

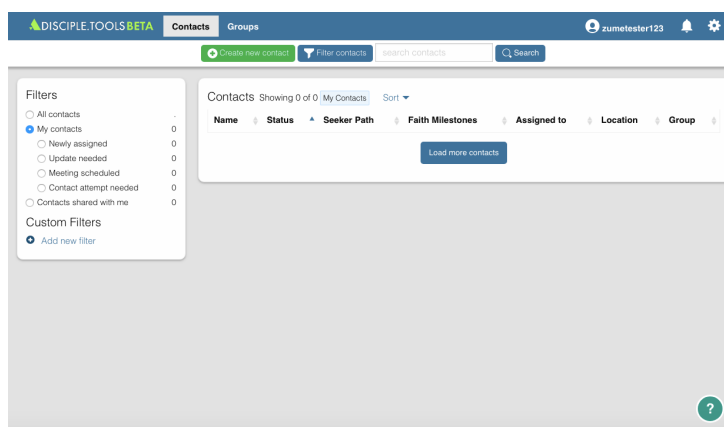
Zúme and Disciple.Tools Integration **Guide for Coaches**

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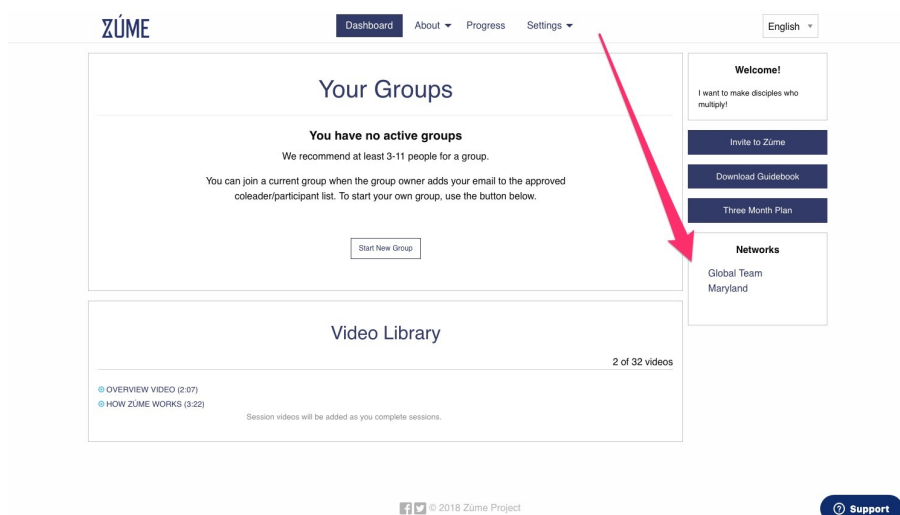
Accessing Disciple.Tools

Logging In Directions:


1. Open the email invitation to join Zúme Disciple.Tools as the role of **Multiplier**
2. Click the confirmation link (the second link listed) to confirm your account.
3. This will open Zúme Disciple.Tools. Click “Log in”
4. If it doesn’t automatically log you in, use your zumeproject.com username and password.
5. After logging in, you will arrive to the **Contacts List Page** that looks like this:



Note: Once you are added as a Coach in Disciple.Tools, you will be able to access contacts assigned to you by going to your Zúme Dashboard. Click on the Network name found under the **Networks** section on the right. No additional login will be necessary.



