Adoration Servants

Emailing System User Guide

Doing the work required for Perpetual Adoration

so we and other may adore in the presence of our Eucharistic Lord and God

(under the patronage of Saints Martha and Mary)

This documentation makes use of screen prints with oversized cursors. In addition, the cursors may be flipped and rotated for readability of the documentation. The following cursors will be used for the following reasons:

Arrow cursor to help point to a specific place on the screen.

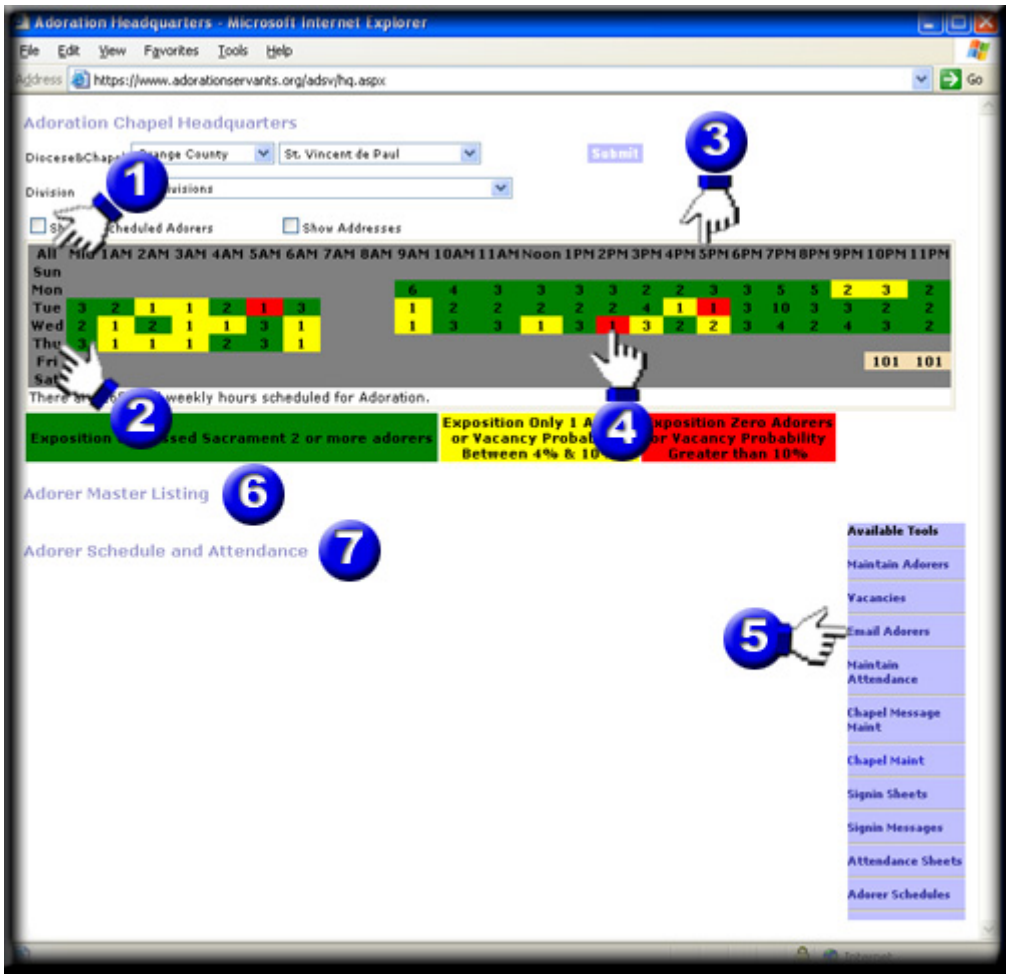
Hand cursor used when "mousing over" that part of the screen is a link to a particular function.

Please note your own personal cursors may differ from the cursors being used in the documentation. The screen prints may also differ depending on your browser type, screen resolution, and a number of other factors.

This system has been designed and will work best using Microsoft Internet Explorer which is by far the most stable browser from a development point of view. For more information on this statement see the note at the end of this documentation

On the Headquarters Page emailing is available from clicking on the "Email Adorers" link (#5) or after clicking on specific areas of the Hours-Grid (#1,2,3,4).

In the screen print below multiple hand cursors show different areas that can be clicked on. **Hand #1** clicks on the "All" label which will fill the "Adorer Master Listing" section (#6) and the "Adorer Schedule and Attendance" section (#7) below with a listing of all adorers.



