



PeopleView
MissionInsite
Instructions

QUADRENNIUM REPORTS

2017 Quadrennium Survey is uploaded.

Survey includes religious and ministry information for our community. With PeopleView, MissionInsite now provides four new reports designed around mission questions.

- ▶ **MinistryInsite Report**– program & ministry preferences, life concerns, religious congregation or community participation and social media & information preferences.
- ▶ **MinistryInsite Priorities**– top priorities lists (good companion piece to MinistryInsite Report)
- ▶ **ReligiousInsite Report** – beliefs about God and Jesus, religious preferences & affiliations, social & moral values, and faith & religious involvement
- ▶ **ReligiousInsite Priorities**– top priorities lists (good companion piece to ReligiousInsite Report)



Report can be run two different ways.

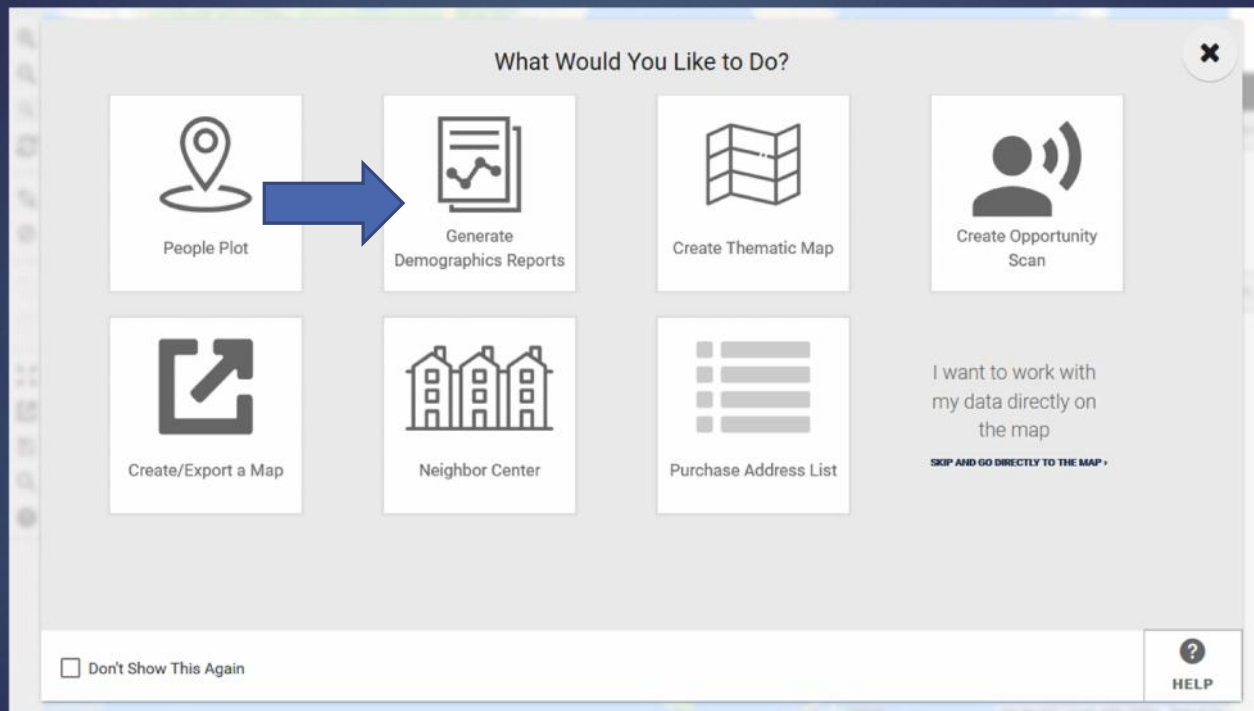
1. If you have no saved shape.
2. If you have a saved shape.



