

# Congregation Publisher File 11.00 User's Guide

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## Overview

### Introduction

Welcome to Congregation Publisher File, computer software designed to help track publisher activity within a congregation. In addition to providing congregation service overseers with the tools needed to do powerful in-depth publisher analysis, congregation secretaries will appreciate CPF's support of the Society's S-1 and S-10 reports.

Perhaps the most powerful aspect of CPF is its ability to generate a wide range of custom-made summaries at a variety of levels. Would you like to know exactly what the congregation and each field service group did last month? Or over the last 6 months? Would you like to know what the elders and ministerial servants did over the last 6 months? Or how each pioneer is doing so far for the service year? CPF can provide answers to these and many other questions.

Summaries can also be filtered to focus in on a specific age group, gender or baptismal status. Would you like to know what the teenagers did last month? Or over the last 6 months? As they become young adults, do they have an increased or decreased share in the ministry? As publishers become older, what changes in field service activity occur? CPF can provide you with the answers to these and similar questions in seconds.

Since its inception in 1990, CPF has proven to be a valuable diagnostic tool in helping brothers around the world quickly pinpoint areas within their congregation that may need special attention. CPF's goal has always been to help those in a position of oversight carry out their responsibilities more efficiently, thereby benefiting the congregation more fully. (Acts 20:28)

In order to help you benefit fully from CPF, much help has been provided. As you use CPF, help is only a keystroke away. Pressing the **F1** key at any point in the program will provide you with detailed information specific to the screen you are currently looking at. Additionally, this User's Guide was designed to help you understand the basic concepts behind CPF and to help resolve any problems you might encounter during the setup and use of the program. And as a visual aid there are also a variety of very helpful training videos available on the CPF website at [www.cpfsoftware.com](http://www.cpfsoftware.com) that not only explain how to install CPF but also demonstrate many of its features. But before we continue, it would be good to review a few important points.

### Society Procedures

As members of Jehovah's theocratic organization, all of us can appreciate the need to follow established procedures. (1 Corinthians 14:40) In accordance with the Society's arrangements, it must be kept in mind that **ALL** of the Society's original paperwork **MUST** be maintained and kept up to date. CPF was **NOT** designed to replace this arrangement but rather to compliment it, replacing the worksheets most congregation secretaries create to help compile reports sent to the Society.

Additionally, this program and its documentation are to be used only by those who are duly authorized to have access to the publisher file. Please keep in mind that publisher information is **CONFIDENTIAL** and that a trust exists between publishers and those who have access to the file. All efforts must be made to ensure that trust. (See w71 4/1 Questions from Readers.) It should also be kept in mind that in some countries around the world the storage of personal information may be governed by secular laws. Careful consideration of any directives from the Society in regards to these laws must be given as to how and if CPF can be used in these situations.

### Getting Started

Once you have installed CPF, one of the first things you will be doing is creating and filling out publisher record cards. These cards are very similar to the Society's S-21 cards, but they allow for much more detailed information to be entered.

Each publisher record card that CPF creates is made up of two sections. The first section is called the *header*, which contains current information such as the publisher's name, address and phone numbers. Dates such as date of birth and baptism can be entered. Other current information such as which field service group the publisher is assigned to, what type of publisher they are (for example: special pioneer, pioneer, auxiliary pioneer or publisher), or, in the case of a brother, what appointment he may hold (for example: elder or ministerial servant) can also be entered.

The second section of the card is reserved for field service reports for that publisher. CPF organizes field service reports by service year. Information is entered in the same order as found on the Society's S-21 card. However, with each field service report entered, you will be asked for additional information specific to that report. Let's take a moment and discuss what this extra information is and why it is needed.

### How CPF Tracks Past Field Service Activity

After you have entered a publisher's field service report, CPF will ask you five more questions that deal specifically with that report. Your answers will then become part of that field service report.

The first question you will be asked is whether or not the field service report was late. This piece of information serves only one purpose, and that is to allow CPF to later generate a summary helping you identify those publishers who consistently hand in their field service reports late. Your answer has no effect on the monthly report you send to the Society.

Next, you will be asked whether or not another congregation already reported the field service report to the Society. This piece of information lets CPF know what field service activity was done inside your congregation and what was done outside. For example, if a publisher moved into your congregation and you decided to enter into CPF field service activity that was previously posted on their S-21 card, that activity would have already been reported to the Society by another congregation.

The final three questions provide CPF with the last pieces of information it needs to properly file the field service report. First, you will be asked which field service group the publisher was assigned to *during that month*. Next, you will be asked what type of publisher they were *during that month*. Finally, if the publisher is a brother, you will be asked what appointment, if any, he held *during that month*.

Notice that these questions are specific to the month written on the field service report you are entering. Your answers to these last three questions might be different from the current information found on the header of that publisher's record card. For example, the publisher may currently be assigned to a different field service group than they were during the month of the field service report you are entering.

These extra pieces of information provide CPF with a permanent record of where that publisher was during that month and what they were doing at that time. Regardless of what happens to that publisher in the future, this information never changes. It is part of your congregation's history. Since CPF remembers the composition of your congregation for any month in the past, it will always come up with the same totals when generating summaries of past field service activity.

But what do you do with a publisher's record card if they are no longer a member of your congregation? What if they move out? Should you delete their card? No. If you deleted their card, summaries of past field service activity for your congregation would no longer be accurate. It is important therefore to hold on to all the cards. But in your day-to-day activities you normally want to work only with cards belonging to publishers currently in your congregation. CPF allows you to do this through the use of Access Modes. Let's see what they are and how they work.

### Access Modes

CPF groups publisher record cards into three categories. These categories are called *Access Modes* and they allow you to select which grouping of cards you want to access, or work with. The access modes for cards are *Active*, *Basic* and *All*. Into which of these three categories a card belongs depends on what is found in the Status field located in the header of the card.

The Status field is used to describe the current status of that individual. There are eight choices from which to select: *Regular*, *Irregular*, *Inactive*, *Disfellowshipped*, *Disassociated*, *Moved Out*, *Deceased* or *Deleted*. (Deleted refers to those who were unbaptized publishers but, for the moment, are not permitted to participate in organized field service activity.)

Those who are regular or irregular fall into the *Active* category. The *Basic* category includes regular, irregular and inactive publishers. The *All* category includes all cards in the file.

CPF also places field service groups into two categories. These are also called Access Modes and they allow you to select which field service groups you want to access, or work with. The access modes for field service groups are *Active* and *All*. Groups are categorized by whether or not they are currently active. Groups that are currently active fall into the *Active* category. The *All* category includes all groups on file, including those that may no longer exist.

When you select a specific access mode, only those cards or field service groups which fall into that category are displayed. All other cards and field service groups are still there, but hidden.

### Global Update

As you can see, the contents of the Status field play an important role in determining how CPF groups publisher record cards. From time to time a publisher's current status may change for a number of reasons. At times you would make changes to this field, as would be the case if, for example, the publisher moved out of your congregation.

But even while they are in your congregation their current status can change. For example, depending on field service reports entered, they might have been regular in the past but are now irregular. Manually updating as necessary the Status field of each publisher after entering a field service report for that publisher can become tedious very quickly.

CPF solves this problem by providing an automatic updating feature called *Global Update*. In one pass, CPF automatically reviews all publisher record cards that are currently marked as regular, irregular or inactive and determines what their current status should be, based on the last six months of field service activity for the congregation as a whole. It then automatically updates the Status field of each publisher's record card. If CPF comes across a card that it feels it cannot evaluate with 100% accuracy, it will display that publisher's field service activity for that six-month period and ask you to decide what the current status for that publisher should be.

### The History File

Another unique feature of CPF is the *History* file. The History file lets you keep track of specific events and when they happened for a publisher. You simply enter a specific date and the event that occurred on that date for that publisher. For example, you can enter the date an individual became a new publisher, or when they moved in or out of the congregation. Another example would be when they became inactive or were reactivated.

When you enter information into the History file, CPF can show you a list of possible events from which you can choose, but you are not limited to them. You can enter any date and event you so desire. CPF sorts these events in date order with the newest event at the top of the list.

