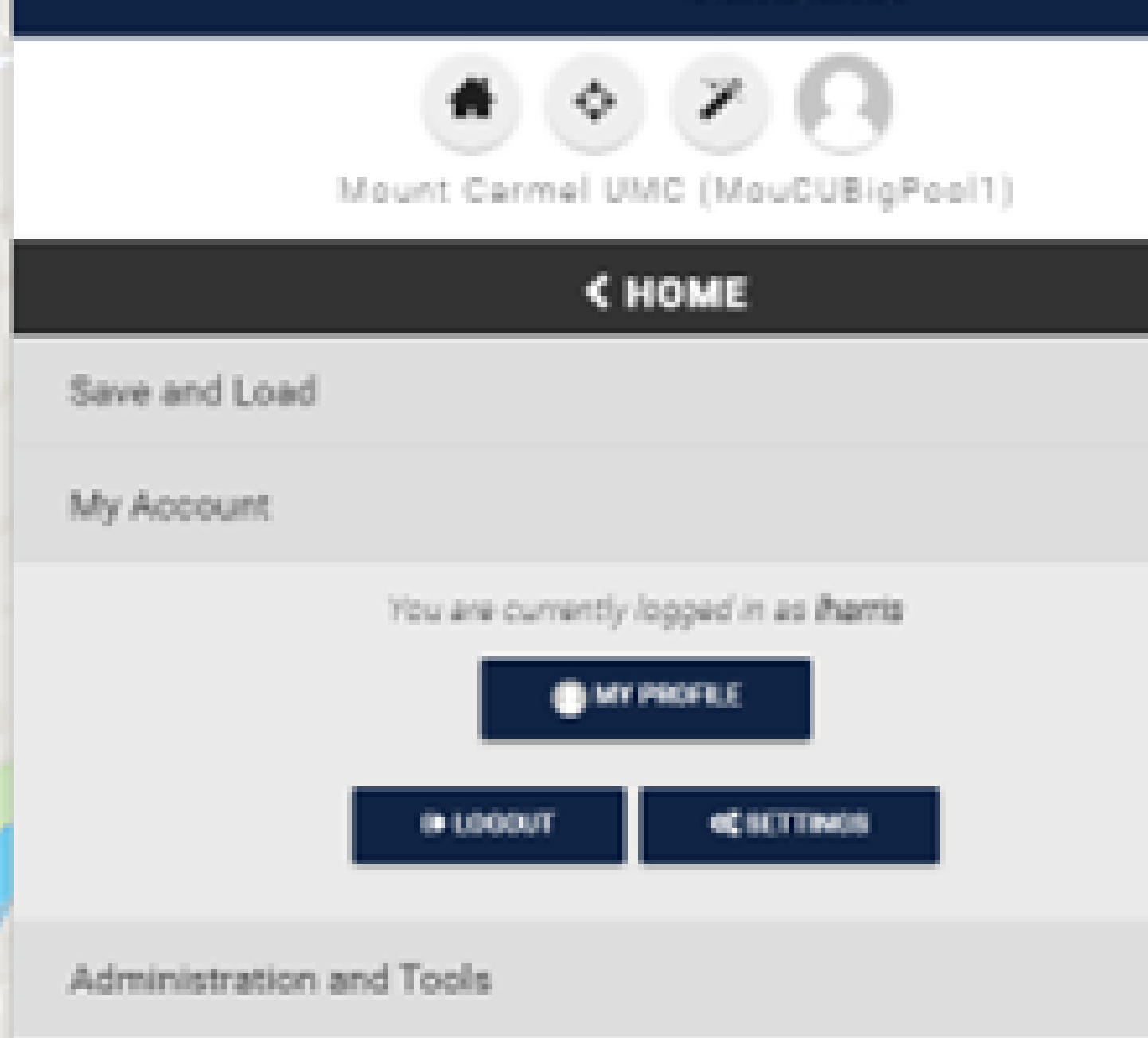




Step-by-Step

How to Run a ComparativeInsite Report Presentation

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Login at <https://www.acstechnologies.com/missioninsite/>

After you've selected your church as the study area, you should see the church on the map.

Let's Begin!



Definition of People Plot: Uploading your congregational list into MissionInsite.

Select "Plotting" on the toolbar on the bottom of the screen.

