

The Creed

I am The New
I have no taste for mere religion without
change
I live a purpose-driven, result-oriented life
based on principles in God's Word
I'm a man of the Word, yielded to the Spirit,
and committed to God's purpose for my life
I take my place in God's army and in His
agenda for the Earth and my generation
I bring great joy to my city
As sure as God helps me,
I will not give up,
I will not cave in,
I will not quit,
I will not fear,
I will not fail,
I will not die,
Until my job is done and victory is won.
I am the New and I love this church!



Teams Data Requests User Manual

Access the portal through
<https://bit.ly/TheNewDataOps>

Works best on a PC; limited
functionality on mobile.

Click on **Data Requests**.

Click on **Teams Data Requests**.

You will be directed to a portal that asks for your login credentials.



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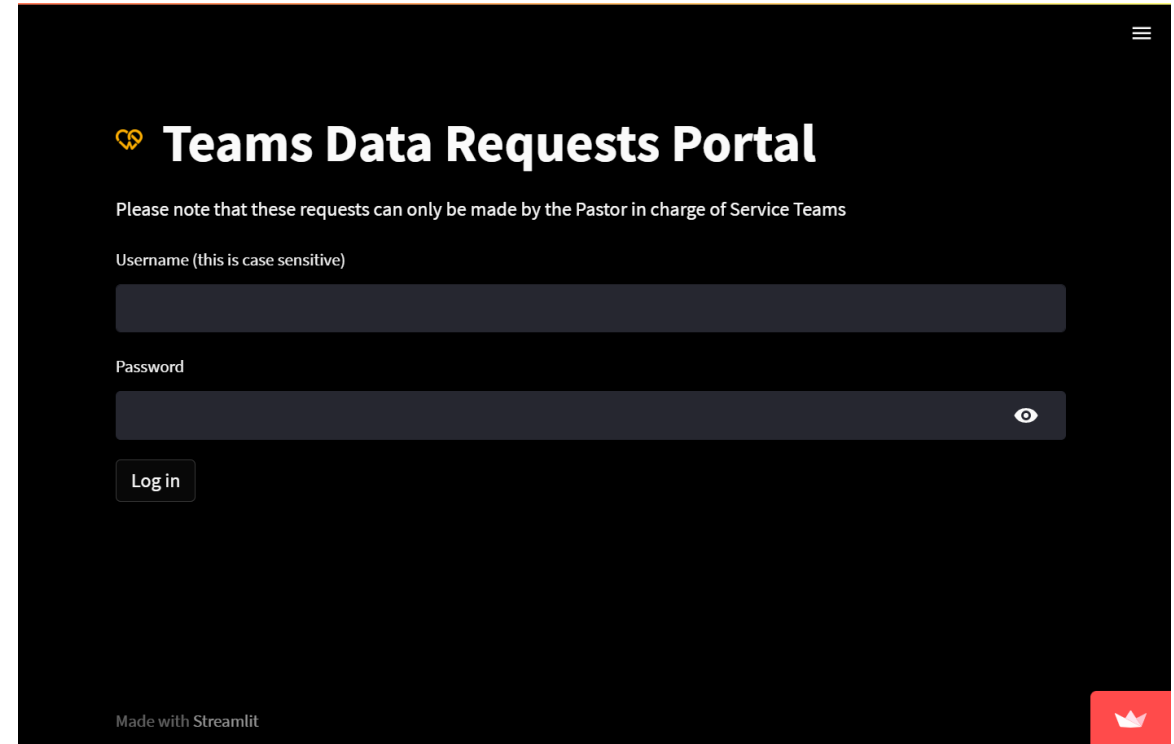
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Click on **Data Requests**.

Click on **Teams Data Requests**.

You will be directed to a portal that asks for your login credentials.



The screenshot shows a dark-themed web portal titled "Teams Data Requests Portal" with a heart icon. Below the title is a note: "Please note that these requests can only be made by the Pastor in charge of Service Teams". The login form includes a "Username (this is case sensitive)" field, a "Password" field with a toggle eye icon, and a "Log in" button. At the bottom left, it says "Made with Streamlit", and at the bottom right, there is a red button with a crown icon. A hamburger menu icon is in the top right corner.

☺ **Teams Data Requests Portal**

Please note that these requests can only be made by the Pastor in charge of Service Teams

Username (this is case sensitive)

Password

Log in

Made with Streamlit

Add to workforce
/ Modify existing
workforce

Tab Options:

- Add to workforce/
Modify...

You can either add/modify a single person or multiple people

In the **add a single team member tab**, you can search for the person by *name, email, or phone number*.

The screenshot shows a web application titled "Modification Requests". On the left, a sidebar contains a dropdown menu labeled "What will you like to do?" with the option "Add to workforce/Modify current w..." selected. The main content area has a header "Modification Requests" and a note: "Please note that changes will be made within 4-5 days". Below this, there are two tabs: "Add a single team member" (active) and "Add multiple team members". The "Add a single team member" tab contains a "Search group:" dropdown menu with options: "Full name" (selected), "Full name", "Email address", and "Phone number". An annotation "Search by" points to this menu. To the right of the menu is a text input field labeled "What is the person's full name?". An annotation "Search for person and select" points to this field. At the bottom left, it says "Made with Streamlit", and at the bottom right, there is a red button with a crown icon.

