



# PeopleView MissionInsite Instructions

**PLOT CONGREGANTS ON MAP**

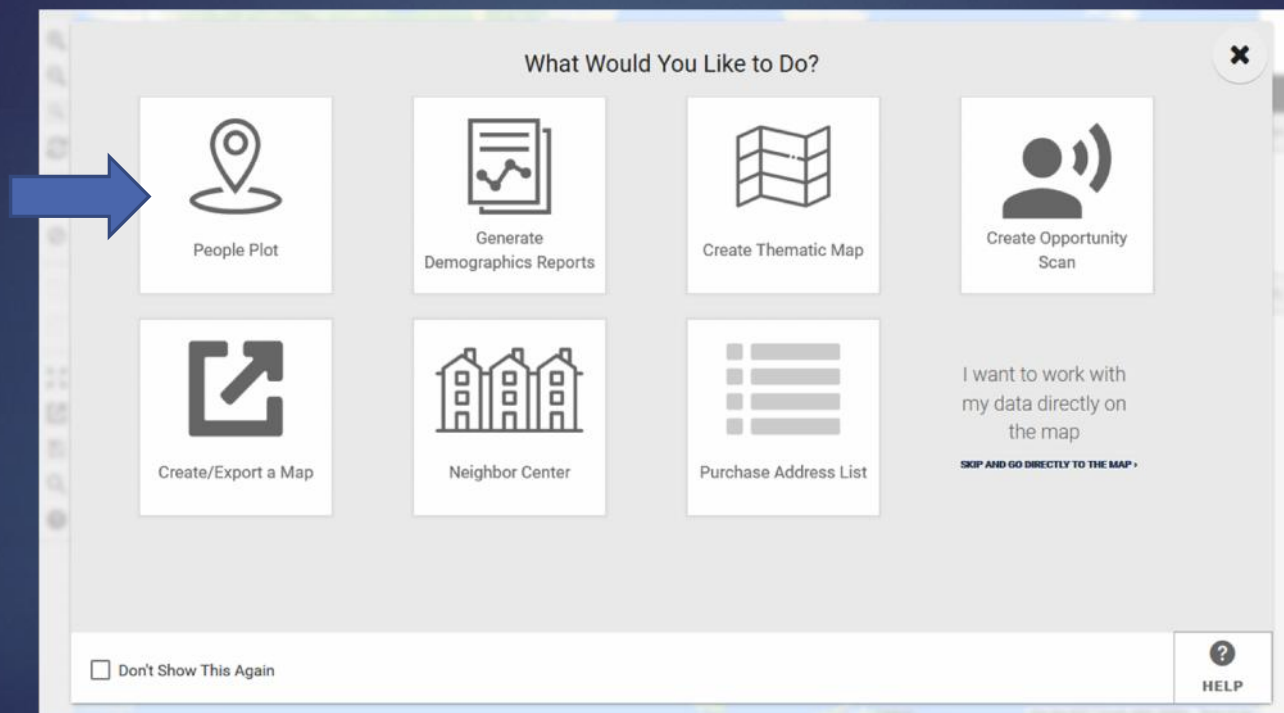
# Plotting Congregants & Setting Up a Map Shape

Annually (aim for Fall), the Office for Missionary Planning and Leadership will upload the latest congregants into MissionInsite. This is information that is provided by the parish to the Development Office.

- ▶ We will inform you when the latest congregants are updated through the *Missionary Leader Update*.
- ▶ Once you plot your congregants, you can then run a ComparativeInsite report.
- ▶ **Note:** The information is only as accurate as what you report to the Development Office.

Go to PeopleView

When the cubes appear click on *People Plot*



Click on *Plot People*. The cube will turn blue.  
Click *Next*.

First, Would you Like to Plot People or Upload People?



Plot People



Upload People

**How to Upload  
People for People  
Plot - Video**

← PREVIOUS

⌂ START OVER

→ NEXT

Click on *Congregants* (box on the right).  
Click *Next*.

Which Type of People Would You Like to Plot?

Congregants (Default)

Schools

← PREVIOUS    START OVER    → NEXT

*All* – is the default. Keep that.

Click on *All Studies* for drop down box. **NOTE:** This should only appear if you are part of a Multi-Parish Community. It would list your different parishes.

Then click on *All Studies* to deselect everything, and then choose your parish.