The History file is also used to help fill out the annual S-10 Congregation Analysis Report. On that report you are asked how many publishers were new, became inactive or were reactivated during the last service year. CPF checks the History file for these events and if any of them happened during the last service year those persons are counted.

To access the History file, simply press the **F2** key while viewing the header of a publisher's record card. A window will then open which will allow you to view current history entries for that publisher and also to add, edit or delete existing ones.

### Summaries

Once information has been entered into CPF, it can generate a wide variety of summaries. These include summaries at the individual, field service group, type of publisher, appointment and congregation level. Such summaries can also be filtered to focus in on a specific age group, gender or baptismal status.

The summaries CPF generates reflect activity that was actually done during a specific month or range of months. For example, a summary of what the congregation as a whole did for the month of August would include only field service activity that publishers reported as having actually done during the month of August.

While this provides you with consistently accurate totals of field service activity done during a month, these are not necessarily the monthly totals you would report to the Society. Why not? Let's find out.

## S-1 Congregation Report

When you are compiling a monthly report for the Society you often have late reports carried over from previous months that need to be included. Your S-1 Congregation report is therefore a *batch* total, meaning that you are to send the Society totals of the batch or pile of field service report slips you collected during the month, regardless of what month the publisher wrote on their slip.

CPF has the ability to provide you with the totals needed to fill out the S-1 Congregation Report you submit to the Society each month. But in order to help you fully understand how CPF accomplishes this task, let's take a moment and consider how you might compile this report if you had to do it entirely by hand, without a computer.

Imagine that it is now the end of the month and you are compiling the S-1 Congregation Report to submit to the Society for that month. You are sitting at your desk with three objects in front of you: (1) the box containing all the publisher record cards, (2) the pile of field service report slips collected to be reported and (3) a blank piece of paper to be used as a worksheet.

You begin the process by taking the first field service report slip from the pile and finding the corresponding publisher record card. Once you find the card, you record that publisher's activity on it. You then go over to your worksheet and record that publisher's activity on it, grouping it by type of publisher (publisher, auxiliary pioneer or pioneer). You repeat this process for each field service report slip in the pile.

When you are finished, you will find that the worksheet contains a long list of publisher names and field service activity grouped by type of publisher. You might find that a publisher's name appears twice if they reported for this month and for a previous month. At this point you would simply total each grouping of publishers separately in order to produce the figures needed for the S-1 Congregation Report. After saving a copy of these totals for your records, you would normally discard the worksheet.

CPF follows the same basic procedure as described above in order to provide you with figures for the monthly S-1 Congregation Report, but does so electronically. Within CPF are publisher record cards along with a worksheet called the *Current Report* worksheet, named so because it refers to the S-1 Congregation Report you are currently working on. When you enter a field service report, CPF records that activity first on the corresponding publisher record card. Then it adds that activity to the Current Report worksheet, provided you did not mark the report as having been already reported to the Society by another congregation.

This "double-entry" method (meaning a field service report is first recorded on the publisher's record card and then on the Current Report worksheet) is controlled by the setting of the S-1 Recording Mode. If it is turned on, field service reports are recorded on both the card and worksheet. If it is turned off, field service reports are recorded only on the card. If the S-1 Recording Mode is turned on a **S-1** icon will appear at the upper right hand corner of the CPF window.

Once you have finished entering in the pile of field service report slips collected, CPF will provide you with the totals needed for the S-1 Congregation Report, based on the contents of the Current Report worksheet. You then simply close out the worksheet. This instructs CPF to save just the totals of this worksheet for future reference and then erase the worksheet in preparation for next month's report.

If you are a first-time user of CPF you would first turn the S-1 Recording Mode off temporarily while you enter past field service activity already reported to the Society in order to build up some history in CPF and then turn it back on and keep it on in preparation for activity yet to be reported to the Society.

So now that we know the basics of how CPF handles the Society's monthly S-1 Congregation Report, let's take a brief look at the six basic steps you would take to accomplish it, from start to finish:

1. Make sure the Current Report worksheet is empty before you start entering field service report slips you collected for a new monthly report. When you start CPF it will warn you if the worksheet is not empty. If it is not empty you must either close out the worksheet if you forgot to do so for the previous month or you must erase the worksheet if you did not use the worksheet before and it, by mistake, has entries on it. To do this, select *Summaries* from the *Main Menu*, then *Society Reports, S-1 (Monthly)* and then either *Close Out Worksheet* or *Erase Worksheet*.

2. Make sure the S-1 Recording Mode is turned on. Simply look at the upper right hand corner of the CPF window and see if the **S-1** icon is there. If it is, then the S-1 Recording Mode is already on. If it is not, then select *User Preferences* from the Main Menu, then *S-1 Recording Mode* and then *On*.
3. Enter all the field service reports collected for the month. To see how the S-1 Congregation Report is coming along, you can take a look at the Current Report worksheet at any time. Simply select *Summaries* from the Main Menu, then *Society Reports, S-1 (Monthly)* and then *View Worksheet*. You can then see the Current Report worksheet totals or the publisher names and activity that make up those totals.
4. To complete the report, select *Summaries* from the Main Menu, then *Society Reports, S-1 (Monthly)* and then *Close Out Worksheet*. From this point on simply follow the on-screen instructions to do a Global Update (if CPF asks you do to so), print out a copy of the Current Report worksheet and finally close out the worksheet.
5. Submit the S-1 Congregation Report to the Society.
6. Finally, take the Current Report worksheet you printed out and use it to help record each publisher's activity on his or her official S-21 card.

### How CPF Handles Activity From Infirm Publishers

CPF allows entries of activity from infirm publishers. Hour entries in such cases are allowed in increments of 0.25, 0.50 and 0.75 hours up to, but not including, 1 hour. However, although the Society allows fractional hour entries on publisher record cards, it only allows whole numbers to be used when submitting a monthly S-1 Congregation Report. In harmony with the Society's instructions, CPF totals all time submitted by all infirm publishers and, if this total is greater than 1 hour, reports the whole number only, holding back the fractional remainder for inclusion in a future monthly report. To illustrate this, let's use an example of two infirm publishers. During a month, publisher "A" reports 0.75 hours and publisher "B" reports 0.50 hours. The total of the two is 1.25 hours. At the end of the month CPF would add 1 hour to the total hours done by publishers in the congregation and then hold back the remaining 0.25 hours for another reporting cycle. It would also count them as two publishers on the report and include any placements, return visits and/or Bible studies they might have conducted.

How does CPF track this? After entering a field service report from an infirm publisher CPF first places that activity on that publisher's record card and then, assuming the S-1 Recording Mode is turned on and the report has not been marked as having already been reported to the Society by another congregation, adds it to the Current Report worksheet in progress. Thus the publisher is counted in the monthly report and so is their activity. However, it does not record the hours on the worksheet at that moment; it only records it on the card. CPF has an additional hidden field for each field service report called "Hold" which holds time reported from infirm publishers that will need to be reported to the Society eventually.

At first, the figures in the Hours and Hold fields for these reports are the same. At the end of the month when closing out the monthly report, CPF looks for Hold fields that have an entry in them and totals them into one figure. It then takes the whole number portion of that figure and adds it to the hours total done by publishers. It then zeros out the Hold fields of those whose entire time has been reported to the Society. In our example of the two infirm publishers, CPF would report 1 hour, zero out the Hold field for publisher "A" and change the Hold field for publisher "B" to 0.25 since that is what would be left remaining to be reported in the future.

### Worksheets to Help Field Service Overseers Collect Field Service Activity

Each month, field service overseers are charged with the responsibility of collecting field service report slips from members of their field service group and turning them over to the secretary. To help in this process, CPF can print worksheets for each field service group. These worksheets contain publisher names and home phone numbers, along with spaces to write each one's activity. These worksheets can then be submitted to the secretary so that he can use that information to make entries into CPF. Worksheets can be printed for each field service group or for the congregation as a whole.

### S-10 Congregation Analysis Report

CPF was also designed with the ability to generate the figures required to fill out the annual S-10 Congregation Analysis Report. When a new service year begins, CPF looks at the previous 12 months and based on that

information generates the needed figures. CPF not only shows you those figures but also gives you the option of seeing a detailed breakdown of the information used to make up those figures.

