

Nations User Manual

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

Works best on a PC; limited functionality on mobile.

Click on Nations.

There are two options:

- Nation Pastors for nation pastors, and
- Nations Pastor for pastor-incharge of nations.

Select the option that applies to you.

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



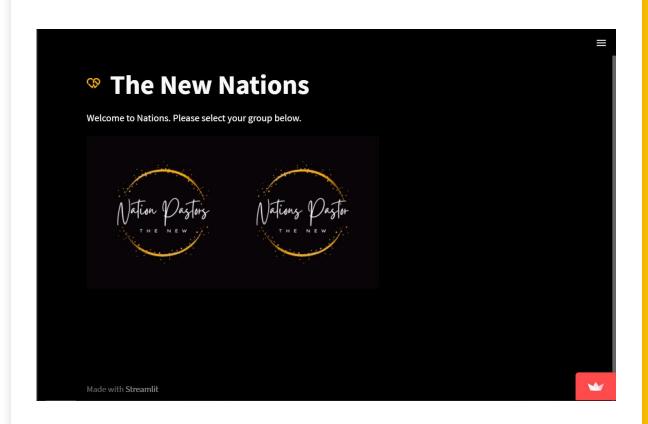
Click on Nations.

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- Nation Pastors for nation pastors, and
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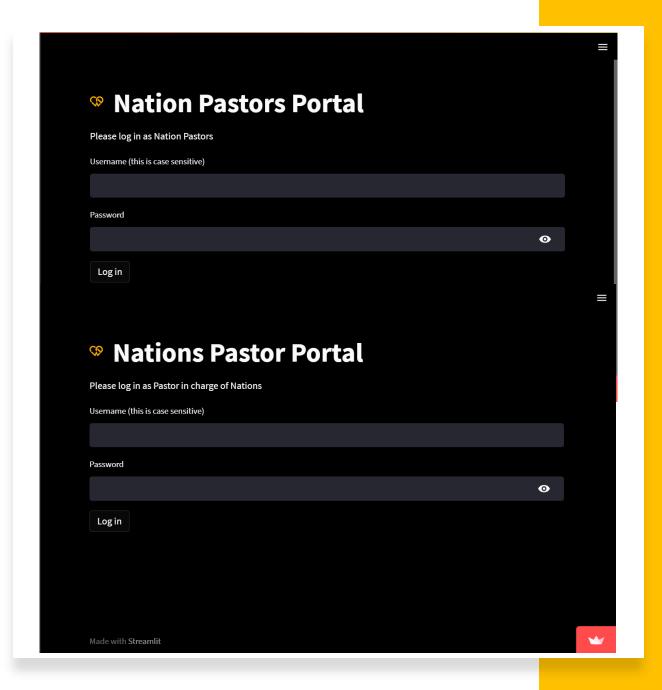
Click on **nations**.

There are two options:

- Nation Pastors for nation pastors, and
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Nation Pastors

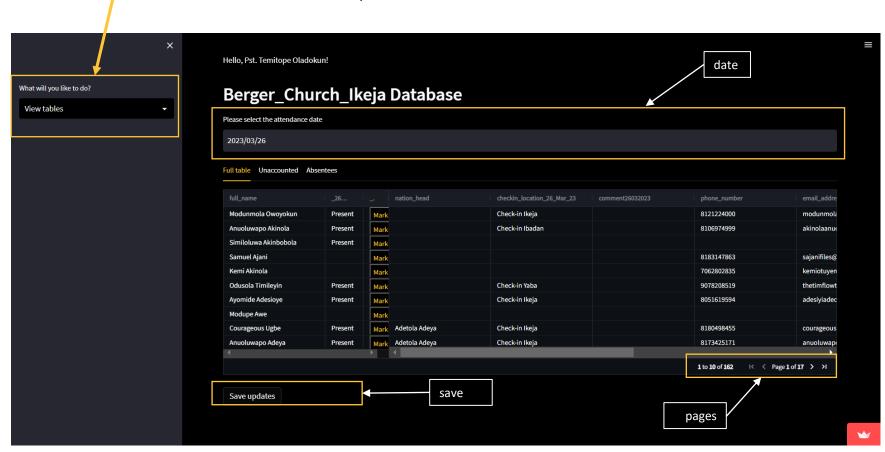
View tables

First, select a date that corresponds to a Sunday.