Note that only those adorers with scheduled holy hours will be displayed unless the "Show Scheduled Adorers" checkbox (located just above the Hours-Grid and partially hidden by Hand #1) is checked. In that case all adorers for the chapel, both scheduled and unscheduled, will be displayed.

Hand #2 clicks on "Thu" which will display all adorers with scheduled hours on Thursday.

Hand #3 clicks on "5 P.M." displaying all the adorers scheduled at 5 PM any day of the week.

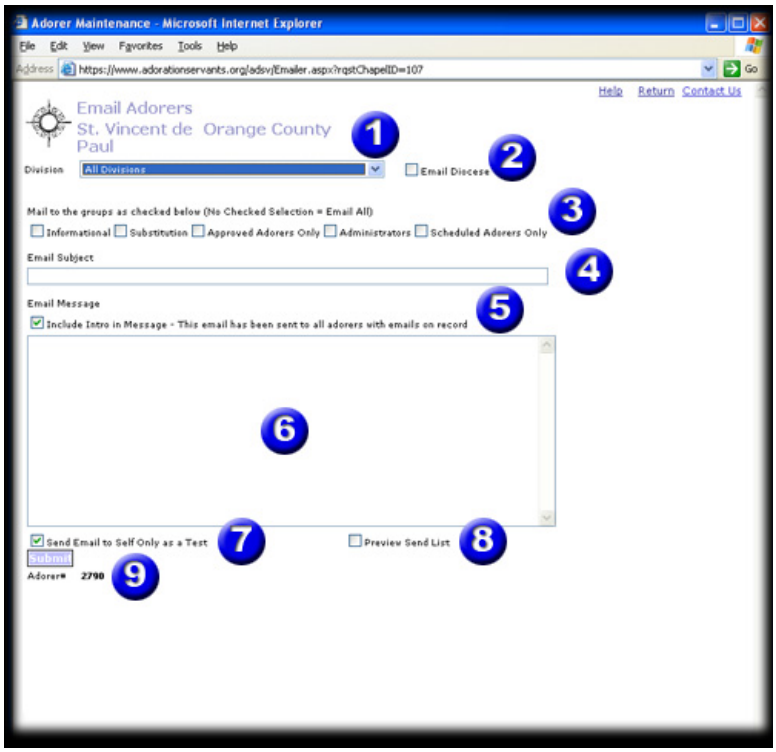
Hand #4 when clicked will display the single adorer scheduled for Wed 2 PM who, by the way, has poor attendance as indicated by the red colored hour square.

The page below shows the results of clicking the 11 P.M. hours. Once the master lisintings are clicked then an "Email" link displays as show by the cursor Hand #1. Clicking on this link or on the Email adorers link from the blue menu box (Hand #5 in the previous page above) will take you to the email page.

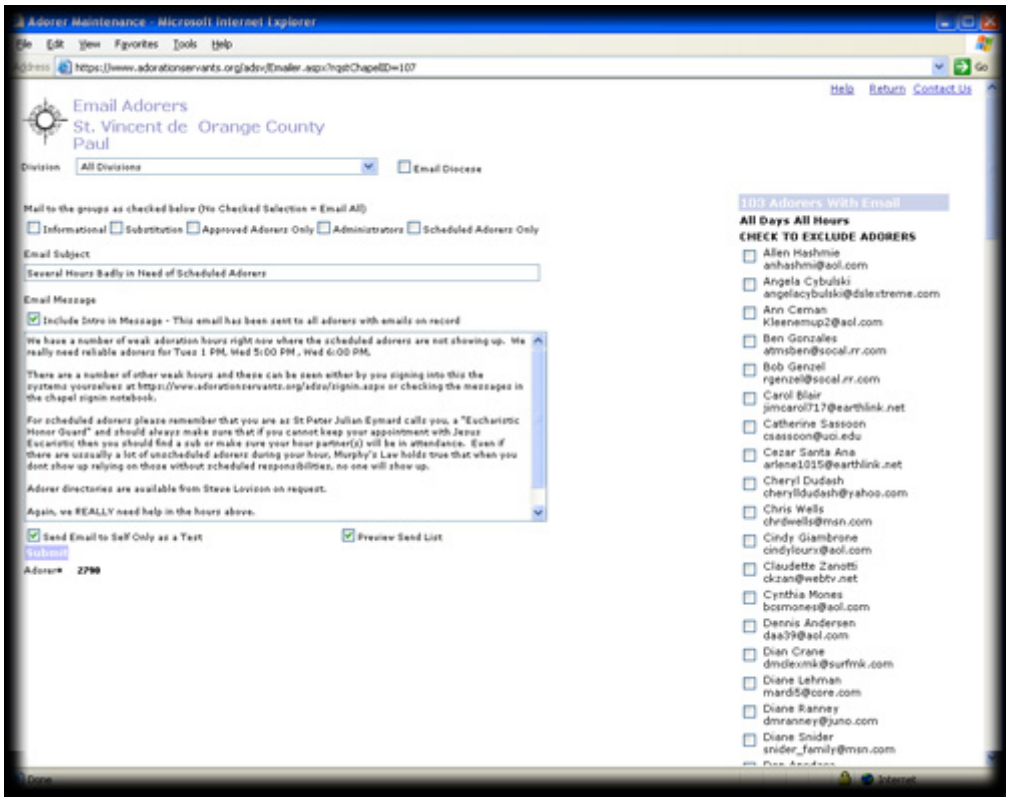
For more information on the information provided on this Headquarters page see the appropriate documentation as it is available.

