

Heralds User Manual

Access the portal through https://bit.ly/TheNewDataO ps

Works best on a PC; limited functionality on mobile.

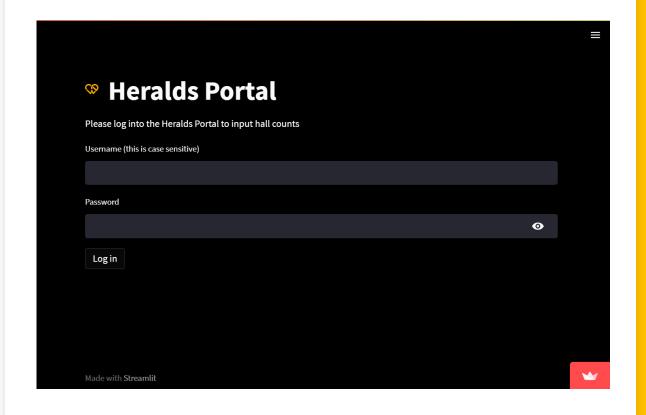
Click on Heralds.

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



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Nation Pastors

Tab Options:

Add new record

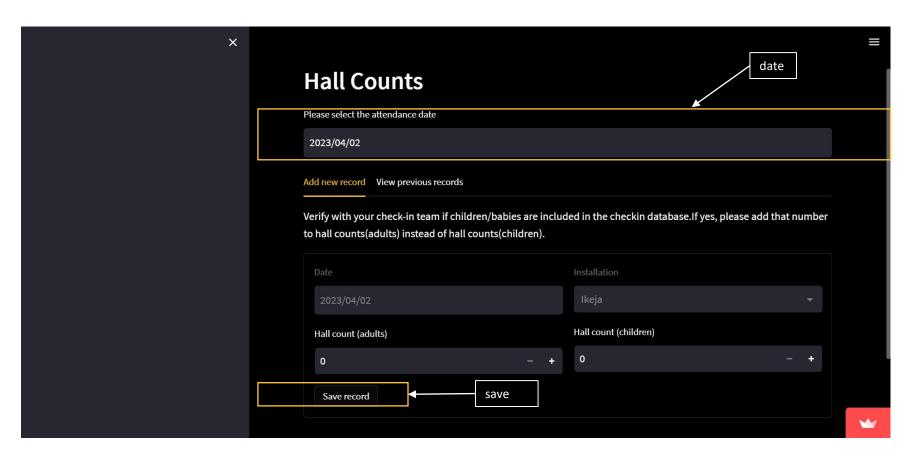
First, select a date that corresponds to a Sunday.

There are two tabs: one to **add new records** and another to **see previous records**.

In the **Add new record** tab, fill in the hall count for the day.

If children are excluded from the check-in database, please count them separately in the hall count children input tab.

Click on save table after your session to save the record.



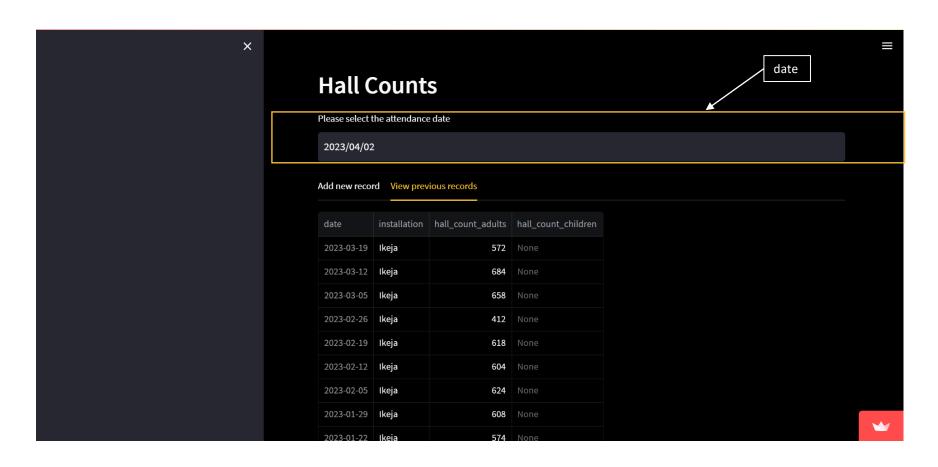
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Add new record

First, select a date that corresponds to a Sunday.

There are two tabs: one to **add new records** and another to **see previous records**.

In the View previous records tab, you can see previous entries from your installation's hall count.



Login Credentials

Universal Password is: untilmyjobisdone

Username	Team
Yetunde	Heralds Ikeja

Thank You