Family History Center Activity Reports

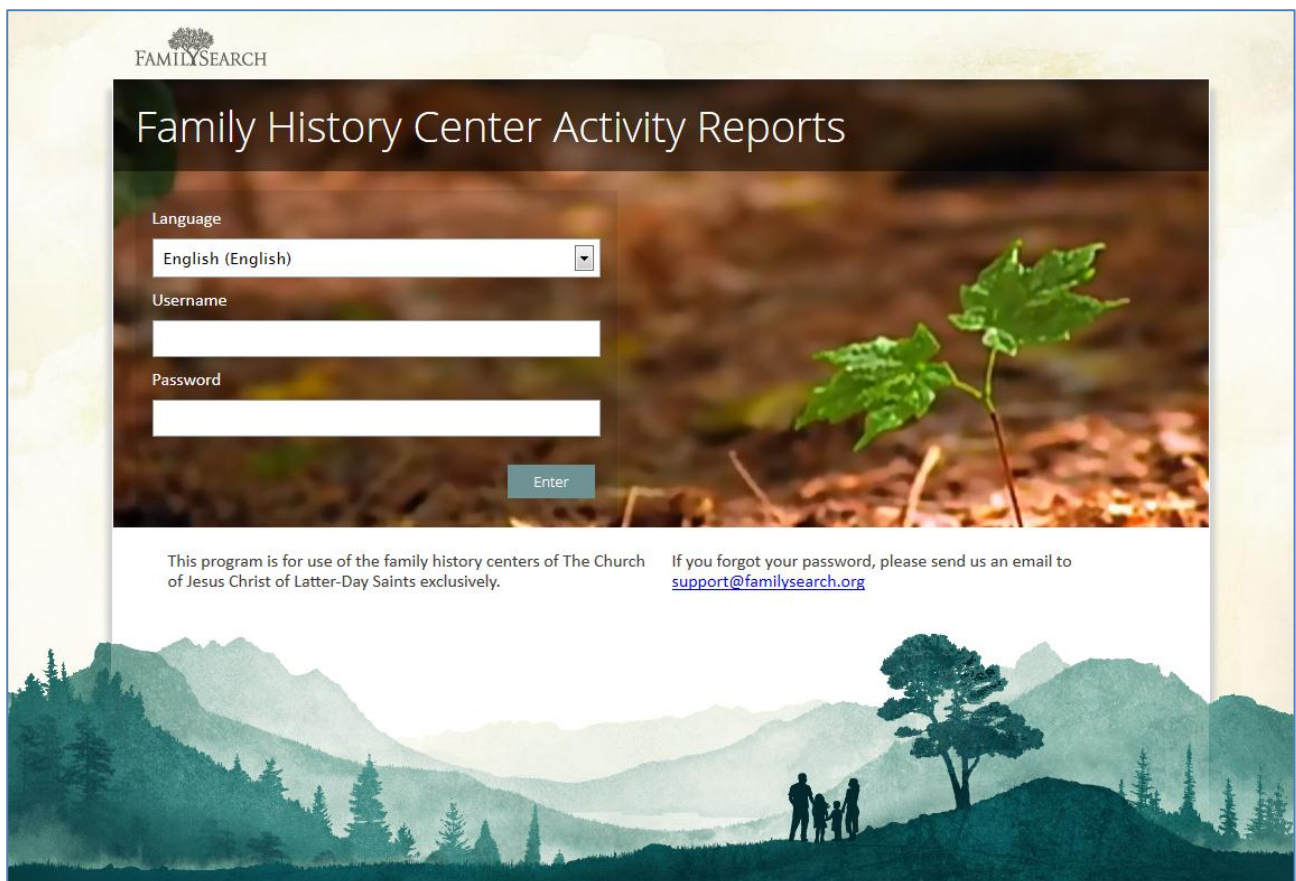Family History Center Director's User Guide

Contents

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[1] 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.[2]

