
MOSES

Sample Screen Snapshots

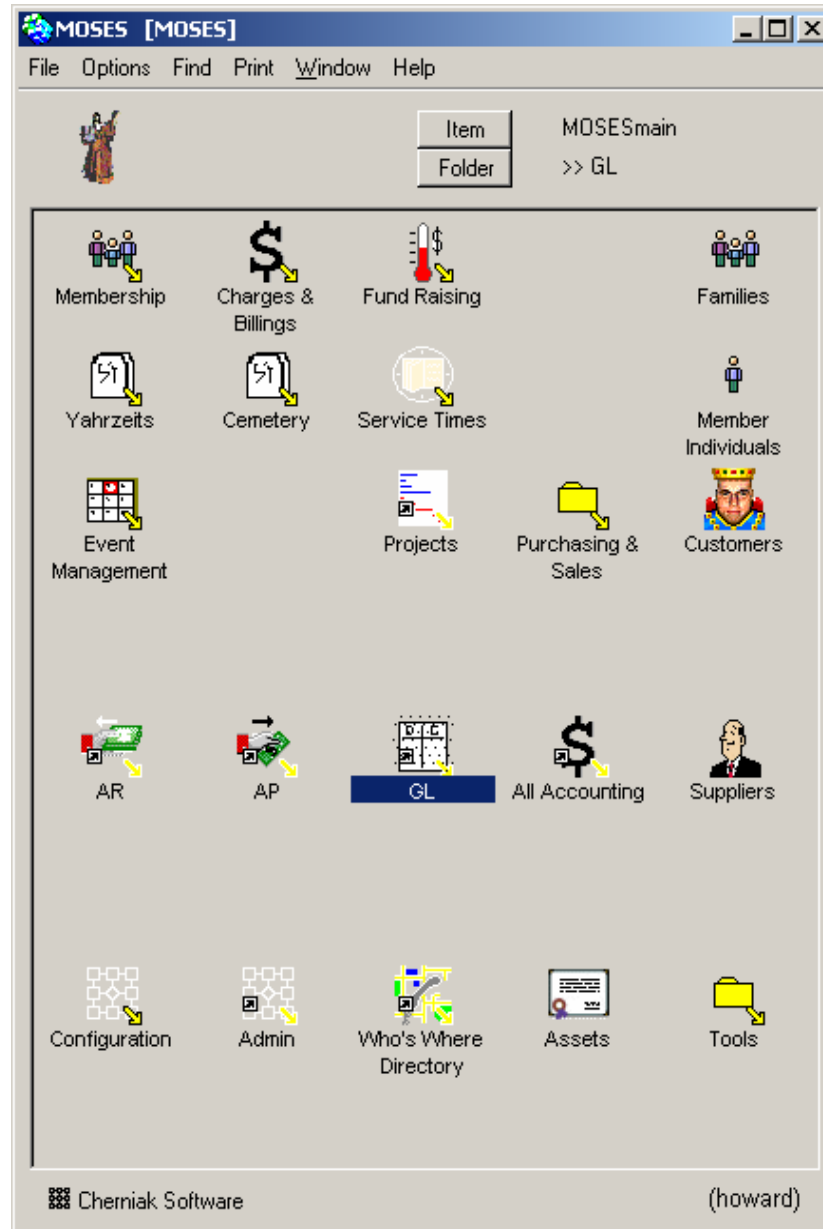


Introduction

- MOSES (Membership-Oriented Synagogue Enterprise System) is a powerful, comprehensive and integrated set of modules that provide a shul with the tools for synagogue management
- MOSES provides all the information you require at your fingertips
- The following pages give a small sample of the screens provided in the system
 - At first glance, it looks like there are many icons you may not understand
 - After spending some time with the system, you will see that all screens use the same icons and with a small amount of training, you can use them with ease
- On most screens you will find many pages, each showing different information. This package shows you just a sample of the information available
- This set of screen snapshots shows only ‘the tip of the iceberg’ – there is much more in the system, and you will appreciate all the different facilities much more once you have the chance to work with it – in the same way one can see much more from a movie than from a series of still photographs.



