

Charity Christian Church Application Application Storyboard



Purpose: Demonstrates how to
navigate the CCC database. This is a
Captive project.

**A Personal Touch Learning
and Design**

7/10/2018

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Storyboard

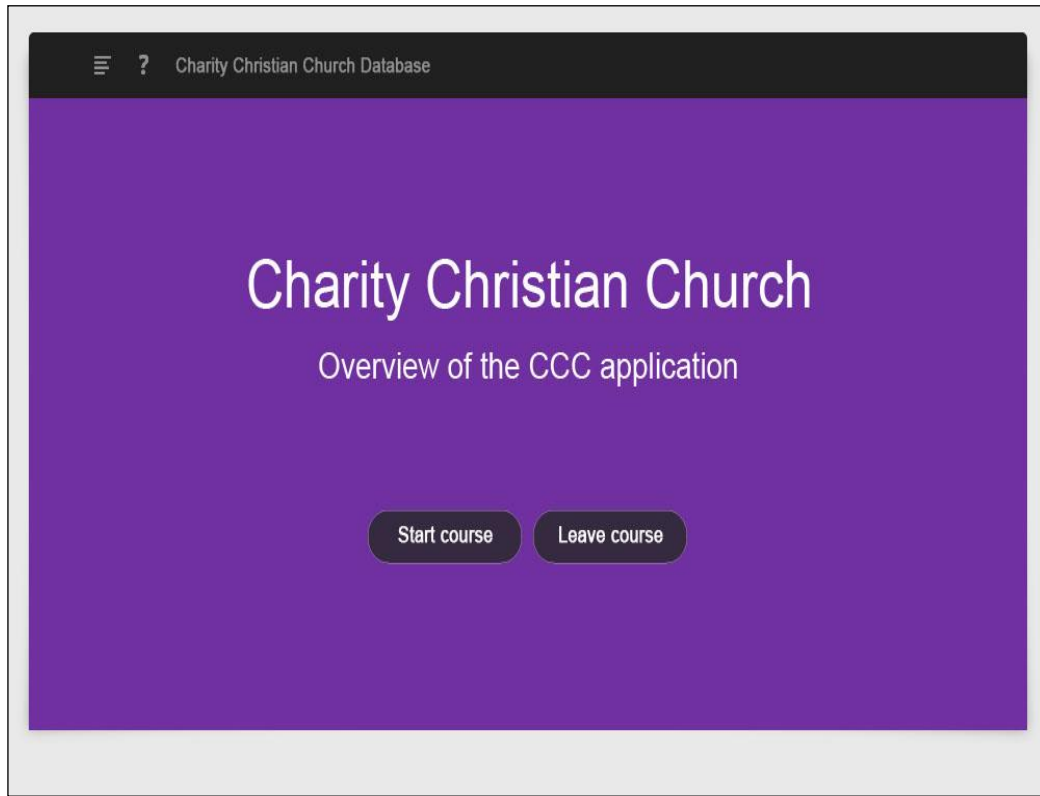
This video was created using Fastercourse's Oceanside Blue template. The template had the navigation bar, screen navigation and help screens built-in. It provided all objects except for the call-outs on slide 3. The timelines count, default is 5, were adjusted as needed. All purple objects, except for slide 1 – Introduction Slide, are displayed timed as to not have to click to move forward. All screens have a slight backdrop in medium gray. The color blue was changed to purple to match the signage of the church.

Audio script can be found in the Application_VideoTranscript.docx document.

Formatting of Navigation bar on every screen, except for Slide 1 – Introduction Slide:

1. Main Screen titles
 - a. Navigation Bar
 - i. Background Color: Black
 - ii. Text Color: Gray
 - iii. Background Color: White
 - iv. Text Color: Black
 - v. Text Font: Arial
 - vi. Text Size:15
 - vii. Text Caption: Charity Christian Church Database

Slide1 – Introduction Slide



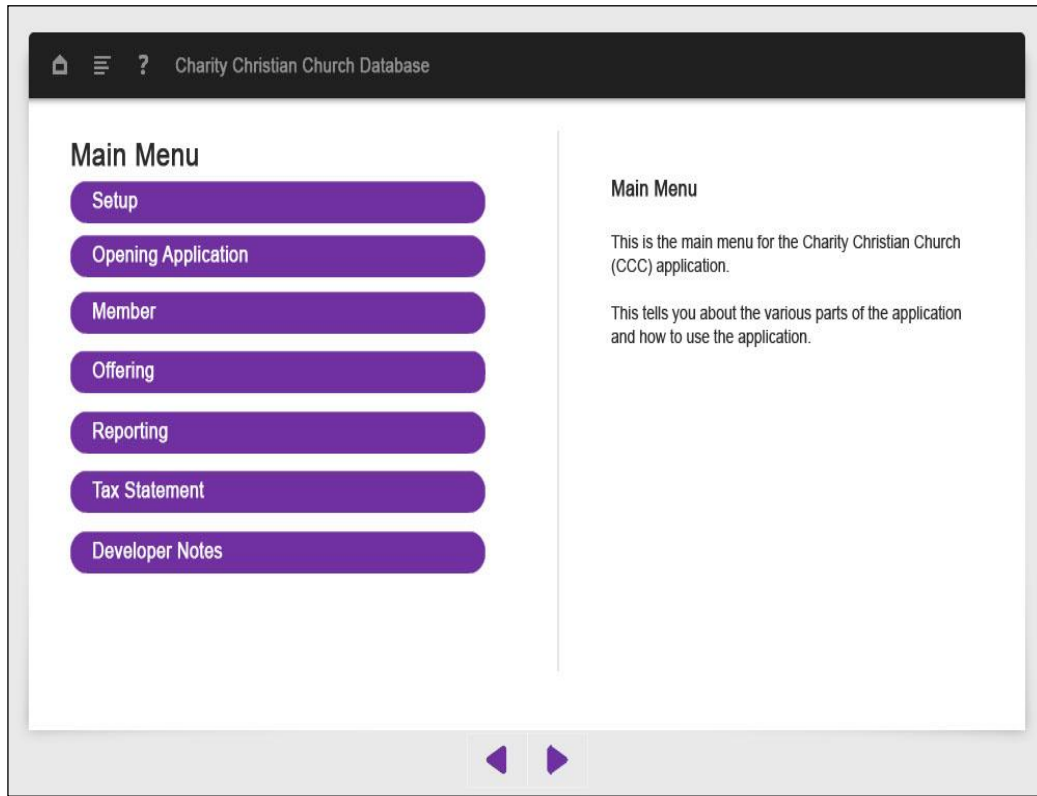
Objects

1. Main Title
 - a. Text Color: White
 - b. Text Font: Arial
 - c. Text Size: 50
2. Subtitle
 - a. Text Color: White
 - b. Text Font: Arial
 - c. Text Size: 26
3. Buttons
 - a. Background Color: Black
 - b. Text Color: White
 - c. Text Font: Arial
 - d. Text Size: 16

Navigation

1. Start Course goes to Slide 2 – Main Menu
2. Leave Course goes to goodbye.html
 - a. Text displayed: Thank you for exiting the content. You may now navigate away from this content.

Slide 2 - Main Menu



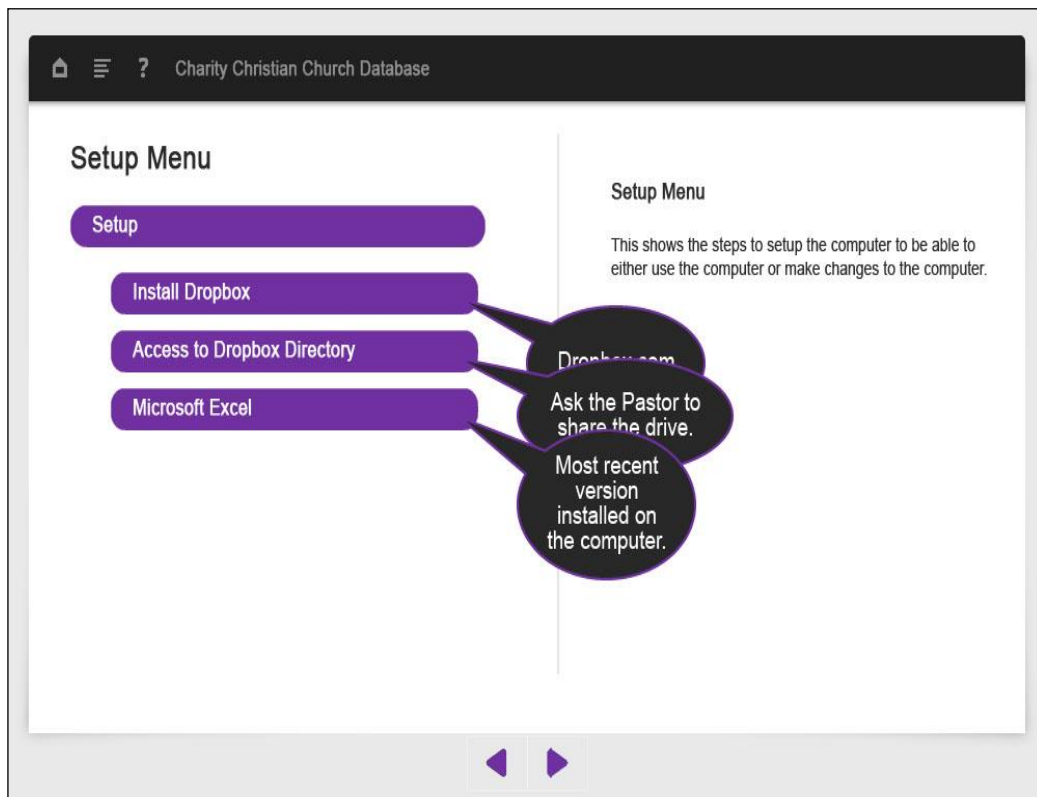
Objects

1. Title
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size: 24
2. Ovals (Setup, Opening Application, Member, Offering, Reporting, Tax Statement, Developer Notes)
 - a. Background Color: Purple
 - b. Text Color: Black
 - c. Text Font: Arial
 - d. Text Size: 16
 - e. Timed for speaking
3. Right side of the screen
 - a. Title
 - i. Text Color: Black
 - ii. Text Font: Arial
 - iii. Text Size: 16
 - b. Text
 - i. Text Color: Black
 - ii. Text Font: Arial
 - iii. Text Size: 14

Navigation:

1. Previous: Slide 1 – Introduction Slide
2. Next: Slide 3 – Setup Menu

Slide 3 - Setup Menu



Objects

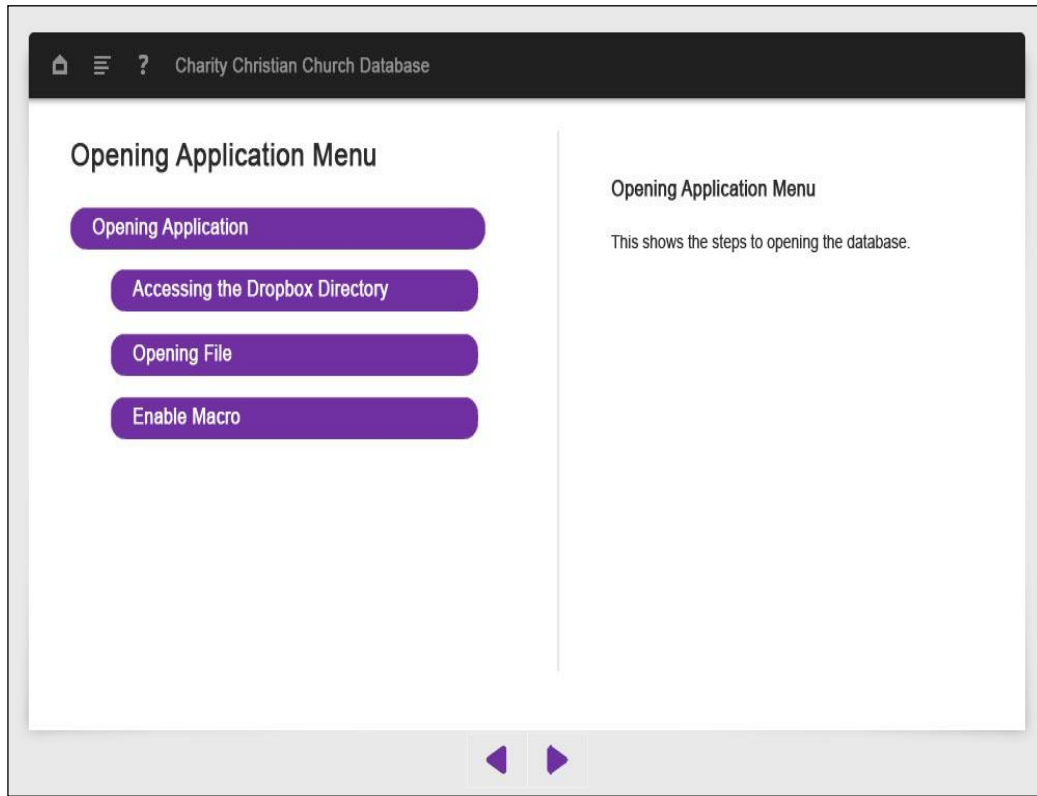
1. Title
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size: 16
2. Ovals (Setup, Install Dropbox, Access to Dropbox Directory, Microsoft Excel)
 - a. Background Color: Purple
 - b. Text Color: Black
 - c. Text Font: Arial
 - d. Text Size: 16
 - e. Timed for speaking
3. Callout
 - a. Background Color: Black with Purple trim
 - b. Text Color: White
 - c. Text Font: Arial
 - d. Text Size: 19
3. Right side of the screen
 - a. Title
 - i. Text Color: Black
 - ii. Text Font: Arial
 - iii. Text Size: 16

- b. Text
 - i. Text Color: Black
 - ii. Text Font: Arial
 - iii. Text Size: 14

Navigation:

1. Previous: Slide 2 – Setup Menu
2. Next: Slide 4 – Opening Application Menu

Slide 4 – Opening Application Menu



Objects

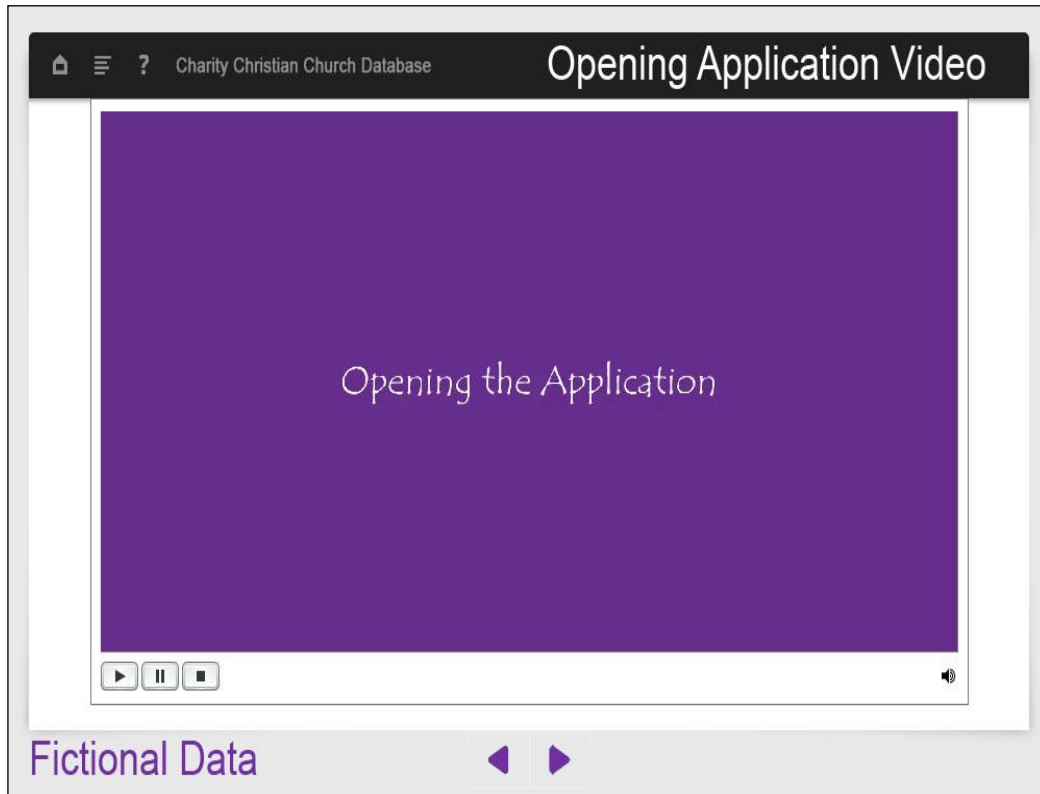
1. Title
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size:16
 - d. Text Caption: Opening Application Menu
2. Ovals (Opening Application, Accessing the Dropbox Directory, Opening File, Enable Macro)
 - a. Background Color: Purple
 - b. Text Color: Black
 - c. Text Font: Arial
 - d. Text Size: 16
 - e. Timed for speaking

3. Right side of the screen
 - a. Title
 - i. Text Color: Black
 - ii. Text Font: Arial
 - iii. Text Size: 16
 - iv. Text Caption: Opening Application Menu
 - b. Text
 - i. Text Color: Black
 - ii. Text Font: Arial
 - iii. Text Size: 14
 - iv. Text Caption: This shows the steps to opening the database.

Navigation:

1. Previous: Slide 3 – Setup Menu
2. Next: Slide 5 – Opening Application Video

Slide 5 – Opening Application Video



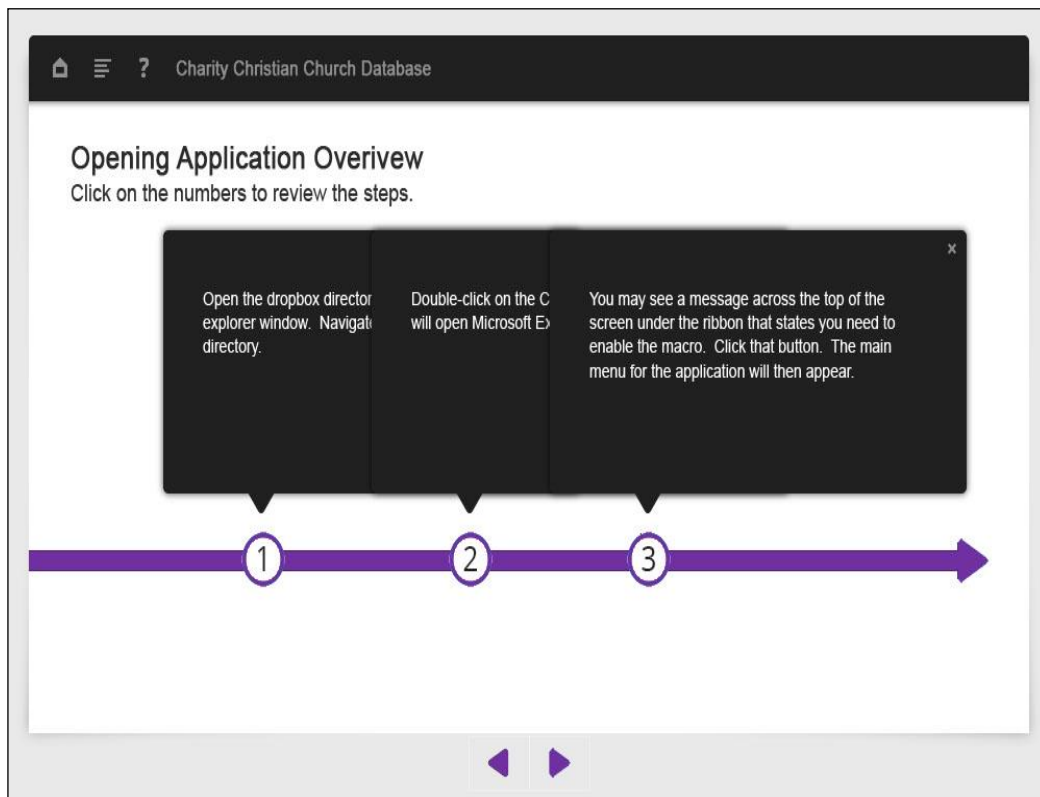
Objects

1. Title
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size:16
 - d. Text Caption: Opening Application Menu
2. Video
 - a. Name: openingdb.mp4
 - b. Size: 2183 KB
 - c. Length: 1:21 minutes

Navigation:

1. Previous: Slide 4 – Opening Application Menu
2. Next: Slide 6 – Opening Application Overview

Slide 6 – Opening Application Overview



Objects

1. Title

- a. Text Color: Black
- b. Text Font: Arial
- c. Text Size: 24
- d. Text Caption: Opening Application Overview