The Email Page.shown in the screen print below is what comes up when the "Email Adorer" blue menu box option is taken. The initial page is empty with a minimum of defaults.

The information on this page is described as follows:



1. **Division –** Drop down list to filter adorers scheduled in a specific division.
2. **Email Diocese** – Ability to email adorers in multiple chapels within a diocese. You must have Diocese Admin capabilities.
3. **Filtering Options** – Select adorers that match the filter. The "Informational", "Substitutions", "Approved Adorers Only", and "Administrators" are all maintained at the Adorer level in the "Adorer Maint" page with defaults based on Chapel Master setting. "Scheduled Adorers Only" are well, only those adorers with scheduled holy hours.
4. **Email Subject** – The subject that will appear when the email is sent.
5. **Intro Message** – a general introduction message stating the email has been sent to all adorers with email on record.
6. **Message Body** – the text of the message.
7. **Self Send Test** – When the "Submit" button is clicked, an email will only send the email to yourself so you can see how it looks before sending to the actual adorers. A preview of the adorers will also display as described in the number eight below.
8. **Preview List** – Instead of actually emailing the adorers a list of those adorers will display on the page so you can see who will ultimately receive the email. You can selectively remove adorers from this previes list if desired (described below).
9. **Adorer #** - Your adorer number for informational purposes. This is how you are signed on to the system and this is who, based on the Adorer Master record, will receive the Self-Test Email.

