

# Prayers

Deacon

Training Guide

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# Getting Started

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## Welcome to Prayers

Prayers is a comprehensive system that aids church staff members with the administrative tasks associated with the following core functions:

- Monitoring patient visits
- Recording patient visits
- Assigning new members

This training guide was designed to provide the user with the required responsibilities and functions associated with the Prayers system. The guide specifically provides step-by-step instructions for accessing the system, viewing and recording patient visits and new member assignments.

## Before You Begin

After completion of the Prayers registration process, the deacon receives a welcome email from [info@focusprayersapp.com](mailto:info@focusprayersapp.com). The automatically generated email contains a URL link similar to the example below, and provides the deacon with immediate access to the Prayers system.

**Example URL:** *https://<church code>.focusprayersapp.com*

**Note:** The deacon has seven days to select the link provided within the welcome email to gain access to the Prayers system. Otherwise the password will expire. Refer to the [Requesting a New Password](#) section below if you require a new password.

For easier access, it is recommended that you bookmark the new URL to your Favorites within your browser.

## Activating Your Account

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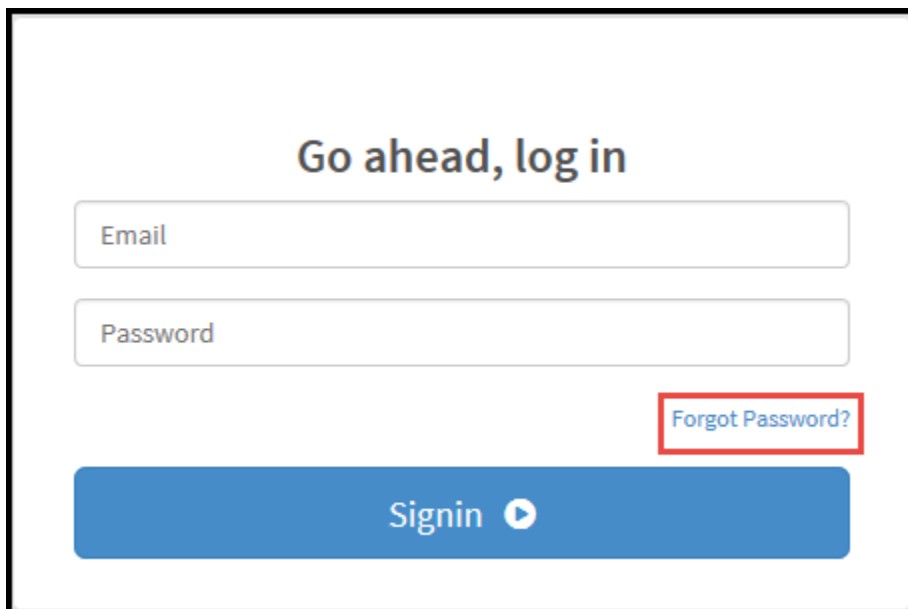
### Prayers Log in

Access the Prayers system by going to the URL you bookmarked (https://<church code>.focusprayersapp.com) and that is referenced in the *Before You Begin* section above. The *Log in* screen displays.

1	Enter your email address in the <b>Email</b> field.
2	<b>Note:</b> This is the email and password you established when setting up your account. If you need a new password, proceed to the <a href="#">Requesting a New Password</a> section below for further instructions.
3	Enter your password in the <b>Password</b> field.
3	Click the <b>Sign in</b> button. The <i>Deacon Dashboard</i> screen displays.

