

MISSIONINSITE

HOW TO RUN A SIMPLE REPORT FROM

NEW VIEW

01 Log in: <https://app.missioninsite.com/login>

02 Click on the bottom right hand side to switch from classic view to new view.

The screenshot displays the Mission InSite application interface. On the left, a map shows the North Carolina Conference UMC territory with numerous church locations marked by blue dots. The map includes a toolbar with navigation and editing tools. On the right, a sidebar menu is visible, titled "MISSIONINSITE" and "North Carolina Conference UMC (NoCarolConUMC)". The menu includes options like "Save and Load", "My Account", "Administration and Tools", "Import and Upload", and "Locator". A yellow arrow points from the "Locator" menu item to a blue button in the bottom right corner of the interface, which is also circled in yellow. The bottom of the interface features a navigation bar with icons for "VIEW", "LAYERS", "SHAPES", "PLOTING", "DEMOGRAPHICS", "RECENT", and "HELP". A status bar at the bottom right shows "System Idle..." and a blue button with a white icon.

03

Look to the menu on the left of the screen and click on Generate Demographics Report

The screenshot displays the MissionInsite software interface. At the top, the header includes the MissionInsite logo, the user's name 'Jill', and system status 'System: Ready'. The main area is a map of North Carolina with numerous blue dots representing data points. On the left side, a dark blue sidebar menu contains several options: 'Collapse', 'Layers', 'Shapes', 'Plotting', 'Demographics', 'Go to Assistant', 'People Plot', 'Generate Reports' (highlighted with a red circle), 'Thematic Map', 'Neighbor Center', 'Recent Activity', and 'Help'. On the right side of the map, there is a vertical toolbar with various map navigation and interaction icons. The bottom right corner of the map area shows the Mapbox logo and copyright information.

04

Predefined & Custom Reports will populate. Click on Radius or Draw Custom Shape

05

Select Location will populate. Enter the address for the church location.

The screenshot displays the MissionInsite web application interface. At the top, the header includes the logo for 'North Carolina Conference UMC / NoCarolConUMC' and the user name 'Jill'. The main content area is a dialog box titled 'Predefined & Custom Reports' with the sub-heading 'Demographics Geographic Area Setup'. It contains two radio button options: 'Predefined Boundary' (unselected) and 'Radius or Draw Custom Shape' (selected). Below these is a 'Select Location' section with a text input field containing the address '1320 Umstead Road, Durham, North Carolina 27712, United States' and a 'Find Location' button. The background shows a map of the Durham area with a blue polygon indicating a custom shape. A sidebar on the left lists various navigation options like 'Layers', 'Shapes', and 'Generate Reports'. The bottom of the dialog has 'Close', 'Start Over', and 'Next' buttons.

06

Click on Find Location and choose Radius Shape and enter the radius you are looking for, the sample is for 2.5 miles. Once entered, click NEXT.

North Carolina Confer... MissionInsite

North Carolina Conference UMC / NoCarolConUMC

System: Ready

Jill

Predefined & Custom Reports

Demographics Geographic Area Setup

First, we'll need to know what type of geographic area you want to report on.

Predefined Boundary
Select to scan based on cities, counties, or ZIP Codes.

Radius or Draw Custom Shape
Select to draw a shape that includes multiple cities, small towns, or a rural area.

Select Location

Enter your location's address. For a custom shape, the address indicates the general area.

1320 Umstead Road, Durham, North Carolina 27712, United States

Find Location

Select Boundary Area

Set the radius or draw a custom shape around the area you want to look at.

Radius Shape
Define the size of your radius from the center of your location on the map.

Polygon/Draw Custom Shape
To add points for your custom boundary, click on the map. When finished, double click to close your shape.

Radius: 2.5

Radius Units: Miles

Close Start Over Next

Choose Predefined Report and click on the reports you want access to. Once you click the reports you need click NEXT.

North Carolina Conference UMC / NoCarolConUMC

System: Ready ? Jill

Predefined & Custom Reports

Great! Now choose which report you want to run

Predefined Report
Generate a QuickInsite, ExecutiveInsite, MinistryInsite, or ReligiousInsite report.

Custom Report
Generate a Demographics or American Beliefs Study report.

Who is this report for?

Prepared for

Study area

Select Report Type

Then we'll need to know what type of pre-defined report you'd like to generate

QuickInsite
Demographic and Mosaic lifestyle types information organized into themes.

MinistryInsite Priorities
Summarizes and Prioritizes MinistryInsite Topics

ExecutiveInsite
Unique report that reads like a narrative

ReligiousInsite
Religious/Spiritual Attitudes & Practices, Social/Moral Values, Faith

[← Previous](#) [Start Over](#) [Next →](#)

© Mapbox © OpenStreetMap Improve this map

08

Click **GENERATE REPORT** and reports will begin to download

The screenshot displays the MissionInsite web application interface. The top navigation bar includes the MissionInsite logo, the current study area 'North Carolina Conference UMC / NoCarolConUMC', and the user profile 'Jill'. A sidebar on the left contains navigation options: Collapse, Layers, Shapes, Plotting, Demographics, Go to Assistant, People Plot, Generate Reports (highlighted), Thematic Map, Neighbor Center, Opportunity Scan, Recent Activity, and Help.

The main content area is titled 'Predefined & Custom Reports' and contains a 'Review and Summary' section. It includes the following information:

- STUDY:** North Carolina Conference UMC
- REPORT SELECTION:** Report Type: Predefined Report(s); Prepared for: North Carolina Conference UMC; Study Area: 2.5 Miles around 1320 Umstead Road, Durham, North Carolina 27712, United States. A button labeled 'ExecutiveInsite' is visible.
- GEOGRAPHY:** Details: 2.5 miles around 1320 Umstead Road, Durham, North Carolina 27712, United States.

A map on the right side of the interface shows the study area with a 2.5-mile radius around the specified address, overlaid on a larger regional map of North Carolina. The map includes various towns and landmarks such as Richmond, Newport News, Virginia Beach, Parkers Mayock, Bethany, Edenton, Wesley Memorial, Cedar Grove, Epworth, Fair Haven, Little Grove, Harlowe, Riverdale, Bayboro, Aurora, Bath, Ayden, Memorial, Robersonville, and Trinity. A 'Generate Report' button is located at the bottom right of the main content area. The bottom of the page features a footer with '© Mapbox © OpenStreetMap Improve the map'.