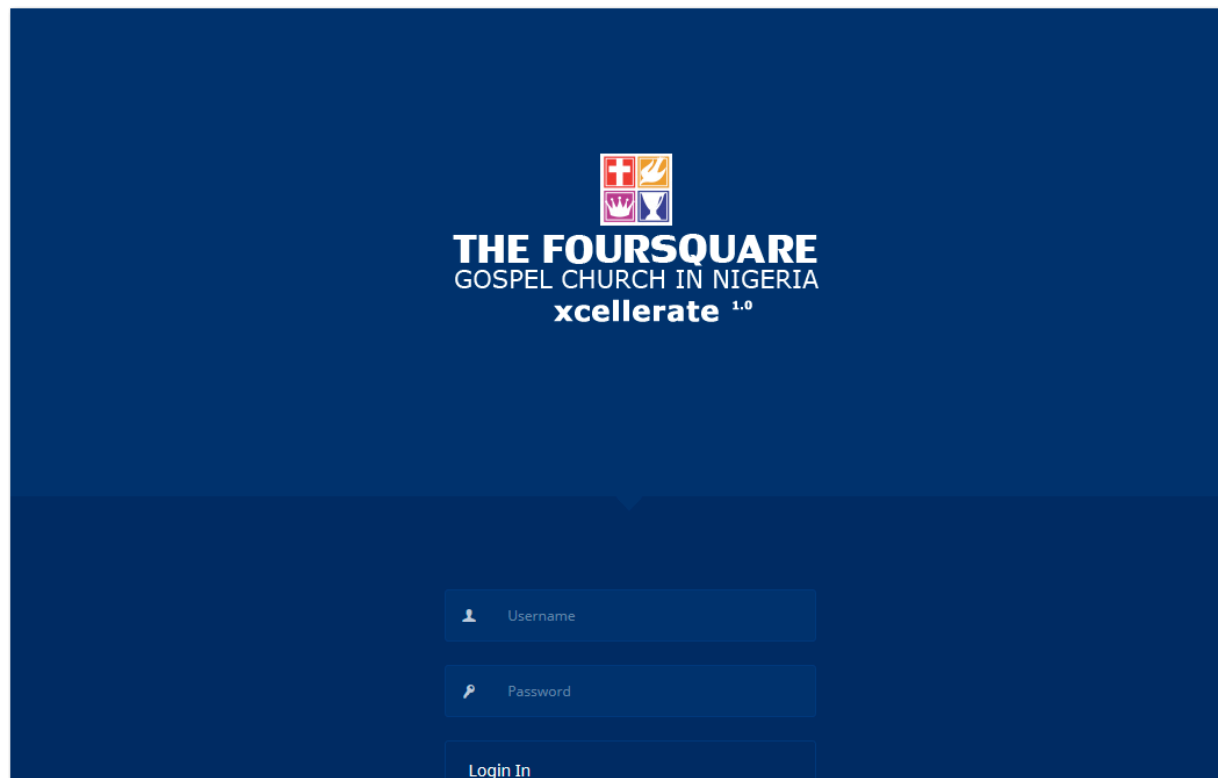


FOURSQUARE Xcellerate User Guide



Visual Quick Start Manual

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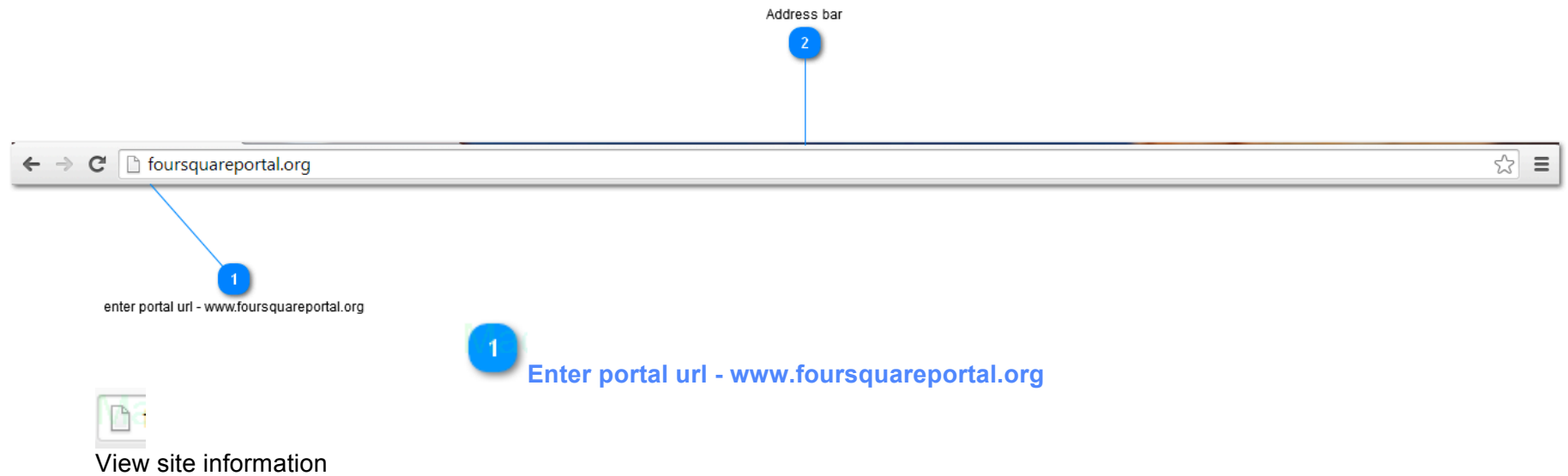
Support

CHAPTER 1
INTRODUCTION

Accessing Xcellerate Portal

The Xcellerate portal is accessible via an internet enabled laptop, desktop, ipad or smart phones. To start point your browser to the portal url highlighted below:

www.foursquareportal.com or www.foursquareportal.org see fig 2.1 for the login page.



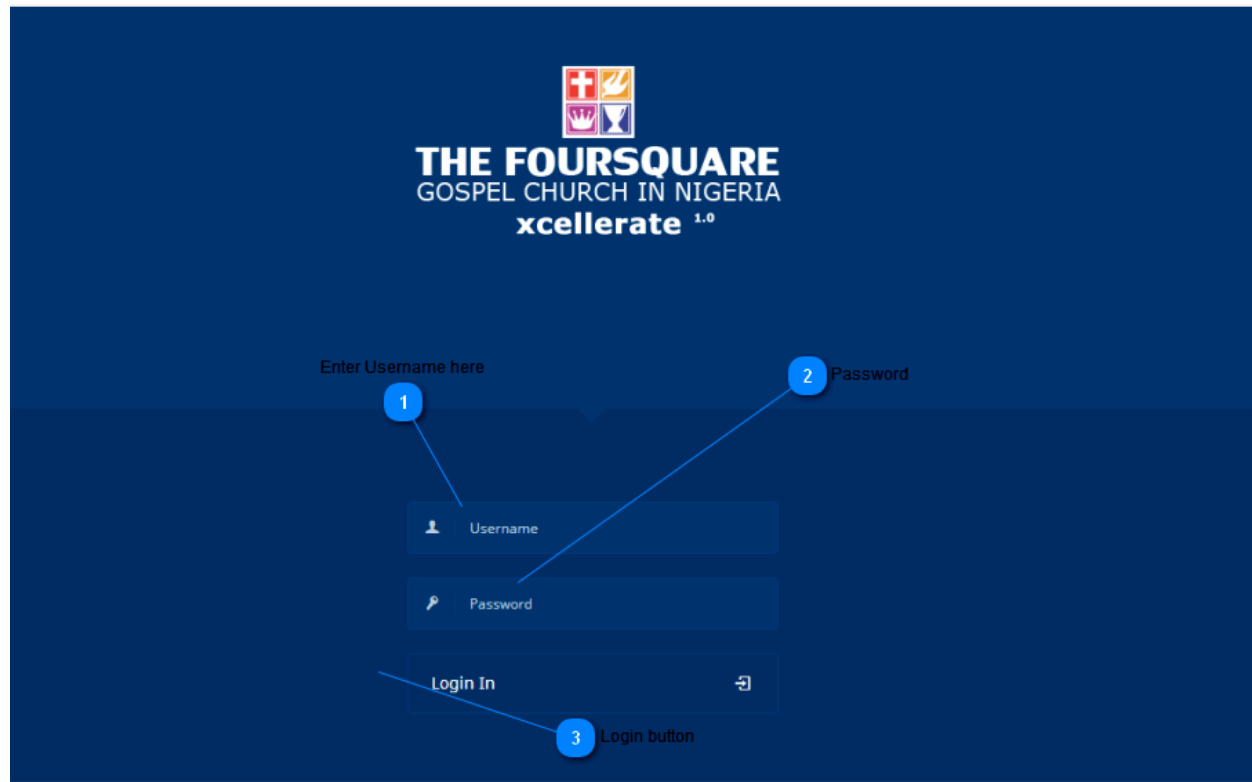


Address bar

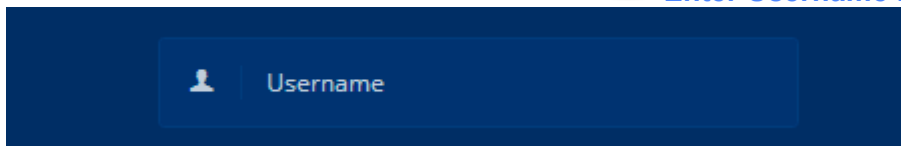
foursquareportal.org

- ✓ After entering the url (www.foursquareportal.org) you will be presented with the login screen. Enter you Username and password to gain access to the portal. Username and password to the portal will be provided during and after training by the developer or the National Headquater of Foursquare Gospel Church.
- ✓ For support and additional information on your username and password email support@foursquareportal.org
- ✓

Accessing Xcellerate Portal



1 Enter Username here



Enter the username here

2 Password



Enter your password here.

If you don't have a username and password email support@foursquareportal.org



Press the login button to access the portal.

