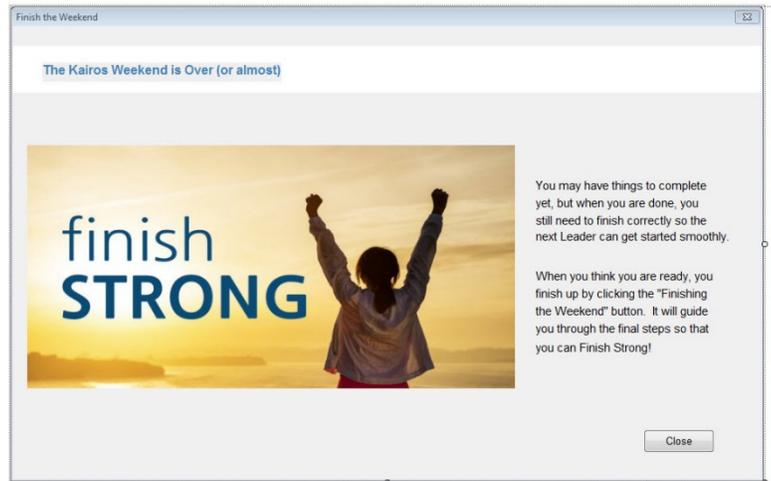


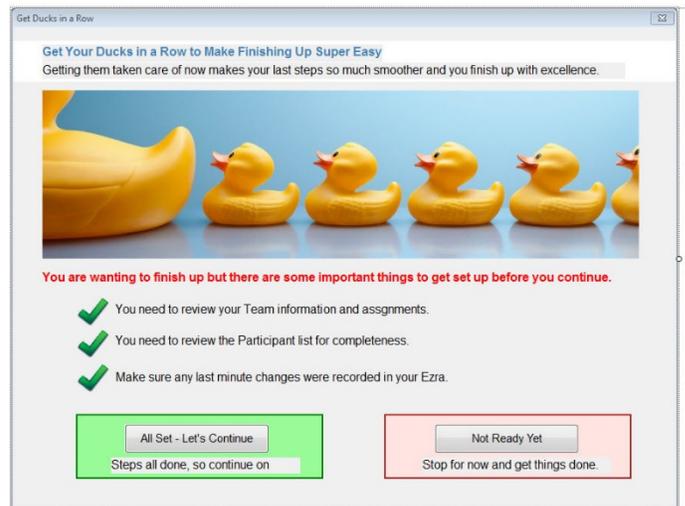
## Ezra Version 8 Support Guide

### Finishing the Weekend Process

When the first day after the completion of the Weekend occurs (and later, too), when you start up Ezra, you will get the Finish Strong window as a reminder that there are things that need to be completed before you are done. It specifically tells you to click the Finish the Weekend button (big blue button) to finish up.



When you click the Finish the Weekend button, you will get a screen to remind you of the things that you need to do in preparation for finishing up. This is the screen that Kairos Inside and Kairos Torch receive.



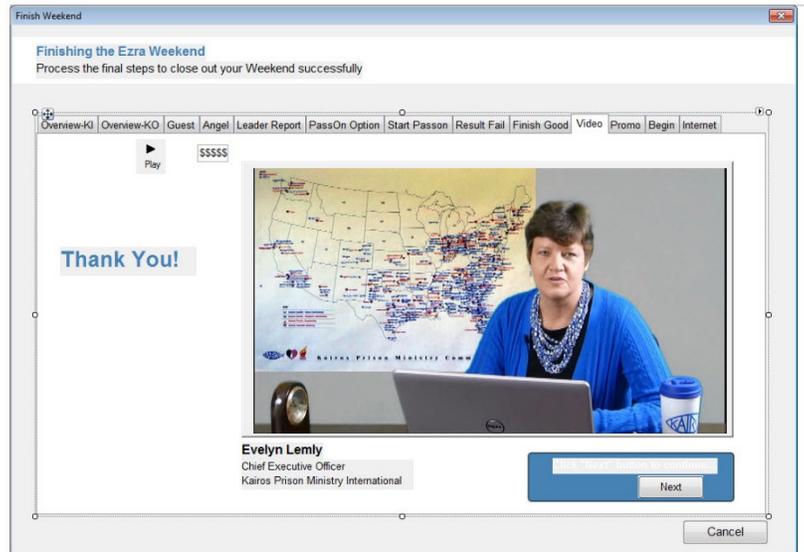
This is the screen that Kairos Outside will receive. The difference is the specific detail to load the Guest and Angel data.

