



eLearning and
Online Reporting
T R A I N I N G





SID Personal Ministries Reports Systems

www.reports.sid.adventist.org



What it does?

- Collects Stats that are updated immediately
- Reminds users (quarterly) to submit stats
- Compiles user submitted stats for the conference director
- Let users export/print stats at anytime

Bible Correspondence School Report

S. Africa Indian Ocean Division

Area(s): S. Africa Indian Ocean Division

Time Period: All Time

Date Generated: 2020-05-29 10:45:03

Summary

New Enrollments	3470
Graduates	2572
Baptisms	1429

Details

1. New Enrollments

Unions

Southern Africa Union Conference	3470
----------------------------------	------

Conferences

Cape Conference	20
KwaZulu Natal-Free State Conference	20
North Namibia Conference	2064
Northern Conference	1100
South Namibia Conference	100
Swaziland Conference	43
Trans-Orange Conference	123

What
it
does?





How do we get to that output?



1. Start with Login



LOGIN

[Forgot Password?](#)

SIGN IN!

[No Account? Sign up here..](#)

...or...



Sign in with Google


**Google
account**

How to create accounts?

Use “Sign up here” option



Southern Africa-Indian Ocean Division
Personal Ministries Reports

 Username (Email) *

 Password *



[Forgot Password?](#)

LOGIN!

No Account? [Sign up here...](#)

...OR...





Southern Africa-Indian Ocean Division
Personal Ministries Reports



SIGN UP

Use this option only if
you have a Google
Account

To speed up sign up and get sign up details from Google (Optional),



Sign in with Google

First Name *

Last Name *

Email *

sangronism@sid.adventist.org

Password *

.....

Confirm Password *

Organization/Role

CHOOSE...

SIGN UP

CANCEL

- ✓ Select...
- Church Reporter
- District Pastor
- Conference Director
- Union Director

Complete the form and wait
for approval of user



User Roles



- 1. Division Administrator**
- 2. Union Director**
- 3. Conference Director**
- 4. District Pastor**
- 5. Church Reporter**

Home



<Division Administrator>



1. View Stats

2. Creates forms for statistics

3. Add/Edit/Delete Union

4. Add/Edit/Delete Conference

5. Approve/Delete users



Southern Africa-Indian Ocean Division
Personal Ministries Reports



REPORTS



ADMIN







ADMIN

[Home](#) [Report Forms](#)

Active Report Forms



Report	Last Updated	Available	
 Bible Correspondence School		63 days left	 VIEW STATS
 Personal Ministries		63 days left	 VIEW STATS

Home



<Union Director>



1. View Stats

 Southern Africa-Indian Ocean Division
Personal Ministries Reports







 REPORTS

 UNION DIRECTOR ▾

 Home  Report Forms

Active Report Forms

Report	Last Updated	Available	
 Bible Correspondence School		63 days left	 STATS
 Personal Ministries		63 days left	 STATS

Past Reports

Home



<Conference Director>



1. View Stats

2. Report statistics of the Conference


3. Add/Edit Districts

4. Add/Edit Churches

5. Approve/Deactivate/Delete users



Active Report Forms

Report	Last Updated	Available
 Bible Correspondence School		63 days left
 Personal Ministries		63 days left

Past Reports

Home



<Conference Director>



1. View Stats

2. Report statistics of the Conference

3. Add/Edit Districts


4. Add/Edit Churches

5. Approve/Deactivate/Delete users



Active Report Forms



Report	Last Updated	Available	
 Bible Correspondence School		63 days left	 STATS  ANSWER
 Personal Ministries		63 days left	 STATS  ANSWER

Past Reports



Reporting Stats

It will populate of the Stats reported in the churches, clicking **Accept** will fill the total into the field

BIBLE CORRESPONDENCE SCHOOL

Quarterly Report for Bible Correspondence School

* Required

New Enrollments *

 CALCULATE

A total of 10 suggested.
[▶ Details...](#)

ACCEPT

DISMISS

Graduates *

 CALCULATE

Baptisms *

 CALCULATE

Reporting as [Conference Director Testing](#) (North Botswana Conference) for 2020 1st Quarter .

