

# Family History Center Activity Reports

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## Family History Center Director's User Guide

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## System Requirements

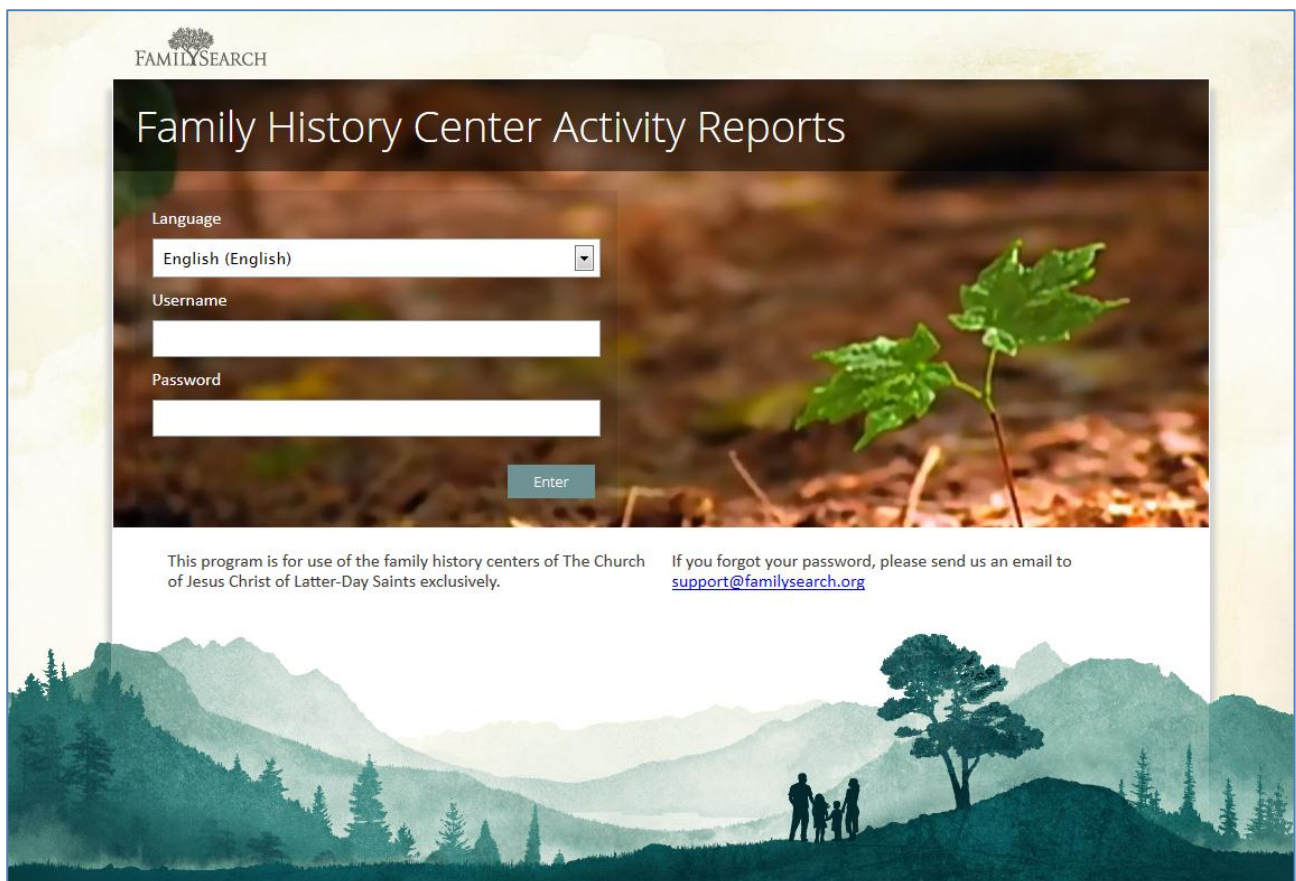
This new report system requires **Google Chrome 20+** , **Mozilla Firefox 16+** or **Opera 12+**. Internet Explorer 9 will also work, but it will lack visual effects. Internet Explorer 10 has not been tested. Older versions of Internet Explorer are not supported.