Either way, the Leader can click the Not Ready button to return to Ezra – they do not have to initiate the finishing steps immediately at the completion of the Weekend.



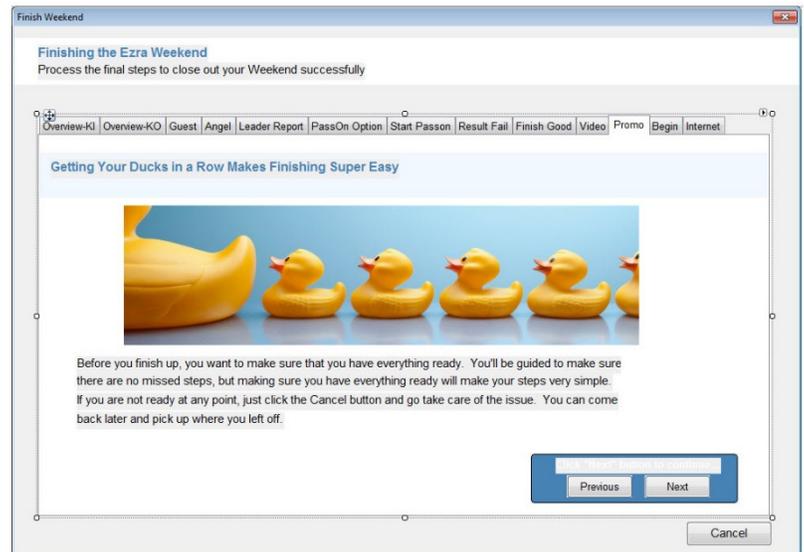
If they click the All Set-Let's Continue button, they will receive a screen that automatically plays a Thank You video from Evelyn Lemly, the CEO of Kairos.

This video plays one time. At the end of the video, the Next button becomes available (it is hidden until the video completes). When you click the Next button, it updates a file indicating that the video has been viewed, and therefore the next time the Leader goes through the finish process, they will not see the video again.

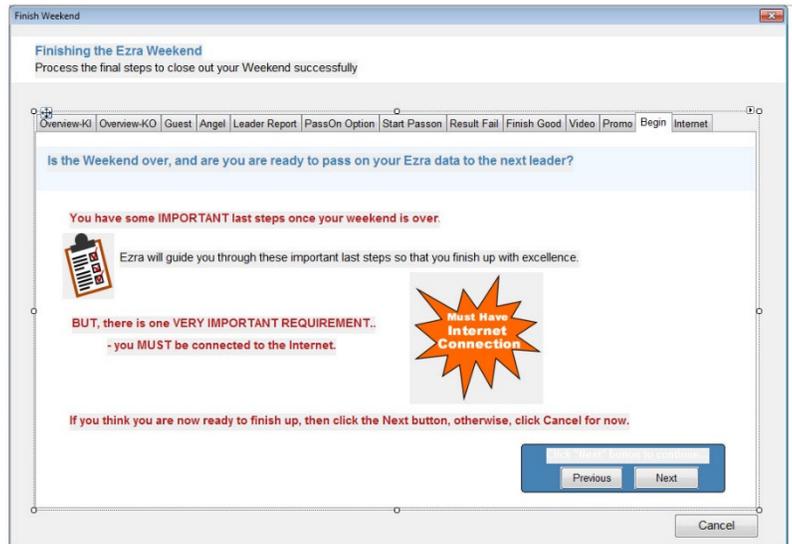


When the video completed and the Next button was clicked, OR if the video was completed previously and they are continuing the finish up process, they receive another Ducks in a Row screen, again reminding them they need to get their ducks in a row before continuing. This screen is the same regardless of the specific ministry program.

The Leader continues by clicking the Next button.



This gives them the Internet Connection screen. In all cases, an internet connection is required in order to go through the finish up process. Clicking the Next button will initiate a check that Ezra can reach out and touch the KairosMessenger web server. No actual user data is processed in this check out process.

