

## Other Helpful New ChMS Features

### SCHEDULES - Automatic Reminders

As you recruit volunteers for the different recurring or one-time events, it will now be easier to remind those volunteers of their upcoming duties and commitment.

The reminder schedule can be unique for each week, or you can set the reminder to be the same in each new week you set up.

Click the **Bell** icon beside the week name (date) to get started.

#### You can:

- Turn the reminder on or off for each week
- Set multiple reminders all for the same event week.
- Apply Changes to Future Schedules (to copy these settings to weeks created after this)



### GIVING – Relative Dates for Reports

You can now choose a date range that is relative based on the date you run it. If you want a summary report to always show the past 6 weeks (or three months, or from a specific date until today), then you can set this by following these steps.

1. Once you arrive at the **Overview**, **Summary**, or **Detail** Giving Reports, click on the date range offered (default is the last 4 weeks)
2. Click on **Relative Dates** from the dropdown
3. Choose the **Start** point (# of days, weeks, months, etc)
4. Choose the **End** point of the report perhaps today or one of the ranges
5. Click **Done** to save this date range, then click **Apply** to run the results.
6. **Save** the report to keep it as one of your Saved Reports to use over and over with just a click.

