

# *MyWard*



## *LDS Ward MIS/MLS Data Conversion Utility*

# User Guide

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## Introduction

These instructions will help LDS ward leaders to download, install, and use MyWard and associated third party tools.

## Download & Install MyWard

Note: MyWard requires the use of the Microsoft .NET Framework. To install the .NET Framework, use Windows Update. (Open Microsoft Internet Explorer and go to <http://windowsupdate.microsoft.com> and follow instructions to install)

Below are instructions to download and install MyWard.

- |         |                            |  |
|---------|----------------------------|--|
| Step 1: | Download MyWard            | Open Microsoft Internet Explorer. In the Address field at the top of the screen, type:<br><a href="http://www.shiblon.com/desktop/myward/download.php">http://www.shiblon.com/desktop/myward/download.php</a><br><br>When prompted, make the selection to open the file by clicking the [Open] button. |
| Step 2: | Begin Installation         | On the introduction screen, click [Next >].  |
| Step 3: | Select Installation Folder | Select the default installation folder (C:\Program Files\Shiblon Software\MyWard\).<br><br>Select the “Just me” option.  |
| Step 4: | Confirm Installation       | Click [Next >].<br>Click [Next >].   |
| Step 5: | Close Installer Window     | MyWard installation will begin.<br>Click [Close].  |

## Other Third Party Installations

In order to make full use of MyWard, I recommend installing some or all of the following 3<sup>rd</sup> party tools.

### ***Conversion Tools***

#### **JPluck**

JPluck is a Java based conversion tool to create Plucker ([www.plkr.org](http://www.plkr.org)). This product is no longer being maintained, but should still work well for the use of MyWard.

These instructions will help users download and install JPluck.

- Step 1: Download JPluck    Open Microsoft Internet Explorer. In the Address field at the top of the screen, type:  
<http://shiblon.net/downloads/jpluck.html>
- Follow the instructions on the site to select the appropriate download link.
- When prompted, make the selection to open the file by clicking the [Open] button.
- Step 2: Welcome screen    Click [Next >]
- Step 3: Accept License Agreement    Read the JPluck license agreement.
- Click the checkbox next to “I accept the terms in the License Agreement.”
- Click [Next >].
- (You may get an alert message if you do not have HotSync Manager installed. Click [OK] to continue.)
- Step 4: Select Typical Installation    On the “Select the type of install:” drop-down list, select “Typical”
- Click [Next >].
- Step 5: Choose Install Location    Select the default destination folder. (C:\Program Files\JPluck 2)
- Click [Next >].
- Step 6: Choose Start Menu Folder    Choose the default name for the start menu folder (“JPluck”).
- Click [Install].
- Installation will begin.
- Step 7: Installation Complete    Click [Next >].
- De-select both checkboxes and click [Finish].

## **iSiloX**

iSiloX is the tool used to create iSilo documents. More information about these products can be found at <http://isilo.com> and <http://isilox.com>

There are a number of different versions of iSiloX for various platforms. iSiloXC is a command line tool that integrates nicely with MyWard. MyWard is set up to use any Windows version of iSiloX though.

These instructions will help users download and install iSiloXC on Windows

- Step 1: Download iSiloXC
- Open Microsoft Internet Explorer. In the Address field at the top of the screen, type:  
<http://isilox.com/download/iSiloXCWindows.htm>
- Read the instructions and requirements and click the download link at the bottom of the page.
- When prompted, make the selection to open the file by clicking the [Save] button.
- Select a location on your computer to save this file. (i.e. C:\Program Files\)
- Step 2: Extract the file
- Extract contents of the zip file. (Note: the scope of the document does not explain how to unzip files. If you need help with this step please send an email to [webmaster@shiblon.com](mailto:webmaster@shiblon.com))
- I recommend putting the file "iSiloXC.exe" in a folder you can easily find later such as C:\Program File\iSiloXC\

## **YanCEyWare**

YanCEyWare conversion is built in to MyWard. Thank you to Bryce Yancey, author of YanCEyWare who has given the file format required to compile YBK eBooks.