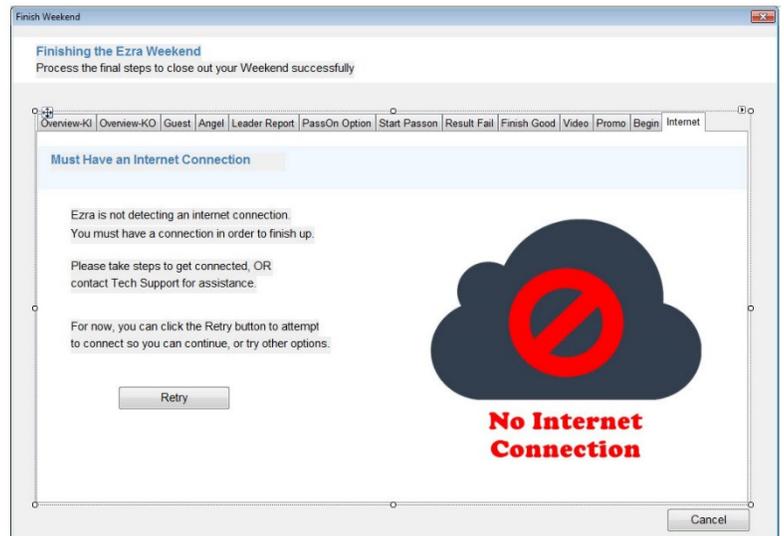


If Ezra cannot handshake with the web server, then you get this screen. The problem could be one of two main problems:

-There is no internet connection from the computer. This could be as simple as not being hooked up to the internet or something like a firewall blocking the connection.

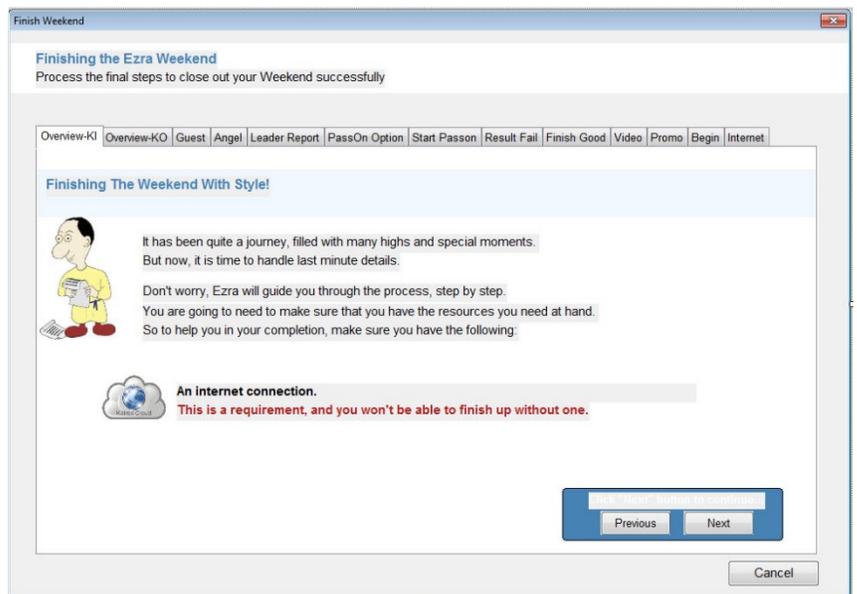
-Also possible is that the web server itself is down for maintenance. While this is very unlikely, it is possible.

Either way, a connection is required, so the system will not allow you to continue unless you do have a connection. Contact Ezra Tech Support for assistance.

