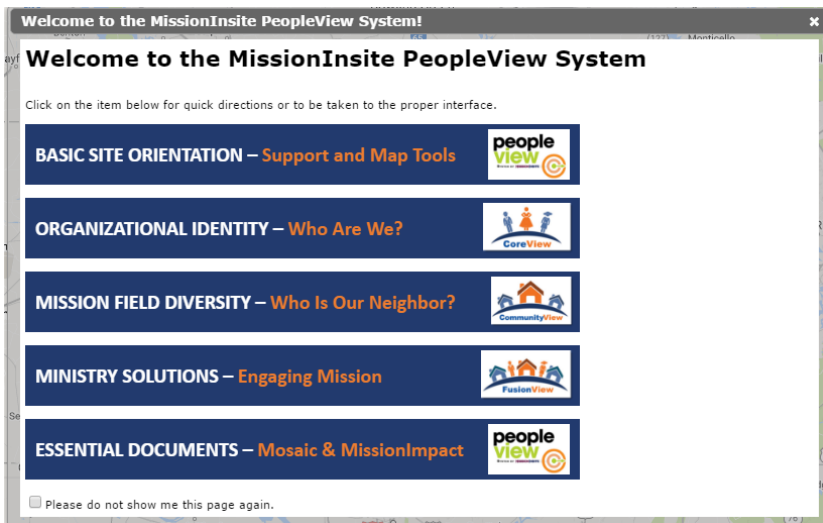


Starting Point **people view** V5 SYSTEM BY MISSIONINSITE

Support Tools

Reviewing the documents on the Welcome Screen menu is the Starting Point in understanding how to best use the **PeopleView™ System**.



The Welcome Screen directed studies are designed to be viewed in order to assist users in maximizing the value of MissionInsite.

Step 1 – Basic Site Orientation
(May be printed for reference)

Step 2 - Organizational Identity
CoreView

Step 3 - Mission Field Diversity
CommunityView

Step 4 - Ministry Solutions
FusionView

Step 5 – Essential Documents



Tools Tab

Contains the link to the quick report generator called Report Wizard. Here you can generate multiple predefined reports at one time. Also located here is the PeoplePlot upload link for Church Administrators.

PeoplePlot instructions are found in the Organizational Identity – CoreView document on the Welcome Screen. For additional assistance with PeoplePlot contact MissionInsite Support at misupport@missioninsite.com or by Chat or Phone 877-230-3212 Ext. 1011.

Reports Tab

Saves all predefined reports viewed for 30 days for quick retrieval.

Help Tab

Provides support videos, description documents, how to instructions and contact information.

Welcome Screen Tab

Location where Welcome Screen is stored and can be retrieved at any time.

View Profile

Here you can edit your profile information including your username and password.

Change Study

(Will only appear on your screen if you have access to multiple study logins)
If you have been granted access to multiple study logins you can access them here.

Logout

Logout of your study

Map Tools

The operating system for the PeopleView™ System is built on the Google Map platform and includes the following **Functional Tabs** and **Right Click PC Mouse Shortcuts**.

Backgrounds Tab

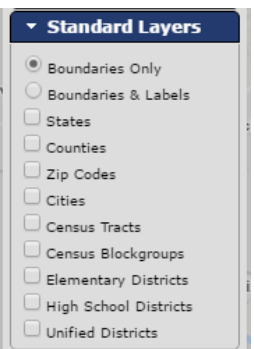
Contains five (5) map backgrounds. Street, Satellite, with the ability to add streets and highways to the satellite view (Hybrid), Terrain and Basic for a clean mapping background.



