

MissionInsite: How to upload and plot your school's students and run various reports

1. Select the People Plot option to upload students.

The screenshot shows a user interface for MissionInsite. At the top, there is a title "What Would You Like to Do?" and a close button (X) in the top right corner. Below the title, there are several menu items, each with an icon and a label:

- People Plot**: Represented by a location pin icon. This option is highlighted with a yellow circle.
- Generate Demographics Reports**: Represented by an icon of a document with a line graph.
- Create Thematic Map**: Represented by an icon of a folded map.
- Create Opportunity Scan**: Represented by an icon of a person with a signal wave.
- Create/Export a Map**: Represented by an icon of a map with an arrow pointing out.
- Neighbor Center**: Represented by an icon of three houses.
- Purchase Address List**: Represented by an icon of a list with horizontal bars.

Below the menu items, there is a text prompt: "I want to work with my data directly on the map" followed by a link: "SKIP AND GO DIRECTLY TO THE MAP".

At the bottom left, there is a checkbox labeled "Don't Show This Again". At the bottom right, there is a "HELP" button with a question mark icon.

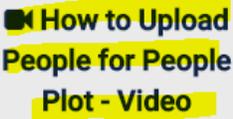
2. Select Upload People.

First, Would you Like to Plot People or Upload People?

 Plot People

 Upload People



 **How to Upload People for People Plot - Video**

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3. Click Next.

MissionInsite People Upload

First, Select a study and people type from the list below. To add a new people type, select the option "Add new people type".

Select a study *
| St. Monica School - Whitefish Bay

Select a people type *
| Add new people type

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If there is an issue with the upload please email misupport@missioninsite.com

4. Name your upload (it won't let you continue until you do; disregard the other fields).



MissionInsite People Upload

Create people type

People Type Name *

SAMPLE NAME

Along with the standard fields "FirstName, LastName, Address1, Address2, City, State, ZipCode", you can add five additional numeric attributes, text attributes and date attributes. Please specify the optional attribute below to include in the upload.

Optional Attributes

 Numeric Attributes

Numeric Attribute 1

Numeric Attribute 2

Numeric Attribute 3

Numeric Attribute 4

Numeric Attribute 5

 Text Attributes

Text Attribute 1

Text Attribute 2

Text Attribute 3

Text Attribute 4

Text Attribute 5

 Date Attributes

Date Attribute 1

Date Attribute 2

Date Attribute 3

Date Attribute 4

Date Attribute 5

 PREVIOUSSTART OVERCANCEL NEXT

[If there is an issue with the upload please email misupport@missioninsite.com](mailto:misupport@missioninsite.com)

5. Click Next.

MissionInsite People Upload

Submitted By *
Carol Rybak

Email *
rybakc@archmil.org

Upon successful upload and processing (geocoding) of the file, you will receive an email confirmation with the preliminary analysis of the upload.

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If there is an issue with the upload please email misupport@missioninsite.com

6. Upload the Excel template that is populated with student Address, City, State, Zip (these are the mandatory fields. You must keep the Excel document headers on the uploaded template.)

MissionInsite People Upload

SAMPLE NAME Upload

1)  Click here to download the template for SAMPLE NAME
2) Load the downloaded template with your data
3) Choose file and click Next

Choose File No file chosen

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[If there is an issue with the upload please email misupport@missioninsite.com](mailto:misupport@missioninsite.com)

7. Don't be concerned with the fields on this screen. Click Next.

MissionInsite People Upload

Please review the items below for potential problem:

Records In File	Number of go: 350
Blank Addresses	Number of go with blank addresses: 0
Blank City	Number of go with blank cities: 0
Blank State	Number of go with blank states: 0
Blank Zipcodes	Number of go with blank zip codes: 0
Blank Address, City, State, And	Number of go with blank address, city, state and zip code: 0

← PREVIOUS ⌂ START OVER ✕ CANCEL → NEXT

If there is an issue with the upload please email misupport@missioninsite.com

8. Click Save.

misupport@missioninsite.com'."/>

MissionInsite People Upload

If there are no issues or errors, click the button 'Save people file into the MI System' below to complete the import process.