The table with nation members data is loaded with a *maximum of 10 people per page*. You can see more people by clicking the arrow symbols on the table. Comment column is editable for comments; phone number and email address columns are editable for updates

Second, click on the **yellow mark button** to mark nation members as either *present*, absent or blank (unknown).

Click on save table after your session to save your updates. This only shows after an update has been made



Attendance report

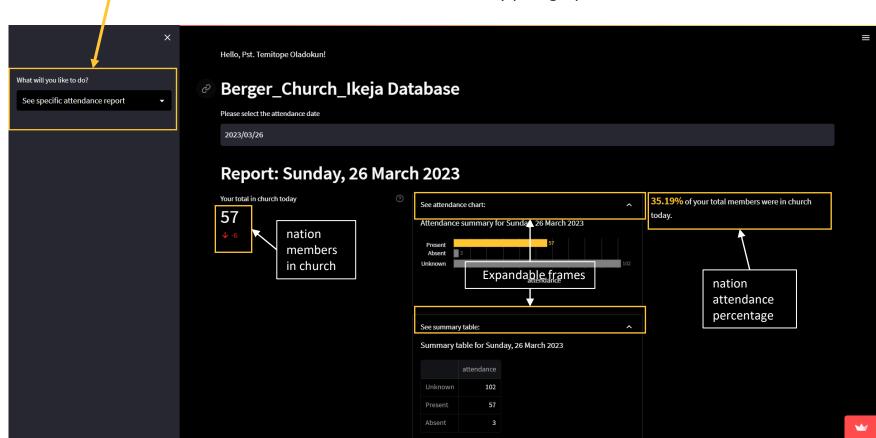
(best viewed on PC)

First, select a date that corresponds to a Sunday.

On the *left*, your **total nation members in church for the selected Sunday**, with a comparison to last week directly underneath (green arrow is an increase; red is a decrease), is shown.

In the *middle*, the attendance table and chart is shown in an *expandable frame* with numbers present, absent and blank (unknown).

On the *right*, the **percentage of attendees** is shown. A congratulatory message is displayed if *more than 70% of your nation members are present*.



Attendance report

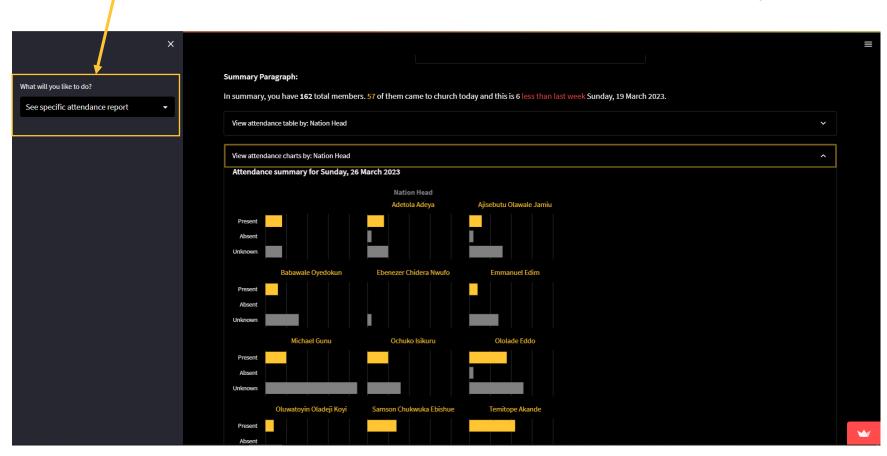
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First, select a date that corresponds to a Sunday.

Below is a summary paragraph.

There are also expandable frames that shows you attendance per nation either as tables or charts.

Please alert nation heads where necessary e.g., if most of their nation members are still unaccounted for.



Attendance trends

(best viewed on PC)

First, select a date that corresponds to a Sunday.

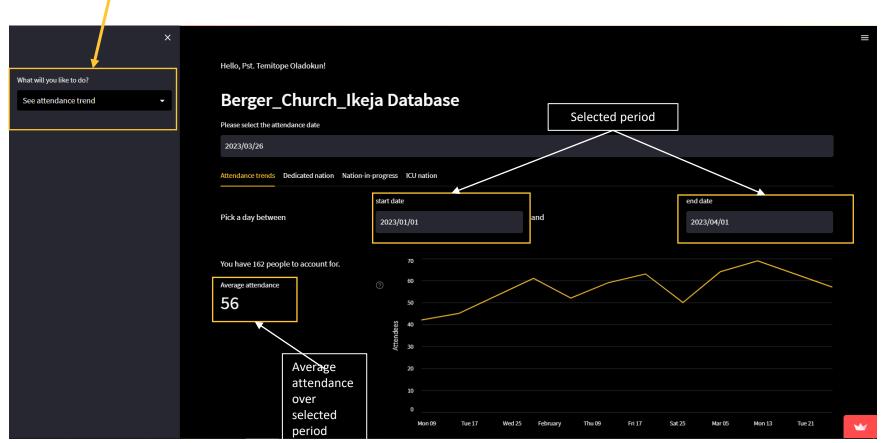
There are four tabs: attendance trends, dedicated nation, nation-in-progress and ICU nation.