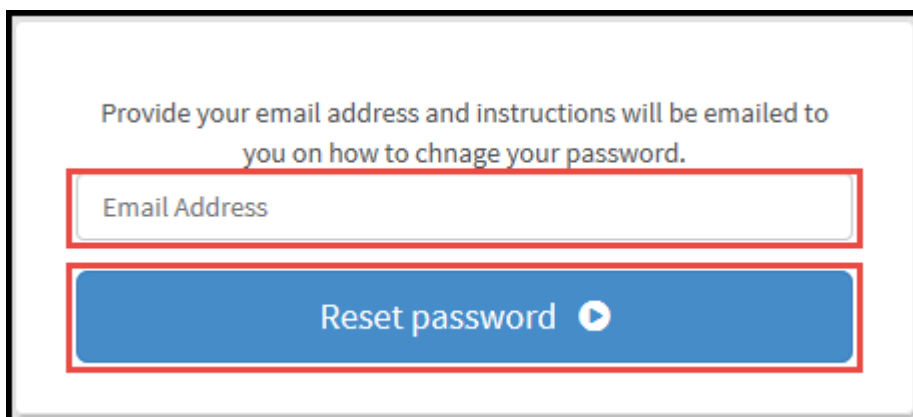
## Requesting a New Password

Follow the steps below when requesting a new password to access the Prayers system.



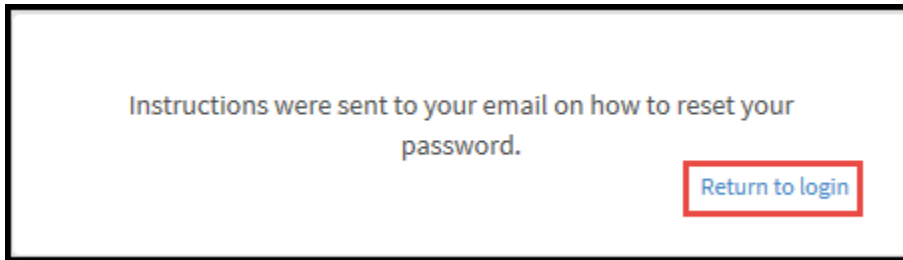
The screenshot shows a login interface with the heading "Go ahead, log in". Below the heading are two input fields: "Email" and "Password". To the right of the "Password" field is a link labeled "Forgot Password?". Below these fields is a blue button labeled "Signin" with a right-pointing arrow icon. A red rectangular box highlights the "Forgot Password?" link.

- Click the **Forgot Password** link.



The screenshot shows a password reset interface. At the top, it says "Provide your email address and instructions will be emailed to you on how to chnage your password." Below this is an input field labeled "Email Address". Below the input field is a blue button labeled "Reset password" with a right-pointing arrow icon. Red rectangular boxes highlight both the "Email Address" field and the "Reset password" button.

- Enter your email address in the **Email Address** field.
- Click the **Reset password** button. A message displays with instructions for checking your email to reset your new password.



- Click the **Return to login** button or close the browser.
- Select the URL within the email you received from no-reply@52projectsllc.com. The *Reset Password* screen displays.

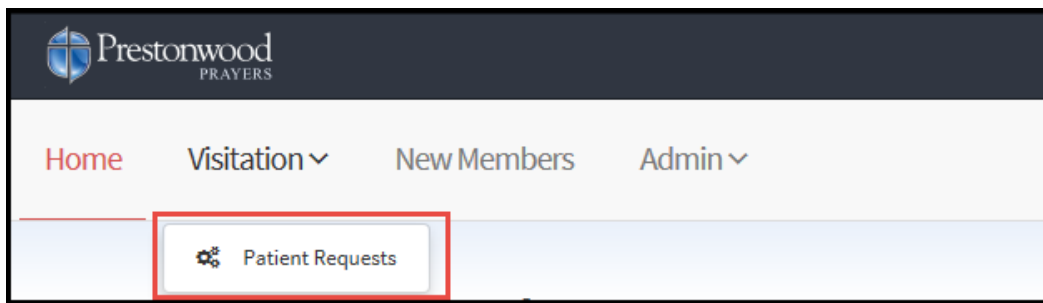
- Follow the steps outlined in the table below to reset your password.

<b>1</b>	Enter your new password in the <b>Password</b> field.
<b>2</b>	Enter your new password again in the <b>Confirm Password</b> field.
<b>3</b>	Click the <b>Reset password</b> button. The <i>Deacon Dashboard</i> displays.

# Deacon Dashboard

## Recording a Visit

When a designated church member (deacon) visits a patient, that visit can be recorded following the steps below.



- Click the **Patient Requests** button from the **Visitation** drop down menu. The *Deacon Dashboard* screen displays.

The table below provides an overview of several key fields from the *Deacon Dashboard*.