Sign in

To sign into the system go to www.reporteschf.org. After a few moments you will see the new sign in page:
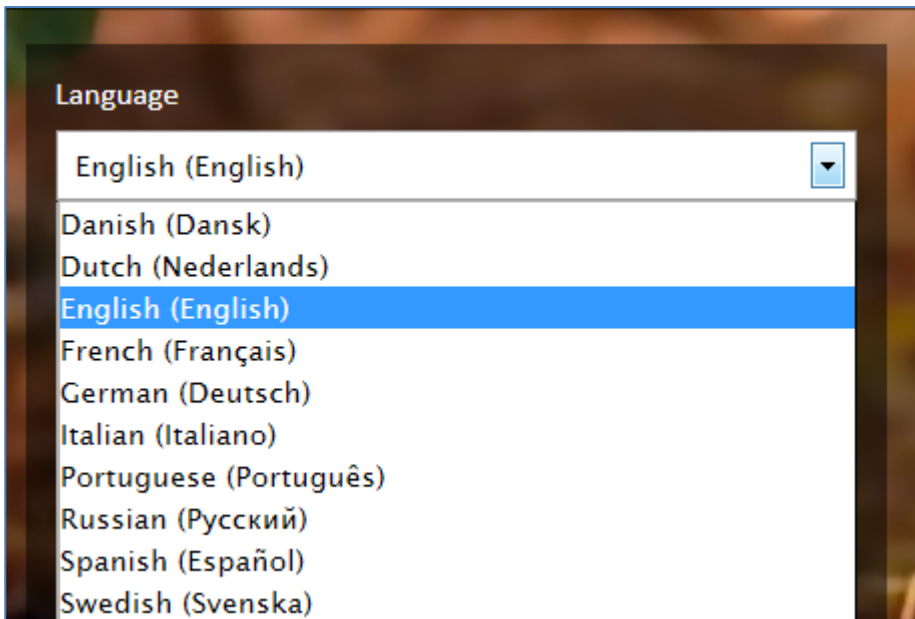

Select the language using the drop down menu:

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[1] http://tech.lds.org/blog/531-recommended-browsers-for-ldsorg-tools

[2] Google Chrome Download: www.google.com/chrome ; Mozilla Firefox Download: 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:

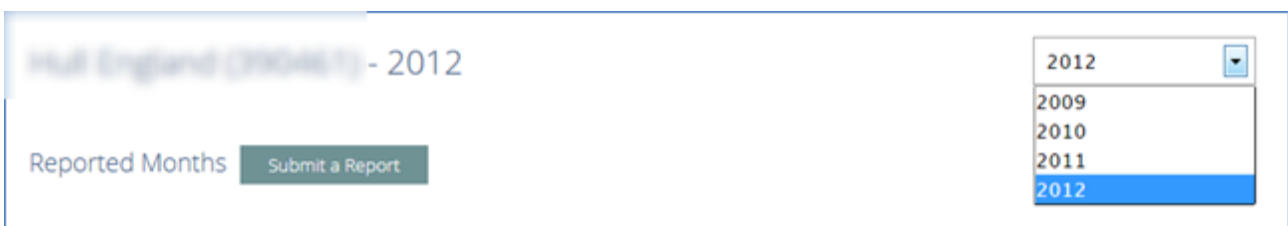**Note:** If you forgot your username or password, please contact FamilySearch Support.

Center Statistics

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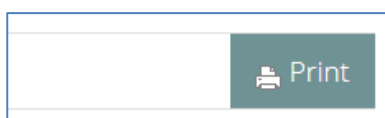

Review Past Statistics

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:
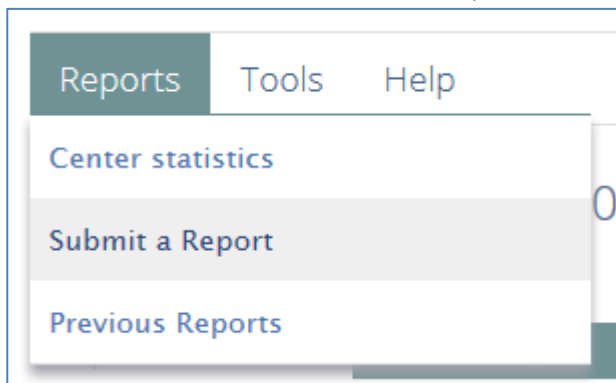
Submit a new report