2. Subtitle

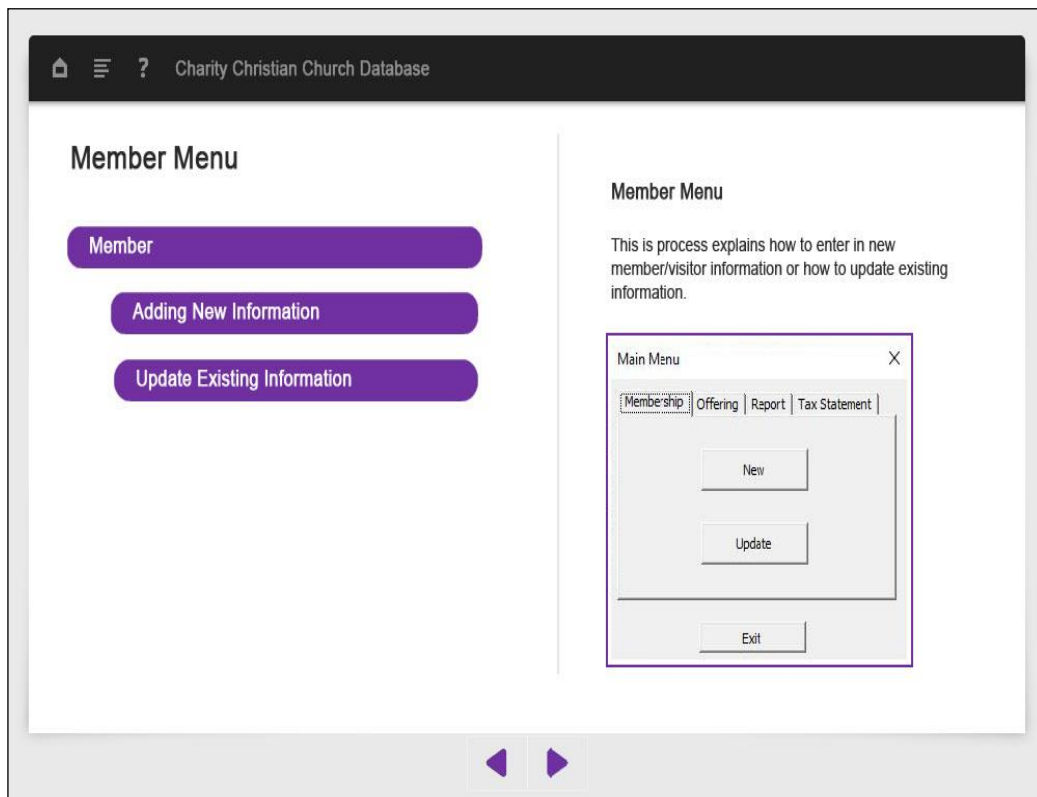
- a. Text Color: Black
- b. Text Font: Arial
- c. Text Size: 18
- d. Text Caption: Click on the numbers to review steps.

3. Callout
 - a. Background Color: Black
 - b. Text Color: White
 - c. Text Font: Arial
 - d. Text Size: 14
 - e. Callout #1 Text: Open the Dropbox directory from your window explorer window.
Navigate to the Charity Christian directory.
 - f. Callout #2 Text: Double-click on the Charity Christian.xlsx file. This will open
Microsoft Excel installed on the computer.
 - g. Callout #3 Text: You may see a message across the top of the screen under the ribbon
that states you need to enable the macro. Click that button. The main
menu for the application will then appear.
4. Timeline
 - a. Arrow: Purple, pointing right
 - b. Count
 - i. Number: white circle

Navigation:

1. Previous: Slide 5 –Opening Application Video
2. Next: Slide 7 – Member Menu

Slide 7 – Member Menu



Objects

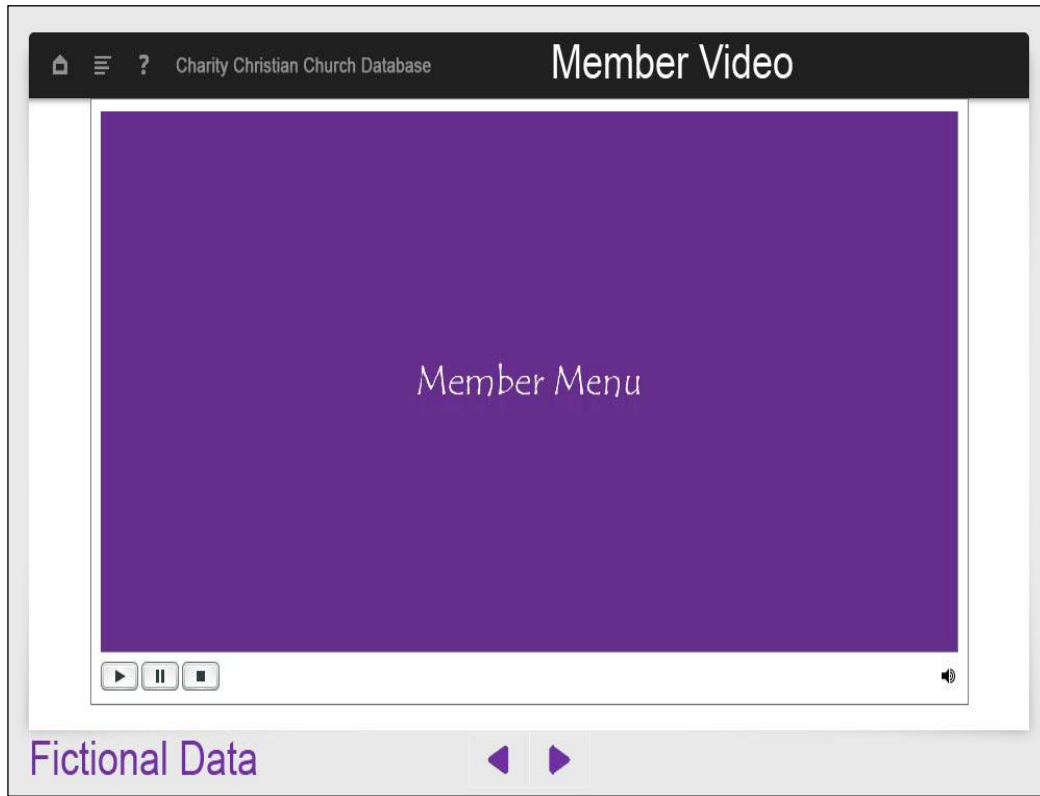
1. Title
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size:16
 - d. Text Caption: Member Menu
2. Ovals (Adding New Information, Update Existing Information)
 - a. Background Color: Purple
 - b. Text Color: Black
 - c. Text Font: Arial
 - d. Text Size: 16
 - e. Timed for speaking
3. Right side of the screen
 - a. Title
 - i. Text Color: Black
 - ii. Text Font: Arial
 - iii. Text Size: 16
 - iv. Text Caption: Member Menu
 - b. Text
 - i. Text Color: Black
 - ii. Text Font: Arial
 - iii. Text Size: 14

- iv. Text Caption: This is process explains how to enter in new member/visitor information or how to update existing information.
- c. Image: membership.png

Navigation:

1. Previous: Slide 6 – Opening Application Overview
2. Next: Slide 8 – Member Video

Slide 8 – Member Video



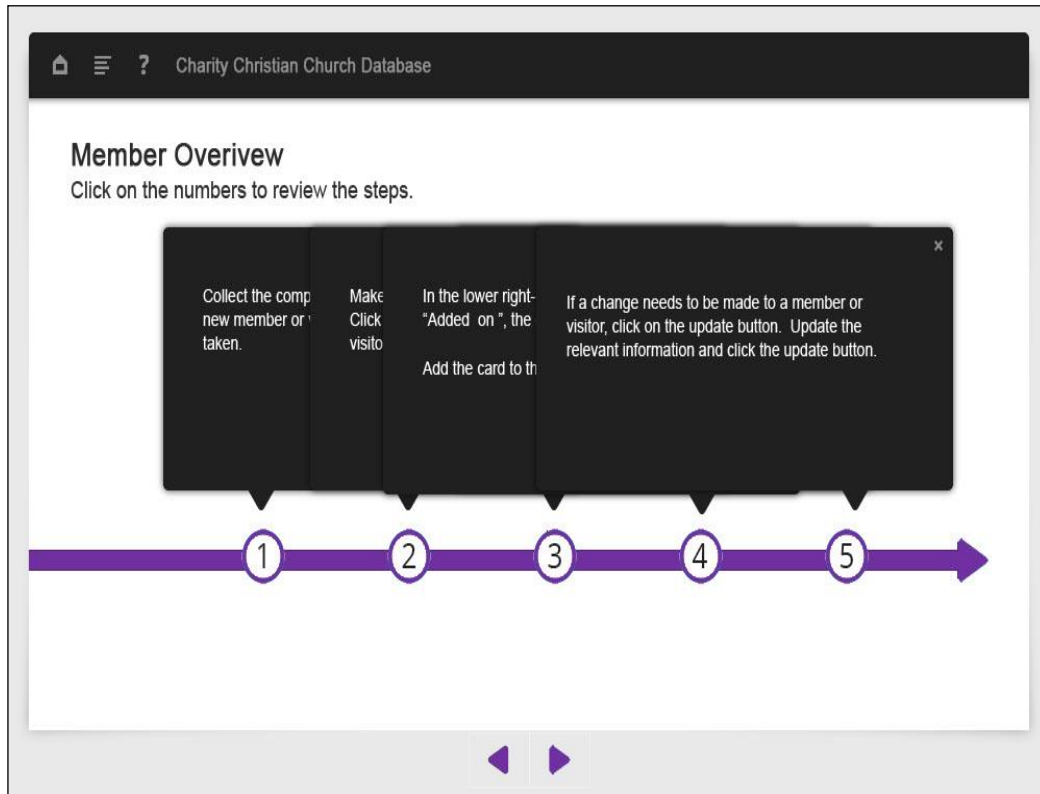
Objects

1. Title
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size:16
 - d. Text Caption: Member Video
2. Video
 - a. Name: membermenu.mp4
 - b. Size: 5353KB
 - c. Length: 3:02 minutes

Navigation:

1. Previous: Slide 7 – Member Menu
2. Next: Slide 9 – Member Overview

Slide 9 – Member Overview



Objects

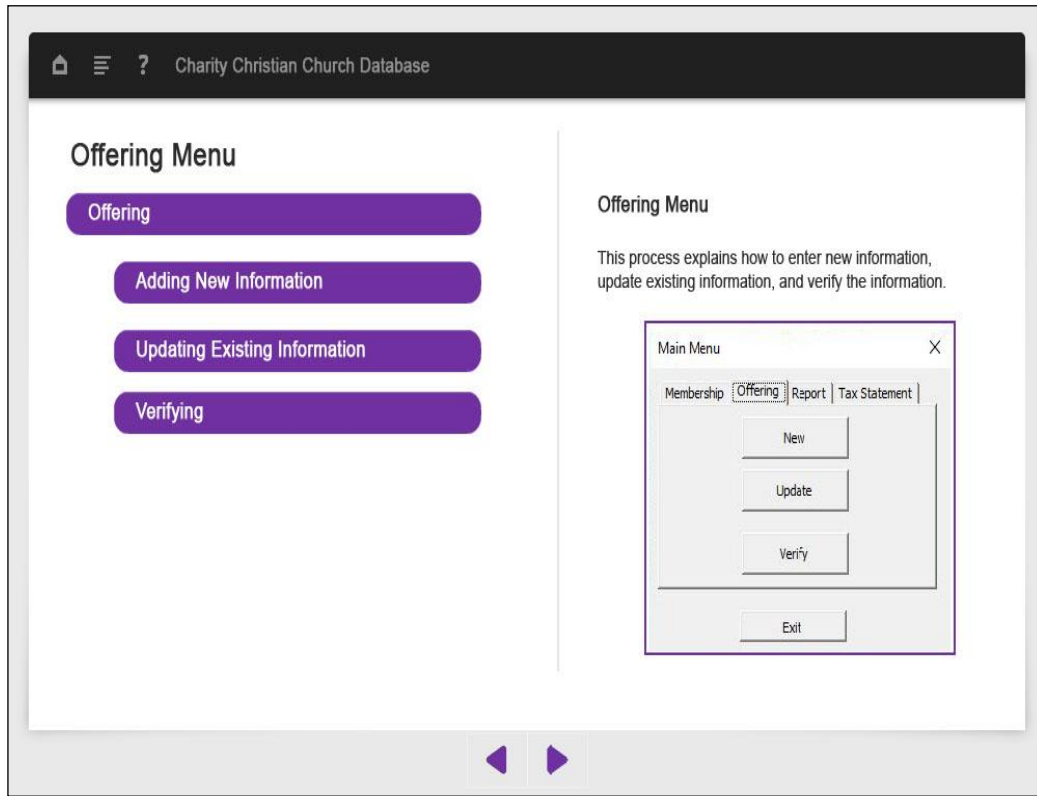
1. Title
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size:16
 - d. Text Caption: Member Menu
2. Callout
 - a. Background Color: Black
 - b. Text Color: White
 - c. Text Font: Arial
 - d. Text Size: 14
 - e. Callout #1 Text: Collect the complete membership card from the new member or visitor after the collection has been taken.
 - f. Callout #2 Text: Make sure the first tab seen is the Membership tab. Click the New button to add a new member or visitor
 - g. Callout #3 Text: Enter the information from the membership card into the system. Click 'Add' to add it to the database.
 - h. Callout #4 Text: In the lower right-hand corner of the card, write "Added on", the current date, your initials. Add the card to the manila envelope.

- i. Callout #5 Text: If a change needs to be made to a member or visitor, click on the update button. Update the relevant information and click the update button.

Navigation:

1. Previous: Slide 8 – Member Video
2. Next: Slide 10 – Offering Menu

Slide 10 – Offering Menu



Objects

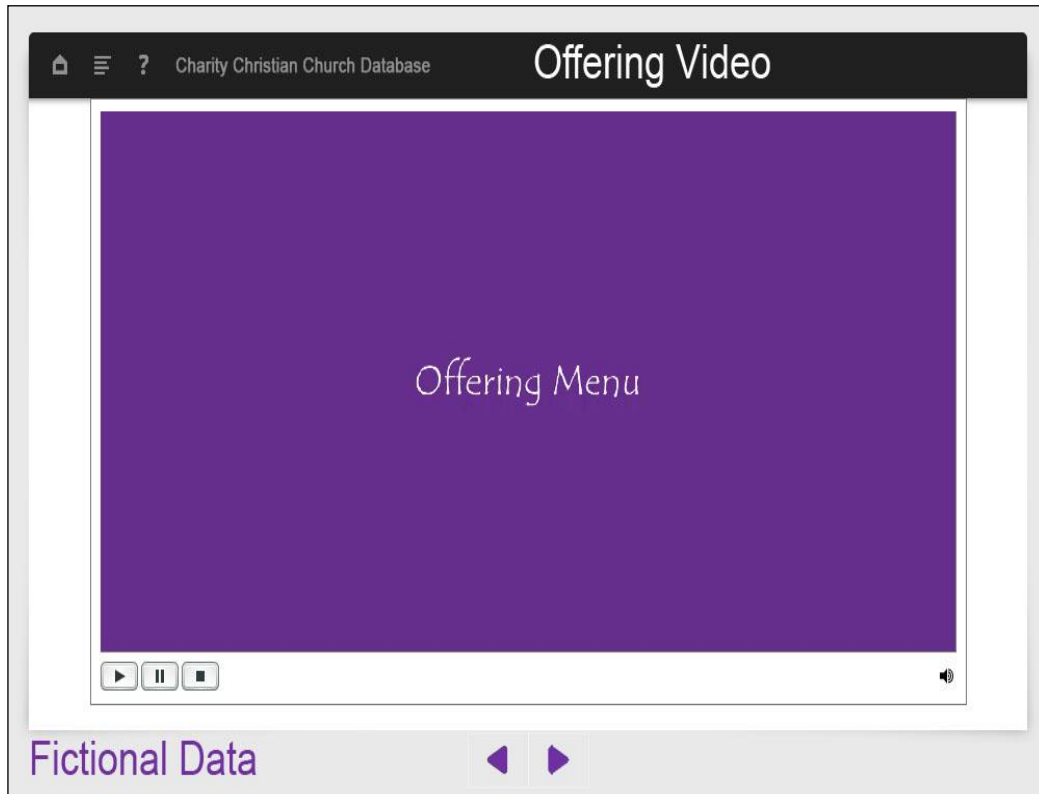
1. Title
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size: 16
 - d. Text Caption: Offering Menu
2. Ovals (Offering, Adding New Information, Updating Existing Information, Verifying)
 - a. Background Color: Purple
 - b. Text Color: Black
 - c. Text Font: Arial
 - d. Text Size: 16
 - e. Timed for speaking
3. Right side of the screen
 - a. Title
 - i. Text Color: Black
 - ii. Text Font: Arial
 - iii. Text Size: 16
 - iv. Text Caption: Offering Menu
 - b. Text
 - i. Text Color: Black
 - ii. Text Font: Arial
 - iii. Text Size: 14

- iv. Text Caption: This process explains how to enter new information, update existing information, and verify the information.

Navigation:

1. Previous: Slide 9 – Member Overview
2. Next: Slide 11 – Offering Video

Slide 11 - Offering Video



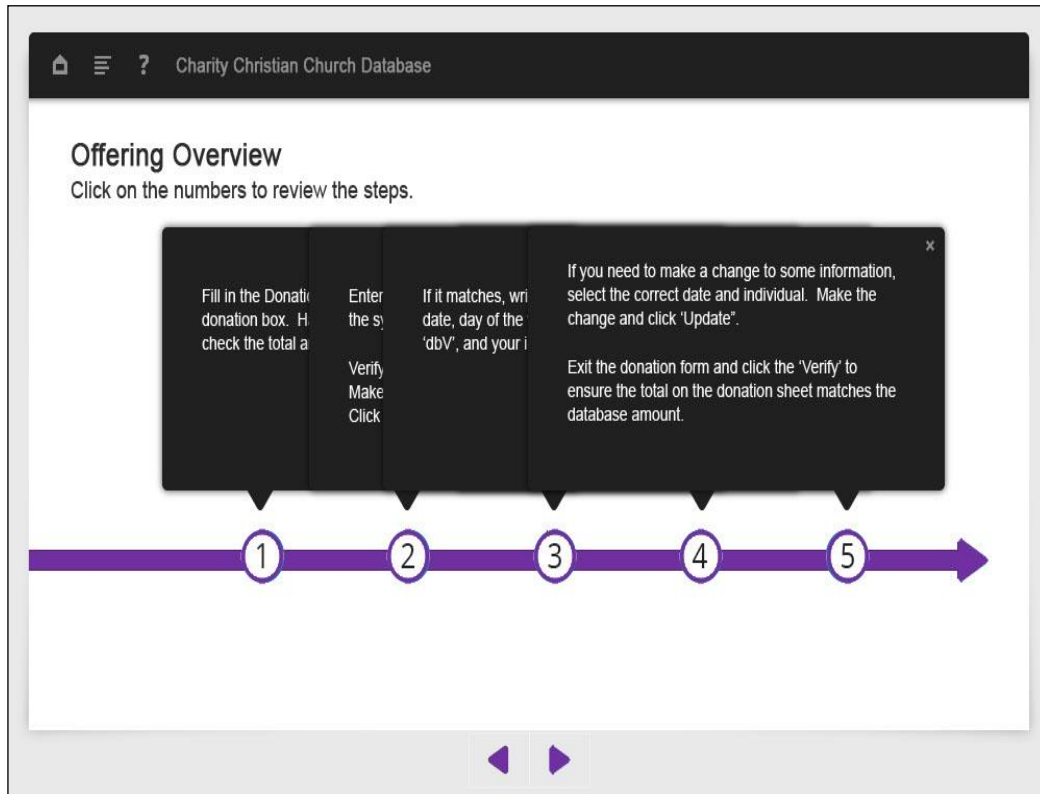
Objects

1. Title
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size:16
 - d. Text Caption: Offering Video
2. Video
 - a. Name: offeringmenu.mp4
 - b. Size: 8646 KB
 - c. Length: 4:29 minutes

Navigation:

1. Previous: Slide 10 – Offering Menu
2. Next: Slide 12 – Offering Overview

Slide 12 – Offering Overview



Objects

1. Title

- a. Text Color: Black
- b. Text Font: Arial
- c. Text Size:16
- d. Text Caption: Offering Overview

2. Subtitle

- a. Text Color: Black
- b. Text Font: Arial
- c. Text Size: 14
- d. Text Caption: Click on the numbers to review the steps.

