which should be set. Go to the menu "File → Options..."

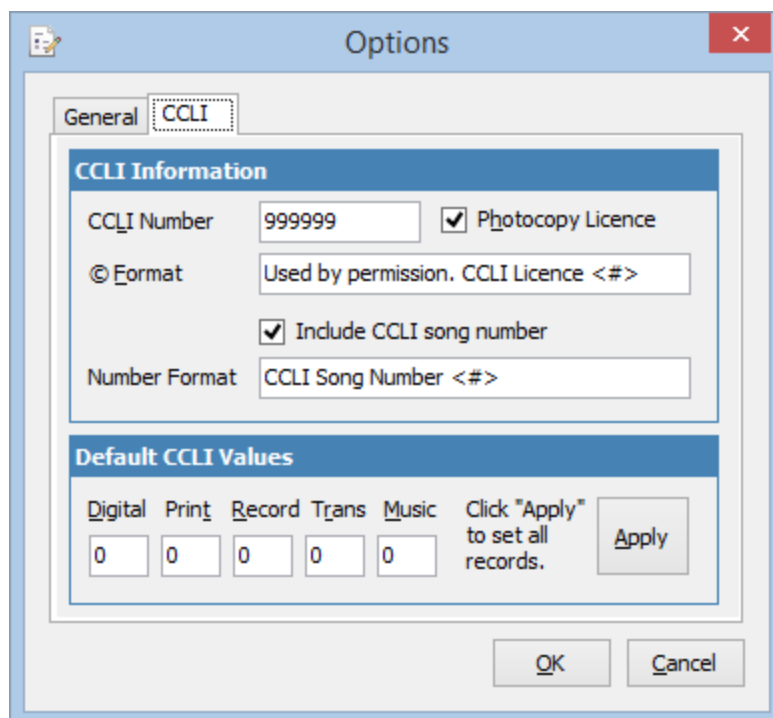


The first item to change is your church name. This is included in meeting emails and prints.

Here you can also set how you want contacts to be listed - either by "Surname, Firstname" (which is the default), or by "Firstname Surname".

Another setting is whether you want enhanced meetings turned on by default for all new meetings. We'll get to enhanced meetings in chapter 5, so leave this setting for the moment.

Clicking on the "CCLI" tab reveals some more settings.



Here you can set your CCLI preferences. Enter the CCLI number for your church in the space provided. If you have a photocopy licence you can click on the "Photocopy Licence" checkbox. This will make the "Music" reporting counter visible throughout the program.

The copyright format defines how your CCLI number is displayed when printing or projecting songs. The default format should be sufficient for most cases. If you want to change it, remember to include "<#>" which defines where in the text the CCLI number will be placed.

If you want to include the CCLI song number in any printed song sheets or chord sheets, tick the "Include CCLI song number" here. The "Number format" field allows you to define the format of the CCLI song number in the output. Again, remember to include "<#>" to define where in the text the CCLI song number will be placed.

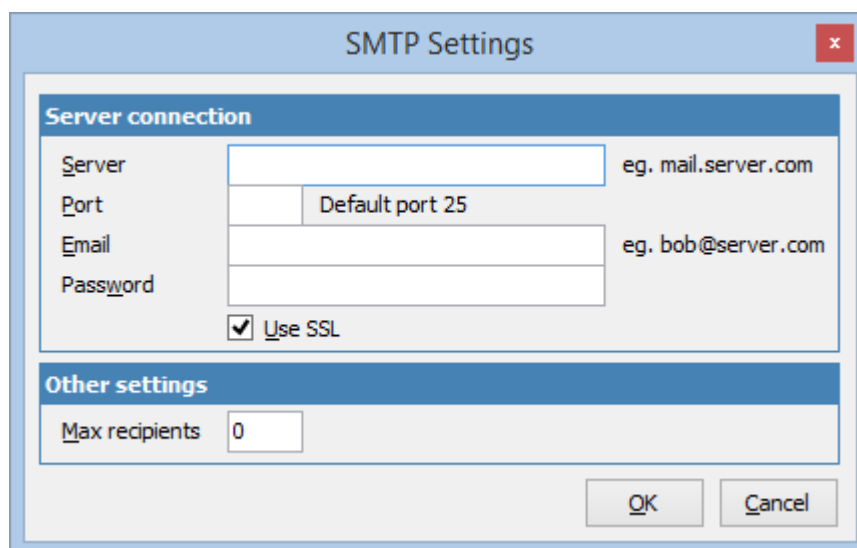
The "Default CCLI Values" define the starting number for each of the CCLI reporting statistics for any new songs added to the database. You can also force these numbers on all songs by clicking the "Apply" button.

Click OK where you have updated the CCLI details.

## SMTP settings

In order to automatically send emails to team members, some settings need to be provided. Whenever I write software, my goal is to make the system as easy to use as possible, and hide any unnecessary details from the user. In this case, though, I can't hide the details. Email communication relies on a number of settings that are specific to your situation.

You can get to the SMTP (simple mail transport protocol) settings on any of the email dialogs. One that will always be available is in the "Help → Send Feedback" menu. In the top right corner of the dialog is a link labelled "SMTP Settings". Click on this link to display the settings window.



The settings you enter will depend on the email service provider you use, and each provider usually has a help page that describe the settings to use to set up outgoing emails.

If you are using a Gmail account the settings will probably be:

**Server:** smtp.gmail.com  
**Port:** 587  
**Email:** your\_email\_address@gmail.com  
**Password:** Your Gmail password  
**Use SSL:** Yes

If you are using a Hotmail account the settings will probably be:

**Server:** smtp.live.com  
**Port:** 587  
**Email:** your\_email\_address@hotmail.com  
**Password:** Your Hotmail password  
**Use SSL:** Yes

## Summary

At this point, the system should be fully set up. Your song list and contacts should be entered, CCLI connectivity should be established, your CCLI number and church name should be entered, and email settings should be configured. It's now time to start making the system work.