Standard Layers Tab

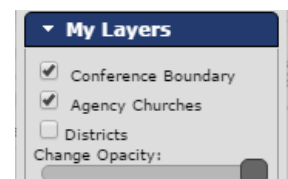
The following standard mapping boundary shapes are available to display on your map. These include: States, Counties, Zip Codes, Cities, Census Tracts, Census Blockgroups, Elementary Districts, High School Districts, Unified School Districts and Voting Districts. **These boundaries are for display only. To access information for these areas you need to activate the geography in the Shapes Tab.**

Note: Elementary District, High School District and Voting Districts boundaries are NOT AVAILABLE in all states. If not available in your state, they will not appear in the Standard Layer List of your study.



My Layers Tab

My Layers contains the information added to the map from your agency. This includes your agency boundary and church locations. It also includes boundary shapes created for your agency. These are boundaries such as associations, deaneries, districts, parishes or vicariates. *Custom data views can also be added to your map. See your MI account manager for details.*



Plotting Tab

This tab displays the PeoplePlot for congregations that have uploaded their church/parish PeoplePlot file. Plotting views include All Plots, Distance to Church, Member By Means and Member Status.

Local Church/Parish Registered users are ONLY able to view their Single Church plots. Regional Agency users can view the additional selections above.



Multiple Churches selection – Can select a maximum of 30 church plots to display for a multiple church/parish plot.

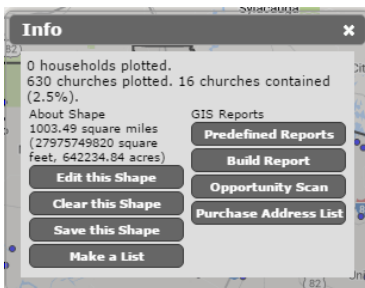
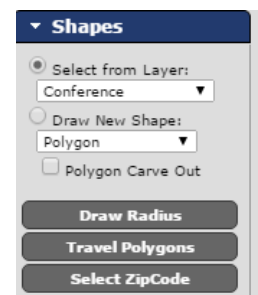
All Congregants selection – Provides agency users ability to view all plots.

Custom Data selection – Provides for plotting of custom data. See your MI account manager for details.

Shapes Tab

Here is where you select the geography you want to use to run a Predefined report (to run the ComparativeInsite report you must have PeoplePlots displayed within the area), Build a Report, or run Opportunity Scan. Shape choices include standard and custom polygon geography.

Shapes in the How To selection on the Help Tab contains written instructions on creating the various shapes.



Info Box

When you select a shape, the shape appears with a blue border along with the **Info Box**.

Build a Report allows you to select individual variables from the data base. Ideal to answer questions during meetings as well as to create a quick pdf report of the selected variables.

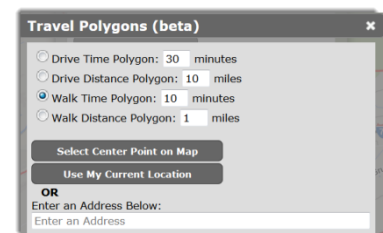
An **Opportunity Scan** User Guide is available in the Documents section of the Help Tab.

Make a List provides ability for Church Administrators to retrieve the list of churches in the selected area. Church Administrators can also retrieve the names of their PeoplePlot persons in a selected geography.

Purchase Address List provides for the ability to purchase address lists for the selected shape. Custom attributes for address lists include, new movers, racial ethnic surnames, presence of children, Mosaic Household Type etc.

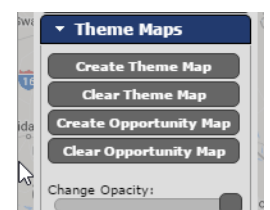
Travel Polygons (Beta)

This function allows you to create a geography by drive time or distance as well as walk time or distance from a point you select on the map. You then can use all of the selections available to you in the Info Box.