1. If you have no saved shape.

Go to PeopleView

When the cubes appear click on *Generate Demographics Reports*



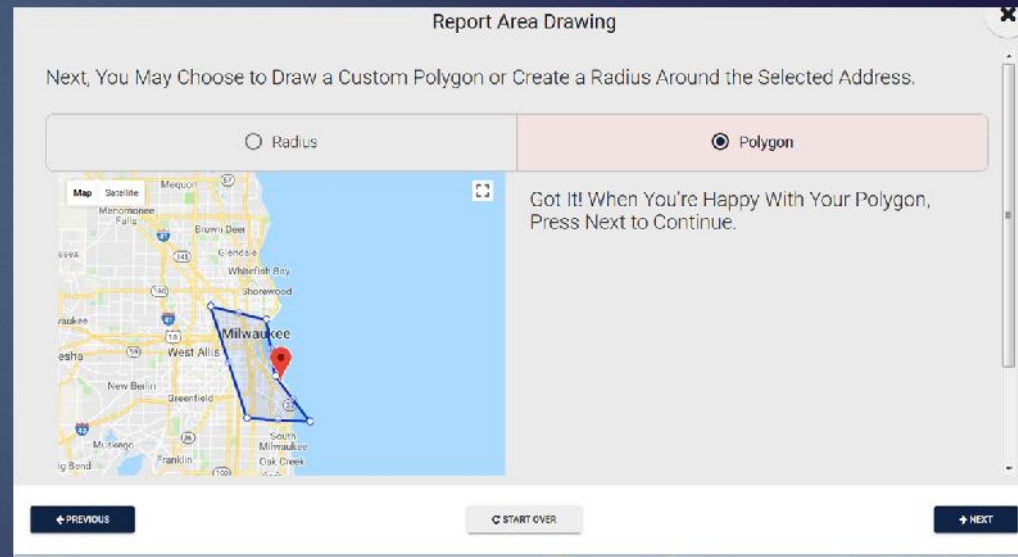
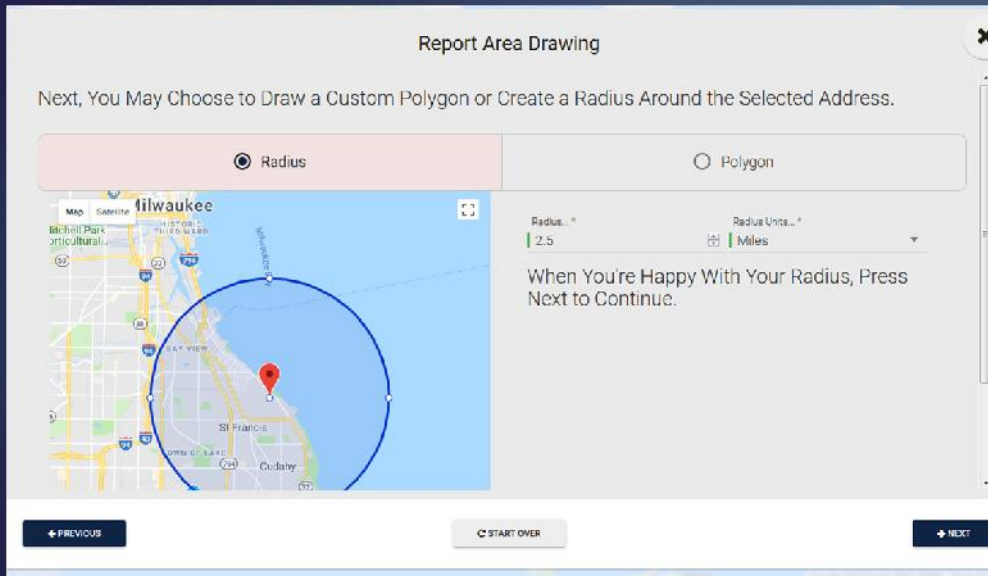
Click on *Radius* or *Polygon Draw*.

This will bring up a line to enter the address of your parish or school.

Enter your address and click *Next*.

The screenshot shows a mobile application interface for 'Archdiocese of Milwaukee RC Base Study'. The main heading is 'Demographics Geographic Area Setup'. Below the heading, it asks the user to select the type of geographic area they want to report on. Two options are available: 'Predefined Boundaries (e.g. Zip Codes, Cities, Counties, etc.)' and 'Radius or Polygon I Draw'. The second option is selected. A text input field is provided for the address, with a dropdown menu showing suggestions: '3501 S Lake Drive, St. Francis, WI' and '3501 South Lake Drive, St. Francis, WI, USA'. Below the input field, there is a confirmation message: 'Got it! When You're Happy with your Selection, Press Next to Continue.' and the address '3501 South Lake Drive, Saint Francis, WI, USA' is displayed. At the bottom of the form, there are three buttons: 'PREVIOUS', 'START OVER', and 'NEXT'. The application's navigation bar at the bottom includes icons for Home, Layers, Shapes, Plugins, Settings, History, and Help. The footer contains the text '© 2018 - MissionSite - BETA Release Candidate - 2018.01'.