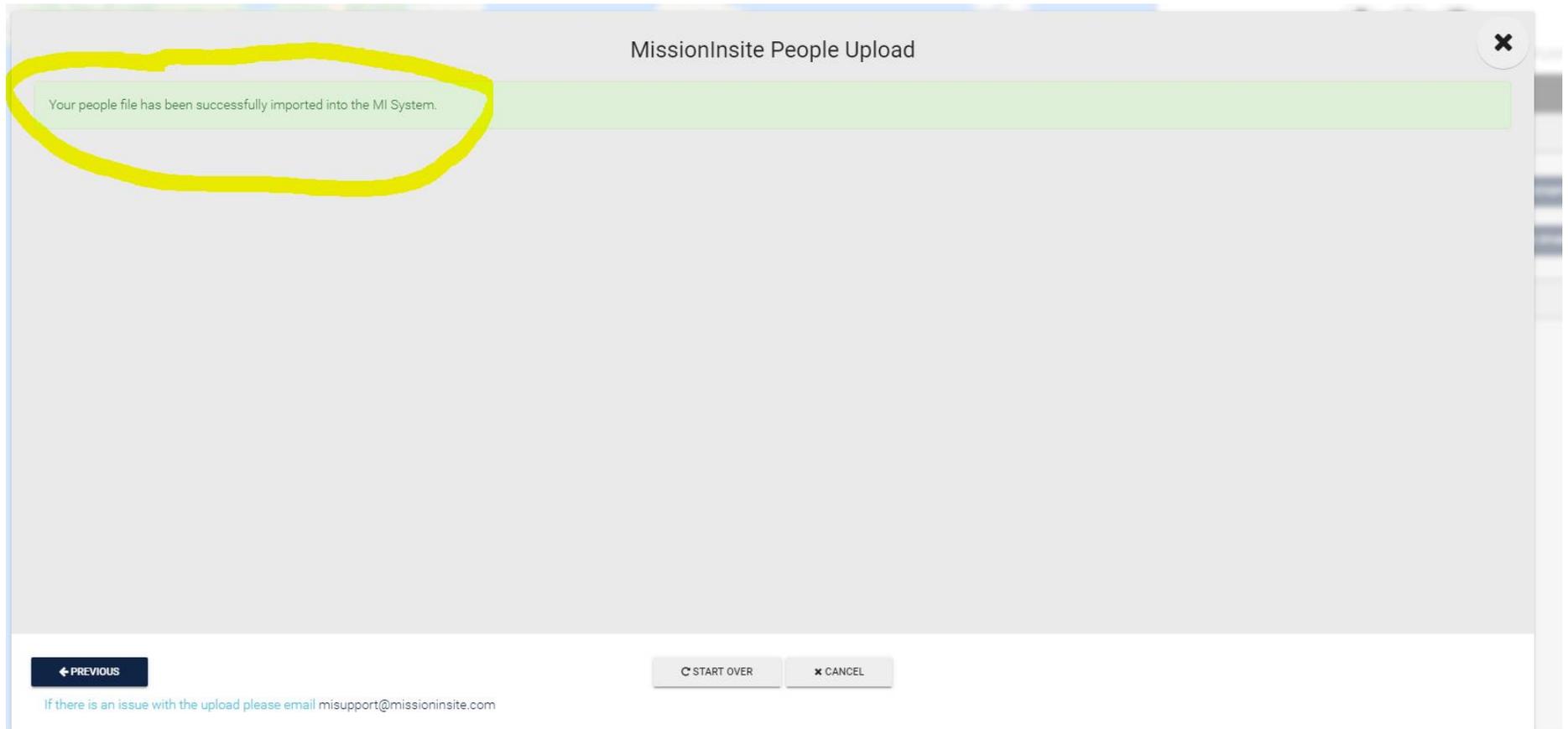
SAVE PEOPLE FILE INTO THE MI SYSTEM

← PREVIOUS

START OVER CANCEL

If there is an issue with the upload please email misupport@missioninsite.com

9. Your list has been successfully uploaded.



MissionInsite People Upload

Your people file has been successfully imported into the MI System.