Main Launcher



- MOSES Top Level Launcher
- All icons with a yellow arrow at the bottom right represent MOSES subsystems
- Other icons get you directly to applications within MOSES



Family Enquiry – General Page

All Families - by ID (Reference)

File Actions Print User Reports Other Update Workflow Window Help

ID: Dershowitz, Alan & Cohen, Carolyn Member Phone: (332) 443-5555 21

General

Name: Mr. & Mrs. Alan Dershowitz Birthdate: Sep 25/43 Age: 62 (of oldest)
 Salutation: Mr. & Mrs. Dershowitz Old ID:
 Informal: Alan & Carolyn
 Main Address: 11 Main Ave.; Hartford CT 10245-4565, USA Phone: (332) 443-5555

Status: Active Since: Jul 25/1991 14 year(s) Send email to head(s)
 Level: Regular member Since: 0 year(s) View Matter

First Joined: Jul 25/1991 14 year(s) Group:
 Married: Feb 22/1971 35 year(s)

Individuals: Add Individual Send email to individual

Surname	First	Born	Age	Mobile	Work
Dershowitz	Alan	M Aug 2/1946	59		
Cohen	Carolyn	F Sep 25/1943	62	(416) 756-8523	
Englander	Ruth	F Feb 12/1988	18		
Dershowitz	Ella	F Jan 1/1993	13		

1. General 2. Aged Summary 3. Addresses 4. Remarks 5. Extended Info 6. Pledges 7. Billings 8. Charges

In Individuals

- Name, Salutation and Informal are automatically generated from the names of the heads of the family so they needn't be entered manually (you may want to change 'Alan' to 'Al' in the 'Informal' name)
- Double click on an individual for more information about him / her
- Note this is the 'General' page of 'Family'. Much more information is available on the other pages, including accounting, and contact information



Individual Enquiry – General Page

Individuals [in Family: Dershowitz, Alan & Cohen, Carolyn] - by Custom (Reference)

File Actions Print User Reports Other Update Workflow Window Help

Surname Englander First Ruth Middle Surah Head 4
Family Dershowitz, Alan & Cohen, Carolyn Member # 77

1. General

Title Ms Cross Reference in Directory
Maiden Name
Nickname Ruthie Comment
Gender Male Female Unspecified Tribe Kohen Levi Israel Unspecified
Birth Date Fri Feb 12/1988 After Sunset 24 Shevat 5748 Age 18
Bar/Bat Mitzvah Sat Feb 12/2000 Main Home Phone (332) 443-5555
Marital Status Single Since Fri Feb 12/1988 Mobile
Email 1 Ruthie88@aol.com Pager
Email 2 Prefer Home # Work #
 Mobile # Pager #
Work (Work) Status as of
Occupation Student Work Place
Description Work Phone Work Fax
Industry Comment

1. General 2. Lineage 3. Relations 4. Yahrzeits 5. Extended Info 6. Plaque, Grave 7. Remarks 8. Picture 9. Aliases



Individual Enquiry – Lineage Page

The screenshot shows the 'Individuals' software interface. The title bar reads 'Individuals [in Family: Dershowitz, Alan & Cohen, Carolyn] - by Custom (Reference)'. The menu bar includes 'File', 'Actions', 'Print', 'User Reports', 'Other', 'Update', 'Workflow', 'Window', and 'Help'. The toolbar contains various icons for navigation and editing. The main form displays the following information:

Surname: Englander | First: Ruth | Middle: Surah | Head: | Member # 77
Family: Dershowitz, Alan & Cohen, Carolyn

2. Lineage

Father: Dershowitz | Alan | M. | | Select From: Live Deceased |

Mother: Cohen | Carolyn | | Select From: Live Deceased

Hebrew Name

	First Name	Father	Mother	
English	Rut-Surah	Shalom Meir	Chana	Rut-Surah bat Shalom Meir v' Cha
Hebrew	רות שרה	שלום מאיר	חנה	רות שרה בת שלום מאיר וחנה

Tribe: Kohen Levi Israel Unspecified | Adopted Jewish by Birth Converted

Remarks: [Empty text area]