In addition, the browser must have JavaScript enabled.

**Note:** The church officially recommends<sup>1</sup> the use of Google Chrome or Mozilla Firefox. If they are not installed on the center computers, they can be found at the addresses in the footnote.<sup>2</sup>

## Sign in

To sign into the system go to [www.reporteschf.org](http://www.reporteschf.org). After a few moments you will see the new sign in page:

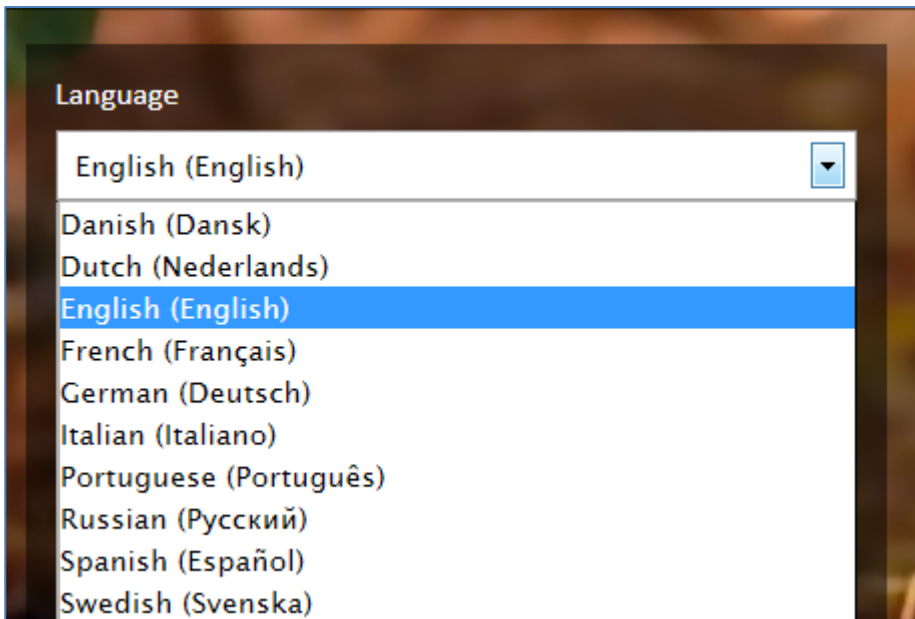


Select the language using the drop down menu:

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<sup>1</sup> <http://tech.lds.org/blog/531-recommended-browsers-for-ldsorg-tools>

<sup>2</sup> Google Chrome Download: [www.google.com/chrome](http://www.google.com/chrome) ; Mozilla Firefox Download: [www.mozilla.org](http://www.mozilla.org)



**Note:** The system will add new languages in the future. If you would like to collaborate, contact FamilySearch Support to help with the translation of the site into your language.

Once you selected your language, use the same user name and password that you had for this system and click the Enter button:

A screenshot of a login form. At the top, there is a "Language" dropdown menu with "English (English)" selected. Below it are two empty text input fields labeled "Username" and "Password". At the bottom right, there is a teal button labeled "Enter".

**Note:** If you forgot your username or password, please contact FamilySearch Support.

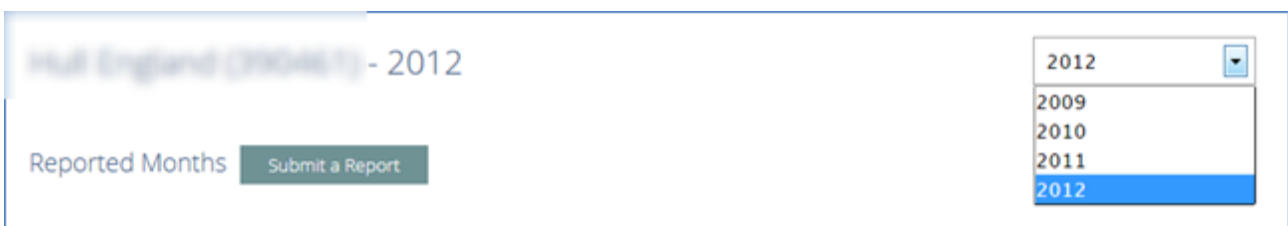
## Center Statistics

Once you have signed in, you will see by default the statistical information about your center for the current year.