3. Callout

- a. Background Color: Black
- b. Text Color: White
- c. Text Font: Arial
- d. Text Size: 19
- e. Callout #1 Text: Fill in the Donation form with the money from the donation box. Have 2 additional individuals double check the total amounts on this paper.
4. Callout #2 Text: Enter the information from the donation sheet into the system. Verify the correct date (default is current date). Make sure that you choose a donation location. Click 'Add' to add it to the database.
5. Callout #3 Text: Once all donations have been entered, exit the donation form and click the 'Verify' to ensure the total on the donation sheet matches the database amount.
6. Callout #4 Text: If it matches, write on manila envelope - current date, day of the week, dollar amount, the letters 'dbV', and your initials.
7. Callout #5 Text: If you need to make a change to some information, select the correct date and individual. Make the change and click 'Update'. Exit the donation form and click the 'Verify' to ensure the total on the donation sheet matches the database amount.

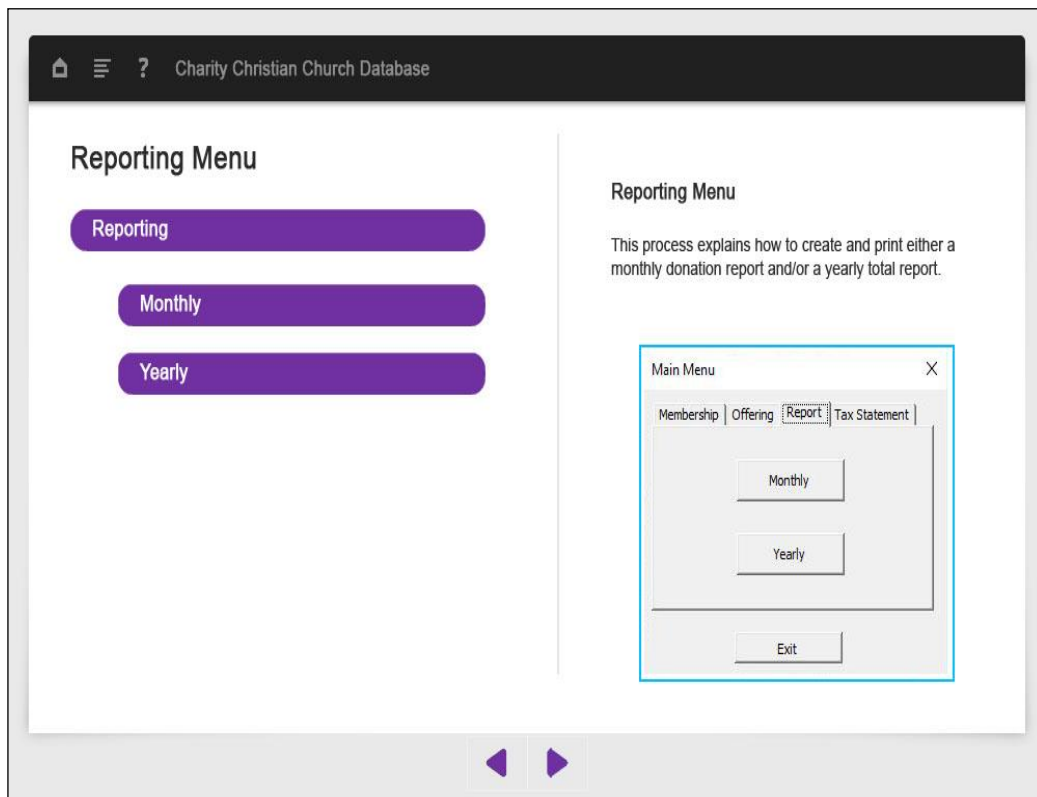
4. Timeline

- a. Arrow: Purple, pointing right
- b. Count
 - i. Number: white circle

Navigation:

1. Previous: Slide 11 – Offering Video
2. Next: Slide 13 – Reporting Menu

Slide 13 – Reporting Menu



Objects

1. Title

- a. Text Color: Black
- b. Text Font: Arial
- c. Text Size:16
- d. Text Caption: Reporting Menu

2. Ovals (Reporting, Monthly, Yearly)

- a. Background Color: Purple
- b. Text Color: Black
- c. Text Font: Arial
- d. Text Size: 16
- e. Timed for speaking

3. Right side of the screen

a. Title

- i. Text Color: Black
- ii. Text Font: Arial
- iii. Text Size: 16
- iv. Text Caption: Reporting Menu

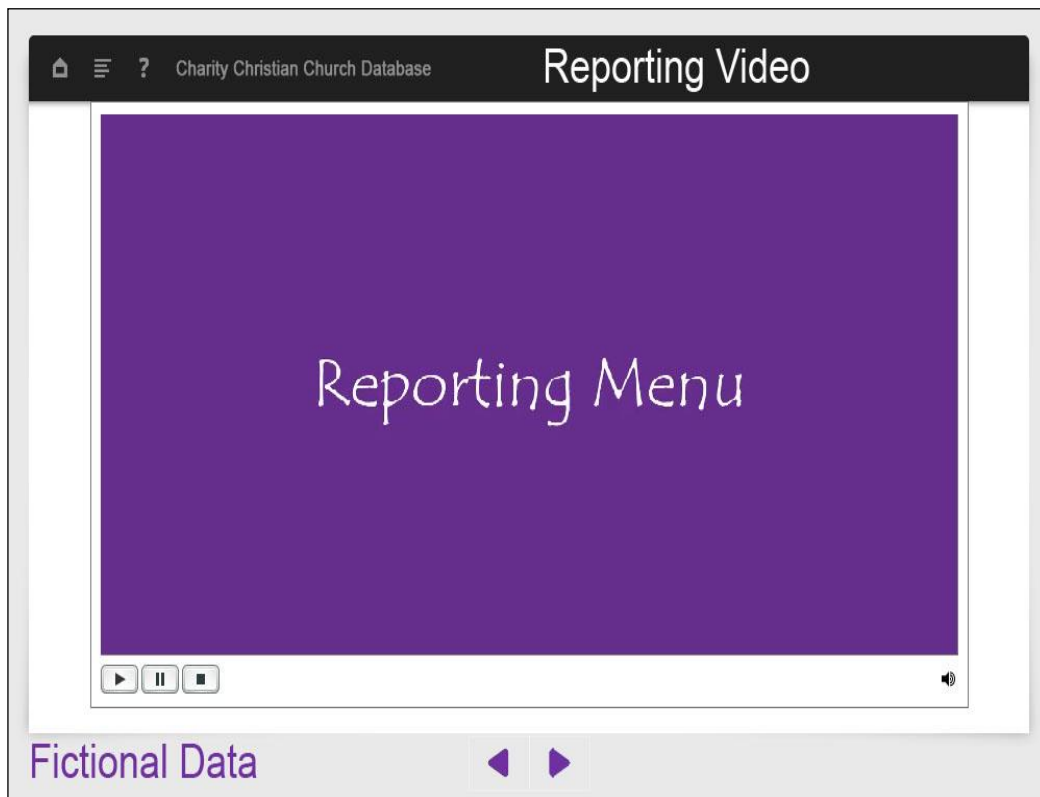
b. Text

- i. Text Color: Black
- ii. Text Font: Arial
- iii. Text Size: 14
- iv. Text Caption: This process explains how to create and print either a monthly donation report and/or a yearly total report.

Navigation:

- 1. Previous: Slide 12 – Offering Overview
- 2. Next: Slide 14 – Reporting Video

Slide 14 – Reporting Video



Objects

1. Title

- a. Text Color: Black
- b. Text Font: Arial
- c. Text Size:16
- d. Text Caption: Reporting Menu

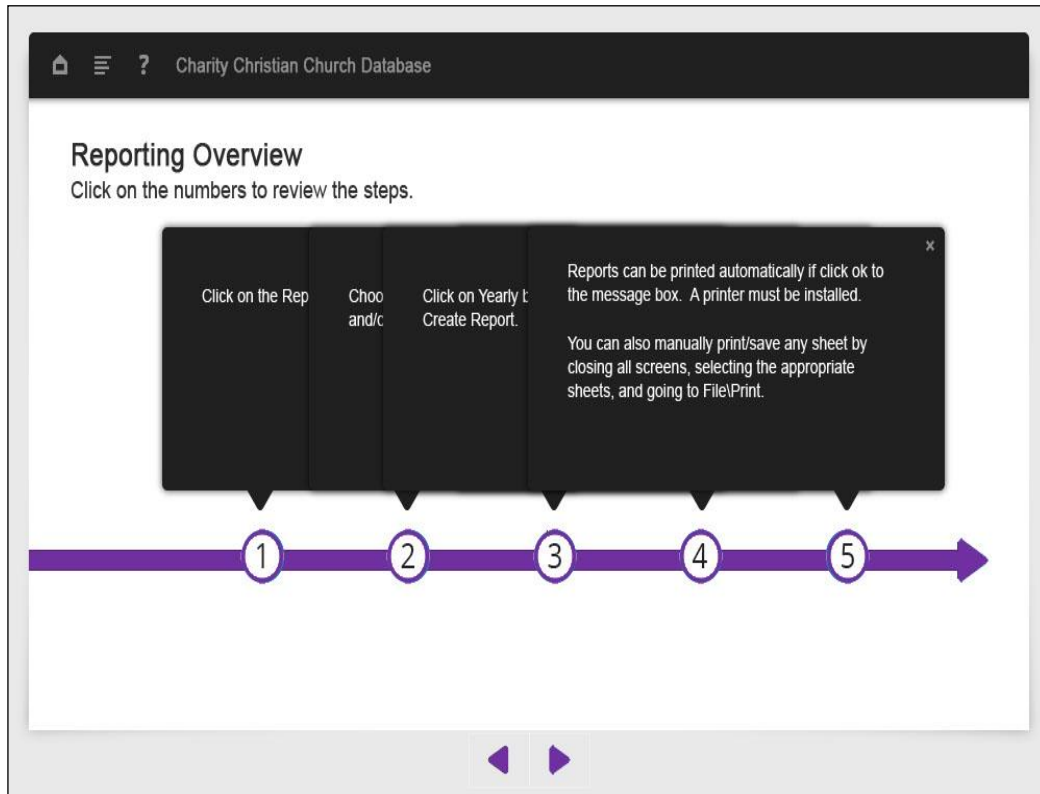
3. Video

- a. Name: reportingmenu.mp4
- b. Size: 4080 KB
- c. Length: 2:08 minutes

Navigation:

- 1. Previous: Slide 13 – Reporting Menu
- 2. Next: Slide 15 – Reporting Overview

Slide 15 – Reporting Overview



Objects

1. Title

- Text Color: Black
- Text Font: Arial
- Text Size:16
- Text Caption: Reporting Overview

2. Subtitle

- Text Color: Black
- Text Font: Arial
- Text Size:16
- Text Caption: Click on the number to review the steps.