### What to Do When a Congregation Splits

Since Jehovah's earthly organization is constantly growing, it is only a matter of time before a congregation will reach a size that will require it to split in order to form another congregation. To help create a new congregation database of publisher information based on an old one, CPF includes a feature called NewCong.

The first thing you need to do is to manually create two folders in which to store your congregation data, one for the old congregation and one for the new. Save a backup of your current congregation data to the folder for the old congregation using the Save feature within CPF. Then start NewCong by selecting *Other Utilities* from the Main Menu and then *NewCong*. CPF will then guide you through a three-step process to make changes to the current database of congregation data so that it can be used for the new congregation. The first step involves deleting any publisher cards of those who will remain in the old congregation. In the second step, CPF does several things. It marks all remaining field service reports as having been reported to the Society by another congregation so that it will know what activity was done in the old congregation and what will be done in the new one. Then all meeting attendance figures, S-1 reports and field service groups are deleted. Following this, all publishers in the new congregation are temporarily assigned to a single Kingdom Hall field service group. Finally, in the third step, CPF optimizes the new database so that it is as small as possible. What remains is the core of the new congregation. At this point, NewCong's job is done. All that is left to do is to save this database to the folder for the new congregation, once again using the Save feature within CPF.

To make the needed changes to your original old congregation data, first restore that data from the folder containing your old congregation data using the Restore feature within CPF. Then go to the publisher record cards of those who have moved to the new congregation and change the Status field in the header of those cards to Moved Out. With the Access Mode for cards set to Active or Basic, CPF will hide those cards from your normal day-to-day activities. All the information for those publishers will still be there, just hidden. That way, summaries of old congregation activity will continue to be accurate. All that is left to do is to save this database to the folder for the old congregation, once again using the Save feature within CPF.

### Meeting Attendance

To help track meeting attendance, CPF allows you to enter meeting attendance figures for all weekly meetings. CPF provides meeting attendance totals and averages for each month and for the service year. These figures are also used to help fill in the annual S-1 Congregation Analysis Report.

### CPF and Dates

As you use CPF you will be asked to enter a variety of dates such as date of birth or baptism. Dates such as these require the user to enter a specific month, day and year. The year is expressed using 4 digits, such as 2005. All dates found on the header of publisher record cards within CPF follow this format.

However, field service dates and service years follow a slightly different format. For field service dates, only a specific month and year are required using two digits for the month and the last two digits of the year. Thus 12/06 would be interpreted as December 2006. Likewise, when asked for a specific service year, only the last two digits of the year are needed. Thus 08 would refer to the 2008 Service Year.

CPF assumes that any service year field containing numbers from 50 to 99 refer to the years 1950 to 1999 and that numbers from 00 to 49 refer to the years 2000 to 2049.

## Installation and Troubleshooting Tips

Although CPF is mainly a DOS-based program, it is designed to run under Windows and is capable of running under all 32-bit versions of Windows, including Vista. By default, CPF runs in a DOS-window. However, in some cases you may need to change certain properties or settings within Windows in order to allow CPF to run smoothly or to enhance its performance. This section of the User's Guide not only focuses on some of the issues that may need to be addressed as you install and use CPF for the first time, but also helps you determine a course of action in order to solve errors that may occur as you use the program.

### Installing CPF

Before installing CPF, it is important to make sure you have the latest version. You can do this by visiting the CPF website at [www.cpfsoftware.com](http://www.cpfsoftware.com) where the latest version of the program and this User's Guide are available for downloading. This User's Guide is in Adobe PDF format so you must have a copy of Acrobat Reader installed on your computer in order to view and print this document. If you do not already have Acrobat Reader you can get a free copy by visiting the Adobe website at <http://www.adobe.com/products/acrobat/readstep2.html>

Once you have downloaded the CPF installation program to your computer, simply run it and follow the on-screen prompts to install CPF on your computer. The installation program will install both the program and the User's Guide.

By default CPF is installed to and runs from your hard drive. However, CPF can be installed to and run from any media that (1) is large enough to hold both the program and data and (2) appears as an actual drive to your computer. Due to limited space and the potential for data corruption, it is not recommended that you run CPF from a floppy disk anymore.

When you run the CPF installation program you will be asked for the Destination Folder into which CPF is to be installed. By default that folder will be **C:\CPF1100**. In this case the installation program would create a folder in the root directory of your hard drive called CPF1100 and place all the files needed to run CPF into that folder. It would then create the shortcuts needed to start CPF at that location. While many may choose to install and run CPF from their hard drives, some may choose to install and run CPF from some other removable media. If you wanted to install CPF to another location, you would need to edit the Destination Folder field. For example, if you wanted to install it to your E drive you would need to change the Destination Folder to **E:\CPF1100** instead.

*Please note that it is highly recommended that you use the suggested folder name **CPF1100** and change only the drive letter if you need to install it on a drive other than you local **C:** drive.*

### USB Flash Drives

Recently, another form of removable media, USB flash drives, have become available that offer vast storage capacity in a very small package, usually no larger than the size of a finger. These inexpensive drives use flash memory to store data and once they are plugged into a USB port most appear to a computer as an actual drive. More and more brothers have found this to be the ideal way to run CPF since the entire program and data can be easily stored on these drives and when finished using the program you simply unplug it and place it in a secure location. In addition, some USB flash drives are designed with a security feature where the user must enter a password to gain access to the data on the drive. Some flash drives are even designed to use your fingerprint to gain access!

Another benefit of running CPF directly from a USB flash drive is that you can move it from computer to computer with ease. To run on another computer, simply insert the flash drive containing the installed CPF program into any available USB port on that computer, navigate to the CPF folder on that drive and run the CPF.BAT file.

CPF and the congregation data it manages take up very little space (at the most only a few megabytes) so when purchasing a USB flash drive look for the smallest one you can find.

### Upgrading from Previous Versions of CPF

If you are using an older version of CPF you can easily import your congregation data into the new version. The first step is to make a current backup of your congregation data. To do this simply run the old version of CPF, select *Backup Copy* from the Main Menu and then select *Save Data To* in order to save the data to a USB flash drive, floppy disk or other removable media.

The next step is to install the new version. During the installation process a new folder will be created into which the setup program will place the new version of CPF. Your old version will not be overwritten.

To transfer your congregation data, start the new version of CPF, select *Backup Copy* from the Main Menu and then select *Restore Data From*. At this point simply tell CPF where the old data is located. You can choose to import from the external media you saved your data to, such as a USB flash drive or floppy disk, or you can import directly from the folder where the old version of CPF is located. Once selected, CPF will examine the data, notify you that it was made using an older version of CPF, and ask you if you would like to begin the conversion process. As the new version of CPF reads your old data it will import it, automatically converting it into the newer data format now used. The data on the backup media or source folder will remain unchanged. (Note: It is important that you do **NOT** manually copy the data files from your older version into CPF 11.00 because the database formats may be different.)

Once you are sure that the new version is running correctly, simply delete your old version of CPF. If you were using CPF 9.01 or higher, go to the Windows Control Panel and select *Add or Remove Programs* and select from the list shown to delete CPF. For older versions you will need to manually delete the old CPF folder and any shortcuts that may point to it.

### The Importance of Backup Copies

As with any computer program, having backups of important data is vital. By using CPF's *Save Data To* feature found on the Backup Copy Menu you can save your congregation data to a USB flash drive (the recommended method), floppy disk or other removable media. Then, by using CPF's *Global Delete* feature found on the Main Menu, all congregation data can be erased from your hard drive. The program itself will remain on your hard drive but all congregation data will be gone. Next time you use CPF simply use the *Restore Data From* feature found on the Backup Copy Menu to restore the congregation data back into CPF. This way the data will not be on your computer when you are not physically in control of it.

If you must use a floppy disk for your backup it is important that you have more than one backup disk available. It is suggested that you have at least two and that you alternate their use every month, using one disk one month and the other the next and so on. This reduces the potential for losing more than one month's worth of data should one of the copies become damaged. However, it is highly recommended that you use USB flash drives instead for your backups due to larger memory size and superior reliability and durability.