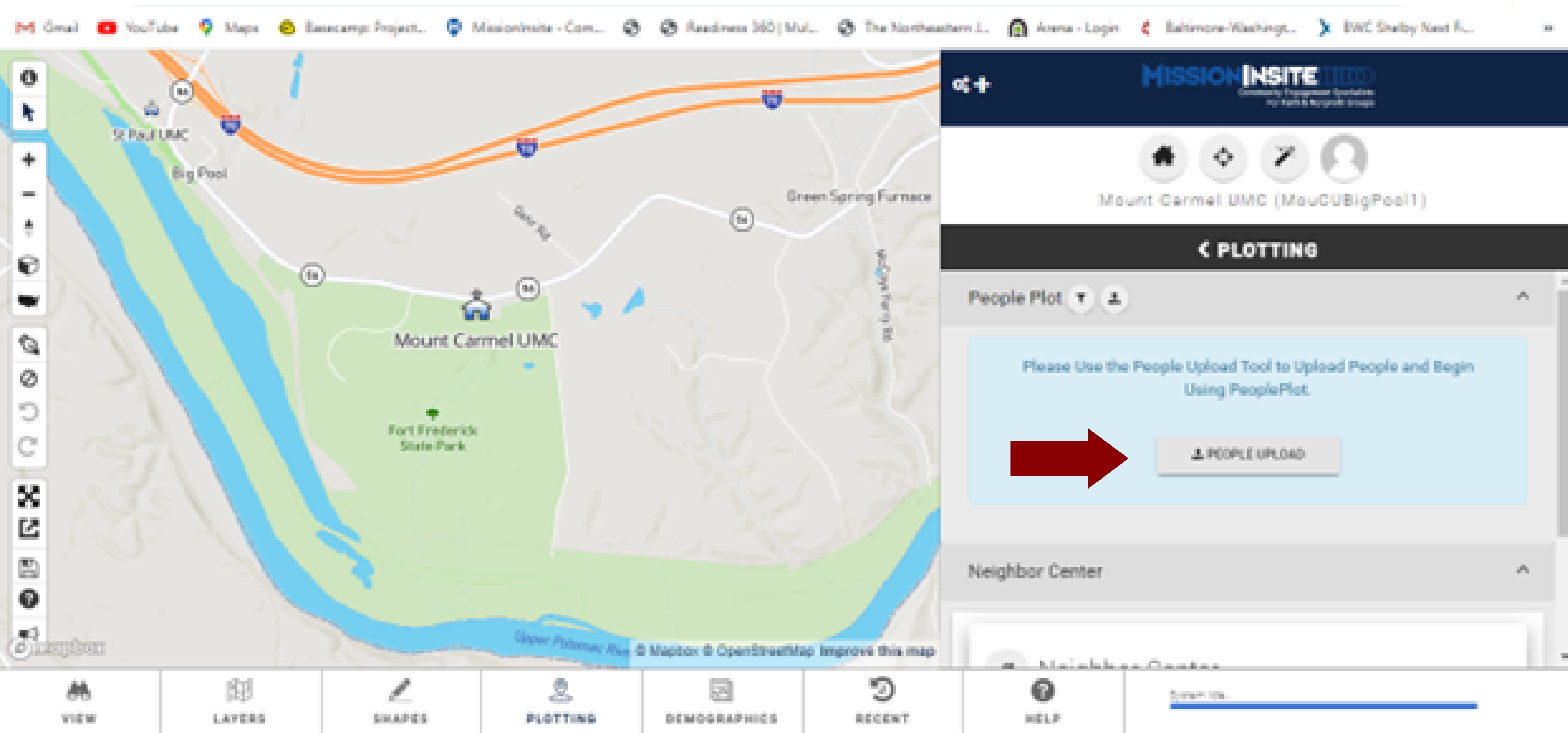
Tip

You must use the template provided in MissionInsite to upload the congregational list. MissionInsite will only accept a Microsoft Excel file in the format provided.











However, don't get intimidated by all of the columns! The only columns we need completed in the spreadsheet to successfully upload your list and People Plot are: Address1, Address2, City, State, and Zip.




- 



- Where it says “Add New People,” you will select “Congregants (Default).”

 Gmail  YouTube  Maps  Basecamp Project...  MissionInsite - Cam...  Readiness 360 | Mul...  The Northeastern L...  Arena - Login  Baltimore-Washingt...  BWC Shelby Kent R...

Mount Carmel UMC (MouCUBigPool1) 

MissionInsite People Upload

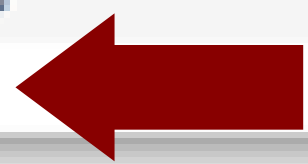
Select a study and people type. To create a new people type, select **Add new people type**. Click **Next**.

Select a study *

Mount Carmel UMC - Big Pool

Select a people type *

+ Add new people type

Congregants (Default) 

+ PREVIOUS **CANCEL** **+ NEXT**

If you experience issues with your upload, email midupport@acst.com

- Click “Next” until you get to the screen below. You don’t need to make any changes to the previous page options.

Select “Choose your file,” and select your congregational list from your computer to upload. You also see on this page that you can download the MissionInsite Microsoft Excel Template to format your list. It is the first option in this list.

Mount Carmel OMC (Mt. Carmel OMC)

MissionInsite People Upload

Congregants (Default) Upload

- 1) Click here to download the template for Congregants (Default)
- 2) Load the downloaded template with your data
- 3) Choose file and click Next

Choose File No file chosen

PREVIOUS **START OVER** **CANCEL**



Tip

If your congregational list doesn't follow the MissionInsite Microsoft Excel spreadsheet format EXACTLY, you will get an error message after trying to upload. If this happens, make sure the column names are typed exactly as MissionInsite provides, and try to upload again.

Also, it takes time for your congregants (the dots) to appear on the map after you upload the congregational list, sometimes hours. Give it time (24 hours) to appear.