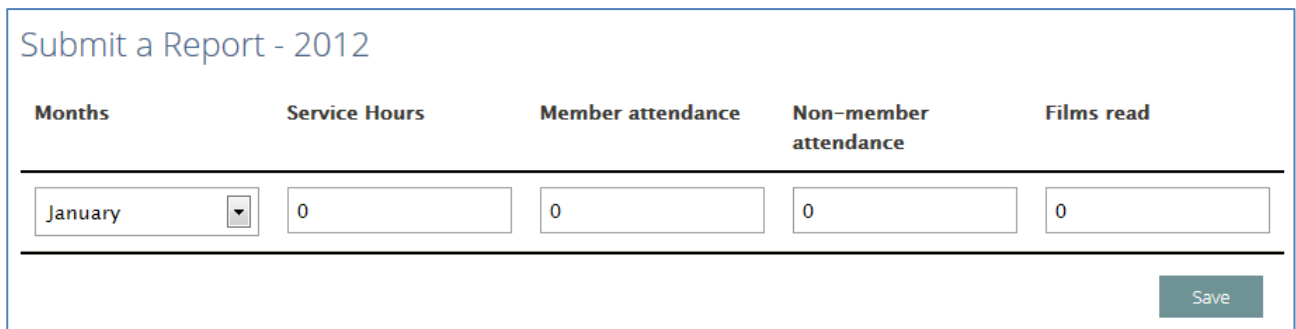To send your monthly reports, you may do one of the following:

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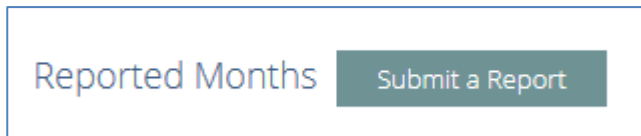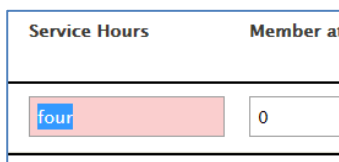

2. Use the menu and select "Submit a Report"

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

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.

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:

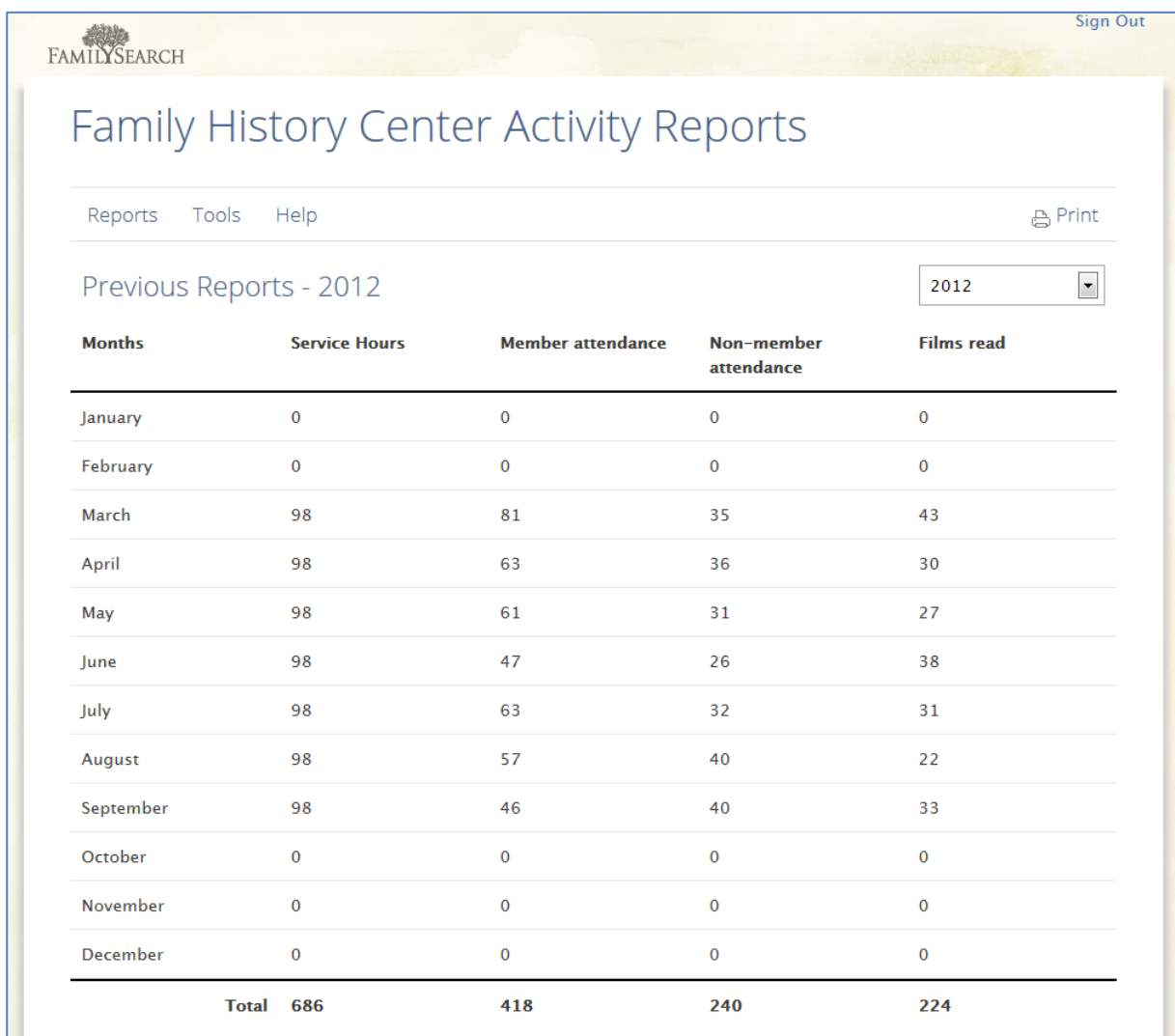| Non-member attendance	Films read
0	0

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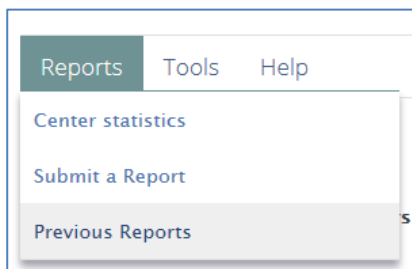
From here you can see the detail of all the reports sent from your center, accumulative and by month.

Family History Center Activity Reports

Previous Reports - 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
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
Total	**686**	**418**	**240**	**224**

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.
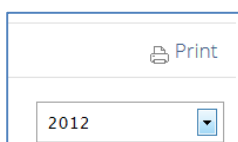
Copying Reports to Excel or LibreOffice/ OpenOffice Spreadsheet

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":


Then open your spreadsheet program and select "Paste". You should end with a spreadsheet similar to this one:
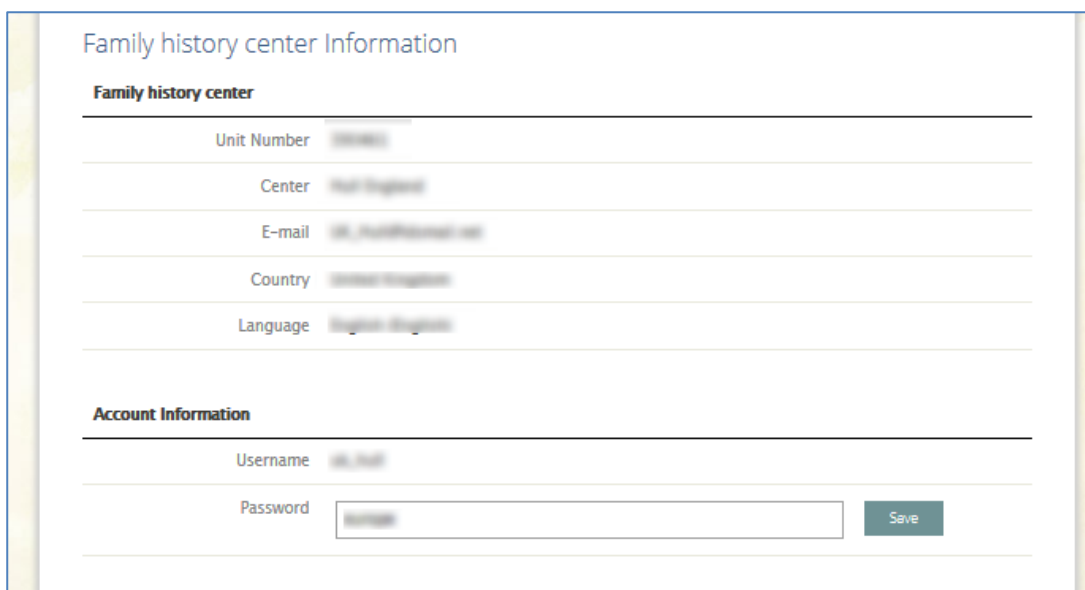
	A	B	C	D	E
1	Months	Service Hours	Member attendance	Non-member attendance	Films read
2	January	0	0	0	0
3	February	0	0	0	0
4	March	98	81	35	43
5	April	98	63	36	30
6	May	98	61	31	27
7	June	98	47	26	38
8	July	98	63	32	31
9	August	98	57	40	22
10	September	98	46	40	33
11	October	0	0	0	0
12	November	0	0	0	0
13	December	0	0	0	0
14	Total	686	418	240	224
15					

