



PeopleView MissionInsite Instructions

PREDEFINED REPORTS

Seven Predefined Reports

Seven predefined reports can be run literally within minutes.

- ▶ **QuickInsite** – Quick look at geography defined by you – *Best for most people*
- ▶ **ExecutivInsite** – “Tells the demographic story” of a defined geographic area – *Best for staff, upper leadership*
- ▶ **FullInsite** – Provides an extensive demographic portrait of a geographic area. – *Best for those involved in planning*
- ▶ **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.

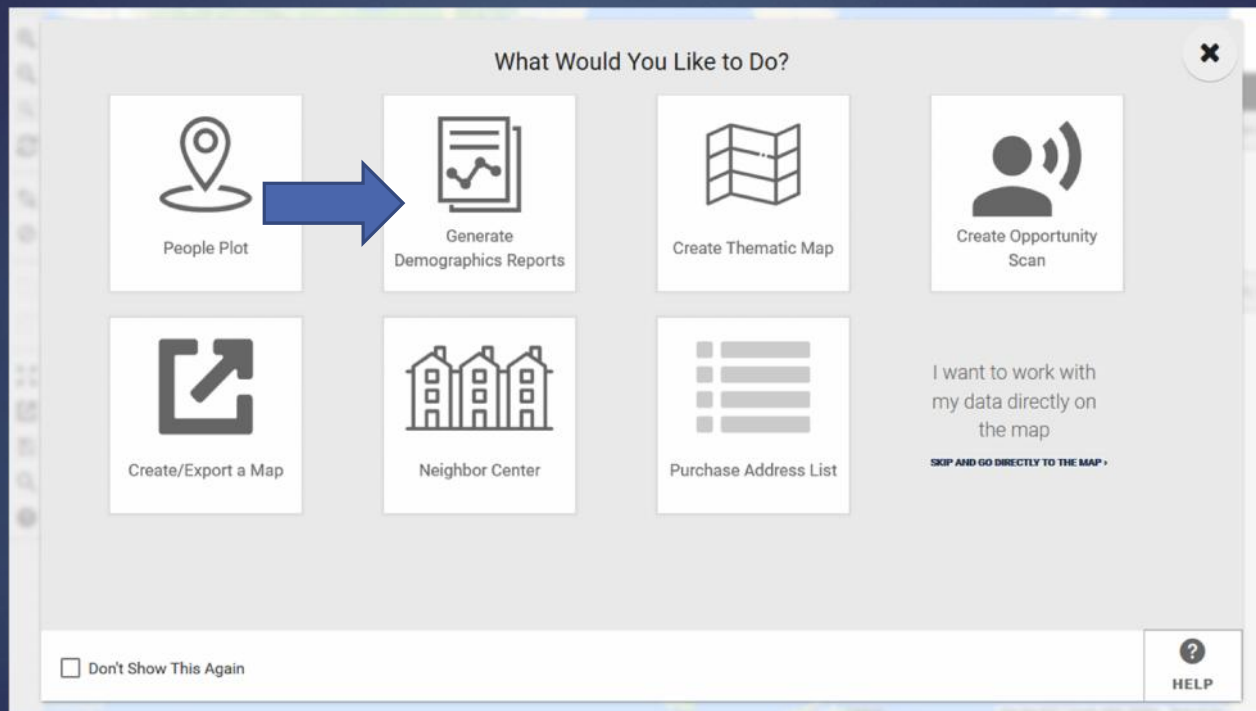
1. If you have no saved shape.
2. If you have a saved shape.