Click *Next*. Keep at *All* and click *Next* again

**NOTE:** If you are part of a Multi-Parish community, you can only plot one parish at a time.

Lets Decide Which Congregants You Want to Plot

Congregants (Default)

All  Some

OK, Lets Narrow Down Which Congregants (Default) You're Looking For. You Can Use the Selections Below to Determine Which Congregants (Default) Should be Plotted.

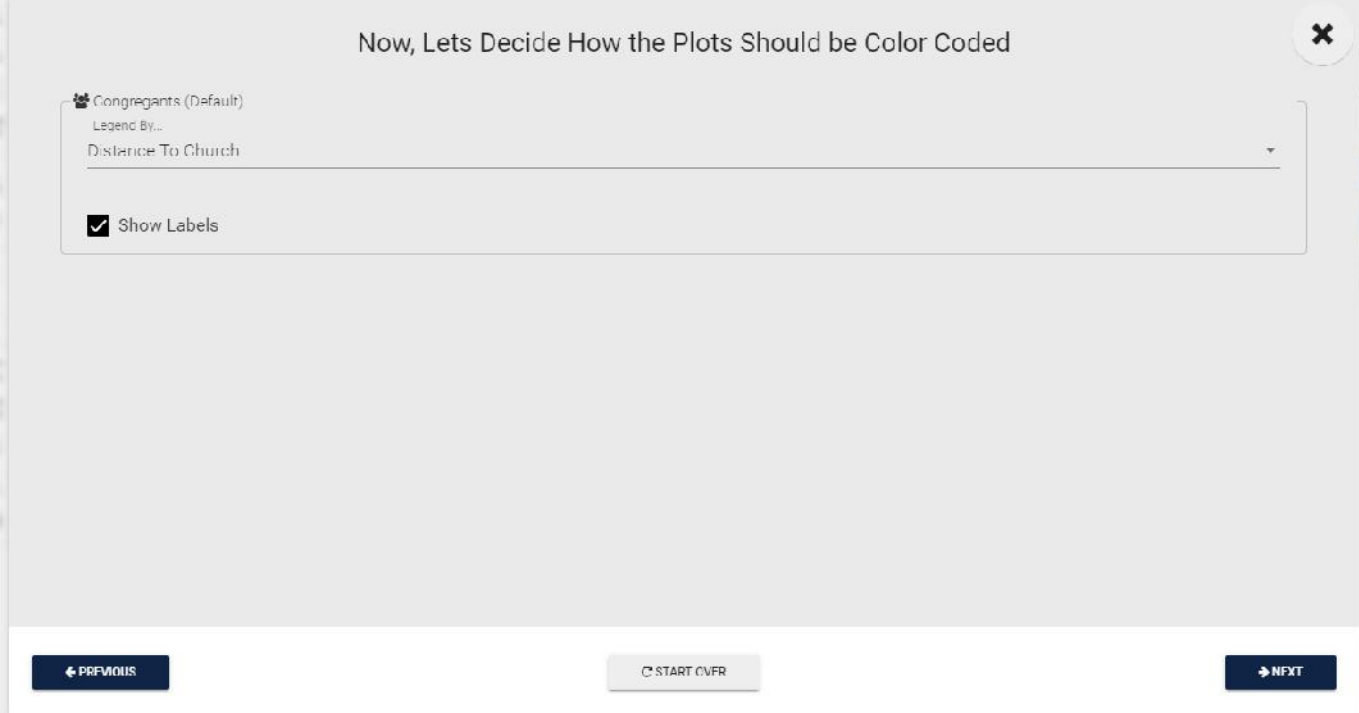
All Studies

Search...

- All Studies ()
- All Saints - Milwaukee (AllSMilwaukee)
- Annunciation - Fox Lake (AnnFoxLake)
- Blessed Sacrament - Milwaukee (BleSMilwaukee)
- Blessed Savior - Milwaukee (BleSMilwaukee1)

← PREVIOUS    START OVER    → NEXT

Click on *Legend* and choose *Distance to Church* to see colored dots on map representing distance. Choose *Show Labels* to name and address of individual people. Click on *Next*.