Deacon Dashboard				Zone(s)
FOREST PARK MEDICAL CENTER-DALLAS (A) <span>1</span>				<span>2</span> 11990 North Central Expressway, Dallas 75243 <span>3</span> (972) 234-1900
Patient Name	Location	Last Visit	Checked In	
John Doe <span>3</span>	2 <span>4</span>	Dec 18 <span>5</span>	Dec 04 <span>6</span>	<span>7</span> <span>8</span>
NORTH CEN SURGICAL CTR (A)				9301 N. Central Expr, Suite 100" TX 75231
Patient Name	Location	Last Visit	Checked In	
Jane Doe	300 South Tower	Dec 05	Dec 05	<span>9</span> <span>10</span>



1	Name of the medical facility where the patient resides
2	Address and phone number of the patient's medical facility
3	Name of the patient
4	Room number for the patient within the facility
5	Date of last visit from a church member
6	Date patient checked into facility


- To record a visit, click the green dialogue button to the right of the **Checked In** field. The *Record a Visit* screen displays.
- Follow the steps outlined in the table below to record a visit.

## Record a Visit

 John Doe

---

Date of Visit


1

Note

Mr. Doe is responding well to treatment. He requested a visit from Pastor Smith. 2

Minister visit requested 3

Reason for minister request or other additional information

Mr. Doe is very concerned about his long-term prognosis. 4

*Please be judicious when requesting a minister visit so they are not overwhelmed. Realize that when we request they visit; it is important.*

Record Visit

Cancel 5

<b>1</b>	Enter the date of the visit within the <b>Date of Visit</b> field. <b>Note:</b> If the date of the visit was prior to the date of entry, click the calendar icon to the right of the field and select the correct date.
<b>2</b>	Enter notes related to the visit in the <b>Note</b> field.
<b>3</b>	Select the <b>Minister visit requested</b> checkbox if the patient would like to meet with a minister (optional). <b>Note:</b> Please use discretion when requesting a minister due to the risk of schedule constraints for the minister.
<b>4</b>	Enter additional information regarding the reason for the minister request within the <b>Reason for minister request or other additional information</b> field.
<b>5</b>	Click the <b>Record Visit</b> button. The <i>Deacon Dashboard</i> displays.

## Viewing the Recorded Visit

To view the information you recorded for your visit, follow the steps below from the *Deacon Dashboard* screen.

**Deacon Dashboard** Zone(s) ALL ZONES ▾

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**FOREST PARK MEDICAL CENTER-DALLAS (A)** 1 2 11990 North Central Expressway, Dallas 75243 (972) 234-1900

Patient Name	Location	Last Visit	Checked In	
John Doe <span style="float: right;">3</span>	2 <span style="float: right;">4</span>	Dec 18 <span style="float: right;">5</span>	Dec 04 <span style="float: right;">6</span>	

**NORTH CEN SURGICAL CTR (A)** 9301 N. Central Expr, Suite 100<sup>th</sup> TX 75231

Patient Name	Location	Last Visit	Checked In	
Jane Doe	300 South Tower	Dec 05	Dec 05	

- Click the blue **View Patient** button to the right of the **Checked In** field. A new screen displays with the recorded visit listed by date within the **Recent Notes** field.

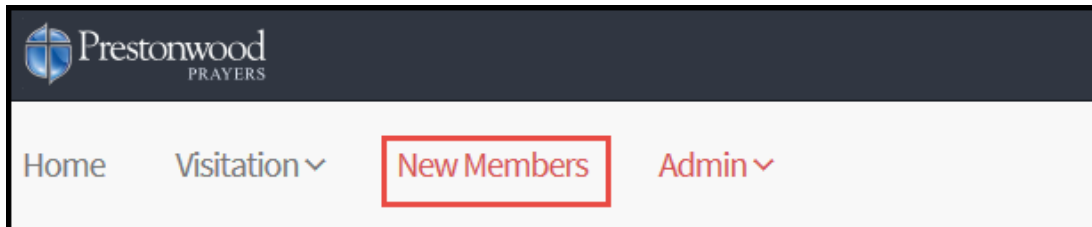
John Doe		Record Visit
<b>Current Status</b>		
HOSPITAL FOREST PARK MEDICAL CENTER-DALLAS	ROOM / LOCATION 2	<b>Recent Notes</b>
STATUS INFORMATION asdfas		Jan 09, 2015 DeaconB User
<b>Patient Information</b>		Jan 08, 2015 DeaconB User Mr. Doe is responding well to treatment. He requested a visit from Pastor Smith.
CAMPUS - STATUS Plano Campus - Member	BIRTHDATE / AGE Feb 05, 1969 (45)	Dec 18, 2014 DeaconB User he's ok
RELATIONSHIP / BIBLE FELLOWSHIP CLASS Son of James and Jane Doe , MA5 Richards/Ursprung		