Click on *Radius* (easiest) or click on *Polygon* (draw your own shape). Radius comes up at 2.5 miles, but you can change it to suit what you want. Click *Next*.



Click *Predefined* – This brings up not only the four Quadrennium reports, but also *ExecutiveInsite*, *FullInsite* and *QuickInsite*.

Great. Now, Choose Which Reports You Want to Run

Predefined Custom

Prepared for *
Archdiocese of Milwaukee RC

Please Name your Study *
2.5 mi Around 3501 South Lake Drive, Saint Francis, WI, USA

ExecutiveInsite FullInsite QuickInsite

ReligiousInsite ReligiousInsite Priorities MinistryInsite MinistryInsite Priorities

← PREVIOUS START OVER

You may change the title and name of your study – for example, your parish or school name.

Click on the reports you want. You can choose multiple reports. They will run one after the other.

Click *Next*.

Great. Now, Choose Which Reports You Want to Run

Predefined Custom

Prepared for *
Archdiocese of Milwaukee RC

Please Name your Study *
2.5 mi Around 3501 South Lake Drive, Saint Francis, WI, USA

ExecutiveInsite

FullInsite

QuickInsite

ReligiousInsite

ReligiousInsite Priorities

MinistryInsite

MinistryInsite Priorities

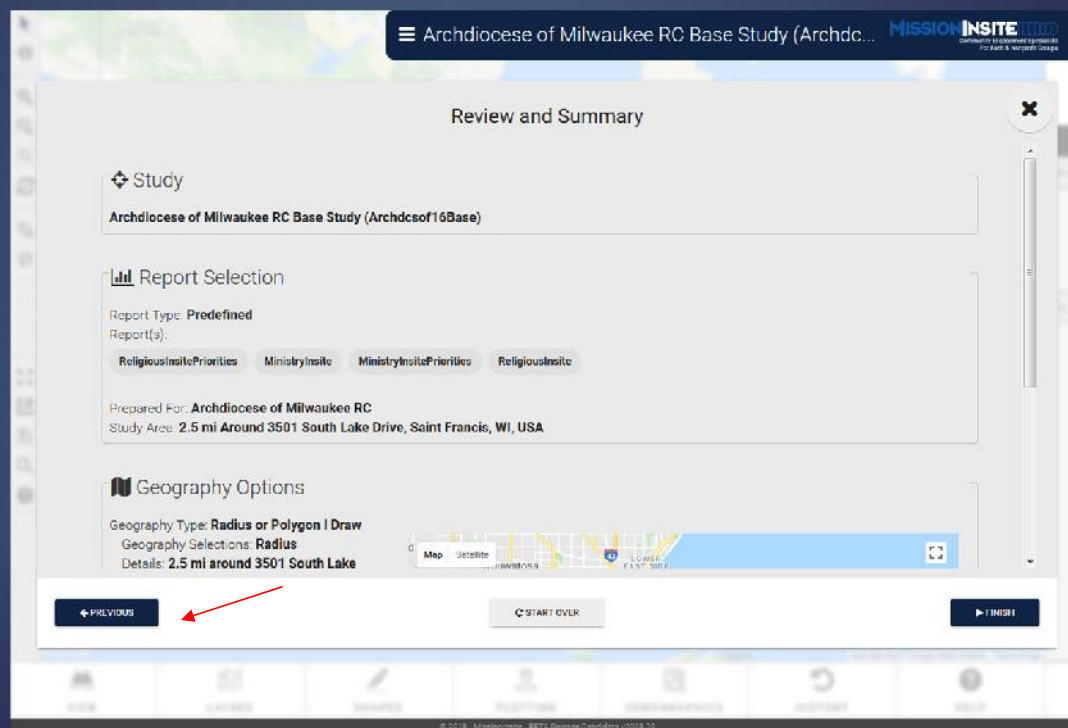
← PREVIOUS

START OVER

→ NEXT

Review. If you have changes to make, click on *Previous*.

Once you are satisfied, click *Finish* and report(s) will run, giving you an option to save or open.