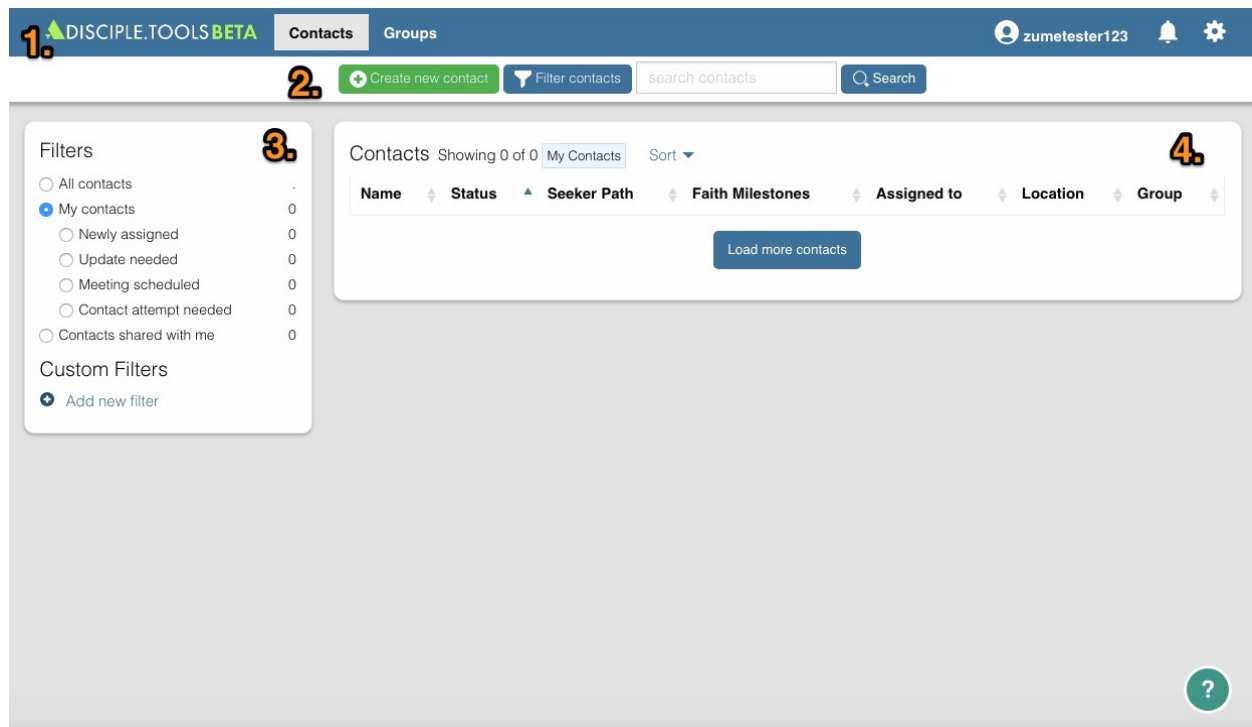
Adding Your County/Region

1. Click the gears icon  in the upper right hand corner and select **Settings**
2. In the **Your Profile** section, click “Edit”
3. Change your **nickname** to your name and the county/region that you are overseeing in parenthesis
Example: John Smith (Calvert)
4. Scroll down and click “Save”
5. Return to the **Contacts List Page** by clicking “Contacts.” At first, you will not have any contacts listed.

Disciple.Tools Manual

Contacts List Page

This is the **Contacts List Page**. It is currently blank because you have not been assigned any contacts. When you are assigned a new contact or group, you will see them listed here. You will also see here any contacts that you have added personally.



This page consists of four main sections.

1. Website Menu Bar
2. Contacts List Toolbar
3. Filters Tile
4. Contacts List Tile

1. Website Menu Bar

The **Website Menu Bar** will remain at the top of every page of Disciple.Tools.



Disciple.Tools Beta Logo

Disciple.Tools has not been publicly released. Beta means that this software is still in development and is rapidly evolving. Expect to see changes. We ask for your grace and patience as you utilize this software.

Contacts

By clicking this, you will arrive to the **Contacts List Page**.

Groups

This will take you to the **Groups List Page**.

User 

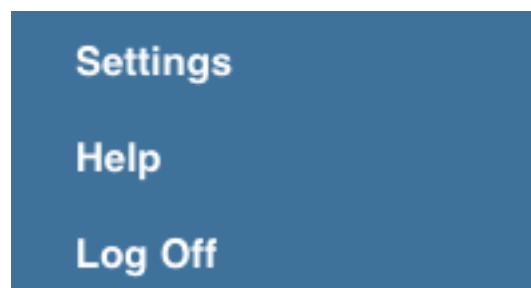
Your name or username will show up here so you will know that you are correctly logged into your account.

Notification Bell 

Anytime you receive a notification, a small red number will display here to inform you of the number of new notifications you have. You can edit the type of notifications you want to receive under **Settings**.

Settings Gear 

By clicking on the settings gear, you will be able to do one of three things:



Settings: Change your personal profile information, your notification preferences, and your availability.

Help: View the [Disciple.Tools' Documentation How To Guide](#)

Log Off: Log out of Disciple.Tools completely. If you click on this you will have to log in again using your email and password.

2. Contacts List Toolbar



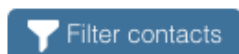
Create new contact



This button allows you to add a new contact record to Disciple.Tools. Other multipliers can't see contacts you add, but other users can such as the Zúme admins and the Dispatcher (the one responsible for assigning new contacts to be coached). Learn more about the Disciple.Tools roles and their varying permission levels by [clicking here](#).