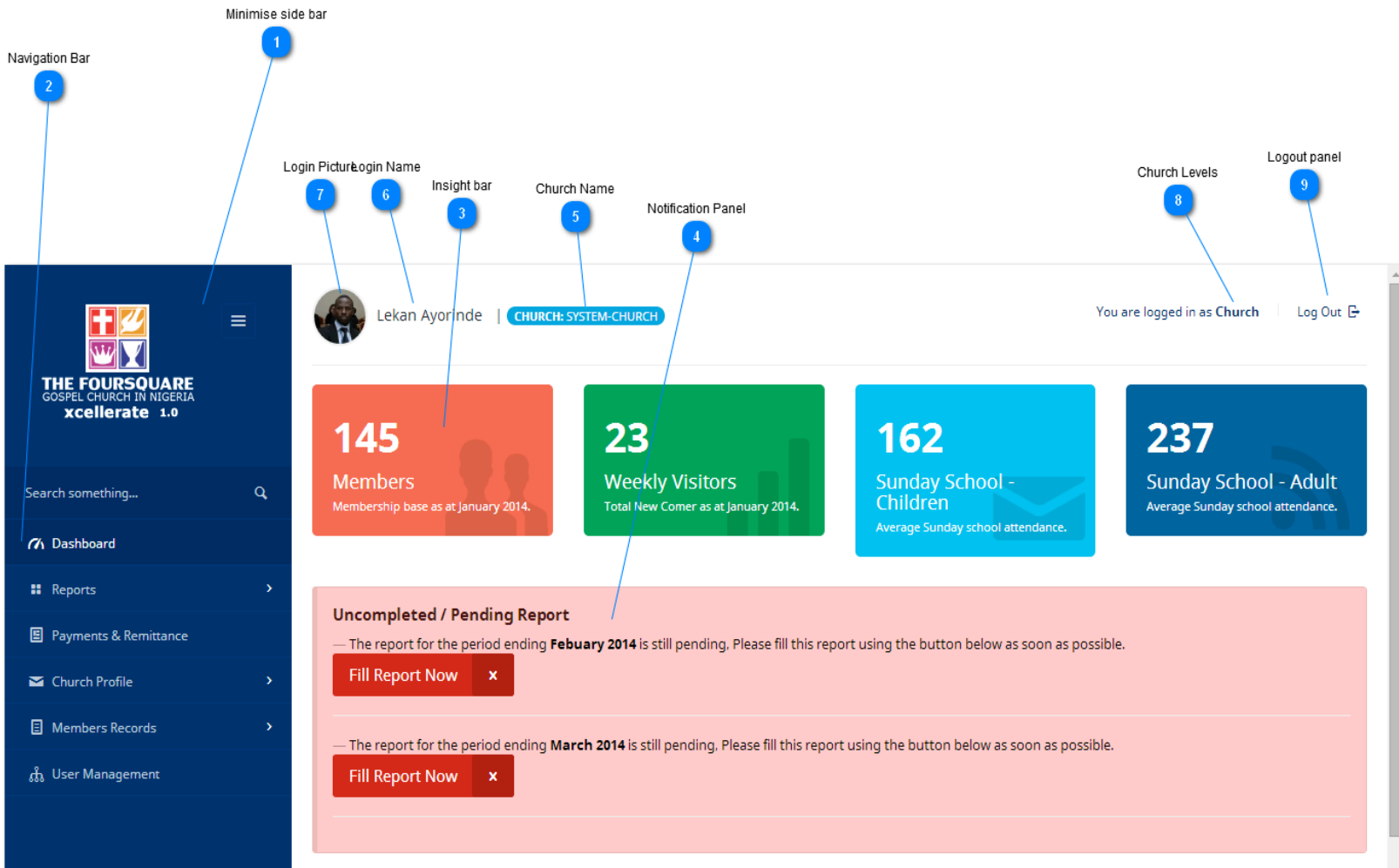
NOTE: login credential are case sensitive, try not to mix up capital letters with small letters. If you are experiencing problem with login check your Cap lock and ensure that it is not on.

CHAPTER 2

Xcellerate Dashboard

Xcellerate Dashboard

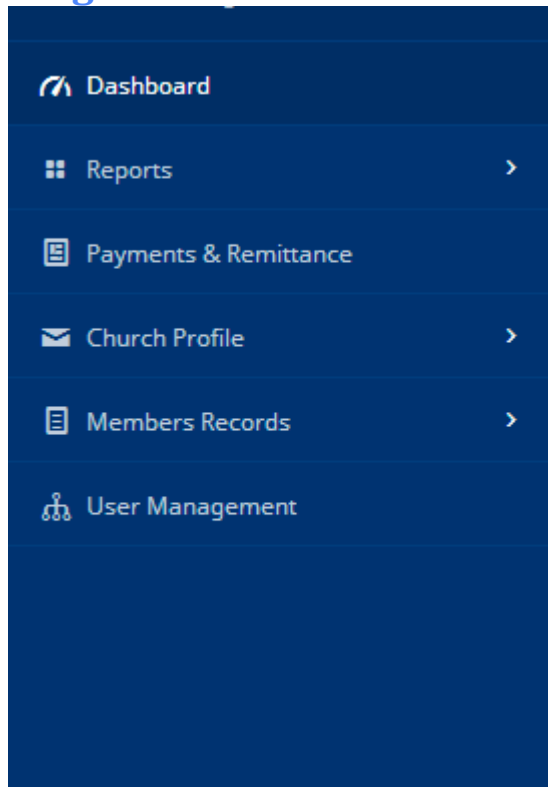
Having successfully login to the Xcellerate portal you are now ready to explore the rich and robust features of the Xcellerate portal. Lets start by introducing you to the dashboard.



Click on this to minimize the sidebar. This is very useful when you are viewing reports that are larger than the main window.

2

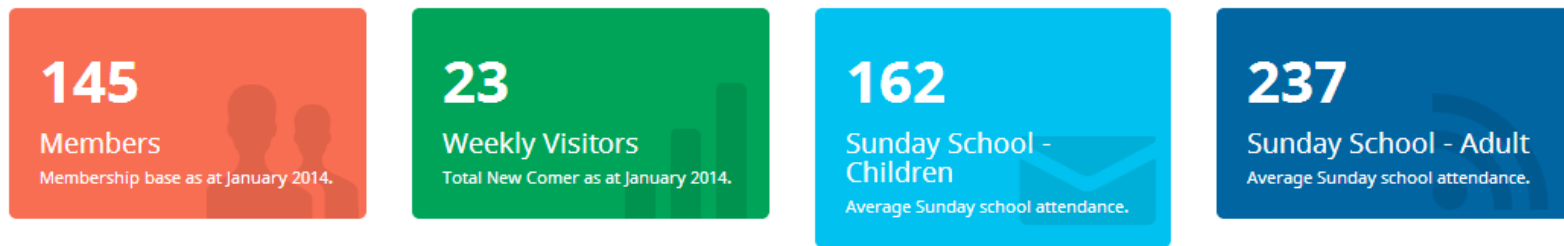
Navigation Bar



The Navigation Bar allows you to navigate around the portal. This bar provides interactive drop down menu that helps users to navigate various functions of the portal.

3

Insight bar



This bar shows summary of the church activities of the outgoing church period.

4

Notification Panel

Uncompleted / Pending Report

— The report for the period ending **February 2014** is still pending, Please fill this report using the button below as soon as possible.

Fill Report Now



— The report for the period ending **March 2014** is still pending, Please fill this report using the button below as soon as possible.

Fill Report Now



This panel is used for notification for uncompleted or pending report. This panel also display other notification like report approval, payment notification and others alike that are essential for the smooth running of the portal. Users are advised to pay attention to this panel and as this panel sometimes report critical information that demands urgent attention.

5 Church Name

CHURCH: SYSTEM-CHURCH

This field is for church name

6 Login Name

Lekan Ayorinde

This field should be name of the person that login to the panel.

7 Login Picture



Every person that login must use a valid for easy identification.

8 Church Levels

You are logged in as Church

This tells you if you logged in as a church or a District or National

9 Logout panel

Log Out

This Logout is for you to click to log you out whenever you are not working on the portal.

Always ensure you log out for security purpose.

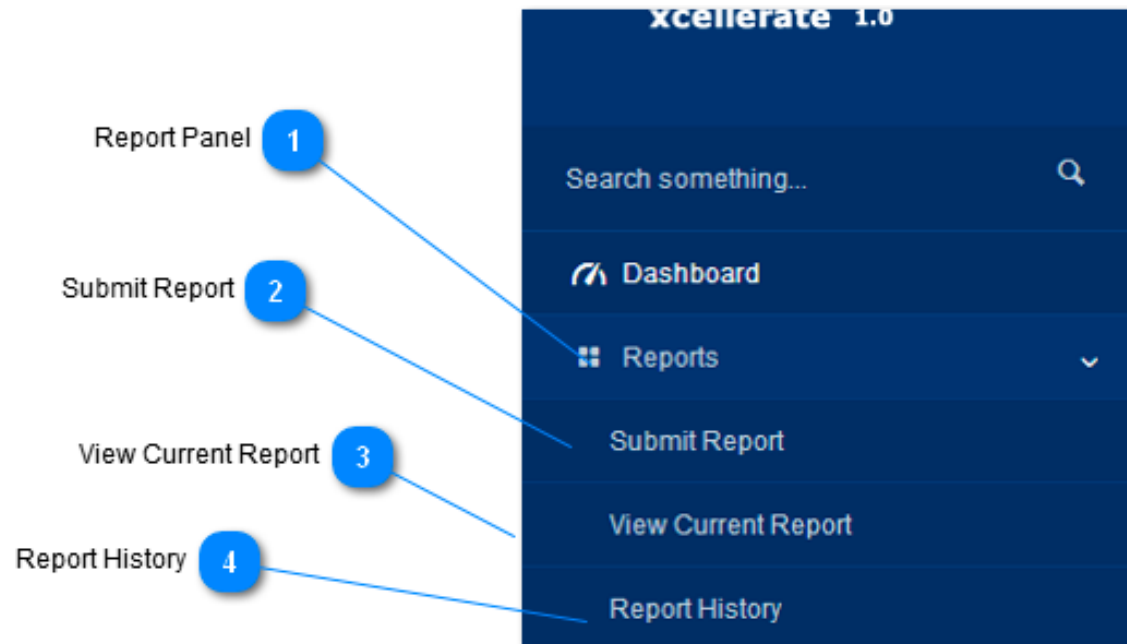
CHAPTER 3

Reporting With Xcellerate

Reporting With Xcellerate

This panel consist of activities that has to do with submission, accessing and history report panel.