## New Members

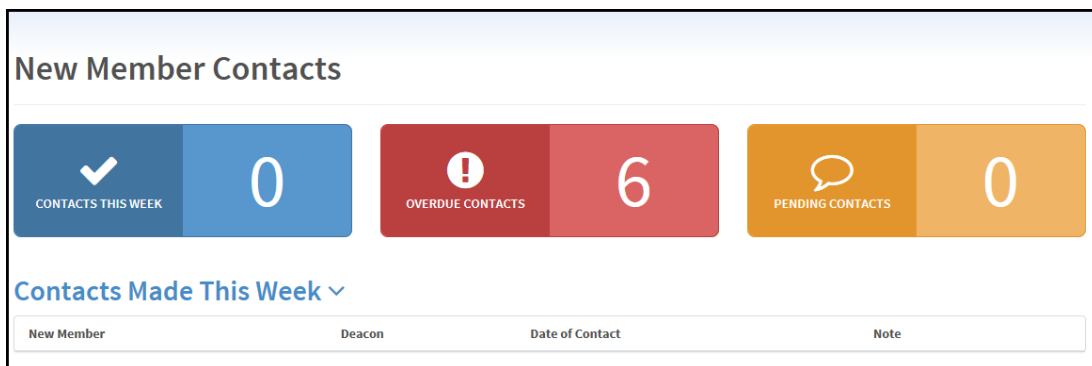
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### Accessing the New Member Contacts Dashboard

Follow the steps below when accessing the *New Member Contacts* dashboard.

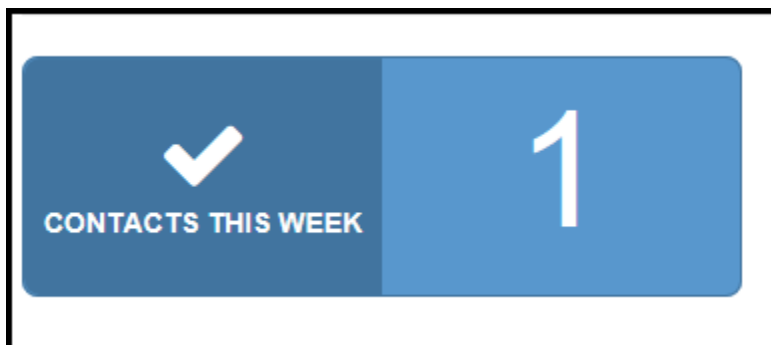


- Select the **New Members** menu item. The *New Member Contacts* dashboard displays.



### Viewing Contacts

Follow the steps below you want to view a list of the new member contacts made during the current week.



- Click within the blue section titled, *Contacts This Week*. The *Contacts Made This Week* list displays at the bottom of the screen.

**New Member Contacts**

CONTACTS THIS WEEK 1

OVERDUE CONTACTS 4

PENDING CONTACTS 0

**Contacts Made This Week** ▾

New Member	Deacon	Date of Contact	Note
Jane Doe	DeaconA User	1/9/2015	Test

## Viewing and Reassigning Overdue Contacts

### Viewing Overdue Contacts

Follow the steps below you want to view a list of the overdue contacts.

OVERDUE CONTACTS 6

- Click within the red section titled, *Overdue Contacts*. The *Overdue Contacts* list displays at the bottom of the New Member Contacts screen.