Attendance trends show the number of attendees in your nation over the selected period. On the left, the average attendance over that period is shown. There is also an expandable frame that shows attendance trends per nation.

Dedicated nation counts people in each nation with more than 70% attendance each.

nation-in-progress counts people in each nation with **50 to 70% attendance** each.

ICU nation counts people in each nation with less than 50% attendance each.



Attendance trends

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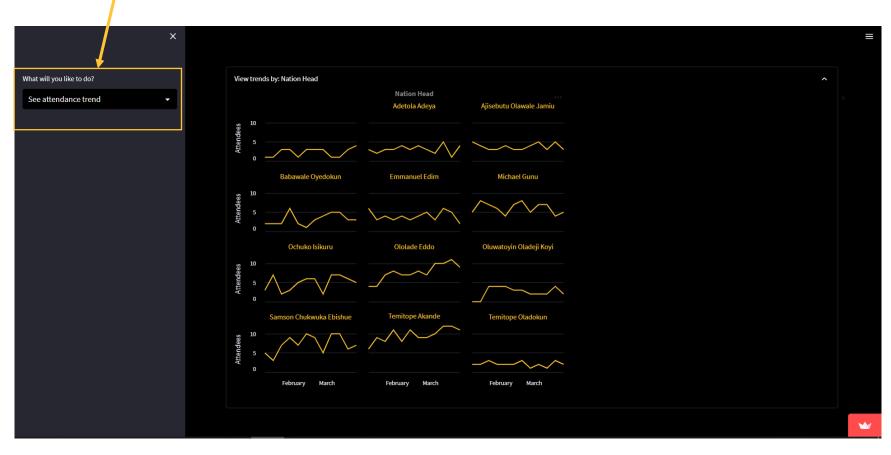
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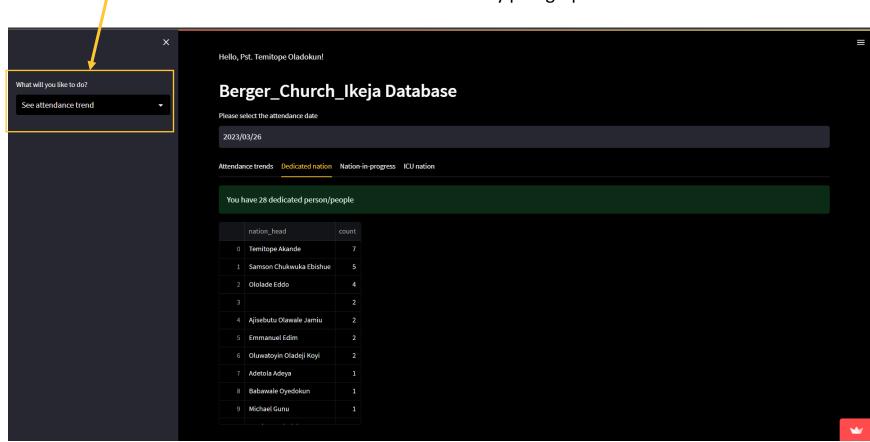
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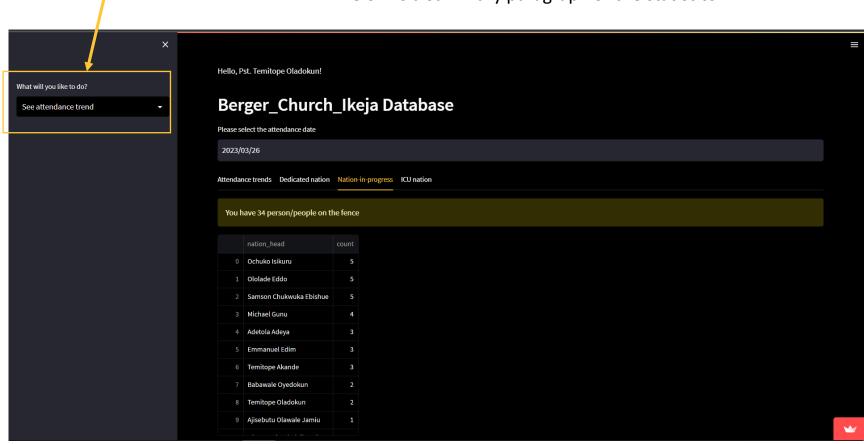
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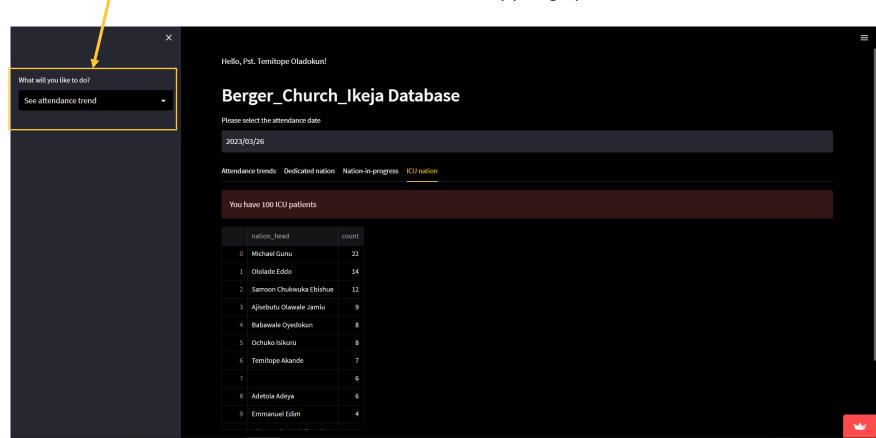
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Pastor-in-charge (Nations)

