



PeopleView  
MissionInsite  
Instructions

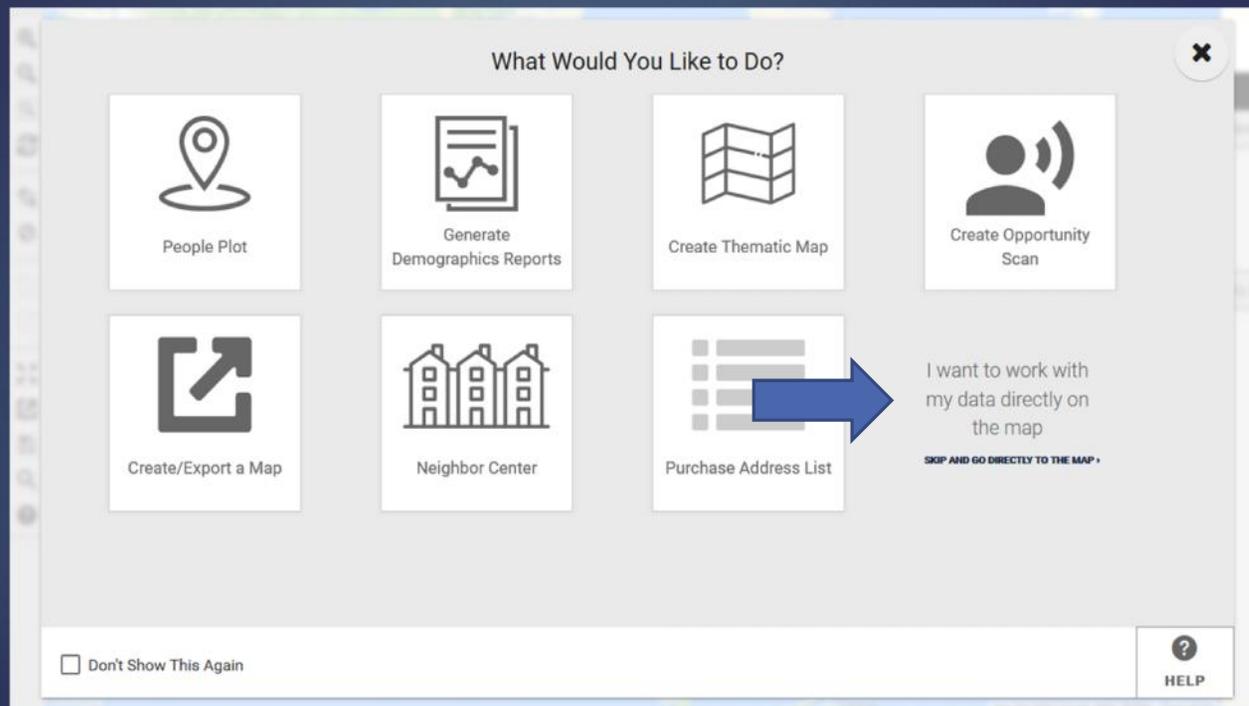
COMPARATIVEINSITE REPORT

# ComparativeInsite Report

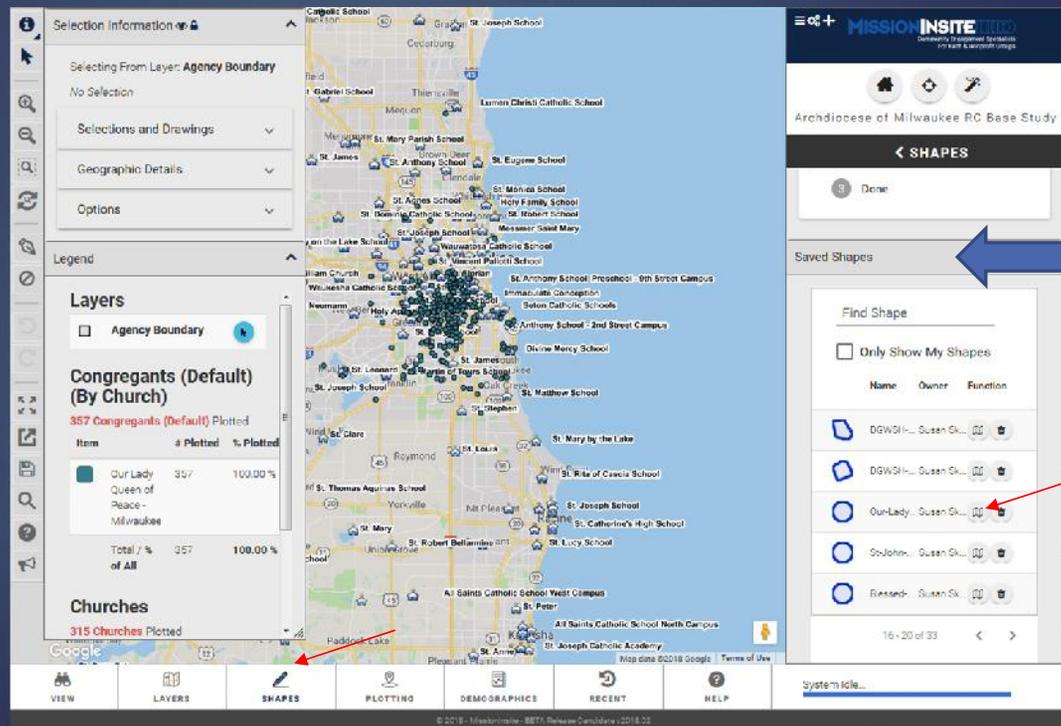
- **ComparativeInsite** – Provides a congregation with a broad comparison of the demographic profile of a defined area. – Preferred report for church, better defines your service area
- **First Step:** Plot your congregants. Since the report is a comparison, this is one report where you need your congregants plotted. If you do not know how to plot congregants, check out the PowerPoint on **Instructions to plot your parish congregants and draw map** on Archdiocesan website at <https://www.archmil.org/Offices--Services/Parish-Councils/MissionInsite.htm>