← PREVIOUS

⌂ START OVER

✕ CANCEL

[If there is an issue with the upload please email misupport@missioninsite.com](mailto:misupport@missioninsite.com)

The image shows a dialog box titled "MissionInsite People Upload". A green message bar at the top contains the text "Your people file has been successfully imported into the MI System.", which is circled in yellow. At the bottom left is a dark blue button with a left arrow and the text "PREVIOUS". At the bottom center are two light gray buttons: "START OVER" with a refresh icon and "CANCEL" with an 'x' icon. At the bottom left, below the buttons, is a line of text: "If there is an issue with the upload please email misupport@missioninsite.com".

10. Now that your school's students are uploaded into MissionInsite, you will want to plot them on the map so you can see where they are all located. First click on Plotting below, then Student Default, then All. Lastly, you will click Plot on the bottom right that is highlighted.

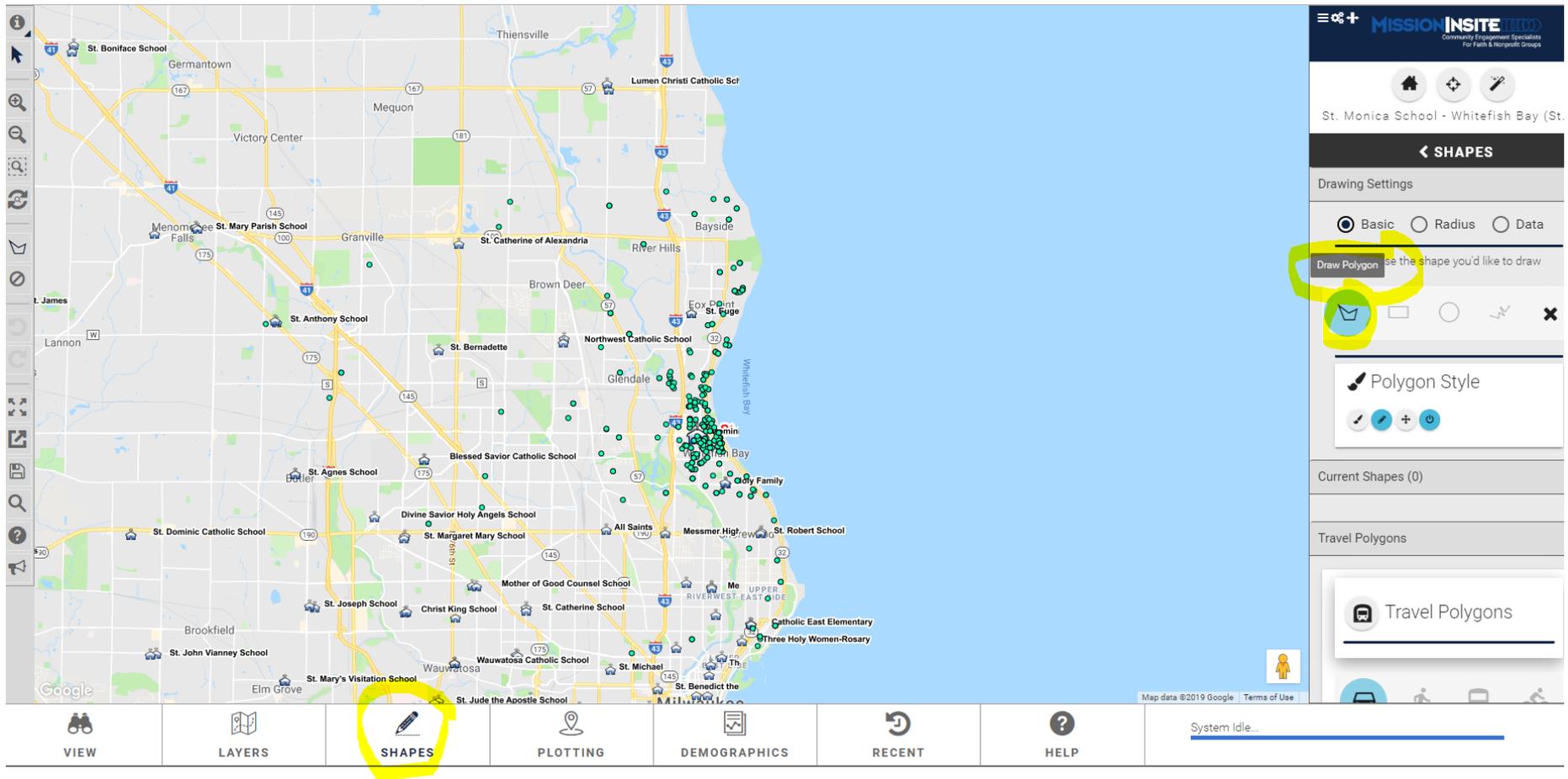
The screenshot displays the MissionInsite web application interface. On the left, a sidebar shows 'Selection Information' (No Selection) and a 'Legend' for 'Ch Churches' with 326 churches plotted. The main map area shows a map of Whitefish Bay, MS, with various schools and churches plotted. The right-hand control panel includes a 'MISSION INSITE' header, a 'St. Monica School - Whitefish Bay (St. MS.)' title, and a 'PLOTTING' section. The 'PLOTTING' section has a 'People Plot' dropdown set to 'go', a 'Students' dropdown set to 'Students Default' (highlighted in yellow), and radio buttons for 'All' (selected and highlighted in yellow), 'Some', and 'None'. Below these are options for 'Legend By...', 'Show Labels', and 'As Heatmap'. A 'CLEAR PLOTS' button and a 'PLOT' button (highlighted in yellow) are also present. At the bottom, a navigation bar includes 'VIEW', 'LAYERS', 'SHAPES', 'PLOTTING' (highlighted in yellow), 'DEMOGRAPHICS', 'RECENT', and 'HELP'. The status bar at the bottom right shows 'System Idle...'.

