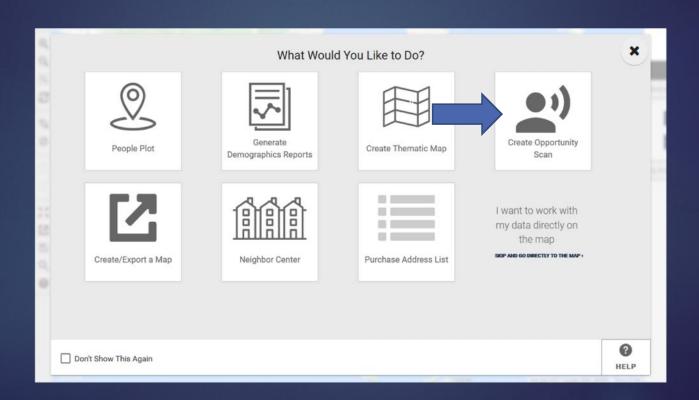
People View MissionInsite Instructions Opportunity Scan

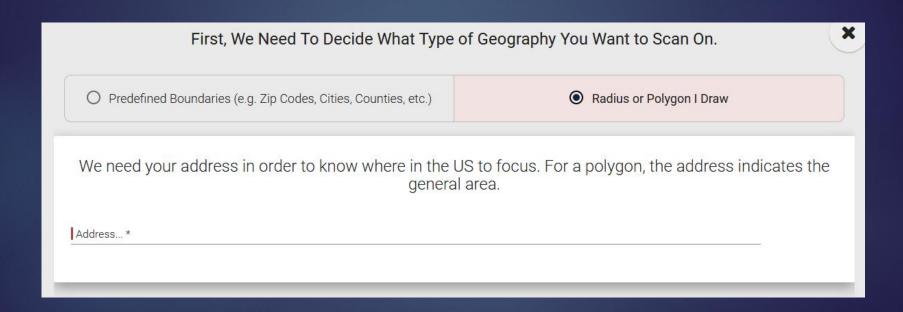
Opportunity Scan

 Opportunity Scan – Assists parishes and in locating areas of opportunity within the community with selected data variables, such as household wealth, ethnic trends, Mosaic household groups, or others. It provides you with both numbers and a map.

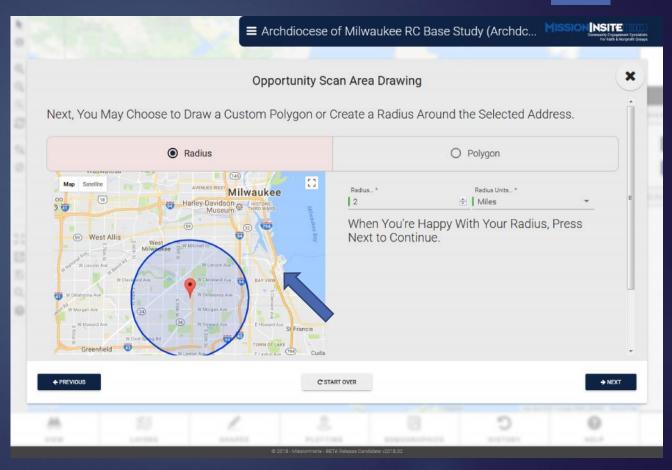
Go to PeopleView Click on Create Opportunity Scan



Click on Predefined Boundaries or Radius or Polygon I Draw (most popular for parish or school). Complete necessary information and click Next.



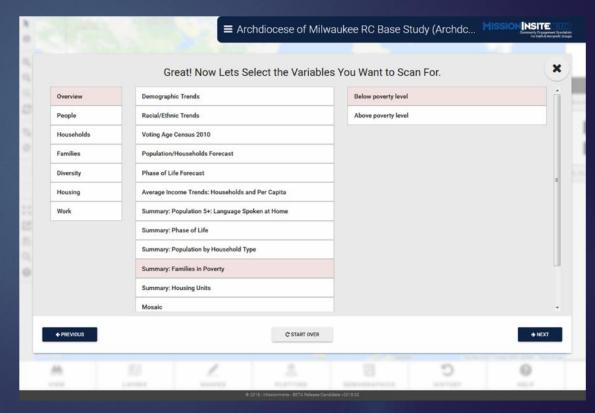
Next choose Radius or Polygon. The map with your address marked with a pointer appears. For Radius choose the radius and radius unit. For Polygon draw your polygon. Either way, then click Next.



Check the variable you want to scan from the many available options. Depending on your choice, you may be given another choice to narrow the field.

