Step-by-Step

How to Run a ComparativeInsite Report

Presentation

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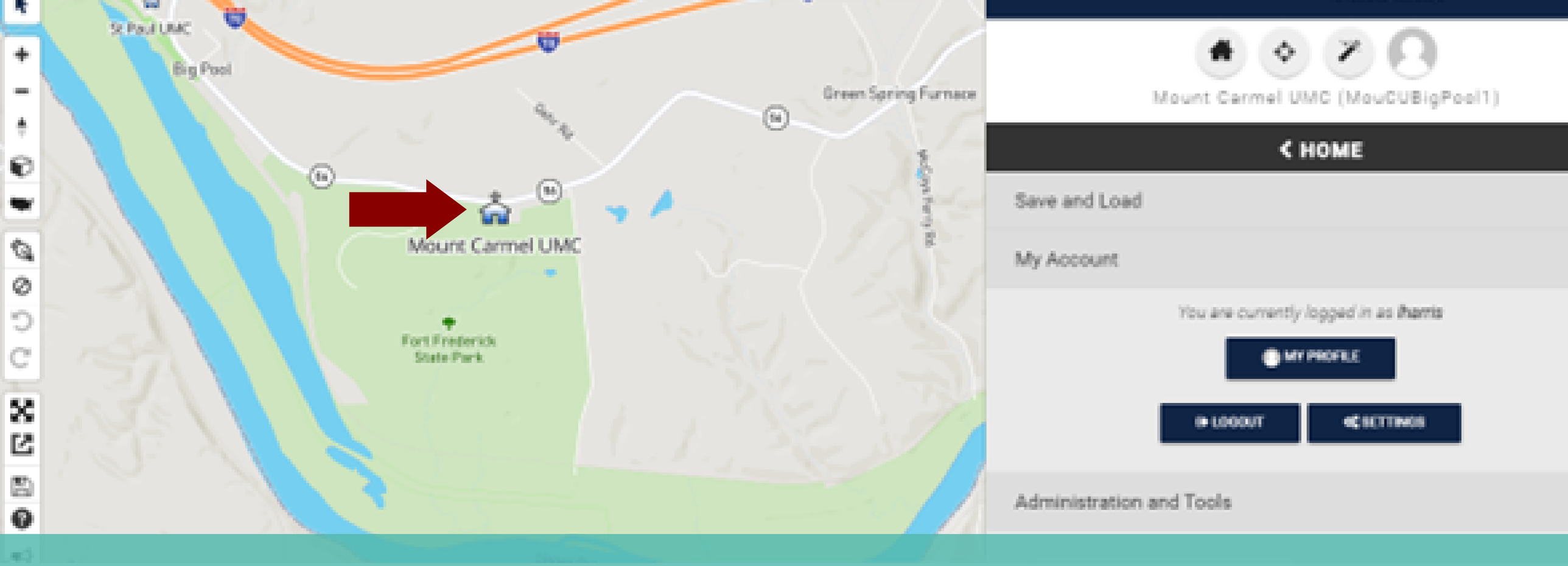


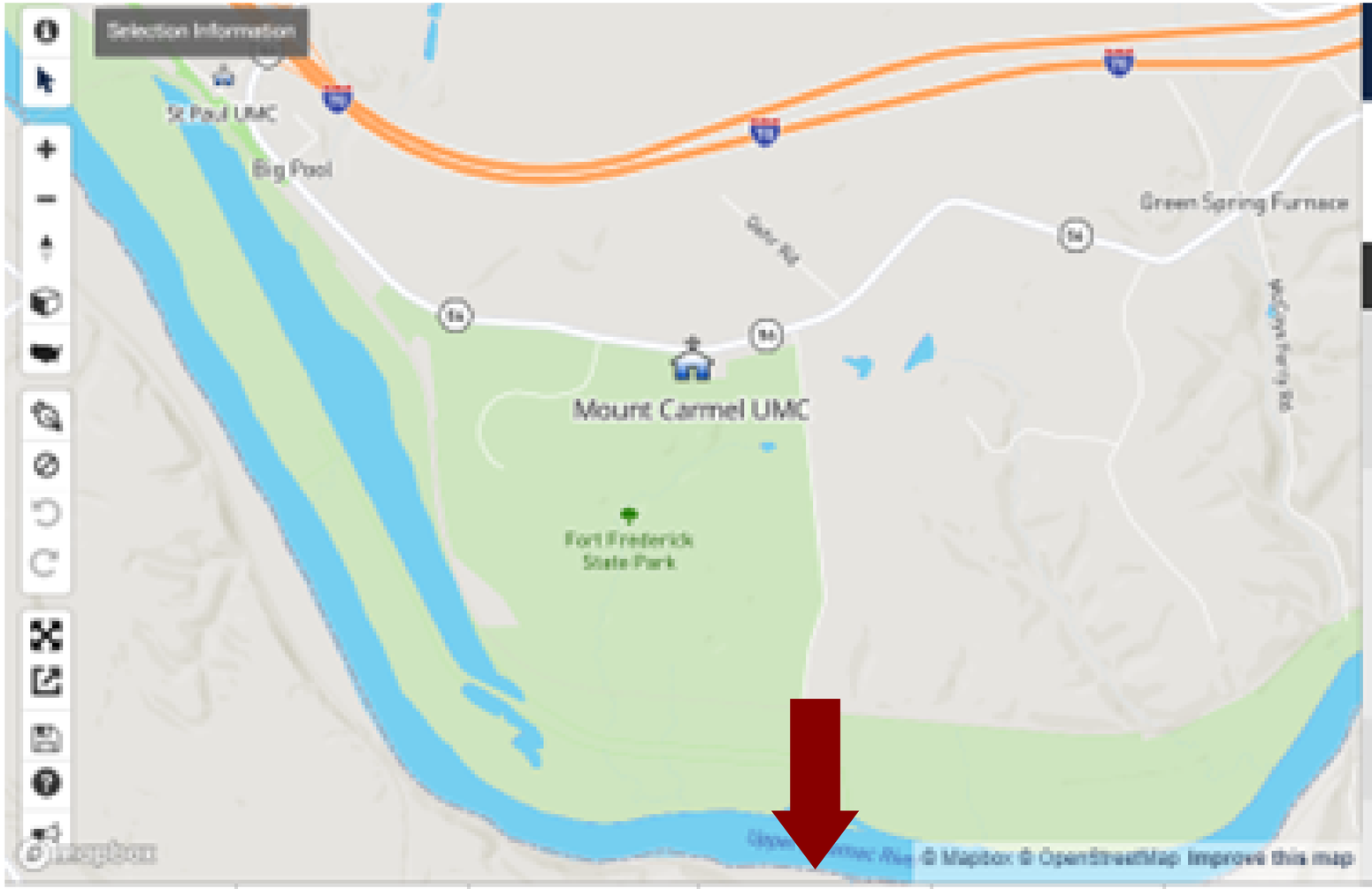
Login at https://www.acstechnologies.com/missioninsite/

