

Attendance

This section provides a general introduction to the Attendance module for current release of Shepherd's Staff.

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empty

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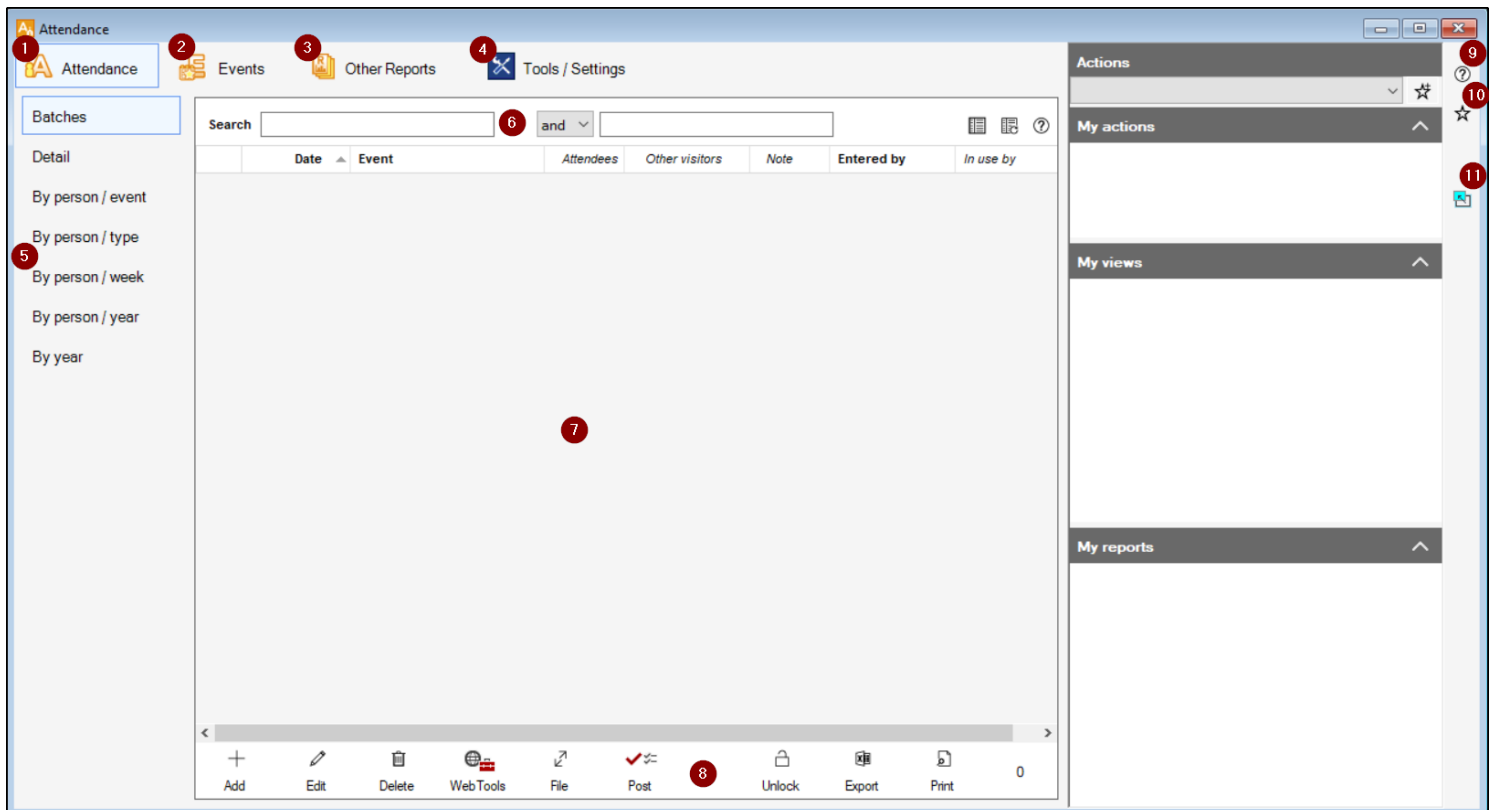
Introduction to Attendance

Overview

The Attendance module allows you to maintain records of your members' event attendance. Common tasks include creating and editing event records, adding and **posting attendance batches**, and viewing **attendance reports**. Attendance is contained in a single window with a series of tabs and a section under each with a status bar on the right side. This design will become more common in Shepherd's Staff in the future.

Note

At any time, you can press F1 to open the online help article pertaining to the section that is presently being viewed. In addition, a help icon is present in most views and it will also open a help article.



- 1 Main Menu—The main menu lists various shortcuts, some utilities (mostly customization options), window options, and help information.
- 2 Attendance Module—Clicking this will open the Attendance window.
- 3 **Subgroups**—This opens the subgroup module, where subgroups can be created, edited, and viewed.

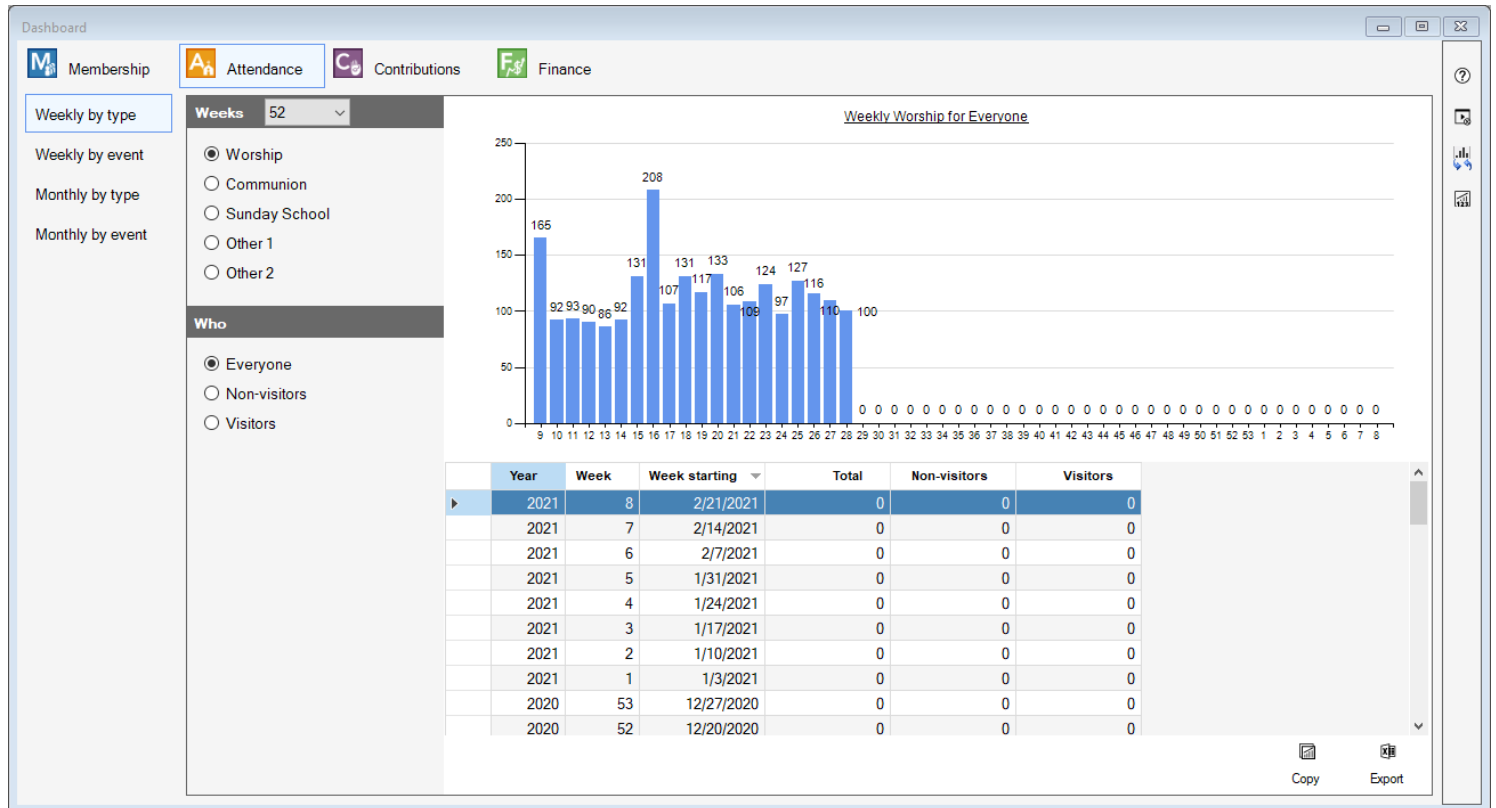
- 4 **WebTools**—If your church has a registered database and an active support contract, you can enter attendance online and then sync it with the Attendance module. Clicking this icon will open the WebTools manager and allow you to sync attendance batches with Shepherd’s Staff.
- 5 **Attendance Tab**—This tab contains batches and attendance details that are separated in various ways, like by year and type.
- 6 **Event Tab**—The event tab contains information regarding events at your church. This includes a list of all events separated by date, year, and enrollees.
- 7 **Reports Tab**—This tab contains all reports that can be generated from the information in the Attendance module. Don’t be surprised by the small list. Every section can be turned into a report that can be saved and generated at any time.
- 8 **Tools/Settings Tab**—This tab is visible only to those with supervisor permissions. It contains various tools and options concerning the Attendance module.
- 9 **Tab Sections**—Each tab has a unique list of sections that will display various pieces of data. These sections take the place of the multitude of buttons in previous versions of Shepherd’s Staff.
- 10 **Search and Filters**—Each data grid can be searched using various methods, including specific dates, ranges, names, and other keywords. This feature is so robust it will be covered in a separate article. In addition, most data grids will have filters that can be applied to narrow down the data.
- 11 **Data Grid**—The data grid contains all the information that relates to the selected section. Each column can be rearranged, resized, and sorted.
- 12 **Command Line**—The command line contains all options for the section that is presently being viewed. These options vary between sections, but all can be **exported to Excel**, printed, and saved for future use, and each has a count of the total lines of data.
- 13 **Help Icon**—Clicking this icon will open the online help center in your default browser. This button will appear on various windows and will open the help article that is most closely related to the window you are presently viewing.
- 14 **Favorites**—The favorites panel appears and disappears by clicking the star icon. It has four sections that list various actions, saved actions, views, and reports. This feature will be covered in more detail in another article.
- 15 **Float Window**—This button allows the Attendance module to be dragged onto a different monitor if your computer has multiple screens.