Now, Lets Decide How the Plots Should be Color Coded

Congregants (Default)  
Legend By...  
Distance To Church

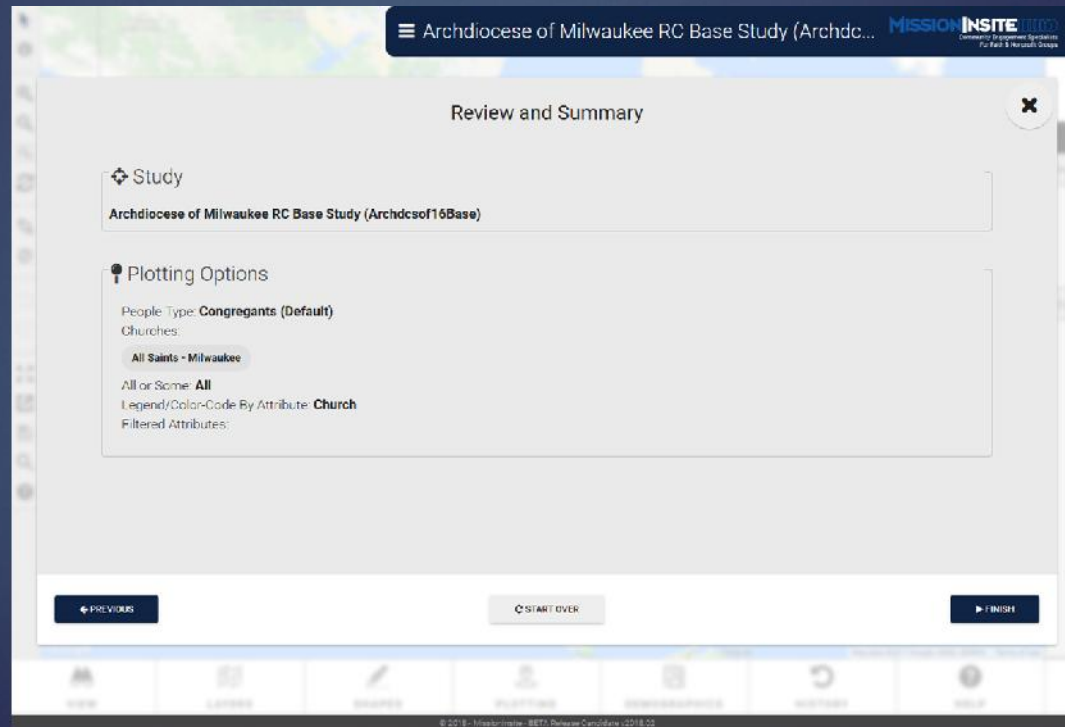
Show Labels

← PREVIOUS    START OVER    → NEXT

The screenshot shows a configuration window titled "Now, Lets Decide How the Plots Should be Color Coded". It features a legend for "Congregants (Default)" with a "Legend By..." dropdown menu currently set to "Distance To Church". Below this, there is a checked checkbox for "Show Labels". At the bottom of the window, there are three navigation buttons: "PREVIOUS" (with a left arrow), "START OVER" (with a refresh icon), and "NEXT" (with a right arrow).

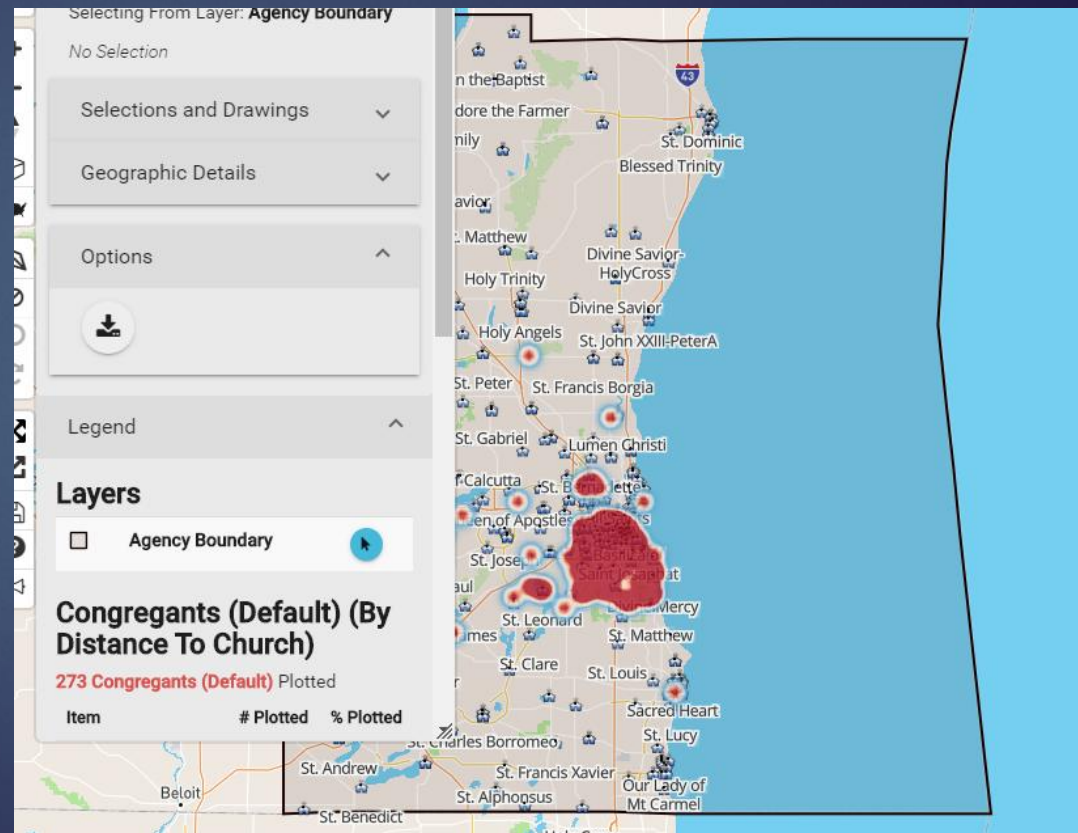
The Review and Summary Page comes up for you to check.

