Prospect Keeper
A Solution For Tracking Church Prospects
From Intelligent Church Resources Online

Welcome to Prospect Keeper! This application is designed to help your church be more intentional about tracking prospective members and designing a follow up strategy. It allows you to track:

- ∞ Names
- ∞ Children
- ∞ Address
- ∞ Phone Number
- ∞ Email
- ∞ Church Home (if any)
- ∞ Previous Visits and Frequency
- ∞ Publicity
- ∞ The initial contact with your congregation
- ∞ Who may have invited them
- ∞ Children and their ages

Additionally, you can:

- ∞ Make special notes
- ∞ Prioritize for follow up
- ∞ Note requests for baptism
- ∞ Designate which type of mailings the prospect will receive in the future
- ∞ Search for children by age
- ∞ Print labels
- ∞ Flag records for special attention
- ∞ Print record details individually and in list format
- ∞ Export record details
- ∞ Create and print detail follow up records/reports that include:
  - o Follow up dates
  - o Follow up persons
  - o Follow up types
  - o Follow up notes
  - o Date of next follow
  - o Next follow up action

System Requirements

Mac OS Requirements:

- ∞ Apple G3, G4 or G5 (no G3 upgrade cards)
- ∞ Mac OS X versions 10.2.8 or later
- ∞ 128 MB RAM
- ∞ 30 MB free hard disk space (increases as records are added)

Windows Requirements:

- ∞ Pentium 300 MHz or faster
- ∞ 64 MB total RAM for Windows 2000, 128 MB total RAM for Windows XP
- ∞ Windows 2000 SP4, Windows XP SP1
- ∞ 30 MB free disk space (increases as records are added)

Help

There is a built-in Help system that provides onscreen directions for fields and buttons.

For technical support send email to support@icro.net.

Version History

Version 1.1

- ∞ Added ability to record children's names and ages
- ∞ Added ability to find children by age range
- ∞ Added ability to edit Publicity types
- ∞ Added a new list report
- ∞ Added "Print Details" and "Print List" buttons
- ∞ Updated the follow up detail report to print two to a page in a condensed format
- ∞ Updated main layout to be more consistent for data entry
- ∞ Other bug minor bug fixes

Version 1.0

- ∞ First public release

Latest versions of Prospect Keeper may be downloaded from Intelligent Church Resources Online at http://www.icro.net.