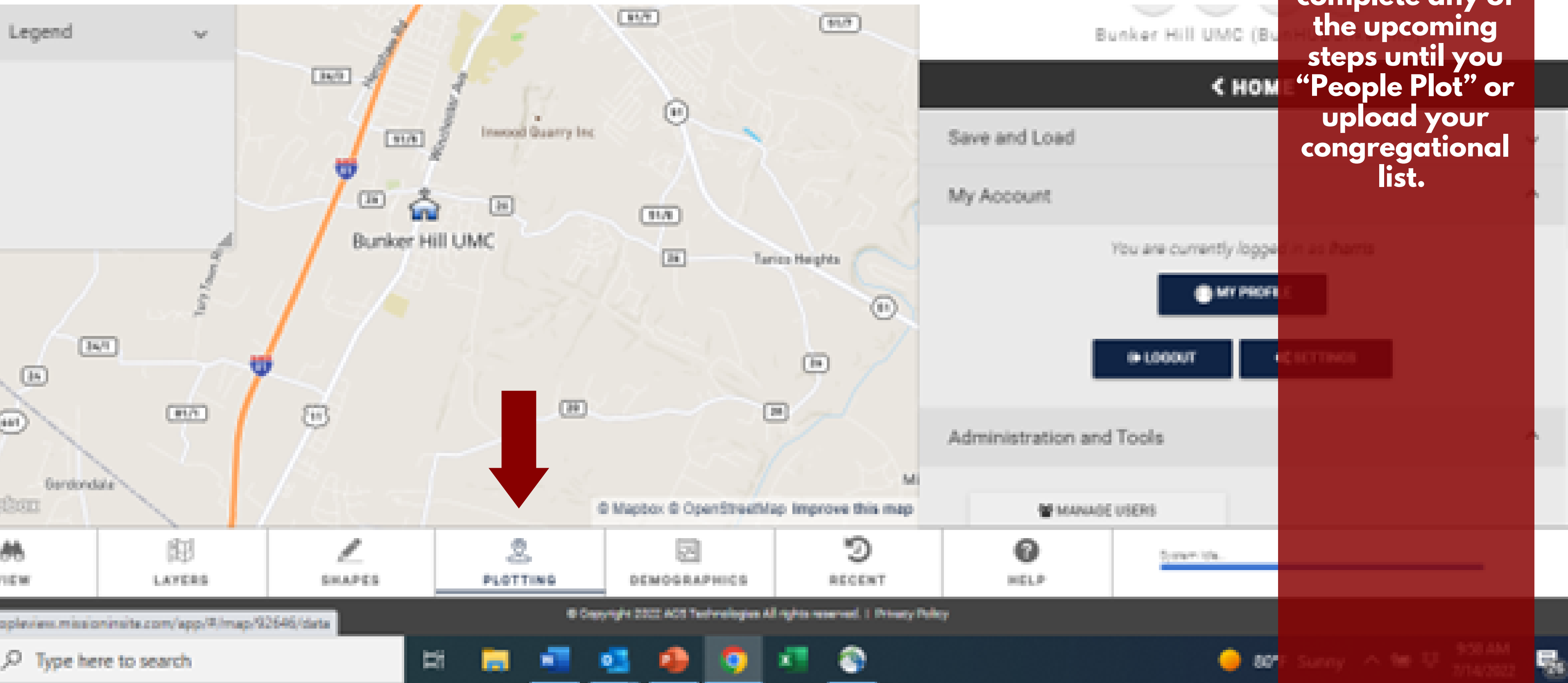
Once, you've uploaded your congregational list, you will be able to plot all of your church's congregants on the map and you will be able to run the ComparativeInsite reports.

Now, let's continue the process and look at a church that's uploaded their congregational list!



●●● Running the ComparativeInsite Report

Now, that you've uploaded your congregational list. Select "Plotting" on the bottom toolbar.



The screenshot displays the MissionInsite web application. On the left, a map shows a geographical area with a red arrow pointing to the 'PLOTTING' button in the bottom toolbar. The toolbar includes buttons for 'NEW', 'LAYERS', 'SHAPES', 'PLOTTING', 'DEMOGRAPHICS', 'RECENT', 'HELP', and a search bar. The right sidebar contains a navigation menu with options like 'Save and Load', 'My Account', 'MY PROFILE', 'LOGOUT', 'SETTINGS', and 'MANAGE USERS'. A red overlay on the right side of the screen contains a 'Tip' box.

Tip

You can't complete any of the upcoming steps until you "People Plot" or upload your congregational list.

- You will see a new toolbar on the right. Select “Congregants (Default)” and click “All.” After you click “All,” select “Plot.”

The screenshot displays the MissionInsight app interface. On the left is a map of an area including Bunker Hill UMC and Inwood UMC. A sidebar on the left contains 'Selection Information' and 'Legend'. On the right, a 'PLOTTING' panel is active, showing 'People Plot' with a dropdown menu set to 'Congregants (Default)'. Below this, there are three radio buttons: 'All' (selected), 'Some', and 'None'. A red arrow points to the 'All' button. Below the radio buttons is a 'Legend By...' dropdown and a 'Show Labels' checkbox. At the bottom of the plotting panel, there are two buttons: 'CLEAR PLOTS' and 'PLOT'. A red arrow points to the 'PLOT' button. The bottom of the screen features a navigation bar with icons for VIEW, LAYERS, SHAPES, PLOTTING, DEMOGRAPHICS, RECENT, and HELP. The footer contains copyright information: '© Copyright 2022 ACSI Technologies All rights reserved. | Privacy Policy'.

- After you select "Plot," dots will appear on the map around your church. These dots represent all of your congregants.

peopleview.missioninsite.com/app/#/map/92646/data

Gmail YouTube Maps Basecamp Project... Missioninsite - Com... Readiness 360 | Mul... The Northeastern L... Arena - Login Baltimore-Washingt... DMC Shelby Nant R...

Selection Information

MISSIONINSITE

Bunker Hill UMC (BunHUBunkerHill)

← PLOTTING

People Plot T

Congregants (Default) ✓

CLEAR PLOTS PLOT

Neighbor Center

Neighbor Center

Mapbox OpenStreetMap Improve this map

The screenshot shows a web browser window with the URL 'peopleview.missioninsite.com/app/#/map/92646/data'. The browser's address bar and tabs are visible at the top. The main content area is a map of a region around Bunker Hill UMC, with several green dots representing congregants. A red arrow points from the 'PLOT' button in the right-hand panel to the map. The right-hand panel has a dark blue header with the 'MISSIONINSITE' logo and a navigation bar with icons for home, location, edit, and profile. Below this, the church name 'Bunker Hill UMC (BunHUBunkerHill)' is displayed. The 'PLOTTING' section includes a 'People Plot' toggle, a dropdown menu set to 'Congregants (Default)', and two buttons: 'CLEAR PLOTS' and 'PLOT'. The 'PLOT' button is highlighted with a red arrow. Below the plotting section is a 'Neighbor Center' section with a button labeled 'Neighbor Center'.