### Changing the Way CPF Looks on Your Screen

- *Windows NT/2000/XP and Vista*

If you are running CPF under Windows NT, 2000, XP or Vista you can toggle back and forth between a DOS-window and full screen mode by pressing **ALT+ENTER** (This means first holding down the ALT key and then while holding it down press the ENTER key and then release both keys.) If you decide that you do not want to run CPF in full screen mode, or if you are having problems running in that mode, you can maximize the DOS-window that CPF runs in by changing the properties of the shortcut that starts CPF. Simply right-click the shortcut that starts the program, select *Properties* to bring up the *Congregation Publisher File 11.00 Properties* dialog box, select the *Font* tab and under the *Size* window you will find a variety of screen sizes to choose from. You can try several different ones, but the one I found works best, if it is listed, is *10x18*. Although this will not fill your entire screen, it will increase the size of the DOS-window to the largest size possible.

- *Windows 95/98/ME*

If you are running CPF under Windows 95, 98 or ME you can toggle back and forth between a DOS-window and full screen mode by pressing **ALT+ENTER** (This means first holding down the ALT key and then while holding it down press the ENTER key and then release both keys.) If you experience no problems with CPF when running in full screen mode, you can change the properties for the shortcut that starts CPF so that by default it will start in full screen mode. Simply right-click the shortcut that starts the program, select *Properties* to bring up the *Congregation Publisher File 11.00 Properties* dialog box, select the *Screen* tab and under *Usage* be sure that *Full-screen* is selected.

### Printing from CPF

CPF has the ability to print to virtually any printer or device for which a Windows printer driver has been installed. By default, when CPF prints it first brings up a print preview screen that shows you a preview of what will be printed before you actually print it. This screen allows you to choose from a variety of options, such as which printer or device you want to print to or how many copies you want printed. You can also print a single page of a multi-page report or you may choose to cancel the print job entirely.

As an alternative to printing to a printer, CPF can be told to send printing to an ascii text file instead of your printer. By selecting *User Preferences* from the Main Menu and then *Printing*, you will be given this option. Then, once you have exited CPF you can open that text file using any text editor or word processor, make any changes you want and then print from that program. To ensure that the various columns of your printout line up properly, make sure you use a monospaced font such as Courier. CPF was designed to print 80 characters to a line and 60 lines to a page, so you may have to adjust the margin settings of your text editor or word processor to accommodate this.

### Working with File and Folder Names

Since CPF is mainly a DOS-based program, it does not support long file or folder names, as do all Windows programs since Window 95. CPF uses the older eight-dot-three-type structure for filenames and does not recognize file or folder names longer than eight characters. This needs to be kept in mind when CPF asks you to enter a file or folder name.

When entering a folder name, please keep in mind that in addition to being limited to a maximum of eight characters in length, CPF also limits you to using a combination of letters (A-Z) and numbers (0-9) only. No spaces or other characters are allowed.

Also, if a folder does not already exist CPF will not create it. You must create the folder manually outside of CPF. For example, if you choose to redirect printing to an ascii text file, CPF will by default use the filename CPF.TXT and save it in the CPF1100 folder, which already exists. However, if you wanted to save the text file to another folder, that folder must already exist. If you do not specify a folder name, CPF will store data to or restore data from the root directory of the drive specified.

When asked to enter a folder name for saving or restoring data to or from a backup, pay close attention to the proper syntax as shown below, especially the backslash at the end:

[drive]:\[folder name]\

Examples: **E:\BACKUP\  
E:\**

When asked to enter a file name or folder name for redirecting printing to an ascii text file, pay close attention to the proper syntax as shown below:

[drive]:\[folder name]\[filename]

Examples: **C:\CPF1100\CPF.TXT  
E:\CPF.TXT**

### Error Messages

There may be times when CPF encounters a problem that it cannot recover from on its own. The following is a list of some of these problems, listed by error code, and help in solving them.

#### Error 1

This error occurs when CPF is unable to locate one or more files it needs. During a standard CPF installation a folder named CPF1100 is created and 38 files are placed in it, as shown in the following table:

FILENAME	DESCRIPTION
FOXPRUN.EXE	FoxBASE+ 2.10 Runtime File - Executable
FOXPRUN.OVL	FoxBASE+ 2.10 Runtime File - Overlay
FOXPRUN.RSC	FoxBASE+ 2.10 Runtime File - Resource
CONFIG.FX	FoxBASE+ 2.10 Runtime File - Configuration
DOSPRINT.EXE	Utility program to allow printing to any printer for which a Windows driver has been installed
DOSPRINT.INI	Initialization file for DOSPRINT
WINLINK.EXE	Utility program used to help return focus to CPF when printing is completed
DISK.BIN	Disk utility to check status of floppy disk drive
CPF.BAT	Batch file to run CPF
CPF.FOX	Compiled CPF program
USER.PDF	User's Guide in Adobe PDF format
CONFIG.DBF	Database containing CPF configuration startup defaults
GROUP.DBF	Database containing field service group names
PUB.DBF	Database containing all publisher information except field service reports
RPT.DBF	Database containing field service reports
SI_TMP.DBF	Database containing the Current Report Worksheet in progress
SI.DBF	Database containing past S-1 reports
MEET.DBF	Database containing meeting attendance figures
HISTORY.DBF	Database containing publisher history information
PUB1.IDX	Index file for PUB.DBF
PUB2.IDX	Index file for PUB.DBF
PUB3.IDX	Index file for PUB.DBF
PUB4.IDX	Index file for PUB.DBF
PUB5.IDX	Index file for PUB.DBF
PUB6.IDX	Index file for PUB.DBF
RPT1.DBF	Index file for RPT.DBF
RPT2.DBF	Index file for RPT.DBF
RPT3.DBF	Index file for RPT.DBF
RPT4.DBF	Index file for RPT.DBF
GROUP.IDX	Index file for GROUP.DBF
S1_TMP1.IDX	Index file for S1_TMP.DBF
S1_TMP2.IDX	Index file for S1_TMP.DBF
SI.IDX	Index file for SI.DBF
MEET.IDX	Index file for MEET.DBF
HISTORY.IDX	Index file for HISTORY.DBF

FILENAME	DESCRIPTION
UNINS000.DAT	Uninstall data
UNINS000.EXE	Utility program to uninstall CPF
CPF.ICO	Shortcut icon for CPF

If any of the index files (those with the filename extension .idx) are missing, CPF is capable of recreating them as long as all the other files are intact. If any of the other files are missing, you will need to reinstall CPF. Be sure that you have copies of your eight database files (those with the filename extension .dbf) before reinstalling CPF because the installation program will overwrite all the existing files, including the database files, without prompting you for your permission.

If your database files are still intact you should manually copy all eight of them to another location. However, if any of the database files are missing you will need to rely on the last database backup you made and later re-enter data that had been entered since the backup was made. In either case, after you have reinstalled CPF use the *Restore Data From* option from the Backup Copy Menu to restore your congregation data back into the CPF1100 folder. During this process CPF will automatically rebuild all the index files and you will then be able to use the program normally.

This error can also occur if you attempt to restore congregation data from a folder that is missing one or more of the eight needed congregation database files (those ending with the filename extension .dbf).

**Error 6**

This error occurs when CPF is unable to open all the files it needs at one time. During normal operation, CPF keeps many files open so that it can access the data in them faster instead of having to constantly open and close each one. However, the operating system that you run CPF under may place a limit on how many files can be open at the same time. If CPF exceeds that limit, this error will occur.

The solution to this problem is to raise this limit so the operating system will allow more files to be open at the same time. The method used to increase this limit depends on which version of Microsoft Windows you are using. If you need assistance with this, please contact me.

**Error 12**

This error occurs when CPF is looking for data in a particular location and can not find it. It can also happen if it finds it but it is in a different format than what it expects. This can happen for a number of reasons. Sometimes this can happen if a database file is corrupted. It can also happen if database files from an older version of CPF are manually copied over into the new version's folder instead of using the Backup Copy feature of CPF to import the old congregation data using the Restore option. In rare cases this error can occur if there is an undiscovered bug in the program due to an error in the program code. Mainly for this reason I ask the brothers to contact me if they come across an Error 12 message. I will be glad to help resolve the problem.