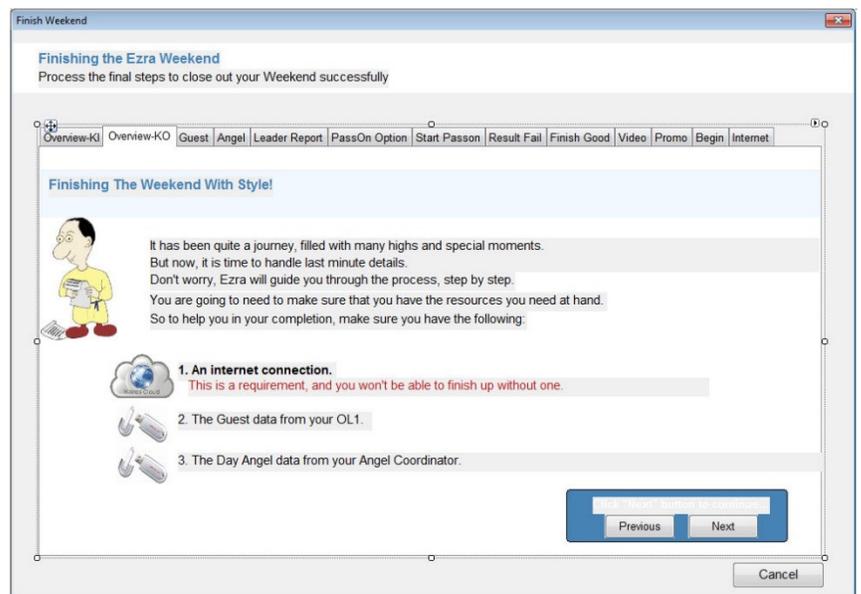


When the system confirmed that you do have an internet connection, you will receive a Finishing the Weekend With Style screen. This screen again reminds you that you should not continue unless you have done the preparatory steps.

The screen at the right is the screen that Kairos Inside and Kairos Torch receive. Clicking Next will take the Leader to the Leader's Report section.



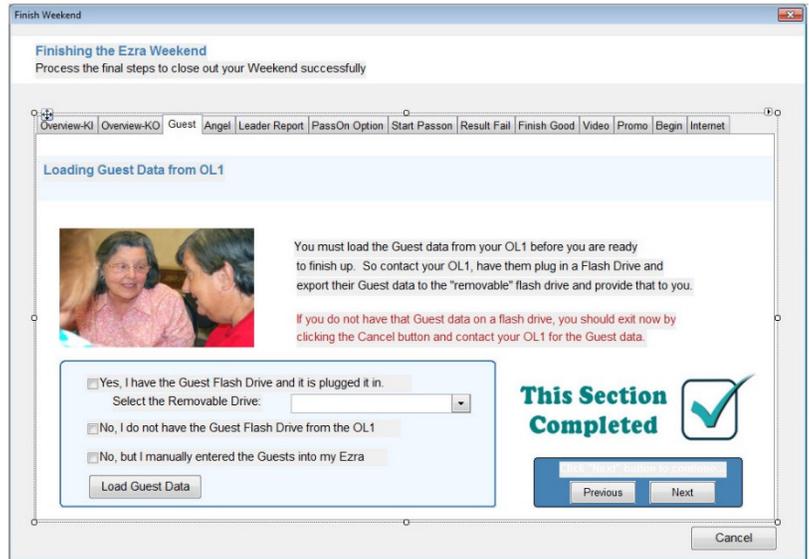
If this is a Kairos Outside weekend, this is the screen you get. Clicking Next will take the Leader first to the Load Guest data screen, and when that is successfully done, it goes to the Load Angel data screen. When that is completed, the system will take the Leader to the Leader's Report section.



The Kairos Outside Leader will get the Guest loading screen. They have three options for this screen:

- Load the flash drive from the OL1
- No flash drive from the OL1
- No flash drive but the Leader manually keyed the Guest data into her Ezra.

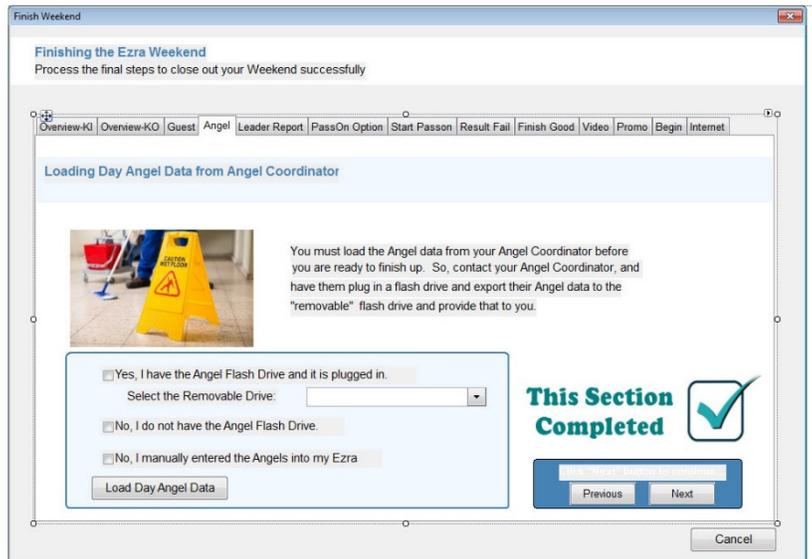
IF either the flash drive data or the manually entered data option is checked, and you click the Load Guest Data, the data will be confirmed, and loaded, and the This Section Completed image will appear and the Next button will appear. You cannot go forward without having the Guest data.