Attendance Dashboard

The Attendance Dashboard provides a quick snapshot of your Attendance data. This includes information about attendance types and different attendance events, and can show you a cross-section of your attendance by looking at either your visitors, your non-visitors, or both.

The Attendance Dashboard contains tabs for four different views. Weekly by type, Weekly by event, Monthly by type, and Monthly by event. Between these views, a couple of common functions are shared:

- Copy—Copies the graph within the selected section to the Windows clipboard.
- Export—Sends the data within the selected section to your spreadsheet program.



Each tab provides attendance data sorted in either weekly or monthly intervals, broken down by either attendance type or attendance events.

- Weekly by type - This tab provides week-by-week totals on attendance based upon the attendance type you select, for the group of people you select. First, select what time period you'd like to look at by

selecting the number of weeks in the "Weeks" drop-down list. Then, click the radio button for what attendance type you'd like to look at on this view. Next, under the "Who" section, select if you want to see figures for Everyone, Non-visitors, or Visitors within this view. The graph will then show at each data point, a particular week, and the number of people who attended within the group you selected. The chart below the graph will show you information on each week, with a total number of attendees, a number of non-visitor attendees, and a number of visitor attendees for the week.

- **Weekly by event** - This tab provides week-by-week totals on attendance based upon the attendance event you select, for the group of people you select. First, select what time period you'd like to look at by selecting the number of weeks in the "Weeks" drop-down list. Then, click the attendance event you'd like to look at on this view. Next, under the "Who" section, select if you want to see figures for Everyone, Non-visitors, or Visitors within this view. The graph will then show at each data point, a particular week, and the number of people who attended within the group you selected. The chart below the graph will show you information on each week, with a total number of attendees, a number of non-visitor attendees, and a number of visitor attendees for the week.
- **Monthly by type** - This tab provides monthly totals on attendance based upon the attendance type you select, for the group of people you select. First, select what time period you'd like to look at by selecting the number of years you'd like to look at in the "years" drop-down list. Then, click the radio button for what attendance type you'd like to look at on this view. Next, under the "Who" section, select if you want to see figures for Everyone, Non-visitors, or Visitors within this view. The graph will then show at each data point, a particular month, and the number of people who attended within the group you selected for each year of the time period you selected. The chart below the graph will show you information on each month, with a total number of attendees, a number of non-visitor attendees, and a number of visitor attendees for the month.
- **Monthly by event** - This tab provides monthly totals on attendance based upon the attendance event you select, for the group of people you select. First, select what time period you'd like to look at by selecting the number of years in the "Years" drop-down list. Then, click the attendance event you'd like to look at on this view. Next, under the "Who" section, select if you want to see figures for Everyone, Non-visitors, or Visitors within this view. The graph will then show at each data point, a particular month, and the number of people who attended within the group you selected for each year within the time period you selected. The chart below the graph will show you information on each month, with a total number of attendees, a number of non-visitor attendees, and a number of visitor attendees for the month.

Batches

Overview

An attendance batch is used to add the attendance for an event on a particular date. This allows you to select multiple people to show they attended the event, which then creates **attendance records** for each person. This is used to track attendance throughout the year for **reports**.

There are multiple ways to enter a batch into Shepherd's Staff. There are two different versions of batch entry (**Advanced** and **Basic**), along with **WebTools**, and the ability to **import a file**. Once a batch is created, it must be posted before the attendance records are added. Once a batch is posted, options for editing it become very limited, so be sure to have all attendance entered correctly before posting the batch.

If a batch is posted by mistake, all **attendance records** and **event records** must be deleted, and the batch must be recreated. If only a couple of people are missing from the batch, entering the attendance from the **detail view** is the easiest method. If the batch was posted for the wrong event, date, or type, you can use the **Fix attendance posting mistakes** utility.

Note

Batches can be edited by only one person. If you are using a networked database, having more than one person edit a batch will cause errors and possibly corrupt the data once the batch is posted. Because of this, there is now a field on the batch view that displays who is editing the batch.

Key Parts

» **Add**—Opens a new window where you can select the event, date, and entry method. This window will also display the last time the event occurred.

» **Edit**—Edits the selected batch. This is also how you can change the entry method.

» **Delete**—Removes the selected batch. This cannot be undone.

» **Post**—Submits the selected batch, and creates an event record and attendance records for all people who attended.

» **WebTools**—This button opens a window where you can select the batches that have been completed in WebTools and import them into Shepherd's Staff. **WebTools needs to be synced** for batches to appear in