If everything is fine, click *Finish*. The map with congregants plotted will appear.

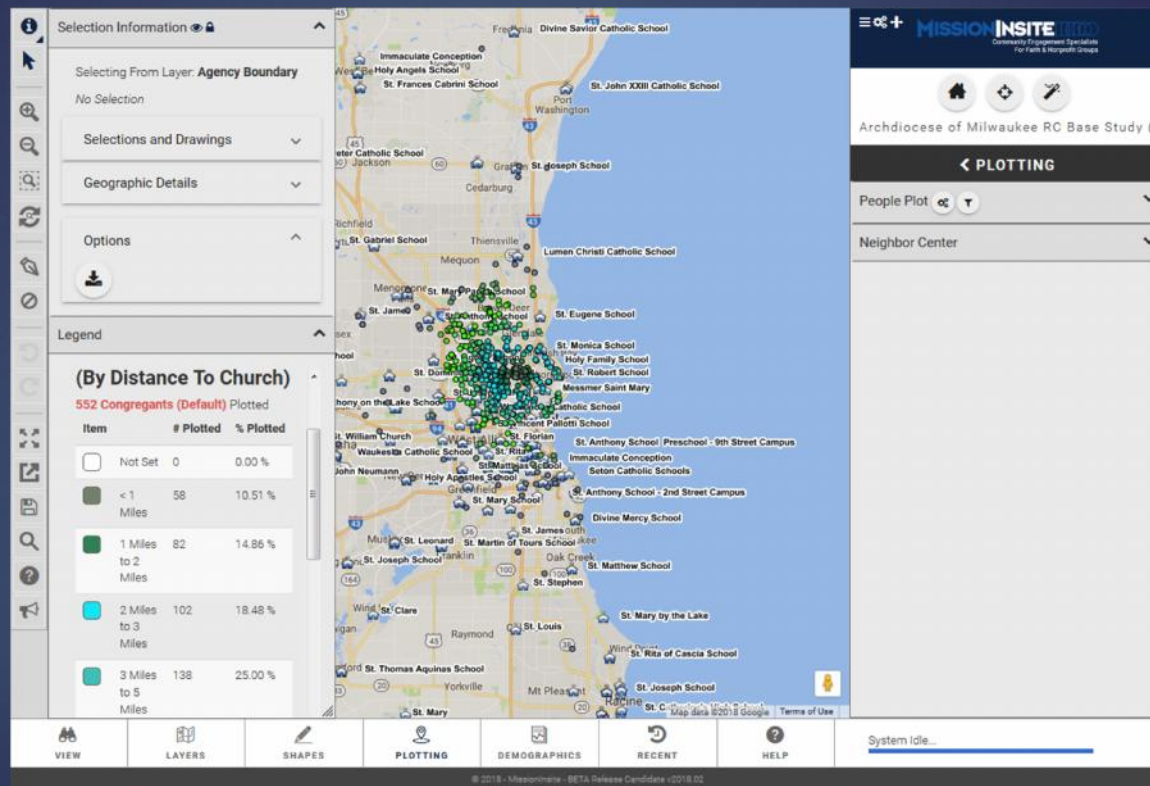




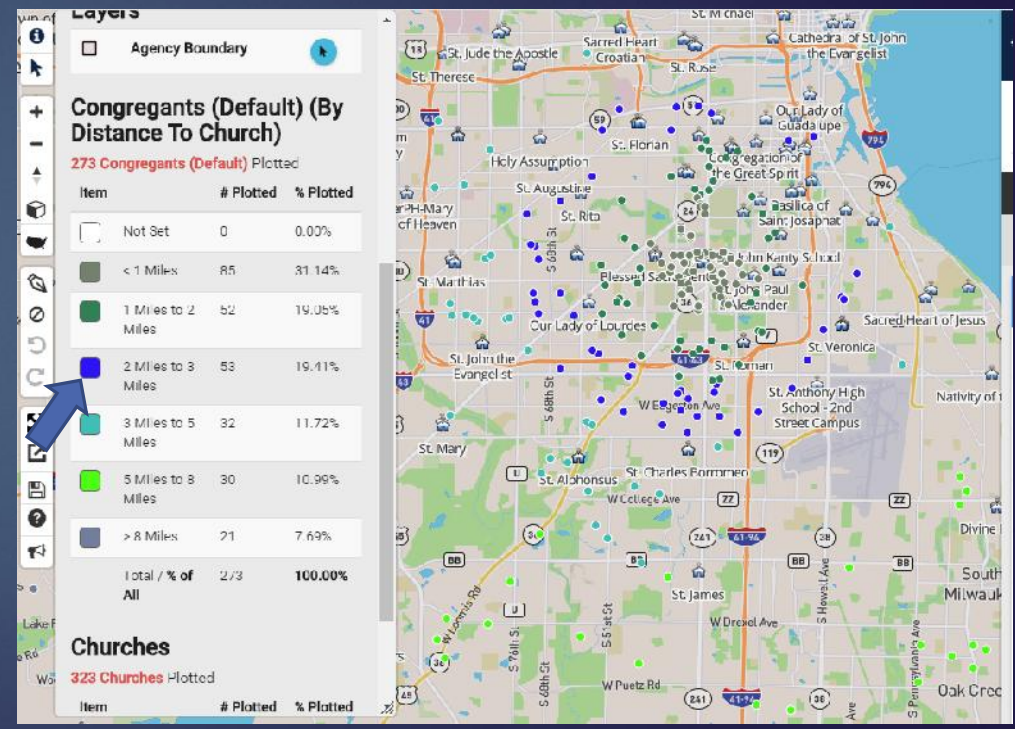