After completing the loading of Guest data, the Angel loading screen appears. You have the same three options:

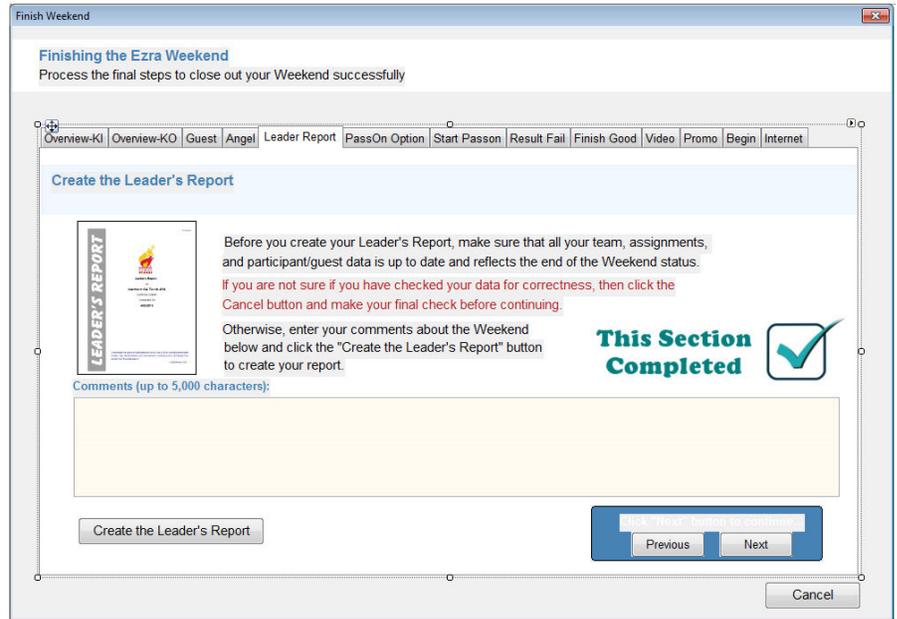
- Load the flash drive from the Angel Coordinator
- No flash drive from the Angel Coordinator
- No flash drive, but the Leader manually keyed the Angel data into her Ezra

Clicking the Load Day Angel button will perform the needed checks and loading of the Angel data and if it was available, then the This Section Completed image will appear and the Next button will appear. You cannot go forward without having the Angel data.



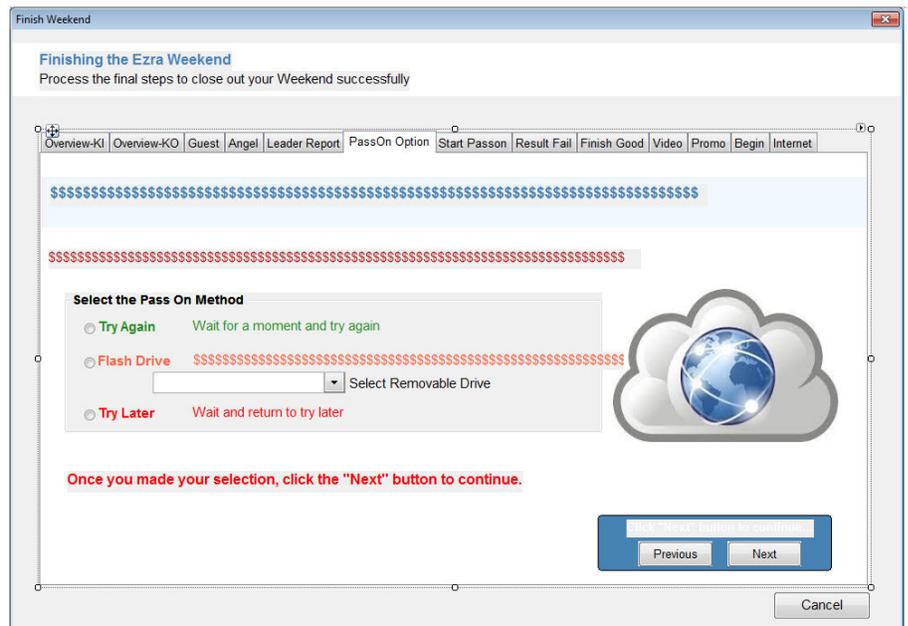
Regardless of which ministry program the Leader is doing, the next step is the Leader's Report.

