

Overview of the Member and Leader Services (MLS) Software

<p>Purpose</p>	<p>The Member and Leader Services (MLS) software is for use by unit leaders, clerks, auxiliary and quorum leaders, and secretaries at both the ward and stake levels. This software allows users to:</p> <ul style="list-style-type: none"> • Record donation information. • Account for budgets, income, and expenses. • Reconcile the Church Unit Financial Statement to MLS data for Budget and Other funds. • Record changes to membership records. • Move membership records from one ward to another. • Print reports, directories, action lists, and checks. • Keep track of temple recommends. • Record ordinances and print certificates. • Organize callings and classes for auxiliaries and quorums. • Organize and keep track of home and visiting teaching. • Create boundary realignment models for the stake. • Print and transmit the quarterly Member Progress Report. • Record tithing declarations and print and transmit the Annual Tithing Status Report. • Send and receive messages between wards, stake, and Church headquarters (this ward-to-stake and stake-to-ward messaging will initially only be available between units within the same stake).
<p>Computer Instructions</p>	<p>Details for operating MLS are found in the online help inside the program. Simply click on the question mark, located in the upper right corner of any screen, to get instructions for that screen.</p>
<p>Stake Responsibilities</p>	<p>The stake president, with help from his clerks, is responsible for record keeping in his stake. At a minimum the stake should do the following:</p> <ol style="list-style-type: none"> 1. The stake clerk and his assistants should make sure ward clerks are trained in their record-keeping duties and in any software they may use to perform those duties. To do this, the stake clerk should be familiar with the operation of all Church software used in the stake. He should make sure new stake and ward clerks are trained within 30 days of their call. 2. The stake clerk is the first contact for wards having software or hardware problems. The stake clerk should contact Church headquarters if he is unable to resolve software or hardware problems at the wards. He should be familiar with the following MLS functions:

**Stake
Responsibilities
(continued)**

- a. From the File menu:
 - Refresh membership and finance data
 - Back up ward or stake data to a file
 - Restore ward or stake data from a file
 - b. From the System Options screen (online instructions are available while in System Options):
 - Enter the dialer number and script for sending and receiving. Changes are entered under System Options (Edit Menu).
 - Change user names and passwords (Edit Menu).
 - c. Using the Messages option on the main screen, wards may send and receive messages between themselves and the administration office. Online instructions are available while on the Messages screen. Stakes may send and receive messages from wards in their stake and the administration office.
3. The stake assistant clerk assigned to manage Church computers should make sure all computers and authorized Church software are operating properly within the stake. He should assist wards in solving computer hardware and software problems. He should also:
- Be the principal contact with Church headquarters concerning computer hardware and software.
 - Supervise and train other clerks who help manage Church computers.
 - Arrange for repairs to Church computers.
 - Keep an inventory of computer hardware in the stake, including serial numbers, models, capacities, and locations.
 - Make sure computers, software, and confidential Church information are secure; that data files are backed up regularly; and that backup files are stored away from the computer.
 - Protect Church computers against viruses and improper use. No privately owned software, including games, should be installed.
 - Make sure that all software complies with license agreements.
 - Make sure data is completely destroyed on computers that are retired from use by Church units. Church headquarters will supply special software for this purpose.
4. Laser printer-fed checks must be used once MLS is installed. The stake clerk should remove and destroy old existing unused checks from a unit when MLS is installed.