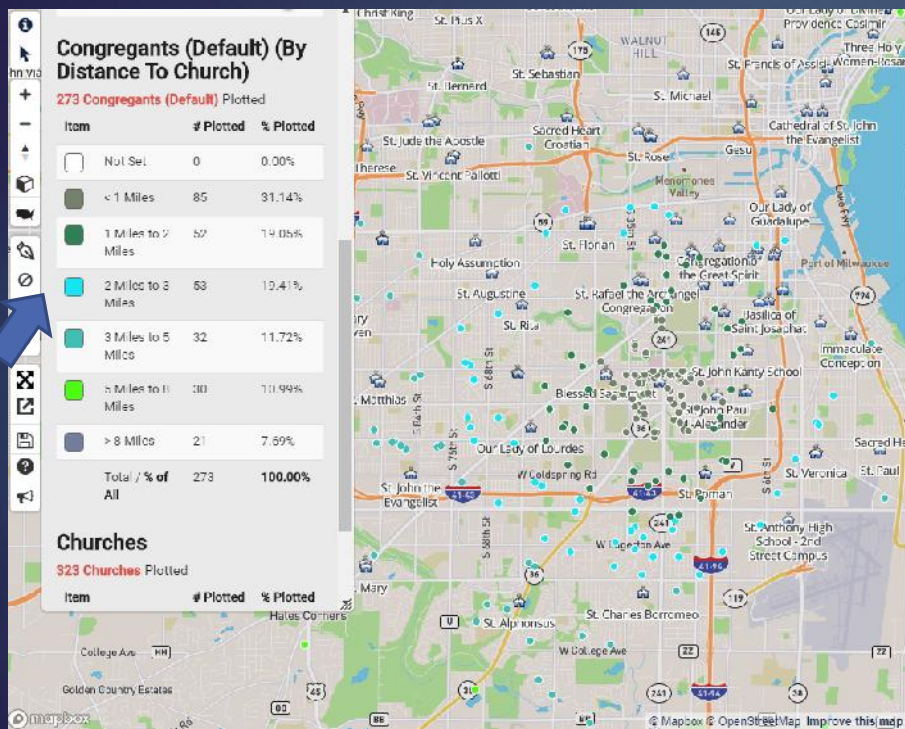
This sample shows how it appears on the map. This is a heat map. As you scroll in, individual people will become more distinct. See the next slide.