Reporting With Xcellerate




1 Report Panel



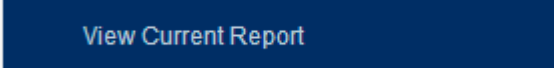
The report panel is a drop down that shows the Submit Report, View Current Report and Report History Panel. This panel makes it easy to navigate through different report sections.

2 Submit Report

A dark blue rectangular button with the text "Submit Report" in white.

This panel is use to submit **new** and **outstanding report**. The features a rich user friendly interface that classify the monthly reporting template into sectional forms. Click on this menu to submit a new report.


3

View Current ReportA dark blue rectangular button with the text "View Current Report" in white.

This panel populates report data submitted from the sectional forms accessible via the submit report menu on the navigation bar. The menu feature the following reporting functions:

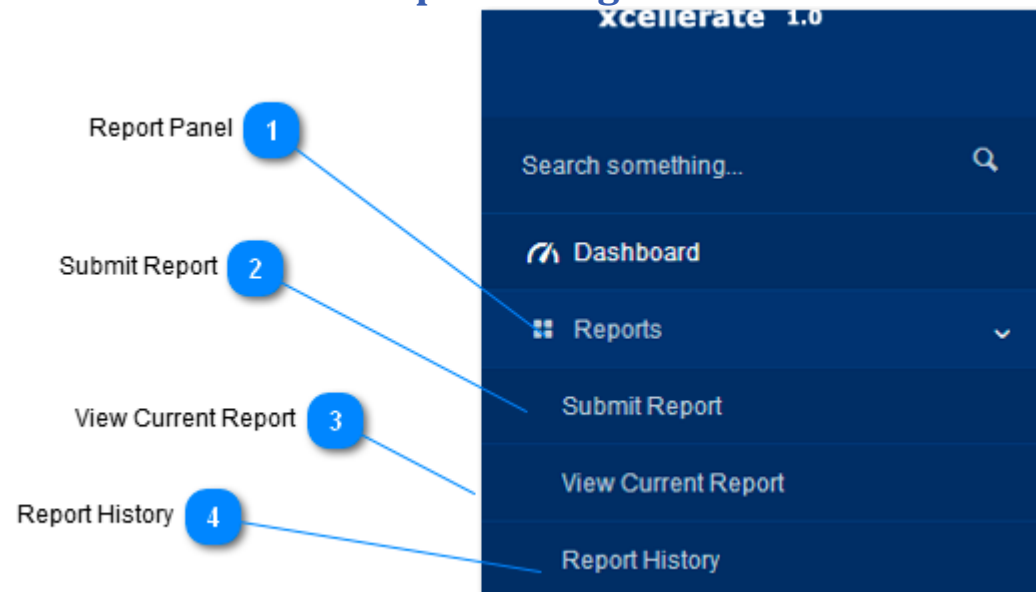
1. Financial report summary
2. Dues and remittance computation
3. Spiritual and attendance report
4. Membership, intakes, credential workers report
5. Report approval and authorization
6. Approval and payment trend
7. Payment notification and remittance report

4

Report HistoryA dark blue rectangular button with the text "Report History" in white.

1. This panel shows all the compilation of the church data. It classifies the report into different section and gives an overview of all the report submitted which is grouped per annum.

Report Navigation



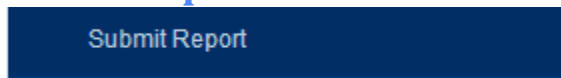
1 Report Panel



The report panel is a drop down that shows the Submit Report, View Current Report and Report History Panel. This panel makes it easy to navigate through different report sections.

2

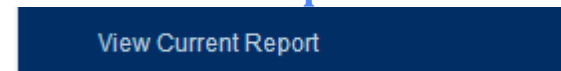
Submit Report



This panel is use to submit **new** and **outstanding report**. The features a rich user friendly interface that classify the monthly reporting template into sectional forms. Click on this menu to submit a new report.

3

View Current Report



This panel populates report data submitted from the sectional forms accessible via the submit report menu on the navigation bar. The menu feature the following reporting functions:

1. Financial report summary
2. Dues and remittance computation

3. Spiritual and attendance report
4. Membership, intakes, credential workers report
5. Report approval and authorization
6. Approval and payment trend
7. Payment notification and remittance report

4

Report History

Report History

1. This panel shows all the compilation of the church data. It classifies the report into different section and gives an overview of all the report submitted which is grouped per annum.

Submitting Church Report

Report Classification Menu

1

Report Entry Form

2

THE FOURSQUARE
GOSPEL CHURCH IN NIGERIA
xcellerate 1.0

Search something...

- Dashboard
- Reports
- Payments & Remittance
- Church Profile
- Members Records
- User Management

Report Submission for March 2014

Report Income 1

- Report Income 2
- Report Expenditure 1
- Report Expenditure 2
- Report Expenditure 3
- Spiritual Report
- Crusader Attendance
- Church Program Attendance
- Church Membership
- Credentialed Workers
- Fixed Assets

FINANCIAL REPORT - INCOME 1 OF 2

| | |
|--------------------------|---|
| General Tithe * | <input type="text" value="563,200.00"/> |
| Ministers Tithe * | <input type="text" value="2,156.00"/> |
| Worship Offerings * | <input type="text" value="545,652.00"/> |
| Missionary Offerings * | <input type="text" value="878,563.00"/> |
| Midweek Offerings * | <input type="text" value="21.23"/> |
| Sunday Sch. Offerings * | <input type="text" value="0.00"/> |
| Thanksgiving Offerings * | <input type="text" value="0.00"/> |
| Love/ Welfare * | <input type="text" value="0.00"/> |
| Building Pledges * | <input type="text" value="0.00"/> |
| Convention Pledges * | <input type="text" value="0.00"/> |

* Required field

1

Report Classification Menu

| |
|---------------------------|
| Report Income 1 |
| Report Income 2 |
| Report Expenditure 1 |
| Report Expenditure 2 |
| Report Expenditure 3 |
| Spiritual Report |
| Crusader Attendance |
| Church Program Attendance |
| Church Membership |
| Credentialed Workers |
| Fixed Assets |

The reporting template has been classified into eleven-form section indicated in the menu above. The financial report takes five forms. Users can fill these forms in no particular order at different convenient succession by clicking on the desire report on the menu.

2

Report Entry Form

FINANCIAL REPORT - INCOME 1 OF 2

| | |
|--------------------------|------------|
| General Tithe * | 563,200.00 |
| Ministers Tithe * | 2,156.00 |
| Worship Offerings * | 545,652.00 |
| Missionary Offerings * | 878,563.00 |
| Midweek Offerings * | 21.23 |
| Sunday Sch. Offerings * | 0.00 |
| Thanksgiving Offerings * | 0.00 |
| Love/ Welfare * | 0.00 |
| Building Pledges * | 0.00 |
| Convention Pledges * | 0.00 |

* Required field

Save & Continue

Each report classification is associated with entry form that is accessible by clicking on the report navigation menu. All **form fields** in the report entry form are required and comes with a default value that is preset from the database. Entries that are meant to accept currency value is default to **0.00** while numerical form entry are default to **0**.

NOTE: Avoid leaving form entry blank, as this will throw a validation error. Instead enter **0 or 0.00** for fields that are meant to be blank.

After filling the report entry form always **click the save and continue button** or you risk losing the data imputed for that form session.

When entry currency do not add comma as the system will automatically add the comma (,) for you.

Finalizing your Report

Spiritual Report

Crusader Attendance

Church Program Attendance

Church Membership

Credentialed Workers

Fixed Assets

Purchase Vehicles * 0.00

Purchased Equipment * 0.00

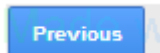
* Required field

Previous Save & Review

1 Previous Button

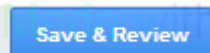
2 Save and Review

1 Previous Button



Use this button to navigate previous report.

2 Save and Review



The last report on the report entry form is the fixed asset. This report is important because it transfers protocol from the entry form to the report review page; it is the only

report form that has the save and review button. Even if you don't have any input for the fix asset form, it is mandatory to click on the **fixed Asset menu** and click on save and review to finalize the report.

Accessing Current Report - Current Month View

This panel shows the compilation of data filled in and how they are classified into different sections.

Home / Current Report / Panel

Church Report for Mar 2014

Report Summary
Expenditure Panel
Report - Broad View
Payment/ Remittance Status

MONTHLY REPORT OF FOURSQUARE GOSPEL CHURCH IN NIGERIA

Chartered FINANCIAL REPORT #FGR68466

DISTRICT: System Dist 7 **MONTH:** Mar **YEAR:** 2014 **PASTOR'S NAME:** Webmaster System
ZONE: Sys xcell **CHURCH:** SYSTEM-CHURCH **ADDRESS:** 16 Amodu Ojikutu Street VI Lagos

FINANCIAL REPORT

| INCOME | =N= | K | EXPENDITURE | =N= | K |
|-------------------------|-----|---------------------|---|-----|-------------------|
| TITHES | | | STAFF SALARIES: Number on Pay Rol | | 89 |
| A. General Tithe | | 563,200.00 | Ministers: Basic | | 150,000.00 |
| B. Ministers' Tithe | | 552,156.00 | Allowances | | 50,000.00 |
| C. Worship Offerings | | 545,652.00 | Sub Total | | 200,000.00 |
| | | | Other Workers: Basic | | 30,000.00 |
| SUB - TOTAL | | 1,661,008.00 | Allowances | | 25,000.00 |
| | | | Sub Total | | 55,000.00 |
| Missionary Offerings | | 878,563.00 | Total Emoluments (Ministers & Workers) | | 255,000.00 |
| Midweek Offerings | | 52,881.23 | | | |
| Sunday School Offerings | | 582,020.00 | | | |

1 **Income panel**

| | |
|--------|-------|
| INCOME | =N= K |
|--------|-------|

This panel shows the Income panel and all the figures inputted with a subtotal

2 **Expenditure Panel**

| | |
|-------------|-------|
| EXPENDITURE | =N= K |
|-------------|-------|

This Expenditure panel display all that is inputted into this panel.

