



Prosper Honey Church Management System

User Manual

Version: Premium Edition

Developed by: Sevlo Technologies

Support: support@sevlotechnologies.com

Support Portal: www.sevlotechnologies.com/prosperhoneysupport

"Everything your congregation needs, in one sweet place."

Welcome to Prosper Honey

Prosper Honey Church Management System is a Windows desktop application built specifically for small churches. It gives your leadership and staff the tools to:

Members & Giving

- Track and manage congregation members
- Record tithes, offerings, and all donations

Finance & Accounts

- Log and categorize church expenses
- Manage multiple fund accounts
- Generate professional financial reports (PDF)

Communication & Events

- Plan events on a shared calendar
- Email your congregation directly from the app

Data & Security

- Automatically back up your data to a USB drive
- Manage staff logins with role-based permissions
- And much more — all in one place

The app works **completely offline** — no internet required. Your church's data stays on your computer and never goes to the cloud unless you choose to back it up yourself.

System Requirements & Installation

System Requirements

Requirement	Minimum
Operating System	Windows 10 or Windows 11
Processor	Any modern CPU (dual-core or better)
RAM	4 GB or more
Storage	200 MB free space
Display	1280 × 768 resolution or higher
Internet	Not required (used only for email sending feature)

Installation

1. Download the Prosper Honey installer from www.sevlotechnologies.com/prosperhoneysupport
2. Double-click the downloaded .exe file
3. Follow the on-screen prompts — click **Next** and then **Install**
4. When installation is complete, click **Finish**
5. A **Prosper Honey** shortcut will appear on your desktop



Note: Windows may show a security warning when you first run the installer. Click "**More Info**" then "**Run Anyway**" — this is normal for new software.

First Launch & Setup

When you open Prosper Honey for the first time, the app will automatically:

- 1. Create your church database on your computer
- 2. Start your **30-day free trial**
- 3. Create a built-in administrator account

Default Administrator Login:

Field	Value
Username	admin
Password	PowerBreak321!

 **Important:** Change the admin password immediately after your first login. Go to **Admin Settings → Users**, find the admin account, and click **Edit**.

Logging In

Every time you open Prosper Honey, you will see the login screen.

- 1. Type your **Username** in the first field
- 2. Type your **Password** in the second field
- 3. Click **Sign In** or press **Enter**

If you forget your password, contact your church administrator — they can reset it from **Admin Settings → Users**.

User Roles Explained

Role	What They Can Do
Administrator	Full access to everything, including admin settings, user management, and subscription
Standard	Can add, edit, and delete records in all permitted modules
Basic	Read-only access — can view records but cannot make changes

Understanding the Interface

After logging in, you will see the main window with two parts:

The Sidebar (Left Panel)

The sidebar on the left shows all available modules. Click any module name to navigate to it. The currently active module is highlighted in gold.

Navigation items:

Icon	Module
	Dashboard
	Members
	Giving
	Expenses
	Accounts
	General Ledger
	Calendar
	Reports
	Email
	Backup
	Extras
	Help & Support
	User Management <i>(standard & admin)</i>
	Admin Settings <i>(admin only)</i>

At the very bottom of the sidebar, your name and role are displayed.

The Content Area (Right Panel)

When you click a module in the sidebar, its content appears in the large area on the right.

Trial Banner

If you are on the free trial, a yellow banner appears at the top reminding you how many days remain. Click **"Activate Now"** in that banner to enter your license key.

Dashboard

The Dashboard is your home screen. It gives you a quick snapshot of your church's activity at a glance.

What you'll see:

- **Total Members** — number of active congregation members
- **This Month's Giving** — total donations received this month
- **This Month's Expenses** — total expenses recorded this month
- **Net Balance** — giving minus expenses for the current month
- **Upcoming Events** — the next few events on your calendar
- **Recent Activity** — a summary of recently recorded transactions

The Dashboard refreshes automatically every time you navigate to it.

Members & Giving

Members — Navigate to: 👤 Members

The Members module is your complete congregation directory.

Members are listed in a table showing: Full Name, Phone Number, Email Address, Birthday, Join Date, and Action buttons (Edit / Delete). Use the **search bar** at the top to find a member by name.