Item	# Plotted	% Plotted
Ch Churches	326	100.00 %
Total / % of All	326	100.00 %

11. What will appear now are the green dots - these are the students plotted.

The screenshot displays the MISSIONINSITE software interface. The main map area shows a geographic view of Milwaukee, Wisconsin, with numerous schools labeled. Green dots are plotted on the map, representing individual students. The interface includes a sidebar on the left with navigation tools, a top navigation bar with the MISSIONINSITE logo and user profile, and a right-hand panel for plotting. The right panel is titled 'St. Monica School - Whitefish Bay (St.MS...)' and features a 'PLOTting' section. This section includes a 'People Plot' dropdown menu with options for 'go', 'Students', and 'Students Default' (which is selected). There is also an 'As Heatmap' checkbox and a 'CLEAR PLOTS' button. Below this is a 'PLOT' button. At the bottom of the right panel is a 'Neighbor Center' dropdown. The bottom of the interface has a navigation bar with icons for VIEW, LAYERS, SHAPES, PLOTting, DEMOGRAPHICS, RECENT, and HELP. A status bar at the very bottom indicates 'System Idle...'. The map data is attributed to ©2019 Google.

12. Now to create reports, you want to draw a “shape” around your targeted geography. Click Shapes first at the bottom. Then select Draw Polygon on the side. Put your cursor on the map, and you can begin to draw your shape. You can draw your shape around all the students, or just the concentrated service area where the majority of green dots are located. You can zoom your cursor in to enlarge.