| National Dues | | Fixed Asset | |
|---------------------------------|-------------------|---------------------------------------|---------------------|
| NATIONAL DUES | | Honorarium | 34,156.00 |
| TITHES AND OFFERINGS 10% | 166,100.80 | Barley Harvest Project | 65,493.60 |
| PASTOR'S WELFARE (a _ c) 1% | 16,610.08 | Utility | 354,987.00 |
| PROJECT DEV. FUND (a - c) 0% | 0.00 | Welfare | 656,845.00 |
| MCPHERSON UNIVERSITY (a _ c) 3% | 49,830.24 | Bank charges | 6,595.00 |
| AUGMENTATION FUND (a - c) 1% | 16,610.08 | | |
| FFS SAVINGS (a -c) 5% | 83,050.40 | FIXED ASSETS | |
| SUNDAY SCHOOL OFFERINGS 30% | 174,606.00 | Land Acquisition | 0.00 |
| MISSIONARY OFFERING 30% | 263,568.90 | Church Building | 0.00 |
| LOVE OFFERING 10% | 166,100.80 | Purchase of Motor Vehicles | 0.00 |
| TOTAL NATIONAL DUES | 944,782.34 | Purchase of New Equipment | 0.00 |
| | | SUB TOTAL | 3,287,224.60 |
| | | NATIONAL DUES | 944,782.34 |
| | | REGIONAL DUES 0.5 % | 8,305.04 |
| | | DISTRICT DUES | |
| | | District Fund 4% (a -c) - | 66,440.32 |
| | | Missionary Offerings (15%) - | 131,784.45 |
| | | Sun. Sch. Offerings (10%) - | 58,202.00 |
| | | Pastors'/Staff Pension Cont. (0%) - | 0.00 |
| | | | <u>256,426.77</u> |
| | | ZONAL DUES | |
| | | Zonal Fund 2% (a -c) - | 33,220.16 |
| | | Missionary Offerings (5%) - | 43,928.15 |
| | | Sun. Sch. Offerings (10%) - | <u>58,202.00</u> |
| | | | 135,350.31 |
| | | LIFE THEO SEMINARY - (a -c) 2% | 33,220.16 |

1 National Dues

2 Fixed Asset

3 Regional Dues

4 Zonal Dues

5 LifeTheo Seminary

1 National Dues

NATIONAL DUES

2 Fixed Asset

FIXED ASSETS

3 Regional Dues

REGIONAL DUES 0.5 %

4 Zonal Dues

ZONAL DUES
Zonal Fund 2% (a -c) -
Missionary Offerings (5%) -
Sun. Sch. Offerings (10%) -

5 LifeTheo Seminary

LIFE THEO SEMINARY - (a -c) 2%

1 Remittance Panel

REMITTANCE SUMMARY (=N=)

| CHURCH | PERIOD | NATIONAL & LIFE | REGIONAL | DISTRICT | ZONE | TOTAL |
|---------------|----------|-----------------|----------|------------|------------|--------------|
| SYSTEM-CHURCH | Mar 2014 | 978,002.50 | 8,305.04 | 256,426.77 | 135,350.31 | 1,378,084.62 |

2 Spiritual Report

SPIRITUAL REPORT

| | |
|-------------------------------------|------------------------------|
| Total New Comers: 5 | Total Holy Spirit Baptism: 7 |
| Total Decisions for Christ: 3 | Total Healings: 2 |
| No. of House Fellowship Centres: 15 | Total Water Baptism: 8 |

3 Credentialed Workers

CREDENTIALED WORKERS

| | |
|--------------|----------------|
| Ordained: 2 | Licensed: 1 |
| Exhorters: 2 | Elders: 1 |
| Deacons: 4 | Deaconesses: 3 |

4 Crusader Panel

CRUSADERS PROGRAMME

| Section | Age Range | Total No. |
|------------------|-----------|-----------|
| Children | | |
| - Candlelighters | 4 - 5 | 19 |
| - Cup Bearers | 6 - 8 | 17 |
| - Cadets | 9 - 12 | 28 |
| Teens | | |
| - Junior Teens | 13 - 15 | 14 |
| - Senior Teens | 16 - 19 | 13 |

5 Church Prog Panel

CHURCH PROGRAMME

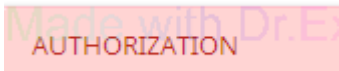
| Section | Children | Adults | Total |
|------------------------------|----------|--------|-------|
| Average Pre. Sun.Sch. Prayer | 12 | 20 | 32 |
| Average Sun. Sch. | 36 | 35 | 71 |
| Average Sun. Morning | 52 | 150 | 202 |
| Average Home & Life | 39 | 45 | 84 |
| Average Bible Study | 40 | 50 | 90 |

The view shows the compilation of spiritual, attendance and crusader reports.

Approving and Editing Report

The screenshot shows a web interface for report management. At the top, a red header bar contains the word 'AUTHORIZATION' on the left and a dropdown arrow on the right. Below this, a text block reads: 'By clicking the **Approve Report** button below, you hereby certify that the records provided in this report for the period **March 2014** is correct and consistent with the church activities.' Below the text, there are two fields: 'Senior Pastor:' with the value 'Webmaster System' and 'Date:' with the value 'Tue Apr 22, 2014 12:36 pm'. To the right of these fields are two buttons: a dark blue 'Approve Report >' button and a green 'Edit Report >>' button. Below the main content area, there is a light blue bar with the text 'SEND PAYMENT NOTIFICATION' and a dropdown arrow. Below that is another light blue bar with the text 'Report lifecycle-Approval trend'. At the bottom, there is a final light blue bar with the text 'Report Lifecycle - Approval Trends' and a dropdown arrow. Five numbered callouts (1-5) in blue circles point to these elements: 1 points to the 'AUTHORIZATION' header, 2 points to the 'Approve Report >' button, 3 points to the 'Edit Report >>' button, 4 points to the 'SEND PAYMENT NOTIFICATION' bar, and 5 points to the 'Report Lifecycle - Approval Trends' bar.

1 Authorization Panel



This panel is very important. Attention must be paid to this area.

2 Approve Report Button

A screenshot of a green rectangular button with the text "Edit Report >>" in white.

This approve report panel button must be click for your report to be approved by the person in charge and also activates your report. When this button is clicked you are saying your report is complete.

3 Edit Report Button

A screenshot of a dark blue rectangular button with the text "Approve Report >" in white.

The **edit report button** gives the user the opportunity to edit a report before clicking the **approve report button**. In case if there are errors or omission the **edit report button** is the button to click as far as the approve button has not be clicked.

4 Send payment notification panel

A screenshot of a light blue rectangular panel header with the text "Report Lifecycle - Approval Trends" in dark blue.

This panel send and show notifications of payment made by a church and a report is send to the receiver of the report.

5 Report lifecycle-Approval trend

A screenshot of a light blue rectangular button with the text "SEND PAYMENT NOTIFICATION" in dark blue.

This panel informs you if your report has been approved or disapproved. If your report is disapproved it tells you the reason.

CHAPTER 4
Payment Notification

Send payment Notification

1 Report Status 2 Send payment Notification Total Amount Report status

3 Check box 4 5

REPORT STATUS: PENDING ZONAL SUPERINTENDENT ACCEPTANCE. PAYMENT STATUS: .

SEND PAYMENT NOTIFICATION

MONTHLY REPORT OF FOURSQUARE GOSPEL CHURCH IN NIGERIA

Chartered FINANCIAL REPORT #FGR68466

DISTRICT: System Dist 7 **MONTH:** Mar **YEAR:** 2014 **PASTOR'S NAME:** Webmaster System
ZONE: Sys xcell **CHURCH:** SYSTEM-CHURCH **ADDRESS:** 16 Amodu Ojikutu Street VI Lagos

| Select | DUES | Amount (=N=) | Date Due | Status |
|-------------------------------------|-----------------|--------------|------------|---------|
| <input checked="" type="checkbox"/> | NATIONAL & LIFE | 978,002.50 | March 2014 | Pending |
| <input checked="" type="checkbox"/> | REGIONAL | 8,305.04 | March 2014 | Pending |
| <input checked="" type="checkbox"/> | DISTRICT | 256,426.77 | March 2014 | Pending |
| <input checked="" type="checkbox"/> | ZONE | 135,350.31 | March 2014 | Pending |
| | | 1,378,084.62 | | |

6 Payment Method

Amount Paid (=N=): [Help?](#) 1,378,084.62

Payment Method : Cheque Paid to Zonal HQ

Bank/ Recipient Name:

Cheque / Teller no. :

7 Bank/Recipient name

8 Cheque/Teller No

9 Send Notification

SEND NOTIFICATION

If you have made payment for the dues above, use the form to notify the Zonal Office so your payment can be processed.
NOTE: If you don't fill this form, your payment/ remittance will not reflect on the portal.

1

Report Status

REPORT STATUS: PENDING ZONAL SUPERINTENDENT ACCEPTANCE.

2

Send payment Notification

SEND PAYMENT NOTIFICATION

This panel displays the actual remittance to be paid. Also, it automatically generates the amount all you need to do is to tick the due you want to pay. For example, if you want to pay for national dues or all the dues all you need to do is to put the cursor in the box indicated in **Fig3** and click. The amount automatically populated and summation figure will be display in **figure4** . In addition, if your payment is **pending** as showed in **figure5** it means your payment is still undergoing a review and if the status changed to **approved** then your payment is **accepted**.

This button **Figure6** shows the form of payment. It could be cash paid to a bank, bank transfer, or cheque. Click the arrow button to indicate your form of payment.

This button **Figure7** should be filled with the name of the person or pastor who made the transaction.

This panel **Figure8** is for cheque number or teller number.

This panel in **figure9** is the final phase of a report. When all remittance have been paid

this button should be click which send a notification to the zone that that a particular church has just paid their dues.

NOTE:The amount for the remittance should not be written manual, the system automatically generates the amount to be paid.

3

Check box



Note: You are to check the box provided on the board the left hand side. **Select** the due according to how they are arranged.

4

Total Amount

This panel will automatically display the total amount to be paid.

5

Report status

with Dr

It display if your report is **pending or approved**.

6

Payment Method

This button shows the form of payment. It could be cash paid to a bank, bank transfer, or

cheque. Click the arrow button to indicate your form of payment.

7 Bank/Recipient name

This button should be filled with the name of the person or pastor who made the transaction.