Adding a New Member:

1. Click the "+ **Add Member**" button
2. Fill in the member's details: First Name and Last Name (*required*), Phone Number, Email Address, Address, Birthday, Join Date, Notes (any extra information)
3. Click **Save**

Editing a Member: Find the member in the table, click the **Edit** button in their row, update any fields, and click **Save**.

Deleting a Member: Click **Delete** on the member's row and confirm when prompted.



Note: Deleting a member does not delete their giving history — those records are preserved for your financial records.

Importing Members from Excel: Click " **Template**" to download a sample Excel file, fill in your member data, click " **Import Excel**" and select your completed file, then review the preview and confirm the import.

Giving — Navigate to: 💰 Giving

The Giving module tracks every dollar received by the church — tithes, offerings, and special donations.

Records are displayed in a table showing date, member name, amount, type, and notes. Use the **date range filter** at the top to view giving for a specific period.

Donation Types available: Tithe, Offering, Building Fund, Missions, Special Donation, Other

Recording a Donation:

1. Click "+ **Record Donation**"
2. Select the **Date**
3. Choose the **Member** from the dropdown (or type "Anonymous" if not linked to a member)
4. Enter the **Amount**
5. Select the **Donation Type**
6. Add any **Notes** (optional)
7. Click **Save**

Click **Edit** on any row to update the details, then click **Save**. Click **Delete** and confirm to remove a record — this is permanent, use carefully.

Use the **From** and **To** date pickers at the top to filter giving records by date range. The total for the selected period is displayed automatically.

Expenses, Accounts & General Ledger

Expenses — Navigate to: Expenses

The Expenses module tracks all money going out of the church.

Expense Categories: Utilities, Salaries, Maintenance, Supplies, Outreach, Other

Recording an Expense:

1. Click **" + Add Expense "**
2. Enter the **Date**
3. Write a **Description** of the expense
4. Enter the **Amount**
5. Select the **Category**
6. Optionally assign to a **Fund** (if you use designated funds)
7. Add **Notes** if needed
8. Click **Save**

Use the **Edit** and **Delete** buttons on each row, just like in the Members and Giving modules. Use the date filter and category dropdown at the top to narrow down what you see.

Accounts — Navigate to: Accounts

The Accounts module gives you a high-level view of your church's fund accounts and balances.

Here you can see:

- Each fund/account your church manages
- Current balance for each account
- A running summary of income vs. expenses per account

This module works alongside the General Ledger to give your leadership a clear financial picture.

General Ledger — Navigate to: General Ledger

The General Ledger provides a complete chronological record of all financial transactions — both income (giving) and expenses — in a traditional ledger format.

Use this for:

- Detailed financial reviews
- Board meeting presentations
- Year-end financial summaries
- Audit preparation

You can filter the ledger by date range and export the view as part of your reports.

Calendar, Reports & Email

Calendar — Navigate to: Calendar

The Calendar module helps you plan and track all church events. Events are displayed in a list organized by date. Upcoming events are shown at the top.

Adding an Event:

1. Click **" + Add Event "**
2. Enter the **Event Name** *(required)*
3. Select the **Date** *(required)*
4. Enter the **Time** (optional)
5. Enter the **Location** (optional)
6. Add any **Notes**
7. Click **Save**

Use the **Edit** and **Delete** buttons on each event row.

Email — Navigate to: Email

The Email module lets you compose and send messages to your congregation directly from inside the app.



Before sending email, you must configure your SMTP settings in **Admin Settings → SMTP Settings** (see Section 18).

Sending an Email:

1. Click the Email module in the sidebar
2. Enter a **Subject** line
3. Type your message in the **Body** area
4. Choose your **Recipients**: All Members, Active Members Only, or Select specific members
5. Click **Send**

Previously sent emails are stored in **Admin Settings → Email Log** so you always have a record of what was sent.

Reports — Navigate to: Reports

The Reports module generates professional financial summaries that you can view on-screen or save as a PDF to print or share.