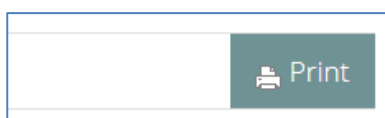
## Review Past Statistics

To see other years, just select the year from the drop down list at the top right of the report:



## Print the report

Use the Print button to print the report. This option is available all through the system, so you can print any page on the website.



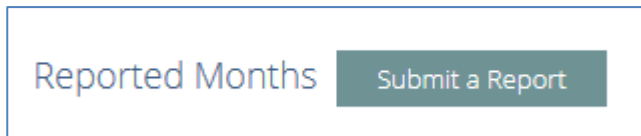
When you click the print button, a window will open with the system's print options. You can also use the browsers settings and the print preview to ensure that the report will be printed properly on one page. The printed report should look like this:



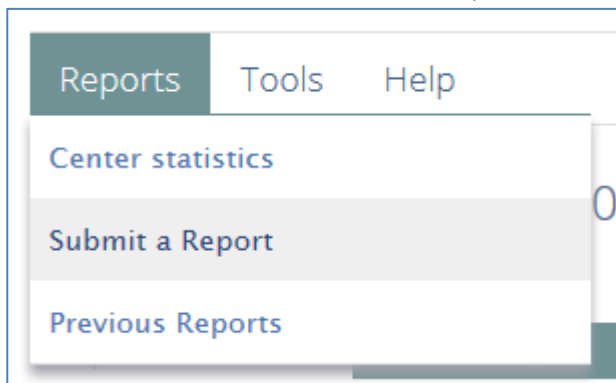
## Submit a new report

To send your monthly reports, you may do one of the following:

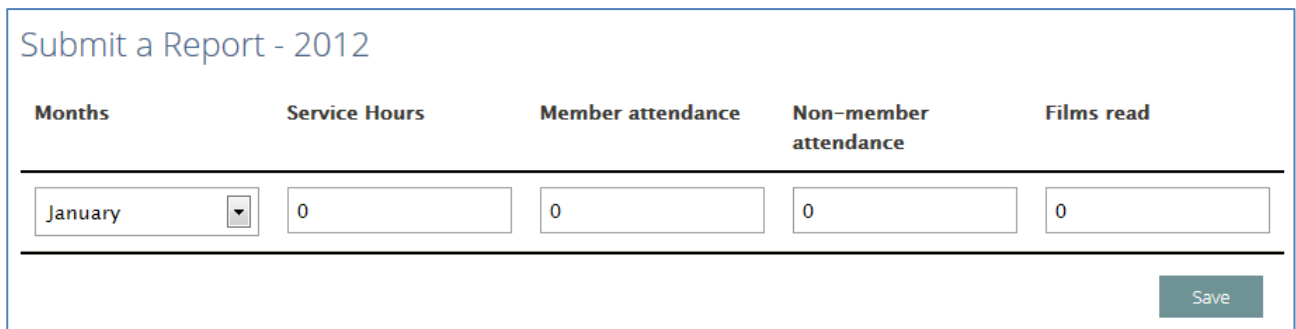
1. Use the "Submit a Report" at the Center Statistics page



2. Use the menu and select "Submit a Report"

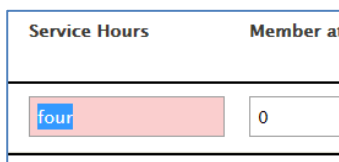


The page will show you a simple form from where you can send your report:

A screenshot of a web form titled "Submit a Report - 2012". The form has five columns: "Months", "Service Hours", "Member attendance", "Non-member attendance", and "Films read". The "Months" column has a dropdown menu with "January" selected. Each of the other four columns has a text input field containing the number "0". At the bottom right of the form is a dark green "Save" button.