1. If you have no saved shape.

Go to PeopleView

When the cubes appear click on *Generate Demographics Reports*



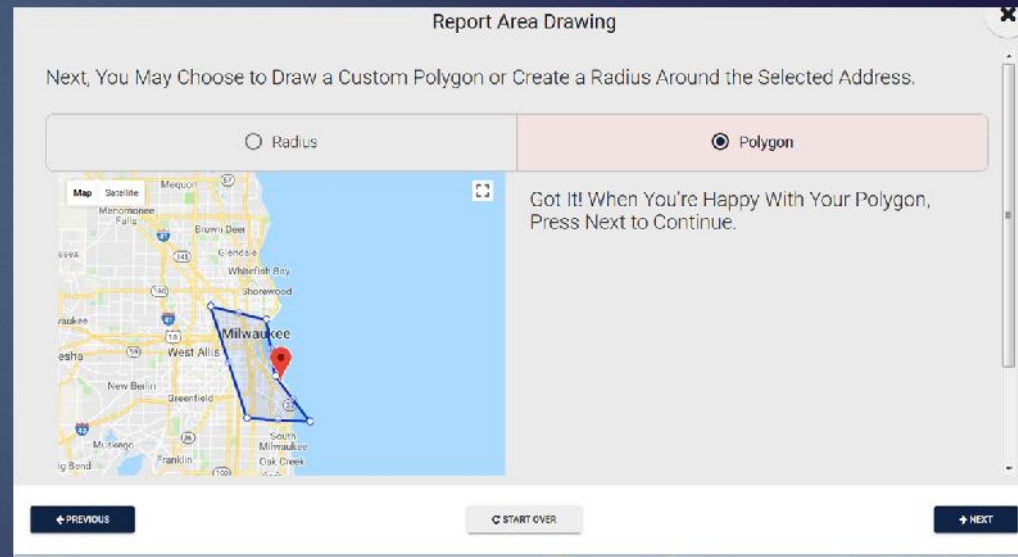
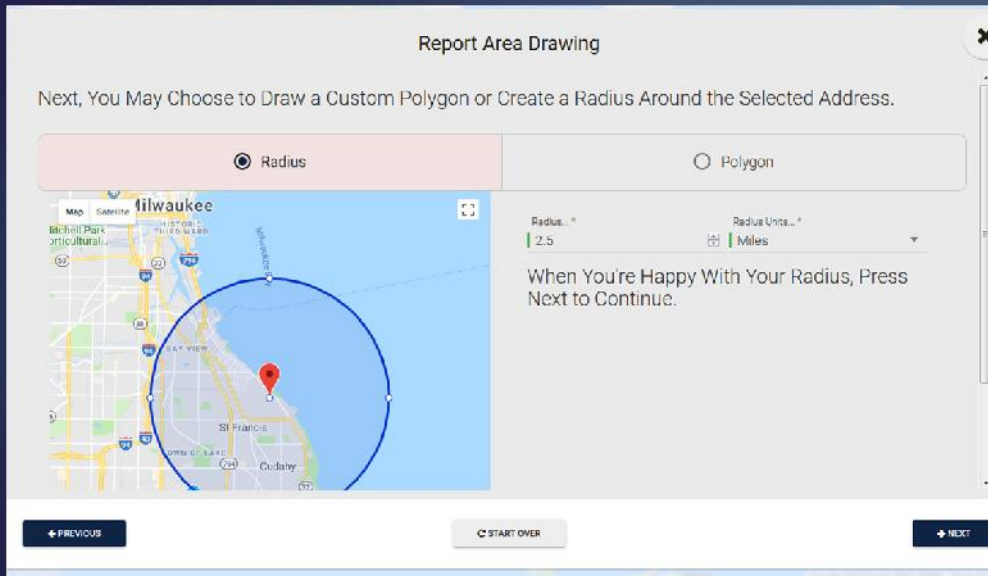
Click on *Radius* or *Polygon Draw*.

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 'Demographics Geographic Area Setup'. At the top, there is a header with a hamburger menu icon, the text 'Archdiocese of Milwaukee RC Base Study (Archdc...', and the 'MISSION INSITE' logo with the tagline 'Commercial Equipment Services For Faith & Healthcare Settings'. The main content area has a title 'Demographics Geographic Area Setup' and a close button (X). Below the title is the instruction: 'First, We'll Need to Know What Type of Geographic Area You Want to Report On.' There are two radio button options: 'Predefined Boundaries (e.g. Zip Codes, Cities, Counties, etc.)' and 'Radius or Polygon I Draw', with the latter being selected. A text box below contains the instruction: 'We need your address in order to know where in the US to focus. For a polygon, the address indicates the general area.' The text box has a label 'Address, *' and contains the text '3501 S Lake Drive, St. Francis, WI' and '3501 South Lake Drive, St. Francis, WI, USA'. Below the text box is the instruction: 'Got it! When You're Happy with your Selection, Press Next to Continue.' and a text box containing '3501 South Lake Drive, Saint Francis, WI, USA'. At the bottom of the form are three buttons: '← PREVIOUS', 'START OVER', and 'NEXT →'. The bottom of the screen shows a navigation bar with icons for HOME, LISTS, MAPS, PEOPLE, DEMOGRAPHICS, HISTORY, and HELP. At the very bottom, there is a small copyright notice: '© 2018 - MissionSite - BETA Release Candidate - 2018.02'.