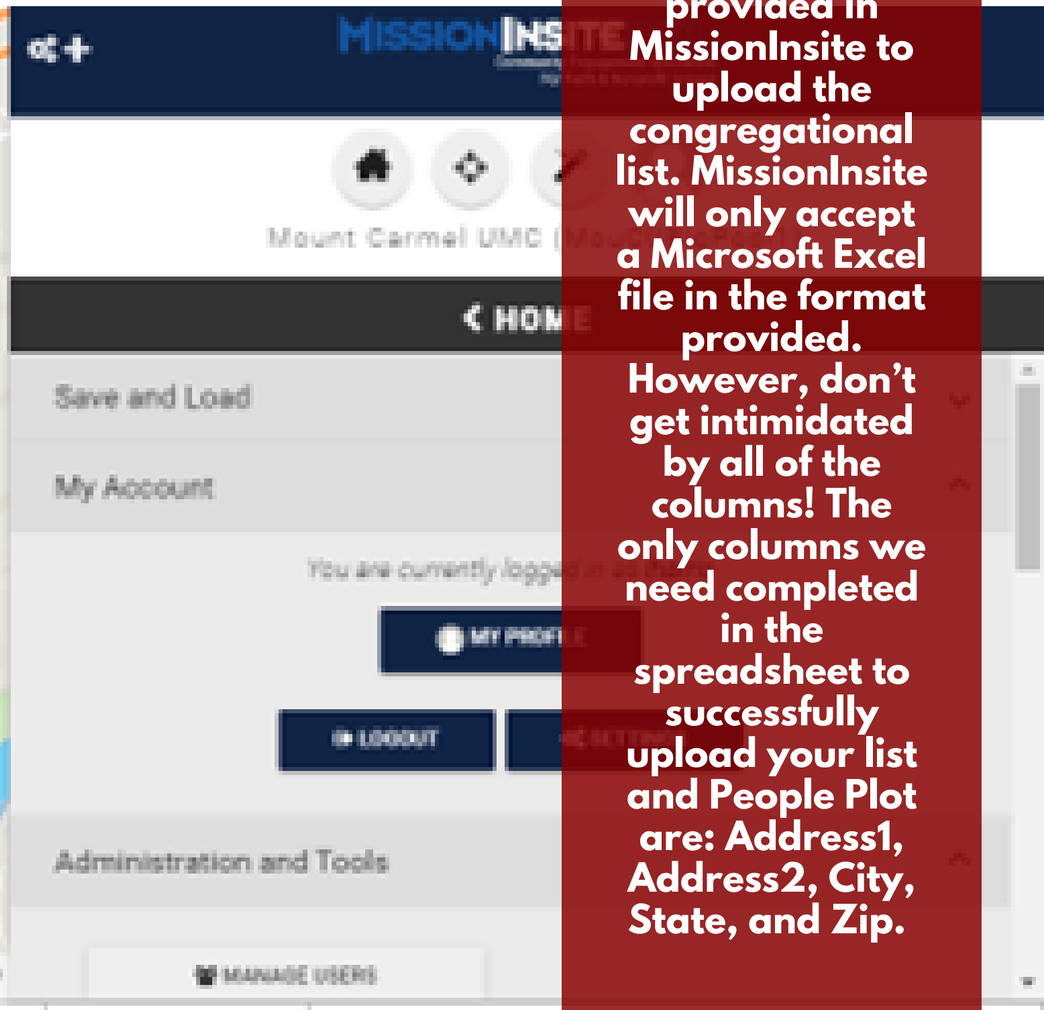
After you've selected your church as the study area, you should see the church on the map.

Let's Begin!

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

Select “Plotting” on the toolbar on the bottom of the screen.