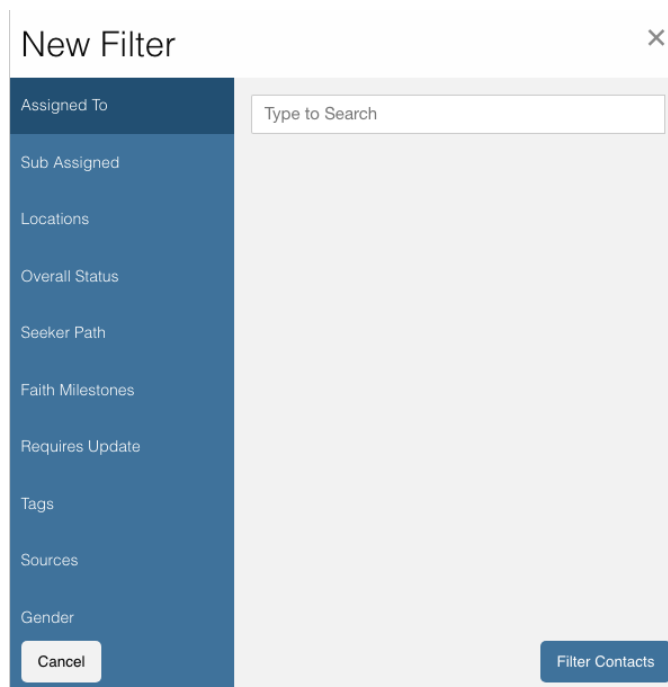
Note: Disciple.Tools values the security and safety of all users and contacts.

Filter contacts

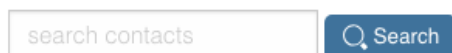


After a while, you may end up with a pretty long list of contacts all progressing at different points. You will want to be able to filter and search for who you need quickly. By clicking this button, you will be able to arrange your contacts list per your preference.

To learn more about these filter options, [click here](#).



Search



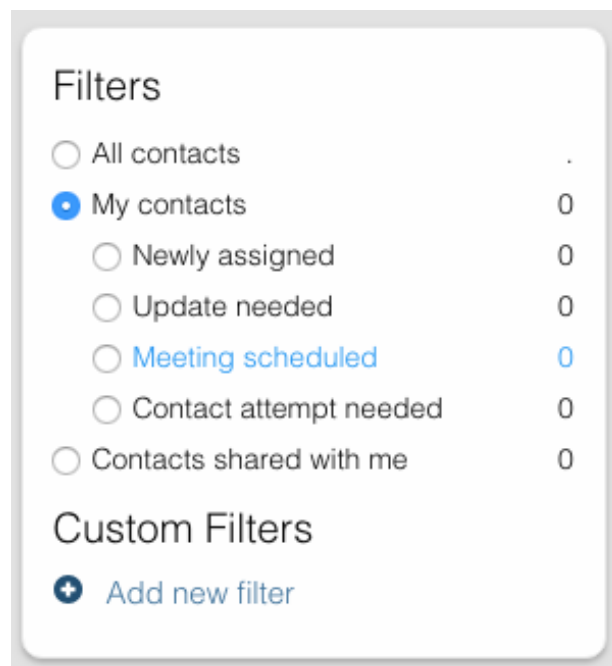
Type a contacts name here to quickly find them.

3. Filters Tile

Filters

All contacts: You will be able to see all of your contacts and any contacts shared with you by another user here.

My contacts: These are all the contacts that have been assigned to or created by you. You are responsible for these contacts.



- **Newly assigned:** These are contacts who have been assigned to you but you have not accepted yet
- **Update needed:** These are contacts in need of an update about their progress so none fall through the cracks. This can be manually requested by a Dispatcher or automatically set based on time (e.g. No activity after 2 months).
- **Meeting scheduled:** These are all contacts with whom you have scheduled a meeting but have not yet met.
- **Contact attempt needed:** These are contacts who you have accepted but have not yet made the first attempt to contact them.