Navigation tabs: 1. General | 2. Lineage | 3. Relations | 4. Yahrzeits | 5. Extended Info | 6. Plaque, Grave | 7. Remarks | 8. Picture | 9. Aliases

- Parents' Hebrew names are automatically used to form Hebrew name of individual
- Hebrew font (including vowels) is supported



Individual Enquiry – Relations Page

The screenshot shows the 'Individuals' software interface for a family named 'Dershowitz, Alan & Cohen, Carolyn'. The main window title is 'Individuals [in Family: Dershowitz, Alan & Cohen, Carolyn] - by Custom (Reference)'. The interface includes a menu bar (File, Actions, Print, User Reports, Other, Update, Workflow, Window, Help) and a toolbar with various icons. Below the menu bar, there are input fields for Surname (Englander), First (Ruth), Middle (Surah), and Family (Dershowitz, Alan & Cohen, Carolyn). The 'Relations' section is highlighted with a red circle and contains three sub-sections: 'Children' (0 results), 'Siblings' (1 result: Ella Dershowitz, born Jan 1/1993, age 13), and 'Other Relations' (Aunt: Ella Chester, Uncle: Archie Black, Uncle: Moishe Dershowitz). A 'Select Relatives' panel is visible, showing checked options for Grandparents, Grandchildren, First Cousins, Aunts / Uncles, Nieces / Nephews, and Others. The 'Update Display' button is also visible.

- Children and siblings are automatically shown
- Other relations are shown when requested but all are automatically ‘calculated’
- Deceased relatives are shown as an option



Individual Enquiry – Yahrzeits Page

Individuals [in Family: Dershowitz, Alan & Cohen, Carolyn] - by Custom (Reference)

File Actions Print User Reports Other Update Workflow Window Help

Surname: Dershowitz First: Alan Middle: M. Head: 4
 Family: Dershowitz, Alan & Cohen, Carolyn Member #: 31

4. Yahrzeits

Deceased Name	English Death Date	Relation	Send	Comment
Black, Archie	Sep 28/71	Brother	Y	
Dershowitz, Golda	Oct 22/71	Mother	Y	
Dershowitz, Isaac	Dec 27/88	Father	Y	

Deceased: Black Archie
 Died: Sep 28/71 (9 Tishrei 5732)
 was (Relation): Brother of mourner
 Send Notice: Explanation of Override
 Override:
 Comment:
 Next Yahrzeit: Thu Sep 28/2006 (6 Tishrei 5767)
 Board: Southern Wall
 Row: 1 Column: 4

1. General 2. Lineage 3. Relations 4. Yahrzeits 5. Extended Info 6. Plaque, Grave 7. Remarks 8. Picture 9. Aliases

In Relationships

- Relationship to deceased is shown
- Yahrzeit board location for deceased is shown
- Can swap out to ‘Deceased’ for more information, e.g. Cemetery plot



Individual Enquiry – Extended Info Page

Member Individuals - by Name (Reference)

File Actions Print User Reports Other Update Workflow Window Help

Surname: Dershowitz First: Alan Middle: M. Head: 58

Family: Dershowitz, Alan & Cohen, Carolyn Member #: 31

5. Extended Info

Class	Type	From	To	Comment		
2000	Skills	100	Torah Reader	Feb 22/06	End	
3000	Committees	200	Education Committee	Jan 6/04	Sep 3/04	Chair

Class: 2000 Skills

Type: 100 Torah Reader

From: Wed Feb 22/2006 To: End

Comment:

1. General | 2. Lineage | 3. Relations | 4. Yahrzeits | 5. Extended Info | 6. Plaque, Grave | 7. Remarks | 8. Picture | 9. Aliases

In Extended Infos | Extended Info added

- Allows you to keep track of committees, skills, or any other aspect of shul life you wish to
- Classes and types are completely in your control
- Any Information type an individual is assigned to will have a list of all individuals assigned, allowing easy targeted group e-mail or regular mail
- Extended info is maintained for each individual and for each family in MOSES



Record A Death

Record a death - by Individual

File Print Other Window Help T Close

Individual	Surname	First Name	Middle Name	Age
	Black-Green	Rubin		13

Family: Black, Shoshana & Brown, Mark

Death Date: Tue Feb 21/2006 After Sundown

Comment: []