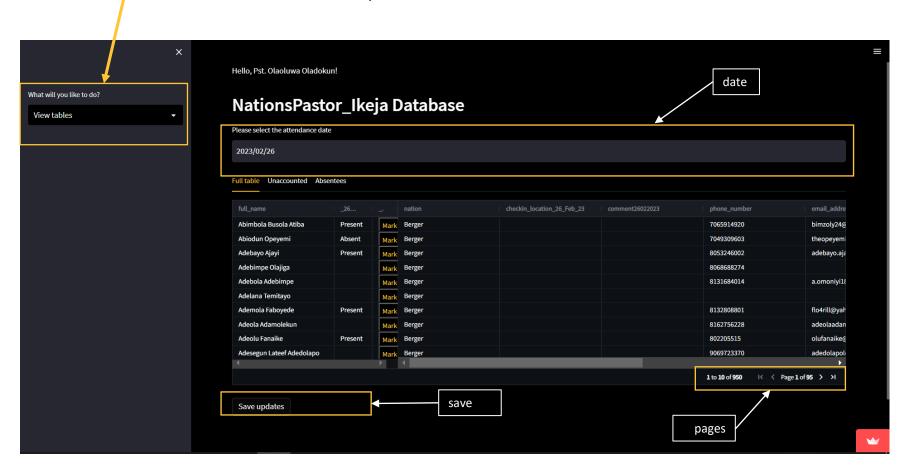
View tables

First, select a date that corresponds to a Sunday.

The table with **all nation members** data is loaded with a *maximum of 10 people per page*. You can see more people by clicking the arrow symbols on the table. Comments, phone number, and email address columns are editable for updates.

Second, click on the **yellow mark button** to mark nation members as either *present*, absent or blank (unknown). Alternatively, you can alert the nation head.

Click on save table after your session to save your updates. This only shows after an update has been made