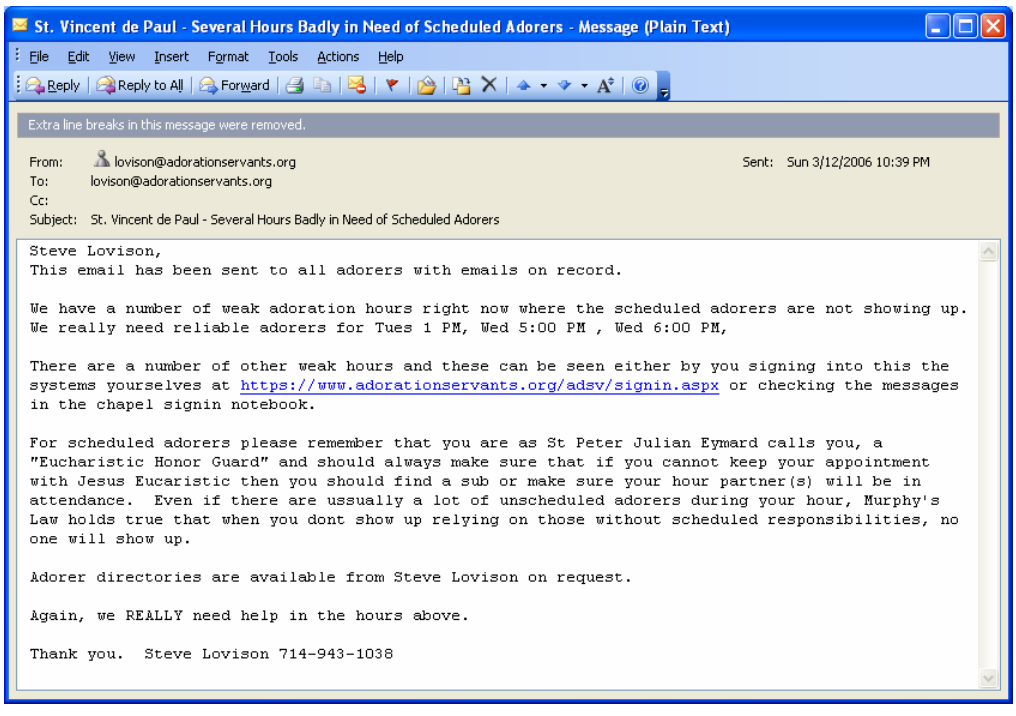


The sample to the left shows the results of pressing the "Submit" button while the "Preview Send List" is checked. A list of all the adorers with emails is displayed to the right of the Email input fields.

In addition to the name and email for each adorers a checkbox is available. If this checkbox is pressed then those adorers will be excluded from the email send.

To actually send the email uncheck both the "Send Email to Self Only as a Test" and the "Preview Send List".

The actual email below was sent to all and is based on the email setup in the screen example above. Notice that in the subject the chapel name "St Vincent de Paul" was added to the subject.

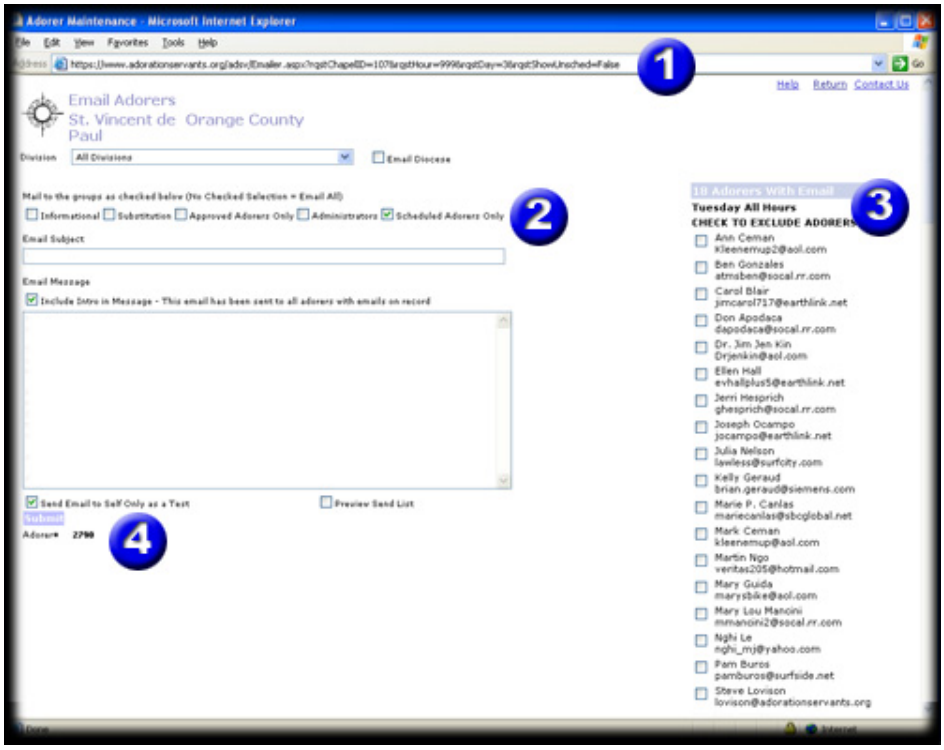


Notice also in the body of the email the adorer's name and the introductory sentence have also been included.

This sample is coming from and going to the same email. That can only be the case for adorers who are administrators and using for their own personal email an "adorationservants.org" email address.

All emails are sent from the designated adorerservants.org email for the chapel. Any replies to these emails are automatically forwarded to the designated Chapel Admins.

The page below came up from clicking the Tuesday row heading from the Headquarters page. This set up an email list for all adorers scheduled on Tuesday with emails on record.