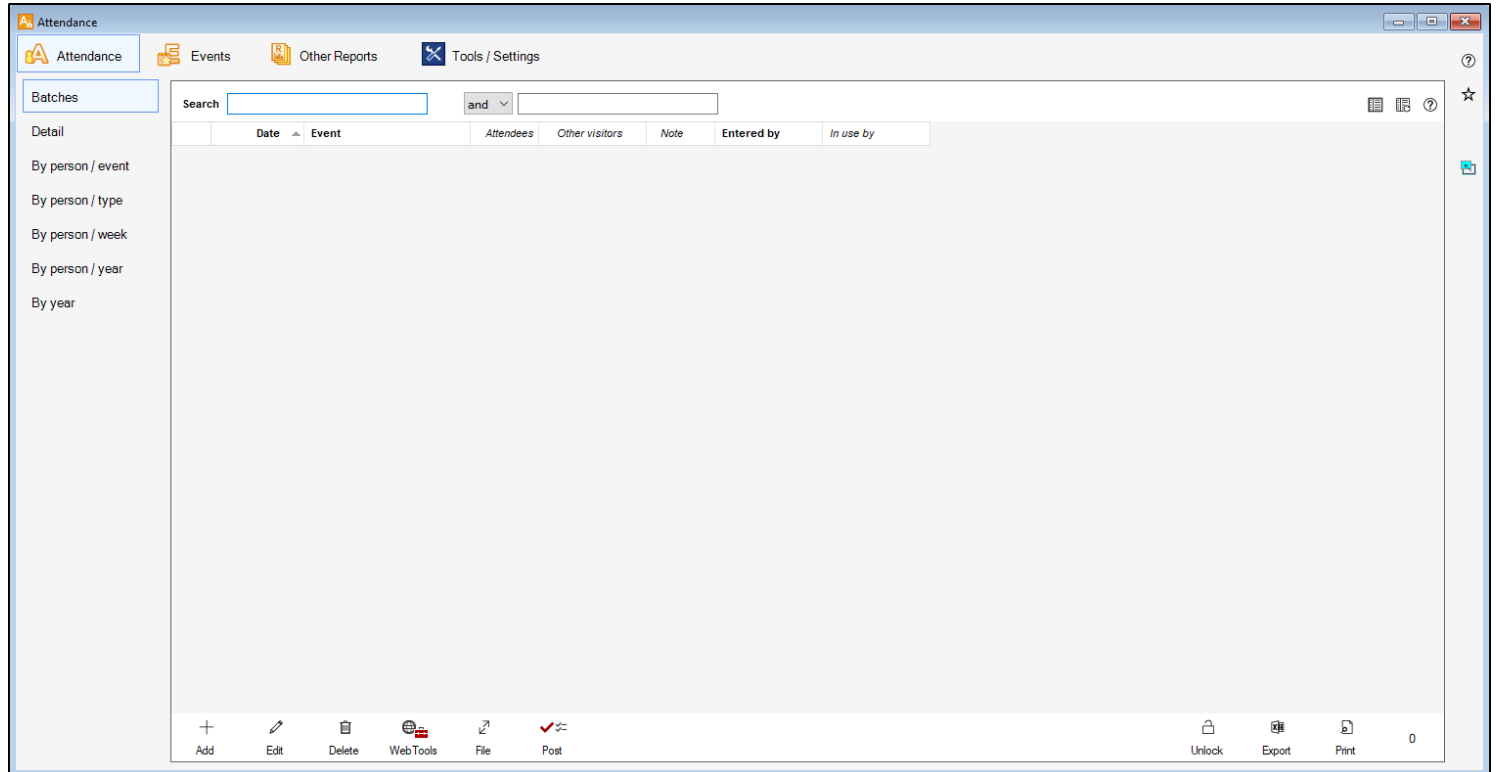
this window.

» **Unlock**—Unlocks the batch. If a batch is being edited by another user on a network, the batch becomes locked. This means no one else can edit it until the other user is finished. Before clicking the *Unlock* button, confirm no one else is working with the batch. If two people enter attendance into the same batch, the database can become corrupt.

» **File**—Clicking this opens a window allowing you to **import and export batches**. This is used if you create batches from a remote location but do not have access to WebTools.

» **Export**—Exports the batch grid to an Excel file.

» **Print**—Creates a batch report and opens the **print preview** that lists all the attendees for the selected batch.



Basic Batch Entry

Overview

The Basic Batch Entry is a simplified attendance-entry method and is similar to how Church360° Members® does attendance batch entry. Instead of two columns where people are transferred from one to another, you will see names listed horizontally by household. You can select people by clicking on their names.

In this view, only names are displayed. Other information like grades and ages are not shown. Filters are also limited to basic categories; options like lists and subgroups are unavailable. A huge advantage of this screen, though, is that it works well on touch-screen devices.

The Basic Batch Entry view lists all people by household. People can be marked as attended by clicking on the first name or the household name. Clicking the household name will mark every person in the household as attended. For events with multiple types of attendance, there will be a column for each type, and you can mark each column separately to show what the person participated in. This is how you will mark those who attended worship but did not commune.

At the top of the view, you will see a search bar and a filter drop-down. Next to these is a refresh button, which will remove any searches or filters. Then there is a font-size button, which will cycle through different font sizes. Next is a count of the number of people who attended. On the right is a help icon and buttons to save and cancel.

Here is how to enter attendance using the Basic Batch Entry method:

- 1 Open the Attendance module and select the **Attendance tab**, then select the **Batches section**. This should be the default view when the module is opened.
- 2 Click **Add**.
- 3 **Select an event** and the **date** of the event. Select **Basic** under the entry method heading on the right.
- 4 Click **Continue**. The batch entry window will appear.
- 5 Select the **Household** name to add all people in the household, or select the **Person** name to add an individual person. You also can select the worship type next to a person's name to mark the person as

Advanced Batch Entry

Overview

The Advanced Batch Entry is the same as the traditional batch entry from older versions of Shepherd's Staff. After selecting a service type and date, you can select people from a list of possible attendees and then add them to the list of attendees in the batch. Possible attendees can be filtered by various options like current members, all members, **enrollees**, and those in specific **subgroups** or lists. After all attendees have been added to the batch, you can post the batch and save it to the database.

Note

Once a batch is posted, the options to edit the batch are limited. You can change the date, event, and type using the **Fix Attendance Posting Mistakes utility**. To add people to the batch, you will have to add them one at a time by adding an **Attendance Detail**. Alternatively, you can delete all attendance details and the record in the **By date** category of the **Events** tab, then add the batch again.

Key Parts

- » **Event summary**—The event name and date are listed in the upper left corner.
- » **Possible Attendees**—This is a list of people who may have attended the event. This list can be changed by selecting a different group in the **Who?** drop-down. Above this section is a search bar that can be used to find a specific household or person (depending on the **Search by** selection).
- » **Who?**—This drop-down filters out people based on various options, like current members (those not labeled as inactive in the Membership module), **enrollees**, or non-members, and you can select people from various lists and **subgroups**.
- » **Event types**—If there are **multiple types listed for the event** you are entering attendance for, the types will be listed between the **Possible Attendees** and **Attendees in batch** sections of the batch entry view. Selecting a type will add future people with only that type listed. This is useful for distinguishing who attended worship but did not commune.
- » **Add, Add all, Remove, and Remove all**—These buttons add and remove people from the batch. Selecting people from **Possible Attendees** and clicking **Add** will add them to the **Attendees in batch** section. Selecting people from **Attendees in batch** and clicking **Remove** will remove them from the batch. Clicking **Add all** and **Remove all** adds and removes everyone in mass.

» **Add visitor**—Clicking this will bring up a window where you can quickly add a visitor to Shepherd's Staff. The name field is the only required field and the record will show up in the Membership module. Any notes added this way can be found on the household record for the new visitor added.

» **Search by**—This selection changes how the **Possible Attendees** are sorted and how the search functions.

» **Attendees in batch**—This list contains all the people who are presently marked as having attended the event.

» **Note**—Attaches a note to the batch that can be viewed in the future. This note can contain anything.

» **Visitors**—Allows you to add a visitor head count to the batch if you have unknown visitors. You can add a count to any event type which will allow you to track both attendance and communion numbers separately.

Here is how to add a batch using the Advanced Batch Entry:

- 1 Open the Attendance module and select the **Attendance tab**, then select the **Batches section**. This should be the default view when the module is opened.
- 2 Click **Add**.
- 3 **Select an event** and the **date** of the event. Select **Advanced** under the entry method heading on the right.
- 4 Click **Continue**. The batch entry window will appear.
- 5 Under **Possible Attendees**, you can use the **Who?** drop-down and the **search bar** to filter specific individuals. In addition, the list can be sorted by selecting either **Household** or **Person** under **Search by** in the middle of the view.
- 6 Select individuals in the **Possible Attendees** column and select **Add** to move them to the **Attendees in batch**. Be sure the correct event type is selected if the event has multiple types listed in the middle of the screen.
- 7 To remove an attendee, select the person in the **Attendees in batch** column and click **Remove**.
- 8 Add any **notes**.
- 9 Click **Save**.

Traditional Worship
on Sunday, May 8, 2022



Save

Close

Note

Visitors



Possible Attendees (257)

Who?