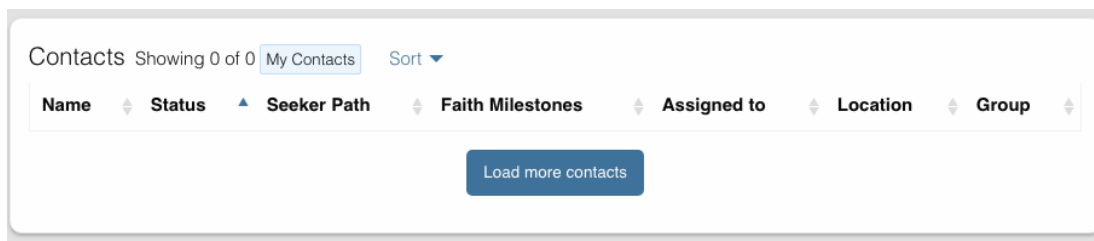
Contacts Shared with me: These are all contacts who other users have shared with you. You do not have responsibility for these contacts but you can access them and comment if needed.

Custom Filters

This is where all of your custom filters will be saved. The **Add new filter** does the exact same thing as the blue **Filter contacts** button as mentioned in section 2 of the **Contacts List Page**. Not only can you filter contacts, you can save and name those customized filters to use for later use.

To learn more about how to add custom filters, [click here](#).

4. Contacts List Tile



Contacts

Your list of contacts will show up here. Whenever you filter contacts, the list will also be changed in this section too. Below are fake contacts to give you an idea of what it will look like.

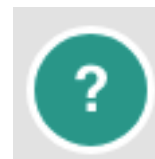
Contacts Showing 3 of 3		My Contacts	Sort ▼				
Name	Status	Seeker Path	Faith Milestones	Assigned to	Location	Group	
Jessica Blue 555-5555	Assigned	Contact Attempt Needed		Isabel Arboleda (multiplier)	Madrid		
Saira Tabbal 0123849201	Active	First Meeting Complete	Has Bible	Isabel Arboleda (multiplier)	Catalonia		
Sara Qureshi 555-5555	Active	Contact Attempted		Isabel Arboleda (multiplier)	Catalonia		

Load more contacts

Sort: You can sort your contacts by newest, oldest, most recently modified, and least recently modified.

Load more contacts: If you have a long list of contacts they will not all load at once, so clicking this button will allow you to load more. This button will always be there even if you do not have any more contacts to load.

Help Desk: If you have an issue with the Disciple.Tools system, first try to find your answer in the [Documentation How to Guide](#) (found by clicking **Help** under **Settings**). If you can't find your answer there, click this question mark to submit a ticket about your issue. Please explain your issue with as much detail as possible.



Note: For additional information about the **Contacts Lists Page**, click [here](#)

Contact Record Page

The screenshot shows the 'Contact Record Page' for a user named 'John'. The page is divided into several sections, each labeled with a number:

- 1. Contact Record Toolbar:** Located at the top right, it includes a 'Following' button and a 'Share' button.
- 2. Status and Assignment Tile:** Located at the top left, it shows the user's status as 'Active' and their assignment to 'Testy Tester'.
- 3. Details Tiles:** Located in the middle left, it contains fields for 'Phone', 'Email', 'Social Media', 'Address', 'Locations', 'People Groups', 'Age', 'Gender', and 'Source'.
- 4. Comments and Activity Tile:** Located in the middle right, it displays a list of comments and activities related to the contact.
- 5. Connections Tile:** Located at the bottom left, it shows the contact's connections to other groups and individuals.
- 6. Progress Tile:** Located at the bottom middle, it displays the contact's progress through various milestones and tasks.

1. Contact Record Toolbar
2. Status and Assignment Tile
3. Details Tiles
4. Comments and Activity Tile
5. Connections Tile
6. Progress Tile

Additional: Other Tile and Zúme Info Tile

1. Contact Record Toolbar


Follow Follow ☒

Following a contact means that you are actively receiving notifications about activity in their contact record. If you are assigned to a user, you must follow them. If you are sub-assigned or have been shared the contact, you can choose to follow or not follow the contact by toggling on or off the follow button

Share Share

Click the share button to share a contact record with another user.

2. Status and Assignment Tile

 John	Status ⓘ Active ▼	Assigned to ⓘ zumetester123 ▼	Sub-assigned to ⓘ <input type="text" value="Search multipliers and contacts"/>
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Contact Name

The name of the contact will show up here. You can edit that in the **Details** section.

Status

This describes the status of the contact in relationship to the Disciple.Tools system and multiplier.