 SUBMIT...



Reporting Stats

Quarterly Report for Bible Correspondence School

* Required

New Enrollments *

 CALCULATE

Graduates *

 CALCULATE

Baptisms *

 CALCULATE

Reporting as [Conference Director Testing](#) (North Botswana Conference) for 2020 1st Quarter .

 SUBMIT...

Section Comments is
to communicate with
Church Reporters in
case they need to
correct stats.



Comments



Dan Chifa (nadchif@gmail.com)

🕒 2 weeks ago

We will update this by next week

Add your comment...

 POST



Menu: Districts

1. View Stats
2. Report statistics of the Conference
3. Add/Edit Districts
4. Add/Edit Churches
5. Approve/Deactivate/Delete users

ORGANIZATION ▾

DISTRICTS

CHURCHES

USERS

 Southern Africa-Indian Ocean Division
Personal Ministries Reports



REPORTS

ORGANIZATION ▾

CONFERENCE DIRECTOR ▾

[Home](#) ▾ [Unions](#) ▾ [Conferences](#) ▾ North Botswana Conference

DISTRICTS

Q Search

IMPORT...

+ ADD SUBFIELD...

Parent Organization

[Botswana Union Conference](#)

Your Organization Name

[North Botswana Conference](#)

Address

Plot 913/4, Tati River Plots Somerset East
Extension Francistown Botswana

Phone

[2672412330](#)

DISTRICT NAME ↑

SUBFIELDS

PASTOR

Medallo

Amguza

Beacon

Bqto

Central

Church Reporter, Testing

Chif, Daniel



Add/Edit Districts

Create the file following the format and choose the file to upload the batch

↓ BATCH IMPORT DISTRICTS

1. Prepare your **CSV file** in the following format:

District Name, Director's Email, Phone Number, Address

Note that the data will be cross checked for compatibility and conflicts before getting added to the system

2. Click **Choose File** below to begin importing

CHOOSE FILE...

CANCEL

One Click in the name of the District will activate the Edit option. Then, click **SAVE CHANGES**.

MEDALLO
SID / Botswana Union Conference / North Botswana Conference / Medallo

Parent Organization: North Botswana Conference

Sub-Entity (or) Name: Medallo

Address: Av Republica

Pastor:

Contact Number: 4245432119

← GO BACK SAVE CHANGES

+ ADD DISTRICTS

Parent Organization:

North Botswana Conference

Sub-Entity (or Districts) Name

Address

Pastor:

Contact Number

ADD

CANCEL

Add the details of the District and click **ADD** to Save the changes

Menu: Churches

1. View Stats
2. Report statistics of the Conference
3. Add/Edit Districts
4. Add/Edit Churches
5. Approve/Deactivate/Delete users

 ORGANIZATION ▾

DISTRICTS

CHURCHES

USERS

CHURCHES

 Search

 IMPORT...

 ADD SUBFIELD...

Parent Organization

[Botswana Union Conference](#)

Your Organization Name

[North Botswana Conference](#)

Address

Plot 913/4, Tati River Plots Somerset East
Extension Francistown Botswana

Phone

2672412330

Director

CHURCH NAME ↑

DISTRICT

CONTACT

Beacon Of Hope

Test District 6

Church Azzzz

AMguza

Church B

Beacon

Church C

Matebeleland

Church D

Central

City Center

Not Specified

Add/Edit Churches

Create the file following the format and choose the file to upload the batch

BATCH IMPORT CHURCHES

1. Prepare your CSV file in the following format:

Church Name, District Name, Director's Email, Phone Number, Address

Note that the data will be cross checked for compatibility and conflicts before getting added to the system

2. Click **Choose File** below to begin importing


CHOOSE FILE...