13. The shape is complete.

The screenshot displays the MISSION INSITE software interface. The main map area shows a geographic region with a blue polygon shape drawn over it. The map includes labels for various schools and locations such as St. Boniface School, St. Anthony School, St. Catherine of Alexandria, and St. Robert School. The right-hand sidebar is titled "MISSION INSITE" and contains a "SHAPES" section with "Drawing Settings" (Basic, Radius, Date) and a "Current Shapes (1)" section showing a "Polygon" shape. The bottom navigation bar has tabs for VIEW, LAYERS, SHAPES, PLOTTING, DEMOGRAPHICS, RECENT, and HELP. The status bar at the bottom right shows "System Idle...".

14. Now, you can run reports by selecting the Demographics tab on the bottom. Then choose Select a Predefined Report.

The screenshot displays the MISSION INSITE software interface. The main area is a map of Milwaukee, Wisconsin, with a blue polygon drawn around a central area. The map shows various schools and landmarks, including St. Boniface School, St. Mary Parish School, St. Anthony School, St. Bernadette, St. Agnes School, St. Dominic Catholic School, St. Joseph School, Christ King School, St. Catherine School, St. John Vianney School, St. Mary's Visitation School, Wauwatosa Catholic School, St. Michael, St. Benedict the Apostle, St. Jude the Apostle School, Thiensville, Mequon, Victory Center, Granville, Brown Deer, River Hills, Glendale, Fox Point, St. Ignace, Northwest Catholic School, Blessed Savior Catholic School, Divine Savior Holy Angels School, St. Margaret Mary School, All Saints, Messmer High School, St. Robert School, St. Catherine of Alexandria, Lumen Christi Catholic School, Bayside, and Catholic East Elementary. The right sidebar contains the 'DEMOGRAPHICS' section, which is highlighted in yellow. It includes a 'Custom Reports' section with 'BUILD DEMOGRAPHICS REPORT' and 'BUILD QUADRENNIUM REPORT' buttons, and a 'Predefined' section with a dropdown menu labeled 'Select a predefined report *'. The bottom navigation bar has tabs for VIEW, LAYERS, SHAPES, PLOTTING, DEMOGRAPHICS (highlighted in yellow), RECENT, and HELP. The top right corner shows the MISSION INSITE logo and the text 'Community Engagement Specialists For Faith & Nonprofit Groups'. The bottom right corner shows 'System Idle...'.

15. Choose one of the Predefined Reports.

The screenshot displays the MISSION INSITE web application interface. The main map area shows a geographic region with a blue polygon outline. The map includes labels for various locations such as Thiensville, Germantown, Mequon, Victory Center, Menomonee Falls, St. Boniface School, St. Mary Parish School, St. Catherine of Alexandria, St. Anthony School, St. Bernadette, Northwest Catholic School, St. Agnes School, Blessed Savior Catholic School, Divine Savior Holy Angels School, St. Margaret Mary School, Mother of Good Counsel School, St. Joseph School, Christ King School, St. Catherine School, St. John Vianney School, St. Mary's Visitation School, Wauwatosa, Wauwatosa Catholic School, St. Michael, St. Benedict the, St. Jude the Apostle School, Brookfield, St. Dominic Catholic School, St. Agnes School, St. Margaret Mary School, All Saints, Mesemer High, St. Robert School, Catholic East Elementary, Three Holy Women-Rosary, Upper Riverwest East Side, and St. Benedict the.

The right sidebar contains the following sections:

- MISSION INSITE** (Community Engagement Specialists For Faith & Nonprofit Groups)
- Home, Location, and Edit icons
- St. Monica School - Whitefish Bay (St.M:)
- DEMOGRAPHICS** (with a back arrow)
- Custom Reports** (with an expand arrow):
 - Demographics: BUILD DEMOGRAPHICS REPORT
 - Quadrennium: BUILD QUADRENNIUM REPORT
- Predefined** (with an expand arrow):
 - Prepared for *: Archdiocese of Milwaukee RC
 - Study Area *: Polygon
 - Select a predefined report *:
 - QuickInsite
 - ExecutiveInsite
 - Fullinsite
 - ComparativeInsite
 - MinistryInsite
 - MinistryInsitePriorities
 - ReligiousInsite
 - ReligiousInsitePriorities

The bottom navigation bar includes: VIEW, LAYERS, SHAPES, PLOTTING, DEMOGRAPHICS, RECENT, and HELP. The status bar at the bottom right shows "System Idle..." and "Map data ©2019 Google Terms of Use".