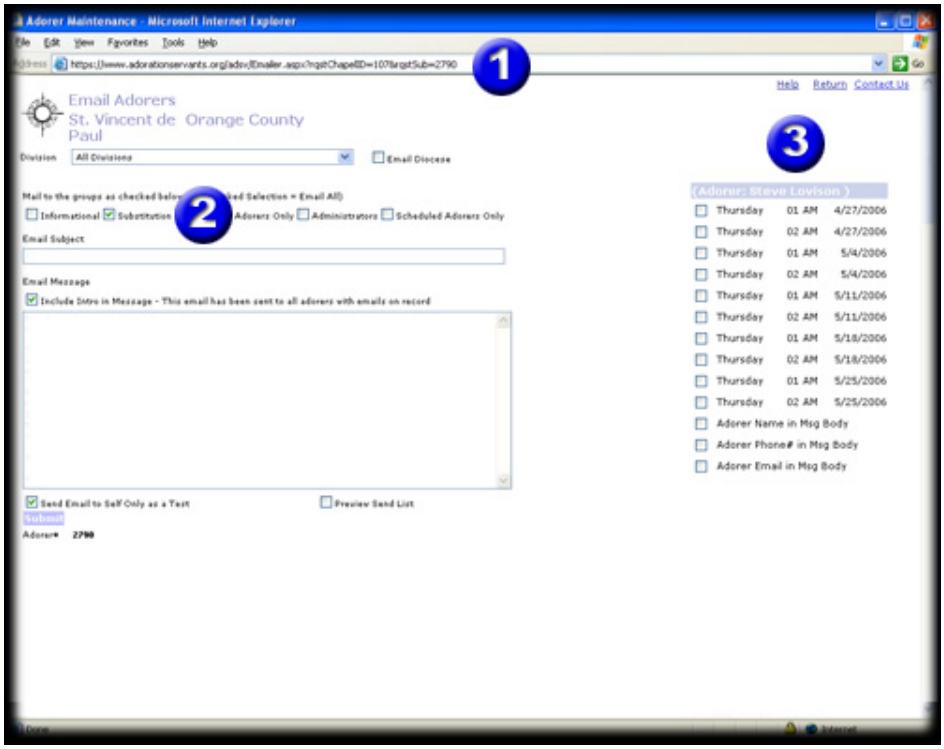
#1 shows the URL has parameters for the day and hour selected. These parameters should stay until you click the "Return" link on the top right of the page.

#2 Shows that the "Scheduled Adorers Only" checkbox is checked by default which makes sense since we are looking for specific hours.

#3 shows the heading of displayed adorers is "Tuesday All Hours" which was chosen from the Headquarters page.

#4 show that "Send Email to Self Only as a Test" is also defaulted.

The page below came from clicking on the "Email Subs" button on Adorer Maint. This allows for substitution emails to be sent based on adorer schedules.