Unassigned: The contact is new in the system and/or has not been assigned to someone.

Assigned: The contact has been assigned to someone, but has not yet been accepted by that person.

Active: The contact is progressing and/or continually being updated.

Paused: This contact is currently on hold (i.e. on vacation or not responding).

Closed: This contact has made it known that they no longer want to continue or you have decided not to continue with him/her.

Unassignable: There is not enough information to move forward with the contact at this time.

Assigned to

This is the user assigned to the contact. They are the ones responsible for the contact and updating the contact's profile.

Sub-assigned to:

This is someone working alongside of the main person assigned to the contact. You may find that you are partnering with others in your discipleship relationships. Only one person can be assigned while multiple people can be sub-assigned.

3. Details Tile

Details

These are the details about a contact. You can change the information here by clicking “edit.”

Details

Edit

Phone 1920340213	Email No email set	Social Media None set
Address No address set	Locations Madrid	People Groups No people group set
Age No age set	Gender No gender set	Source Web

4. Comments and Activity Tile

Comments and Activity

This tile is where you will want to record important notes from meetings and conversations with a contact. Type @ and the name of a user to mention them in a comment. This user will then receive a notification.

@jane Doe

Jane Doe (multiplier)

Write your comment or note here

Quick actions

Submit comment

All Comments Activity

Damián Abellán (Dispatcher) 2018-08-23 1:40 pm
Requires Update: Yes

Damián Abellán (Dispatcher) 2018-08-23 12:39 pm
Are you still meeting with this contact?
edit delete

Comments: This shows all of the comments made by users about the contact

Activity: This is running list of all of the activity changes made to a Contact Record

All: View both Comments and Activity together

Quick actions:

These are designed to help multipliers record their activity quickly when they are interacting with several contacts.

Quick actions


- No Answer (0)
- Contact Established (0)
- Meeting Scheduled (0)
- Meeting Complete (1)
- Meeting No-show (0)

5. Connections Tile

Connections

Connections

Groups



Baptized By

Baptized

Coached By

Coaching

Groups: Quickly navigate to contact's group or church record

To add a new group or church, click the button 

Baptized By: Add the individual(s) who were involved with baptizing the contact.

Baptized: Add the individual(s) who the contact has personally baptized.

Coached: Add the individual(s) who is providing ongoing coaching for this contact

Coaching: Add the individual(s) who the contact is personally coaching.

6. Progress Tile

Progress

Seeker Path ?

Being Coached

Faith Milestones ?

Has Bible

Reading Bible

States Belief

Can Share Gospel/Testimony

Sharing Gospel/Testimony

Baptized

Baptizing

In Church/Group

Starting Churches

Baptism Date

2018-06-01

Progress

This tile helps a multiplier to keep track of a contact's spiritual journey.

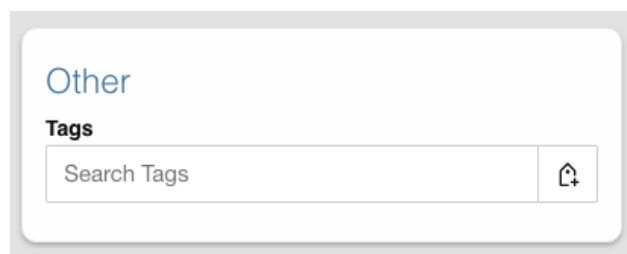
Seeker Path: These are the steps that happen in a specific order to help a contact move forward.

File Milestones: These are points in a contact's spiritual journey worth celebrating but can happen in any order.

Baptism Date: For metrics reporting, it is important to always note the day a person is baptized.

Other Tile

As Disciple.Tools develops, tiles will change and new ones will become accessible. If you have a need or request, contact your Zúme Disciple.Tools Admin who has the ability to edit and create custom tiles.



Tags: Add tags to contacts to help yourself and Zúme leaders quickly find contacts associated with noteworthy characteristics.

Zúme Info Tile

This is a customized tile for the Zúme instance of Disciple.Tools. This will capture a contact's information associated with their Zúme account.

Zúme Info

Info	Map	Raw
Three Month Plan: View Three Month Plan		
Started Zúme: 05/31/2017		
Last Active on Zúme: 01/30/2018		
Number of Groups Started: 1		
Language: EN		

Groups List Page

This page functions the same way as the **Contacts List Page** except it represents Groups instead. From here you can create new groups, add custom filters, and view your groups and groups shared with you.