Theme Maps Tab

Here you can display the available variables on a theme or opportunity map by one of the standard geographies. The selections are available in a new window when you click on create a theme or opportunity map. **See Theme Maps in the How To selection on the Help Tab for instructions.**

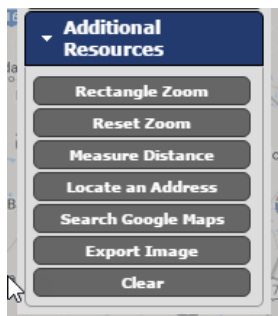


Graphics Tab

This tab provides you with a number of graphic selections that include adding labels and icons. See **Graphics in the How To selection on the Help Tab for instructions on the various functions.**



Additional Resources Tab



Rectangle Zoom allows user to zoom into an area by creating a zoom box.

See Basic Navigation in Support Video selection on the Help Tab.

Reset Zoom returns map view to view at login.

Measure Distance between two points.

Locate an Address provides ability to enter an address and find it on the map.

Export Image allows user to save the map image to their computer.

See **Additional Resources in the How To selection on the Help Tab for additional instructions on the various functions.**

Right Click PC Mouse Functions

When using a PC and you right click your mouse, the window on the right opens with the listed functions. The Clear functions open when you click on Clear. **To activate the function click on your selection.**

Rectangle Zoom allows user to zoom into an area by creating a zoom box.

For rectangle zoom instruction, see Basic Navigation in Support Video selection on the Help Tab.

Reset Zoom returns map view to view at login.

Draw New Shape allows the user to draw a new polygon shape without checking the Draw New Shape box in Shapes on Map Tools.

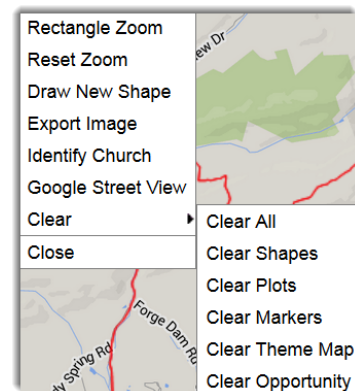
Export Image allows user to save the map image to their computer.

Identify Church allows you to right click on a church which places a marker on the map. You then left click on the map to display the information in the record of that church.

Google Street View provides the current Google street view if available.

Clear opens window with available clear functions.

Close closes the window



Right Click Functions on a Mac

The standard method of right-clicking in Mac OS X, which works on any MacBook, is the control-click: hold down the control key near the far left of the bottom row of the keyboard when clicking the trackpad button. An alternative method is to hold two fingers on the trackpad while clicking the button, but this does not work on the original MacBook models. MacBooks released in 2010 and later allow you to specify a portion of the trackpad that acts as a right-click.

You can also use a USB two-button mouse, which provides a standard left button as well as a right-click button. Apple has a Bluetooth Magic Mouse which is included with every iMac but is also available for separate purchase for around \$69. <http://www.apple.com/magicmouse/>

To begin to discover the scope of the ministry resources available for your congregation we point you to the Directed Studies on the Welcome Screen.

1. Basic Site Orientation

An overview document that describes the PeopleView™ System menu choices and system options. Designed as a printable resource to assist a new user as they learn to master the functionality of

2. Organizational Identity – Who Are We? COREVIEW (Using PeoplePlot)

Answer the essential question, who are we as a congregation? What is our “reach” into the community we serve? Are we a Neighborhood, Community or Regional Church? Instructions on taking the first step toward effective mission engagement. Learn to upload Congregants, retrieve congregant address lists and display congregants for multiple churches.

3. Mission Field Diversity – Who Is Our Neighbor? COMMUNITYVIEW

Explore the diversity of your community in order to answer the question, who is our neighbor. Learn how to QUICKLY generate a report using the Report Wizard. Become familiar with predefined reports and explore ministry applications with the Mission Impact Guide.

4. Ministry Solutions – Engaging Mission FUSIONVIEW

Discover options for more effective mission engagement. Learn to create and interpret the ComparativeInsite Report. Understand the unique household characteristics of your congregation and your church’s financial support potential. The final step in focusing your ministries.

5. Essential Documents

The essential documents and support materials available to assist in use of the PeopleView™ System.