## Reassigning Overdue Contacts

**New Member Contacts**

CONTACTS THIS WEEK: 0

OVERDUE CONTACTS: 6

PENDING CONTACTS: 0

**Overdue Contacts** ▾

New Member	Deacon	Due Date	Days Overdue	
John Doe	DeaconB User	12/24/2014 9:32:32 PM	14	↗
Jane Doe	DeaconA User	12/24/2014 9:32:33 PM	14	↗
Sample Name	DeaconB User	12/24/2014 10:52:42 PM	14	↗
Sample Name	DeaconC User	12/25/2014 4:08:11 PM	13	↗
Sample Name	DeaconC User	12/26/2014 7:07:42 PM	12	↗
Sample Name	DeaconA User	12/26/2014 7:07:43 PM	12	↗

- To reassign a contact to a different deacon, click the orange arrow button located next to the contact information for the new member. The *Reassignment* screen displays.

The Prayers system will attempt to perform the following functions when reassigning a member:

- Match a new member with a deacon from their own campus.
- Match a new member to a deacon with the least number of active assignments.

**Note:** If multiple deacons from the same campus also have the same number of assignments, then the new member will be matched with a deacon closest in age to the new member.

**John Doe** (33 yrs old)

Assigned to DeaconB User 0 days overdue

↗ Reassign to a different deacon

Close window

- Click the **Reassign to a different deacon** button. A new screen displays with the name of the pre-selected deacon to whom the contact will be reassigned. **Example Used Below:** Deacon A.

John Doe (33 yrs old)

**Auto-reassigned to DeaconA 1/1/1900 12:00:00 AM** [Choose a specific deacon](#)  
 most recent new member contact was on 8/31/14

**Reassign Contact(s)** [Cancel Reassignment](#)

If you want to select...	Then...
The name of the deacon automatically generated by the Prayers system	Click the <b>Reassign Contact(s)</b> button.
A different deacon	Follow the steps below to complete the process for choosing a different deacon.

John Doe (33 yrs old)

**Auto-reassigned to DeaconA 1/1/1900 12:00:00 AM** [Choose a specific deacon](#)  
 most recent new member contact was on 8/31/14

**Reassign Contact(s)** [Cancel Reassignment](#)

- Click the **Choose a specific deacon** link. The **Reassign to which Deacon?** dropdown list displays.

John Doe (33 yrs old)

Reassign to which Deacon?

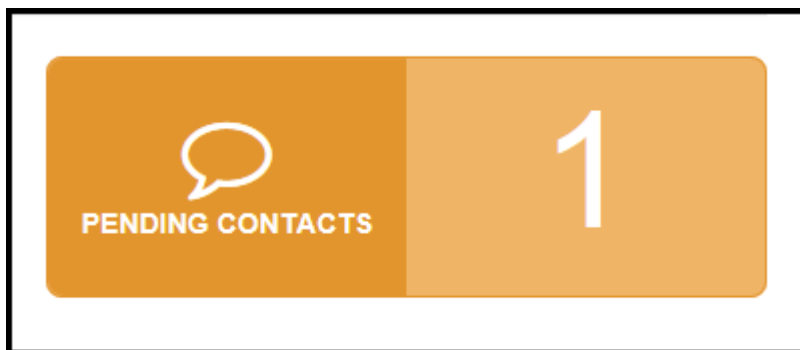
DeaconB User (0)

Reassign Contact(s) Cancel Reassignment

- Select the deacon you wish to reassign to your new member contact from the **Reassign to which Deacon?** dropdown list.
- Click the **Reassign Contact(s)** button. The *New Member Contacts* screen displays.

## Viewing Pending Contacts

Follow the steps below you want to view a list of the pending new member contacts.




- Click within the yellow section titled, *Pending Contacts*. The *Pending Contacts* list displays at the bottom of the *New Member Contacts* screen.