8 Cheque/Teller No

This panel is for cheque number or teller number.

9 Send Notification

This panel is the final phase of a report. When all remittance have been paid this button should be click which send a notification to the zone that that a particular church has just paid their dues.

NOTE: The amount for the remittance should not be written manual, the system automatically generates the amount to be paid.

CHAPTER 5

ZONE/DISTRICTS PAYMENT APPROVAL PANEL

ZONE/DISTRICTS AND PAYMENT APPROVAL PANEL

Please select a church to approve/reject transaction

PAYMENT TRANSACTION FOR MARCH 2014

Zone: BADAGRY ZONE

10 records per page Search:

| Church | National | Region | District | Zone | Recipient | Date | Status |
|--------------------------------------|------------|----------|-----------|-----------|-------------|---------------------|---------------------|
| <input type="checkbox"/> YOVOYAN | 10,844.75 | 205.08 | 646.65 | 567.65 | Skye Bank | 2014-04-23 10:28:18 | Pending ZS Approval |
| <input type="checkbox"/> JIJOHO | 11,675.50 | 218.90 | 706.30 | 656.30 | Skye Bank | 2014-04-23 10:27:44 | Pending ZS Approval |
| <input type="checkbox"/> BADAGRY ZHQ | 172,170.00 | 2,749.13 | 24,615.50 | 13,189.00 | Access Bank | 2014-04-23 10:27:33 | Pending ZS Approval |
| <input type="checkbox"/> TOPO | 37,428.50 | 738.55 | 1,664.10 | 1,624.10 | First Bank | 2014-04-23 10:28:05 | Pending ZS Approval |
| <input type="checkbox"/> AJIDO | 4,684.50 | 85.35 | 334.70 | 284.70 | Access Bank | 2014-04-23 10:27:21 | Pending ZS Approval |
| <input type="checkbox"/> SITO | 8,597.25 | 158.78 | 552.05 | 522.05 | BankPHB | 2014-04-23 10:27:55 | Pending ZS Approval |

Showing 1 to 6 of 6 entries < 1 >

Total National Dues: =N=245,400.50 | Total Regional Dues: =N=4,155.78 | Total District Dues: =N=28,519.30 | Total Zonal Dues: =N=16,843.80

For selected Churches

2 3 4

1

A rectangular button with a yellow background and a light blue border. The text "Pending ZS Approval" is written in a light blue, sans-serif font.

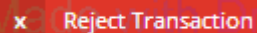
This button **Figure1** displays the status of payment of a local church. For a report to be pending it means it has not be attended to.

The **Figure2** button means a **ZS** finds the report incomplete or the payment is incomplete .The small box on the left hand side will be checked and the **figure2** will be click to indicate that the report is rejected.

This panel button **figure3** signifies that a report is correct and met all the requirements. The small box on the left hand side will be checked and the **figure3** will be clicked to send the report to the church.

This panel button figure4 signifies a report is not accepted due to the incomplete payment. The small box on the left hand side will be checked and the **figure4** will be clicked to send the report to the church

2

A rectangular button with a red background and a white border. The text "x Reject Transaction" is written in white, sans-serif font.

3

✓ Approve Transaction

4

x Query Transaction

CHAPTER 6
Church Profile

Edit Church Profile

The screenshot shows the 'Edit Church Profile' page in a web application. The interface includes a dark blue sidebar on the left with the logo for 'THE FOURSQUARE GOSPEL CHURCH IN NIGERIA xcellerate 1.0' and a navigation menu with items like Dashboard, Reports, Payments & Remittance, Church Profile, Members Records, and User Management. The main content area shows the user 'Lekan Ayorinde' logged in as 'Church'. The profile editing form contains the following fields and buttons:

- Church Name:** A text input field containing 'SYSTEM-CHURCH'. Callout 1 points to this field.
- Church Address:** A text input field containing '16 Amodu Ojikutu Street VI Lagos'. Callout 2 points to this field.
- Senior Pastors Name:** A text input field containing 'Webmaster System'. Callout 3 points to this field.
- Pastors Mobile:** A text input field containing '08023698610'. Callout 4 points to this field.
- Update Changes:** A green button located below the form fields. Callout 5 points to this button.

At the bottom of the page, a Windows taskbar is visible with various application icons and a system tray showing the date and time as 4/21/2014, 2:25 PM.

1 Church Name

SYSTEM-CHURCH

This field is a system defined parameter and therefore is not editable by the user.

2 Church Address

16 Amodu Ojikutu Street VI Lagos

Edit this field to update the Church Address, let your address be to detail, you can indicate nearest bus stop or landmarks around your location. This Address must be the valid exact Church location and **NOT** the pastor's Address.

3 Senior Pastor's Name

Webmaster System

This field is for your Full names. Kindly indicate your profile; Pastor or Rev.

4 Pastors Mobile Phone

08023698610

This field is for Pastor's Mobile Phone number, please fill in your active mobile number(s) in local format (080*****) except you designation is outside Nigeria. Should you have two phone numbers please separate them with a coma ", "(080*****,080*****)).

NOTE : Landline is not acceptable .

5

Update Changes button



Click on update button to **activate** all the changes you have made.

CHAPTER 7

Members Records

Member Records

The member's record section features a robust database that stores and filter church member's data, this data are to be filled for each member of the local church. This is not limited to the inducted members of the Foursquare Church, but can also be extended to keep worshippers and crusaders records.

Adding New Members

To add a new members record click on **Members Record** on the Navigation Bar and select add **New Members Record** from the drop down menu.

1 Upload Members Photograph



Select image

Click on the **select image button** to upload members photograph. Please ensure the

passport photograph exist already on your computer.* this field is **OPTIONAL**.

Upload Members Photograph

1

Firstname

Lastname

200 x 150

Select image

Address

| | |
|--|--|
| Street Address <input type="text"/> | City / LGA <input type="text"/> |
| State / Province <input type="text" value="Abia"/> ▼ | Country <input type="text" value="Nigeria"/> ▼ |
| Postal Code <input type="text"/> | |

Alternative Address

| | |
|-----------------------------------|-------------------------------|
| Alternative Street Address | Alternative City / LGA |
|-----------------------------------|-------------------------------|

View Members Record

SYSTEM-CHURCH | You are logged in as Church | Log Out | Edit field

| N | Fullname | Phone | Age Category | State of Origin | Department | City |
|------|----------------|-------|--------------|-----------------------------|------------|--------|
| 5115 | Senior Citizen | Abia | Evangelism | Upaka Local Government Area | Pastors | Expand |
| 12 | Candlelighters | Abia | Non Worker | Banger LGA | Staff | Expand |

State: Lagos | Postal Code: 2341 | Mobile: 08023467812
Marital Status: Single | Gender: Male | Credential: [Redacted]

12 | Candlelighters | Abia | Non Worker | gbagura LGA | Staff | Expand

Full Details button

1

Full Details button



Click on the **Full Detail** button for complete submitted data and subsequent updates.

2

Edit field



Click on the **Expand Button** to view a little more details about the selected member's information

Editing Members Record

Members Record can be updated from the view members panel ; This panel provides a view detail button that activates the edit functionalities

MEMBERS RECORDS - View Member Details

| | | |
|--|-------------------------|---------------------------------------|
| | Fullname | Adewale Adeola |
| | Phone | 2348025435115 |
| | Department | Evangelism |
| | Gender | Male |
| | Email | babu@hotmail.com |
| | Street Address | 40 Simpson Street, Mohammed Dagodango |
| | City / LGA | Upaka Local Government Area |
| | State / Province | Kaduna |
| | Country | Nigeria |
| | Postal Code | 2341 |

Edit Member Details button

1

Edit Member Details

CHAPTER 8
ZONE/DISTRICT VIEW

Report All Entry

This report entry shows all the data that have been compiled. It gives an overview of every information filled in. And this information can be used in different ways, be it PDF, EXCEL, etc. Also, this panel has a **summary button** that makes it easy to see all the information in a chart form.

Zone/District Report Archive

COLUMNS: This panel displays the **Zone/District Report Archive** table which allows you to arrange the table as desired. Click the column button and arrange the table as you desire.

EXPORT: This control button displays the various export formats you can use to export the remittance data. Supported formats include: DOC, PDF, EXCEL, CSV, and XML.

SEARCH: This enables you to search the portal in the order of periods or fields.

SUMMARY: This tab displays the summarised review of the records in a table calibrated in zonal report from VISITORS, WATER BAPTISM, SUNDAY SCHOOL, etc..

It further has a bar chart icon on top of the table. On clicking this icon, a bar chart summary of the report is displayed in graphic details.

Note: The chart option button gives you the option to choose the chart type you prefer; you could also change the graphic options too.

Zone/District Report Archive

REPORT ARCHIVE

Select Year:

04/23/2014

Columns | Sorting | Export | Search | Summary | Exit

| | SPIRITUAL REPORT | | | | | | CRUSADER ATTENDANCE | | | | | | | CHURCH PROGRAMME ATTENDANCE- CHILDREN | | | | | CHURCH PROGRAMME ATTENDANCE- ADULT | | | | | | MEMBERSHIP | | | | | FINANCE (=N=) | | Status | | |
|------|------------------|----------------------|---------------|---------------------|----------------|------------------|----------------------|-------------------|--------------|--------------------|--------------------|--------------|-------------------|---------------------------------------|------------------|--------------------|---------------------|---------------------|------------------------------------|----------------------|------------------------|-----------------|------------------|------------------|-------------------|-------------------|---------------------|------------|---------------|-------------------|-------------------|--------------|------------------|--------------|
| | New Comers | Decisions For Christ | Water Baptism | Holy Spirit Baptism | Divine Healing | No of H. Fellow. | Total Candlelighters | Total Cup Bearers | Total Cadets | Total Junior Teens | Total Senior Teens | Total Youths | Total Challengers | Total Defenders | Total Conquerors | Children Sun. Sch. | Children Sun. Morn. | Children Fellowship | Children Bible Study | Children Prayer Met. | Children Pre Sun. Sch. | Adult Sun. Sch. | Adult Sun. Morn. | Adult Fellowship | Adult Bible Study | Adult Prayer Met. | Adult Pre Sun. Sch. | Membership | Total Intakes | Total 19yrs Above | Total 19yrs Below | | Total Withdrawal | Total Income |
| KE- | 5 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 28 | 28 | 54 | 2 | 2 | | 29 | 46 | 5 | 11 | 6 | 86 | 0 | 56 | 30 | 0 | 213,495.00 | 232,793.10 | ARCHIVE | |
| | 4 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 9 | 15 | 0 | 6 | 6 | | 19 | 28 | 0 | 12 | 15 | 26 | 0 | 19 | 7 | 0 | 127,955.00 | 193,116.60 | ARCHIVE | |
| TATE | 1 | 17 | 0 | 0 | 3 | 0 | 1 | 0 | | | 1 | 0 | 0 | 0 | 16 | 15 | 6 | 0 | 0 | | 28 | 33 | 6 | 6 | 5 | 37 | 0 | 33 | 4 | 0 | 196,505.00 | 83,572.40 | ARCHIVE | |
| | 11 | 4 | 0 | 2 | 1 | 10 | 1 | 1 | | | 0 | 0 | 0 | 0 | 18 | 18 | 12 | 1 | 1 | | 58 | 59 | 30 | 10 | 8 | 0 | 0 | 0 | 0 | 0 | 398,000.00 | 198,283.00 | ARCHIVE | |
| | 50 | 0 | 5 | 0 | 0 | 0 | 3 | 0 | | | 2 | 0 | 0 | 0 | 42 | 54 | 8 | 3 | 0 | | 94 | 163 | 10 | 21 | 9 | 148 | 0 | 119 | 29 | 0 | 2,028,484.00 | 1,422,022.22 | ARCHIVE | |
| | 0 | | | | | | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 19 | 19 | 19 | 19 | 19 | 0 | 0 | 0 | 0 | 0 | 29,305.00 | 5,352.20 | ARCHIVE | |
| YO | 0 | | | | | | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | ARCHIVE | |
| IGBO | 0 | 0 | 0 | 2 | 0 | 7 | 1 | 0 | | | 1 | 0 | 0 | 0 | 13 | 22 | 0 | 7 | 13 | | 23 | 49 | 0 | 26 | 41 | 48 | 0 | 30 | 18 | 0 | 153,900.00 | 112,611.10 | ARCHIVE | |
| | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 31 | 31 | 0 | 4 | 4 | | 34 | 56 | 0 | 13 | 10 | 86 | 0 | 56 | 30 | 0 | 419,090.00 | 407,926.30 | ARCHIVE | |
| KE- | 0 | 0 | 0 | 0 | 7 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 17 | 18 | 0 | 3 | 2 | | 20 | 28 | 0 | 6 | 6 | 26 | 0 | 19 | 7 | 0 | 83,920.00 | 39,985.40 | ARCHIVE | |
| TATE | 0 | 6 | 0 | 0 | 2 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 18 | 17 | 6 | 3 | 1 | | 31 | 32 | 7 | 7 | 10 | 37 | 0 | 33 | 4 | 0 | 101,980.00 | 55,212.60 | ARCHIVE | |
| | 12 | 3 | 0 | 1 | 2 | 12 | 0 | 0 | | | 0 | 0 | 0 | 0 | 16 | 17 | 13 | 2 | 0 | | 56 | 57 | 27 | 12 | 8 | 0 | 0 | 0 | 0 | 0 | 180,305.00 | 230,720.00 | ARCHIVE | |
| | 11 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 38 | 42 | 8 | 3 | 5 | | 76 | 127 | 10 | 18 | 34 | 148 | 0 | 119 | 29 | 0 | 957,200.00 | 805,438.27 | ARCHIVE | |
| | 0 | | | | | | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 19 | 19 | 19 | 19 | 19 | 0 | 0 | 0 | 0 | 0 | 81,900.00 | 22,984.80 | ARCHIVE | |
| YO | 0 | | | | | | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | ARCHIVE | |
| IGBO | 0 | 0 | 0 | 2 | 0 | 7 | 0 | 0 | | | 0 | 0 | 0 | 0 | 11 | 28 | 0 | 0 | 0 | | 28 | 43 | 0 | 0 | 0 | 48 | 0 | 18 | 30 | 0 | 88,693.00 | 3,588,603.52 | ARCHIVE | |
| | 99 | 38 | 5 | 7 | 20 | 36 | 6 | 1 | 0 | 0 | 4 | 0 | 0 | 0 | 257 | 305 | 107 | 34 | 34 | 0 | 534 | 759 | 133 | 180 | 190 | 0 | 690 | 0 | 502 | 188 | 0 | 5,060,732.00 | 7,398,621.51 | |
| | 50 | 8 | 5 | 2 | 7 | 7 | 3 | 1 | | | 2 | 0 | 0 | 0 | 9 | 54 | 8 | 7 | 6 | | 94 | 59 | 7 | 7 | 9 | 86 | 0 | 56 | 7 | 0 | 957,200.00 | 83,572.40 | | |
| | 99 | 38 | 5 | 7 | 20 | 36 | 6 | 1 | 0 | 0 | 4 | 0 | 0 | 0 | 257 | 305 | 107 | 34 | 34 | 0 | 534 | 759 | 133 | 180 | 190 | 0 | 690 | 0 | 502 | 188 | 0 | 5,060,732.00 | 7,398,621.51 | |
| | 50 | 8 | 5 | 2 | 7 | 7 | 3 | 1 | | | 2 | 0 | 0 | 0 | 9 | 54 | 8 | 7 | 6 | | 94 | 59 | 7 | 7 | 9 | 86 | 0 | 56 | 7 | 0 | 957,200.00 | 83,572.40 | | |

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Zone/District Report Analytics

Report Analytics

This page displays a detailed and comprehensive view of all the reports grouped by zone/District for each local church under various zones for ZONAL level analysis.

It displays all churches in the ZONE/DISTRICT and the report is in a tabular form.

It displays the subdivided view of all the reports from VISTORS, WATER BAPTISM SUNDAY SCHOOL etc..

It further displays the report in LM(Last Month),TM(Current Month) LY(Last year) for easy analysis.

It display the total number for TM(current month) at the bottom of the page.

It also has a percentage variation column.

COLUMNS: This tab displays the district progression analytics table and allows you to arrange table as desired

EXPORT: This control button displays the various export formats you can use to export the remittance data. Supported format includes: DOC,PDF,EXCEL,CSV AND XML.

SEARCH: This enables you to search the portal in the order of periods or fields

SUMMARY: This tab displays the summarized review of the records in a table calibrated in

zonal report from VISTORS, WATER BAPTISM SUNDAY SCHOOL etc.

It further has a bar chart icon on top of the table. On clicking this icon, a bar chart summary of the report is displayed in graphic details.

Note: The chart option button gives you the option to choose the chart type you prefer you could also change the graphic options too.

Zone/District Report Analytics

REPORT ARCHIVE

Select Year:

analytics 04/23/2014

Columns | Sorting | Export | Search | Summary | Exit

| VISITORS | | | DESICION | | | W/BAPTISM | | | H/S BAPT | | | D/HEALING | | | CHILDREN/SUN SCH | | | ADULT S/SCH | | | CH/SUN MOR | | | SUN/WOR ADULT | | | CH/FELLOWSHIP | | | ADULT FELLOWSHIP | | | CH/B.STUDY | | | ADULT/B.STUDY | | | CH/PRAYER MEET | | | ADULT/P.MEETING | | | MEMBER | | | Status |
|----------|----|----|----------|----|----|-----------|----|----|----------|----|----|-----------|----|----|------------------|----|----|-------------|-----|-----|------------|-----|-----|---------------|-----|-----|---------------|----|----|------------------|----|----|------------|----|----|---------------|----|----|----------------|----|----|-----------------|----|----|--------|-----|-----|---------|
| M | TM | LY | LM | TM | LY | LM | TM | LY | LM | TM | LY | LM | TM | LY | LM | TM | LY | LM | TM | LY | LM | TM | LY | LM | TM | LY | LM | TM | LY | LM | TM | LY | LM | TM | LY | LM | TM | LY | LM | TM | LY | LM | TM | LY | Status | | | |
| 4 | 5 | 6 | 2 | 3 | 4 | 2 | 2 | 0 | 1 | 0 | 1 | 5 | 1 | 0 | 36 | 29 | 38 | 15 | 17 | 16 | 39 | 31 | 41 | 20 | 21 | 18 | 7 | 6 | 7 | 10 | 13 | 6 | 6 | 8 | 4 | 9 | 9 | 6 | 5 | 10 | 5 | 10 | 11 | 7 | 21 | 19 | 21 | ARCHIVE |
| 8 | 15 | 10 | 2 | 2 | 29 | 0 | 0 | 0 | 0 | 15 | 14 | 20 | 4 | 83 | 139 | 64 | 57 | 64 | 131 | 121 | 160 | 108 | 208 | 113 | 194 | 118 | 63 | 57 | 0 | 61 | 64 | 0 | 93 | 29 | 68 | 49 | 63 | 35 | 50 | 16 | 50 | 33 | 27 | 19 | 297 | 203 | 299 | ARCHIVE |
| 2 | 6 | 7 | 2 | 4 | 2 | 0 | 0 | 0 | 0 | 6 | 0 | 6 | 2 | 2 | 11 | 22 | 21 | 18 | 19 | 19 | 19 | 34 | 33 | 36 | 31 | 32 | 0 | 22 | 29 | 0 | 18 | 26 | 24 | 15 | 13 | 22 | 20 | 10 | 39 | 7 | 34 | 20 | 10 | 35 | 23 | 24 | 47 | ARCHIVE |
| 0 | 0 | 2 | 59 | 6 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 11 | 22 | 13 | 18 | 27 | 22 | 19 | 35 | 27 | 30 | 37 | 33 | 8 | 0 | 2 | 30 | 0 | 3 | 14 | 4 | 8 | 26 | 9 | 14 | 28 | 5 | 2 | 38 | 8 | 4 | 27 | 27 | 29 | ARCHIVE |
| 0 | 2 | 2 | 0 | 2 | 1 | 0 | 8 | 0 | 3 | 3 | 1 | 14 | 11 | 27 | 24 | 16 | 26 | 35 | 35 | 30 | 32 | 25 | 31 | 48 | 47 | 48 | 14 | 21 | 0 | 20 | 29 | 0 | 7 | 8 | 12 | 13 | 14 | 34 | 8 | 9 | 0 | 12 | 12 | 0 | 45 | 45 | 29 | ARCHIVE |
| 0 | 0 | 1 | 0 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 18 | 14 | 16 | 28 | 27 | 28 | 28 | 15 | 37 | 38 | 40 | 42 | 5 | 0 | 8 | 11 | 0 | 9 | 8 | 1 | 5 | 18 | 15 | 14 | 3 | 11 | 20 | 9 | 20 | 36 | 47 | 45 | 47 | ARCHIVE |
| 28 | | | 32 | | | 10 | | | 24 | | | 18 | | | 167 | | | 256 | | | 248 | | | 370 | | | 106 | | | 124 | | | 65 | | | 130 | | | 58 | | | 88 | | | 363 | | | |
| 28 | | | 32 | | | 10 | | | 24 | | | 18 | | | 167 | | | 256 | | | 248 | | | 370 | | | 106 | | | 124 | | | 65 | | | 130 | | | 58 | | | 88 | | | 363 | | | |

[1 to 6 of 6]

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ZONE/DISTRICT SPIRITUAL AND CRUSADER REPORT

The panel displays all the churches under a zone/District. It captures the overall spiritual and crusader report at a glance for zonal level analysis.