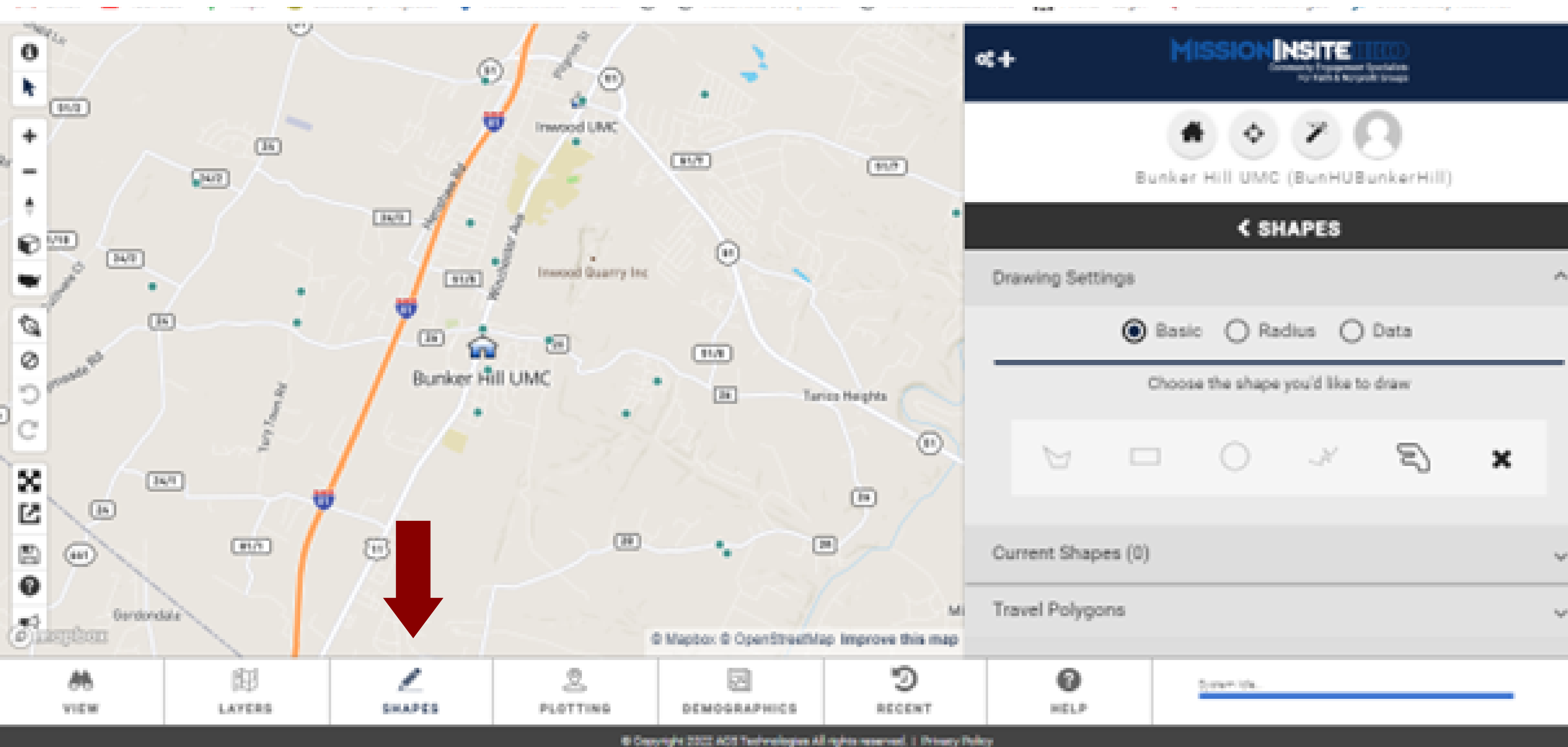
Tip

You cannot run the ComparativeInsite report unless your congregational list is plotting on the map.