(everyone)

Household	Full Name	
Abbott	Abbott, David Lawrence (Dave)	
Abbott	Abbott, Susanne Alice (Sue)	
Abbott	Abbott, Lacey Marie	KI
Abbott	Abbott, Jacob Philip	D
Alexander	Alexander, David	
Alexander	Alexander, Shirley J	
Alexander	Alexander, Jeffrey D	S
Alexander	Alexander, Natalie D	D
ALLENS	ALLENS, Clark	
ALLENS	ALLENS, Julie	
ALLENS	ALLENS, Matthew	
Barber	Barber, Diedre W	
Baxter	Baxter, Sally L.	
Baxter	McNeely, Jessie J.	S
Baxter	Baxter, Allison (Allie)	S
Beaubien	Beaubien, James T	
Beaubien	Beaubien, Ellen	
Belton	Belton, Troy James	
Belton	Belton, Kira Lynn	
Belton	Belton, Lena Helen	S
Belton	Belton, Darin Peter	KI
Benedict	Benedict, Timothy Donald (Tim)	

- 1 - Worship
- 2 - Communion

+
Add

-
Remove

+P
Add visitor

+
Add all

-
Remove all

- Search by:
- Household
 - Person

Attendees in batch (0)

1	2	V	Household	Full Name

Import and Export Batches

Overview

This utility allows you to export and import an unposted **Batch**. This is useful for users who do not have access to **WebTools** and want to enter attendance from a separate location. The utility will export a file that can be put onto a flash drive or a cloud account and then imported at the church. We strongly encourage you to use WebTools so that attendance batches can be created online and imported into Shepherd's Staff® without the need of a flash drive.

Note

Batches must be unposted to be exported and must have at least one person already in the batch. Export and import files from 2018 and older versions of Shepherd's Staff are not compatible with the newer version.

How to Export a Batch:

- 1 Open the **Attendance** module and select the **Batches** section.
- 2 Select the **File** icon at the bottom of the window.
- 3 A new window will appear. By default, **Export** will be marked under **Actions**.
- 4 Select the **Batch(es)** you would like to export and click **Continue**.
- 5 A window will open where you can select a location for exporting the file.

How to Import a Batch:

- 1 Open the **Attendance** module and select the **Batches** section.
- 2 Select the **File** icon at the bottom of the window.
- 3 A new window will appear. Select **Import** under **Actions**.
- 4 A window will appear where you can navigate and select the export batch file.
- 5 A summary of all batches saved in the location selected will appear at the bottom of the **Import and Export** window. Select the **Batch(es)** that you wish to import.

6 Click **Continue** to import the batches.

Import or export attendance batches...

Action

Export Show previous exports

Import

[?](#)

Batches in Shepherd's Staff

	Date ▼	Event	Entered by	People
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Detail

Overview

The Attendance Detail view displays all the attendance records for each member. These records display the date and the event that the person attended. This list can be quite extensive with churches with many members or with a variety of events where attendance is recorded. Because of this, **filter and search bars** are available at the top of the page to quickly search for people attending a specific event at a specific date and you can save and print the view as a report.

Attendance records are created automatically once an **attendance batch has been posted**. You also can enter attendance by adding an attendance record from this view. This is helpful for when you missed a small number of individuals when creating a batch or added the incorrect people. In addition, you can edit, copy, and delete records and even make the view a static subgroup.

Here is how to add an attendance record:

- 1 Open the **Attendance** module and select the **Detail** section.
- 2 Click **Add** at the bottom of the screen.
- 3 A new window will appear. Select a **Person**, **Event**, and **Date**. If the event has multiple types, options will appear on the lower half of the window.
- 4 Add a **Note** if needed.
- 5 If the person was a **visitor at the time** of the event, select the **Visitor?** You also can select the **Add Multiple?** checkbox if you are adding more than one person. The window will reappear after saving. Since Shepherd's Staff assumes you are adding multiple people to the same event, the event and date will remain the same.
- 6 Click **Save** when you are finished.

Attendance

Attendance Events Other Reports Tools / Settings

Batches

Detail

By person / event

By person / type

By person / week

By person / year

By year

Search [] and [] Last 24 months

Filter (no filter) Who (everyone)

Name	Date	Event	Worship	Communion	Sunday School	Other 1	Other 2	Sex	Member?
Abbott David L. (Dave)	10/2/2022	Contemporary Worship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott David L. (Dave)	9/25/2022	Contemporary Worship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott David L. (Dave)	9/18/2022	Contemporary Worship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott David L. (Dave)	9/11/2022	Contemporary Worship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott David L. (Dave)	8/28/2022	50th Anniversary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott David L. (Dave)	8/14/2022	Contemporary Worship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott David L. (Dave)	5/22/2022	Contemporary Worship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott David L. (Dave)	5/22/2022	Contemporary Worship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott David L. (Dave)	5/15/2022	Contemporary Worship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott David L. (Dave)	5/8/2022	Contemporary Worship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott David L. (Dave)	5/1/2022	Traditional Worship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott Jacob P.	10/2/2022	Contemporary Worship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott Jacob P.	10/2/2022	Sunday School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott Jacob P.	9/25/2022	Contemporary Worship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott Jacob P.	9/18/2022	Contemporary Worship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott Jacob P.	9/18/2022	Sunday School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott Jacob P.	9/11/2022	Contemporary Worship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott Jacob P.	9/4/2022	Sunday School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott Jacob P.	8/28/2022	50th Anniversary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott Jacob P.	8/28/2022	Sunday School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott Jacob P.	8/14/2022	Contemporary Worship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott Jacob P.	5/15/2022	Contemporary Worship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott Jacob P.	5/8/2022	Contemporary Worship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>
Abbott Jacob P.	5/1/2022	Traditional Worship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>


+ Add Edit Copy Delete


Subgroup Export Print Save 1633

Add an attendance record

* Person

* Event

* Date of Event 

Visitor? (at time of event) 

Add Multiple?

Save

Cancel

Note

By Person/Event

Overview

This view displays the attendance habits of a person and breaks down the information by event. It lists when the person last attended (either the selected event or any event), the number of events attended, and other information. The view has a variety of searches and filters to narrow down the list of people. Finally, like other views, it can be saved, [created into a static subgroup](#), and printed.

Note

This view is for reference only and data cannot be changed. If you find a discrepancy, you will have to make the changes in the [detail](#) section and edit the attendance record.

Here is how to use the By Person/Event view:

1. Open the **Attendance** module and select the **By Person/Event view**.
2. Use the **Event** and **Who** drop-downs to narrow your search.
3. Use the **Occurrences** drop-down to determine the number of events.
4. Use the **Pattern** drop-down to filter out various Worship Patterns, such as the attendance percentage or an increase or decrease in attendance.

Attendance

Attendance Events Other Reports Tools / Settings

Batches

Detail

By person / event

By person / type

By person / week

By person / year

By year

Event: Traditional Worship Occurrences: 6 Oldest first: Pattern: Any pattern

Who: (everyone except removed) Name like:

Name	Last this	Last any	Attended	Pct.	5/1/2022	7/5/2020	6/28/2020	6/21/2020	6/14/2020	6/7/2020	E-mail	Cell
Abbott, David L. (Dave)	5/1/2022	10/2/2022	1	16.7	X						abbottd@teleworm.us	314-958-
Abbott, Jacob P.	5/1/2022	10/2/2022	1	16.7	X							
Abbott, Lacey M.	5/1/2022	10/2/2022	1	16.7	X							
Abbott, Susanne A. (Sue)	5/1/2022	10/2/2022	1	16.7	X						saabbott@mailnato...	314-958-
Alexander, David	5/1/2022	9/25/2022	1	16.7	X							
Alexander, Jeffrey D.	5/1/2022	10/2/2022	1	16.7	X							
Alexander, Natalie D.	5/1/2022	10/2/2022	1	16.7	X							
Alexander, Shirley J.	5/1/2022	9/25/2022	1	16.7	X							
ALLENS, Clark		10/2/2022	0	0.0								
ALLENS, Julie		10/2/2022	0	0.0								
ALLENS, Matthew		10/2/2022	0	0.0								
Baxter, Allison (Allie)	5/1/2022	9/25/2022	2	33.3	X				X			
Baxter, Sally L.	5/1/2022	9/25/2022	2	33.3	X				X		slbaxter@teleworm...	314-958-
Beaubien, Ellen	5/1/2022	9/18/2022	1	16.7	X						ellen.beaubien@net...	
Beaubien, James T.	5/1/2022	9/18/2022	1	16.7	X							
Belton, Darin P.	5/1/2022	10/2/2022	1	16.7	X							
Belton, Kira L.	5/1/2022	10/2/2022	1	16.7	X						beltonk@jetable.org	314-958-
Belton, Lena H.	5/1/2022	10/2/2022	1	16.7	X							
Belton, Troy J.	5/1/2022	10/2/2022	1	16.7	X						troy.j.belton@sofima...	314-958-
Benedict, Timothy R. (Tim)	5/1/2022	9/25/2022	2	33.3	X				X		timb@jetable.org	314-958-
Billings, Julie A.		10/2/2022	0	0.0							julie.billings@telewo...	314-958-
Bowen, Claire	5/1/2022	10/2/2022	1	16.7	X							
Bowen, Rick	5/1/2022	10/2/2022	1	16.7	X							
Brown, Howard R.	5/1/2022	10/2/2022	2	33.3	X					X		314-958-