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 all seven reports.


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

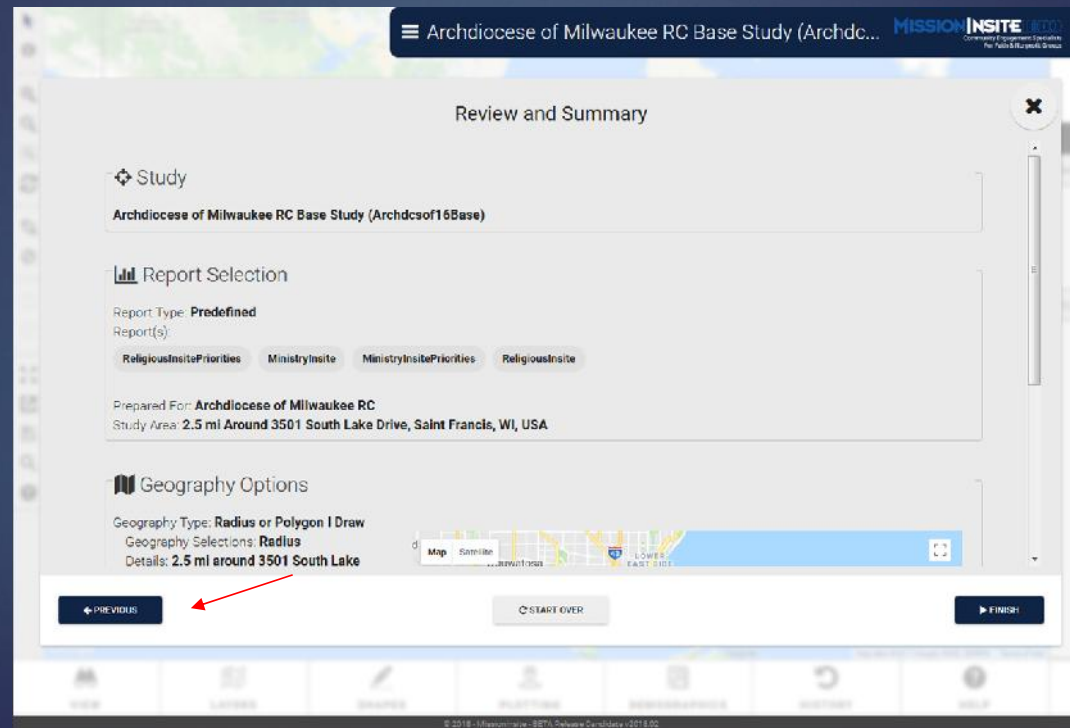
START OVER

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.

The screenshot shows a web interface for selecting reports. At the top, it says "Great. Now, Choose Which Reports You Want to Run". There are two radio buttons: "Predefined" (selected) and "Custom". Below this, there are two text input fields. The first is labeled "Prepared for *" and contains "Archdiocese of Milwaukee RC". The second is labeled "Please Name your Study *" and contains "2.5 mi Around 3501 South Lake Drive, Saint Francis, WI, USA". A red arrow points to this second field. Below the text fields are seven report selection cards arranged in two rows. The first row contains "ExecutiveInsite" (with a bar chart icon), "FullInsite" (with a line graph icon), and "QuickInsite" (with a bar chart icon). The second row contains "ReligiousInsite" (with a blue circular icon), "ReligiousInsite Priorities" (with a 3D cube icon), "MinistryInsite" (with a blue grid icon), and "MinistryInsite Priorities" (with a 3D cube icon). Red arrows point to the "ReligiousInsite" and "MinistryInsite" cards. At the bottom, there are three buttons: "PREVIOUS" (with a left arrow), "START OVER" (with a circular refresh icon), and "NEXT" (with a right arrow).

