

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!



Nations 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 **Nations Data Requests**.

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



Click on **Data Requests**.

Click on **Nations Data Requests**.

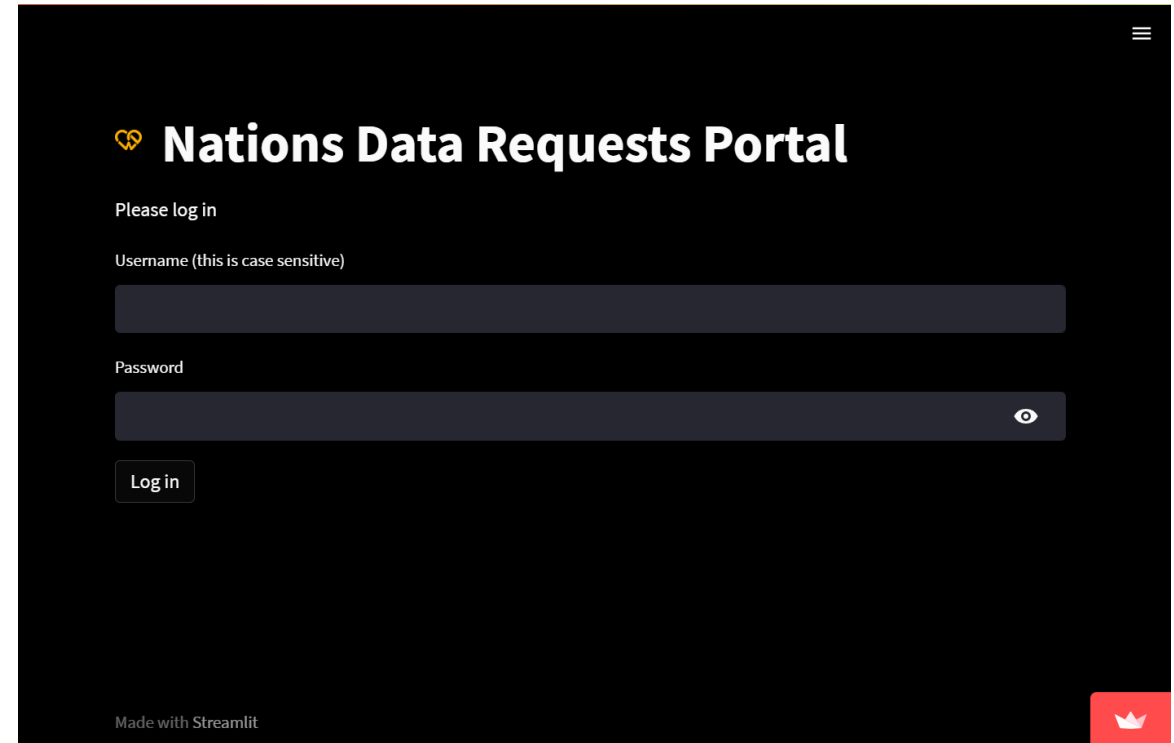
You will be directed to a portal that asks for your login credentials.



Click on **Data Requests**.

Click on **Nations Data Requests**.

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



The screenshot shows a dark-themed login page for the "Nations Data Requests Portal". At the top right is a hamburger menu icon. The title "Nations Data Requests Portal" is displayed in white, preceded by a small orange heart icon. Below the title, the text "Please log in" is shown. The form includes a "Username (this is case sensitive)" label above a text input field, and a "Password" label above another text input field with an eye icon for toggling visibility. A "Log in" button is positioned below the password field. At the bottom left, it says "Made with Streamlit", and at the bottom right, there is a red button with a white crown icon.

☺ Nations Data Requests Portal

Please log in

Username (this is case sensitive)

Password

Log in

Made with Streamlit

Add to nations /
Modify existing
nations

Tab Options:

- Add to nations/
Modify...

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

In the **add a single nation 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 is a dark sidebar with a close button (X) at the top and a menu item "Add to nations/Modify nations" highlighted with a yellow box. 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 are two tabs: "Add a single nation member" (active) and "Add multiple nation members". The active tab contains a search section with a "Search group:" dropdown menu (highlighted with a yellow box) showing options: "Full name" (selected), "Full name", "Email address", and "Phone number". An annotation box labeled "Search by" with an arrow points to this dropdown. To the right of the dropdown is a text input field labeled "What is the person's full name?" (highlighted with a yellow box). An annotation box labeled "Search for person and select" with an arrow points 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 white crown icon.

- Add to nations/
Modify...