Attendance report

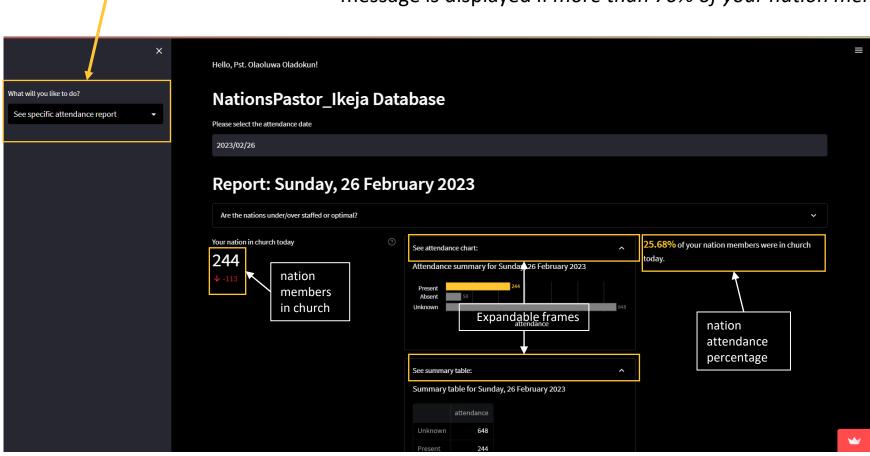
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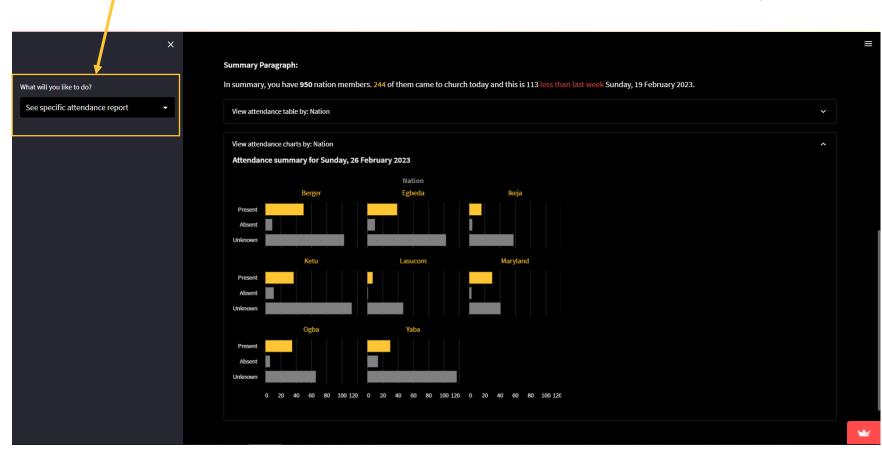
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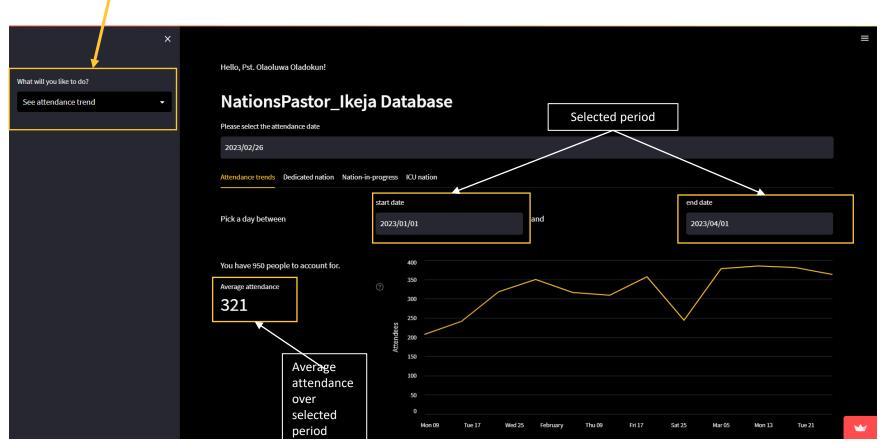
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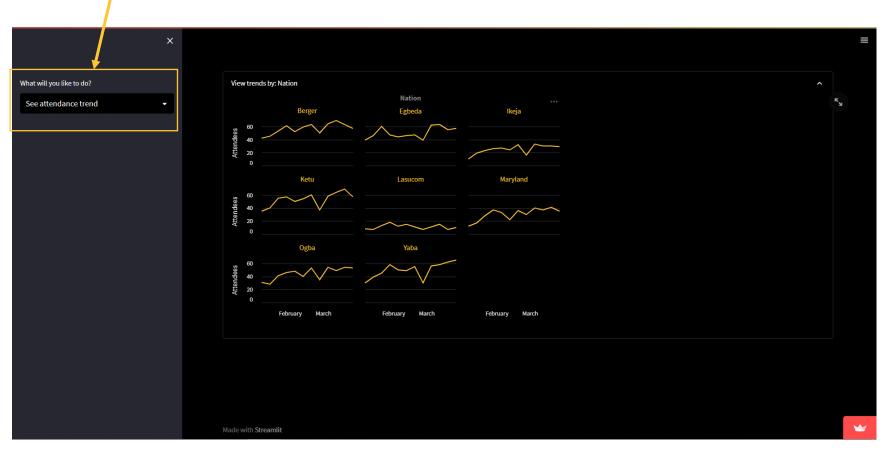
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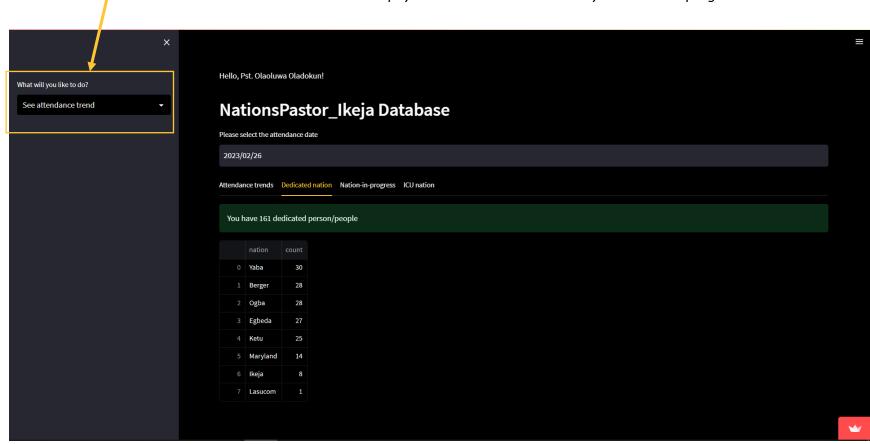