## ***Palm Readers***

The following readers are supported on the Pocket PC by MyWard. Below is the licensing information and website for each. Please see reference websites for more information, downloads, and instructions for use.

### **Plucker**

License: Free (Open Source)

Official Website: <http://www.plkr.org>

### **iSilo**

License: Shareware (\$19.99)

Official Website: <http://isilo.com>

## ***Pocket PC Readers***

The following readers are supported on the Pocket PC by MyWard. Below is the licensing information and website for each. Please see reference websites for more information, downloads, and instructions for use.

### **Vade-Mecum**

License: Free (Open Source)

Official Website: <http://vade-mecum.sourceforge.net/>

### **iSilo**

License: Shareware (\$19.99)

Official Website: <http://isilo.com>

### **YanCEyWare**

License: Donation-ware

Official Website: <http://www.yanceyware.com>

## **Obtaining Data Files**

MyWard currently supports the old DOS based MIS (Member Information System) system and the new MLS (Member and Leadership Services) Windows (Java) based system. Below you will find instructions on how to obtain data files that can be used in MyWard

### ***MIS***

You must have a level 3 (Ward Clerk) password to obtain the appropriate data files.

Below you will find instructions to download MIS data files.

- |         |                          |  |
|---------|--------------------------|--|
| Step 1: | Log in to MIS            | User you MIS password to log in to MIS                         |
| Step 2: | Go to data export screen | Select menu options 3, 7, and 3 to get the data export screen. |

At the top of the screen you should see the title "GENERATE WARD ASCII DATA FILES 3.7.3" (See Figure 1)

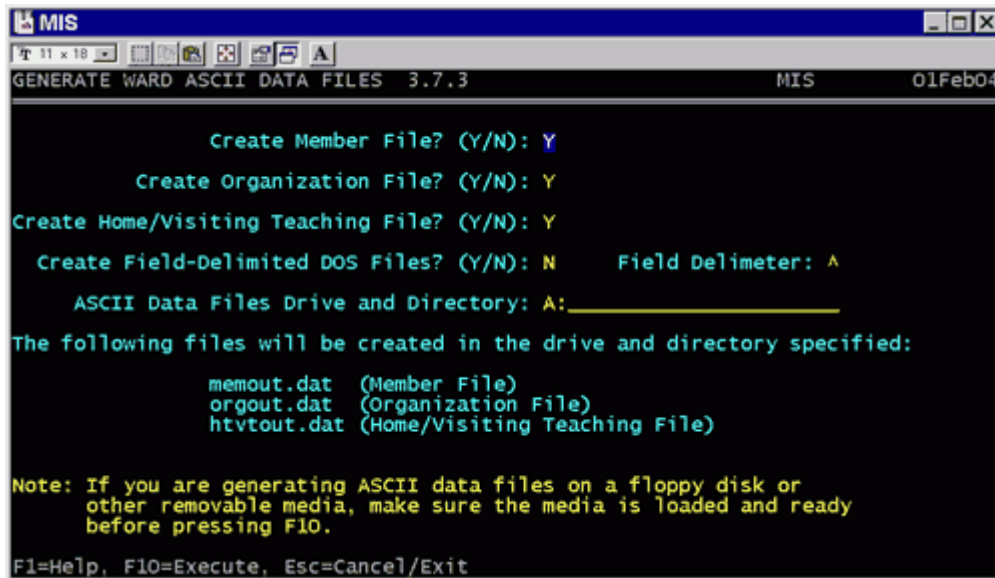


Figure 1: MIS Export files screen capture.

Step 3: Select date to export      Enter “Y” (yes) on the following options:

- Create Member File?
- Create Organization File?
- Create Home/Visiting Teaching File?

Enter “N” (no) on the option to “Create Field-Delimited DOS File?”

In the “ASCII Data Files Drive and Directory” field, set to you floppy drive letter (most likely “A:\”)

Step 4: Export data      Insert a floppy disk into your disk drive.

Press the F10 key to begin data export.

## **MLS**

As of MLS version 2.2 you will need to have full administrator rights on you login account to export data.

Below you will find instructions on exporting MLS data.