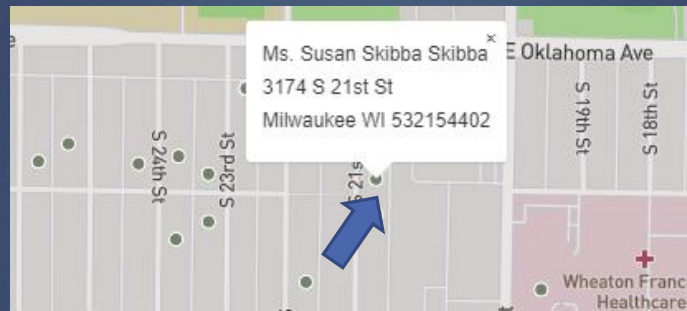
The closer you scroll on the map, you will see individual colors with *Distance to Church*.



**Note:** If you don't like the color of the dots, click on the color, and choose a new one. Double-click and map will change to new color.



By choosing *Show Labels*, you can click on any dot and see the person and address at that location.



## To draw a shape around the congregants:

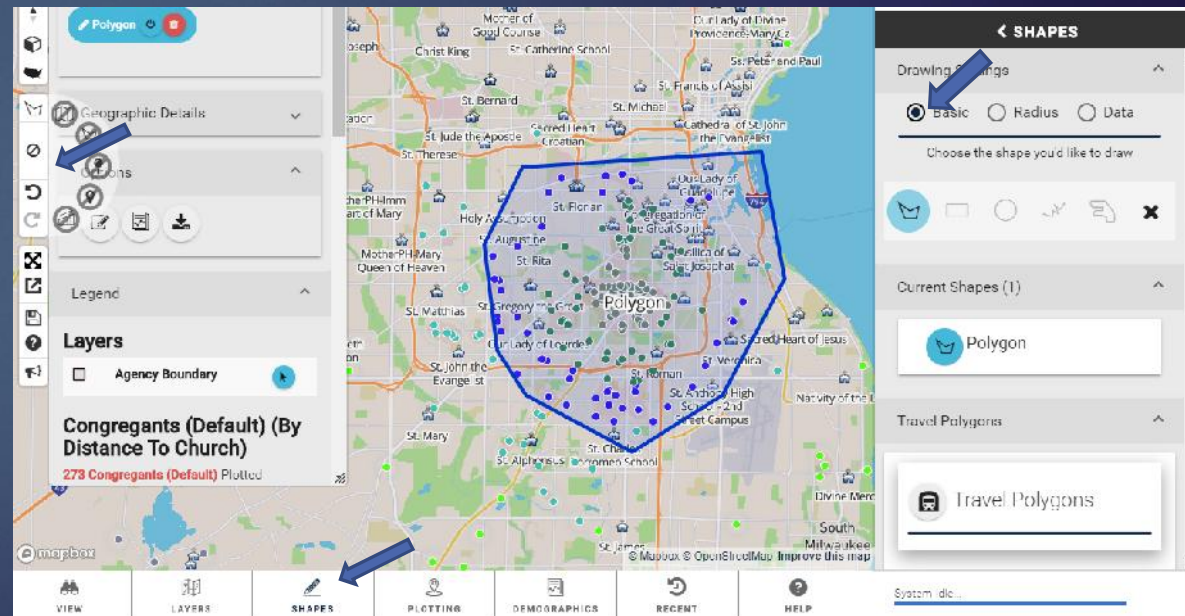
Click on *Shapes* on the Navigation bar.

Then choose the shape:

*Basic* – you can choose a shape, like a polygon.

*Radius*, you can choose the radius in miles.