3. Callout

- a. Background Color: Black
- b. Text Color: White
- c. Text Font: Arial
- d. Text Size: 19
- e. Callout #1 Text: Click on the Reporting Tab.
- f. Callout #2 Text: Choose which report you want to create, print, and/or save; Monthly or Yearly.
- g. Callout #3 Text: Click on the Monthly button. Choose the month and year. Click the Create Report button.
- h. Callout #4 Text: Click on Yearly button. Choose the year and click Create Report.

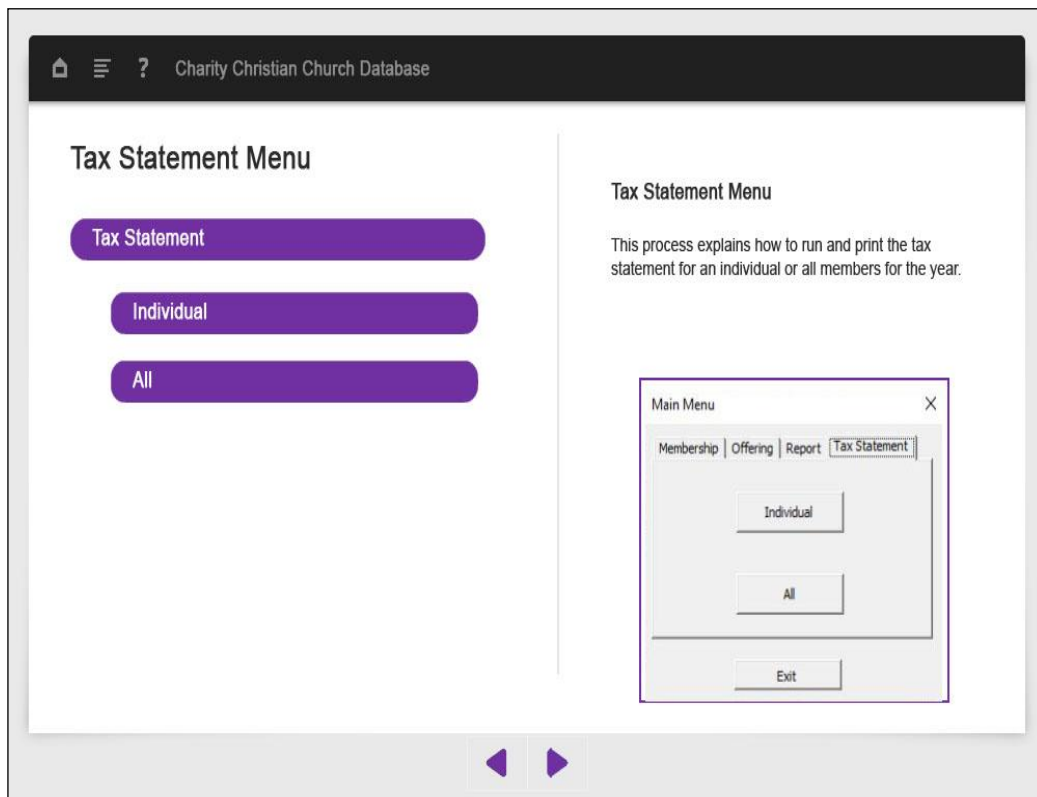
4. Timeline

- a. Arrow: Purple, pointing right
- b. Count
 - i. Number: white circle

Navigation:

- 1. Previous: Slide 14 – Reporting View
- 2. Next: Slide 16 – Tax Statement Menu

Slide 16 – Tax Statement Menu



Objects

1. Title
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size:16
 - d. Text Caption: Tax Statement Menu
2. Ovals (Tax Statement, Individual, All)
 - a. Background Color: Purple
 - b. Text Color: Black
 - c. Text Font: Arial
 - d. Text Size: 16
 - e. Timed for speaking

3. Right side of the screen

a. Title

- i. Text Color: Black
- ii. Text Font: Arial
- iii. Text Size: 16
- iv. Text Caption: Tax Statement Menu

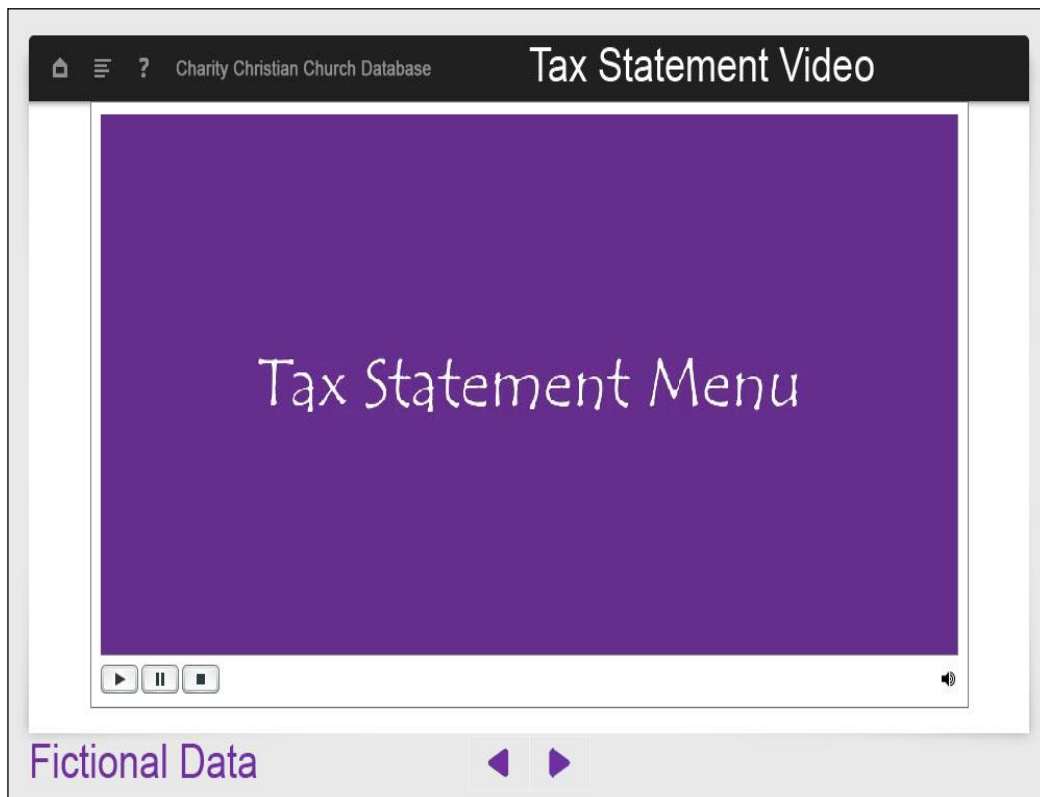
b. Text

- i. Text Color: Black
- ii. Text Font: Arial
- iii. Text Size: 14
- iv. Text Caption: This process explains how to run and print the tax statement for an individual or all members for the year.

Navigation:

- 1. Previous: Slide 17 – Tax Statement Video
- 2. Next: Slide 19 – Tax Statement Overview

Slide 17 – Tax Statement Video



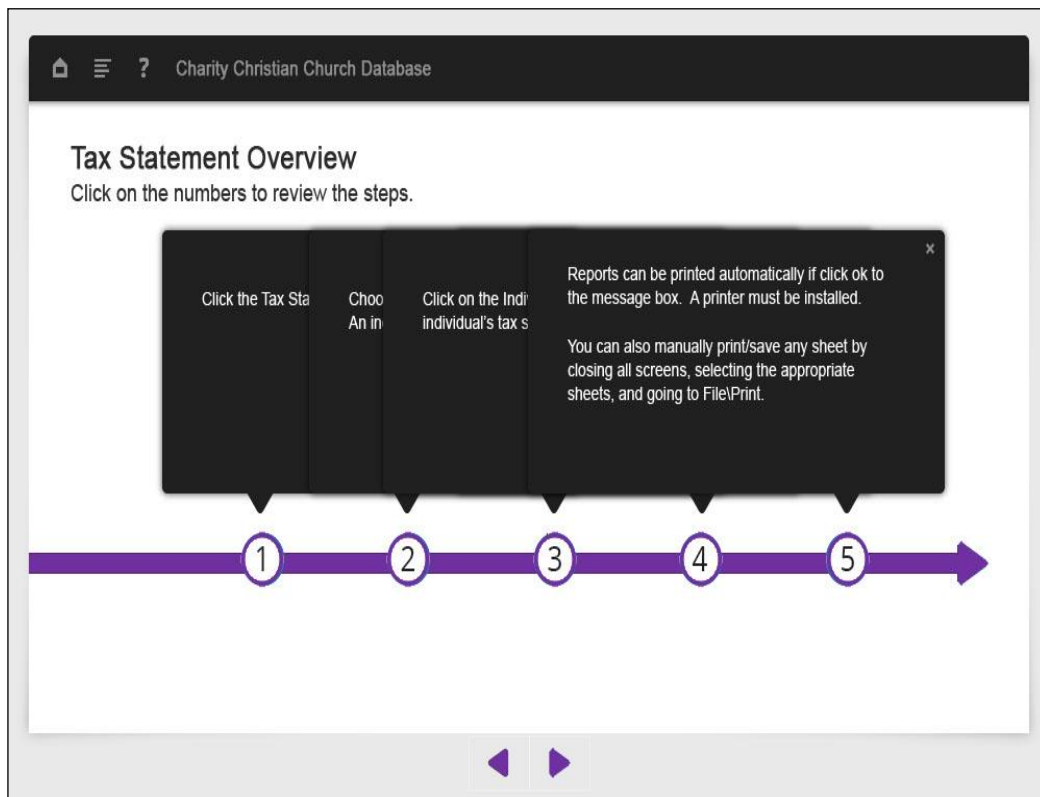
Objects

1. Title
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size:16
 - d. Text Caption: Opening Application Menu
2. Video
 - a. Name: taxstatementmenu.mp4
 - b. Size: 3549 KB
 - c. Length: 1:46 minutes

Navigation:

1. Previous: Slide 16 – Tax Statement Menu
2. Next: Slide 18 – Tax Statement Overview

Slide 18 – Tax Statement Overview



Objects

1. Title
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size:16
 - d. Text Caption: Tax Statement Overview
2. Subtitle
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size:16
 - d. Text Caption: Click on the numbers to review the steps.

3. Callout

- a. Background Color: Black
- b. Text Color: White
- c. Text Font: Arial
- d. Text Size: 19
- e. Callout #1 Text: Click the Tax Statement tab on the Main Menu.
- f. Callout #2 Text: Choose the tax statement report you wish to create; An individual or Everyone for a specific year.
- g. Callout #3 Text: Click on the Individual button to create one individual's tax statements for a particular year.
- h. Callout #4 Text: Click on the All button to run everyone's tax information for a given year.