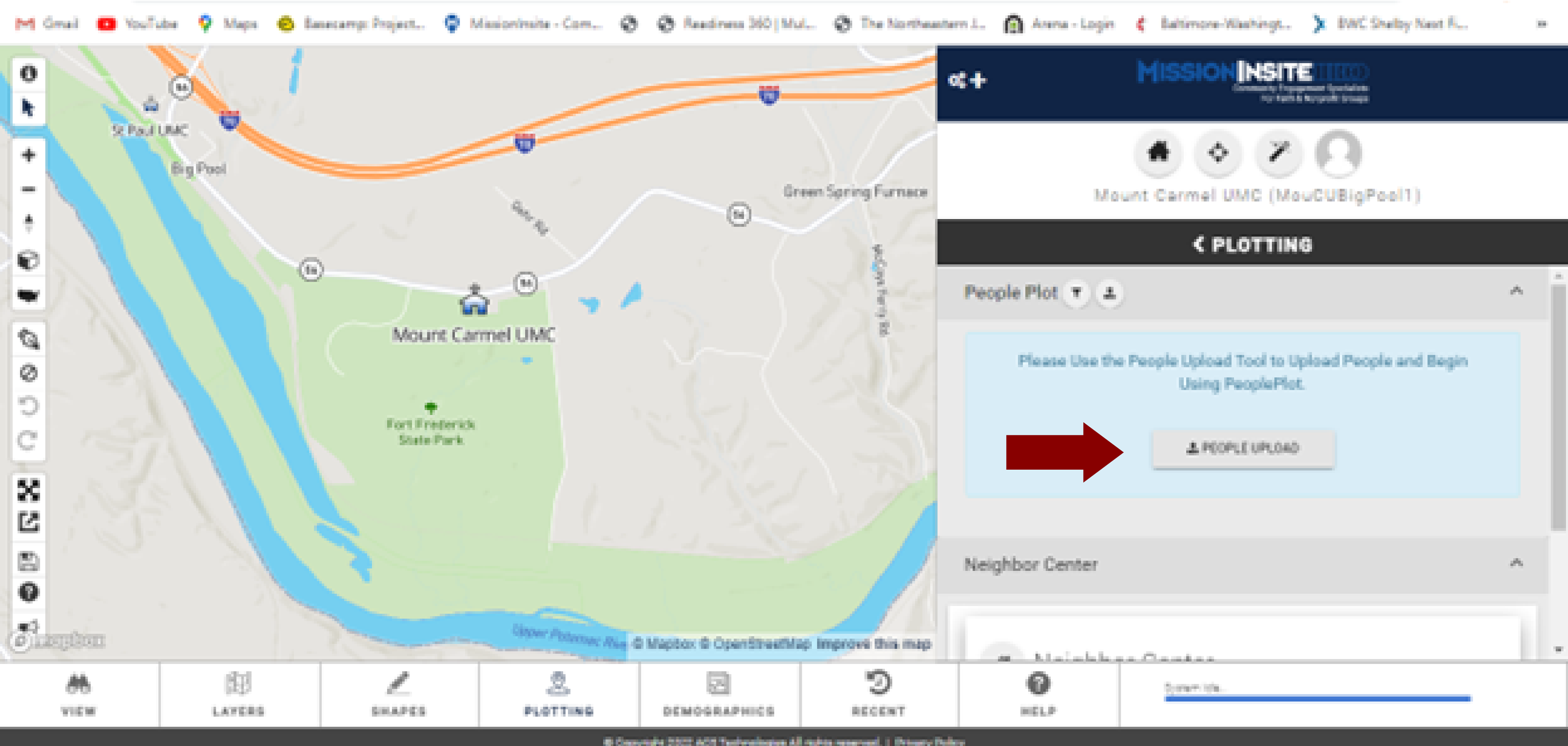




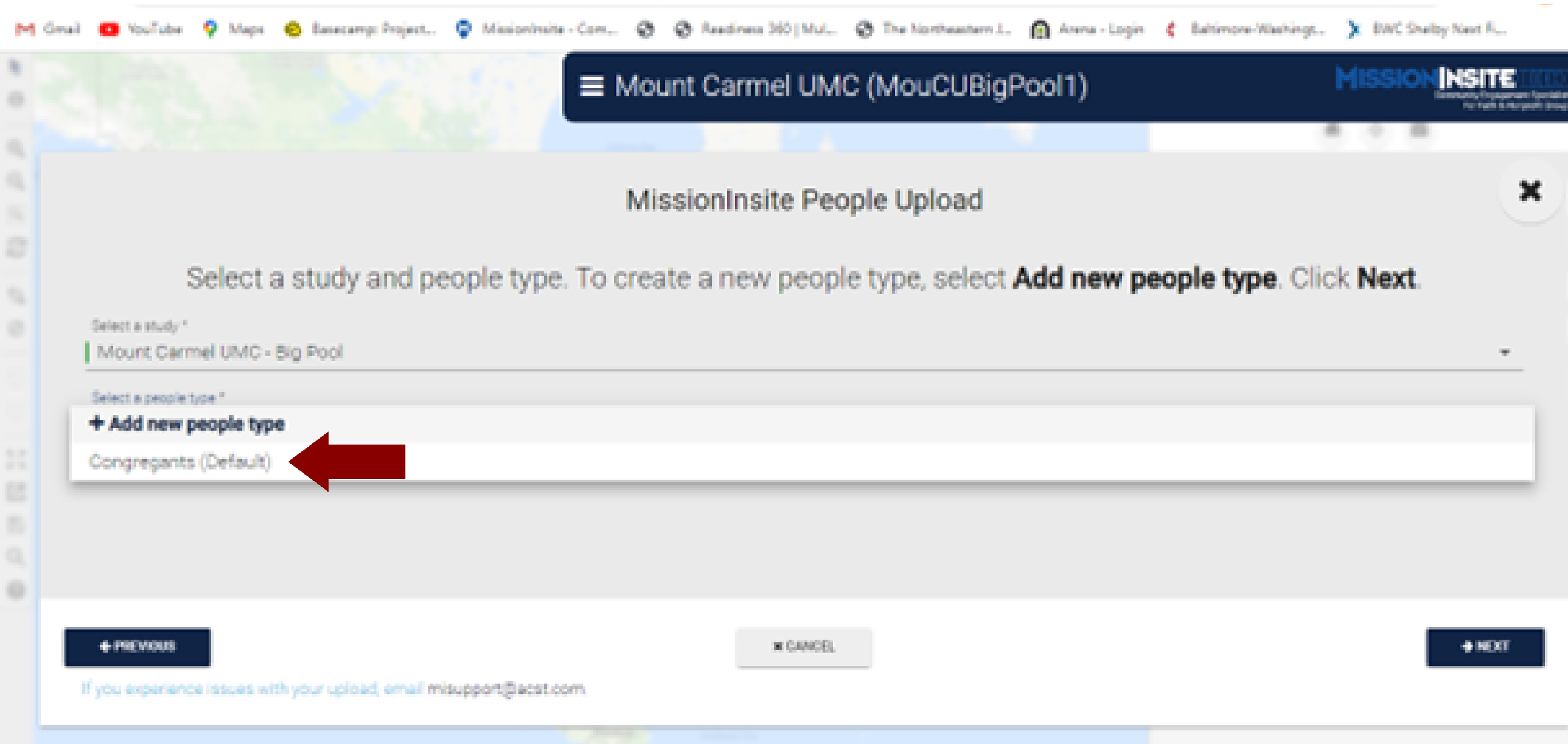
Tip

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.

If your church has not uploaded the congregational list, you will see “People Upload” as an option. Select it.

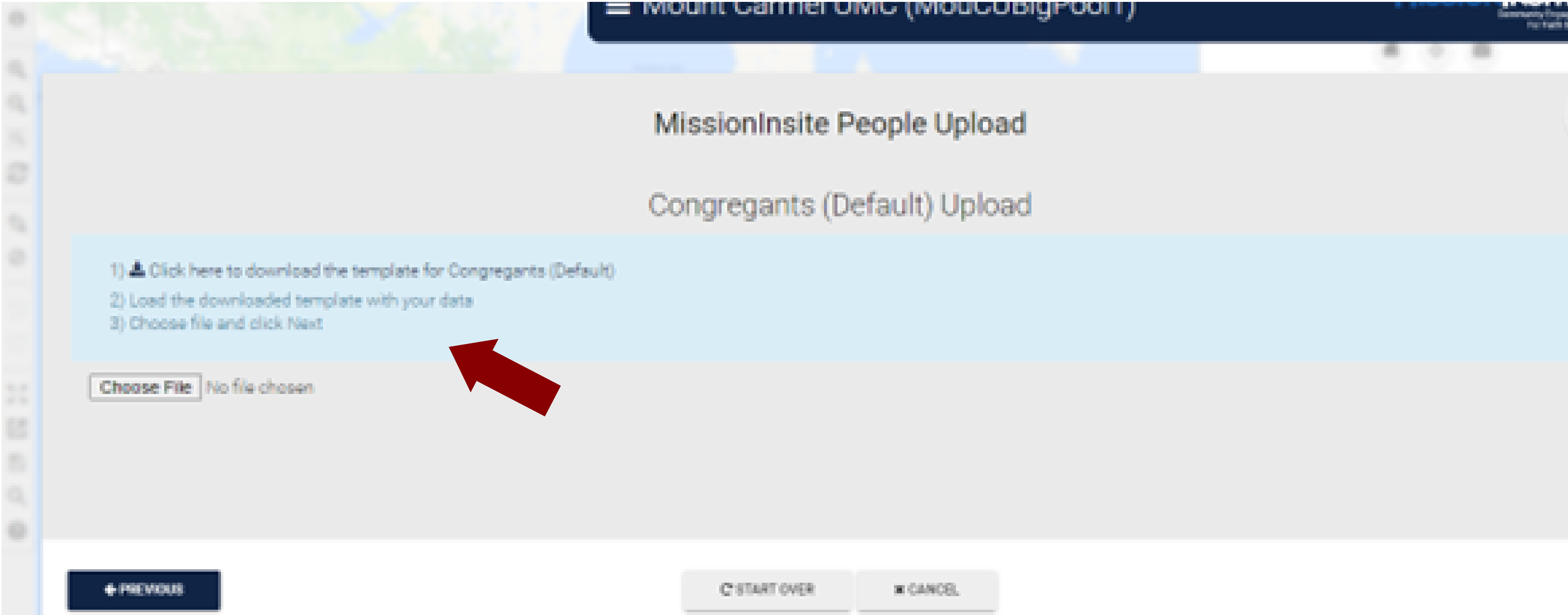


Where it says “Add New People,” you will select “Congregants (Default).”



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.



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.

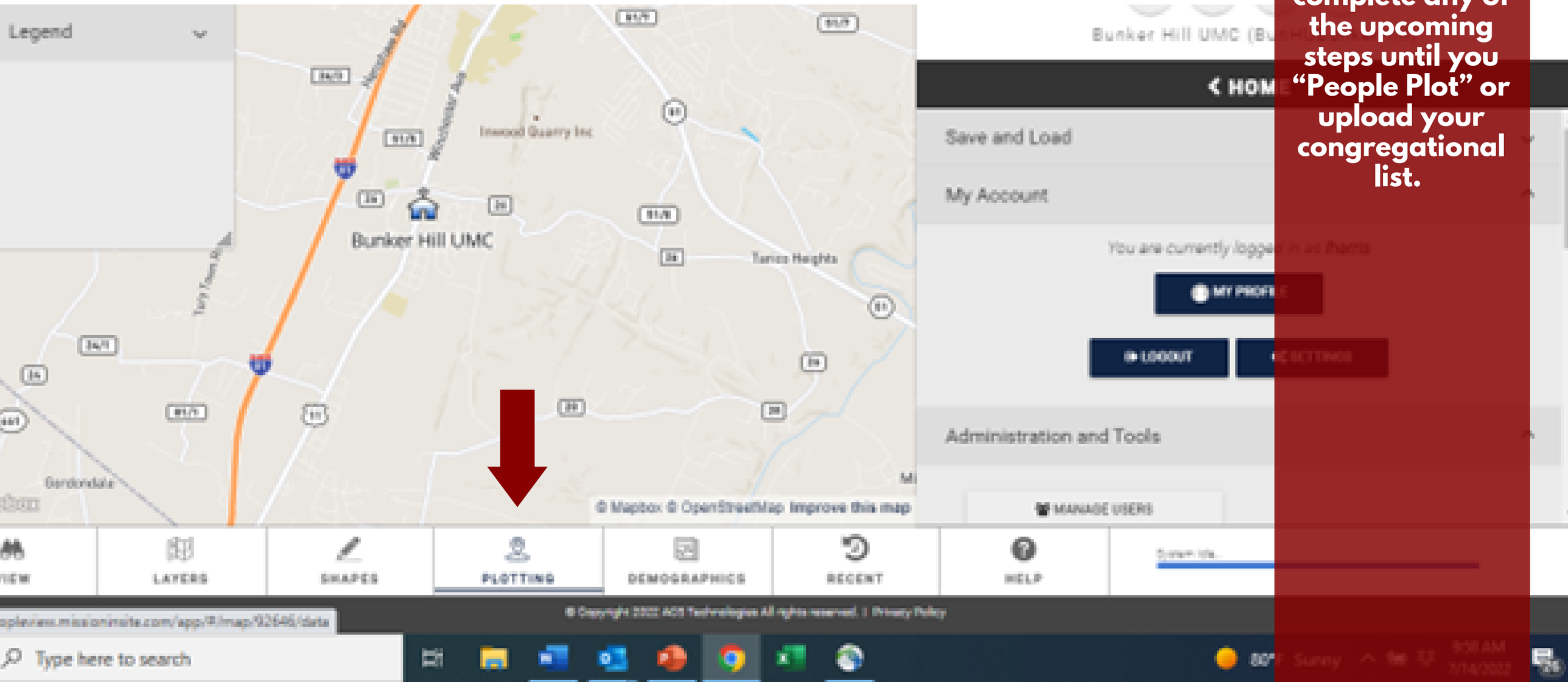
Also, it takes time for your congregants (the dots) to appear on the map after you upload the congregational list, sometimes hours. Give it time (24 hours) to appear.