The screenshot shows the 'Groups List Page' in the DISCIPLE.TOOLS BETA application. The interface includes a top navigation bar with 'Contacts' and 'Groups' tabs, a user profile 'Testy Tester', and a settings icon. Below the navigation bar, there are buttons for 'Create new group', 'Filter groups', a search bar, and a 'Search' button. The main content area features a 'Filters' sidebar with options for 'All groups', 'My groups' (selected), and 'Groups shared with me'. A 'Custom Filters' section with an 'Add new filter' button is also present. The central 'Groups' section displays a table with columns for Name, Status, Type, Members, Leader, and Location. The table lists three groups: 'John Doe and family' (Active, Pre-Group, 3 members), 'San Fran Group' (Active, Pre-Group, 0 members), and 'Group 5' (Active, Pre-Group, 1 member). A 'Load more groups' button is located below the table. A help icon (?) is visible in the bottom right corner.

DISCIPLE.TOOLS BETA Contacts **Groups** Testy Tester [Bell Icon] [Gear Icon]

[+ Create new group] [Filter groups] search groups [Search]

Filters

- ☐ All groups
- ☒ My groups
- ☐ Groups shared with me

Custom Filters

- [Add new filter](#)

Groups Showing 3 of 3 [My Contacts](#) Sort ▼

Name	Status	Type	Members	Leader	Location
John Doe and family	Active	Pre-Group	3		
San Fran Group	Active	Pre-Group	0		
Group 5	Active	Pre-Group	1		

[Load more groups](#)

[?]

Group Record Page

The **Group Record Page** functions similarly to the **Contact Record Page** but with group focused tiles.

The screenshot shows the 'Group Record Page' for 'John Doe and family'. The page has a blue header with 'DISCIPLE.TOOLS BETA', 'Contacts', and 'Groups' tabs. The user 'Testy Tester' is logged in. The group is currently 'Active'. The page is divided into several sections:

- Group Information:** Includes fields for Locations (No location set), Assigned to (Testy Tester), Start Date (No start date), People Groups (No people group set), Address (No address set), End Date (No end date), and Leaders (No leaders set).
- Members:** A search bar with 'Bob', 'Jane Doe', and 'John' selected.
- Groups:** Search bars for 'Parent Group' and 'Child Groups'.
- Progress:** A dropdown menu for 'Group Type' set to 'Pre-Group'.
- Health Metrics:** A grid of icons representing Fellowship, Giving, Communion, Baptism, Prayer, Leaders, Word, Praise, Evangelism, and Covenant.
- Comments:** A section with a text input field and a 'Submit comment' button. It shows two comments from 'Testy Tester' dated 2018-09-10 and 2018-09-07, detailing group status and changes.

Group Details Tile

Change the **Group Details** by clicking “Edit”

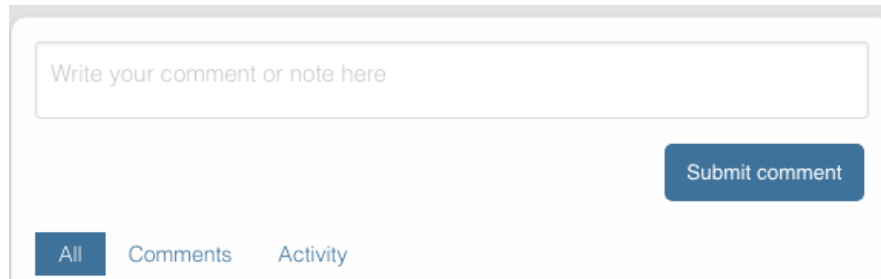
The screenshot shows the 'Group Details Tile' for 'John Doe and family'. It is a simplified version of the group record page, focusing on the core information:

- Group Name:** John Doe and family
- Status:** Active
- Locations:** No location set
- Assigned to:** Testy Tester
- Start Date:** No start date
- People Groups:** No people group set
- Address:** No address set
- End Date:** No end date
- Leaders:** No leaders set

An 'Edit' button is located in the top right corner of the tile.

Group Comments and Activity Tile

Record important information in regard to a group as a whole in the activity feed.