Plaque

Plaque Board	Row	Column
NORTH North Wall	1	2

Comment: []

Cemetery

Cemetery	Cemetery Section	Cemetery Subsection	Row	Column	Grave
BATHURSTLAWN	ADATH ISRAEL Adath Israel	2 South Region	5	2	4

Proceed Abandon

- By having a single screen to record a death, the following things are automatically done for you
 - Change the individual to a deceased individual
 - Take them out of the family
 - Mark any reserved plaque or cemetery plot as occupied
 - Change all relationships to yahrzeits
 - Update all addressing strings for the family
 - Generate a message indicating any manual things that need to be checked now that the person is deceased.
- Other systems require you to do all (or a large portion) of this manually
- You are then put on the deceased screen to view / update any other information



Deceased Individual Enquiry – General Page

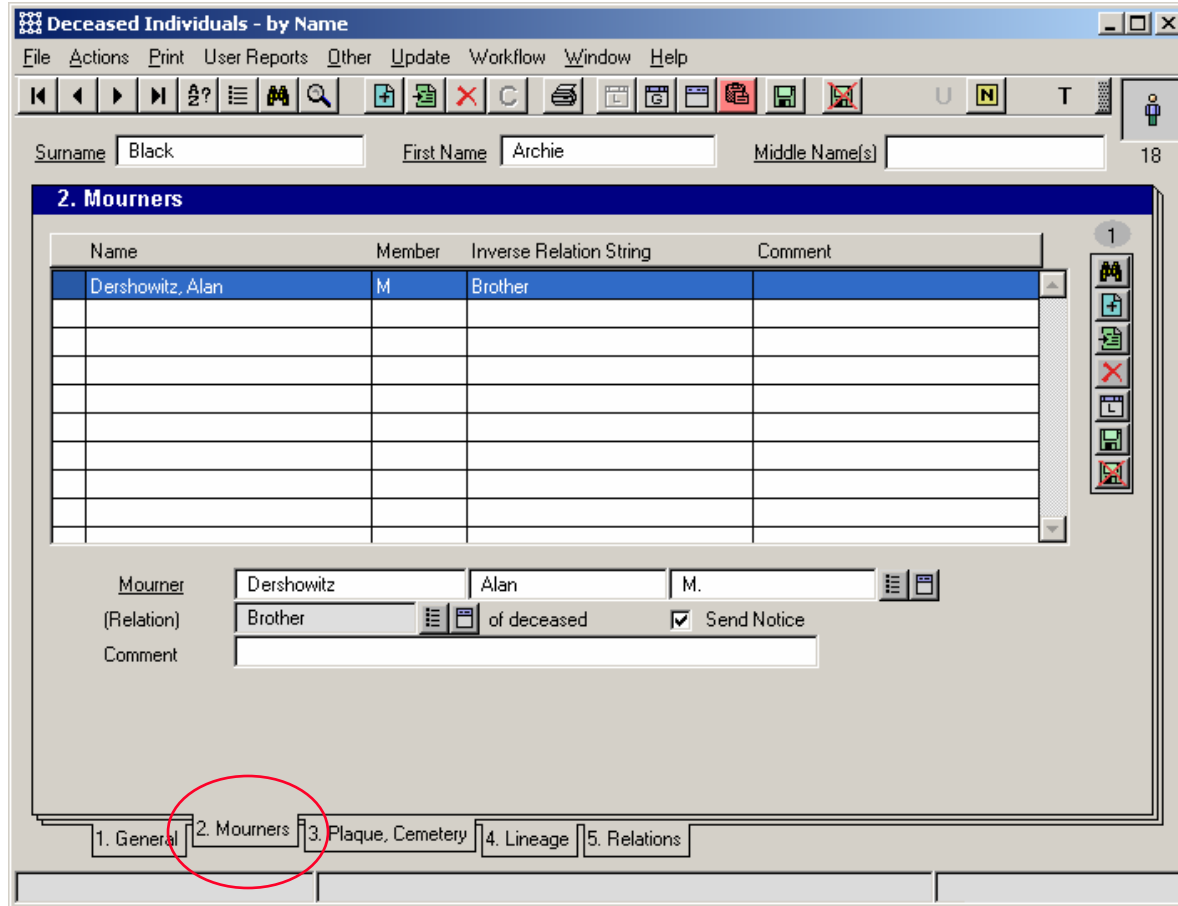
The screenshot shows a software window titled "Deceased Individuals - by Name". The menu bar includes "File", "Actions", "Print", "User Reports", "Other", "Update", "Workflow", "Window", and "Help". The toolbar contains various icons for navigation and editing. Below the toolbar, there are input fields for "Surname" (Black), "First Name" (Archie), and "Middle Name(s)" (empty), with a "18" icon to the right. The main content area is titled "1. General" and contains the following fields and options:

- Nickname: [Empty]
- Gender: Male Female
- Maiden Name: [Empty]
- Comment: [Empty] # 119
- Hebrew Name: אֲשֵׁר בֶּן אֲרִיאֵל [Empty]
- Hebrew Name (Transliteration): Asher Ben Ariel
- Birth Date: Sat Aug 26/1911 [Empty]
- Age at death: 60 [Empty]
- Yahrzeit Schedule: [Empty]
- Death date or anniversary known is:
 - English/Julian
 - Hebrew
- Full Date:
 - Tue Sep 28/1971 [Empty]
 - 9 Tishrei 5732 [Empty]
- Month/Day (year unknown): [Empty]
- Options: After Sundown Before Midnight
- Observe: Hebrew anniversary Secular (English) anniversary

At the bottom, there is a tabbed interface with five tabs: "1. General", "2. Mourners", "3. Plaque, Cemetery", "4. Lineage", and "5. Relations". The "1. General" tab is currently selected and circled in red.



Deceased Individual Enquiry – Mourners Page



- Lists all mourners for this deceased individual
- For more information about the mourner (e.g. phone numbers), just double click.



Deceased Individual Enquiry – Plaque, Cemetery Page

Deceased Individuals - by Name

File Actions Print User Reports Other Update Workflow Window Help

Surname Black First Name Archie Middle Name(s) 18

3. Plaque, Cemetery

Date of Death Sep 28/71

Plaque

Board SOUTH Southern Wall

Row 1

Column 4

Comment

Cemetery

Cemetery BATHURSTLAWN

Cemetery Section ADATH ISRAEL Adath Israel

Cemetery Subsection 1 North Region

Row	Column	Plot
1	1	2

Cemetery Grave

Comment

1. General 2. Mourners 3. Plaque, Cemetery 4. Lineage 5. Relations



Maintain Service Times

- MOSES provides a flexible module to define template(s) for services times. It supports functions such as:
 - Service times based on sunrise or sunset times as well as fixed times of day
 - The ability to automatically have associated bookings (e.g. Shacharit service on Mondays always has an associated breakfast)
- You can then generate weeks or months of services based on those templates
 - In the vast majority of cases, the generated services will be correct, but some anomalies (e.g. Thanksgiving) may require you to manually change a small number of them
- These service times can show on your web site with no additional data entry



Events Enquiry – Wedding Page

Events - by #

File Actions Print User Reports Other Update Workflow Window Help

40 Name Englander-Cole Wedding 12

Event Type WEDDING Wedding

Customer Dershowitz, Alan Mr. & Mrs. Alan Dershowitz Date Thu Dec 8/05

2. Wedding

Date Sun Dec 11/2005 10 Kislev 5766

Bride Englander Ruth Surah Member

Main Home Phone (332) 443-5556 Work Phone Work Fax

Email Ruthie88@aol.com Pager

Work Email Send Email

Jewish by Birth Converted

Groom Cole David Member

Main Home Phone Work Phone (416) 978-3322 Work Fax (416) 978-6667

Email "David Cole" <davidcole@rogers.com> Pager (416) 445-6677

Work Email Send Email

Jewish by Birth Converted

2. Wedding 6. Bookings 7. Observances 8. Sponsorships 9. Correspondence A. Remarks B. Cancellations C. Project

- For an event defined as a wedding event, bride and groom information is entered in viewed on this page
- There are different types of information kept for different event types, e.g.
 - Aufruf
 - Brit Milah / Baby Naming: names of grandparents are tracked