### New Member Contacts

✓ CONTACTS THIS WEEK 1 ! OVERDUE CONTACTS 4 🗨️ PENDING CONTACTS 1

#### Pending Contacts ▾

New Member	Deacon	Due Date	
👤 Jane Doe	DeaconA User	1/16/2015 7:31:33 PM	

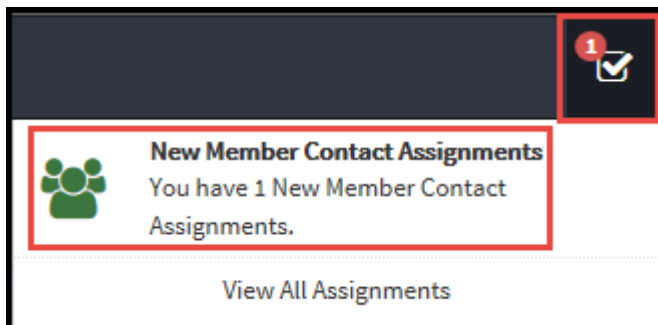
- To reassign a contact to a different deacon, click the orange arrow button located next to the contact information for the new member. Refer to the [Reassigning Overdue Contacts](#) section above for instructions on how to reassign a contact.

## New Member Contact Assignments

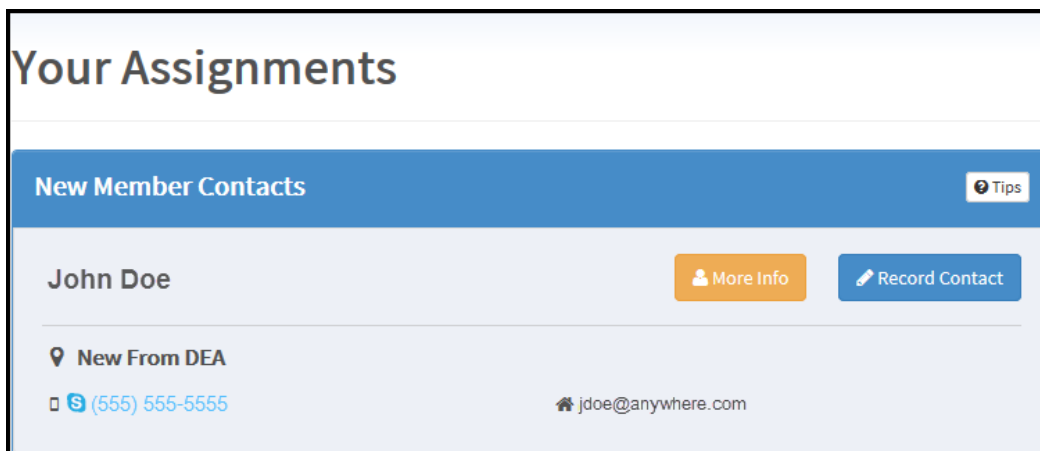
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### Viewing New Member Contact Assignments

When you receive a new contact assignment, a red circle will generate at the top of your screen that includes the total number of contact assignments received. Follow the steps below to view your new member contact assignments.

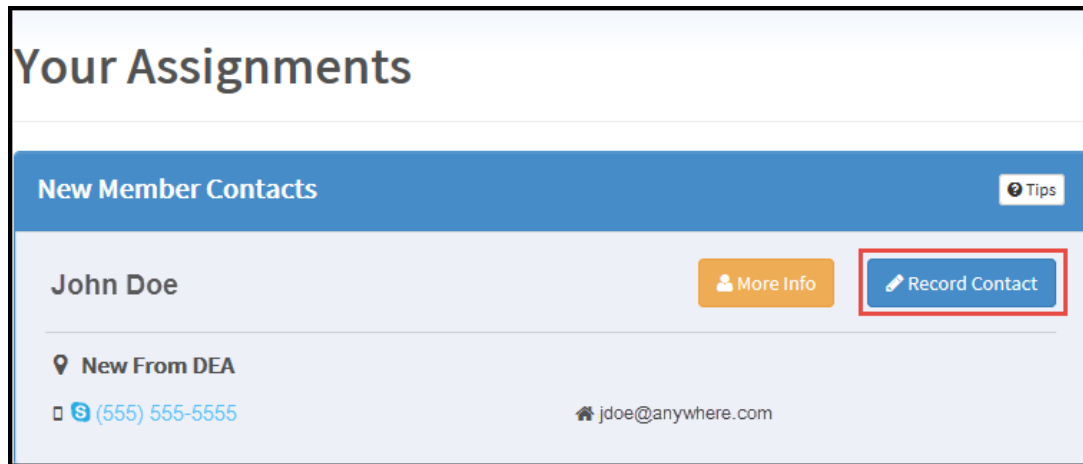


- Click the **checkbox** button. The screen expands with an option to view the new member contact assignments or all assignments.
- Click the **New Member Contact Assignments** button. The *Your Assignments* screen displays.



