

FAQ Charge Conference Data Entry

Q: Is there a suggested order that I should work through when working on these reports?

A: Yes. One of the goals is to minimize the amount of data entry and time spent on Charge Conference reports. A part of our report analysis was to identify the reports that require the same data more than once. Then the system was designed to minimize data entry.

Suggested order of completion:

- 1) Set Charge Conference Date
- 2) Charge/Church Conference Committee Reports -> Nominations Leadership Development
- 3) Lay Servant Report(s)
- 4) VitalSigns data entry / review regarding items for the Pastor Stats
- 5) All remaining reports

Q: Where are the reports located?

A: All created reports are found in the “Charge Conference Dashboard”. The reports are all in PDF format.

Q: How do I print or save a copy of a report in the Charge Conference Dashboard?

A: The report access options are:

Save Report: Right click on the document link in the dashboard and click on “Save Link As...”, and follow the prompts.

Open Report: Click on the report name.

Save Open Report: With the report open, click inside the document, right click, and select “Save Page As”, and follow the prompts.

Print Open Report: With the report open, locate a printer icon, click the printer icon, and follow the prompts.

Note: With the PDF document open you may also have Save and Print options available via your web browser.