CANCEL


One Click in the name of the Church will activate the Edit option. Then, click SAVE CHANGES.


BEACON OF HOPE


SID / Botswana Union Conference / North Botswana Conference / Test District 6 / Beacon of Hope

 Parent Organization:

 District:

 Sub-Entity (or) Name:


 Address:


 Contact Number:


← GO BACK


SAVE CHANGES


ADD CHURCH

 Parent Organization:

 District:

 Sub-Entity (or Church) Name:

 Address:

 Contact Number:

ADD

CANCEL

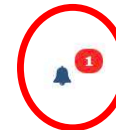
Add the details of the Church and click ADD to Save the changes



Menu: Users

1. View Stats
2. Report statistics of the Conference
3. Add/Edit Districts
4. Add/Edit Churches
5. Approve/Deactivate/Delete users

Can only see users that belong to his Conference



NAME ↑	EMAIL	ORGANIZATION	ROLE	STATUS
<input type="checkbox"/> Pastor2, District	testdp@domain.com	North Region	District Reporter	
<input type="checkbox"/> Testing, Church Reporter	horten.garcia@gmail.com	Iglesia del Este	Church Reporter	Pending Approval
<input type="checkbox"/> Testing, Church Reporter	ermijg@gmail.com	Iglesia del Este	Church Reporter	Pending Approval
<input type="checkbox"/> Testing, Church Reporter	testing1@sid.adventist.org	Madhumbeni	Church Reporter	

Home



<District Pastor>







1. View Stats



[Home](#) [Report Forms](#)

Active Report Forms

Report	Last Updated	Available	
 Bible Correspondence School		61 days left	 STATS
 Personal Ministries		61 days left	 STATS

Past Reports

Home



<Church Reporter>



1. View Stats

2. Reports Stats

 Southern Africa-Indian Ocean Division
Personal Ministries Reports



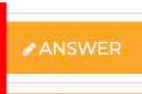





 REPORTS

 CHURCH REPORTER ▾

 Home  Report Forms

Active Report Forms 

Report	Last Updated	Available	
 Bible Correspondence School		61 days left	 
 Personal Ministries		61 days left	 

Past Reports 

Reporting Stats

1. View Stats

2. Reports Stats

Section to
communicate with the
Conference Director



BIBLE CORRESPONDENCE SCHOOL

Quarterly Report for Bible Correspondence School

* Required

Responses below submitted by testing1@sid.adventist.org at 9:19am, 16 Jan 2020 will be overwritten

New Enrollments *

10

Graduates *

5

Baptisms *

1

Reporting as [Church Reporter Testing](#) (Madhumbeni) for 2020 1st Quarter .

📤 SUBMIT...

Comments

Add your comment...

📤 POST



Reporting Stats







1. View Stats

2. Reports Stats

After reporting stats,
they can still be updated
before the quarter
finishes



Active Report Forms

Report	Last Updated	Available	
 Bible Correspondence School	Just Now	61 days left	 STATS  UPDATE
 Personal Ministries		61 days left	 STATS  ANSWER

Past Reports



1. View Stats



Responses - Bible Correspondence School

SUMMARY

DETAILS

Area ▾

Test District 2 ▾

Question: ▾

New Enrollments ▾

Time Period ▾

All Time ▾

Churches

Districts

 Org. Chart 1 Org. Chart 2 Time Chart Export Data...

ORGANIZATION ↑

RESPONSE

Madhumbeni

10

 COMMENTS

TOTAL

10

Items per page: 10 ▾

1 – 1 of 1





Training

www.reports.sid.adventist.org



Continue to Develop into a platform that is:

- **Convenient**
- **User-friendly**
- **Readily updated**
- **Improved based on User's Feedback**

<https://reports.sid.adventist.org/feedback>



SID Personal Ministries eLearning

<http://elearning.adventist.africa/>