Subgroup Export Print Save 252

By Person/Type

Overview

This section is the same as the [By Person/Event](#) section, except the data is broken down by [event type](#) instead of specific events. The section lists when a person last attended (either the selected event or any event), the number of events attended, and other information. The view has a variety of searches and filters to narrow down the list of people. Finally, like other views, it can be saved, [created into a static subgroup](#), and printed.

Note

This view is for reference only and data cannot be changed. If you find a discrepancy, you will have to make the changes in the [detail](#) section and edit the attendance record.

Here is how to use the By Person/Event view:

- 1 Open the **Attendance** module and select the **By Person/type**
- 2 Use the **Event** and **Who** drop-downs to narrow your search.
- 3 Use the **Occurrences** drop-down to determine the number of events.
- 4 Use the **Pattern** drop-down to filter out various Worship Patterns, such as the attendance percentage or an increase or decrease in attendance.

Attendance

1 - Attendance 2 - Events 3 - Other Reports 4 - Tools / Settings

Batches

Detail

By person / event

By person / type

By person / week

By person / year

By year

Type: **Worship** Occurrences: **6** Oldest first Pattern: **Any pattern**

Who: **(everyone except removed)** Name like:

Name	Last this	Last any	Attended	Pct.	10/23/2022	10/16/2022	10/9/2022	10/2/2022	9/25/2022	9/18/2022	E-mail	Cell
Abbott, David L. (Dave)	10/2/2022	10/2/2022	3	50.0				X	X	X	abbottd@teleworm.us	314-958-
Abbott, Jacob P.	10/2/2022	10/2/2022	3	50.0				X	X	X		
Abbott, Lacey M.	10/2/2022	10/2/2022	3	50.0				X	X	X		
Abbott, Susanne A. (Sue)	10/2/2022	10/2/2022	3	50.0				X	X	X	saabbott@mailnato...	314-958-
Alexander, David	9/25/2022	9/25/2022	2	33.3					X	X		
Alexander, Jeffrey D.	9/25/2022	10/2/2022	2	33.3					X	X		
Alexander, Natalie D.	9/25/2022	10/2/2022	2	33.3					X	X		
Alexander, Shirley J.	9/25/2022	9/25/2022	2	33.3					X	X		
ALLENS, Clark	10/2/2022	10/2/2022	3	50.0				X	X	X		
ALLENS, Julie	10/2/2022	10/2/2022	3	50.0				X	X	X		
ALLENS, Matthew	10/2/2022	10/2/2022	3	50.0				X	X	X		
Baxter, Allison (Allie)	9/25/2022	9/25/2022	2	33.3					X	X		
Baxter, Sally L.	9/25/2022	9/25/2022	2	33.3					X	X	slbaxter@teleworm...	314-958-
Beaubien, Ellen	9/18/2022	9/18/2022	1	16.7						X	ellen.beaubien@net...	
Beaubien, James T.	9/18/2022	9/18/2022	1	16.7						X		
Belton, Darin P.	10/2/2022	10/2/2022	2	33.3				X		X		
Belton, Kira L.	10/2/2022	10/2/2022	2	33.3				X		X	beltonk@jetable.org	314-958-
Belton, Lena H.	10/2/2022	10/2/2022	2	33.3				X		X		
Belton, Troy J.	10/2/2022	10/2/2022	2	33.3				X		X	troy.j.belton@sofima...	314-958-
Benedict, Timothy R. (Tim)	9/25/2022	9/25/2022	2	33.3					X	X	timb@jetable.org	314-958-
Billings, Julie A.	10/2/2022	10/2/2022	1	16.7				X			julie.billings@telewo...	314-958-
Bowen, Claire	10/2/2022	10/2/2022	2	33.3				X		X		
Bowen, Rick	10/2/2022	10/2/2022	2	33.3				X		X		
Brown, Howard R.	10/2/2022	10/2/2022	2	33.3				X		X		314-958-

Subgroup Export Print Save 252

By Person/Year

Overview

The **By Person/Year** tab contains a summary of each person's attendance by year. In this view, you will find information such as the total number of events each person attended, the event type that was attended, and membership data such as the ministry group, participation, and person assigned. The view has a variety of searches and filters to narrow down the list of people. Finally, like other views, it can be saved, created into a static subgroup, and printed. In the command line, you will find a **View** button that will bring up the [attendance summary](#) for the selected person.

Note

This view is for reference only and data cannot be changed. If you find a discrepancy, you will have to make the changes in the detail section and edit the attendance record.

Here is how to use the By Person/Year view:

- 1 Open the **Attendance** module and select the **By Person/Year view**.
- 2 Use the **Filter** and **Who** drop-downs to narrow your search.
- 3 Use the **Search** to narrow down people, dates, and even the worship pattern.
- 4 Select **View** to preview the attendance summary.

Attendance

1 - Attendance 2 - Events 3 - Other Reports 4 - Tools / Settings

Batches

Detail

By person / event

By person / type

By person / week

By person / year

By year

Search and

Filter (no filter) Who (everyone)

Name	Year	Events	Last Event	Worship	Communion	Sunday School	Other 1	Other 2	Last Worship	Last Co
Abbott, David L. (Dave)	2022	11	10/2/2022	10	6	0	1	0	10/2/2022	9/1
Abbott, David L. (Dave)	2020	22	7/5/2020	22	22	0	0	0	7/5/2020	7/1
Abbott, David L. (Dave)	2019	44	12/29/2019	44	44	0	0	0	12/29/2019	12/2
Abbott, David L. (Dave)	2018	44	12/30/2018	44	44	0	0	0	12/30/2018	12/3
Abbott, David L. (Dave)	2017	46	12/31/2017	46	46	0	0	0	12/31/2017	12/3
Abbott, David L. (Dave)	2016	44	12/25/2016	44	44	0	0	0	12/25/2016	12/2
Abbott, David L. (Dave)	2015	45	12/27/2015	45	45	0	0	0	12/27/2015	12/2
Abbott, David L. (Dave)	2014	43	12/28/2014	43	43	0	0	0	12/28/2014	12/2
Abbott, David L. (Dave)	2013	44	12/29/2013	44	44	0	0	0	12/29/2013	12/2
Abbott, David L. (Dave)	2012	46	12/30/2012	46	46	0	0	0	12/30/2012	12/3
Abbott, Jacob P.	2022	13	10/2/2022	8	2	4	1	0	10/2/2022	9/1
Abbott, Jacob P.	2020	44	7/5/2020	22	22	22	0	0	7/5/2020	7/1
Abbott, Jacob P.	2019	88	12/29/2019	44	44	44	0	0	12/29/2019	12/2
Abbott, Jacob P.	2018	90	12/30/2018	45	45	45	0	0	12/30/2018	12/3
Abbott, Jacob P.	2017	87	12/31/2017	45	31	42	0	0	12/31/2017	12/3
Abbott, Jacob P.	2016	88	12/25/2016	44	0	44	0	0	12/25/2016	
Abbott, Jacob P.	2015	90	12/27/2015	45	0	45	0	0	12/27/2015	
Abbott, Jacob P.	2014	86		43	0	43	0	0	12/28/2014	
Abbott, Jacob P.	2013	88		44	0	44	0	0	12/29/2013	
Abbott, Jacob P.	2012	92		46	0	46	0	0	12/30/2012	
Abbott, Lacey M.	2022	14	10/2/2022	10	5	3	1	0	10/2/2022	9/1
Abbott, Lacey M.	2020	44	7/5/2020	22	22	22	0	0	7/5/2020	7/1
Abbott, Lacey M.	2019	88	12/29/2019	44	44	44	0	0	12/29/2019	12/2
Abbott, Lacey M.	2018	90	12/30/2018	45	45	45	0	0	12/30/2018	12/3

View Subgroup Export Print Save 2290

By Year

Overview

Most churches will have historical attendance data they would like to add into Shepherd's Staff® without having to enter each attendance date as a **batch**. The Year Summary view allows you to enter an entire year's worth of attendance data at once by entering the total for the **event types**. When you edit a summary, you can also view the attendance averages and medians for each type of event. Notes about each year's attendance can also be added.