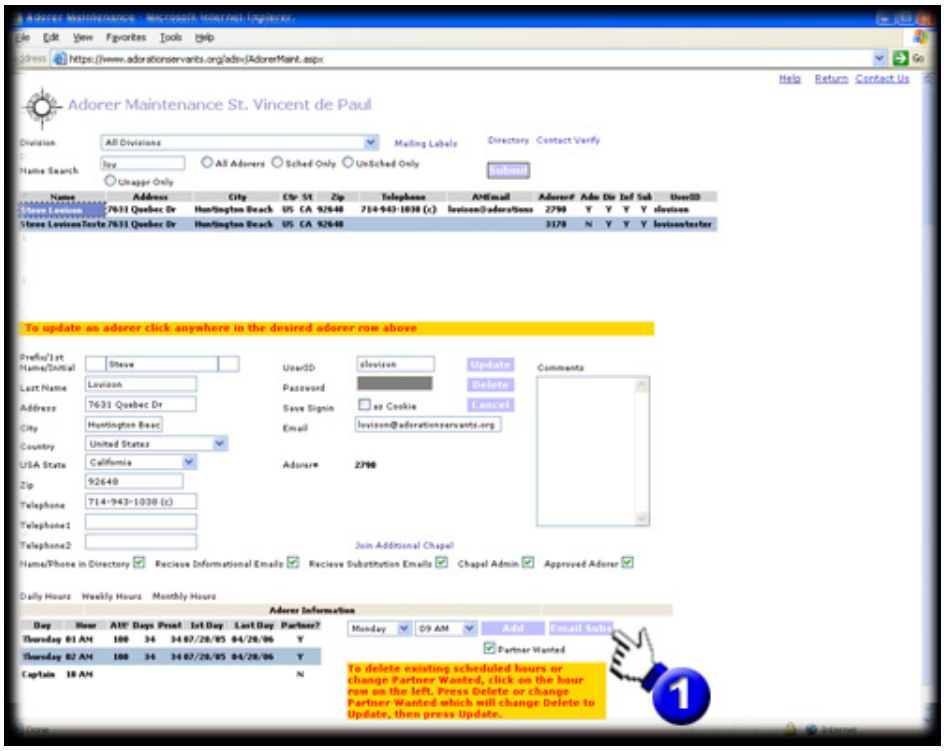


#1 shows the URL has parameters for the adorer needing a sub. These parameters should stay until you click the "Return" link on the top right of the page.

#2 Shows that the "Substituitions" checkbox is checked by default which will then send to only those adorers wishing to see substitution requests.

#3 show the adorer's adoration schedule for the next several weeks. Checking specific dates will include them in the email.

Also checkboxes are provided to include the adorer's name, email, and phone number in the body of the email. This allows for self-sufficiency of adorers in securing their own substitutes.



The Adorer Maint Page on the left show Hand #1 pointing to the "Email Subs" button which brings up the Email page just discussed.

This button will use the scheduled information from the selected adorers to create the appropriate emails.

The actual email below was sent to find substitute adorers for Steve Lovison for his Thursday 1 AM and 2 AM hours as he was going to be out of town at Marytown www.marytown.com the National Headquarters for the Militia of the Immaculata www.consecration.com working on the adoration system enhancements (including this very document!).

St. Vincent de Paul - Adoration Subs Needed Thur 2/27 - Take the middle of the night challenge - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

From: lovison@adorationservants.org Sent: Wed 4/19/2006 9:34 PM
To: lovison@adorationservants.org
Cc:
Subject: St. Vincent de Paul - Adoration Subs Needed Thur 2/27 - Take the middle of the night challenge

Steve Lovison,
This email has been sent to all adorers with emails on record.

An adorer needs a substitute for the following:
Thursday 01 AM 4/27/2006
Thursday 02 AM 4/27/2006

Steve Lovison will be out of town the entire week of April 24th and needs someone(s) to cover his holy hours. This would be a great opportunity to see what it is like to make a weekly middle-of-the-night holy hour part of your spiritual life.

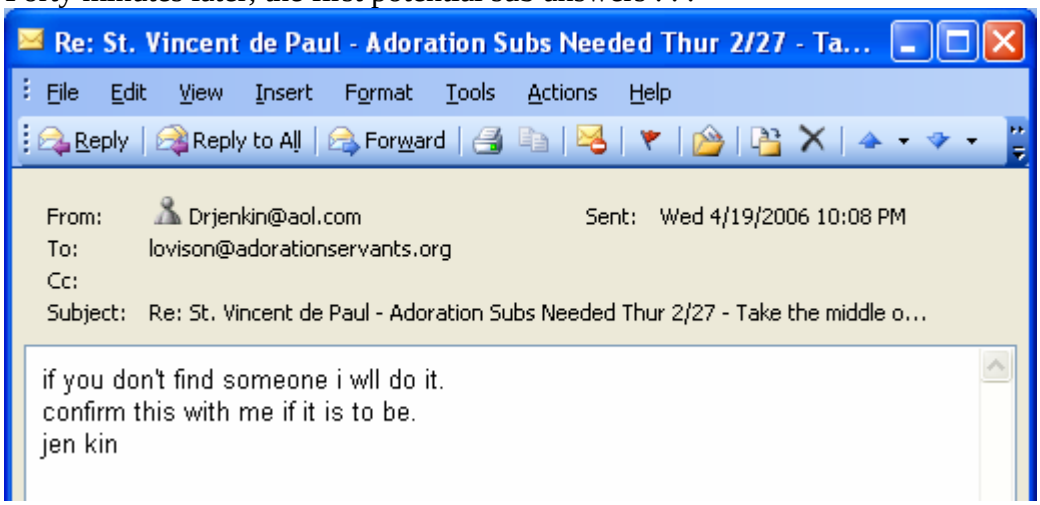
Please consider the example of Job who "would rise early in the morning and offer burnt offerings according to the number of them all [his children]; for Job said, 'It may be that my sons have sinned, and cursed God in their hearts.' Thus Job did continually". Job 1:5

If you plan to take one or both of these hours you will need to have the chapel combination, available at the parish office.