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.

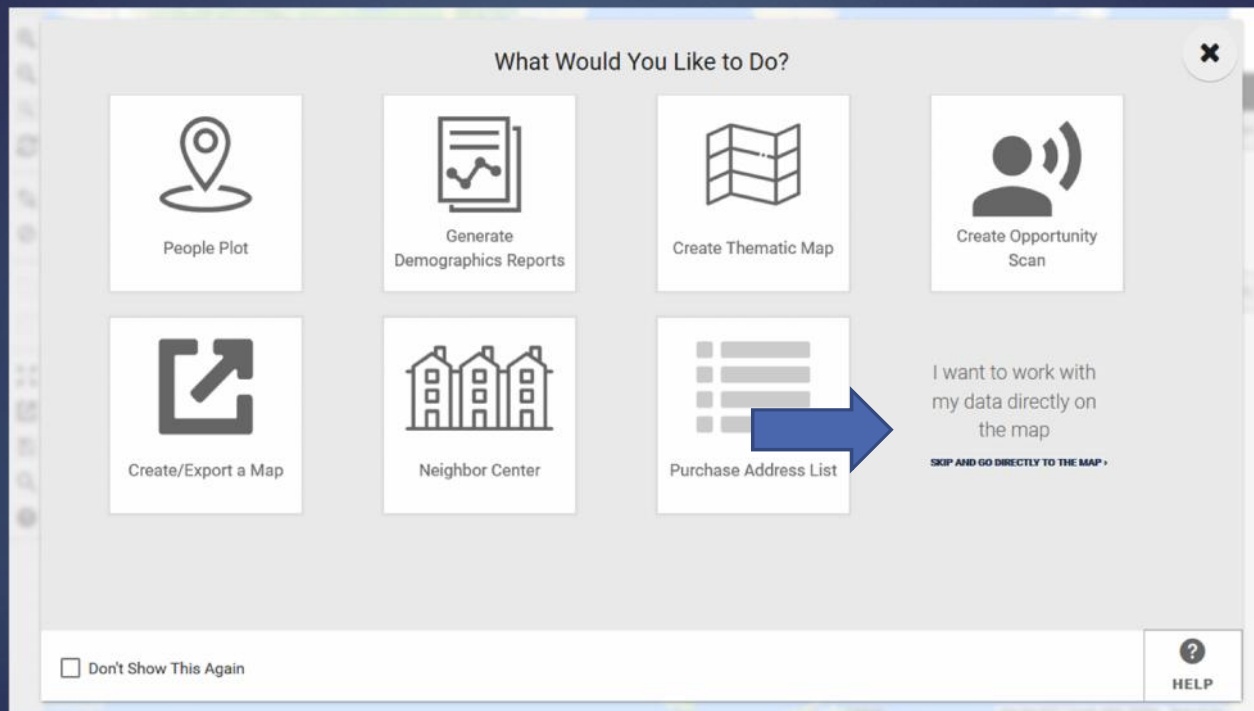




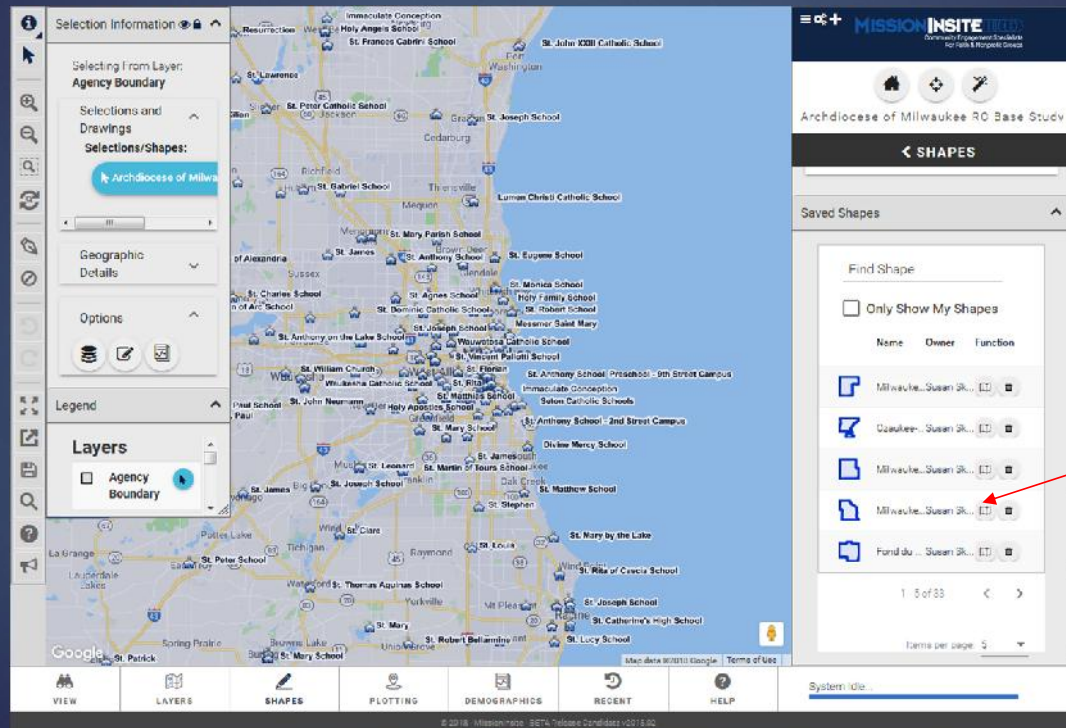
2. If you have a saved shape.

Go to PeopleView

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



