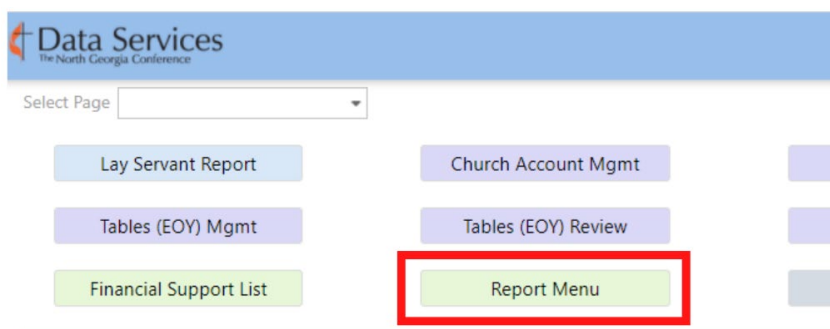


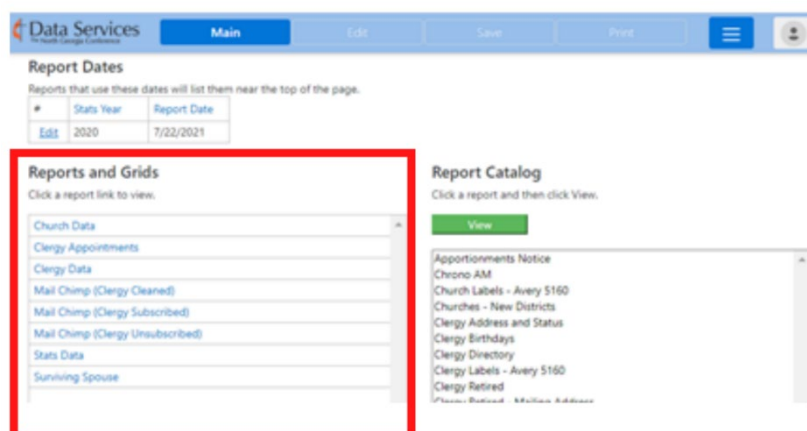
Staff Report Menu

Open the Report Menu in Data Services



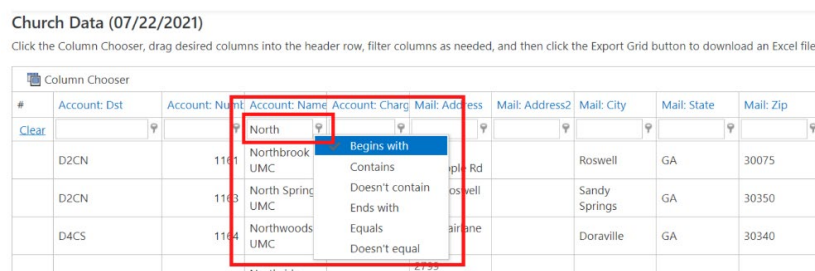
For the Reports and Grids on the left, which include –

Church Data
Clergy Appointments
Clergy Data
Mail Chimp (Clergy Cleaned)
Mail Chimp (Clergy Subscribed)
Mail Chimp (Clergy Unsubscribed)
Stats Data
Surviving Spouse

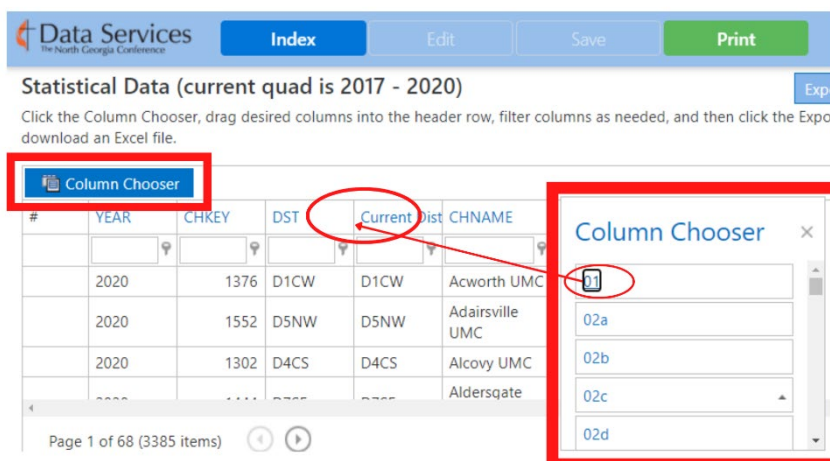


Sort the data by clicking the column headers in the column you want to sort by, click again to reverse the sort.

Search and filter using the empty cells in the top row. Click the pin to change your search operators.



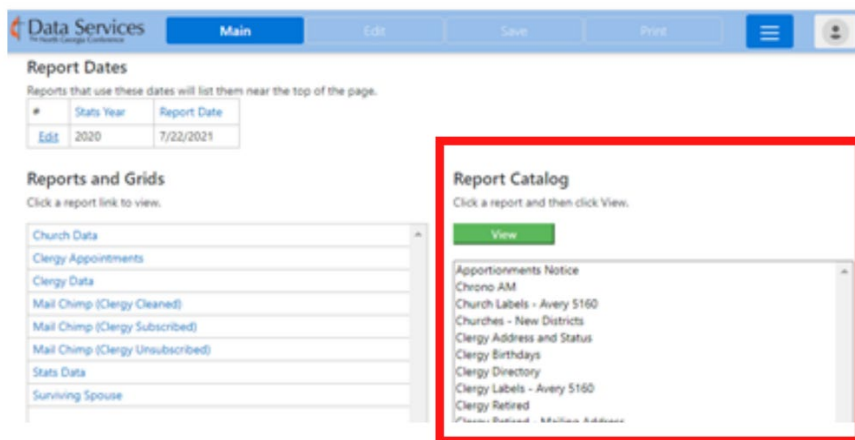
The Church Data, Clergy Data, and Stats Data reports include a column chooser option. To use, click “Column Chooser” in the top left. drag desired columns from the pop-up box into the header row, drag columns out of the header row to remove.



Staff Report Menu

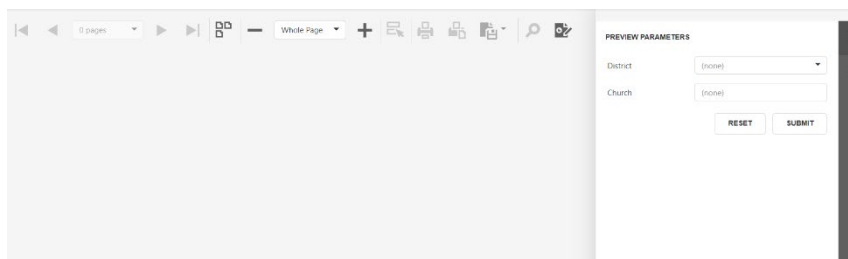
For the Report Catalog on the right,
which includes –

Apportionments Notice
Chrono AM
Church Labels - Avery 5160
Churches - New Districts
Clergy Address and Status
Clergy Birthdays
Clergy Directory
Clergy Labels - Avery 5160
Clergy Retired
Clergy Retired - Mailing Address
Journal Ext Min Comp
Journal Lay Leaders
Journal Surviving Spouse
Journal Lay Members
Journal Leadership
Lay Delegates
Leadership Lists



Select the report and click the green
View button.

Some reports will appear immediately.
Some reports require you to provide
parameters and click “Submit” to view
your report.



Save in any format or print using the
menu options in the top menu bar.