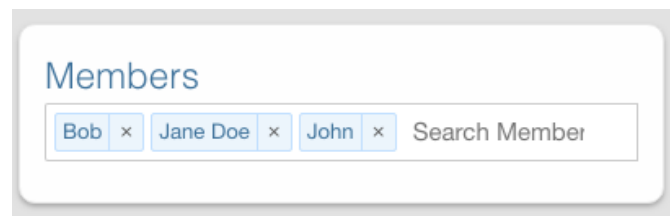
Write your comment or note here

Submit comment

All Comments Activity

Members Tile

Add group members here to navigate quickly between the group record and their contact records.



Members

Bob × Jane Doe × John × Search Member

Progress Tile

This area helps to track the spiritual progress a group makes as they become a healthy multiplying church.

Progress

Group Type

Pre-Group

Health Metrics ?



Fellowship



Giving



Communion



Baptism



Prayer



Leaders



Word



Praise



Evangelism



Covenant

Group Type:

Pre-Group: This can be an unofficial group, a network of friends who a disciple knows

Group: A gathering of people who regularly meet around the Word of God

Church: When a group identifies themselves as a Church body

Health Metrics:

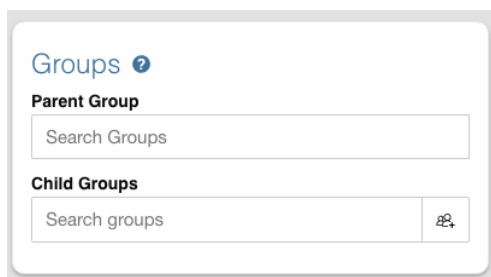
These metrics have been identified as characteristics that describe a healthy church. By clicking on one of them, it activates the corresponding symbol in the circle.

The dotted line on the circle will become solid if the group has made a covenant to identify themselves as a church.



Groups Connection Tile

This tile shows the relationships between multiplying groups and provides a way to navigate quickly between them.

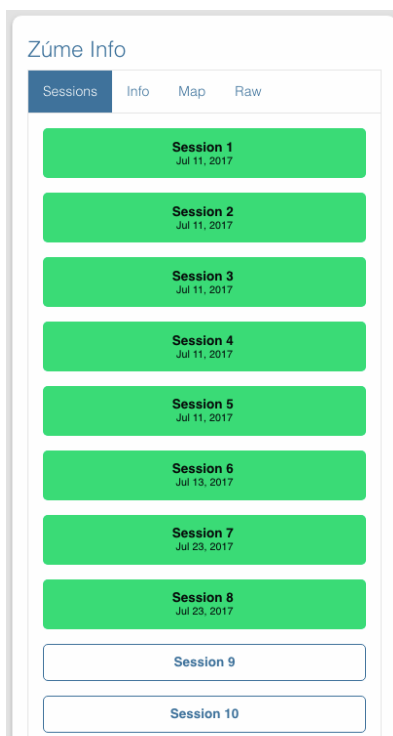


Parent Group: This represents the group that multiplied into the current group.

Child Groups: This represents the group(s) that multiplied from the current group.

Zúme Info Tile

This is a customized tile that provides details about a group in Zúme Training.



