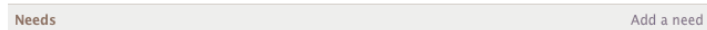


Create Needs

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Needs are related to groups. Add a need by going to a specific group. A need may be created by a group leader or group member (if the group settings allow). An individual with Need privilege may create and track needs in any group.

On the Group home page, the needs are displayed at the bottom of the screen. Click the 'Add a need' link.



OR from the Group home page, click on the Needs tab.

The Great Adventure



Under Actions, click 'Add a Need.'



The 'Create a new need' page will open.

First enter the details of the need. The 'Need Name' must be entered or the page will not save.

You may choose a Coordinator for the need from the pulldown listing that includes any basic users in the group. Limited access users may not coordinate a need but can be assigned a needed item.















A form titled "Create a new need" with a "Details" section. It contains fields for "Group Name" (pre-filled with "The Great Adventure"), "Need Name" (empty text box), "Description" (empty text area), and "Coordinator" (pulldown menu showing "Master Admin").

Location information is optional. If you enter the address information, a map link will be shown for the need.

A form titled "Location (optional)" with fields for "Location Name", "Street", "City", "State" (pulldown menu showing "Select..."), "Postal Code", and "Country" (pulldown menu showing "Choose...").

Now it's time to enter the items you want included in the need. Each item must have a date.

8/21/2009 2:48 PM RSS

Requested Item	Date		
Lead Youth Worship	06/20/09		
Chaperone Cabin	06/20/09		
Purchase Supplies	06/19/09		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		

The red 'X' lets you delete an item.

When you've entered your items, be sure to save. The need is now ready for you to assign or inform individuals about the need.

To see the needs you coordinate, go to Groups->Needs and click 'Needs I'm Coordinating.' There is also a link for 'Past Coordinations' for needs with prior dates.

Groups	Calendar	Messages	Needs	Positions	Files	
Needs I'm Coordinating	My Assignments	My Groups - Active Needs		Past Coordinations	Past Assignments	My Groups - Past Needs

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