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

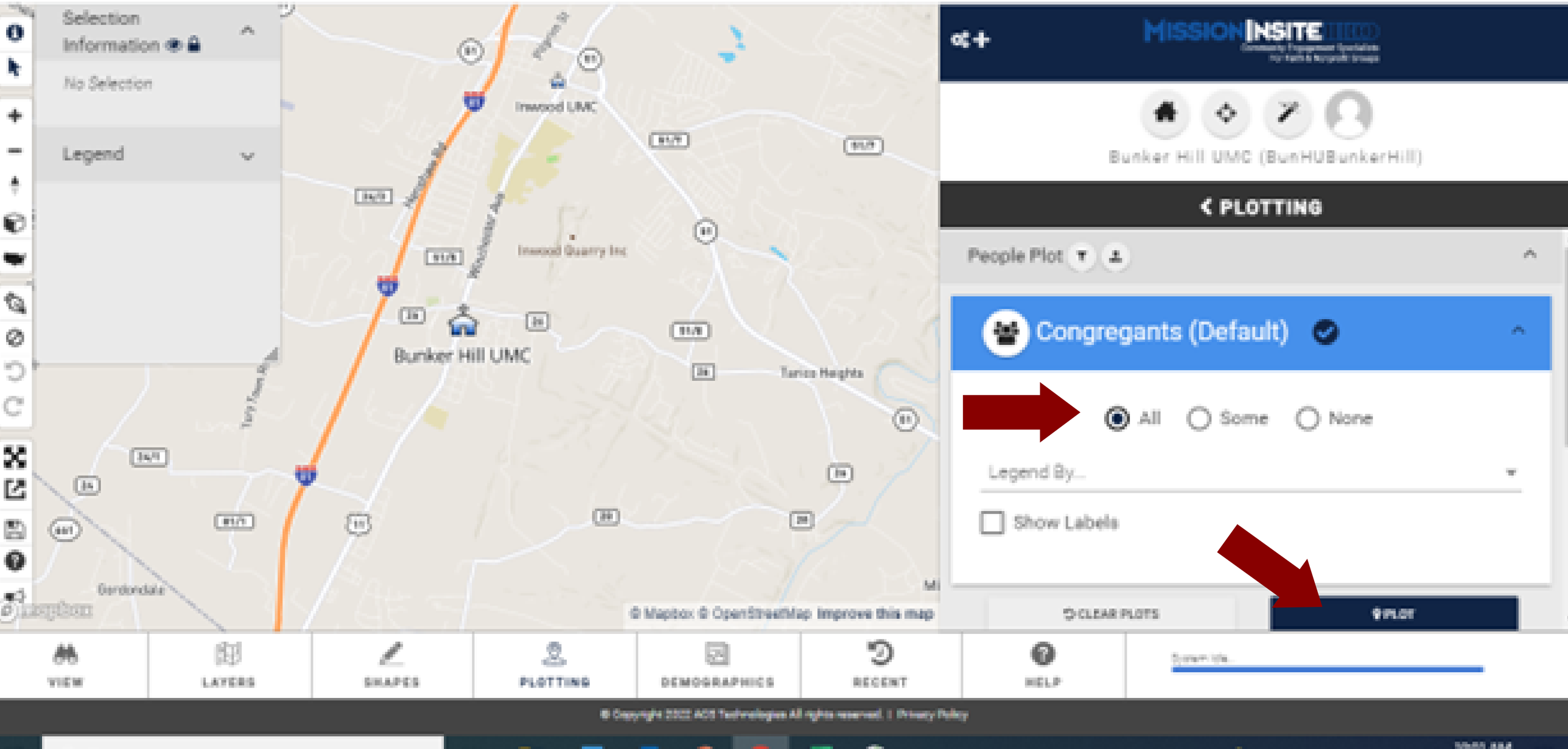
Now, that you've uploaded your congregational list. Select "Plotting" on the bottom toolbar.



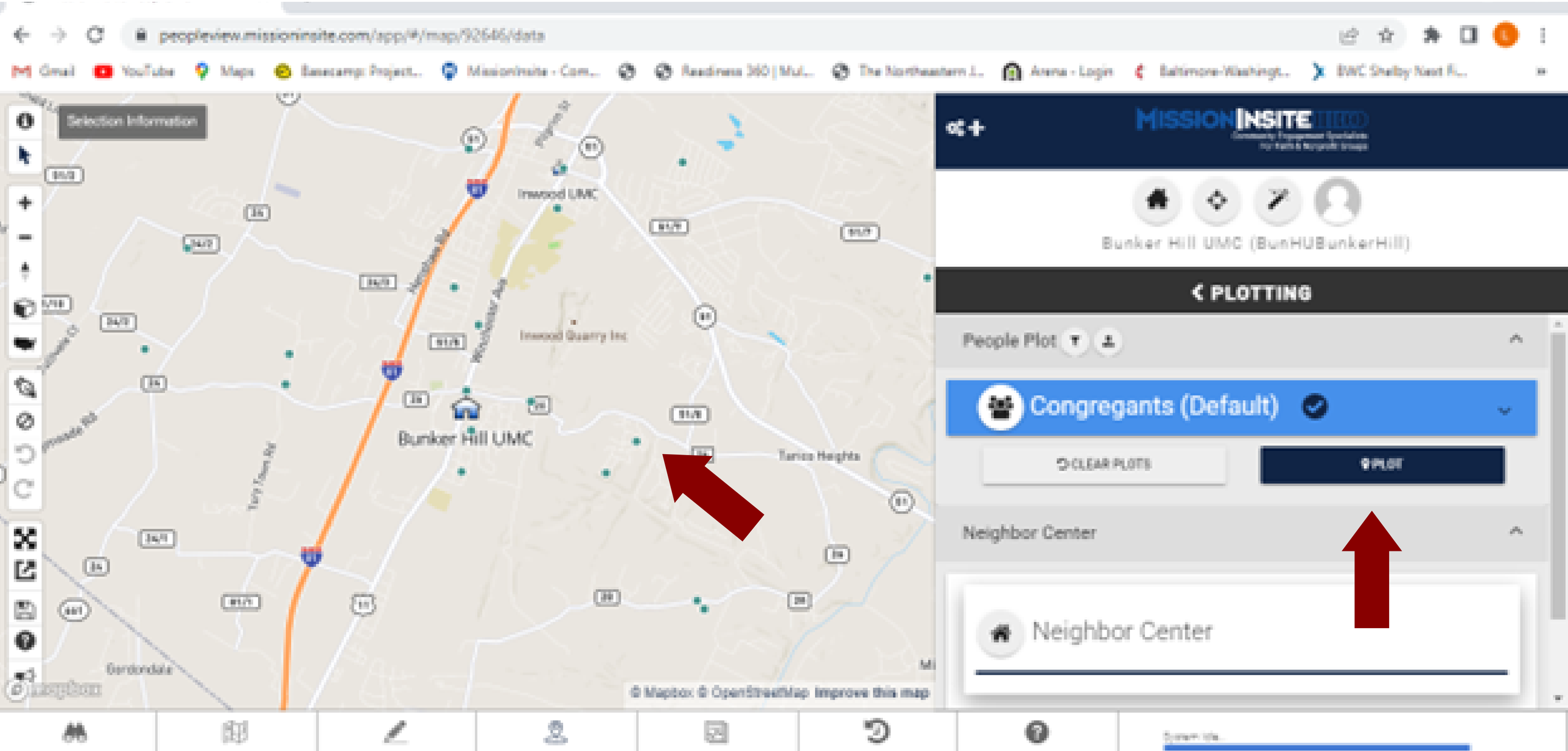
Tip

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.”



