

What Works

A complimentary Newsletter from CareWorks Software

BACKING UP YOUR DATA

I may be sounding like a broken record, but I just can't stress enough how important backups are. This certainly applies to CareWorks, but it also applies to other data you may be storing on your computer.

At one point, we had a contest to give away a few flash drives to encourage people to do their backups. I still strongly recommend using a flash drive for your CareWorks data. Once it is plugged into the USB port on your computer, it will show up in the Backup window on the Main Menu. Highlight the drive and you will choose "Create Backup".

Even if you are networked and your data is backed up automatically on your server, it might be a good idea to use the flash drive once a week and take the data safely home .

HOW CAN CAREWORKS HELP ME GET GRANT MONEY?

Well, I would say one of the best places to start might be in the Classification section of CareWorks. It might serve you well to identify a particular population that you serve. Perhaps there is outside funding available for them.

So, set up a Classification in the Maintenance Section of CareWorks to identify those individuals. Then, you can run a report showing all of the individuals in that particular Classification that you help.

Then, you can easily justify a request from an organization for financial help.

FUNDRAISING IDEAS

Are you sending out newsletters on a regular basis? Are you using the Mail Merge feature in CareWorks to prepare your mailing labels? I hope so!

In your newsletter, you can identify those who have donated to your program in memory of a loved one you may have served. This can also be a gentle reminder for others to give.



MOVED

On December 19, 2008, we moved our office to 291 Wall Street, 4th floor, Kingston, NY. Did you know that Kingston was the first capital of New York State?

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Highlighted News

- Backing up your Data
- How can CareWorks help me get grant money?
- In Memory of.....
- Moved