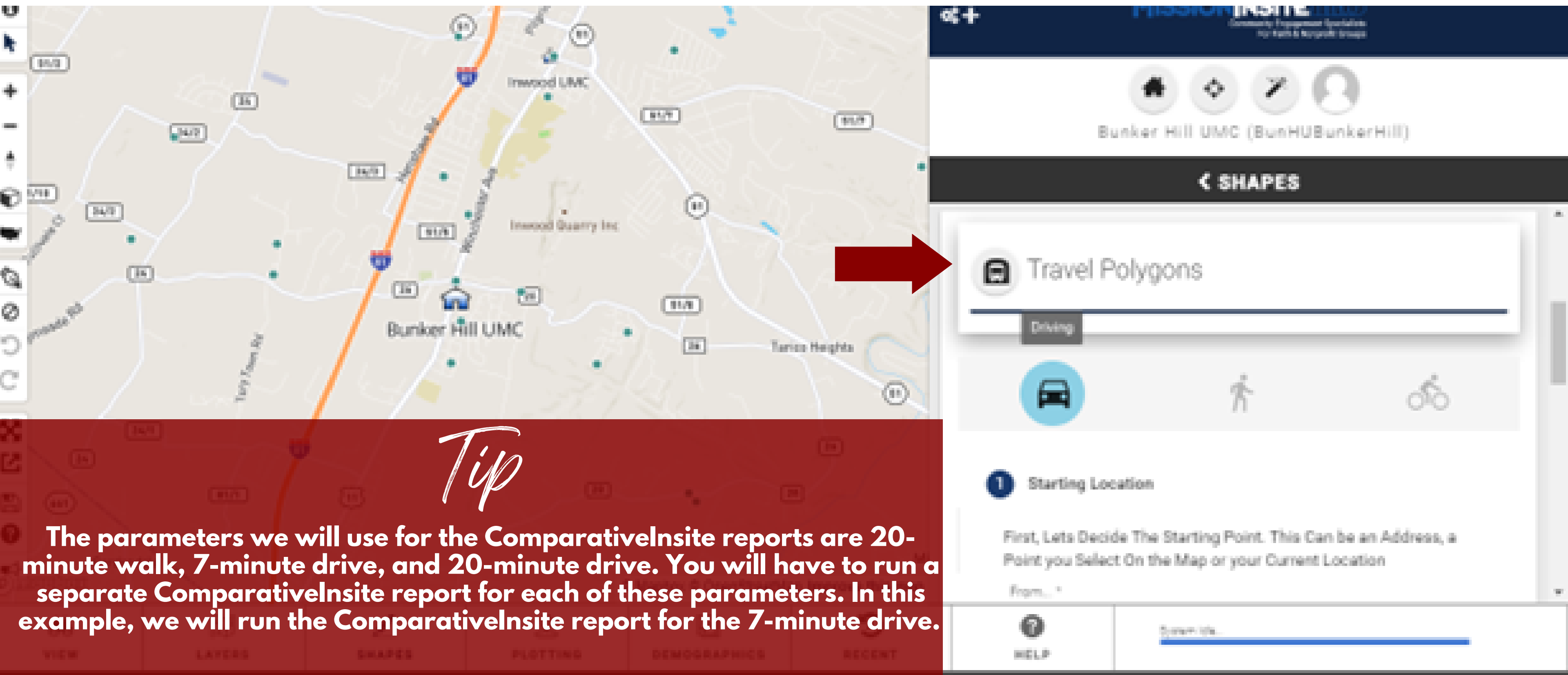


Now, you've taken the necessary preliminary steps. It's time to run the actual report!

- Select “Shapes” on the bottom toolbar. You will see a toolbar appear on the right of the screen. You are going to draw a Travel Polygon.



- Scroll down the toolbar on the right until you reach "Travel Polygons." You will see three options of travel polygons. Car represents driving. Walking man is walking. The bike represents biking. You can run reports on all three of these ways of travel. For the purposes of the Congregational Vitality Pathways including the Catalyst Initiative, we are going to focus on driving and walking.



The screenshot displays the Mission Catalyst software interface. On the left, a map shows a location with an orange travel polygon line. A red arrow points from the map to the right-hand sidebar. The sidebar features a top navigation bar with icons for home, settings, a pencil, and a user profile. Below this is a section titled "Bunker Hill UMC (BunHUBunkerHill)". The main sidebar area is titled "SHAPES" and contains a "Travel Polygons" section. This section has a "Driving" tab selected, with icons for a car, a walking person, and a bicycle. Below the icons, a numbered list starts with "1 Starting Location" and includes the instruction: "First, Lets Decide The Starting Point. This Can be an Address, a Point you Select On the Map or your Current Location". At the bottom of the sidebar, there is a "From..." input field and a "Search" button. The bottom of the screen shows a red banner with a "Tip" and a bottom navigation bar with tabs for VIEW, LAYERS, SHAPES, PLOTTING, DEMOGRAPHICS, and RECENT.

Tip

The parameters we will use for the Comparativelnsite reports are 20-minute walk, 7-minute drive, and 20-minute drive. You will have to run a separate Comparativelnsite report for each of these parameters. In this example, we will run the Comparativelnsite report for the 7-minute drive.

- After you select the “car” icon, scroll down to “Starting Location.” The starting location we want to use is “Address.” Then you will enter your church’s address. Click “Next.”

The screenshot displays the MISSION INSITE app interface. On the left, a map shows a street view with a blue location pin placed on Bunker Hill UMC. A red arrow points from this pin to the 'Address' input field in the 'SHAPES' menu on the right. The 'SHAPES' menu is titled 'SHAPES' and contains a section '1 Starting Location' with instructions: 'First, Lets Decide The Starting Point. This Can be an Address, a Point you Select On the Map or your Current Location'. Below this, there are two input fields: 'From...' and 'Address...'. The 'Address...' field is currently filled with '9863 Winchester Avenue, Bunker Hill, West Virginia 254'. A 'NEXT' button is located at the bottom of the menu. The app's header includes the MISSION INSITE logo and navigation icons for home, location, shapes, and user profile. The bottom navigation bar includes icons for VIEW, LAYERS, SHAPES, PLOTTING, DEMOGRAPHICS, RECENT, and HELP.

MISSION INSITE

Bunker Hill UMC (BunHUBunkerHill)

SHAPES

1 Starting Location

First, Lets Decide The Starting Point. This Can be an Address, a Point you Select On the Map or your Current Location

From...

Address

Address...