16. Once you select a report, click Generate Report.

The screenshot displays the MISSION INSITE software interface. The main area is a map of Milwaukee, Wisconsin, with a blue polygon drawn around a specific geographic area. The map includes labels for various schools such as St. Boniface School, St. Anthony School, St. Catherine of Alexandria, and St. Robert School. The sidebar on the right is titled "MISSION INSITE" and "St. Monica School - Whitefish Bay (St. MS...)". Under the "DEMOGRAPHICS" section, there are two report options: "BUILD DEMOGRAPHICS REPORT" and "BUILD QUADRENNIUM REPORT". Below these, under "Predefined", there are fields for "Prepared for *" (Archdiocese of Milwaukee RC), "Study Area *" (Polygon), and "Select a predefined report *" (ComparativeInsite). A "GENERATE REPORT" button is highlighted in yellow. At the bottom, there is a navigation bar with icons for VIEW, LAYERS, SHAPES, PLOTTING, DEMOGRAPHICS, RECENT, and HELP. The status bar at the bottom right shows "System Idle..."

17. The PDF report will appear on the lower right corner of your screen.

The screenshot displays the Mission InSite web application interface. At the top, the browser address bar shows the URL: <https://peopleview.missioninsite.com/app/#/map/195477/reporting-demographics>. The navigation bar includes various utility links such as 'Apps', 'Archdiocese of Mil...', 'SendGrid', 'SendGrid Help', 'Catholic Stewardshi...', 'Print Portal', 'MissionInsite', 'My Archmil Login', 'Facebook', 'Arch Schools Site', 'Arch religious style...', 'Headline Analyzer', 'NCA NCEA Blog', 'Cambeby & West', and 'Titan CMS Login'. The main area features a map of a school district with a blue polygon overlaid on it, indicating a selected study area. Numerous school names are visible on the map, including St. Boniface School, St. Mary Parish School, St. Anthony School, St. Bernadette, St. Agnes School, St. Joseph School, St. John Vianney School, St. Mary's Visitation School, St. Catherine of Alexandria, Northwest Catholic School, Blessed Savior Catholic School, Divine Savior Holy Angels School, St. Margaret Mary School, Christ King School, St. Catherine School, Wauwatosa Catholic School, St. Michael, St. Robert School, Catholic East Elementary, and Three Holy Women-Rosary. The right sidebar is titled 'MISSION INSITE' and contains navigation icons (Home, Map, Edit) and the text 'St. Monica School - Whitefish Bay (St.MS...)'.

The sidebar menu is expanded to 'DEMOGRAPHICS', showing the following options:

- Custom Reports
 - Demographics
 - BUILD DEMOGRAPHICS REPORT
 - Quadrennium
 - BUILD QUADRENNIUM REPORT
- Predefined
 - Prepared for *
 - Archdiocese of Milwaukee RC
 - Study Area *
 - Polygon
 - Select a predefined report *
 - ComparativeInsite
 - GENERATE REPORT
- Thematic

At the bottom of the interface, there is a navigation bar with icons for 'VIEW', 'LAYERS', 'SHAPES', 'PLOTTING', 'DEMOGRAPHICS', 'RECENT', and 'HELP'. The 'VIEW' icon is highlighted with a yellow circle. Below the navigation bar, a status bar shows 'System Idle...' and a copyright notice: '© 2018 - MissionInSite - BETA Release Candidate (v2018.02)'. In the bottom right corner, there is a 'Show all' button with a close icon.

At the very bottom of the screen, a PDF report titled 'ComparativeInsite....pdf' is visible, which is also highlighted with a yellow circle.