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

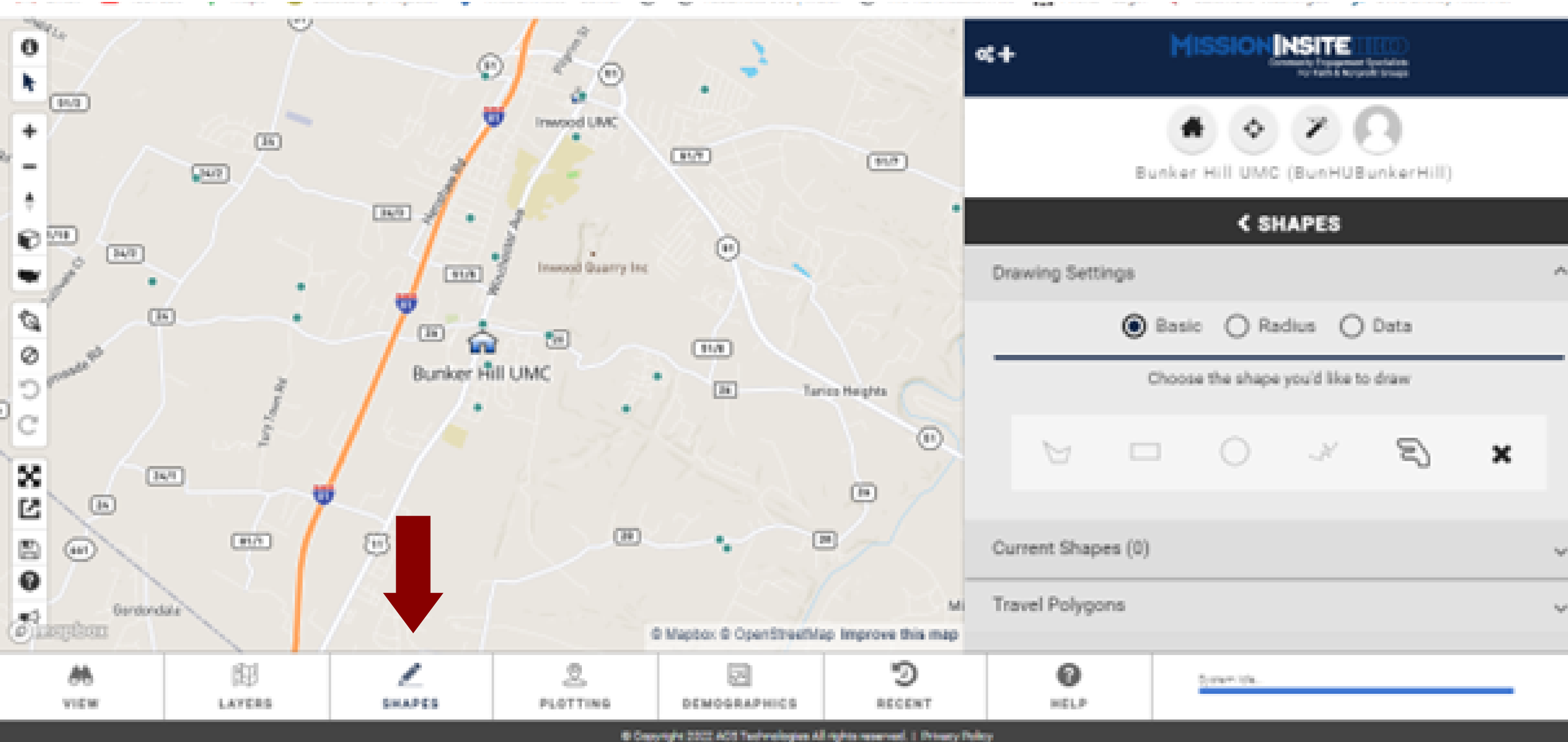


Tip

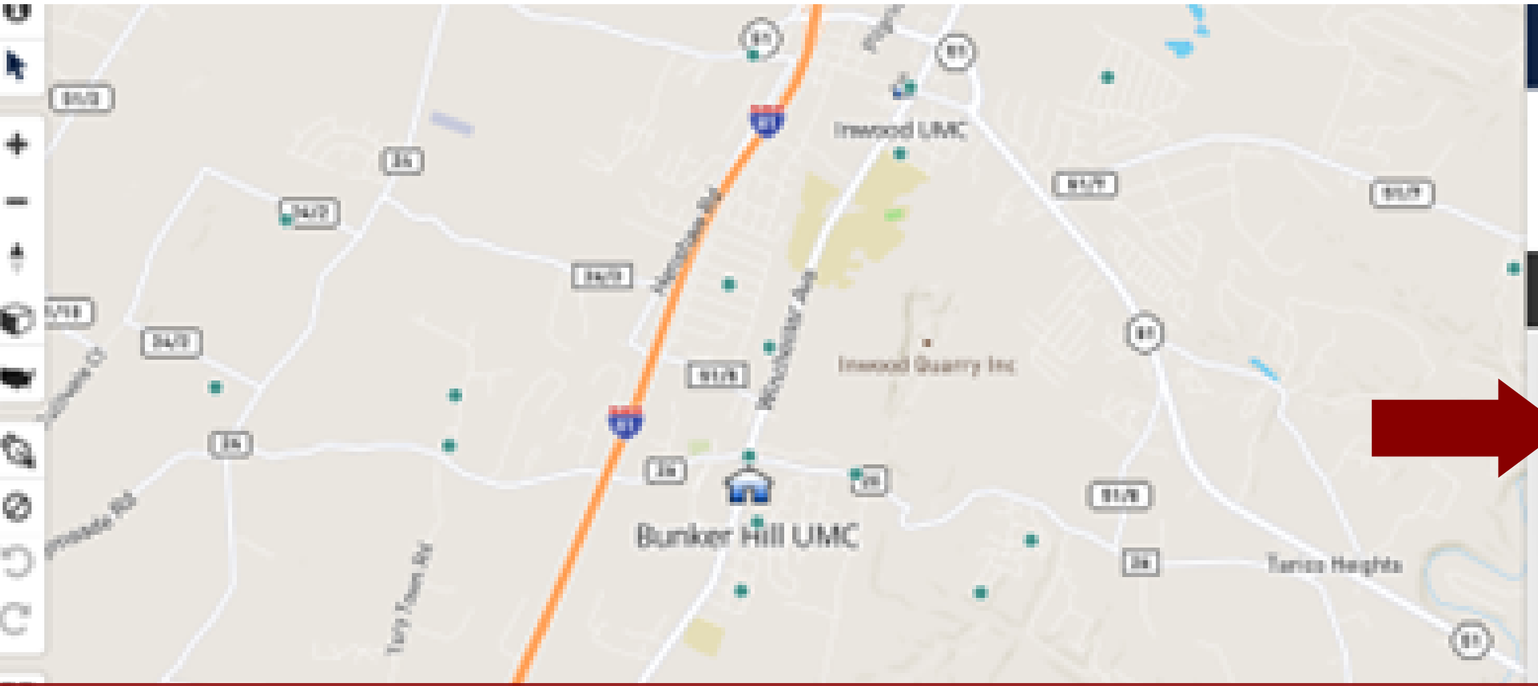
You cannot run the ComparativeInsite report unless your congregational list is plotting on the map.