9863 Winchester Avenue, Bunker Hill, West Virginia 254

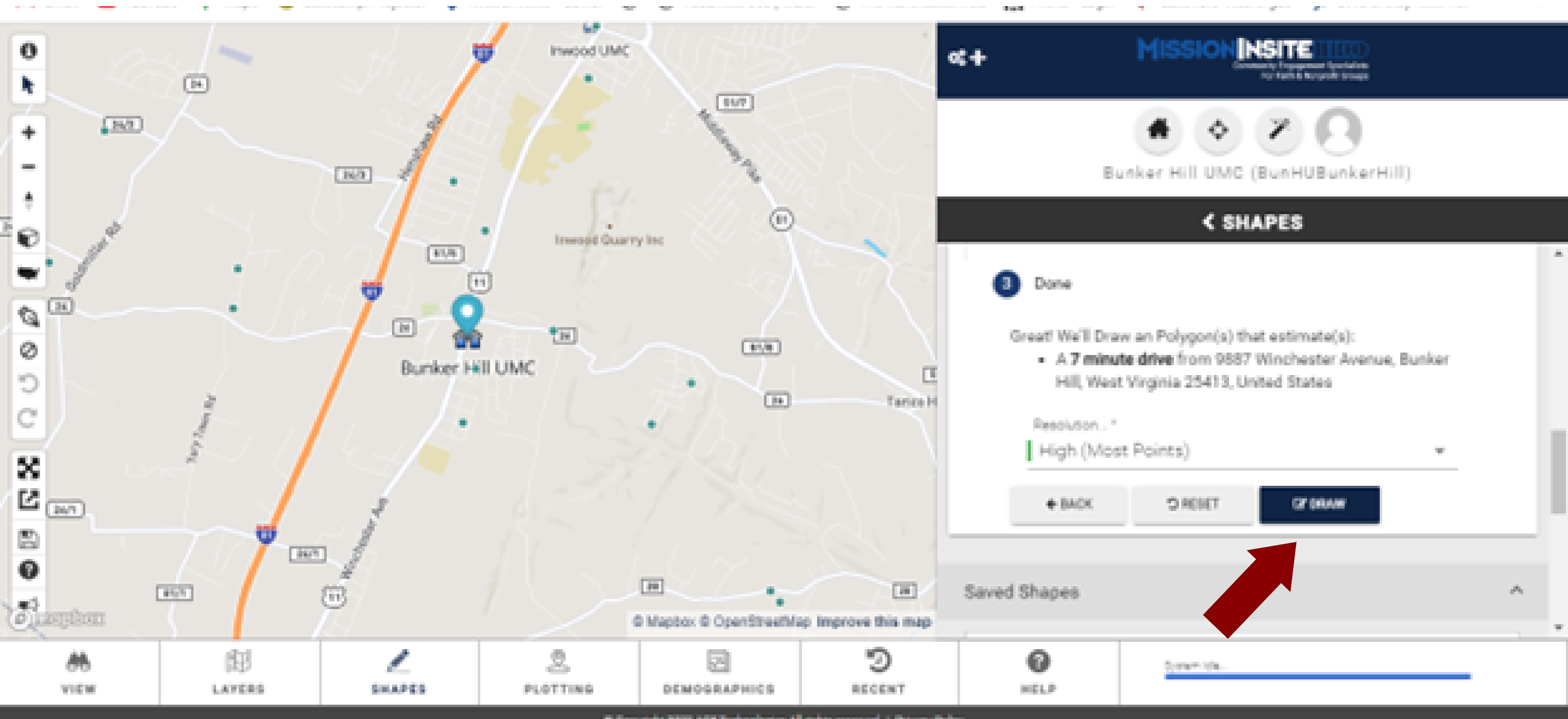
NEXT

VIEW LAYERS SHAPES PLOTTING DEMOGRAPHICS RECENT HELP

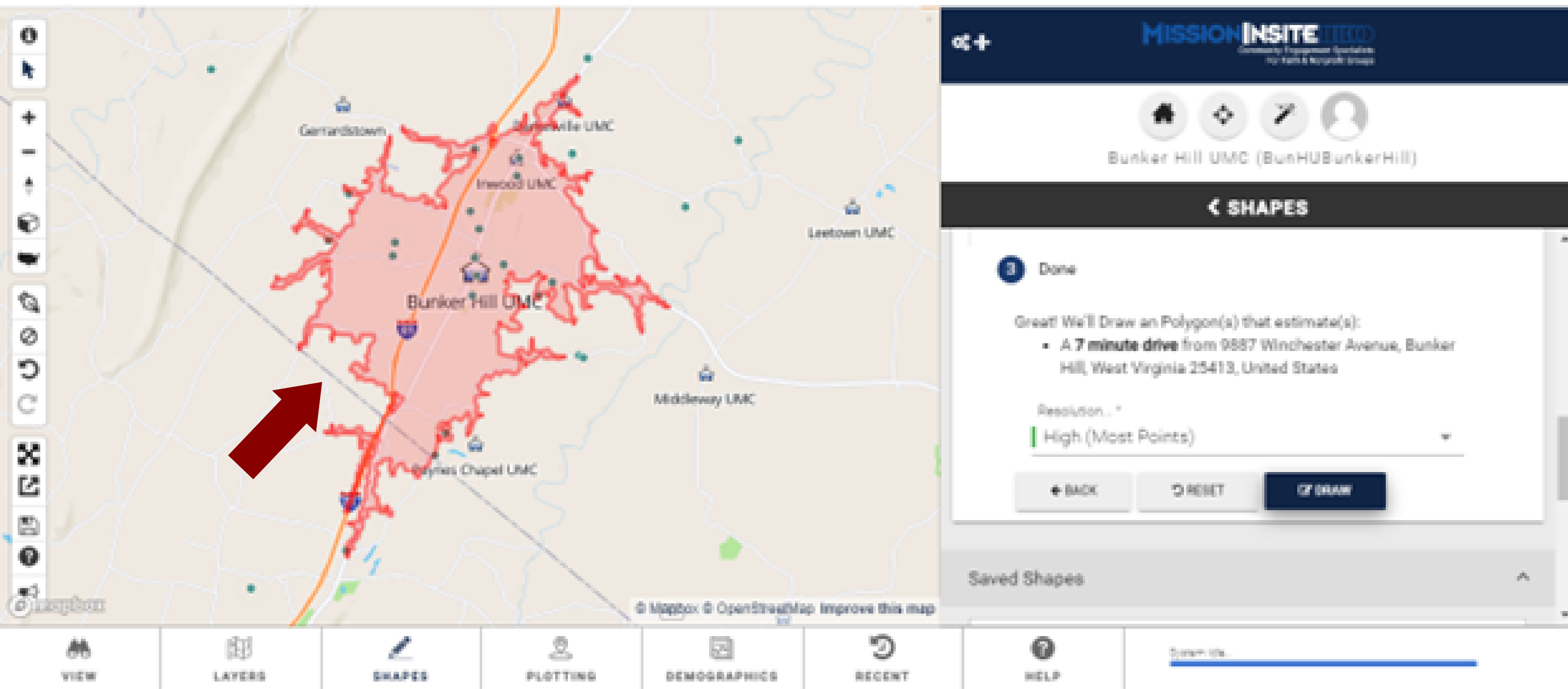
- You will see “Time Contours” appear in the right toolbar. Enter “7” for 7-minute drive on the first line, and click “Next.”

