Vital Signs Directions

| Log into Data Services https:\\data.ngumc.org. | Data Services help@ngunc.org Port Username Password Assistance Password Create a Lay Account Login Create a Lay Account Cookies in this system are used only for managing security and permissions. Data in this system is confidential and may only be used for authorized purposes. |
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| Select "Vital Signs." If you do not have the Vital Signs button you will need to contact your senior pastor or other Data Service administrator to add Vital Signs to your permissions. | Endox Edd Sovis Print E Lay Servart Report Clargy Directory Financial Support List Apportionments CRSP Calculator Earnings Calc (W-2) Fund Numbers Journals Church Name Administrar Users Benetits Charge Conference Church Information Report Find of New (Tables) Persons in Eventy Vital Signs Activity Logins Activity: Reports |
| Click in the Attendance column for the date that you are reporting. Enter your numbers, and tab through to enter all data for that date for Online Attendance, Professions of Faith, and Baptisms. | Enter text to search#DateAttendanceOnlineProfessionsBaptisms•• |
| If you click away from those fields, anything that you have just updated will turn green. Save your changes and exit. | Enter text to search # Date Attendance Online Professions Baptisms Modified I • |
| To Receive a weekly reminder email Scroll to the right or down, depending on the size of your screen. Click Edit and enter your email. Click Update to save and close. | Email Notification emails are sent weekly to pastors-in-charge and this designated email address. Email Address Edit Delete Info@church.org Please note that there is only one notification per church, in addition to the pastors. |

Vital Signs Reports

| Reports are available in the new Vital Signs portal. These may be updated based on user feedback. Select the blue "Reports" button that appears either in the top right corner or below the Vital Signs entry table, depending on the size of your device and window. | Reports Export Grid Reset Grid |
|--|--|
| In the top left, you can change the reporting dates. You can also view reports for other churches, but please note that these figures may not reflect official numbers and should only be used for informational purposes. | Vitals Signs: Reports The reports are based on weekly reporting from participating churches and are not official. Select Church 1/1/2021 Start Date 6/29/2021 End Date |

You can view reports for attendance, baptisms, and professions of faith. For comparison an End of Year Reports chart is also provided.

