CMS Conference Administrator User Guide

Getting Started

Conference Administrators must log into the application just like a non-administrator user.

Conference administrators can:

- Set Conference options
- Maintain User Roles
- Maintain Documents
- Maintain Zip Codes
- Reset User Passwords

Click the Conference Page in the Task Pane and select your conference.

VdP CMS Home	My Prof	file Search	Documents	User Guide Log	out			
TASK PANE		XIT			VIEW PANE			
Drafts Open eRecords Cases		Conference Browse	r			Refrest		
Main Menu		Diocese		District	Conference			
Dioceses		SVdP GA	7	- East	Sacred Heart of Jesus, Hartwell			
Districts		SVdP GA	4	- Intown	Sacred Heart, Atlanta			
Conferences		SVdP GA	4	- Intown	Shrine of the Immaculate Conception, Atlanta			
		SVdP GA	2	- North Fulton	St. Andrew, Roswell			
		SVdP GA	1	- Cobb County & NW Georgia	St. Ann, Marietta			
		SVdP GA	4	- Intown	St. Anthony Padua, Atlanta			
		SVdP GA	9	- West Mountain	St. Anthony, Blue Ridge			
		SVdP GA	7	- East	St. Augustine, Covington			
		SVdP GA	2	- North Fulton	St. Benedict, Duluth			
		SVdP GA	2	- North Fulton	St. Brigid, Alpharetta			
		SVdP GA	7	- East	St. Catherine Laboure, Jefferson			
		SVdP GA	1	- Cobb County & NW Georgia	St. Catherine of Sienna, Kennesaw			
		SVdP GA	9	- West Mountain	St. Clement, Calhoun			
		SVdP GA	8	- East Mountain	St. Francis Assisi, Blairsville			
		cudo ca	c	Couthwart	Ct. Cabriel Equationille			

After selecting your conference you will see your conference main page.

Conference St. Catherine of Sienna, Kennesaw in 1 - Cobb County & NW Georgia										
Check Register Financial Reporting Assistance Reporting										
Conference	Roles	Zip Codes	Required Documents	Documentation)					
						Case Distr	ibution Report	Save		
	Archdioces	e <u>SVdP (</u>	GA					-		
	Distri	t <u>1 - Co</u>	bb County & NW Georgia							
	Conferenc	e 🔹 St. Cather	ine of Sienna, Kennesaw							
	Case Intak	e * Intake I	Person Performs Intake	•						
Car	se Assignmer	nt * Case Ma	nnager Team Assigns	-						
Inta	ake can Assig	n 🗹 Allow	whichever role performs inta	ke to assign case upo	n completion of in	take.				
These notificat	tions will dis	appear after I	quest notifications for the the number of days specif be used if no value is prov	ied in Notification Ex			intended recipier	it.		
Notifical	tion Expiratio	n 7	Days					•		