The screenshot displays the MissionSite1100 web application interface. On the left, a map shows the location of Bunker Hill UMC (BunHUBunkerHill) with a blue pin. A red arrow points from the map to the 'SHAPES' panel on the right. The 'SHAPES' panel has a title bar with a back arrow and the text 'SHAPES'. Below the title bar, a text box explains: 'You Can Define between 1 and 4 "Contours", Each Representing How Far you Can Travel from the Point you Selected in the Time you Specify (Up to 60 Minutes)'. There are four input fields, each labeled 'Minutes'. The first field contains the number '7'. To the right of each input field is a colored square: red for the first, green for the second, blue for the third, and pink for the fourth. At the bottom of the panel are two buttons: 'BACK' and 'NEXT'. The bottom of the screen features a navigation bar with icons for VIEW, LAYERS, SHAPES, PLOTTING, DEMOGRAPHICS, RECENT, and HELP. The SHAPES icon is highlighted. Below the navigation bar is a copyright notice: '© Copyright 2022 ACS Technologies All rights reserved. | Privacy Policy'.

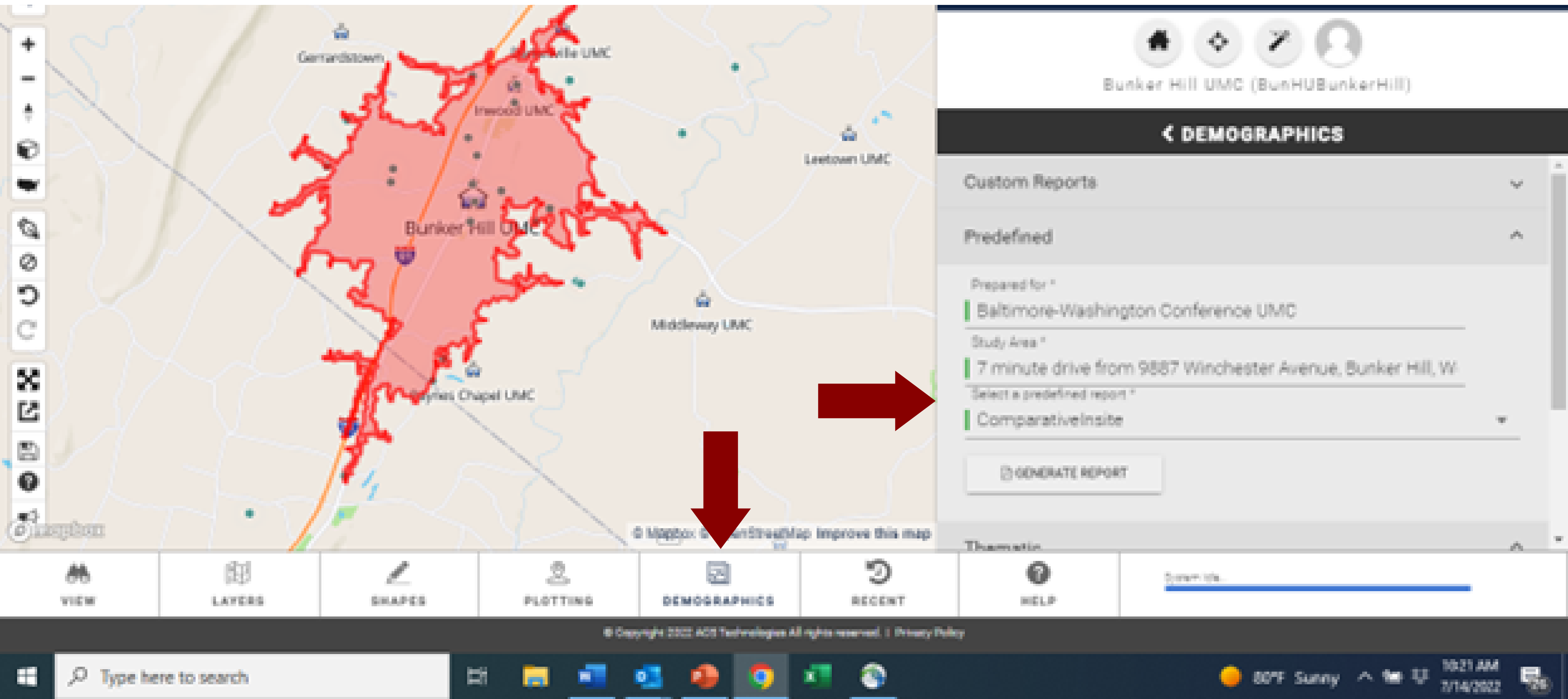
- After you click "Next," options to adjust the map resolution will appear. Keep the resolution at "High (Most Points)", click "Draw."