Step 1: Log in to MLS      Log in to MLS using your supplied user name and password.

Step 2: Open data export window      On the file menu, select *File* → *Export...*

A window will open with export options.

Step 3: Select export options      Select the following checkboxes to export:

- Membership

- Organization
- Home Teaching
- Visiting Teaching

Step 4: Export the data      Select the path to your floppy drive (most likely “A:\”)  
 Insert a floppy disk in your disk drive

Click [OK].

(If you do not have administrative privileges, a window will open asking you to enter you administrator password. If so you will need to have an MLS admin export the data for you.)

## Using MyWard

These instructions explain how to make use of MyWard conversion utility. It assumes you have MyWard open and running.

### Customize Settings

Below are instructions for customizing settings.

Step 1: Open Settings window      From the file menu, select *Tools* → *Settings...*

The MyWard Settings window will open. (See Figure 2)

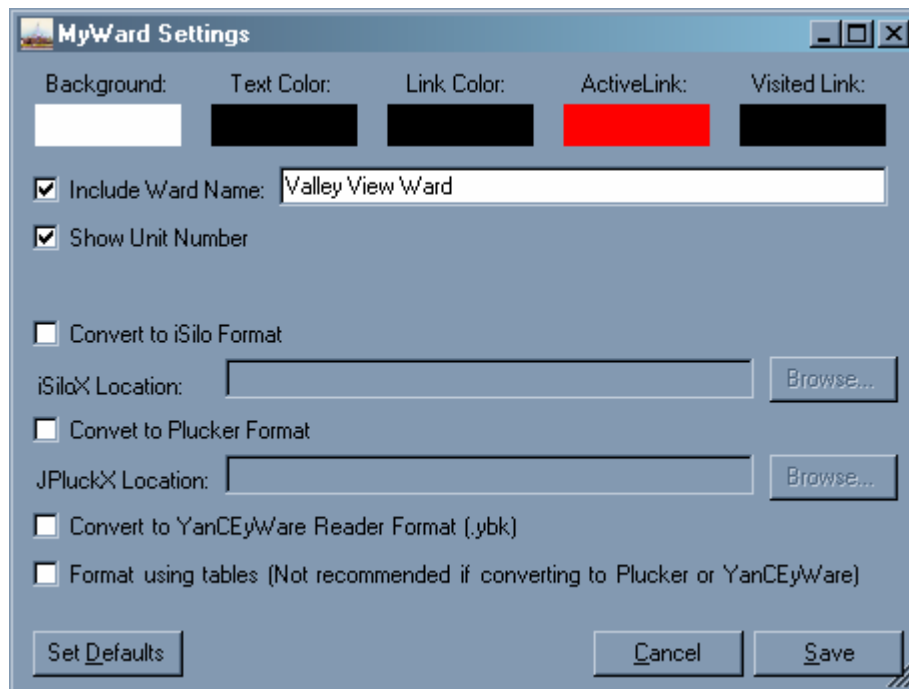


Figure 2: MyWard Settings Window

- |         |   |  |
|---------|---|--|
| Step 2: | Set colors                                | Click on any color you would like to change. A color picker window will open. Click on the color you would like to set.  |
| Step 3: | Set Ward Name                             | Click on the check box to include you ward name. Enter your ward name in the text box  |
| Step 4: | Show Unit Number (MIS only)               | If converting from MIS data files, select the check box to show unit number if you would like it display on the main page.   |
| Step 5: | Select PDA reader format(s) to convert to | Check the checkboxes next to any PDA reader format you would like to convert to. For iSilo and Plucker you will need to browse for the conversion utilities associated with that format. |
|         |   | See instructions for iSiloX installation and JPluck installation for more information on converting to these formats.  |
| Step 6: | Format using tables                       | If you are converting to iSilo or for use on your personal computer, select the “Format using tables” checkbox.  |

### ***Converting Data Files***

Below are instructions on how to convert data files. See Figure 3 for reference.