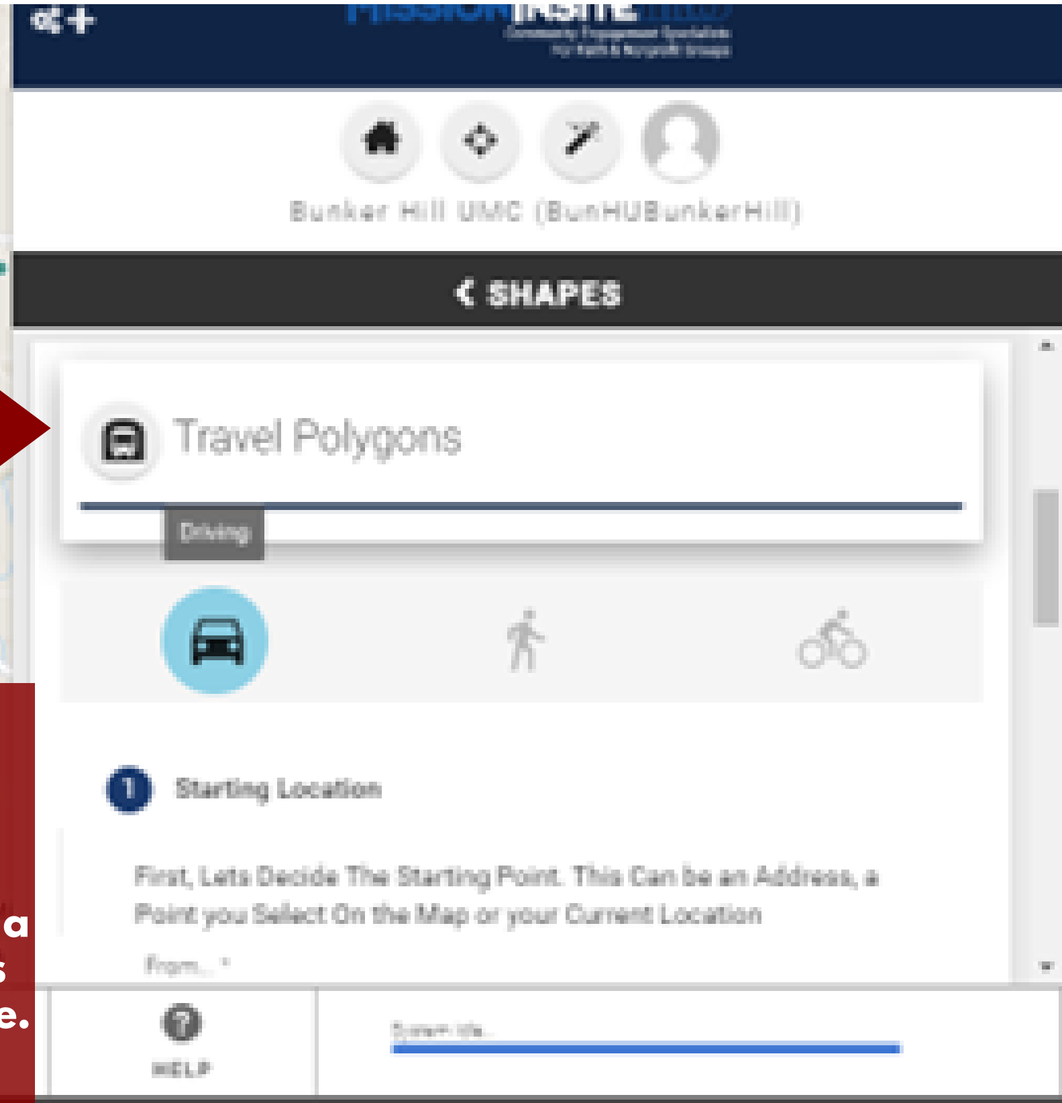
Now, you've taken the necessary preliminary steps. It's time to run the actual report!

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.