Use the buttons at the bottom of the table to add, edit, copy, and delete a year summary. In addition, you can double click a row to edit that specific summary.

Note

Year summaries are automatically created once a batch for that year is posted. Year summaries cannot be deleted unless the event summaries for that year are deleted. (You can do this by navigating to the **Events** tab, then to the **By date** table.)

Here is how to add or edit a year summary:

- 1 Under the **Attendance** tab, select the **By year view**.
- 2 Double click the row to edit the summary, or click **Add** at the bottom of the table to add a summary.
- 3 Enter the data into the **Year**, **Event Occurrences**, **Non-visitors**, and **Visitors**
- 4 Add a note if needed.
- 5 Click **Save** once finished.

Go to System Tools Utilities Windows Exit Help

M A C S F S [Calendar] [Mail] [Code] [Info]

Attendance Events Other Reports Tools / Settings

Batches

Detail

By person / event

By person / type

By person / week

By person / year

By year

Search [] and []

Year 2022

2020

2019

2018

2017

2016

2015

2014

2013

2012

Non-visitors Visitors Worship Totals Non-visitors Visitors Communion Non-visitors Visitors Sunday Sunday School Non-visitors Other 1 Visitors Other 1

0 203 52

97 0 0

93 0 0

76 0 0

18 0 0

13 0 0

85 0 0

37 0 0

76 0 0

58 0 0

Edit a year summary

Year 2020

Event	Occurrences	Non-visitors	Visitors	Attendance Totals	Avg. Total Attendance*	Average Non-visitors*	Average Visitors*
Worship	55	2908	181	3,089	56.2	52.9	3.3
Communion	55	2794	174	2,968	54.0	50.8	3.2
Sunday School	27	697	0	697	25.8	25.8	0
Other 1	0	0	0	0	0	0	0
Other 2	0	0	0	0	0	0	0

Save

Cancel

Note

?

Average

Median

+ Add Edit Copy Delete

Export Print Save 10

Attendance Summary

Overview

The Attendance Summary view displays each person's attendance statistics over the course of a year. This can be viewed by clicking the **View** button in the lower left corner of the **By person/week** or the **By person/year** categories of the Attendance tab. The view displays all the different **event types** with columns listing the last event the person attended in the year, the total number of events they attended, and their **worship pattern**. In addition, you can make a note for the person for the given year.

Note

This view is for reference only and data cannot be changed. If you find a discrepancy, you will have to make the changes in the **detail** section and edit the attendance record.

Here is how to view the attendance summary:

- 1 Click the **Attendance** tab and then the **By person/week** or **By person/year** view.
- 2 Select or search for the person you wish to view.
- 3 Click **View** in the bottom left corner under the table. A window will appear displaying the statistics for the selected person.

The screenshot shows a software interface with a sidebar on the left containing navigation options: Batches, Detail, By person / event, By person / type, By person / week (selected), By person / year, and By year. The main area displays a table of attendance records. A modal window titled "View an attendance summary" is open for "Abbott, David L. (Dave) (2022)".

View an attendance summary

Abbott, David L. (Dave) (2022)

Total Events Attended: 11

	Last Att.	Total	-----10-----20-----30-----40-----50--
Worship	10/2/2022	10	-----1112-----1-----1111-----
Communion	9/11/2022	6	-----1-12-----1-1-----
Sunday School	N/A	N/A	-----
Other 1	8/28/2022	1	-----1-----
Other 2	N/A	N/A	-----

The modal window also includes buttons for "Continue", "Cancel", and "Note", along with a help icon and navigation arrows. The background shows a table with columns for Name, Year, Last Attended, Total, and a binary pattern.

Year Summary

Overview

Most churches will have historical attendance data they would like to add into Shepherd's Staff® without having to enter each date as a **batch**. The Year Summary view allows you to enter an entire year's worth of attendance data at once by entering the total for the **event types**. When you edit a summary, you can also view the attendance averages and medians for each type of event. Notes about each year's attendance can also be added.

Use the buttons at the bottom of the table to add, edit, copy, and delete a year summary. In addition, you can double click a row to edit that specific summary.

Note

Year summaries are automatically created once a batch for that year is posted. Year summaries cannot be deleted unless the event summaries for that year are deleted. (You can do this by navigating to the **Events** tab, then to the **By date** view.)

Here is how to add or edit a year summary:

- 1 Under the **Attendance** tab, select the **By year view**.
- 2 Double click the row to edit the summary, or click **Add** at the bottom of the table to add a summary.
- 3 Enter the data into the **Year, Event Occurrences, Non-visitors, and Visitors**
- 4 Add a note if needed.
- 5 Click **Save** once finished.

Go to System Tools Utilities Windows Exit Help

M A C S F S [Calendar] [Envelope] [Code] [Info] What's new?

Attendance Events Other Reports Tools / Settings

Batches

Detail

By person / event

By person / type

By person / week

By person / year

By year

Search [] and []

Year	Non-visitors	Visitors	Worship Totals	Non-visitors	Visitors	Communion	Non-visitors	Visitors Sunday	Sunday School	Non-visitors Other 1	Visitors Other 1
2022											
2020										0	203
2019										97	0
2018										93	0
2017										76	0
2016										18	0
2015										13	0
2014										85	0
2013										37	0
2012										76	0
										58	0

Edit a year summary

Year

Event	Occurrences	Non-visitors	Visitors	Attendance Totals	Avg. Total Attendance*	Average Non-visitors*	Average Visitors*
Worship	<input type="text" value="55"/>	<input type="text" value="2908"/>	<input type="text" value="181"/>	3,089	56.2	52.9	3.3
Communion	<input type="text" value="55"/>	<input type="text" value="2794"/>	<input type="text" value="174"/>	2,968	54.0	50.8	3.2
Sunday School	<input type="text" value="27"/>	<input type="text" value="697"/>	<input type="text" value="0"/>	697	25.8	25.8	0
Other 1	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0	0
Other 2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0	0

Average
 Median

10

Worship Pattern

Overview

Worship patterns are a new concept in Shepherd's Staff that allow you to easily analyze people's worship habits. Most views under the **Attendance** tab contain either a drop-down filter or a visual representation of the worship pattern. The drop-down filters list options for changing the view based on worship patterns that may not be displayed. These options include attending more or less than half the time, having an increase or decrease in attendance, and other criteria. The **By person/week** category is the only view that has a visual representation of the worship pattern.

The worship pattern is a series of numbers that contains fifty-three digits. Each digit represents the total number of events the person attended in a given week. Fifty-three weeks are displayed because in some years, there may be an extra week depending on what day the year starts. All drop-down filters are based on this series of numbers. Various formulas are then used to determine the results of the drop-down selection.

Note

Worship patterns in reports may replace "0" with "_".

The screenshot shows the 'Attendance' tab in the software. The table displays the following columns: Name, Year, Last Worship, Worship pattern, Worship, Last Communed, and Communion pattern. The 'Worship pattern' column is highlighted with a green border. The table lists individuals such as Abbott, David L. (Dave) and Abbott, Jacob P. for various years from 2012 to 2022. The 'Worship pattern' column contains long strings of digits (0s and 1s) representing attendance over 53 weeks.

