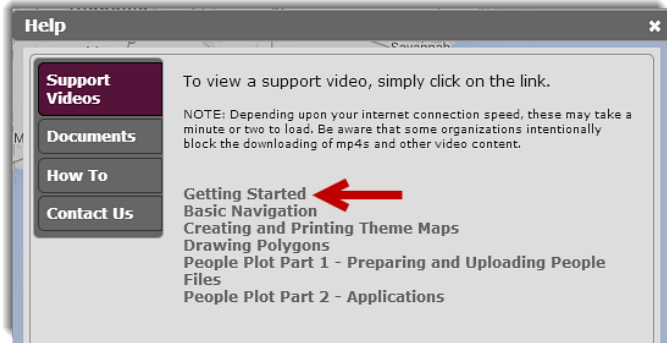# Starting Point V4

people view

Support Tools

The support tools are available at the top left and right side of the study map. Mouse over each tab to access resources in the tab.

A Getting Started video is found in the Support Videos selection on the Help Tab

Basic Navigation is found in the Support Videos selection on the Help Tab. Step by step Map Navigation is located in Map Navigation in the How To selection on the Help Tab.

MISSIONINSITE
Tools   Reports   Help   Welcome Screen

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.

People Plot instruction videos are found in the Support Videos selection on the Help Tab.
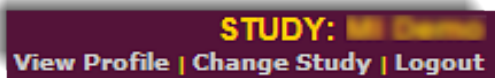
Reports Tab
Saves all predefined reports viewed for 30 days for quick retrieval.

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.

STUDY:
View Profile | Change Study | Logout

View Profile
Here you can edit your profile information including your username and password.
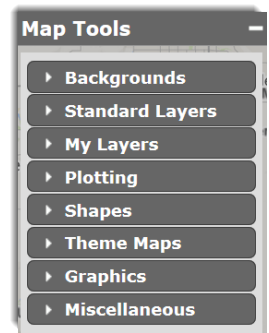
Change Study
(Will only appear on your screen if you have access to multiple study logins)
If you have been granted access to multiple study logins you can access them here.
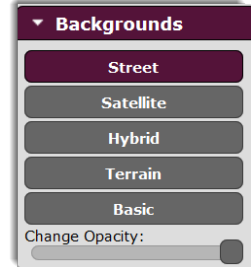
Logout
Logout of your study

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.**
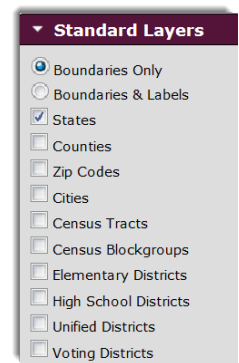
Backgrounds Tab

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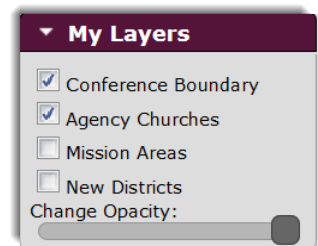
Note: Elementary District, High School District and Voting Districts boundaries are NOT AVAILABLE in all states. If not available in your state they will not appear in the Standard Layer List of your study.

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.
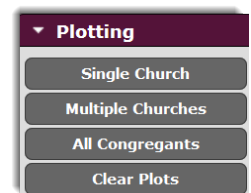
Plotting Tab

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 Plots selection – Provides agency users ability to view all plots.

Custom data plots can also be added to your map. See your MI account manager for details.
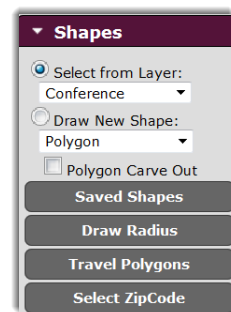
Shapes Tab

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.

Drawing Polygons is found in the Support Videos selection on the Help Tab.

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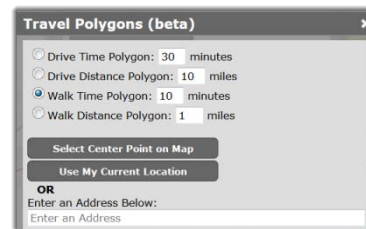
An **Opportunity Scan** User Guide is available in the Documents section of the Help Tab.

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

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.
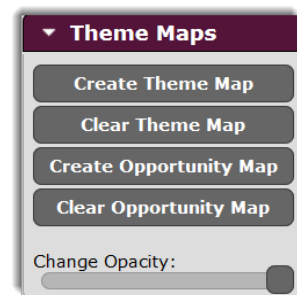
Theme Maps Tab

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.

Creating and Printing Theme Maps is found in the Support Videos selection on the Help Tab.
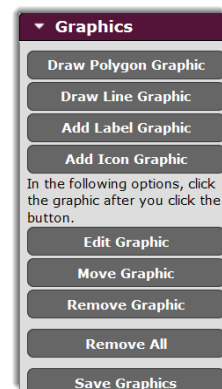
Theme Maps in the How To selection on the Help Tab contains written instructions.

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 detailed instructions on the various functions.

Miscellaneous 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 Miscellaneous 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.
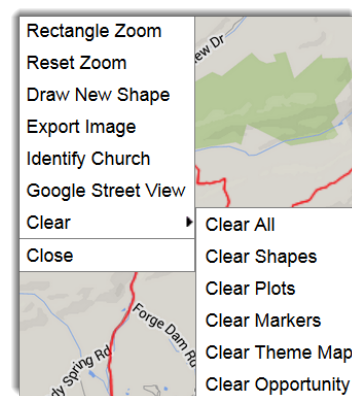**Export Image** allows user to save the map image to their computer.
Identify Church allows you to right click on a church which places a marker on the map. You then left click on the map to display the information in the record of that church.
Google Street View provides the current Google street view 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. **Introduction to Neighborhood Discovery**
   Includes informative reports of demographic, social, economic, behavioral and religious information as well as ministry application suggestions.

2. **Compare your Congregation to Your Community** (Using PeoplePlot)
   Shows where your members live and how far they come to church. Create a comparative report that answers the question,"Who are We and Who is our Neighbor?" by comparing household profiles. Also learn the financial potential of your member households.

The MissionInsite Team