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 the 'Add a single nation member' form. Annotations include:

- A box around the 'Add to nations/Modify nations' dropdown menu.
- A box around the 'Search group:' label and the 'Full name' dropdown menu, with an arrow pointing to the text 'Itunuoluwa Olowoye' and a label 'Person's details'.
- A box around the 'This is the correct person.' section, with an arrow pointing to the 'Yes' radio button and a label 'Is the record correct?'.
- A box around the 'Select Nation' dropdown menu, with an arrow pointing to it and a label 'Select new nation and state the reason for addition (optional, but preferable)'.
- A box around the 'Request' button, with an arrow pointing to it and a label 'Log request'.

Tab Options:

- Add to nations/
Modify...

In the **add multiple nation 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 nation and reason columns.

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

What will you like to do?

Add to nations/Modify nations

Modification Requests

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

Add a single nation member **Add multiple nation members**

Search group: What are their full names?

Full name

Itunuoluwa Olo... x Olaoluwa Olado... x

full_name	address	email_address	phone_number	nation	nation_head	ins
Itunuoluwa Olowoye						
Olaoluwa Oladokun						

Download this table and fill the *Nation 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 nations/
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 nations/Modify nations" selected. The main content area has a header with a close button (X) and a hamburger menu icon (≡). Below the header, there is a section titled "Download this table and fill the *Nation and reason columns* only. Changes to other columns may cause an error during re-upload." with a button "Download list as XLSX". Below this, a paragraph states: "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." A box titled "Upload the updated Excel file" contains a file upload area with a cloud icon and the text "Drag and drop file here" and "Limit 200MB per file", a "Browse files" button, and a file named "nation_addition (2).xlsx" with a size of "5.6KB". Below the upload box, there is a "Request" button. Two arrows point from text boxes to the "Request" button: one from "Send the request" and another from "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 nations/Modify nations

Download this table and fill the *Nation 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

nation_addition (2).xlsx 5.6KB

Request

Send the request

Upload updated downloaded file



Remove from
nations



Tab Options:

- Remove from nations

You can either remove a single person or multiple people
In the **remove a single nation 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 nations" 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 nation member" (active) and "Remove multiple nation members". The active tab contains 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 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 nations

Modification Requests

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

Remove a single nation member Remove multiple nation 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 nations

In the **remove a single nation 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 nation member. On the left, a sidebar contains a button labeled 'Remove from nations'. The main area has two tabs: 'Remove a single nation member' (active) and 'Remove multiple nation 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 'Person's details' dropdown. Below the search section is a table with columns: full_name, address, email_address, phone_number, nation, nation_head, and ins. The first row of the table shows 'Itunuoluwa Olowoye' in the full_name column. 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 'Reason' text area. Below the confirmation section is a 'Request' button. To the right of the 'Request' button is a 'Log request' button. Below the 'Log request' button is a text area for 'State the reason for addition (optional, but preferable)'. A red crown icon is visible in the bottom right corner.

What will you like to do?

Remove from nations

Remove a single nation member Remove multiple nation members

Search group: Full name What is the person's full name? Itunuoluwa Olowoye Person's details

full_name	address	email_address	phone_number	nation	nation_head	ins
Itunuoluwa Olowoye						

This is the correct person.

☒ Yes ☐ No

Reason

Request

Log request

State the reason for addition (optional, but preferable)

Tab Options:

- Remove from nations

In the **remove multiple nation 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 nation column is optional.

The reason for removal is optional, but preferable.

What will you like to do?

Remove from nations

Modification Requests

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

Remove a single nation member Remove multiple nation members

Search group: What are their full names?

Full name

Itunuoluwa Olo... Olaoluwa Olado...

full_name	address	email_address	phone_number	nation	nation_head	ins
Itunuoluwa Olowoye						
Olaoluwa Oladokun						

Download this table and fill the *Nation 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 nations

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 "Remove from nations" selected. The main content area has a header with a close button (X) and a hamburger menu icon. Below the header, there is a section titled "Download this table and fill the *Nation and reason columns* only. Changes to other columns may cause an error during re-upload." with a button "Download list as XLSX". Below this, a paragraph states: "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." A yellow box highlights the "Upload the updated Excel file" section, which includes a "Drag and drop file here" area with a "Browse files" button and a file list showing "nation_deletion.xlsx" (10.8KB). Below the file list, a "Request" button is highlighted with a yellow box. Two arrows point from text boxes 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?