Report	Description
Giving Summary	Total donations by date range, broken down by type
Member Giving	Individual giving records for each member
Expense Summary	Total expenses by category and date range
Income vs. Expense	Side-by-side comparison of giving and spending
Monthly Summary	Month-by-month financial overview

Running a Report:

1. Select the **Report Type** from the dropdown
2. Set the **Date Range** (From / To)
3. Click **Generate Report**
4. The report appears on screen with totals and breakdowns
5. Click **Save as PDF** to create a printable PDF file
6. Choose where to save the PDF on your computer

Tips for Reports:

- Run the **Income vs. Expense** report before every board or leadership meeting
- Use **Member Giving** reports to generate year-end giving statements for members
- Set the date range to January 1 – December 31 for annual reports

Backup & Restore

Navigate to:  Backup

Your church data is precious. Prosper Honey is designed to protect it automatically.

How Automatic Backup Works

Every time you **close the app**, Prosper Honey automatically creates a backup:

- **If a USB drive is plugged in:** The backup is saved to the USB drive in a folder called ProsperHoneyCMS_Backups
- **If no USB drive is connected:** The backup is saved to your computer at: C:\Users\[Your Name]\AppData\Roaming\ProsperHoneyCMS\backups\



Best Practice: Always plug in your USB thumb drive before closing the app. This gives you an off-computer copy of your data.

Creating a Manual Backup

1. Navigate to  Backup
2. Click "**Back Up Now**"
3. The backup runs immediately and shows a confirmation message

Backing Up to a Specific Location

1. Click "**Back Up to Custom Location**"
2. Browse to the folder where you want to save the backup
3. Click **Select** — the backup saves there immediately

Restoring from a Backup

If you ever need to restore your data (after a computer issue or when moving to a new computer):

1. Navigate to  Backup
2. Click "**Restore from Backup**"
3. Browse to the backup .db file you want to restore
4. Confirm the restore
5. **Restart the app** after restoring — this is important!



Warning: Restoring a backup replaces all current data with the backup's data. Make sure you're restoring the right file.

Backup File Naming

Backup files are named like this:

church_backup_2025-12-25_10-30-00.db

The name includes the date and time the backup was made, so you can always find the right one.

Extras, Admin Settings & Support

Extras — Navigate to: ⚙️ Extras

The Extras module contains eight additional tools organized as tabs at the top of the screen.

17.1 Volunteers

Track church volunteers and their roles. Fields: Name, Role (e.g., Usher, Sunday School Teacher, Worship Team), Phone and Email, Active / Inactive status, Notes. Click **" + Add Volunteer"** to add someone, and use the **Edit / Delete** buttons to manage existing records.

17.2 Inventory

Keep track of physical items owned by the church. Fields: Item Name, Category (e.g., Kitchen, AV, Equipment, Office), Quantity, Unit, Location, Condition (Good / Fair / Poor), Notes. Useful for tracking chairs, tables, kitchen supplies, audio equipment, and anything else the church owns.

17.3 Assets

Track valuable church property with purchase details. Fields: Asset Name, Category (e.g., Equipment, Furniture, Vehicle), Purchase Date, Value (\$), Condition, Location, Serial Number, Notes. Use this for items like the sound system, projectors, computers, and vehicles.

17.4 Sermon Archive

Keep a searchable record of every sermon preached. Fields: Date, Title, Preacher, Series (optional), Scripture reference, Notes / Summary, Media URL (link to recording, if available).

17.5 Prayer Requests

Track prayer requests from congregation members. Fields: Member Name, Prayer Request (description), Status (Active / Answered / Closed), Date Submitted, Date Closed, Notes. Active prayer requests appear at the top. Mark requests as **Answered** when the prayer is fulfilled.

17.6 Children's Ministry

Maintain a registry of children in your children's programs. Fields: First Name and Last Name, Date of Birth, Class/Group (e.g., Nursery, Toddlers, Elementary), Parent/Guardian Name, Parent linked to a member (optional), Parent Phone, Notes, Active / Inactive.

17.7 Announcements

Create and manage church announcements. Fields: Title, Body (the announcement text), Author, Post Date, Expiration Date (optional — when the announcement is no longer relevant), Active / Inactive. Great for keeping a record of past announcements and planning future ones.

17.8 Communications

The Communications tab gives you a quick log of congregation communications — useful for tracking outreach and follow-up activities alongside the main Email module.

Admin Settings

The Admin Settings area

18.1 Users Management

Manage all staff login accounts from here.
To add a new user:
1. Click **" + Add User"**
2. Enter their Full Name, Username, and Email
3. Set a Password (at least 6 characters)
4. Choose their **Role**: Standard or Basic (or Administrator for full access)
5. Set **Module Permissions** for each section: **Write** — can add, edit, and delete; **Read** — can view only; **None** — no access to that module
6. Use the **Quick Presets** buttons to quickly set all permissions to Standard, Basic, or None
7. Click **Save User**
To edit a user: Click **Edit** next to their name, make changes, and click **Save User**.
To deactivate a user (without deleting them): Edit the user and uncheck "Account Active." They will no longer be able to log in.
To delete a user: Click **Delete** next to their name and confirm.

Note:

The last remaining Administrator account cannot be deleted. There must always be at least one admin.

18.2 Subscription (Email>Settings)

View your Prosper Honey subscription. Current Subscription info shows: Status (Active / Expired), Plan name, Expiration date (or "Never" for Lifetime), Days remaining.

Entering a License Key:

1. You will receive a license key from Sevlo Technologies when you purchase a plan

2. The key looks like: PHCMS-XXXX-XXXX-YYYYMMDD

3. Lifetime keys end in: PHCMS-XXXX-XXXX-99991231

4. Paste or type the key in the field and click **Activate Key**

5. A success message confirms activation

18.3 SMTP Settings Tab

Configure email settings so the app can send emails to your congregation.

Field	Example
SMTP Host	smtp.gmail.com
Port	587
Username	your email address
Password	your app password
From Name	First Baptist Church
From Email	info@youremail.com
Use TLS	☒ Checked (recommended)

For Gmail users: Host: smtp.gmail.com, Port: 587, Use TLS: Yes, Password: Use a **Gmail App Password** (not your regular Google password) — Go to myaccount.google.com → Security → App Passwords → Generate one for "Mail"
For Outlook / Microsoft 365: Host: smtp.office365.com, Port: 587
After entering settings, click **Save Settings**, then click **Test Connection** to confirm it works.

18.4 Email Log Tab

A complete history of every email sent through the app: Date and time sent, Subject line, Number of recipients, Who sent it, Status (Success / Failed), Error message (if it failed).

Help & Support — Navigate to: ? Help & Support

The in-app Help section provides quick access to support resources without leaving the app. You'll find: **Email Support** (click the email address to open your email client pre-addressed to support), **Support Website** (click the link to open the support page in your browser), and **Troubleshooting Tips** including how to restart the app, where to find your local backups if your USB wasn't connected, tips for moving to a new computer, and what to do after a restore.

Activating Your License

Prosper Honey starts with a **30-day free trial** that gives you full access to every feature with no restrictions.

When the trial expires, you will see an expiration screen on login. The app will not open until a valid license key is entered or the subscription is extended.

Option 1 — From the trial banner (during trial): Click the **" ⚙️ Activate Now"** button in the yellow banner at the top of the screen, then enter your license key and click **Activate**.

Option 2 — From Admin Settings: Go to **⚙️ Admin Settings → Subscription**, scroll to the **"Enter License Key"** section, paste your key and click **Activate Key**.

Plan	Key Format	Example
1 Year	PHCMS-XXXX-XXXX-YYYYMMDD	PHCMS-A1B2-C3D4-20261201
3 Years	PHCMS-XXXX-XXXX-YYYYMMDD	PHCMS-A1B2-C3D4-20281201
5 Years	PHCMS-XXXX-XXXX-YYYYMMDD	PHCMS-A1B2-C3D4-20301201
Lifetime	PHCMS-XXXX-XXXX-99991231	PHCMS-A1B2-C3D4-99991231

License keys are provided by Sevlo Technologies when you purchase a plan. Keep your key in a safe place — email it to yourself as a backup.

Troubleshooting

The app won't open / crashes on startup

1. Close the app completely if it appears in the taskbar

2. Restart your computer

3. Try opening the app again

4. If the problem continues, email support@sevlotechnologies.com with a description of what happens

I can't log in — wrong password

• Double-check that Caps Lock is not on

• Passwords are case-sensitive

• Ask your church administrator to reset your password in **Admin Settings → Users**

• Default admin password (if never changed): PowerBreak321!

The app says my license has expired

1. Log in with the administrator account

2. Go to **⚙️ Admin Settings → Subscription**

3. Enter your license key in the "Enter License Key" section and click **Activate Key**

4. Contact support@sevlotechnologies.com if you need a new key or to purchase a renewal

I can't find my backup file

If your USB drive was plugged in when you closed the app: Look on your USB drive in a folder called: ProsperHoneyCMS_Backups

If your USB drive was NOT plugged in: Your backup was saved automatically to your computer at: C:\Users\YourName\AppData\Roaming\ProsperHoneyCMS\backups\

To navigate there quickly: Press **Windows Key + R** to open the Run dialog, type %APPDATA%\ProsperHoneyCMS\backups and press Enter, and the folder will open with your backup files.

Email is not sending

1. Go to **⚙️ Admin Settings → SMTP Settings**

2. Verify your host, port, username, and password are correct

3. Click **Test Connection** — it will show an error message if something is wrong

4. For Gmail: make sure you are using an **App Password**, not your regular Gmail password

5. Make sure your internet connection is active

Data looks wrong or missing after a restore

1. After any restore, always **close and reopen the app completely**

2. The app needs to reload the database fresh — things may look stale until you restart

3. If data is still missing, restore a different (older) backup file

The app is running slowly

1. Close the app completely

2. Wait 10 seconds

3. Reopen it — this clears temporary memory and usually fixes slowness

4. If slowness continues, restart your computer

A module is missing from my sidebar

Each module is controlled by user permissions. If a module is missing:

1. Ask your administrator to check your account permissions

2. Go to **⚙️ Admin Settings → Users**, find your account, click **Edit**

3. Make sure the missing module is set to at least **Read** access

Frequently Asked Questions

Q: Does Prosper Honey work without internet?
A: Yes! The app works completely offline. An internet connection is only needed if you want to use the Email feature to send messages to the members.

Q: Can multiple people use the app at the same time?
A: Prosper Honey is a single-computer desktop app — it runs on one PC at a time. However, you can create multiple user accounts so different people can log in on the same computer. Each person gets their own username and password.

Q: How often should I back up my data?
A: The app automatically backs up every time you close it, so if you follow good habits (plug in your USB drive before closing), you're always protected. For extra safety, consider doing a manual backup before major data entry sessions.

Q: Can I move Prosper Honey to a new computer?
A: Yes! Here's how: On the old computer, go to **📁 Backup** and click "Back Up Now" with your USB drive plugged in. Install Prosper Honey on the new computer. Go to **📁 Backup → Restore** and select the backup file from your USB drive. Restart the app.

Q: What happens to my data if the app expires?
A: Nothing is deleted. Your data is always safe on your computer. You just won't be able to open the app until you enter a valid license key. Contact us at support@sevlotechnologies.com to renew.

Q: Can I print reports?
A: Yes! The Reports module lets you save any report as a PDF. You can then open that PDF and print it normally from any PDF reader (like Adobe Reader or the built-in Windows PDF viewer).

Q: How do I give a member read-only access?
A: Create their user account with the **Basic** role, or use the "Basic (all read-only)" preset in the permissions section when editing their account. They will be able to view all modules but will not be able to add, edit, or delete any records.

Q: Can I customize which modules a user can see?
A: Yes! Each module has its own permission setting (Write / Read / None) that you can configure per user. Set a module to **None** and it won't appear in that user's sidebar at all.

Q: Is my data secure?
A: Yes. All data is stored in a local encrypted database on your computer. Passwords are securely hashed (scrambled) using industry-standard encryption — no one, including Sevlo Technologies, can read your passwords. Your church's financial and member data never leaves your computer.

Q: What does the support plan include?
A: With an active support plan, you get priority email responses from our team, all app updates and bug fixes, and access to new features as they are released. Without an active support plan, your app continues to work — you just won't receive updates or priority support.

Contact & Support

Channel	Details
Email	support@sevlotechnologies.com
Support Portal	www.sevlotechnologies.com/prosperhoney-support
Response Time	Within 1 business day (with active support plan)

Thank you for choosing Prosper Honey. We hope it blesses your ministry!

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