

## **Instructions from Donation Services to a Campus Crusade for Christ Staff Member :: How to Begin Using Profiles in TntMPD**

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Congratulations! You are now set up with a new "Profile" to use with the latest version of TntMPD. With a single login to TntMPD, you can now view daily donation information on the multiple Ministry Designation Numbers submitted in your request.

For technical clarity (but not critical for you to understand), this "Profile" feature requires you to have a "Destination ID" in PeopleSoft Donor set up by Donation Services, connecting your Employee ID with multiple Ministry Designation Numbers, and other details added specifically for TntMPD access.

Now that you have been properly set up, you can proceed by following the instructions below.

### **Using Profiles in TntMPD 2.0**

1. Install TntMPD 2.0 r10 (or newer) from this link:  
<http://download.tntware.com/tntmpd/beta/SetupTntMpd.exe>  
Note: This new functionality requires you to upgrade to TntMPD 2.0. You can expect a slightly different download and installation process than with TntMPD 1.6. Also, the new version of TntMPD requires a Windows 2000 (or newer) operating system.
2. Open the TntMPD 2.0 software. We recommend you create a new database to store data on your ministry designation numbers separately from your personal staff account information. To do this, under the "File" menu, click on "New" to create a new database. (To view your current personal database with personal staff account information, go to the "File" menu and "Open" to select your personal database.)
3. To allow TntMPD to recognize your new Profile(s), click on "Gift Input" and enter your "Login" and "Password" ... (Note: You can now enter your GCX User E-mail and Password to login to the TntMPD site if you have previously signed up for a GCX Account and successfully gone through the Identity Verification process, but you will still need to Sign In separately to GCX-affiliated sites.)
4. When doing the initial "Gift Input," you may notice that some donors were not added during the initial "Address Update" and it may lead you to click "No Match" for each of the new names. If this is the case, click "Cancel" then remove the check in the box next to "Try to match existing contacts" then click "Retry Last Download."
5. Select the "Profile" you want to view. (Note: The first time you login to TntMPD 2.0, it may automatically search for your Profiles and download the information.) If no profiles are displayed (other than your personal staff account), click "Download List of Profiles" in the Profile selection box.
6. To display data per designation number, under the "Tools" menu, select "Options" and check the box to "Display extended information (TntMPD Pro)." To view donations per designation number, select the specific number listed under the "MPD" menu. This will filter data in the giving chart for the selected designation number. Click on "Group" to see the combined giving for the current group lookup.
7. To view monthly giving per designation number, under the "MPD" menu, in the giving chart you'll notice the "Designation" portion in the "Filter" tab. As before, click on "Group" to see the combined giving for the current lookup.
8. To look up only those contacts that have given to a specific designation, under the "Lookup" menu, click on "By Giving."
9. You may also find more information about downloading from multiple accounts at [http://www.tntware.com/tntmpd/faq/downloading\\_from\\_multiple\\_accounts.htm](http://www.tntware.com/tntmpd/faq/downloading_from_multiple_accounts.htm)
10. Report any issues to [troy.wolbrink@ccci.org](mailto:troy.wolbrink@ccci.org)