Interactive Tutorial

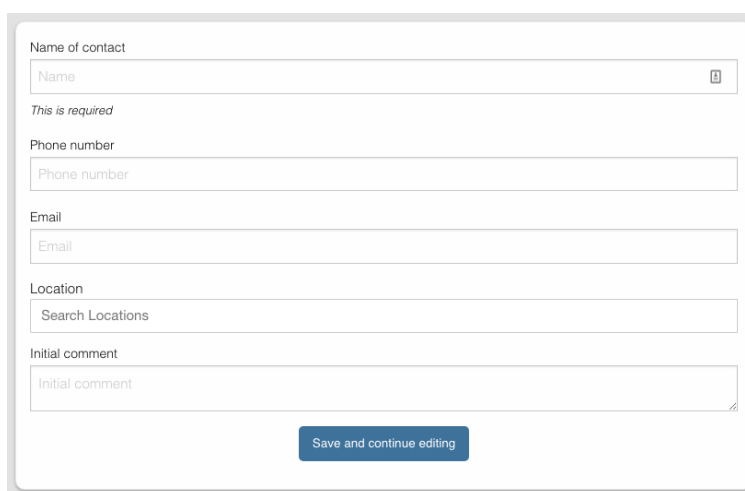
The Scenario

In your 3-month plan, you decided to prayer walk once a week. During one of your prayer walks, you got to talking to one of your neighbors, John, down the street who was out grabbing the mail. You asked if you could pray for him, and a great spiritual conversation began. He recalled going to a church as a kid, but hasn't really had friends in his life to talk about or even think about spiritual matters. He seemed really pleased to talk with you. You invited him and his wife, Jane, over for dinner. They are both in their 40s. As you got to know them, you shared with them about your desire to get to know your neighbors more and host a group in your home to discover the Bible together. John and Jane both expressed interest in joining. However, they both confessed that neither one of them own Bibles. While your spouse was dipping ice-cream for dessert, you go and wrap up a couple of Bibles and bring them down as gifts. They were both very grateful to receive them. Jane even said she wanted to bring her older sister and brother-in-law, Bob and Sue, to the group. You decide to set the date for Tuesday nights at 7 pm starting next week.

1. Add John as a new personal contact

 Create new contact

2. Fill out the **Contact Form** and save it.



The image shows a contact form with the following fields and labels:


- Name of contact**: A text input field with a placeholder "Name" and a required field indicator (a small "i" icon).
- Phone number**: A text input field with a placeholder "Phone number".
- Email**: A text input field with a placeholder "Email".
- Location**: A text input field with a placeholder "Search Locations".
- Initial comment**: A text input field with a placeholder "Initial comment" and a small icon for adding a comment.

At the bottom of the form is a blue button labeled "Save and continue editing".

3. This is John's **Contact Record**. Disciple.Tools has been designed to help you keep your discipleship relationships organized so you can pray for them and help them on their journey to discovering, sharing, and obeying Jesus.
4. Add the additional information you learned from the story in the **Details** tile by clicking "Edit."
5. Return to the **Contacts List Page** by clicking "Contacts" in the website menu.

6. Add Jane and her sister, Sue, and her brother-in-law, Bob, as new contacts.

 Create new contact

7. After adding the final person, locate the **Connections** tile in his or her contact record.
8. Create a group for them by clicking the add group button. 
9. Name the group, “John Doe and Family” and click “Create Group”

Create Group ×

Name of group

John Doe and family


This is required

Create Group

Cancel

Connections

Groups

Search groups 

Baptized By

Search multipliers and contacts

Baptized

Search multipliers and contacts

Coached By

Search multipliers and contacts

Coaching

Search multipliers and contacts

10. Add the rest of the group by searching for them under the **Members** tile in the **Group Record**. Don't forget to add yourself, since you will be leading it. To save, click on any blank spot on the page.
11. Edit the **Group Details** with additional information that you know. The start date will be the very next Tuesday on your calendar.
12. Add the additional information you know about Jane by going to her contact record. To navigate to her record from the group, just click on her name in the **Members** tile.

The First Meeting

Tuesday came and everyone showed up as planned. You decided to start the group off by going through the first session of the Hope Lesson. You all did a Three-Thirds style of Luke 18:9-14. Everyone participated and made a lot of great comments.

1. Return to Disciple.Tools and click “Groups” located in the website menu.
2. This is the **Groups List Page** which functions very similarly to the **Contacts List Page** as explained already. You can only view the groups that you create, you are assigned to, or that are shared with you by another user.
3. Click on the group, “Jon Doe and Family”

4. Update Disciple.Tools about how your first group meeting went. The **Comments and Activity** tile is a good place to log how meetings go so you don't forget important details.

Write your comment or note here

Submit comment

5. Since this group is committed to meeting together consistently around the Word, change the **Group Type** in the **Progress** tile to "Group."

Fast Forward

After meeting consistently for many months, on July 9th, John made the decision to get baptized as did his wife, Jane. You baptized John and John baptized his wife. The following week, Jane's sister also got baptized. Janet baptized her sister making that a third generation baptism. Another couple from Bob's office joined the group who were already believers, Jack and Ellen. After studying what it means to be a church fellowship, the group decided to identify itself as a church, to start giving some of their incomes to a worker overseas, and to continue sharing their stories and the gospel with family and friends.

1. Return to Disciple.Tools and update John, Jane, and Sue's contact records. Under the **Progress** tile, mark they have been baptized. Don't forget to add the dates!
2. Under the **Connections** tile add who baptized who
3. Return to **Contacts List Page** and add the new couple's contact records
4. Add the new couple to the **Group Record**
5. Update the **Group Record's Health Metrics** from what you learned in the story

 Create new contact

Health Metrics



Fellowship



Giving



Communion



Baptism



Prayer



Leaders



Word



Praise



Evangelism



Covenant