COLUMNS: This tab displays the district progression analytics table and allows you to arrange table as desired

EXPORT: This control button displays the various export formats you can use to export the remittance data. Supported format includes: DOC,PDF,EXCEL,CSV AND XML.

SEARCH: This enables you to search the portal in the order of periods or fields

SUMMARY: This tab displays the summarized review of the records in a table calibrated in zonal report from Newcomers to candle lighters to junior teens to challengers and conquerors

It further has a bar chart icon on top of the table. On clicking this icon, a bar chart summary of the report is displayed in graphic details.

Note: The chart option button gives you the option to choose the chart type you prefer you could also change the graphic options too.

Select Year: - Select Year - View Archive Add New Report

Monthly Report 04/23/2014

Quick search Columns Sorting Export Search Summary Exit

| Report ID | Church | SPIRITUAL REPORT | | | | | | | CHILDREN | | | TEENS | | YOUTH | ADULT(CFM/FWI) | | |
|------------------|---------------|------------------|----------------------|---------------|---------------------|----------------|------------------|----------------------|-------------------|--------------|--------------------|--------------------|--------------|-------------------|-----------------|------------------|---|
| | | New Comers | Decisions For Christ | Water Baptism | Holy Spirit Baptism | Divine Healing | No of H. Fellow. | Total Candlelighters | Total Cup Bearers | Total Cadets | Total Junior Teens | Total Senior Teens | Total Youths | Total Challengers | Total Defenders | Total Conquerors | |
| Zones=>GRA ZONE | | | | | | | | | | | | | | | | | |
| 60146 | OPEBI | 5 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | | | | 0 | 0 | 0 | 0 |
| 60113 | AGUDA OKE-IRA | 4 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | | | | 0 | 0 | 0 | 0 |
| 60114 | AJAO ESTATE | 1 | 17 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | | | 1 | 0 | 0 | 0 | 0 |
| 60115 | ALLEN | 11 | 4 | 0 | 2 | 1 | 10 | 1 | 1 | 0 | | | 0 | 0 | 0 | 0 | 0 |
| 60116 | G.R.A | 50 | 0 | 5 | 0 | 0 | 0 | 3 | 0 | 0 | | | 2 | 0 | 0 | 0 | 0 |
| 60117 | IPARA | 0 | | | | | | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 |
| 60118 | ODE REMO | 0 | | | | | | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 |
| 60119 | ONIGBONGBO | 0 | 0 | 0 | 2 | 0 | 7 | 1 | 0 | 0 | | | 1 | 0 | 0 | 0 | 0 |
| 60120 | OPEBI | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 |
| 60139 | AGUDA OKE-IRA | 0 | 0 | 0 | 0 | 7 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 |
| 60140 | AJAO ESTATE | 0 | 6 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 |
| 60141 | ALLEN | 12 | 3 | 0 | 1 | 2 | 12 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 |
| 60142 | G.R.A | 11 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 |
| 60143 | IPARA | 0 | | | | | | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 |
| 60144 | ODE REMO | 0 | | | | | | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 |
| 60145 | ONIGBONGBO | 0 | 0 | 0 | 2 | 0 | 7 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 |
| | | 99 | 38 | 5 | 7 | 20 | 36 | 6 | 1 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 |
| Report Total(16) | | 99 | 38 | 5 | 7 | 20 | 36 | 6 | 1 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 |

[1 to 16 of 16]

ZONE/DISTRICT SPIRITUAL AND CRUSADER REPORT

ZONE/DISTRICT ATTENDANCE AND MEMBERSHIP REPORT

The panel displays all the churches under a zone/District. It captures the overall attendance and membership report at a glance for zonal level analysis.

COLUMNS: This tab displays the district progression analytics table and allows you to arrange table as desired

EXPORT: This control button displays the various export format you can use to export the remittance data. supported format includes: DOC,PDF,EXCEL,CSV AND XML.

SEARCH: This enables you to search the portal in the order of periods or fields

SUMMARY: This tab displays the summarized review of the records in a table calibrated in zonal report from Newcomers to candle lighters to junior teens to challengers and conquerors

It further has a bar chart icon on top of the table. On clicking this icon, a bar chart summary of the report is displayed in graphic details.

Note: The chart option button gives you the option to choose the chart type you prefer you could also change the graphic options too.

Select Year: - Select Year - View Archive Add New Report

Monthly Report 04/23/2014

Quick search Columns Sorting Export Search Summary Exit

| Report ID | Church | CHURCH PROGRAMME - CHILDREN | | | | | CHURCH PROGRAMME - ADULT | | | | | MEMBERSHIP | | | | FINANCE | | Date | | |
|------------------|---------------|-----------------------------|---------------------|----------------------|----------------------|------------------------|--------------------------|------------------|------------------|-------------------|-------------------|---------------------|------------|---------------|-------------------|-------------------|------------------|--------------|--------------|---------------------|
| | | Children Sun. Morn. | Children Fellowship | Children Bible Study | Children Prayer Met. | Children Pre Sun. Sch. | Adult Sun. Sch. | Adult Sun. Morn. | Adult Fellowship | Adult Bible Study | Adult Prayer Met. | Adult Pre Sun. Sch. | Membership | Total Intakes | Total 18yrs Above | Total 18yrs Below | Total Withdrawal | | Total Income | Total Expenditure |
| Zones=>GRA ZONE | | | | | | | | | | | | | | | | | | | | |
| 60146 | OPEBI | 28 | 54 | 2 | 2 | | 29 | 46 | 5 | 11 | 6 | | 86 | 0 | 56 | 30 | 0 | 213,495.00 | 232,793.10 | 02/07/2014 13:16:17 |
| 60113 | AGUDA OKE-IRA | 15 | 0 | 6 | 6 | | 19 | 28 | 0 | 12 | 15 | | 26 | 0 | 19 | 7 | 0 | 127,955.00 | 193,116.60 | 01/31/2014 17:13:54 |
| 60114 | AJAO ESTATE | 15 | 6 | 0 | 0 | | 28 | 33 | 6 | 6 | 5 | | 37 | 0 | 33 | 4 | 0 | 196,505.00 | 83,572.40 | 01/31/2014 17:13:54 |
| 60115 | ALLEN | 18 | 12 | 1 | 1 | | 58 | 59 | 30 | 10 | 8 | | 0 | 0 | 0 | 0 | 0 | 398,000.00 | 198,283.00 | 01/31/2014 17:13:54 |
| 60116 | G.R.A | 54 | 8 | 3 | 0 | | 94 | 163 | 10 | 21 | 9 | | 148 | 0 | 119 | 29 | 0 | 2,028,484.00 | 1,422,022.22 | 01/31/2014 17:13:54 |
| 60117 | IPARA | 0 | 0 | 0 | 0 | | 19 | 19 | 19 | 19 | 19 | | 0 | 0 | 0 | 0 | 0 | 29,305.00 | 5,352.20 | 01/31/2014 17:13:54 |
| 60118 | ODE REMO | 0 | 0 | 0 | 0 | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 01/31/2014 17:13:54 |
| 60119 | ONIGBONGBO | 22 | 0 | 7 | 13 | | 23 | 49 | 0 | 26 | 41 | | 48 | 0 | 30 | 18 | 0 | 153,900.00 | 112,611.10 | 01/31/2014 17:13:54 |
| 60120 | OPEBI | 31 | 0 | 4 | 4 | | 34 | 56 | 0 | 13 | 10 | | 86 | 0 | 56 | 30 | 0 | 419,090.00 | 407,926.30 | 01/31/2014 17:13:54 |
| 60139 | AGUDA OKE-IRA | 18 | 0 | 3 | 2 | | 20 | 28 | 0 | 6 | 6 | | 26 | 0 | 19 | 7 | 0 | 83,920.00 | 39,985.40 | 02/07/2014 13:16:17 |
| 60140 | AJAO ESTATE | 17 | 6 | 3 | 1 | | 31 | 32 | 7 | 7 | 10 | | 37 | 0 | 33 | 4 | 0 | 101,980.00 | 55,212.60 | 02/07/2014 13:16:17 |
| 60141 | ALLEN | 17 | 13 | 2 | 0 | | 56 | 57 | 27 | 12 | 8 | | 0 | 0 | 0 | 0 | 0 | 180,305.00 | 230,720.00 | 02/07/2014 13:16:17 |
| 60142 | G.R.A | 42 | 8 | 3 | 5 | | 76 | 127 | 10 | 18 | 34 | | 148 | 0 | 119 | 29 | 0 | 957,200.00 | 805,438.27 | 02/07/2014 13:16:17 |
| 60143 | IPARA | 0 | 0 | 0 | 0 | | 19 | 19 | 19 | 19 | 19 | | 0 | 0 | 0 | 0 | 0 | 81,900.00 | 22,984.80 | 02/07/2014 13:16:17 |
| 60144 | ODE REMO | 0 | 0 | 0 | 0 | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 02/07/2014 13:16:17 |
| 60145 | ONIGBONGBO | 28 | 0 | 0 | 0 | | 28 | 43 | 0 | 0 | 0 | | 48 | 0 | 18 | 30 | 0 | 88,693.00 | 3,588,603.52 | 02/07/2014 13:16:17 |
| | | 305 | 107 | 34 | 34 | 0 | 534 | 759 | 133 | 180 | 190 | 0 | 690 | 0 | 502 | 188 | 0 | 5,060,732.00 | 7,398,621.51 | |
| Report Total(16) | | 305 | 107 | 34 | 34 | 0 | 534 | 759 | 133 | 180 | 190 | 0 | 690 | 0 | 502 | 188 | 0 | 5,060,732.00 | 7,398,621.51 | |

ZONE/DISTRICT ATTENDANCE AND MEMBERSHIP REPORT

CHAPTER 9
USER MANAGEMENT PANEL

User Management

The user management panel allows the Zone to add users that will be managing the zone portal. Multiple user can be created and each user will have a username and password in order to track user. Also, different users can have different access level.