Try different styles to get what you want. If you don't like a shape, delete it by clicking on *Clear Map icon* on the Tool bar (choose shape)

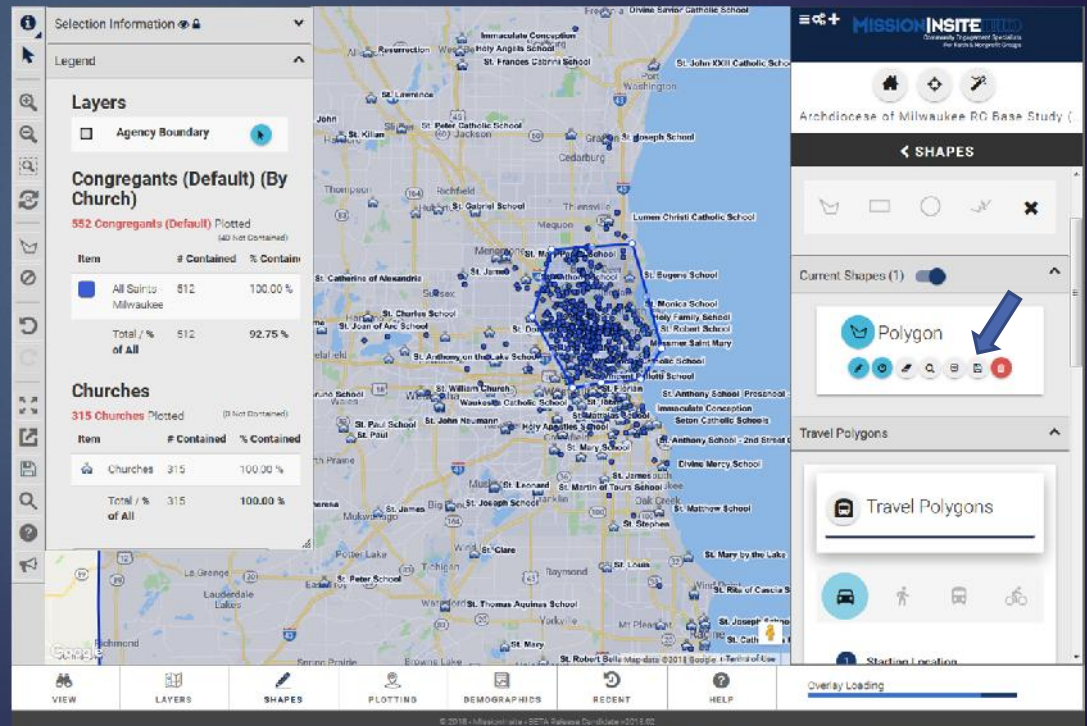


When you have the shape you like, save it. Click on *Shapes* on the Navigation bar.

On the Control Center, by *Current Shapes* click on *Save Shape* icon. It will bring up a box and you can name the shape.

Then Click *Save*.

**NOTE:** Once you save the shape, you can always call it up again when running reports.



You can export your map with congregants. On the Tool (left) bar click on *Export Map Image* icon. It brings up the box below. Click *Download image*. It allows you to open it or save it. I open it first in case I need to adjust its position.

**Export Map Image**

Export Type... \*  
Map and Legend (One Image)

Image Type... \*  
PNG

Resolution... \*  
Regular (Screen-Shot - 96 DPI)

This Tool Can be Used to Download a "What You See is What You Get" Screenshot Type Image. If You Want to Download an Image of a Specific Size (Letter, Legal, etc.) Please see the Export Map Stepped Process That Will Guide You Through Exporting a Map of the Correct Dimensions.

CANCEL DOWNLOAD IMAGE

Selection Information

Legend

Layers

Agency Boundary

**Congregants (Default) (By Church)**

552 Congregants (Default) Plotted (10 Not Contained)

Item	# Contained	% Contained
All Saints - Milwaukee	512	100.00 %
Total / % of All	512	92.75 %

**Churches**

315 Churches Plotted (0 Not Contained)

Item	# Contained	% Contained
Churches	315	100.00 %
Total / % of All	315	100.00 %

MISSION INSITE

Archdiocese of Milwaukee RC Base Study

SHAPES

Current Shapes (1)

Polygon

Travel Polygons

Travel Polygons

Overlay Loading

VIEW LAYERS SHAPES PLOTTING DEMOGRAPHICS RECENT HELP

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**NOTE:** At this time, Multi-Parish Communities cannot plot all parishes on the same map.

If you want all parishes on one map, contact Susan Skibba, Project & MissionInsite Coordinator at [skibbas@archmil.org](mailto:skibbas@archmil.org) to do it. She will email you the image.