

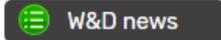
Release notes WDCAP version 3.4.3 (1-8-2020)

Contents

- Dashboard / W&D News 2
- Child details – Quality check..... 2
- Actions / Greetings by selection..... 2
- Actions / From sponsor 2
- Actions / Handle thank you letters (new) 2
- Reporting / Selections..... 5
- Reporting / Greetings from sponsors 5
- Worklists / Worklist 21 – child changes to be sent 5
- Worklists / Worklist 29 - thank you letters via Kobo (new) 5
- Worklists / Worklist 30 - thank you letters not yet sent (new) 7
- Kobo / Thank you letters to sponsors 8

Important note:
The creation of the thank you letters in WDCAP replaces the hardcopy process. So as from now on, the thank you letters have to be sent to Woord en Daad via WDCAP and no longer via hardcopy mail.

Dashboard / W&D News



Go to the partner platform to let you inspire yourself or to download newsletters, instruction manuals or standard formats for greeting letters

<https://woordendaad.nl/partnerpagina>

Password to enter the platform: connected

Child details – Quality check

The quality check if a new child is entered is extended. There are now 4 questions (see below) that all have to be checked and answered and only if all 4 questions are answered with yes the new child updates are accepted.

- 1.The gender in the database is Girl.Is this correct if you compare this with the photo? Yes No
- 2.The age in the database is 11 years old.Is this correct if you compare this with the photo? Yes No
- 3.Is the photo of the child in vertical position? Yes No
- 4.Are the personal nouns in the description of the living situation according to the right gender? Yes No

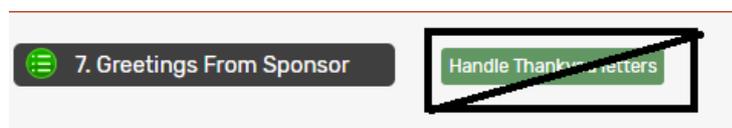
Submit

Actions / Greetings by selection

Problem solved that it was not possible to uncheck the checkboxes in the list with selected children.

Actions / From sponsor

The button "Handle thank you letters" is removed. See below the description of the new menu entry "Handle thank you letters" that replaces this button.



Actions / Handle thank you letters (new)

It is now possible to create thank you documents via WDCAP.
The text can be entered via Actions / Handle thank you letters or via Kobo (see below).
If this option is selected the following startscreen is displayed:
(This is the same screen as Reporting / Greetings from sponsors.)

There are 3 buttons:

Button 1: Received greetings from sponsors

This button uses the selection criteria as shown in the print screen above. This allows the user to get an overview of received sponsor greetings to check whether there are sponsor greetings without thank you letter.

Date	Child number	Child name	Letter	Present	Money	Photo	Date thank you		
02-01-2020	32102627	Cesar Stiwari Posse Rojas	N	Y	N	N	21-07-2020	Edit thank you letter	Delete thank you letter
02-01-2020	32102632	Daniela Celis Zuluaga	N	Y	N	N	27-07-2020	Edit thank you letter	Delete thank you letter

In the example above there are 2 greetings received where no thank you letter is sent. Via link "Add thank you letter" it is possible to add the thank you letter (see explanation of button 3). When there is already a thank you letter entered it can be modified via link "Edit thank you letter". If the already added thank you letter needs to be deleted (only possible before sending it to the donor), this can be done via link "Delete thank you letter". (In this case only the thank you letter is deleted and not the received greeting.)

Button 2: Sent thank you letters

If this button is pressed the program displays the entered thank you letters to the sponsors using the selection criteria from the first screen. It is possible to modify or delete a thank you letter if the letter is still in worklist 30 so it is not sent yet to W&D.

Sent Thank you letters				
Date	Child number	Child name	Date Original greeting	
08-07-2020	32101234	Maria Paula Socha Velasqu		
14-07-2020	32102440	Nelly Fabiana Rincon Martinez		
03-07-2020	32102441	Queli Johana Rodriguez Castro		
03-07-2020	32102442	Olga Lucia Valencia Cotinchara		
15-07-2020	32102556	Ana Maria Grandinson Grandizon		
17-07-2020	32102627	Cesar Stiwar Posse Rojas		
17-07-2020	32102627	Cesar Stiwar Posse Rojas		
21-07-2020	32102627	Cesar Stiwar Posse Rojas	02-01-2020	
08-07-2020	32102632	Daniela Celis Zuluaga		
27-07-2020	32102632	Daniela Celis Zuluaga	02-01-2020	Edit thank you letter
14-07-2020	32107002	Karen Valentina Holguin Ramirez		Delete thank you letter

Button 3: New thank you letter

Via this button it is possible to add a new thank you letter. In this case there is a thank you letter created but it is not connected to the related received sponsor greeting . The child can be selected via (part of) the child number or the child name (like advanced search).

Enter new thank you letter

Enter child number or child name

Child number	Child name	Select
32107002	Karen Valentina Holguin Ramirez	<input checked="" type="checkbox"/>

Enter new thank you letter

Enter child number or child name

Child number: 32107002

Child Name: Karen Valentina Holguin Ramirez

Language:

This is my response to your letter

This is what I would like to tell you

This is what I received from you

Select photo

On this screen (which is the same as the edit screen) it is possible to select the language of the entered text and 3 mandatory lines with

"This is my response to your letter"

"This is what I would like to tell you"

"This is what I received from you"

It is also possible to add a portrait photo (optional) that will be printed on the letter.