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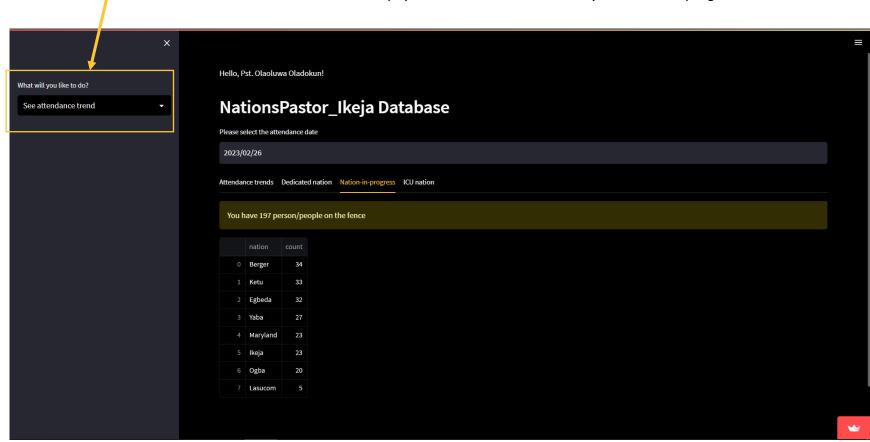
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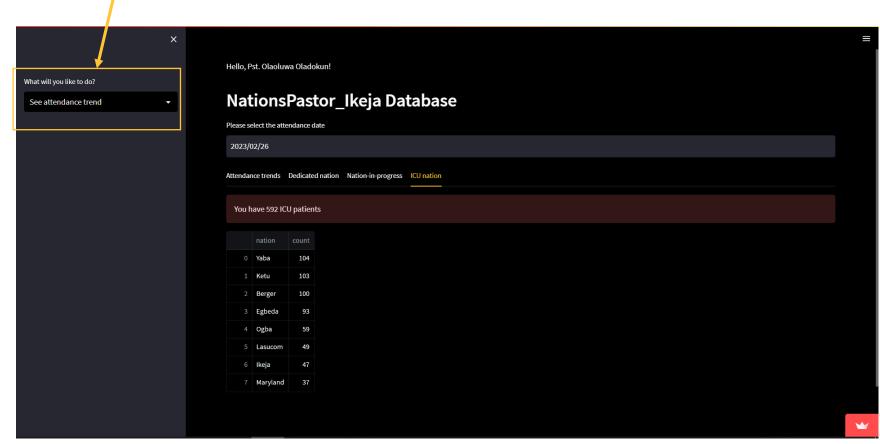
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Login Credentials

Universal Password is: untilmyjobisdone

Username	nation
PLA	NationsPastor Ikeja
DMJ	Egbeda Church
D_Tolani	Ikeja Church
Daniel	Ogba Church
Leye	Lasucom Church
P_Funke	Yaba Church
P_Matthew	Ketu Church
P_Sope	Maryland Church
P_Tope	Berger Church

Thank You