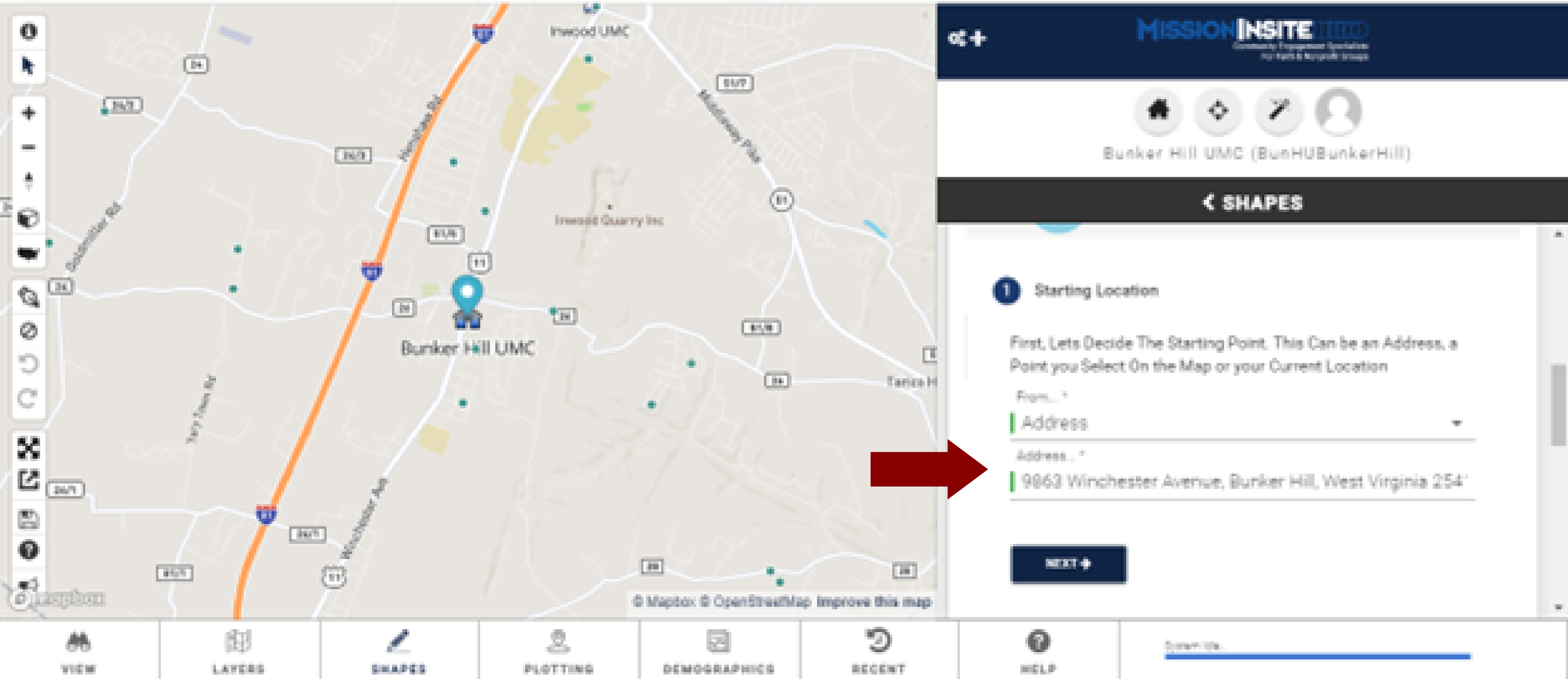




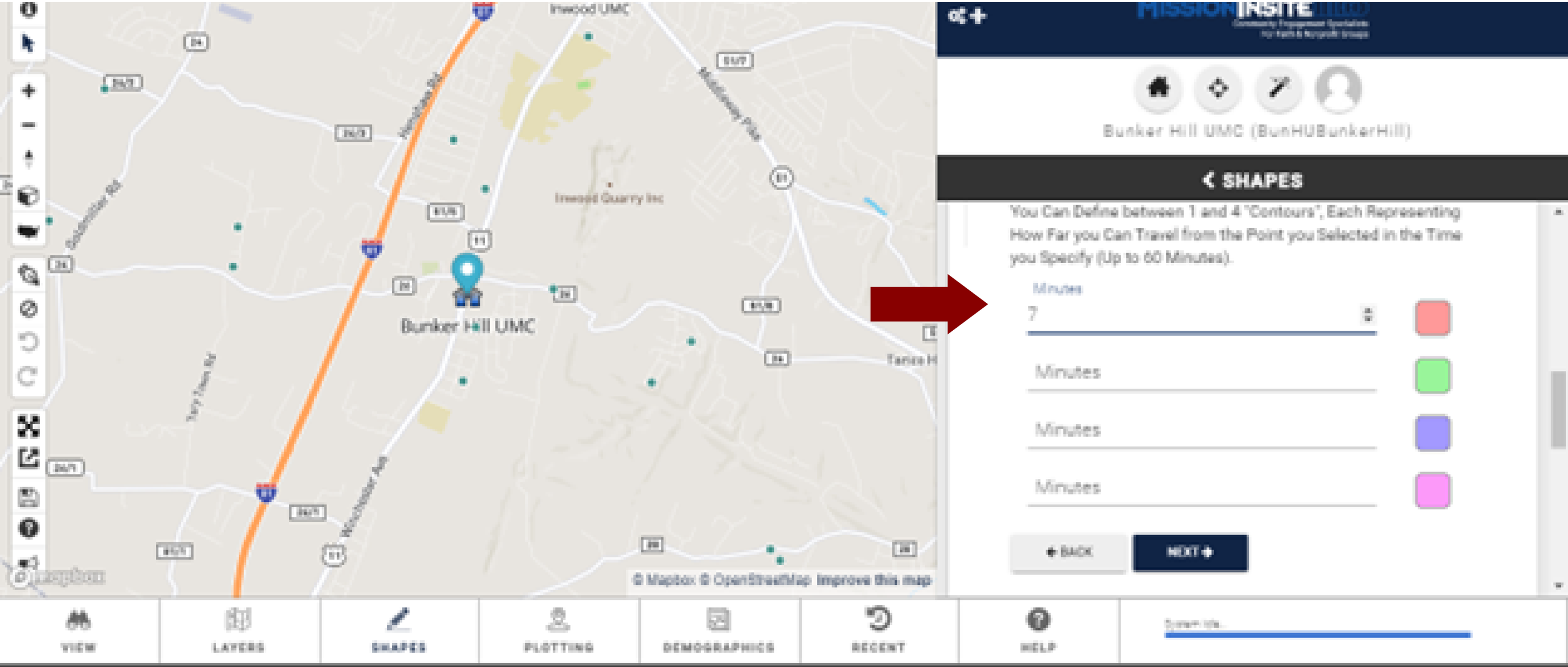
Tip

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

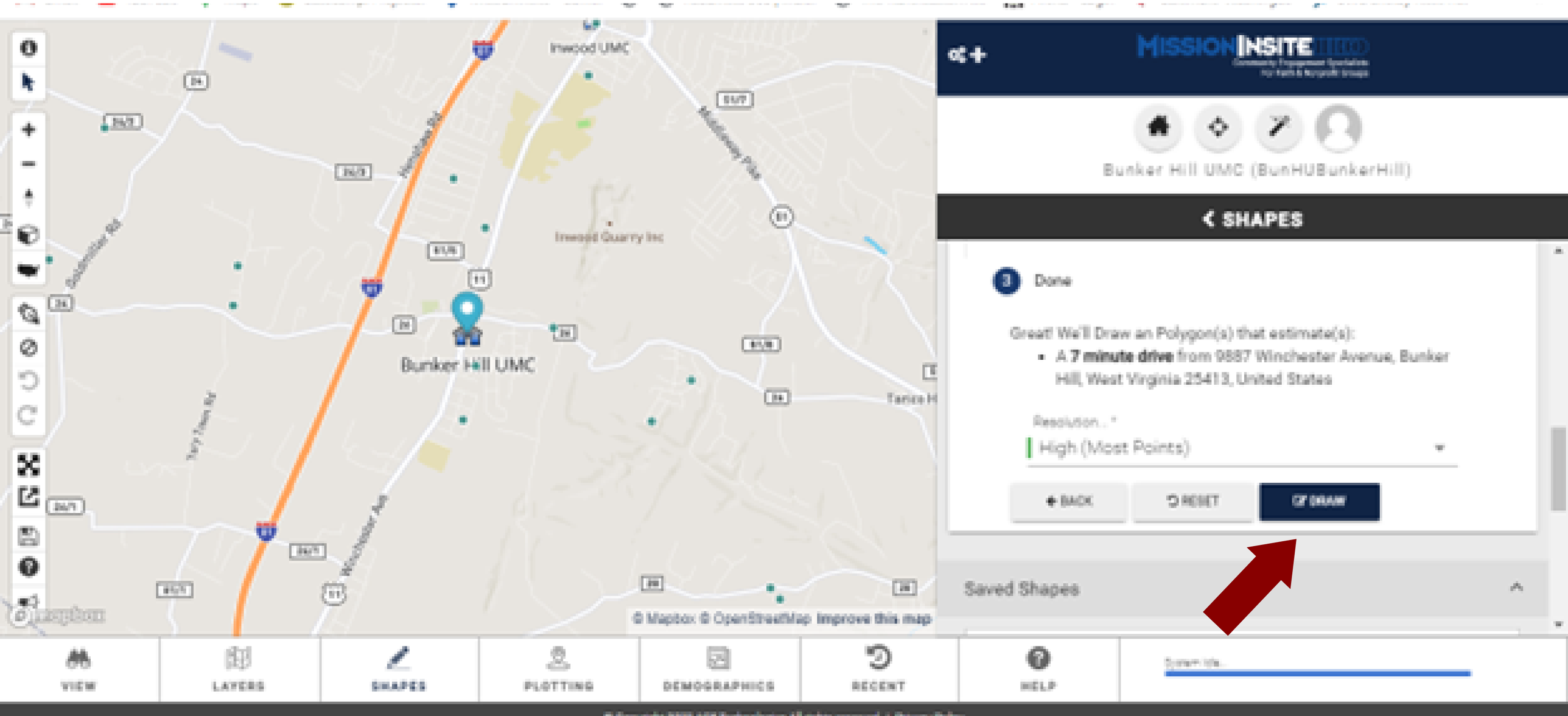
After you select the “car” icon, scroll down to “Starting Location.” The starting location we want to use is “Address.” Then you will enter your church’s address. Click “Next.”



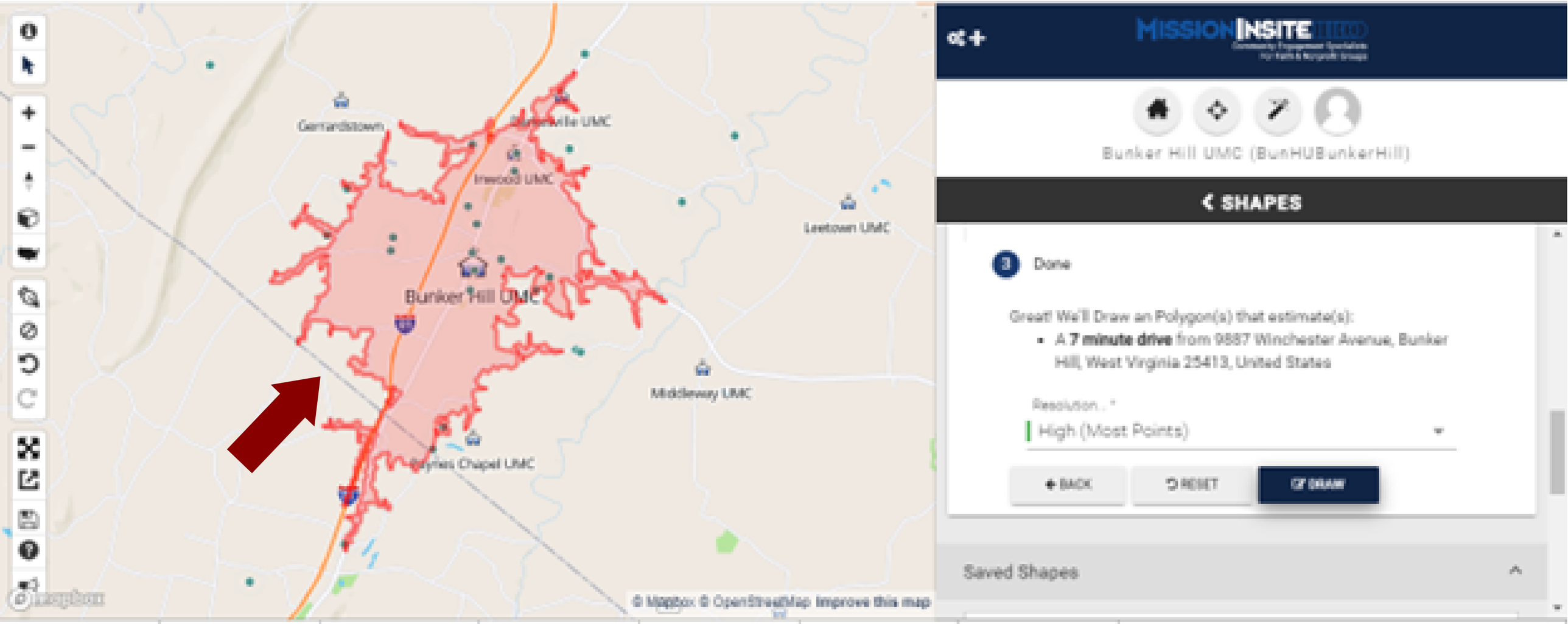
You will see “Time Contours” appear in the right toolbar. Enter “7” for 7-minute drive on the first line, and click “Next.”