Center Information and Account settings

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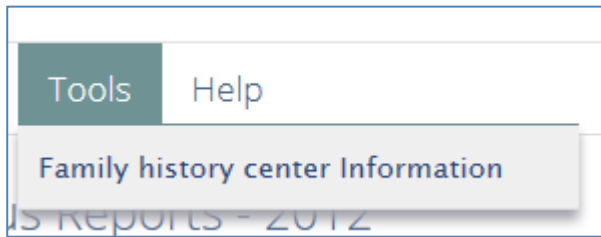
At the bottom of the page you will have the option to change your password. The text box will show your current password. To change it, just type the new one and click "Save"
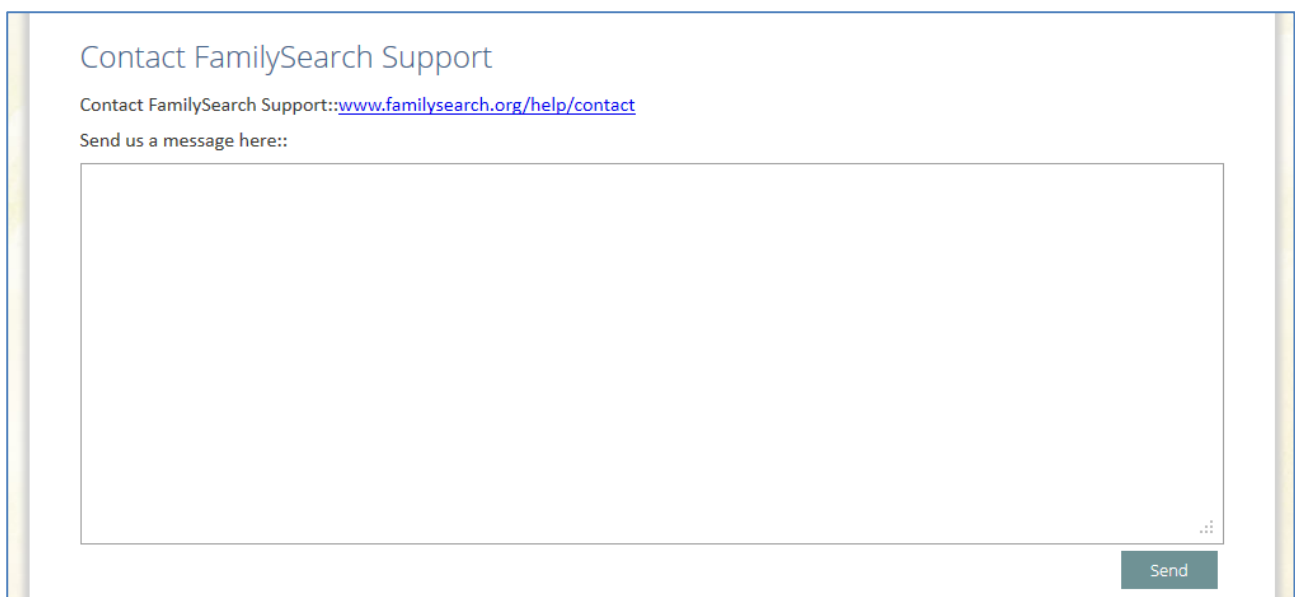

If you need to modify your centers information, please contact FamilySearch Support.

Obtaining Help and Contacting FamilySearch Support

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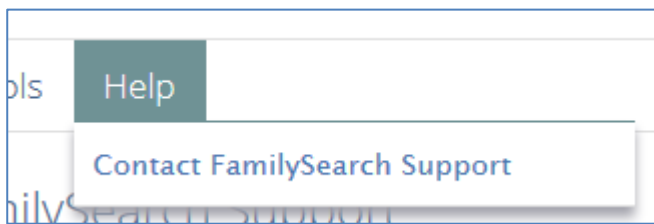
Here you will find the link to contact FamilySearch Support, or to send an email directly to the support system. To do that, just enter your message and click "Send"

Sign Out

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