**Error 15**

This error occurs when CPF has determined that at least one of the database files is damaged. Because the program at this point does not allow you access to the Main Menu you cannot use the Restore feature within CPF to restore the data from your last backup. Therefore you must manually copy all eight database files from your last backup to the CPF1100 folder, overwriting the existing ones. Once completed, restart CPF and immediately go to the Utilities menu to rebuild all the index files. Once this is done, the program will work normally again. However, you will need to re-enter any data that was entered into CPF after the last backup was made.

**Error 19**

This error occurs when one of the index files has been damaged. CPF has the ability to automatically rebuild index files. If you receive this error you will be told that CPF will rebuild all the index files once you press any key.

Error 56

This error occurs when CPF runs out of disk space when trying to write data and usually happens when you are trying to backup your congregation data to a floppy disk that does not have enough disk space to hold all the data. This error will also occur if you are very low on hard drive space. In this case you will need to free up some space on your hard drive.

Error 114

(See Error 19)

Error 125

This error occurs when CPF cannot communicate properly with your printer. Check to see that your printer is turned on, has paper in it and is connected properly to your computer.

Error 1101

This error usually occurs when CPF is trying to find data in a folder that does not exist. For example, this will happen if you try to save your congregation data to a folder that does not exist. Create the folder manually and then try again. This error can also occur if your operating system cannot physically read the data from the disk, such as a floppy disk or hard drive, due to damage to the disk or the drive itself.

Error 1115

(See Error 15)

Error 1234

This error occurs when CPF cannot find data in a file in the place it expects it to be. This can happen if you manually copied the data files made using an older version of CPF over to the new version instead of using the Restore option built into CPF to import the data instead. It can also sometimes happen if an index file has been corrupted. To overcome this problem, first try to rebuild the index files. If this does not work then your only other option is to reinstall the program and then restore the data from the latest data backup you made.

Error 1405

This error occurs when there is not enough free conventional memory for CPF to run in and usually occurs with older computers and operating systems. To resolve this issue determine if files loaded into conventional memory, such as drivers, can be loaded into upper memory instead or if TSR (terminate and stay resident) programs being used can be deleted to free up available conventional memory.

Error 1705

This error occurs when one or more files CPF uses are locked. This usually happens when multiple copies of CPF are running. Only one copy of CPF can run at a time.

## Frequently Asked Questions

**Question:** Will CPF run on my computer?

**Answer:** CPF was designed to run on computers running Windows 98 and up. Although CPF is mainly a DOS-based program, it runs very well under all 32-bit versions of Windows.

**Question:** Does CPF run under Vista?

**Answer:** Yes. CPF runs smoothly on all 32-bit versions of Vista.

**Question:** Does CPF run under 64-bit versions of Windows?

**Answer:** No. CPF will not run under any 64-bit version of Windows. This is because 64-bit versions of Windows do not support programs written in 16-bit code. Since much of CPF is written in 16-bit code, it will not run under those operating systems. One way around this problem is to run another 32-bit Windows operating system on the same computer and run CPF under that operating system. A popular method to do that is to create a "virtual" computer on the same physical computer by installing software such as *VMware Workstation*. Doing it this way allows you to have two operating systems on one computer and gives you the ability to easily switch back and forth between the two.

**Question:** Does CPF run on a Mac?

**Answer:** Although I have not personally tried it, some brothers have informed me that they are successfully running CPF on Macs using Windows emulation programs designed to allow Windows programs to run on them.

**Question:** Is CPF available in languages other than English?

**Answer:** At the moment, CPF is available only in English.

**Question:** Does CPF support a mouse?

**Answer:** In general, CPF does not provide support for the use of a mouse. However, the print preview screen that appears when printing reports and summaries is fully Windows-based and supports a mouse.

**Question:** Do you ever plan to come out with a full Windows version of CPF in the future?

**Answer:** There are no plans at the moment to come out with a full Windows version of CPF in the near future. To create such a version would require a complete rewrite of the program, and that would take an enormous amount of time. Since CPF currently runs very well under all 32-bit versions of Windows, including Vista, there is not a real need at this time to rewrite the program. CPF was designed to be streamlined and functional, and while making a full Windows version of CPF might make it look more attractive it will not, in my opinion, improve its functionality. As it is now, it is small, fast and very powerful.

**Question:** Can I install CPF to a USB flash drive and then run it on my computer and someone else's computer?

**Answer:** Yes. Simply install CPF to the USB flash drive connected to your computer first. You can then run CPF self-contained (program and data) from the flash drive using the shortcuts created on your computer during the initial installation. To run it on someone else's computer, simply plug the USB flash drive into an available USB port on their computer, navigate to the drive and folder containing the CPF program and run the file CPF.BAT

**Question:** How much information can CPF handle?

**Answer:** CPF can hold a tremendous amount of information. Currently it can handle up to 9999 publishers and 99 field service groups. CPF organizes field service reports by service year and can store a virtually unlimited number of them over a one hundred year period going all the way back to 1950 and all the way forward to 2049. It can also store a virtually unlimited amount of meeting attendance and publisher history information.

**Question:** I just installed CPF and am getting ready to enter publisher information for the first time. Should I enter past field service activity, and if so, how far back in time should I go?

**Answer:** Yes. It is recommended that you enter field service activity for the congregation as a whole for at least six months or since the beginning of the current service year, whichever is greater. To accomplish this, first go to the Main Menu, select *User Preferences* and temporarily turn the S-1 Recording Mode off. Then enter past activity that has already been reported to the Society. After you have done this, turn the S-1 Recording Mode back on in preparation for entering activity which has yet to be reported to the Society. From this point forward the S-1 Recording Mode is normally left on.

**Question:** Do I have to wait until the beginning of a month before I can post field service report slips?

**Answer:** No. You can enter field service report slips at any time. In fact, it is recommended and encouraged that you enter late field service report slips collected after the 6<sup>th</sup> of the month as soon as you receive them. By doing this not only are you getting a head start on next month's report to the Society but you are also filling in the gaps in missing information for the congregation and therefore summaries you generate based on actual congregation activity will be more complete and accurate. Just be sure that before you begin entering in late reports to be included in next month's report to the Society you make sure that the Current Report Worksheet for the previous month has been closed out and is empty.

**Question:** Can CPF print labels?

**Answer:** No. CPF was not designed to print labels. However, there are many commercial label programs available that can print labels based on data imported into it. The file PUB.DBF located in the CPF1100 folder contains all the individual names, addresses, phone numbers, etc. in dBASE format. You may import from this file into your label program to create labels.

**Question:** Can I fax reports and summaries from within CPF?

**Answer:** Yes, if your computer is capable of sending faxes. To send a report or summary as a fax, simply click on the Fax button when viewing the Print Preview screen and then click on the Print button.

**Question:** Can I email reports and summaries from within CPF?

**Answer:** You cannot directly email reports and summaries from within CPF. However, the solution is to convert your report or summary into a PDF (Portable Document Format) file by selecting your pdf printer as the printer to use when in the Print Preview screen of CPF. Then use your regular email software to compose an email and attach that file to that email. Keep in mind, however, that in order to create pdf files you need to have a pdf printer driver installed. If you need one, a wide variety are available on the Internet, some for free and some for a fee.

**Question:** After entering the batch of field service reports collected during the month I suddenly realized that I forgot to close out the Current Report worksheet for the previous month. Now my worksheet has entries for this month and last month combined. What do I do?

**Answer:** That depends on whether or not you have a copy somewhere of what was reported to the Society last month. If so, print out the totals of the Current Report worksheet in progress and then erase the worksheet without saving the totals. Subtracting last month's report from these totals will give you the figures you need to report to the Society this month. If you do not have a copy of last month's report, erase the Current Report worksheet in progress without saving it and reenter the batch of field service reports collected during the month, allowing CPF to overwrite existing entries on the publisher record cards.

**Question:** A publisher record card that I entered seems to have disappeared. I know that I did not delete it. Where is it?

**Answer:** The card is most likely hidden. Go to the Main Menu, select *User Preferences* and temporarily change the Access Mode for cards to *All*. Now look for the card again. Remember that the contents of the Status field and the current access mode setting determine whether or not a card is visible.