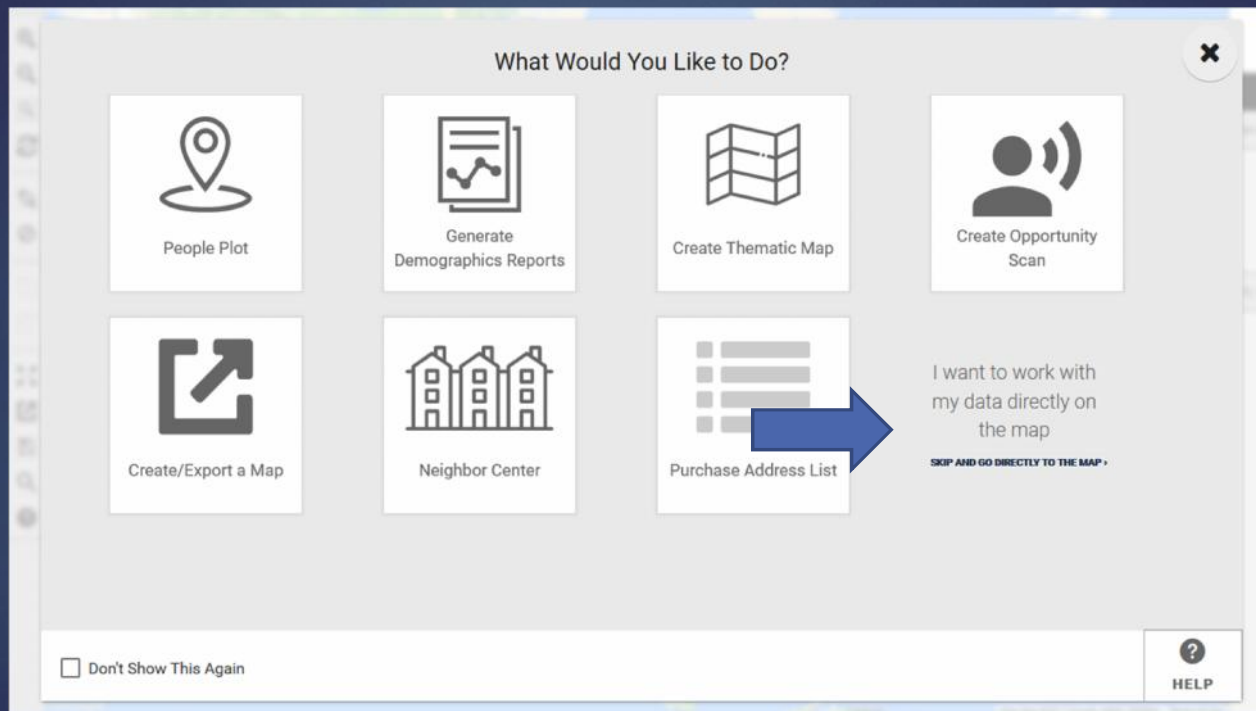




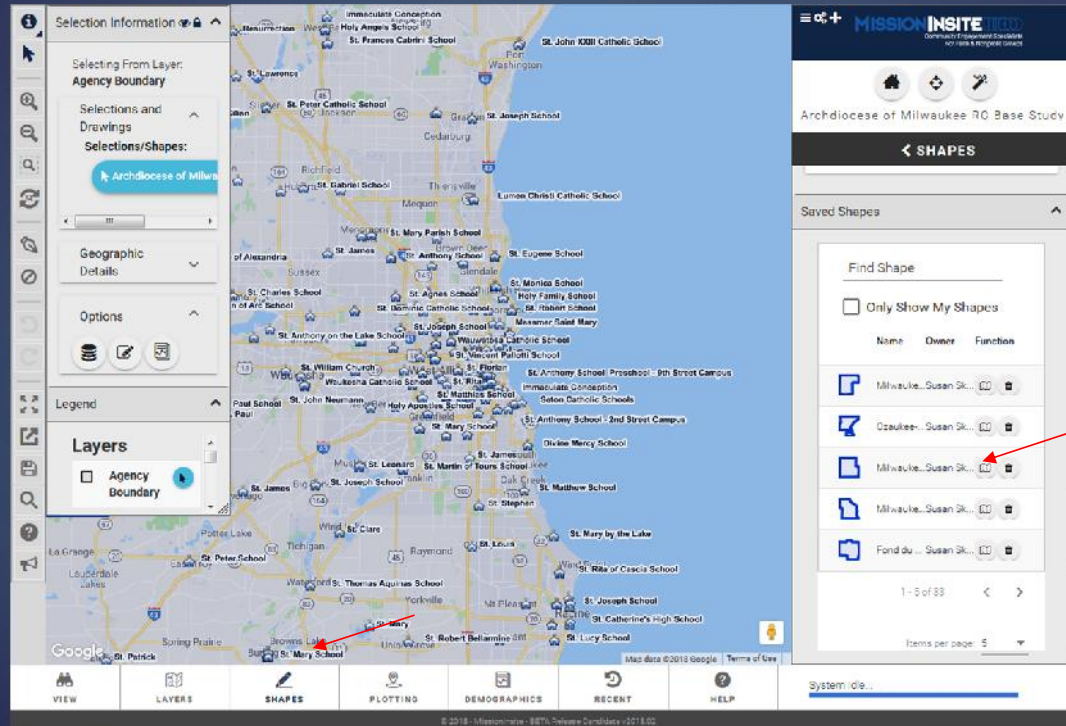
2. If you have a saved shape.