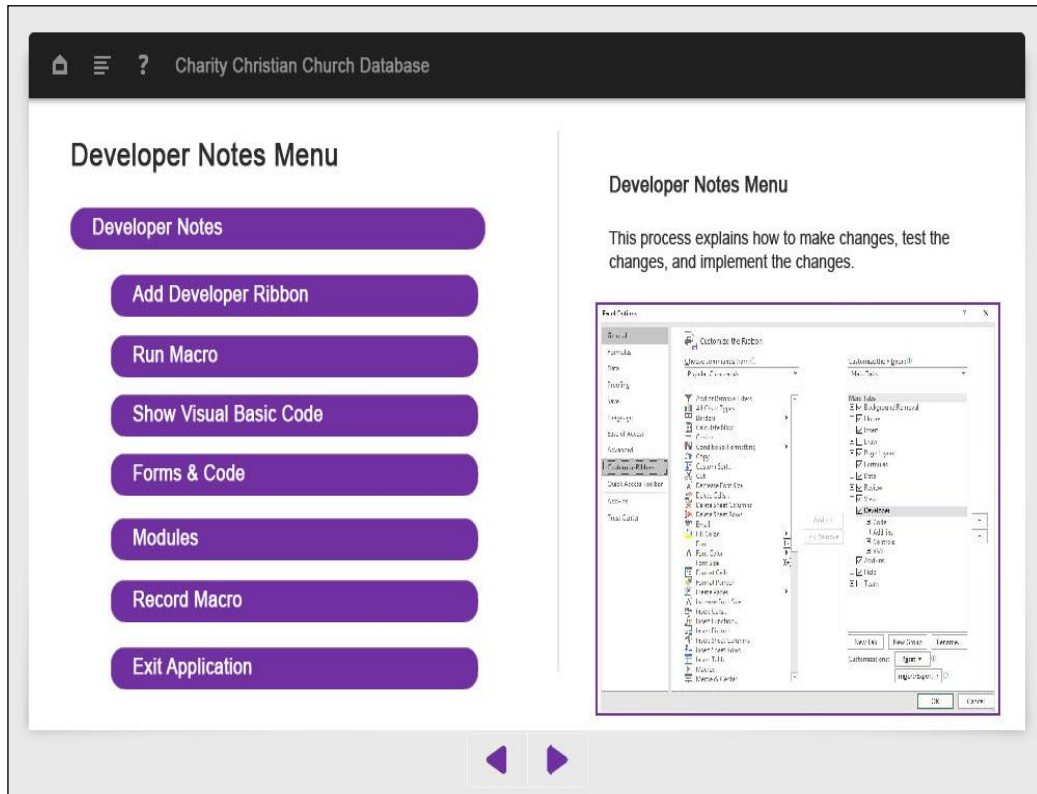
4. Timeline

- a. Arrow: Purple, pointing right
- b. Count
 - i. Number: white circle

Navigation:

- 3. Previous: Slide 17 – Tax Statement Video
- 4. Next: Slide 19 – Developer Notes Menu

Slide 19 – Developer Notes Menu



Objects

1. Title
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size: 16
 - d. Text Caption: Opening Application Menu
2. Ovals (Developer Notes, Add Developer Ribbon, Run Macro, Show Visual Basic Code, Forms & Code, Modules, Record Macro, Exit Application)
 - a. Background Color: Purple
 - b. Text Color: Black
 - c. Text Font: Arial
 - d. Text Size: 16
 - e. Timed for speaking

3. Right side of the screen

a. Title

- i. Text Color: Black
- ii. Text Font: Arial
- iii. Text Size: 16
- iv. Text Caption: Developer Notes Menu

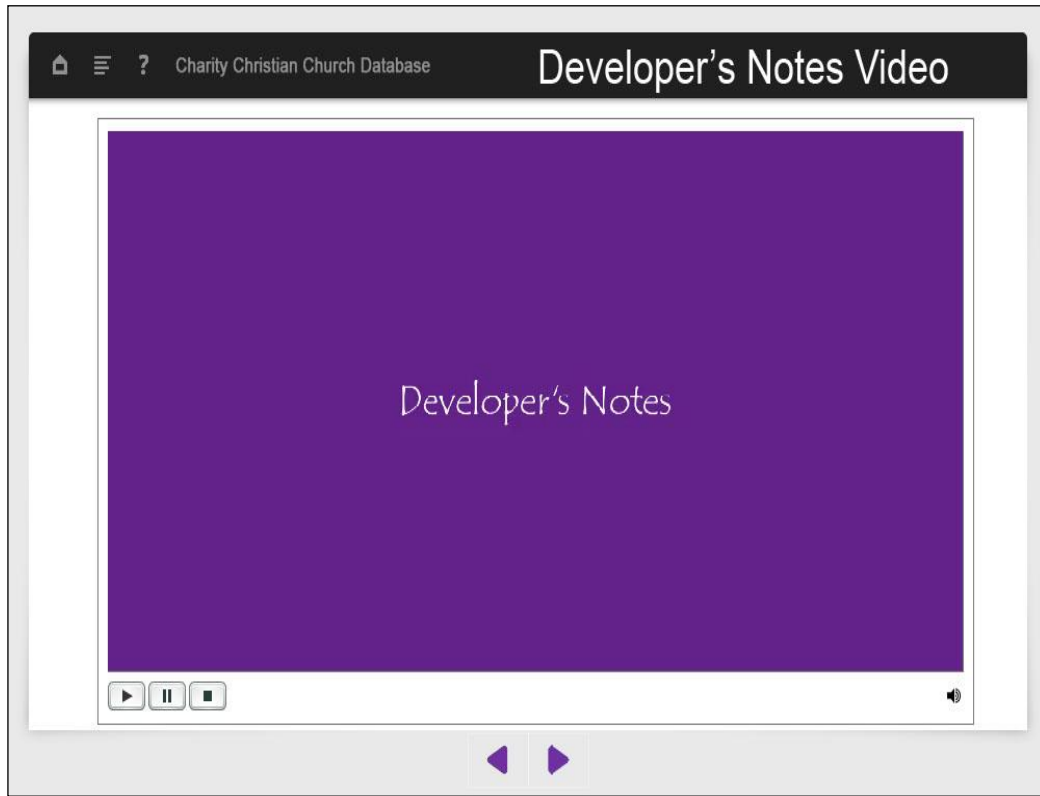
b. Text

- i. Text Color: Black
- ii. Text Font: Arial
- iii. Text Size: 14
- iv. Text Caption: This process explains how to make changes, test the changes, and implement the changes.

Navigation:

- 1. Previous: Slide 18 – Tax Statement Overview
- 2. Next: Slide 20 – Developer Notes Video

Slide 20 – Developer Notes Video



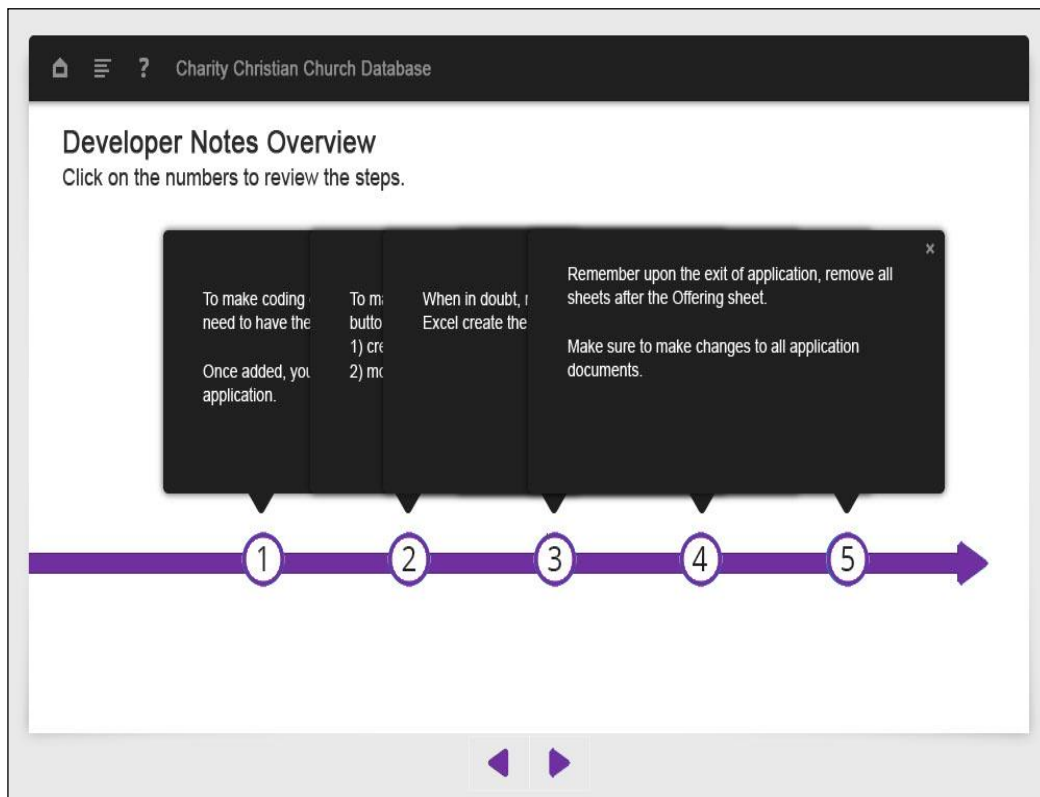
Objects

1. Title
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size:16
 - d. Text Caption: Developer's Notes Video
2. Video
 - a. Name: developernotes.mp4
 - b. Size: 9123 KB
 - c. Length: 7:02 minutes

Navigation:

1. Previous: Slide 19 – Developer Notes Menu
2. Next: Slide 21 – Developer Notes Overview

Slide 21 – Developer Notes Overview



Objects

1. Title

- Text Color: Black
- Text Font: Arial
- Text Size:16
- Text Caption: Developer Notes Overview

2. Subtitle

- Text Color: Black
- Text Font: Arial
- Text Size:16
- Text Caption: Click on the numbers to review the steps.