**Question:** I am trying to delete a field service group but CPF tells me I cannot. Why?

**Answer:** When you enter publisher record cards and field service reports, they are linked or attached to specific field service groups. This design feature of CPF allows you to track which field service groups an individual belonged to in the past. If publishers are listed as belonging to that group or if there are field service reports attached to that group, CPF will not allow you to delete it. Instead of deleting the group, change the group to inactive, which will hide the group from your day-to-day activities. If you feel you must delete the group, you must go to the header of any publisher record card that lists that publisher with that group and move him or her to another group. In addition, any field service reports connected with that group must also be moved to another group. Keep in mind, though, that this will affect how CPF tracks past field service activity.

**Question:** What is the difference between no reports and zero hour reports?

**Answer:** "No reports" refer to the absence of a report. In other words, the publisher has failed to hand in a field service report for a specific month. Therefore you have "no report" from them. If they tell you that they did not have any share in field service activity for a specific month then that is considered a "zero hour" report because they reported to you that they did "zero" hours during that month. In such a case you would enter a field service report for that publisher for that month with a zero in the hours field. This tells CPF that they are accounted for. If you

have not received a field service report from a publisher, do not enter a zero hour report. If you do, CPF will assume that you have received a report from them and any No Report summary you later generate will be inaccurate.

**Question:** When I do a Global Update the six-month range that it wants to use is not correct. What's wrong?

**Answer:** Global Update determines the six-month range by looking at the newest date of any field service report entered to determine the ending month and then counts back six months to determine the starting month. If a field service report was, by mistake, entered for a future date CPF will use that date as the ending date and count back six-months from then. When entering field service reports into CPF it will warn you when you try to save that report if it refers to a future date and allow you to correct it at that point.

**Question:** When I try to print something, the screen displays the phrase "Working" at the bottom and nothing seems to be happening. What's wrong?

**Answer:** This problem can occur if you are a Windows NT, 2000 or XP user and you started CPF in full screen mode. What is happening is that the print preview window is hidden behind the CPF screen. Normally it should appear in front. To bring it forward, simply press **ALT+TAB**

**Question:** In my CPF1100 folder I found files that have strange names such as ahrtgeft. What are they?

**Answer:** When running the program, CPF creates temporary files. One type of this file has a filename consisting of eight randomly generated characters with no file extension. CPF may also create temporary files with the extension .mem. These files are deleted automatically whenever you exit CPF normally. However, should you exit the program abnormally (for example, turning off the computer or rebooting before exiting CPF) or if a power failure occurs, the temporary files that were created may remain. Simply delete these files, as they are no longer needed.

**Question:** How do I uninstall CPF?

**Answer:** Beginning with CPF 9.01 simply go to the Window's Control Panel and select *Add or Remove Programs*. To uninstall prior versions of CPF you will need to manually delete the CPF folder and any program shortcuts.

## CPF Revision History

Listed below are some of the changes made to the various revisions of CPF.

### **CPF 11.00** *(Released January 2009)*

- Book Study Groups have been renamed as Field Service Groups. When importing congregation data from previous versions of CPF into CPF 11.00, all book study group information will be carried over as is, only from now on it will be referred to as field service groups.
- Removed meeting attendance support for book study groups. When importing congregation data from previous versions of CPF into CPF 11.00, meeting attendance figures for book study groups will not be carried over. If you would like to keep a record of meeting attendance for book study groups in the past, you should keep a copy of CPF 10.01 along with its data in order to access that information.
- CPF now allows you to enter meeting attendance figures for the Congregation Bible Study.
- The annual Congregation Analysis Report (S-10) within CPF has been modified to reflect the recent changes from the Society. The average weekly meeting attendance all congregation book studies has been replaced by the average weekly meeting attendance for the Congregation Bible Study. Also, the number of congregation book studies has been replaced by the number of field service groups. It is unclear at this moment exactly what the Society's official S-10 report will look like in September 2009 and therefore the report CPF generates should be considered only as an approximation of that report until such time as the Society official releases it.
- Corrected a program error that would occur if you attempted to add a new field service group (formerly referred to as a book study group) when adding or editing a field service report for a publisher.

### **CPF 10.01** *(Released April 2008)*

- Corrected a program error that would occur if you attempted to create a Publisher List sorted by Family Head.
- In certain summaries that displayed publisher activity by individual publisher, the total number of reports found, sorted by publisher type, would be displayed as two asterisks (★★) if the number was over 99. CPF now correctly displays these numbers up to 999.
- In order to help prevent data corruption, CPF now checks your entry for the path to the location of where the backup of your congregation data is before saving or restoring using the Backup Copy feature. CPF now makes sure that all folder names are limited to eight characters or less (made up of letters and numbers only, with no spaces allowed) and are entered in the correct format. If you have previously created folder names that do not follow these rules, you must manually rename them before CPF will be able to accept them from now on as legitimate folder names.
- Before carrying out a NewCong or Optimize operation, CPF now checks the publisher database for possible errors.
- In certain cases, if CPF could not find a specific database file it would display the wrong error message. CPF now provides you with the correct error message.

### **CPF 10.00** *(Released January 2007)*

- A third line is now available to enter address information. Therefore there are now three lines below the publisher's name for their address instead of two.
- A new field, Mobile, has been added for mobile phone numbers. The field length is 20 spaces.

- A new field, Work, has been added for work phone numbers. The field length is 20 spaces.
- The Phone field has been renamed to *Home* and moved to the right column of the header of the publisher's record card. The field length has also been reduced from 25 spaces to 20. If you have been using this field in the past to store multiple phone numbers you will have to manually edit this field and enter them into the other phone fields now available once you have imported your congregation data from your old version of CPF.
- A new field, Email, has been added for email addresses. The field length is 45 spaces.
- The LSC (Last Shepherding Call) fields have been eliminated to make room for other fields that were added. When importing congregation data from previous versions of CPF into CPF 10.00, Last Shepherding Call data will not be carried over.
- For clarity, the FH (Family Head) field has been renamed HEAD
- The PIO # (Pioneer Number) field has been incorporated into the TYPE field. This means that if the individual is a pioneer or special pioneer CPF will ask you immediately after entering the Type of Publisher for the Pioneer Number. That number will then be displayed as part of the Type of Publisher field on the header of the card and any publisher list that includes Type of Publisher.
- The number of active publishers in the congregation has been added to the monthly S-1 Congregation Report. This figure was already available when doing a Quick Summary but for convenience it has been added to the Society's report. If you are adding old S-1 Congregation Reports you can also add this figure into older reports. When closing out the monthly S-1 Congregation Report, CPF will prompt you to do a Global Update to ensure that the number of active publishers is accurate.
- The Global Update feature has undergone some improvements to help clarify what is happening as it evaluates publisher record cards. When it shows you a publisher's activity and asks you to determine their current status, CPF now informs you on that screen what six-month period it is reviewing and clearly tells you the currently listed status of that publisher.
- The Global Update feature has also undergone a change in regards to how it determines the current status of inactive individuals. During a Global Update CPF now skips over cards that are currently marked as Inactive and have no field service reports for the six-month period being evaluated. This will lessen the number of cards that CPF will need to question you about.
- At the Main Menu when selecting User Preferences, Change, then Printing, CPF no longer gives you the option to Print to Printer Directly. The only two options available now are Printer and Ascii Text File. The purpose of being able to print directly to a printer and bypassing the print preview screen was for the benefit of older pc's that still ran DOS only and not Windows. In such a case the Print Preview feature of CPF would not work since it requires Windows.

**CPF 9.01** (*Released November 2005*)

- Corrected a program error that caused CPF to display totals of Magazines, Return Visits and Bible Studies incorrectly when generating a summary of congregation activity over a range of months. If you went to the Summary Menu, selected Congregation and generated a summary of congregation activity over a specific range of months, CPF would display the Return Visit figures in the Magazine column, the Bible Study totals in the Return Visit column and zeros would be displayed in the Bible Study column. The averages however would be correct. This only occurred in CPF 9.00 and had no effect on the Society's monthly S-1 report.
- Changed to a newer installation program that now allows you to easily remove CPF from your computer by selecting it from the Add or Remove Programs list in the Window's Control Panel.