## Go to PeopleView

Once congregants are plotted, if you are not already there, click on *Skip and Go Directly to the Map*



Click on *Shapes* on the Navigation (bottom) bar. In the Control Center box (on right), pull up your saved shape, and click on *Draw* icon. This will bring up your shape.



Click on *Demographics* on the Navigation bar.  
Then on the Control Center box, at *Predefined* click  
on *Select a predefined report* from the drop box  
Choose *Comparative Insite*.

The screenshot displays the MISSION INSITE software interface. The central map shows a blue polygon representing a study area in Milwaukee, with numerous church locations marked. The interface includes several panels:

- Selection Information:** Shows 'Selecting From Layer: Agency Boundary' and 'Selections and Drawings' with a 'Polygon' button.
- Legend:** Lists 'Agency Boundary' and 'Congregants (Default) (By Church)'. A table below shows 357 congregants plotted.
- Control Center (Right):** Features a 'DEMOGRAPHICS' section with a 'BUILD QUADRENNIUM REPORT' button. Under 'Predefined', there is a dropdown menu labeled 'Select a predefined report \*' with a blue arrow pointing to it. Below this is a 'GENERATE REPORT' button.
- Bottom Navigation Bar:** Includes buttons for VIEW, LAYERS, SHAPES, PLOTTING, DEMOGRAPHICS (highlighted), RECENT, and HELP.

Item	# Contained	% Cont
Our Lady Queen of Peace - Milwaukee	293	100.00
<b>Total / %</b>	<b>293</b>	<b>92.07</b>

Now complete the information under **Predefined:**  
**Study Area:** If you wish, change the name to your parish or school  
Click on **Generate Report**

**Note:** It gives you the option to open or save. My preference is to open it and then save it.

The screenshot displays the MISSION INSITE application interface. The central map shows a blue polygon drawn around a specific area in Milwaukee. The left sidebar contains a 'Layers' panel with a table of congregants:

Item	# Contained	% Cont
Our Lady Queen of Peace - Milwaukee	299	100.00
<b>Total / %</b>	<b>299</b>	<b>92.07</b>

The right sidebar shows the 'Predefined' dropdown menu with the following options:

- Prepared for \*
- Planning & Council
- Study Area \* (highlighted with a red arrow)
- Our Lady Queen of Peace
- Select a predefined respo L\*
- Comparative velsite

Below the dropdown is a 'GENERATE REPORT' button (highlighted with a red arrow). The top right corner shows the 'Archdiocese of Milwaukee RC Base Study' and a 'DEMOGRAPHICS' section with a 'BUILD QUADRENNIUM REPORT' button. The bottom navigation bar includes 'VIEW', 'LAYERS', 'SHAPES', 'PLOTTING', 'DEMOGRAPHICS', 'RECENT', and 'HELP'.

Once the report is run, you can run other predefined reports. Just go back to *Select a predefined report* for the drop box and choose another report. Then, click on *Generate Report*. Do as often as you want.

You can easily run several reports in just a few minutes.

The screenshot displays the MISSION INSITE software interface. The central map shows the Milwaukee area with various church boundaries highlighted in blue. On the left, a 'Layers' panel shows 'Agency Boundary' selected. Below it, a table titled 'Congregants (Default) (By Church)' shows data for 'Our Lady Queen of Peace - Milwaukee'.

Item	# Contained	% Cont
Our Lady Queen of Peace - Milwaukee	293	100.00
Total / %	293	82.07

On the right, the 'DEMOCRAPHICS' panel is visible, showing a 'Predefined' report list. The 'Our Lady Queen of Peace' report is selected, and a red arrow points to the 'ComparativeInsite' option in the dropdown menu. Below the dropdown is a 'GENERATE REPORT' button.



The report(s) run as a PDF.

My preference is to open it and then save to my computer.

**Remember:** Reports are **only saved for 30 days** on MissionInsite. For this reason, it is strongly recommended that you save your reports immediately to your computer.