You enter comments in the comments box, and click the button to create the Leader's Report button. This will require an internet connection and once the report is created, you will get a print preview screen of the report and you can print the copies you need. Then, closing the print preview screen will give you a completion message and the This Section Completed image will appear along with the Next button. You cannot go forward without completing the Leader's Report.



Clicking the Next button results in the system checking to see what the current agreement between the Weekend's Country and KPMI regarding uploading the passed on data to the web. That check is done over the web, so an internet connection is required.

IF the Country does not have an agreement to pass on their data from leader to leader via the web, then the leader will get this screen. They will select the Flash Drive option and select the specific flash drive they have plugged in and click the Next button.

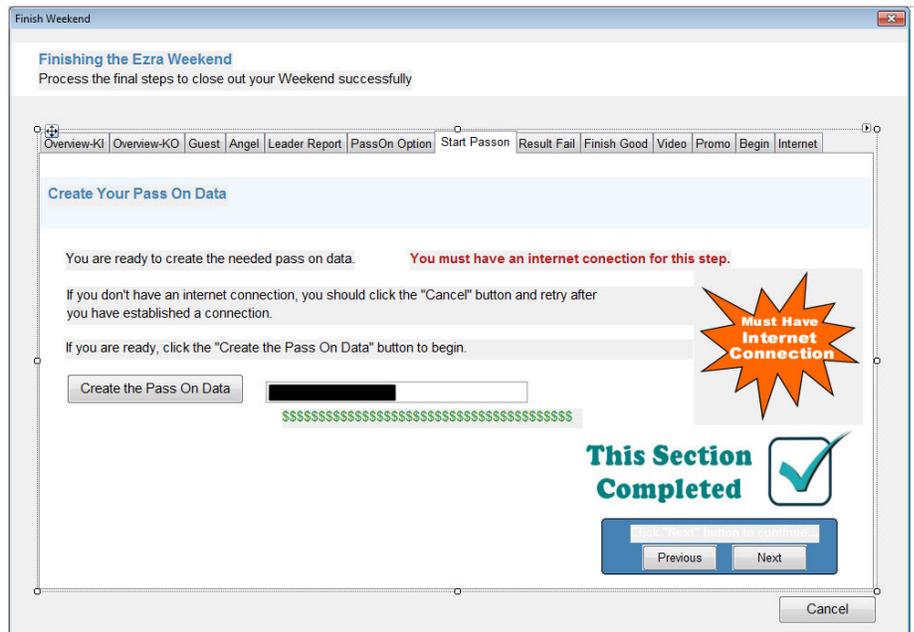


The system will then advance to the next screen.

If the Country does have an agreement with KPMI to pass on the weekend info from leader to leader by using the web connection (and no flash drive is required), then they will not see the previous screen but will come to this screen instead.