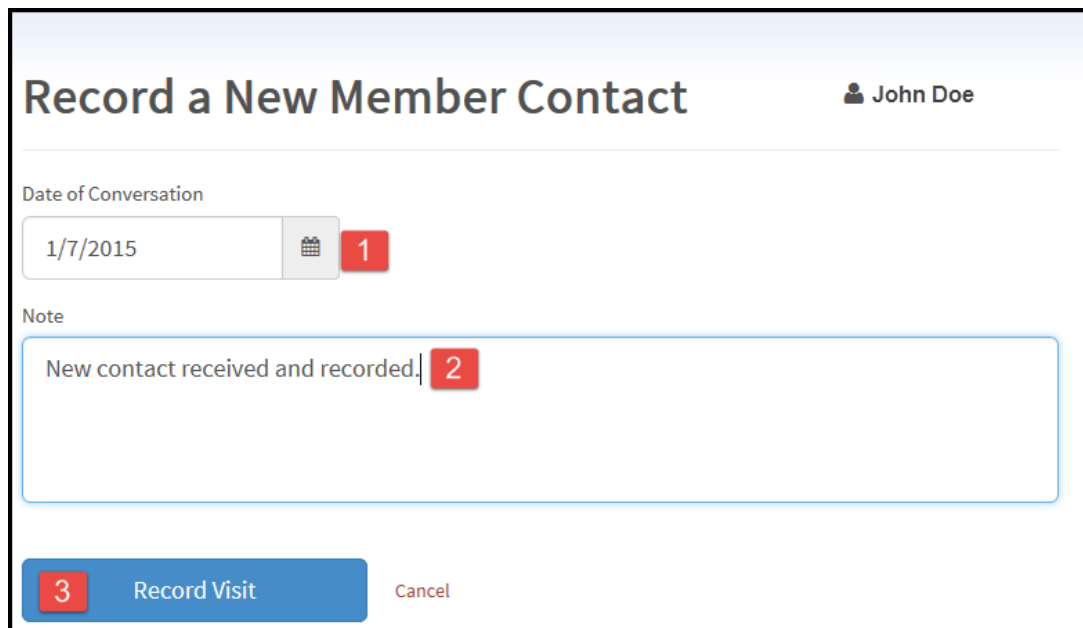
## Recording a New Member Contact

Follow the steps below to record a new contact.



The screenshot shows a web interface titled "Your Assignments". Below the title is a blue header bar with the text "New Member Contacts" and a "Tips" icon. The main content area displays a contact card for "John Doe". To the right of the name are two buttons: "More Info" (orange) and "Record Contact" (blue). The "Record Contact" button is highlighted with a red rectangular box. Below the name, there is a location pin icon followed by "New From DEA", a phone icon followed by "(555) 555-5555", and a house icon followed by "jdoe@anywhere.com".

- Click the **Record Contact** button. The *Record a New Member Contact* screen displays.
- Follow the steps outlined in the table below to record a new member contact.



The screenshot shows a form titled "Record a New Member Contact" with a user profile icon and the name "John Doe" in the top right corner. The form has a light blue background. Below the title, there is a "Date of Conversation" section with a text input field containing "1/7/2015", a calendar icon, and a red square with the number "1". Below this is a "Note" section with a large text area containing the text "New contact received and recorded," followed by a red square with the number "2". At the bottom of the form, there is a blue button with a red square and the number "3" and the text "Record Visit", and a "Cancel" link to its right.

1	Enter the date of the conversation in the <b>Date of Conversation</b> field. <b>Note:</b> If the date of the conversation was prior to the date of entry, click the calendar icon and select the correct date.
2	Enter notes related to the new contact in the <b>Note</b> field.
3	Click the <b>Record Visit</b> button. The <i>Your Assignments</i> screen displays and the New Member Contacts field is cleared.