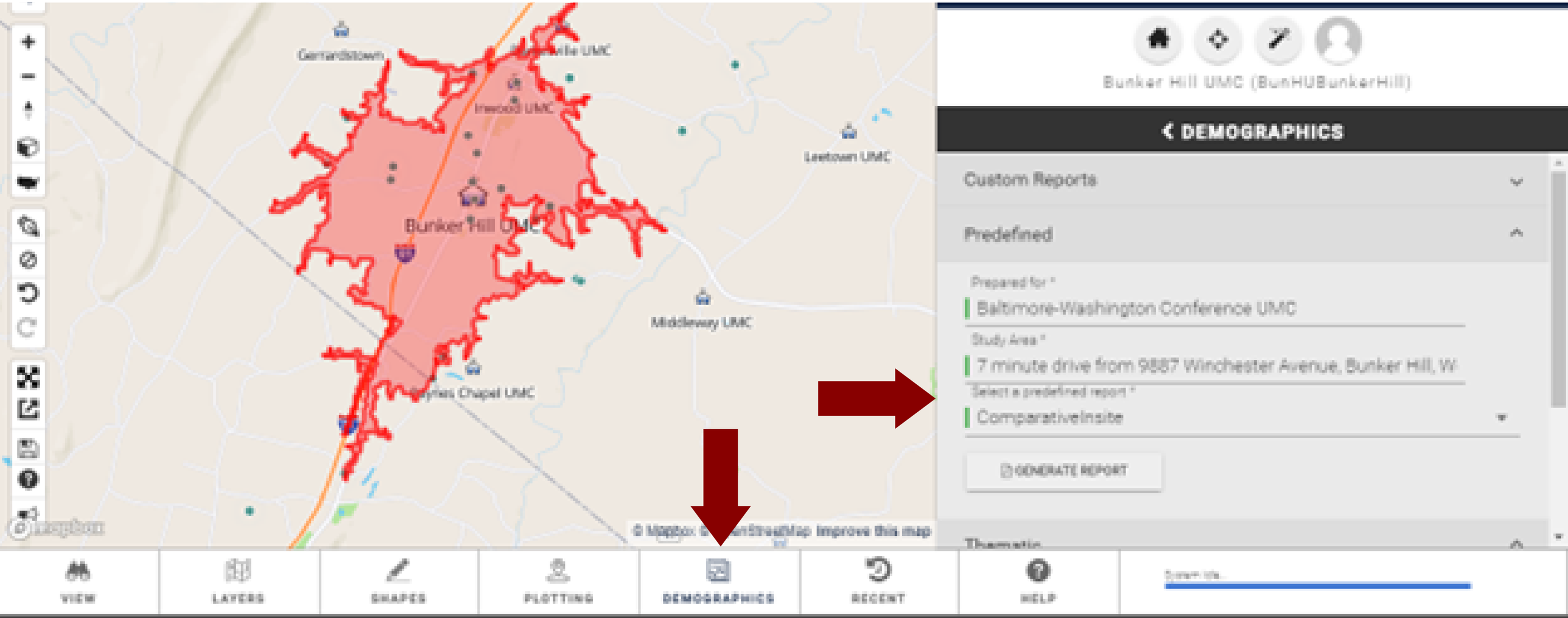
After you click "Next," options to adjust the map resolution will appear. Keep the resolution at “High (Most Points)", click “Draw.”



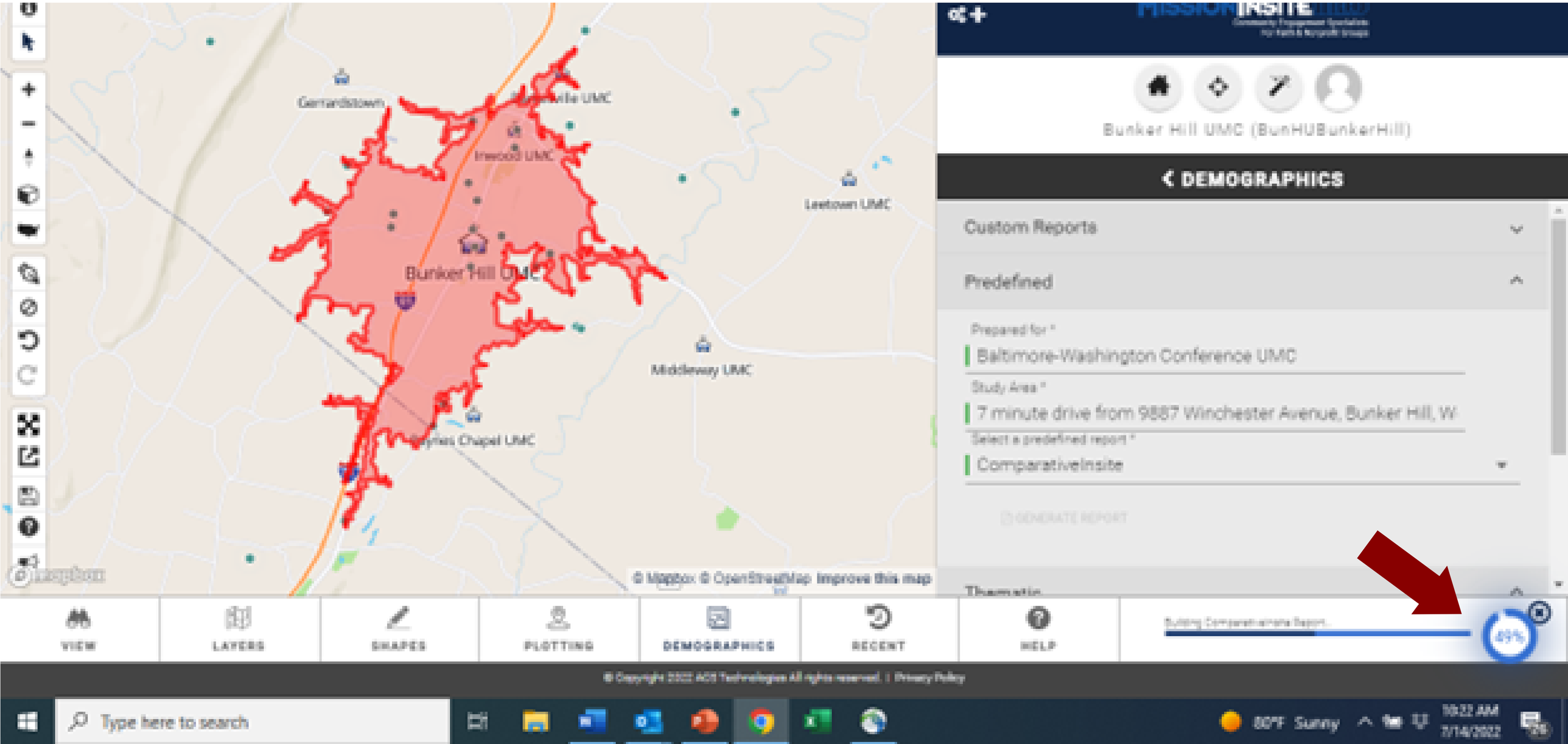
- You will then see the “Travel Polygon” appear on your map. It will look like the map below.



- 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 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 will 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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