**CPF 9.00** (*Released April 2005*)

- Removed the subscription field and all support for subscription history. When importing congregation data from previous versions of CPF into CPF 9.00, subscription data will not be carried over. If you

would like to keep a record of subscription activity in the past, you should keep a copy of CPF 8.00 along with its data in order to access that information.

- The Remarks field has been expanded from 15 to 20 characters
- When searching for a publisher card, CPF now gives you the option to search hidden cards without you having to manually change the Access Mode for publisher cards to All. Likewise, when searching for a book study group CPF will give you the option to search inactive groups without you having to manually change the Access Mode for book study groups to All. You will be asked if you would like to search through hidden cards or inactive groups only if you enter a name or any part of a name. This should help prevent you from adding a duplicate card or group that existed in the past. The Access Mode will temporarily change to All and then automatically change back to its original setting once you return to the Main Menu.
- Many printed summaries and reports have been improved upon to make them more readable, due in large part to the elimination of the subscription field and the extra room that was freed up. Also, the addition of a second header for the totals and averages section of reports and summaries that list individual names followed by totals and averages has made them easier to interpret.
- When importing data from previous versions of CPF (5.00 thru 8.00), CPF checks each field service report as it is being imported and verifies whether it was reported to the Society by another congregation by checking the Book Study Group field. If necessary, CPF will make the needed corrections. This resolves an issue where in certain instances if you attempted to edit a field service report that had been reported to the Society by another congregation, CPF would crash.
- The term "infirm" has been corrected to "infirm"

**CPF 8.00** *(Released March 2004)*

- Added support for printing to any printer or device for which a Windows print driver has been installed. This solves a long-standing issue in which CPF was unable to print properly or at all to many newer printers and especially printers connected by means of a USB cable.
- Added support for single decimal entries when entering ranges in the Specific Range summary.

**CPF 7.01** *(Released January 2004)*

- Corrected a program error when entering zero hour reports. When entering a zero hour report CPF would mistakenly add it to the Current Report Worksheet used to tabulate the Society's monthly S-1 report, listing them as an infirm publisher. This error existed only with CPF 7.00.

**CPF 7.00** *(Released November 2003)*

- Improved support of fractional hours for infirm publishers. Although CPF 6.00 allowed entries of fractional hours on publisher record cards, it did not include that time or any activity associated with that field service report automatically in the monthly S-1 report. CPF 7.00 now fully integrates fractional hour activity into the monthly report.
- Corrected a program error that occurred when importing data into CPF 5.00 and 6.00. When importing data from earlier versions into 5.00 or 6.00 and when importing data from 5.00 into 6.00, remarks for field service reports were not carried over. Also, the flags used to indicate whether a field service report was late and whether another congregation had already reported it to the Society were both set to No for all individual field service reports. This error had no effect on the reports sent to the Society but did affect CPF's ability to generate Late Reports summaries and to filter out activity done by publishers while they were in another congregation when generating summaries for your congregation.

**CPF 6.00** *(Released January 2003)*

- A new Windows-based installation program is now being used which greatly simplifies the installation process.

- When entering field service activity you can now enter fractions of an hour in 15-minute increments for monthly time of less than 1 hour. Thus 0.25 is 15 minutes, 0.50 is 30 minutes and 0.75 is 45 minutes. CPF posts infirm activity only to the publisher record cards and not to the Current Report worksheet even when the S-1 Recording Mode is on.
- When entering field service activity, CPF now gives you the option to view publisher record cards sorted alphabetically by book study group and then publisher name in addition to being able to view the cards alphabetically for the congregation as a whole.
- CPF now allows congregation data to be backed up to a user-specified location. Once selected, CPF will save that location as your default.
- A calculation error that occurred when generating reports based on Specific Range over a range of months has been corrected.
- Increased field length for entering ASCII text file names and locations for redirected printing from 25 to 40.
- The User's Guide that could previously be printed from within CPF has now been removed and replaced by an external document in Adobe PDF format. This means that you will need Adobe Acrobat Reader installed on your computer in order to read this new User's Guide.

**CPF 5.00** (*Released January 1999*)

- A field has now been provided for pioneer identification numbers
- The In and Out fields on the publisher record cards have been replaced by a history file that allows you to add multiple dates with their associated events for each individual.
- The S(d)-303 report on Circuit Overseer's Visit with Congregation has been deleted.
- The annual S-10 Congregation Analysis Report can now be completely tabulated by CPF with the exception of average book study group meeting attendance for the congregation as a whole. Also, a detailed list of what names make up the totals found on the annual report is now available so that you can double-check the figures.
- To conserve space, CPF no longer saves index files to your Backup Data disk but automatically recreates them each time you restore your data. Because of this the separate index-rebuilding program IDX is no longer needed and has been eliminated.
- When you are looking at a publisher record card you can now either add or edit field service report entries without having to return to the Main Menu.
- When entering meeting attendance the month pointer now defaults to the previous month instead of the current one with the exception of the months of August and September.
- The Global Update feature has received extensive work. It is now automatic under all conditions and gives you greater control. It also allows you to enter events into the history file as the Status field is being updated.
- The error checking routine to check hours reported against the type of publisher has been modified to reflect the change in hour requirements. Reports prior to January 1, 1999 will be checked against the old requirements and reports from January 1, 1999 onward will be checked against the new.

**CPF 4.01** (*Released June 1996*)

- Corrected a problem that occurred when printing the Meeting Attendance Quick Summary when dealing with more than 8 book study groups.

**CPF 4.00** (*Released August 1995*)

- Prior versions of CPF allowed you to enter field service report slips for the 1911 through 1999 service years. This meant that beginning with the 2000 service year CPF would no longer continue to function normally.

To eliminate this potential problem, the date range has been expanded and shifted. CPF now accepts field service report slips for the 1950 through 2049 service years. This will allow CPF to continue to function normally into the beginning of the next century, should Jehovah allow this system to continue until then.

Therefore, to allow field service activity years to continue to be expressed using only 2 digits, CPF now assumes that any such year field containing numbers from 50 to 99 refer to the years 1950 to 1999 and that numbers from 00 to 49 refer to the years 2000 to 2049.

- To make CPF easier to use, default dates are now automatically selected when generating summaries or reports. Assuming for a moment that we are currently in August 1995, this would mean that when asked for a specific month CPF would default to the last full month, in this case 07/95. Likewise, when asked for a specific range of months CPF would default to the last full 6-month period, in this case 02/95 to 07/95. Although CPF simply fills in the date fields with default values, you may at any time change these values. They will then remain sticky, meaning they will become the new default values throughout the program until you exit CPF.
- The phone field has now been expanded from a width of 15 to 25. This allows you to enter multiple phone numbers in the same field.
- The Sex field has been moved to the right of the Date of Birth field in order to allow the Phone field to be widened.
- A new field called Family Head has been added. FH is a logical Yes / No field located directly to the right of the Baptism date field.
- Changes have been made to the Class field. CPF now leaves this field blank if the individual is unbaptized.
- Summaries that list a publisher's activity for a specific month will now show any Remarks that may have been entered for that individual for that month. The Current Report worksheet also includes this feature.
- The Appointment summary now provides you with a new option called Recommendations. This summary provides you with a list of regular baptized male publishers who are not elders and are between an age range you specify. It includes totals and averages of field service activity over a user-defined range of months. Individual averages are broken down by type of publisher. The purpose of this summary is to help assist the body of elders when considering possible appointments.
- The Specific Range summary is now capable of generating summaries over a range of months, not just a specific month. This allows you to determine, for example, who in the congregation averaged less than 3 hours a month over the past 6 months. Averages are determined by pooling totals for each publisher and dividing by the number of reports found and are not broken down by type of publisher.
- The No Reports summary now gives you the option of including phone numbers along with publisher names.
- A new filter has been introduced. In addition to age and gender filtering, summaries can now be filtered by baptismal status.
- The Meeting Attendance option now includes a Quick Summary feature that lists, at a glance, attendance figures for all meetings held during a specific month.
- When Posting and Clearing the Current Report worksheet, CPF now allows you to print out the totals, followed by the worksheet itself. Previous versions printed out the worksheet only, forcing you to later go and view a posted S-1 report to see the totals.
- A program error that occurred when attempting to print posted S-1 reports has been corrected.
- The Remark field that appears on field service report slips will now also appear on the Current Report worksheet.
- Meeting attendance figures are now provided for the last full 6-month period. Combined book study group averages are still not included.