The list of months will only show those months where you have not yet sent a report. Select a month and enter the numbers on each column.

**Attention:** Only enter positive numbers, rounding up the number if necessary. If you enter an invalid character, letter or negative numbers the system will point out the error so you can fix it soon. Numbers entered in words are also considered invalid.

A close-up screenshot of a form field. The field is labeled "Service Hours" and contains the word "four" in blue text. The field has a red background, indicating an error. To the right of this field is another field labeled "Member at" containing the number "0".

When you are finish entering your report, click the "Save" button and the system will show you a Confirmation dialog:

## Confirmation Required

Please review the report and confirm. It will be sent as is showed here.

Months	Service Hours	Member attendance	Non-member attendance	Films read
January	80	40	36	12

Send

Cancel

Review the report carefully and press "Send" to submit your report. If there are any mistakes, click "Cancel". Once you have submitted a report, you won't be able to change the data.

## Quick Help

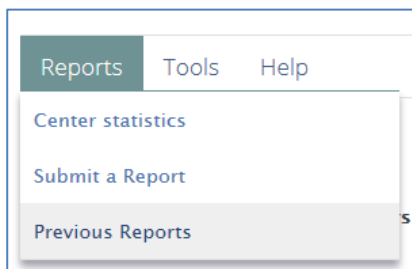
If you are not sure of what some items represent, just place your mouse over the text box and a quick help will tell you the definition of the data:

Non-member attendance	Films read
<input type="text" value="0"/>	<input type="text" value="0"/>

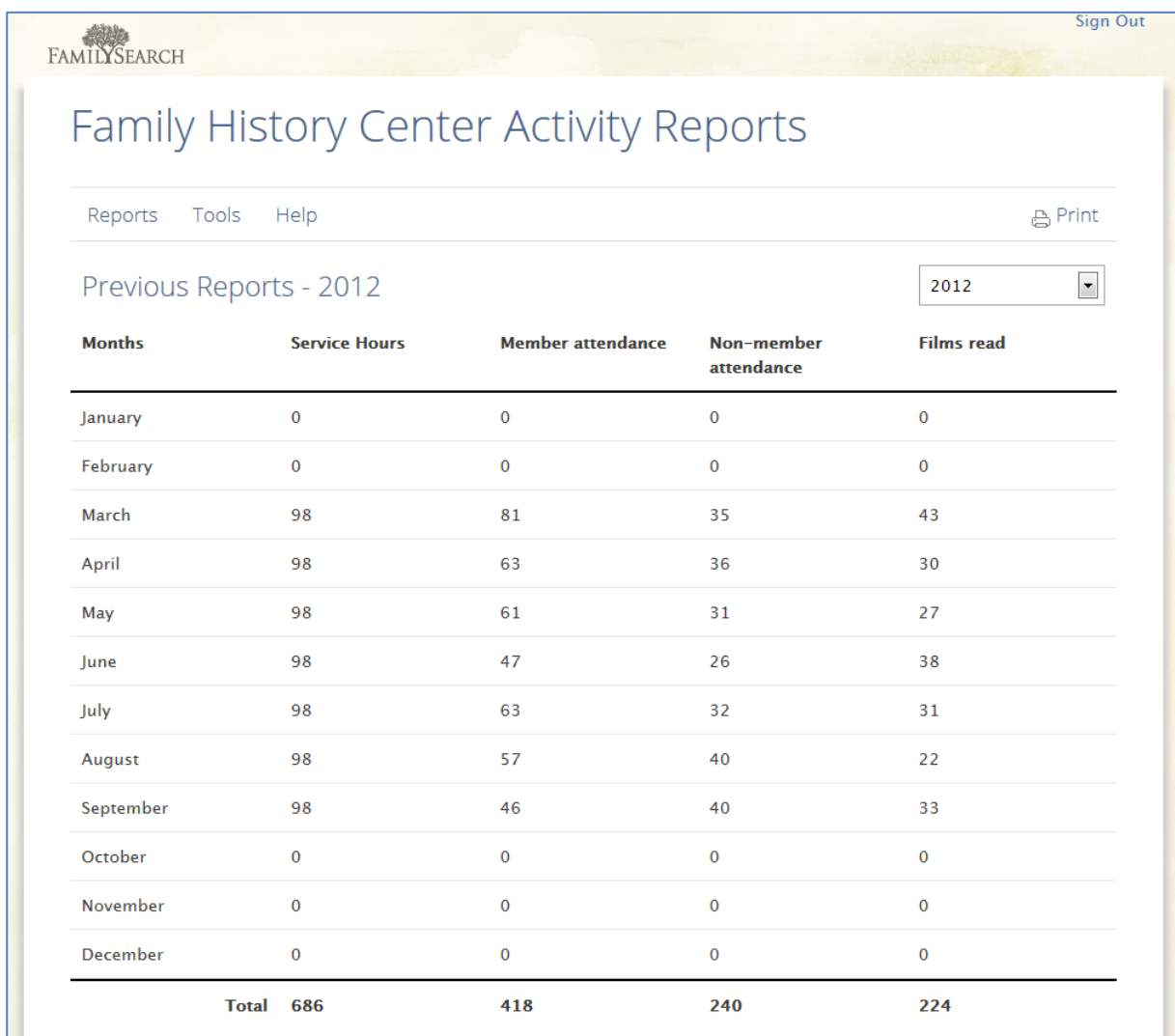
Number of non-member visits to the center. Each visit by the same person should be counted separately.