- You will then see the “Travel Polygon” appear on your map. It will look like the map below.



- Now, select “Demographics” on the bottom toolbar. You will see a toolbar appear on the right with the option to run the ComparativeInsite report on the travel polygon you just generated.



- Click “Generate Report.” The ComparativeInsite report will download automatically to your computer.

The screenshot displays the MissionInsite web application interface. On the left, a map shows the Bunker Hill UMC area with a red boundary. The right sidebar contains a 'DEMOGRAPHICS' section with a 'Generate Report' button highlighted by a red arrow. The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the date and time.

MISSIONINSITE
Community Engagement Analytics
Map Tools & Reports Group

Bunker Hill UMC (BunHUBunkerHill)

← DEMOGRAPHICS

Custom Reports

Predefined

Prepared for *

Baltimore-Washington Conference UMC

Study Area *

7 minute drive from 9887 Winchester Avenue, Bunker Hill, W-

Select a predefined report *

ComparativeInsite

GENERATE REPORT

VIEW LAYERS SHAPES PLOTTING DEMOGRAPHICS RECENT HELP

Building ComparativeInsite Report...

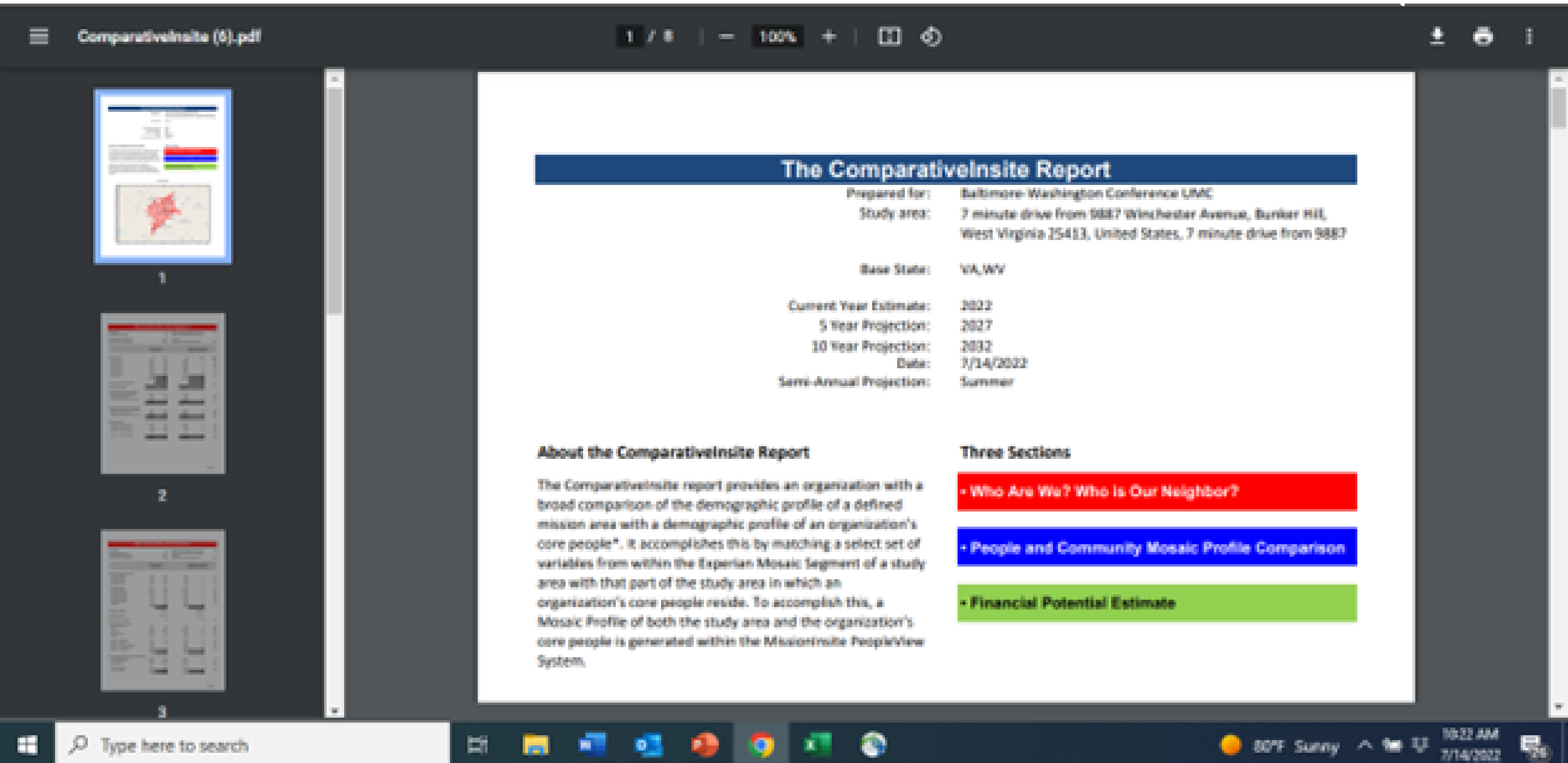
89%

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Type here to search

80°F Sunny 10:22 AM 2/14/2022

- The ComparativeInsite report will look like this:



Follow these same steps to create Travel Polygons and ComparativeInsite reports for the 20-minute walk and 20-minute drive. Please run ComparativeInsite reports for their community based on the walk and drive times and one that includes at least 90% of their resident, active congregation (5-10 mile radius).

If you need help interpreting these reports, please contact Lauren Harris, and she can connect you with your district's MissionInsite Analyst. You can also contact your MissionInsite Analyst or Lauren, if you have any questions or need any assistance.



Thank you!

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