- Averages of field service activity have been modified slightly to present a more realistic picture of individual publisher activity. With the exception of the Specific Range summary, all summaries which list a publisher's activity over a range of months now lists individual averages broken down by the type of publisher they were during those months.

For overall consistency, averages are based on the number of reports found, not on the number of months elapsed. This stresses the need to remind the friends to hand in their reports on time.

- When performing an automatic global update, special pioneers will now be skipped.
- CPF now allows you to redirect printing to an ASCII text file. When exiting CPF, printing is returned to normal.
- For overall consistency, usage of the [ + ] and [ - ] key has been greatly expanded in this version. Here are the shortcut keys:

Next	[ N ] or [ + ]
Back	[ B ] or [ - ]
Save	[ S ] or [ + ]
Cancel	[ C ] or [ - ]

- A new 13-page User's Guide is now available and can be printed out from within CPF. This guide has been rewritten in certain areas to help users get a better understanding of the basic concepts behind CPF.

### **CPF 3.00** *(Released July 1994)*

- CPF now has the ability to accept field service reports from any congregation, not just your own. When you enter a field service report, CPF will now ask you whether or not that activity was reported to the Society by another congregation. If you answer Yes the totals from the field service report slip will be placed on the publisher's record card but will not be considered part of the S-1 report in progress, even if the S-1 Recording Mode is turned on. Additionally, that field service report will be ignored when CPF generates summaries of what your congregation actually did in the past, since their activity was credited to another congregation. However, it will be included when generating summaries of past totals and averages at the individual publisher level.
- Changes have also been made to the sequence of events that take place when a field service report is saved. In previous versions, if the field service report entered for a publisher was the latest for that individual, the header of their card would be automatically updated with the book study group, type of publisher and appointment that was entered with their report. Now, if CPF detects a difference between the latest report for a publisher and what is found on the header of their card, you will be asked whether or not CPF should update the header of the card with the information included with their report.
- Changes have also been made to the Status field found on publisher record cards. The Dormant option has been removed. All cards previously marked as Dormant will be automatically changed to Inactive as your congregation data is imported into CPF 3.00 during the Restore process. A new option, however, has been added.. This is the Deleted option and is used to denote individuals who were once unbaptized publishers but, for the moment, may no longer participate in organized field service activity.
- A new option, Reactivated, has been added to the In field. This field should reflect the most recent event that placed that publisher in, or back in, the file. For example, if a publisher was inactive and moved into your congregation, the In field would reflect the date when he or she moved in. If later they were reactivated, this field would then be changed to reflect their reactivation date. The Out field works in a similar manner, being tied to the Status field.
- For the benefit of our international brothers, a provision has been made to change the way CPF handles and displays dates. CPF now supports six date formats. The date format can be changed from the User Preferences Menu and will become the default format whenever you start CPF.

- A new carry-over feature has also been introduced. Now whenever you add a new card the address, phone number and book study group can be carried over to the next card added. This reduces typing when entering entire families. The carry-over feature can be turned on or off from the User Preferences Menu. By default this feature is turned on.
- CPF will now automatically fill in the Appt field with No Appointment when cards for sisters are involved.
- Also new is how publisher record cards are grouped. In earlier versions there were two main categories: Current and All. Publishers who were regular, irregular or inactive were considered current members of the congregation. All other cards were hidden. The All group showed you all cards.

CPF now groups publisher record cards into three categories. These categories are called Access Modes. The access modes for cards are Active, Basic and All. Publishers who are regular or irregular are considered part of the Active category. The Basic category includes regular, irregular and inactive publishers. The All category includes all cards.

CPF also places book study groups into two categories. These are also called Access Modes and they allow you to select which book study groups you want to work with. The access modes for book study groups are Active and All. Now, book study groups that are no longer active can be hidden.

You can change the access mode of cards and book study groups independently of each other from the User Preferences Menu.

- Whenever you change the name of a book study group from the book study group list, CPF will now automatically search for and change all publisher record card headers to the new name where the old name appeared in the Group field.
- The Global Update feature has received some major work. A manual global update feature is now available to handle cases where there are less than six months of field service reports currently on file for the congregation as a whole. Also, the automatic global update feature has been enhanced to better handle certain situations. For example, suppose it is July 6<sup>th</sup>. A publisher has activity on file from the beginning of the service year up through May. However, you did not receive his last report, the one for June. How would you classify him? Regular or Irregular? Technically he would be classified as irregular, but CPF will now allow you to decide.

As in the past, the global update feature will work best if the data entered is complete and accurate. If no date appears in the In field, CPF will assume that the publisher has been in the congregation longer than six months and will process that card accordingly.

- Previous versions of CPF handled global updates involving 0 hour entries incorrectly. In the past, a publisher who had six reports in a row of 0 hour entries was considered regular instead of inactive. This program error has been corrected.
- The Summary Menu has seen changes too. The first selection, Individual, is much more flexible. When determining averages, you are now given a choice as to the figure CPF should use to divide totals by. You may have CPF divide by a fixed number of months or by the number of reports found for the individual over the specified period of time. The second method may well be the preferred one, but you should make sure that zero hour reports are entered for those individuals that you are sure did not have a share in field service activity during a specific month.

Another change made to this selection enables CPF to generate individual summaries for everyone in the congregation or a specific book study group, type of publisher or appointment. This macro mode automates an otherwise tedious process of generating summaries for more than one individual at a time.

- A variety of other summaries have also been enhanced. For example, most summaries that list individual publisher names and activity now display, on the same line, what type of publisher they were.
- A program error in the worksheet feature that caused phone numbers longer than eight spaces to print into the Books column has been corrected. The phone number is now right justified.
- A program error in the Publisher List feature caused an overwriting under certain conditions. This has been corrected.

- The Filter option has been greatly improved to make it more user friendly. A pop-up window with choices has been created to allow you to introduce filters in order to limit summaries to a specific age range and/or gender more easily. The Status Filter option has been eliminated.
- Much improvement has also been made to the S-1 Report file. CPF now allows you to enter old S-1 reports and edit previously posted ones.
- Another new feature is the NewCong utility. This feature is unique in that it gives you the ability to create a new congregation based on the contents of the old. This becomes very useful when congregations split. CPF walks you through a three-step process to accomplish this.

**CPF 2.05** (*Released October 1993*)

- Corrected various program errors

**CPF 2.04** (*Released September 1993*)

- When editing an existing field service report it was possible that in some cases the Current Report worksheet in progress for the monthly S-1 report could be adversely affected. This program error has been corrected.

**CPF 2.03** (*Released August 1993*)

- Added support for 0 hour entries

**CPF 2.02** (*Released June 1993*)

- Corrected various program errors

**CPF 2.01** (*Released June 1993*)

- Corrected various program errors

**CPF 2.0** (*Released June 1993*)

- Added support for the Society's S-1, S-10 and S(d)-303 forms
- Added support for Meeting Attendance tracking

**CPF 1.1** (*Released January 1992*)

- The Tally Sheet option from the Summary Menu has been more appropriately renamed Worksheet. Worksheets are now available at both the book study group and congregation level.
- Additional error checking is now provided when entering individual field service reports to make sure hours entered matches the type of publisher.
- Sections of the on-line help feature have been reworded to provide greater clarity.
- The version number of the program now appears on both the first page of the help screens and in the program title bar at the top of the screen.
- The Install program now permits the user the option of canceling the installation process.

**CPF 1.0** (*Released June 1991*)

- Initial Release

## Technical Support

If you encounter problems which this User's Guide and the context-sensitive help within CPF is unable to answer you can reach me by email at:

[ronandersen@juno.com](mailto:ronandersen@juno.com)

I will try and respond to your email as soon as I am able. When sending an email concerning your problem, please be specific and tell me exactly what is happening, what version of CPF you are using and what operating system it is running under. The more specific the information you supply, the easier it will be to help diagnose your problem.

For the latest version of CPF and this User's Guide, please visit the CPF website at:

[www.cpfsoftware.com](http://www.cpfsoftware.com)