## Previous Reports

Use the "Reports" menu at the top to access the "Previous Reports" page:



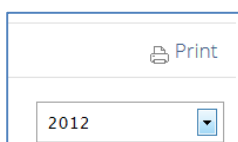
From here you can see the detail of all the reports sent from your center, accumulative and by month.



The screenshot shows the "Family History Center Activity Reports" page. At the top left is the "FAMILYSEARCH" logo. At the top right is a "Sign Out" link. Below the logo is a navigation menu with "Reports", "Tools", and "Help". To the right of the menu is a "Print" button with a printer icon. Below the menu is the title "Family History Center Activity Reports". Underneath is a sub-header "Previous Reports - 2012" and a dropdown menu showing "2012". The main content is a table with five columns: "Months", "Service Hours", "Member attendance", "Non-member attendance", and "Films read". The table lists data for each month from January to December, with a "Total" row at the bottom. The "Print" button and the year dropdown are also visible in the top right corner of the page.

Months	Service Hours	Member attendance	Non-member attendance	Films read
January	0	0	0	0
February	0	0	0	0
March	98	81	35	43
April	98	63	36	30
May	98	61	31	27
June	98	47	26	38
July	98	63	32	31
August	98	57	40	22
September	98	46	40	33
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0
<b>Total</b>	<b>686</b>	<b>418</b>	<b>240</b>	<b>224</b>

Use the drop down list in the upper right to change the year, and the **Print** option to print the report. All the reports are available.





## Copying Reports to Excel or LibreOffice/ OpenOffice Spreadsheet

To copy a year report from the “Previous Report” page into Excel, LibreOffice/ OpenOffice Spreadsheet or a similar program, just select the report from the screen, right click and select “copy”:

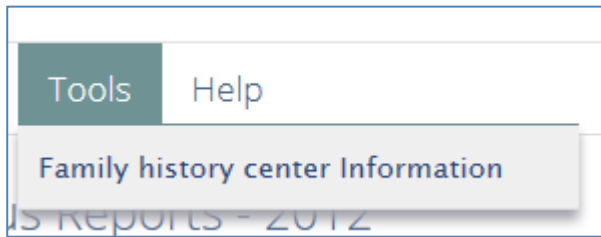
Previous Reports - 2012					2012
Months	Service Hours	Member attendance	Non-member attendance	Films read	
January	0	0	0	0	
February	0	0	0	0	
March	98	81	35	43	
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July	98	63	32	31	
August	98	57	40	22	
September	98	46	40	33	
October	0	0	0	0	
November	0	0	0	0	
December	0	0	0	0	
<b>Total</b>	<b>686</b>	<b>418</b>	<b>240</b>	<b>224</b>	

Then open your spreadsheet program and select “Paste”. You should end with a spreadsheet similar to this one:

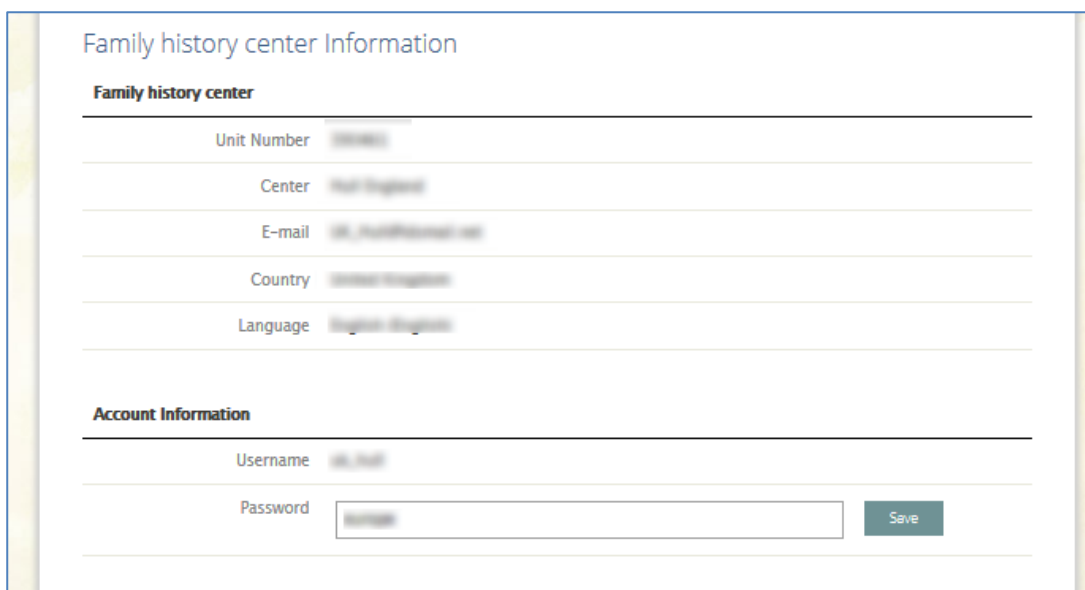
	A	B	C	D	E
1	<b>Months</b>	<b>Service Hours</b>	<b>Member attendance</b>	<b>Non-member attendance</b>	<b>Films read</b>
2	January	0	0	0	0
3	February	0	0	0	0
4	March	98	81	35	43
5	April	98	63	36	30
6	May	98	61	31	27
7	June	98	47	26	38
8	July	98	63	32	31
9	August	98	57	40	22
10	September	98	46	40	33
11	October	0	0	0	0
12	November	0	0	0	0
13	December	0	0	0	0
14	<b>Total</b>	<b>686</b>	<b>418</b>	<b>240</b>	<b>224</b>
15					

## Center Information and Account settings

Use the menu to access the Center Information page:



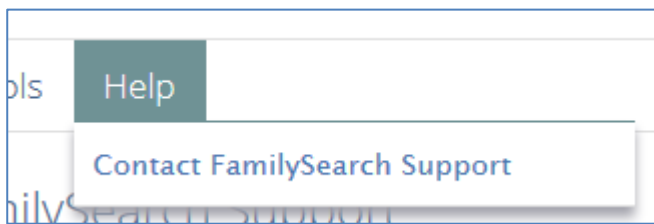
At the bottom of the page you will have the option to change your password. The text box will show your current password. To change it, just type the new one and click "Save"