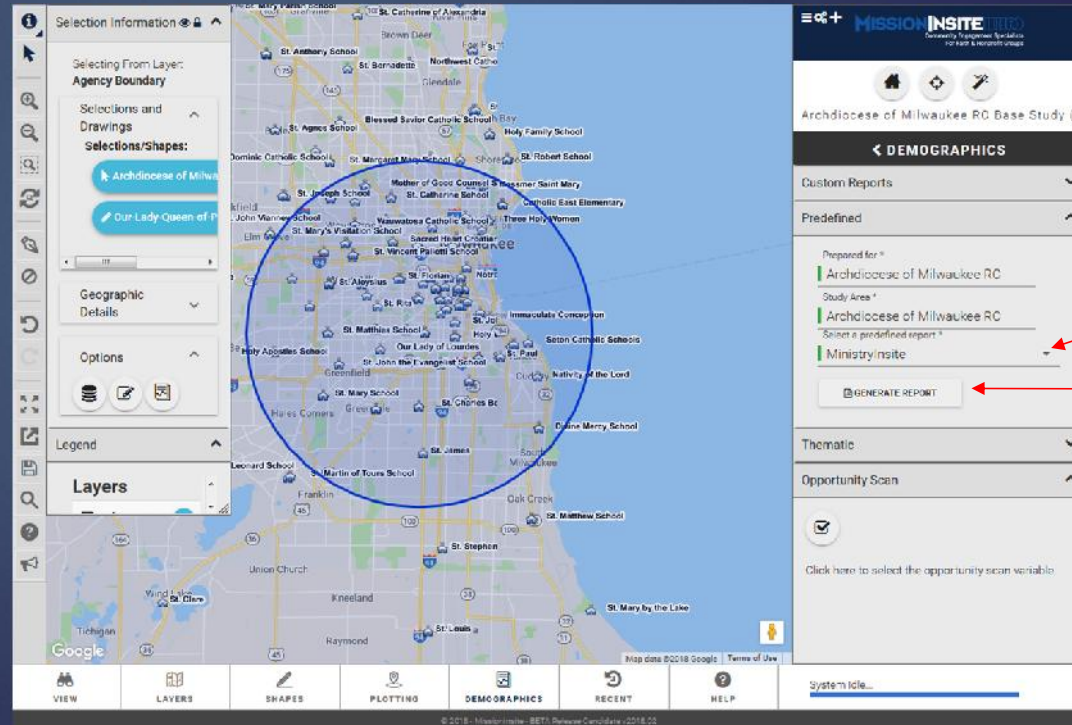
Click on *Shapes* on the Navigation (bottom) bar. On Control Center box (on right), scroll down to *Saved Shapes* and choose your shape and then click on *Draw* icon.




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.