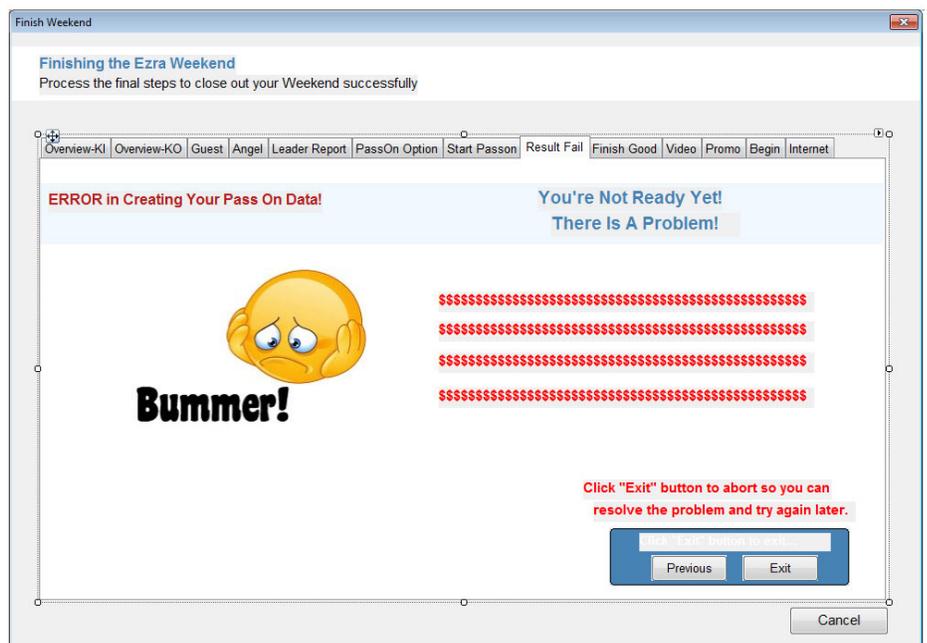
If they didn't have an agreement and they did the previous step of selecting a flash drive, they will then also come to this screen.

Either way, they then click the button to Create the Pass On Data. A progress bar will appear along with a message about what is being processed.

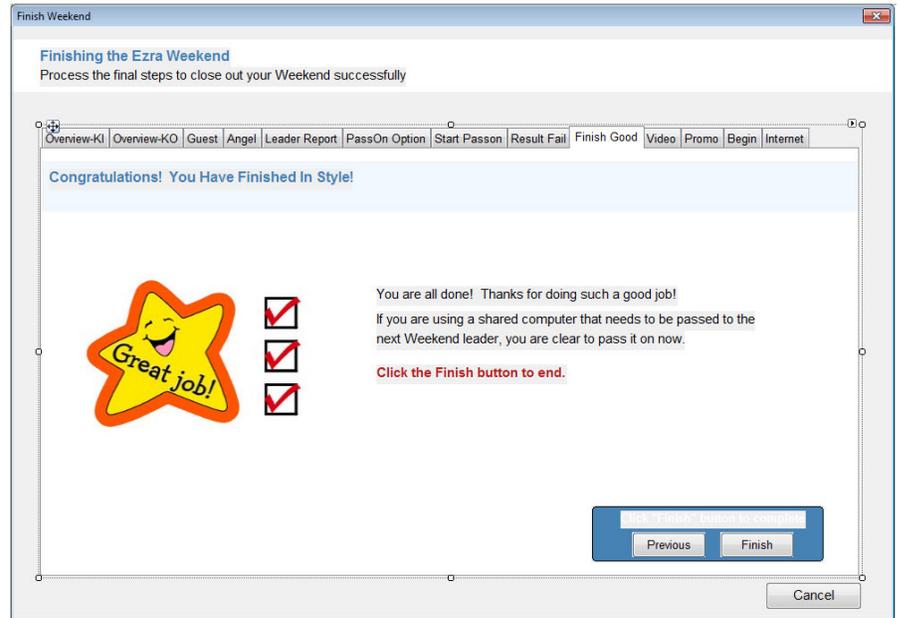


It is important to note here that regardless of the KPMI agreement to pass on data to the next leader over the internet or not, the system always uploads encrypted team and leader report info to Kairos Messenger. Then, the creation of the Pass On data takes place and it is uploaded to the internet IF there was an agreement with KPMI to do so, otherwise the pass on data is written to the plugged in flash drive.

If the upload is unsuccessful, you will receive the Bummer! Screen along with information explain what the problem is and what steps are recommended to resolve the problem.



On the other hand, if the upload (or copy to the flash drive) was successful, you finish with the Great Job! Screen.



Note that you can “Cancel” out of any screen at any time by clicking the Cancel button. If you do, the system will remember the last completed step you were at and if you later come back in, it will start you up at that point rather than at the beginning of the process that you have already completed.