Click Next.

Note: You can only choose one option per Opportunity Scan.

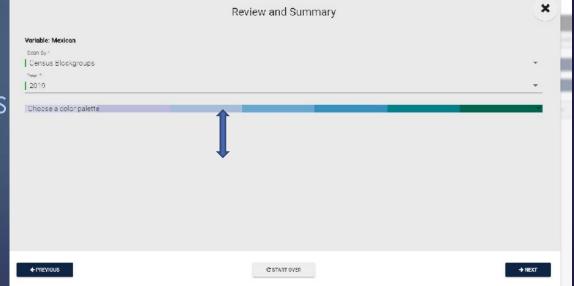


Review and Summary Make your choices. Based on what you choose, you may get different year options.

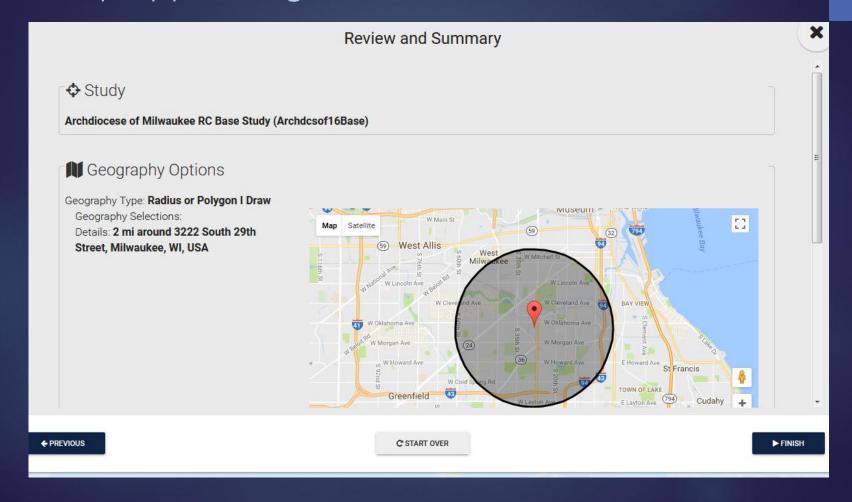
You can now choose a color palette (see some examples). Once satisfied, click Next.

Note: Under Scan by

Census Block is the smallest area; specific school groups (elementary, middle, high school) is also a choice.



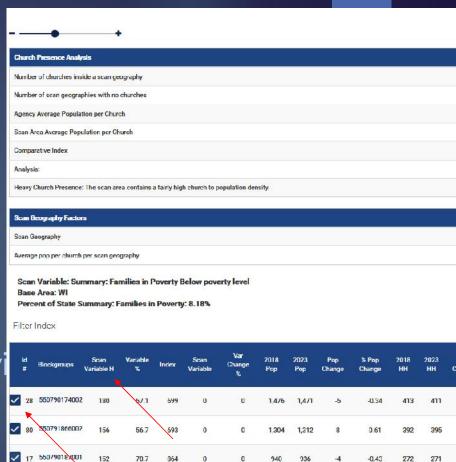
The map appears again and if all is fine, click Next.



The Opportunity Scan (partial view) comes up.

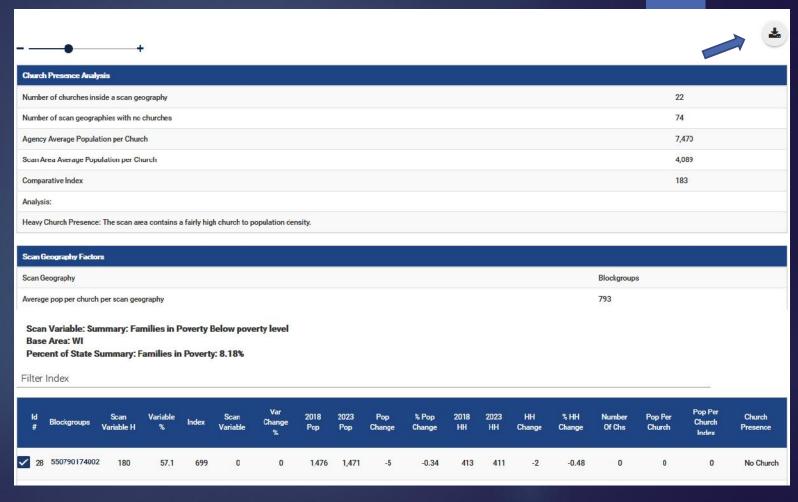
On the left side by ID #, by clicking on a box, it will place a marker on the map.