Remove from nations

Download this table and fill the *Nation 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

nation_deletion.xlsx 10.8KB

Request

Send the request

Upload updated downloaded file

Assign people to
nation heads

Tab Options:

- Assign people to nation heads

Select the nation you want to assign nation heads to
You can either assign a single person or multiple people
In the **assign people to nation heads 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 button labeled "Assign people to nation heads". 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 is a "Select the nation" dropdown menu. Further down, there are two tabs: "Assign a single nation member" (which is active) and "Assign multiple nation members". Under the active tab, there is a "Search group:" dropdown menu with options: "Full name" (selected), "Full name", "Email address", and "Phone number". To the right of this is a "What is the person's full name?" dropdown menu. Annotations with arrows point to the "Search for nation" label above the nation dropdown, the "Search by" label below the search group dropdown, and the "Search for person and select" label pointing to the person's full name dropdown. The footer includes "Made with Streamlit" and a red crown icon.

What will you like to do?

Assign people to nation heads

Modification Requests

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

Select the nation

Search for nation

Assign a single nation member Assign multiple nation 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:

- Assign people to nation heads

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

When the person's record is found and confirmed accurate, select the person's new nation head.

Also write the reason for assignment(optional, but preferable).

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

The screenshot shows a web form titled "Assign a single nation member" with a sub-header "Assign multiple nation members". The form is divided into several sections:

- Search group:** A dropdown menu set to "Full name".
- What is the person's full name?:** A text input field containing "Itunuoluwa Olowoye".
- Person's details:** A table with columns: full_name, address, email_address, phone_number, nation, nation_head, and ins. The first row contains the name "Itunuoluwa Olowoye" and other details.
- This is the correct person:** A section with two radio buttons: "Yes" (selected) and "No".
- Select Nation Head:** A dropdown menu.
- Reason:** A large text area for providing a reason for the assignment.
- Request:** A button to submit the request.
- Log request:** A button to log the request.

Annotations with arrows point to the following elements:

- "Assign people to nation heads" (dropdown menu)
- "Person's details" (table)
- "Select new nation and state the reason for addition (optional, but preferable)" (Select Nation Head dropdown and Reason text area)
- "Is the record correct?" (radio buttons)
- "Request" (button)
- "Log request" (button)

Tab Options:

- Assign people to nation heads

In the **assign multiple nation 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 nation head and reason columns.

The reason for assignment is optional, but preferable.

What will you like to do?

Assign people to nation heads

Modification Requests

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

Select the nation

Yaba

Assign a single nation member **Assign multiple nation members**

Search group: What are their full names?

Full name

Itunuoluwa Olo... x Funke Bolodeoku x

full_name	address	email_address	phone_number	nation	nation_head	ins
Funke Bolodeoku						
Itunuoluwa Olowoye						

Download this table and fill the **Nation Head 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:

- Assign people to nation heads

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 "Assign people to nation heads" selected. The main content area has a header with a close button (X) and a hamburger menu icon. Below the header, there is a button "Download list as XLSX". A text block instructs the user to "Upload the updated file" and provides a warning about data types and structure. Below this is a file upload section titled "Upload the updated Excel file" which includes a "Drag and drop file here" area with a "Browse files" button and a file named "nation_head_addition (2).xlsx" (5.5KB). At the bottom, a "Request" button is highlighted with a yellow box. Two callout boxes with arrows point to the "Request" button: one labeled "Send the request" and another labeled "Upload updated downloaded file". A red crown icon is visible in the bottom right corner.

What will you like to do?

Assign people to nation heads

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

nation_head_addition (2).xlsx 5.5KB

Request

Send the request

Upload updated downloaded file

Change nation
head

Tab Options:

- Change nation head

In the case of a handover, you can simply select the nation, select the nation head to change and choose the new nation head.

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

You should get a confirmation email for follow up.

The screenshot shows a web application titled "Modification Requests" with a dark theme. On the left, a sidebar contains a dropdown menu labeled "What will you like to do?" with the option "Change nation 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: 1. "Select the Nation" with a dropdown menu showing "Ketu" and a "Request" button below it. 2. "Current Nation Head" with a dropdown menu showing "Basil Ikpe" and a list of names below it: Oyinkansola Daramola, Basil Ikpe, Ajoke Chidera Austin Awulonu, Omobolanle Oshonaiye, Prosper Enobun Williams, Ojigbo Emmanuel, and Bueye Alfred. 3. "Select the new head" with an empty dropdown menu. Annotations with arrows point to the "Request" button (labeled "Send the request"), the "Select the Nation" dropdown (labeled "Select nation"), and the "Select the new head" dropdown (labeled "Select new nation head"). 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 nation head

Modification Requests

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

Select the Nation

Ketu

Request

Send the request

Select nation

Current Nation Head

Basil Ikpe

Oyinkansola Daramola

Basil Ikpe

Ajoke Chidera Austin Awulonu

Omobolanle Oshonaiye

Prosper Enobun Williams

Ojigbo Emmanuel

Bueye Alfred

Select the new head

Select new nation head

Made with Streamlit



Thank You