Go to PeopleView

When the cubes appear click on *I want to work with my data directly on the map*



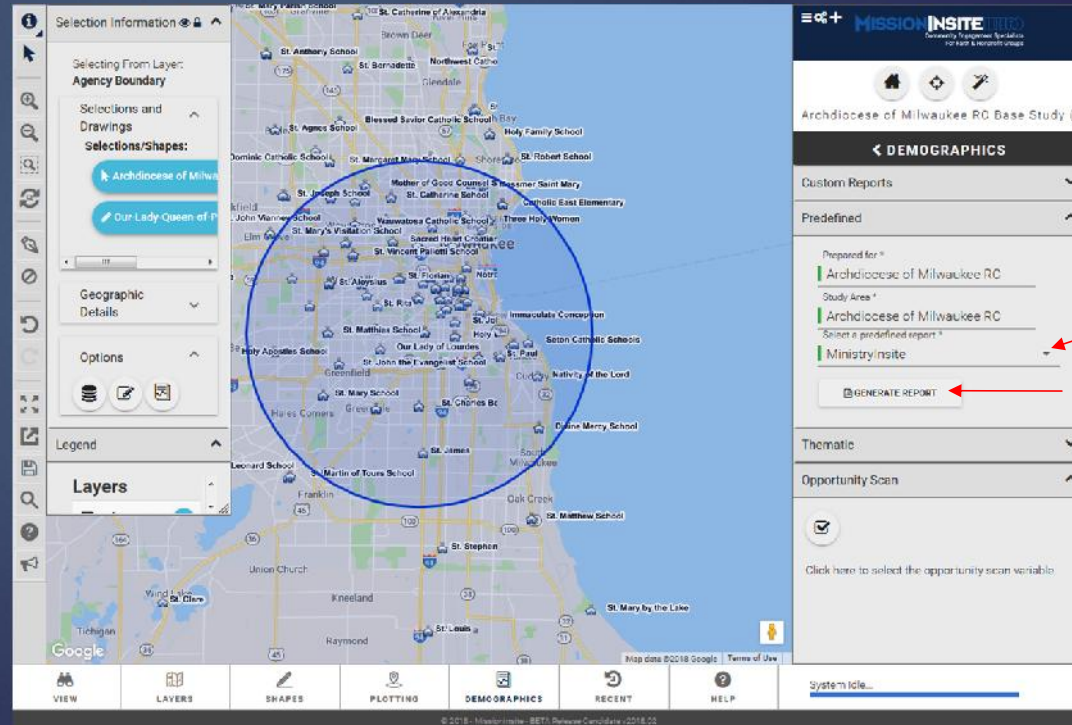
Click on *Shapes* on the Navigation (bottom) bar. On Control Center box (on right), scroll down to *Saved Shapes* and choose your shape and then click on *Draw* icon.




Click on *Demographics* on the Navigation bar.
On Control Center box (on right), go to *Predefined Reports*. Go to drop down arrow and choose your report.

Click on *Generate Report*.

NOTE: Once that report is done, you can choose another report.





The report(s) run as a PDF.

My preference is to open it and then save to my computer.

Remember: Reports are **only saved for 30 days** on MissionInsite. For this reason, it is strongly recommended that you save your reports immediately to your computer.