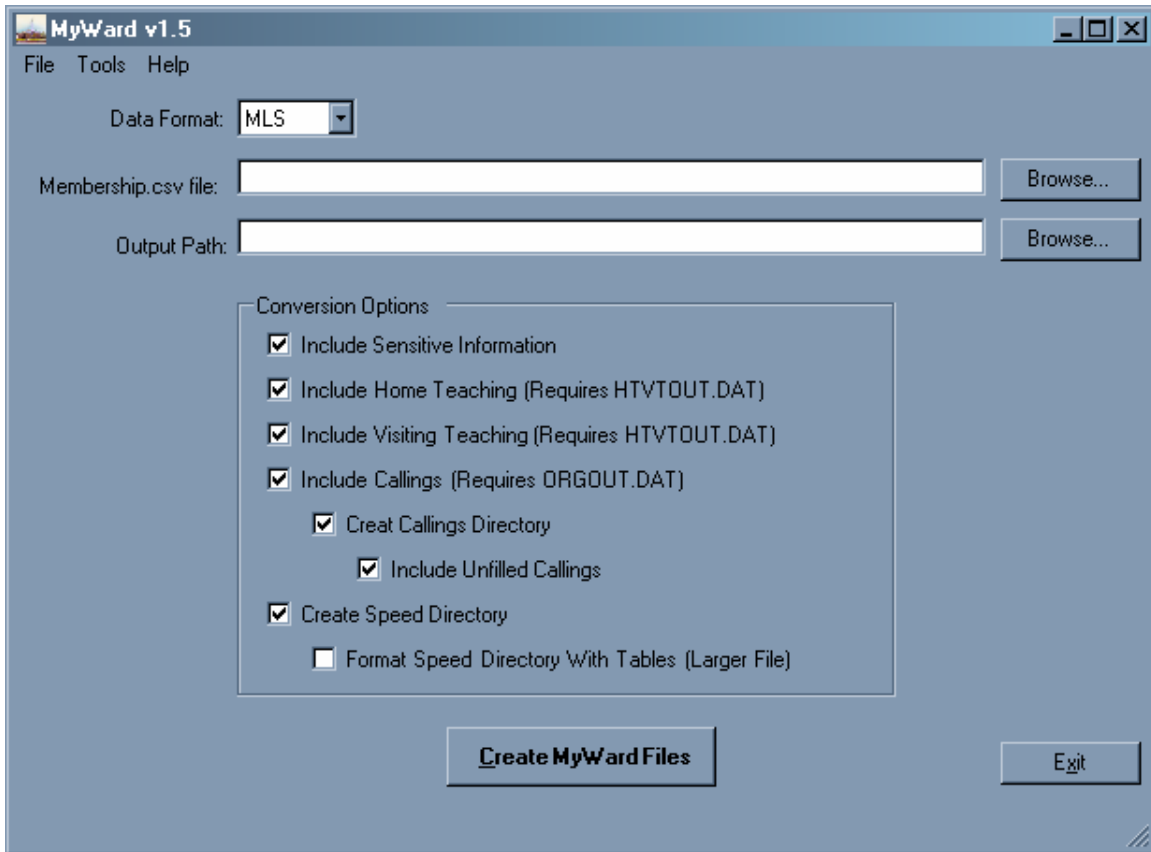


Figure 3: MyWard Main Screen

- |         |                           |  |
|---------|---------------------------|--|
| Step 1: | Select type of data files | From the drop-down list, select MIS if you have obtained your data files from the MIS system, or MLS if you have obtained you data files from the MLS system.  |
| Step 2: | Select membership file    | Browse to locate your membership file. (For MIS this file will be named MEMOUT.DAT. For MLS this file will be name Membership.csv)   |
| Step 3: | Select output path        | MyWard will automatically look for the other types of data files (Organization, Home Teaching, Visiting Teaching) These files need to be in the same directory as the membership file.<br>Browse for the location where you would like you output files to be placed. All files will be located in the folder you select after conversion is complete. |
| Step 4: | Select data options       | Use the checkboxes to select what data you would like included in the output files.  |
| Step 5: | Run the conversion        | Click [Create MyWard Files].<br><br>A command window will open and you would receive status updates of the conversion process.   |

After conversion is complete. Open the output directory you selected in step 3 to view your files.