Name	Year	Last Worship	Worship pattern	Worship	Last Communed	Communion pattern
Abbott, David L. (Dave)	2022	10/2/2022	000000000000000001120000000000100011100000000000	10	9/11/2022	000000000000000010120000000
Abbott, David L. (Dave)	2020	7/5/2020	01101110111110110111011111100000000000000000000000	22	7/5/2020	01101110111110110111011111100
Abbott, David L. (Dave)	2019	12/29/2019	0011011111111110111110111011110110111011111111111	44	12/29/2019	0011011111111110111110111011
Abbott, David L. (Dave)	2018	12/30/2018	1111111111110111001111111111110001110111010111111	44	12/30/2018	11111111111110111001111111111
Abbott, David L. (Dave)	2017	12/31/2017	110111011110101110111111112111110111011101111111	46	12/31/2017	11011101111010111011111111112
Abbott, David L. (Dave)	2016	12/25/2016	1011011111111101111111111101111101101101111010	44	12/25/2016	10110111111111101111111111110
Abbott, David L. (Dave)	2015	12/27/2015	1111111111111011100111111111111100111011101111110	45	12/27/2015	11111111111110111001111111111
Abbott, David L. (Dave)	2014	12/28/2014	110111001111011101111011111111111011101110111110	43	12/28/2014	11011100111101111011111011111
Abbott, David L. (Dave)	2013	12/29/2013	11111101011110110111110111001110111111111111110	44	12/29/2013	111111010111101101111110111
Abbott, David L. (Dave)	2012	12/30/2012	11011101111011011101111111101110111111111111111	46	12/30/2012	11011101111011101110111111111
Abbott, Jacob P.	2022	10/2/2022	0000000000000000011100000000001000111000000000000	8	9/11/2022	00000000000000000000000000000
Abbott, Jacob P.	2020	7/5/2020	01101110111110110111011111110000000000000000000000	22	7/5/2020	01101110111110110111011111100
Abbott, Jacob P.	2019	12/29/2019	001101111111111011111011101110110111011111111111	44	12/29/2019	0011011111111110111110111011
Abbott, Jacob P.	2018	12/30/2018	1111111111111011100111111111111100011101101111111	45	12/30/2018	11111111111101110011111111111
Abbott, Jacob P.	2017	12/31/2017	11011101111010111011111111111110111011011111111	45	12/31/2017	0000000000000000101111111111
Abbott, Jacob P.	2016	12/25/2016	10110111111111011111111111011111011101101111010	44	12/25/2016	00000000000000000000000000000
Abbott, Jacob P.	2015	12/27/2015	11111111111110111001111111111111100111011101111110	45	12/27/2015	00000000000000000000000000000
Abbott, Jacob P.	2014	12/28/2014	1101110011110111011110111111111111011101110111110	43	12/28/2014	00000000000000000000000000000
Abbott, Jacob P.	2013	12/29/2013	1111110101111011011111100111011111111111111110	44	12/29/2013	00000000000000000000000000000
Abbott, Jacob P.	2012	12/30/2012	11011101111011011101111111011101111111111111111	46	12/30/2012	00000000000000000000000000000
Abbott, Lacey M.	2022	10/2/2022	00000000000000000111200000000001000111100000000000	10	9/11/2022	000000000000000001020000000

Adding an Event Head Count

Overview

It is not uncommon for an event to occur for which the only form of attendance that is needed is a head count. Visitors also sometimes do not provide enough information to justify creating a household and person in the Membership module. Because of this, Shepherd's Staff® has several ways to add a head count to an event batch or event record.

Adding a visitor head count to an attendance batch

In this situation, you are making an attendance batch for an event and you only want to add the head count of unknown visitors. This can be done by simply creating a batch with the **Advanced Batch Entry** and clicking the **Visitors** button on the right side of the window. If you have a batch already created, select it from the **Attendance Batch** view and click **Edit**. Select **Advanced** and then click **Visitors**.

The screenshot displays the 'Traditional Worship' attendance batch interface for Sunday, August 28, 2022. On the left, a table lists 'Possible Attendees (257)' with columns for Household and Full Name. A 'Who?' dropdown menu is set to '(everyone)'. A 'Visitors' dialog box is open in the center, featuring a table with columns for 'In Batch', 'Other', and 'Total'. The table has two rows: 'Worship' and 'Communion', each with input fields for '0' in the 'In Batch' and 'Other' columns, and a '0' in the 'Total' column. The dialog also includes 'Save' and 'Cancel' buttons and a text area for 'Visitor names, contact information, or other notes'. On the right side of the main interface, there are buttons for 'Save', 'Close', 'Note', and 'Visitors' (which is highlighted with a green box). A search section at the bottom right allows searching by 'Household' (selected) or 'Person'.

Adding a head count to a previously entered batch

When an attendance batch is posted, it creates an event record, which can be found in the **Events** tab under the **By Date** category. To access, double-click the event record and edit the non-visitor and visitor count.

Edit an event summary

Event

Date of Event

Enter the total non-visitors and visitors that attended:

Worship

Non-visitors	Visitors	Total
<input type="text" value="121"/>	<input type="text" value="21"/>	<input type="text" value="142"/>

Communion

Non-visitors	Visitors	Total
<input type="text" value="18"/>	<input type="text" value="0"/>	<input type="text" value="18"/>

Total

Non-visitors	Visitors	All	Calculate using
<input type="text" value="121"/>	<input type="text" value="21"/>	<input type="text" value="142"/>	<input type="text" value="Highest number"/>

Buttons: Save, Cancel, Note, Visitor, ?

The name and date of the event cannot be changed because there is attendance detail.

Adding an event record with only a head count

For an event in which only a head count was taken and no specific people need to be listed as attended, you can create an event record without having to create an attendance batch. To do this, go to the **Events tab**, then choose **By Date** and click **Add**. This will bring up a new window, where you can select the Event, Date, and then enter the totals for visitors and non-visitors.

- Events
- By date
- By year
- Enrollees

Search

Event (all)

Event	Date
50th Anniversary	8/28/2022
Contemporary Worship	10/2/2022
Contemporary Worship	9/25/2022
Contemporary Worship	9/18/2022
Contemporary Worship	9/11/2022
Contemporary Worship	8/14/2022
Contemporary Worship	5/29/2022
Contemporary Worship	5/22/2022
Contemporary Worship	5/15/2022
Contemporary Worship	5/8/2022
Contemporary Worship	4/17/2022
Contemporary Worship	7/12/2020
Contemporary Worship	7/5/2020
Contemporary Worship	6/28/2020
Contemporary Worship	6/21/2020
Contemporary Worship	6/14/2020
Contemporary Worship	6/7/2020
Contemporary Worship	5/31/2020
Contemporary Worship	5/24/2020
Contemporary Worship	5/17/2020
Contemporary Worship	5/10/2020
Contemporary Worship	5/3/2020
Contemporary Worship	4/26/2020

+ Add Edit Copy Delete

Add an event summary

Event

Date of Event

Save Cancel Note Visitor

47	0	47	<input checked="" type="checkbox"/>		
48	6	54	<input checked="" type="checkbox"/>		
69	0	69	<input checked="" type="checkbox"/>		
56	1	57	<input checked="" type="checkbox"/>		
70	5	75	<input checked="" type="checkbox"/>		

Events

Overview

Without event records, you cannot enter attendance. If you are using Shepherd's Staff for the first time, you will need to create at least one event record in order to enter attendance. An event record should be made for every event the church has that it wants to track attendance for. Usually this is for the various worship services and for Sunday School.

Note

It is suggested that you have an event record for each service and each Bible study or Sunday School class that you are tracking attendance for. This will allow you to better track data when generating reports. Information about Kiosks and Check-in will be covered in a separate article.

Each event record has a name, event type, description, enrollees, and special setting for a kiosk and check-in if your church uses them. Only an event name and type are required to create the event record. Enrollees are not required, but it is recommended you add them because it makes entering attendance easier.

Event Types

Event types are used when one event may have two different types of attendance being tracked. This is required for church services during which Communion participation is tracked. When attendance is entered, you have the option of marking each person as having participated in just the service or in both the service and Communion. Every event must have at least one event type selected.

Note

By default, Shepherd's Staff has event types called **Worship**, **Communion**, and **Sunday School**. You have the option of adding two additional, custom event types in the **Tools/Settings** tab under **Change attendance types**.