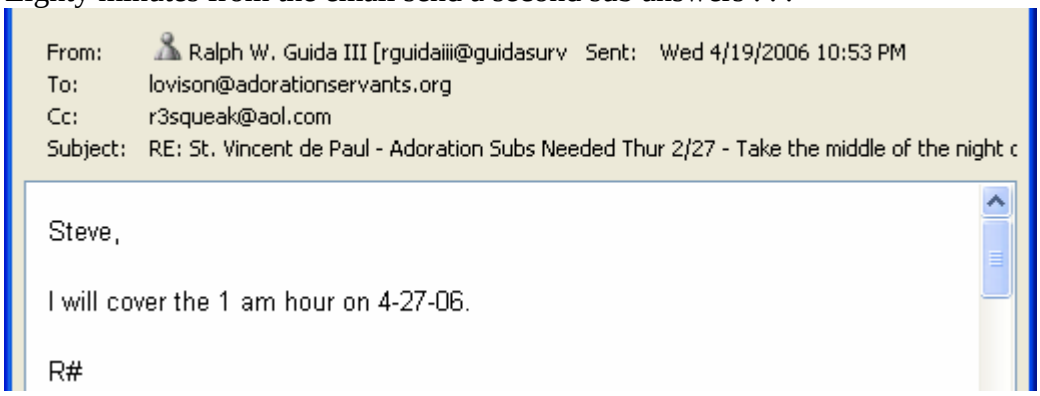
Please call Steve at 714-943-1038 or respond to this email as soon as possible.

Thank you.

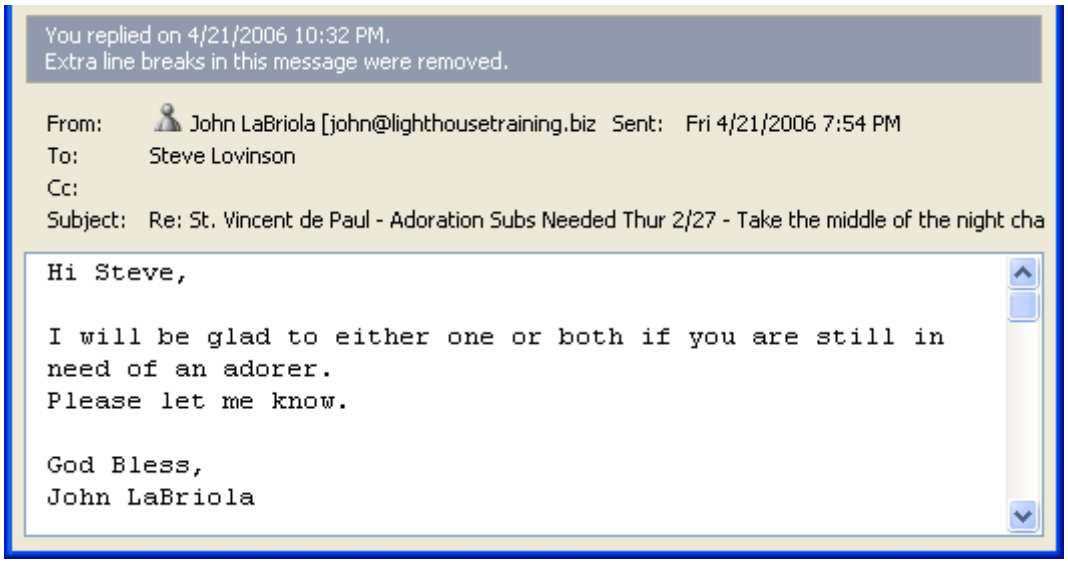
Forty minutes later, the first potential sub answers . . .



Eighty minutes from the email send a second sub answers . . .



Other emails trickle in . . .



Note on Microsoft Internet Explorer and Other Browsers.

You can search Google with the following phrase contained in double quotes ("NOTE TO AOL USERS", "note to firefox users", etc) to see the truth behind our statement. We apologize for this very minor inconvenience but it is a fact of life that browser idiosyncrasies are problematic. Our limited resources will always go towards providing a reliable set of tools with as much functionality as possible. Someday, when we can't think of anything else to work on, we will work towards making the pages handle the weaknesses of other browsers.