If you press the 'save' button the thank you letter is added to the new worklist 30 (see below).

Via worklist 30 it is possible to add the translation. (In this case the language code can f.i. be changed from Spanish to English.) Only when the language is English the thank you letter can be sent to W&D.

Reporting / Selections

Problem solved that the labels and the list were not printed correct.

Reporting / Greetings from sponsors

It is now possible to make a selection of the greetings from sponsors where a thank you letter is sent or no thank you letter is sent yet.

Gifts and greetings from sponsors

Donor: - Select Donor -

School: - Select School -

Entered By: - Select User -

Entered Between: 01/06/2019 and 01/07/2020

Only Type: - Select Only Type -

Excluding Type: - Select Excluding Type -

Greeting type: Letters Presents Money Photo

Thankyou: Sent Not sent

Excel List

Worklists / Worklist 21 – child changes to be sent

It is no longer allowed to handle this worklist with the old child identity form. So, if for existing children who are added to WDCAP before May 2019 the new fields Favorite play activity and Main characteristics are not defined yet the worklist cannot be handled.

Worklists / Worklist 29 - thank you letters via Kobo (new)

29.KOBO Thankyou letters

Date	Time	Child number	Child name	Kobo First name	Kobo Family name	Handle
14-07-2020	17:18:54	32102760	Saray Ximena Moya Quintero	Sara	Maya	Handle

☰
KOBO thank you letter Handle

Child details entered via Kobo toolbox:

Child number 3277777

Child name egervegre

Family name gregre

Child details from WDCAP if the Child number is found:

Child number

Child name

Family name



Delete
Skip
Select correct Child

The new thank you letters can also be added via Kobo (see end of this document).

If the entered child number does not exist or if the first name and family name do not match the thank you letter must be handled via worklist 29.

This worklist works the same as worklist 23 where the progress reports that are entered via Kobo can be finished.

The following options are available:

Delete

If this link is pressed the thank you letter that was entered via Kobo is deleted from WDCAP.

Skip

If this link is pressed the program activates the next child in the worklist. (The previous child remains present in the worklist and can be handled later.)

Selected child is OK

If *Child Name* is correct (so the program has found the correct child) this link can be pressed.

The child will be removed from worklist 29 and added to worklist 30.

Select correct child

If *Child Name* is not correct (so the program has not found the correct child) this link can be pressed.

The following screen will be activated which works the same as the advanced search via WDCAP so you can enter (part of) a child number or child name / family name.

ADVANCE SEARCH

Enter child number or child name

If you press the search button a list with children is displayed and the correct child can be selected from the list.

If a line is handled from worklist automatically the next thank you letter in worklist 29 is activated and can be handled without returning to the worklist screen.

Worklists / Worklist 30 - thank you letters not yet sent (new)

30. New Thankyou letters not yet sent to donor							
- Select Dat	Time	- Select Entered By -	- Select Donor -	- Select School -	Child number	Child name	
14/07/2020	20:48:48	KOBO	Woord en Daad	102 Colombia Home Support	32102760	Saray Ximena Moya Quintero	Send Translate
14/07/2020	17:18:54	KOBO	Woord en Daad	102 Colombia Home Support	32102440	Nelly Fabiana Rincon Martinez	Send Translate
13/07/2020	16:05:11	KOBO	Woord en Daad	117 Altos De Cazuca	32117926	Elizmar Angulo Meza	Send Translate

All thank you letters are added to worklist 30. Via this worklist it is possible to enter translations or missing photos via the Translate link.

If the Send link (or Send all) is pressed the new thank you letters are generated and added to the archive and sent to Woord en Daad.

See an example of the thank you letter below.



Kobo / Thank you letters to sponsors

It is also possible to add thank you letters via Kobo (similar to progress reports via Kobo). This can be started via the following link:

<https://ee.kobotoolbox.org/x/FtwkcoeF>

Thankyou letters

Language *
<input type="radio"/> English <input type="radio"/> French <input type="radio"/> Spanish
Child Number * <small>Child Number must always start with 10, 11, 12, 16, 18, 21, 22, 32, 62, 65, 68, 75, 76, 81, 86, 88</small>
Child name *
Family name *
Part 1 - Thankyou letter lines
This is my response to your letter *
This is what I would like to tell you: *
This is what I received from you: *
Select photo (portrait) Click here to upload file. (< 5MB) 

When you click on Select photo and you do not see the photos on your device then select All Files (*.*) at the bottom of the screen.

Please note that the photo must be portrait. The kobo toolbox is not able to test whether the photo is portrait but this should be checked by the office staff. In case the photo is not a portrait photo you can change the photo in WDCAP via worklist 30.

The entered thank you letters in KOBO will be sent every hour to WDCAP.

When the correct child information is entered in KOBO (child number and name) the thank you letter is automatically added to worklist 30.

In all other cases the thank you letter is added to worklist 29 for further handling.