To change how the report is ranked, click on the heading on the blue bar. Additional clicks wi from high to low or low to high.



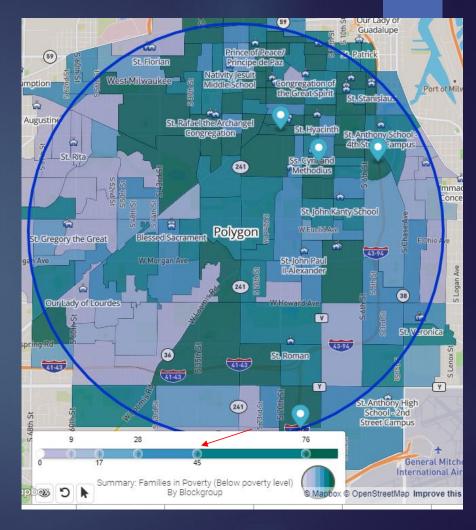
Download the Opportunity Scan to Excel by clicking

on upper right hand icon.



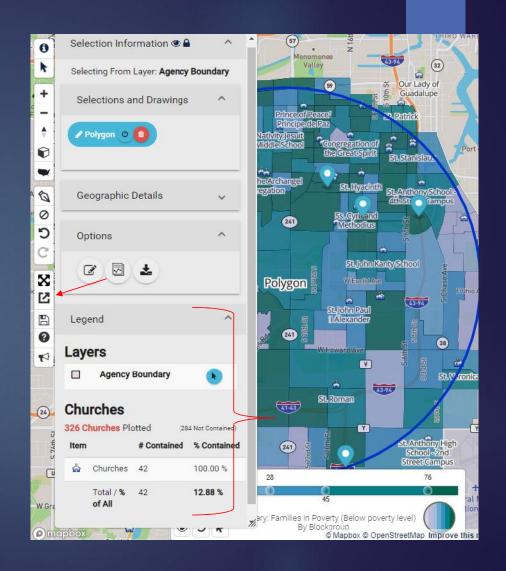
Here is just the map image, with the legend hidden.

You can change the range by clicking on a number and sliding it to where you want.
The map will reset itself



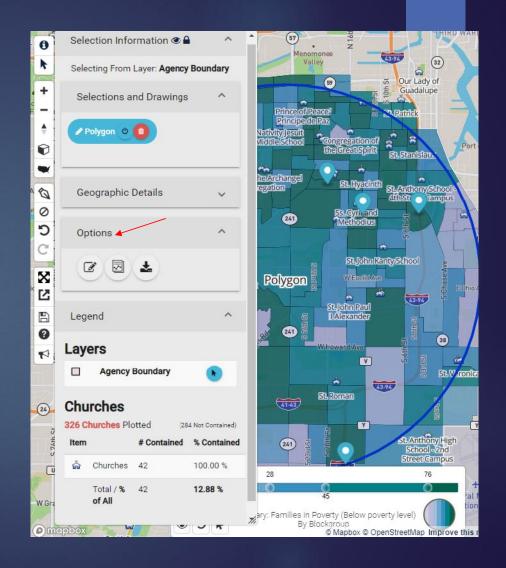
You can also export the map image and legend. Click on Export Map Image.

Note: I like to insert the map at the bottom of my Excel sheet.

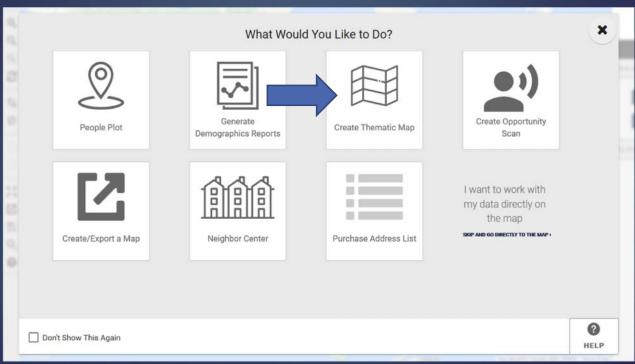


Under Options, you have three buttons you may want to try out. From left to right:

- Edit selected shapes
- Build custom reports –
 Allows you to build a
 Demographics or
 Quadrennium Report based on your shape
- Create plot list Allows you to download a church list in Excel (all church sites and their address in the Archdiocese)



Note: The cube, *Create Thematic Map*, covers much the same information. However, it only gives a visual (map) and not the numbers to be downloaded to Excel.



Try out several Opportunity Scans to see the different available information.

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.