3. Callout

- a. Background Color: Black
- b. Text Color: White
- c. Text Font: Arial
- d. Text Size: 19
- e. Callout #1 Text: To make coding changes or to run a procedure, you need to have the developer ribbon visible. Once added, you can run any public macro in the application.
- f. Callout #2 Text: To make coding changes, click on the visual basic button. Here you can: 1) create new forms with coding, 2) modify the current code
- g. Callout #3 Text: If the code is to be used by the application, put the final code in Module 1. If the code is to be used rarely (clean up or change to data), put the final code in Module 2.
- h. Callout #4 Text: When in doubt, run the record macro and have Excel create the code for you. Modify as needed.
- i. Callout #5 Text: Remember upon the exit of application, remove all sheets after the Offering sheet. Make sure to make changes to all application documents.

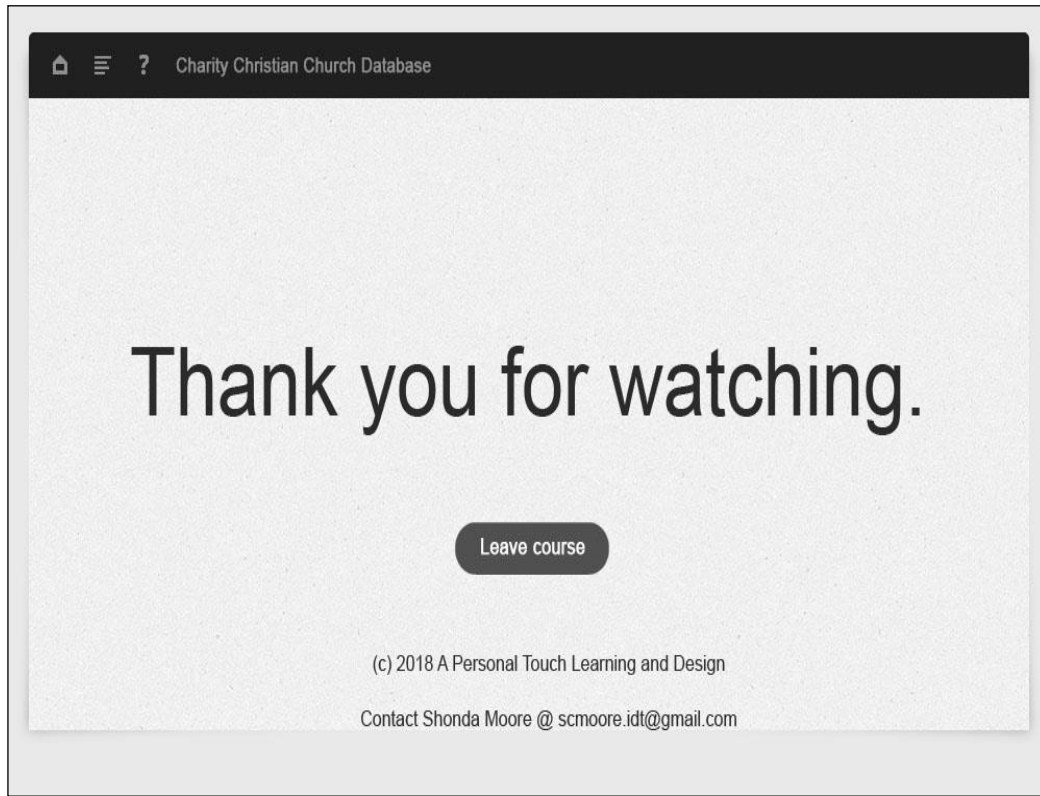
4. Timeline

- a. Arrow: Purple, pointing right
- b. Count
 - i. Number: white circle

Navigation:

- 1. Previous: Slide 20 – Developer Notes Video
- 2. Next: Slide 21 – Thanks for Watching Slide

Slide 22 - Thanks for Watching Slide



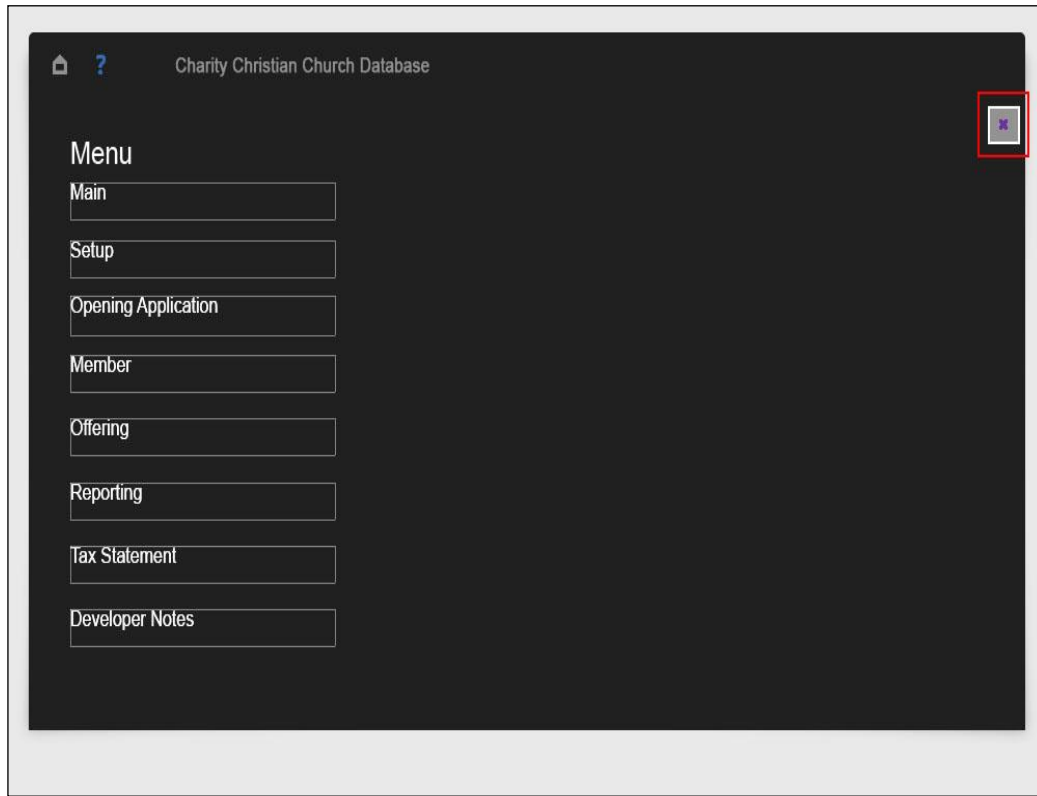
Objects

1. Title
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size: 72
 - d. Text Caption: Thank you for watching.
2. Subtitle
 - a. Text Color: Black
 - b. Text Font: Arial
 - c. Text Size: 16
 - d. Text Caption: (c) 2018 A Personal Touch Learning and Design
Contact Shonda Moore @ scmoore.idt@gmail.com

Navigation:

1. Leave Course: Slide – Goodbye.html

Slide 23 - Menu



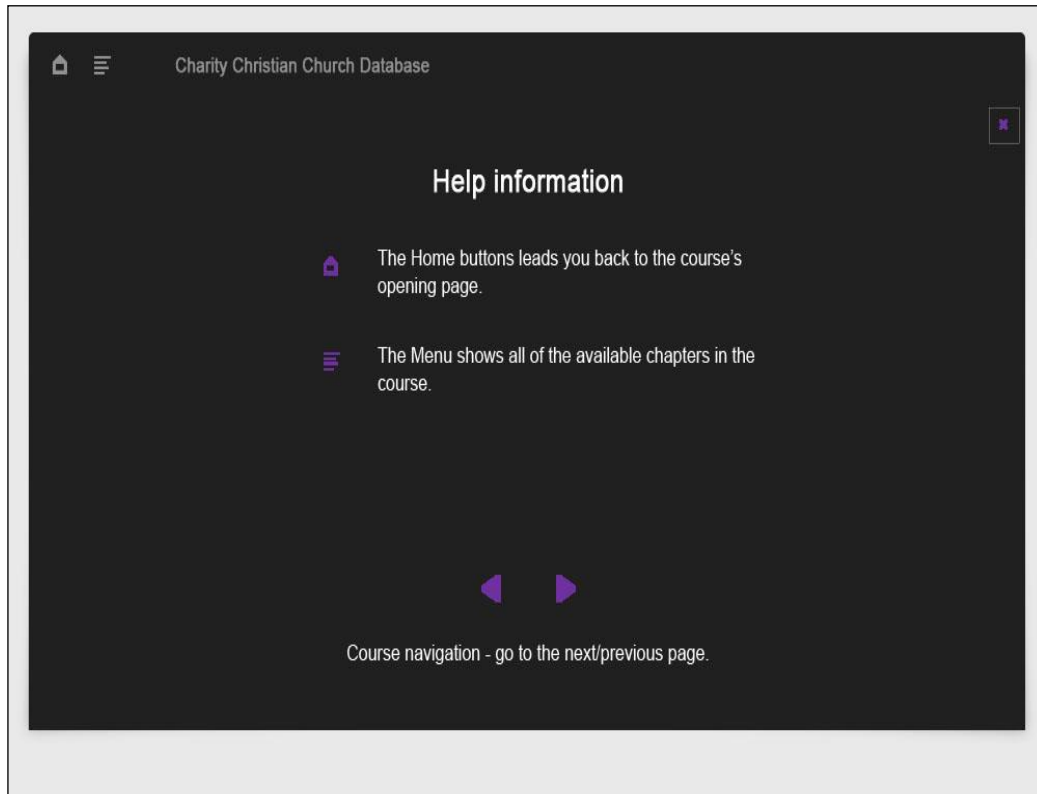
Objects

1. Title
 - a. Text Color: White
 - b. Text Font: Arial
 - c. Text Size:16
 - d. Text Caption: Menu
2. Textbox (Main Menu, Setup, Opening Application, Member, Offering, Reporting, Tax Statement, Developer Notes)
 - a. Background Color: Black
 - b. Text Color: White
 - c. Text Font: Arial
 - d. Text Size: 16

Navigation

1. Main goes to Slide 2
2. Setup goes to Slide 3
3. Opening Application goes to Slide 4
4. Member goes to Slide 7
5. Offering goes to Slide 10
6. Reporting goes to Slide 13
7. Tax Statement goes to Slide 16
8. Developer Notes goes to Slide 19

Slide 24 – Help Information



Objects

1. Title
 - a. Background Color: Black
 - b. Text Color: White
 - c. Text Font: Arial
 - d. Text Size:24
 - e. Text Caption: Help Information
 - f. Other Text Caption
 - i. Text Color: White
 - ii. Text Font: Arial
 - iii. Text Size: 16
 - iv. Text Caption: The Home buttons leads you back to the course's opening page.
 - v. Text Caption: The Menu shows all of the available chapters in the course
 - vi. Text Caption: Course navigation – go to the next/previous page