Managing Users

This panel helps the Zone to manage the users that they have created. This panel area has the delete button in case where a particular user needs to be removed.

The screenshot shows a web interface for managing users. At the top left, there is a user profile for Olateju Adeniji, identified as being from the CHURCH: BADAGRY ZHQ. On the top right, it indicates the user is logged in as 'Zone' and provides a 'Log Out' link. The main content area is titled 'User Manager' and is divided into two panels. The left panel, titled 'Existing Users', contains a table with columns for 'Access Level', 'Name', 'Username', 'Email', and 'Action'. The right panel, titled 'ADD NEW USER', contains a form with fields for 'First Name', 'Last Name', 'Email Address', 'Username', 'Password', 'Phone Number', and 'Access Level'. A dropdown menu for 'Access Level' is currently set to 'Senior Pastor's Assistant'. At the bottom of the form are 'Register User' and 'Reset' buttons. Two blue callout boxes with numbers '1' and '2' are present: '1' points to the top right corner of the 'ADD NEW USER' panel, and '2' points to the '<TODO: Control Name>' text located between the two panels.

| Access Level | Name | Username | Email | Action |
|--------------|------|----------|-------|--------|
| Access Level | Name | Username | Email | Action |

<TODO: Control Name>

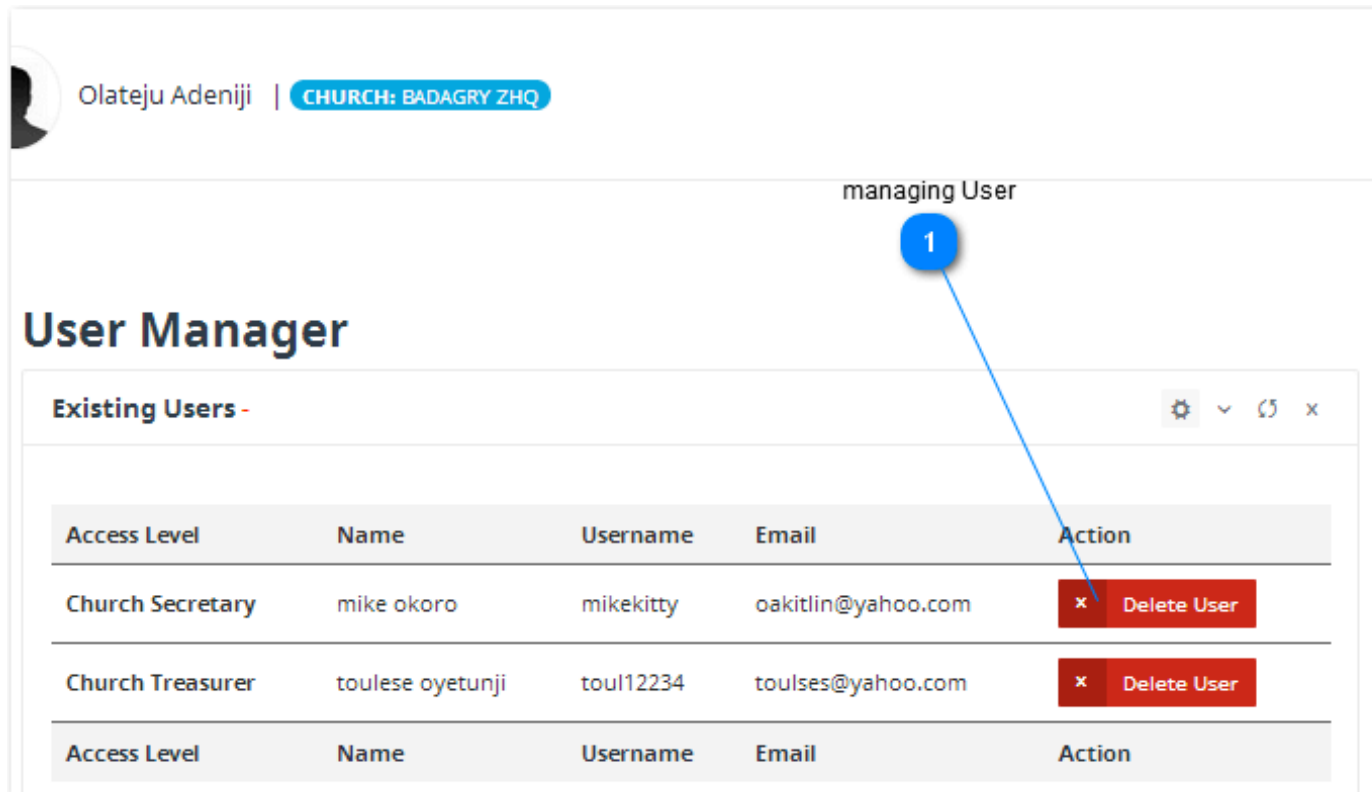
Register User Reset

Adding new user

1

ADD NEW USER

This panel allows **ZS** to create any number of users that will be managing the Zone report. All that needs to be done is to fill the form as show in **figure1**. Ensure you fill in correct and functional email address and Mobile number. **Please no landline is allowed.** The senior pastor decides on the access level of very user. The panel button in **Figure2** is the register user button. This button will be clicked which indicates that a user has just be created.

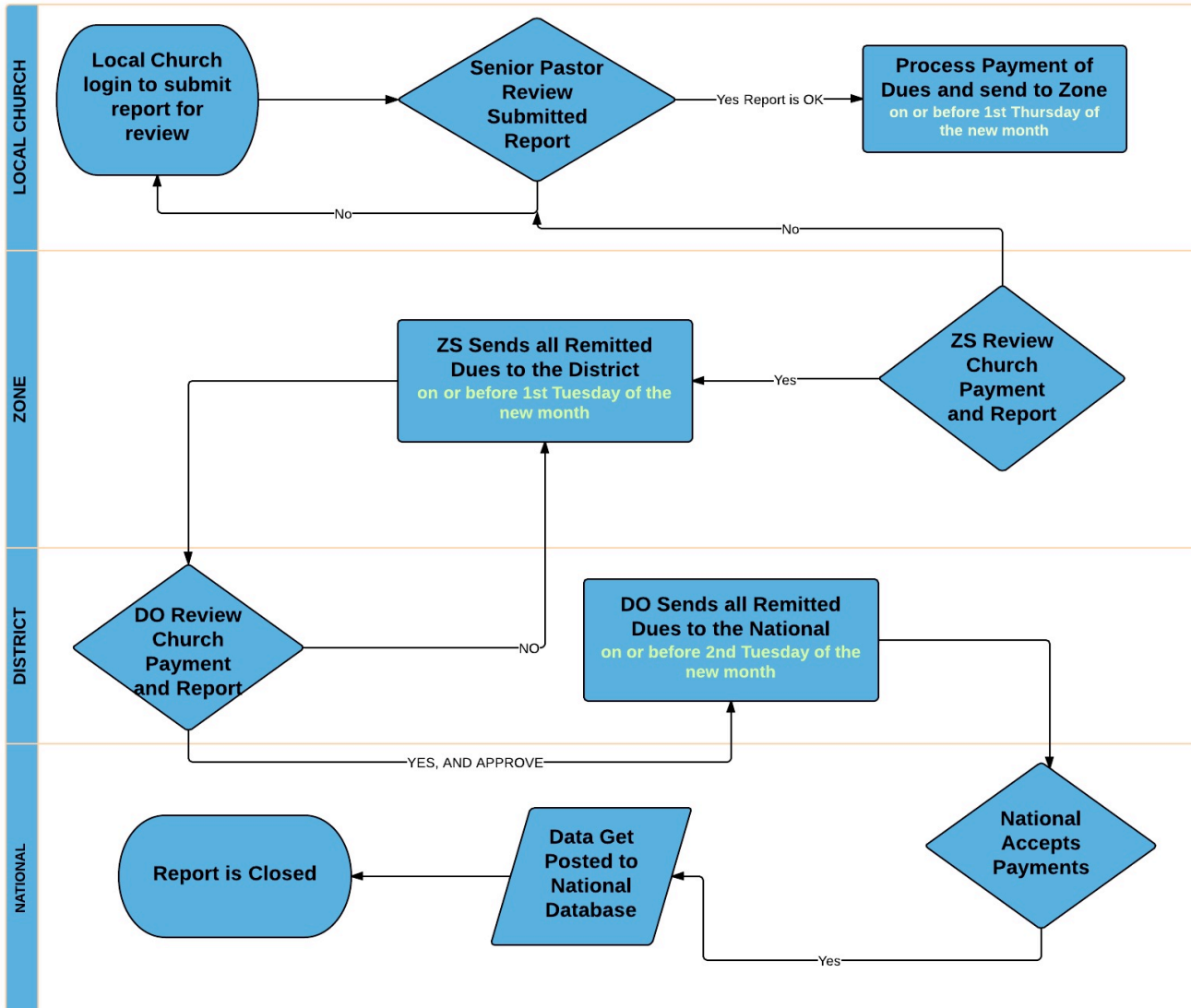


1 Managing User



This panel is use in deleting a user. As show in Figure1 all one need to do is to click the delete button and the user will be automatically deleted from the panel. Also, this displayed all the users that are registered under a zone as an administrator of the reporting portal.

REPORT LIFECYCLE



SUPPORT

FOR TECHNICAL SUPPORT –

Call Lekan on 08066938330, 08098224223 or email support@foursquareportal.org

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