A screenshot of the 'Family history center Information' page. The page is titled 'Family history center Information' and is divided into two sections: 'Family history center' and 'Account Information'. The 'Family history center' section contains five fields: 'Unit Number' (value: 00000), 'Center' (value: Not assigned), 'E-mail' (value: 00.0000000000000000), 'Country' (value: United Kingdom), and 'Language' (value: English - English). The 'Account Information' section contains two fields: 'Username' (value: 00.000) and 'Password' (value: 000000). A 'Save' button is located to the right of the password field.

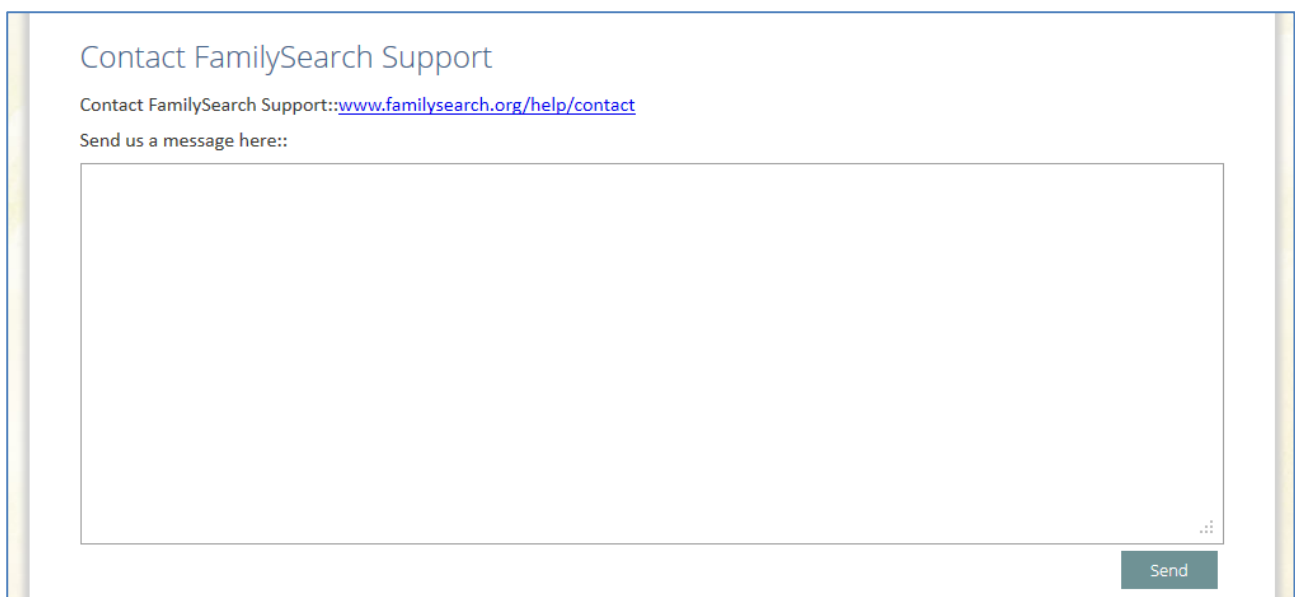
If you need to modify your centers information, please contact FamilySearch Support.

## Obtaining Help and Contacting FamilySearch Support

Use the Help menu to contact FamilySearch Support:



Here you will find the link to contact FamilySearch Support, or to send an email directly to the support system. To do that, just enter your message and click "Send"

A screenshot of a web form titled 'Contact FamilySearch Support'. The form includes a heading, a link to 'www.familysearch.org/help/contact', a text input field for a message, and a 'Send' button. The input field is empty and has a small icon in the bottom right corner. The 'Send' button is a dark teal rectangle with white text.

# Sign Out

To Sign Out at any moment, just click the link at the upper right corner of the page:

