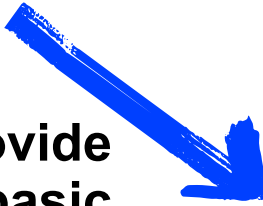# INTRODUTION TO

## ServWare

# For Secretaries/Treasurers

This session will provide a demonstration of basic features relevant to conference secretaries and treasurers for those new to the ServWare database.

**SATURDAY, MAY 4**
**10:00AM-12:00PM**
**BAY VIEW PUBLIC LIBRARY**
**2566 S. KINNICKINNIC AVE**
**MILWAUKEE, 53207**

## Agenda

**Welcome | Prayer**
**Presentation / Demonstration:**
- **Overview of ServWare Features**
- **Track Miles and Hours in Service**
- **Manage Conference Files**
- **Types of Reports**
- **Finance Features**

**Resources for Further Instruction**
**Questions & Answers**

**RSVP by Thurs., May 2**
**Contact Beth**
**bhohenfeldt@svdpmilw.org**
**414-667-0240**