Tab Options:

- Add to workforce/
Modify...

When the person's record is found and confirmed accurate, select the person's new service team.

Also write the reason for addition/modification (optional, but preferable).

Click on **Request**. You should get a confirmatory email for follow up.

The screenshot shows a web application interface for adding a team member. The interface is divided into a sidebar and a main content area.

Sidebar: A dark sidebar on the left contains a close button (X) at the top. Below it, a section titled "What will you like to do?" contains a dropdown menu with the option "Add to workforce/Modify current w...".

Main Content Area: The main area has a dark background. At the top, there are two tabs: "Add a single team member" (selected) and "Add multiple team members".

Search Section: Below the tabs, there is a "Search group:" label and a "What is the person's full name?" label. A dropdown menu for "Full name" is set to "Itunuoluwa Olowoye".

Table: A table displays search results. The first row is highlighted in yellow. The table has columns: full_name, installation, email_address, phone_number, service_team, team_head, and unique_id. The first row contains the values: Itunuoluwa Olowoye, Ikeja, and empty cells for the remaining columns.

Confirmation Dialog: A dialog box asks "This is the correct person." with two radio buttons: "Yes" (selected) and "No". Below this, a button labeled "Is the record correct?" is shown.

Add Team Member Form: A form titled "Select Service Team" is shown. It includes a dropdown menu for "Select new service team and state the reason for addition (optional, but preferable)". Below this is a text area for "Reason".

Buttons: At the bottom of the form, there is a button labeled "Request" and a button labeled "Log request".

Annotations: Yellow boxes and arrows highlight key elements: the sidebar dropdown, the "Person's details" dropdown, the table row, the "Select new service team" dropdown, the "Reason" text area, the "Request" button, and the "Log request" button.

Tab Options:

- Add to workforce/
Modify...

In the **add multiple team members tab**, you can search for the people by *name, email, or phone number*.

When the records are found and confirmed accurate, download the records.

Fill only the service team and reason columns.

The reason for addition/modification is optional, but preferable.

What will you like to do?

Add to workforce/Modify current w...

Modification Requests

Please note that changes will be made within 4-5 days

Add a single team member **Add multiple team members**

Search group: What are their full names?

Full name

Itunuoluwa Olo... x Agbelese Mayowa x

full_name	installation	email_address	phone_number	service_team	team_head	unique_id
Agbelese Mayowa	Ikeja					
Itunuoluwa Olowoye	Ikeja					

Download this table and fill the *Service Team and reason columns* only. Changes to other columns may cause an error during re-upload.

Download list as XLSX

Download file

People's details

Tab Options:

- Add to workforce/
Modify...

Upload the updated downloaded file.

Send in the request.

You should receive a confirmatory email for follow up

The screenshot shows a web application interface with a dark theme. On the left, a sidebar contains a dropdown menu titled "What will you like to do?" with the option "Add to workforce/Modify current w..." selected. The main content area has a header with the text "Itunuoluwa Olowoye Ikeja". Below this, there is a section titled "Download this table and fill the *Service Team and reason columns* only. Changes to other columns may cause an error during re-upload." with a button "Download list as XLSX". A paragraph follows: "Upload the updated file. It is advisable to upload the updated downloaded file. If you are uploading a file different from the one previously downloaded, ensure that the data types and structure match. Else, upload may fail." Below this is a section titled "Upload the updated Excel file" containing a file upload area with the text "Drag and drop file here" and "Limit 200MB per file", a "Browse files" button, and a list of uploaded files showing "service_team_addition (1).xlsx" with a size of "10.7KB". At the bottom, there is a "Request" button. Two callout boxes with arrows point to the "Request" button: one labeled "Send the request" and another labeled "Upload updated downloaded file". A red button with a crown icon is visible in the bottom right corner.

What will you like to do?

Add to workforce/Modify current w...

Itunuoluwa Olowoye Ikeja

Download this table and fill the *Service Team and reason columns* only. Changes to other columns may cause an error during re-upload.

Download list as XLSX

Upload the updated file. It is advisable to upload the updated downloaded file. If you are uploading a file different from the one previously downloaded, ensure that the data types and structure match. Else, upload may fail.

Upload the updated Excel file

Drag and drop file here
Limit 200MB per file

Browse files

service_team_addition (1).xlsx 10.7KB

Request

Send the request

Upload updated downloaded file



Remove from
workforce



Tab Options:

- Remove from workforce

You can either remove a single person or multiple people
In the **remove a single team member tab**, you can search for the person by *name, email, or phone number*.