Events Enquiry – Bookings Page

The screenshot shows a software window titled "Events - by #". At the top, there is a menu bar with options: File, Actions, Print, User Reports, Other, Update, Workflow, Window, Help. Below the menu is a toolbar with various icons. The main area contains a form with the following fields:

- # 40
- Name Englander-Cole Wedding
- Event Type WEDDING
- Customer Dershowitz, Alan
- Date Thu Dec 8/05

Below the form is a section titled "6. Bookings" containing a table with the following data:

Start Date	Time	Duration	#	Description	Room
Thu Dec 8/05	7:00 pm	2 hours	15	Wedding Rehearsal	Main
Sun Dec 11/05	2:00 pm	4 hours	16	Bride's Preparation	Brides
Sun Dec 11/05	5:00 pm	1 hour 30 min	29	Chattan's Tisch	Youth
Sun Dec 11/05	5:00 pm	2 hours	30	Bedecken	Brotherhood
Sun Dec 11/05	6:30 pm	1 hour	31	Chuppah	Main
Sun Dec 11/05	7:00 pm	6 hours	32	Dinner + Reception	Banquet

Below the table is a detailed view for booking # 15:

- # 15
- Type REHEARSAL
- Description Wedding Rehearsal
- Room Main
- Start Date Thu Dec 8/2005, Time 7:00 pm
- End Date Thu Dec 8/2005, Time 9:00 pm

At the bottom of the window, there is a navigation bar with buttons: 2. Wedding, 6. Bookings (circled in red), 7. Observances, 8. Sponsorships, 9. Correspondence, A. Remarks, B. Cancellations, C. Project.

- For each event, you can define one or more bookings
- Bookings reserve a room and others who try to book that room at that time will be warned
- Bookings can also reserve staff (e.g. clergy) so they are never double booked without your knowledge



Bookings Enquiry – General Page

Bookings [in Event: 40] - by Start Date Time

File Actions Print User Reports Other Update Workflow Window Help

in Event 40 Name Englander-Cole Wedding

Start Date Thu Dec 8/2005 Time 7:00 pm

Description Wedding Rehearsal

1. General

15

Type REHEARSAL Wedding Rehearsal

Start Date Thu Dec 8/2005 Time 7:00 pm

End Date Thu Dec 8/2005 Time 9:00 pm

Duration 2:00

Room Main Main Sanctuary

1. General 2. Staff 3. Remarks 4. Setups 5. Billings 6. Logs

This Booking Booking Range

Preview Print Report Preview Print Report

- The General Page shows largely the same information as you see in the bookings page of the event
- The other pages of booking allow you to specify
 - Which staff (e.g. Clergy) are officiating
 - Free form remarks
 - Setups / cleanups
 - Other activities that need to take place before or after this booking
 - Billings
 - Managing payment for this booking
 - Logs
 - Keeps logs of changes to this booking
 - You always know who changed what and at what time



Calendar Month Booking Enquiry

The screenshot shows a software window titled "Calendar Month (RESIZABLE) - by Date". The window has a menu bar with "File", "Actions", "Print", "User Reports", "Other", "Update", "Workflow", "Window", and "Help". Below the menu is a toolbar with navigation and action icons. The main area displays a calendar for "Dec 2005". The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. The calendar grid shows dates from 1 to 31. Events are listed in the cells for specific dates:

- 1: 19:00 Wedding Rehearsal
- 2: 18:30 Erev Shabbat Dinner
- 3: 12:15 Luncheon, Bank Holiday
- 4: 12:15 Luncheon, Libby's
- 5: 12:30 Luncheon, Sisterhood
- 6: 17:30 Dinner + Reception
- 11: 10:00 Board Meeting, 10:00 Brunch, Sisterhood, 14:00 Bride's Preparation, 17:00 Chattan's Tisch, 17:00 Bedecken, Brot

- Provides a month-at-a-glance view of all bookings or bookings that match some criteria you specify
- You can double-click on a day number to see the events for that day
- You can double-click on an event to see the details of that event
- You can choose any other month's events to view as well