The screenshot shows a web application titled "Modification Requests". On the left, a sidebar contains a dropdown menu labeled "What will you like to do?" with the option "Remove from workforce" selected. The main content area has a header "Modification Requests" and a note: "Please note that changes will be made within 4-5 days". Below this, there are two tabs: "Remove a single team member" (which is active) and "Remove multiple team members". Under the active tab, there is a "Search group:" section with a dropdown menu showing "Full name" selected, and a list of options: "Full name", "Email address", and "Phone number". An arrow points from the "Search by" label to this dropdown. To the right of the "Search group:" section is a text input field labeled "What is the person's full name?". An arrow points from the "Search for person and select" label to this input field. At the bottom left, it says "Made with Streamlit", and at the bottom right, there is a red button with a crown icon.

What will you like to do?

Remove from workforce

Modification Requests

Please note that changes will be made within 4-5 days

Remove a single team member Remove multiple team members

Search group:

Full name

Full name

Email address

Phone number

What is the person's full name?

Search for person and select

Search by

Made with Streamlit

Tab Options:

- Remove from workforce

In the **remove a single team member tab**, you can search for the person by *name, email, or phone number*.

When the person's record is found and confirmed accurate, state the reason for removal (optional, but preferable).

Click on **Request**. You should get a confirmatory email for follow up.

The screenshot shows a web interface for removing a team member. On the left, a sidebar contains a dropdown menu titled 'What will you like to do?' with the option 'Remove from workforce' selected. The main panel has two tabs: 'Remove a single team member' (active) and 'Remove multiple team members'. Below the tabs, there is a search section with a 'Search group:' dropdown set to 'Full name' and a text input field containing 'Itunuoluwa Olowoye'. To the right of the search input is a box labeled 'Person's details' which contains a dropdown menu. Below the search section is a table with the following data:

full_name	installation	email_address	phone_number	service_team	team_head	unique_id
Itunuoluwa Olowoye	Ikeja					

Below the table, there is a confirmation section with the text 'This is the correct person.' and two radio buttons: 'Yes' (selected) and 'No'. To the right of this is a large text area labeled 'Reason'. Below the 'Yes' radio button is a box labeled 'Is the record correct?'. Below the 'Reason' text area is a box labeled 'Request'. To the right of the 'Request' box is a box labeled 'Log request'. To the right of the 'Reason' text area is a box labeled 'State the reason for addition (optional, but preferable)'. At the bottom right of the interface is a red button with a crown icon.

Tab Options:

- Remove from workforce

In the **remove multiple team members tab**, you can search for the people by *name, email, or phone number*.

When the records are found and confirmed accurate, download the records.

Fill the reason column. Clearing out the service team column is optional.

The reason for removal is optional, but preferable.

What will you like to do?
Remove from workforce

Modification Requests

Please note that changes will be made within 4-5 days

Remove a single team member **Remove multiple team members**

Search group: What are their full names?

Full name

full_name	installation	email_address	phone_number	service_team	team_head	unique_id
Agbelese Mayowa	Ikeja					
Itunuoluwa Olowoye	Ikeja					

Download this table and fill the *Service Team and reason columns* only. Changes to other columns may cause an error during re-upload.

Download list as XLSX **Download file**

People's details

Tab Options:

- Remove from workforce

Upload the updated downloaded file.

Send in the request.

You should receive a confirmatory email for follow up

What will you like to do?

Remove from workforce

Download this table and fill the *Service Team and reason columns* only. Changes to other columns may cause an error during re-upload.

Download list as XLSX

Upload the updated file. It is advisable to upload the updated downloaded file. If you are uploading a file different from the one previously downloaded, ensure that the data types and structure match. Else, upload may fail.

Upload the updated Excel file

Drag and drop file here
Limit 200MB per file

Browse files

service_team_deletion.xlsx 10.7KB

Request

Send the request

Upload updated downloaded file

Change service
team head

Tab Options:

- Change service team head

In the case of a handover, you can simply select the service team and select the new team head.

Click on **Request** to log your entry.

You should get a confirmation email for follow up.

The screenshot shows a web application interface for 'Modification Requests'. On the left, a sidebar contains a dropdown menu titled 'What will you like to do?' with the option 'Change service team head' selected. The main content area has a title 'Modification Requests' and a note: 'Please note that changes will be made within 4-5 days'. Below this, there are three main sections: 'Select the Service Team' with a dropdown showing 'Amplified', 'Current Team Head' with the name 'Ayowole Ogunsade', and 'Select the new head' with an empty dropdown. A 'Request' button is located below the 'Select the Service Team' dropdown. Annotations with arrows point to these elements: 'Send the request' points to the 'Request' button; 'Select service team' points to the 'Select the Service Team' dropdown; and 'Select new team head' points to the 'Select the new head' dropdown. At the bottom left, it says 'Made with Streamlit', and at the bottom right, there is a red button with a crown icon.

What will you like to do?

Change service team head

Modification Requests

Please note that changes will be made within 4-5 days

Select the Service Team

Amplified

Current Team Head

Ayowole Ogunsade

Select the new head

Request

Select service team

Select new team head

Send the request

Made with Streamlit



Thank You