Key Terms

» **Event**—The name of the event that is being added or edited.

» **Description**—A brief summary of the event.

- » **Types**—A categorization used to distinguish events. Multiple types can be selected for an event and attendance can be added for each event type.

- » **Is Active?**—Only active events can have attendance added to them. Once attendance has been added to an event record, the event record cannot be deleted. It must be marked as inactive if it is no longer used.

- » **Enrollees**—People who attend an event on a regular basis. This can be used to quickly filter out people from any view in the Attendance module.

- » **Kiosk Setting**—Setting used when a kiosk is in use at the church. Kiosks allow users to enter themselves as attending an event.

- » **Check-in Setting**—Setting used when an event is set up to have people check in and to have name tags be printed for attendees. This is commonly used for Sunday School or childcare situations.

Here is how to add or edit an Event:

- 1 Open the Attendance module and select the **Events** tab, then select **Events**
- 2 Click **Add** in the command line or double click an event from the list to edit it.
- 3 Add an **Event** name and select the appropriate **Type**.
- 4 Add any Enrollees.
- 5 Click **Save**.

Attendance

Attendance Events Other Reports Tools / Settings

Events

Search and

Event	Worship	Communion	Sunday School	Other 1	Other 2	Last occurred	Enrolled	Check-In?	Active?	Note
50th Anniversary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/28/2022	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Contemporary Worship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/2/2022	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sunday School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7/5/2020	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Traditional Worship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5/1/2022	54	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

+ Add ✎ Edit 📄 Copy 🗑 Delete 📄 Export 🖨 Print ⭐ Save 4

Edit an event

Event

Description

Type(s)

- 1 - Worship
- 2 - Communion
- 3 - Sunday School
- 4 - Other 1
- 5 - Other 2

Is active?

Save

Cancel

Note

Enrollees: 0 Kiosk Settings Check-in Settings

Add

Remove

Clear All

Update

Purge

By Date

Overview

The **By date** view lists all the event records by date and displays the attendance total for each event. If you want to enter just a head count for an event, this is the place to do it. This is an efficient method if taking specific attendance is not an option; however, this data will not be reflected on the profile for any specific person. You can also edit, copy, and delete records.

Note

Event records are automatically created once a batch is posted. An event record cannot be deleted unless all related attendance records in the Attendance **Detail** view are deleted first.

Key Terms

» **Event**—A drop-down used to select the type of event a record is for.

» **Calculate using**—Changes how the totals for the event are calculated, either by using the highest number or adding the event types together. For example, in a worship service, you would use the highest number, which would be the worship event type. This is because not everyone who attended may have taken Communion.

Here is how to add or edit an event summary:

- 1 Open the Attendance module and select the **Events** tab, then select the **By date view**.
- 2 Click **Add** in the command line, or double click a record to edit it.
- 3 Select an **event** from the drop-down and select a **date**.
- 4 Enter the **Non-visitor** and **Visitor** head counts.
- 5 Click **Save**.

Attendance

Attendance Events Other Reports Tools / Settings

Events

By date

By year

Enrollees

Search and

Event (all)

Event	Date	Non-visitors	Visitors	Total	Active?	Note	Visitor info
▶ 50th Anniversary	8/28/2022	203	52	255	<input checked="" type="checkbox"/>		
Contemporary Worship	10/2/2022	121	21	142	<input checked="" type="checkbox"/>		
Contemporary Worship	9/25/2022	94	28	122	<input checked="" type="checkbox"/>		
Contemporary Worship	9/18/2022	120	33	153	<input checked="" type="checkbox"/>		
Contemporary Worship	9/11/2022	117	27	144	<input checked="" type="checkbox"/>		
Contemporary Worship	8/14/2022	27	5	32	<input checked="" type="checkbox"/>		
Contemporary Worship	5/29/2022	20	10	30	<input checked="" type="checkbox"/>		
Contemporary Worship	5/22/2022	12	2	14	<input checked="" type="checkbox"/>		
Contemporary Worship	5/15/2022	46	14	60	<input checked="" type="checkbox"/>		
Contemporary Worship	5/8/2022	202	40	242	<input checked="" type="checkbox"/>		
Contemporary Worship	4/17/2022	1	0	1	<input checked="" type="checkbox"/>		
Contemporary Worship	7/12/2020	0	1	1	<input checked="" type="checkbox"/>		
Contemporary Worship	7/5/2020	52	1	53	<input checked="" type="checkbox"/>		
Contemporary Worship	6/28/2020	53	1	54	<input checked="" type="checkbox"/>		
Contemporary Worship	6/21/2020	55	2	57	<input checked="" type="checkbox"/>		
Contemporary Worship	6/14/2020	66	4	70	<input checked="" type="checkbox"/>		
Contemporary Worship	6/7/2020	45	1	46	<input checked="" type="checkbox"/>		
Contemporary Worship	5/31/2020	77	3	80	<input checked="" type="checkbox"/>		
Contemporary Worship	5/24/2020	47	0	47	<input checked="" type="checkbox"/>		
Contemporary Worship	5/17/2020	48	6	54	<input checked="" type="checkbox"/>		
Contemporary Worship	5/10/2020	69	0	69	<input checked="" type="checkbox"/>		
Contemporary Worship	5/3/2020	56	1	57	<input checked="" type="checkbox"/>		
Contemporary Worship	4/26/2020	70	5	75	<input checked="" type="checkbox"/>		
Contemporary Worship	4/19/2020	54	0	54	<input checked="" type="checkbox"/>		

Add
 Edit
 Copy
 Delete

Export
 Print
 Save
 1348

By Year

Overview

The **By year** category is a reference-only view that displays the yearly data for each type of event. Statistics in this view are generated from the totals that are in the **By event** view. Any changes to the event records will reflect in this view. The statistics this view displays are the number of times the event occurred in a given year and the total and average attendance for both members and non-members in that year.

The view can be reached by opening the Attendance module, clicking on the **Events** tab, and clicking on the **By year** category.

The screenshot shows the 'Attendance' module interface with the 'Events' tab selected. The 'By year' category is active. The table displays the following data:

Event	Year	Times	Last	Total	Average	Median	Non-visitors	Average	Median	Visitors	Average	Median	Active?
50th Anniversary	2022	1	8/28/2022	255	255	255	203	203	203	52	52	52	<input checked="" type="checkbox"/>
Contemporary Worship	2022	10	10/2/2022	940	94	91	760	76	70	180	18	18	<input checked="" type="checkbox"/>
Contemporary Worship	2020	28	7/12/2020	1575	56	53	1518	54	52	57	2	1	<input checked="" type="checkbox"/>
Contemporary Worship	2019	52	12/29/2019	3028	58	57	2898	55	54	130	2	2	<input checked="" type="checkbox"/>
Contemporary Worship	2018	52	12/30/2018	2983	57	54	2890	55	53	93	1	0	<input checked="" type="checkbox"/>
Contemporary Worship	2017	53	12/31/2017	3037	57	53	2921	55	51	116	2	1	<input checked="" type="checkbox"/>
Contemporary Worship	2016	52	12/25/2016	2929	56	54	2831	54	52	98	1	0	<input checked="" type="checkbox"/>
Contemporary Worship	2015	52	12/27/2015	2935	56	54	2849	54	53	86	1	0	<input checked="" type="checkbox"/>
Contemporary Worship	2014	52	12/28/2014	2970	57	52	2848	54	52	122	2	2	<input checked="" type="checkbox"/>
Contemporary Worship	2013	52	12/29/2013	2936	56	54	2845	54	53	96	1	0	<input checked="" type="checkbox"/>
Contemporary Worship	2012	53	12/30/2012	3003	56	51	2907	54	51	96	1	0	<input checked="" type="checkbox"/>
Sunday School	2022	4	10/2/2022	243	60	68	243	60	68	0	0	0	<input checked="" type="checkbox"/>
Sunday School	2020	27	7/5/2020	697	25	26	697	25	26	0	0	0	<input checked="" type="checkbox"/>
Sunday School	2019	52	12/29/2019	1293	24	25	1293	24	25	0	0	0	<input checked="" type="checkbox"/>
Sunday School	2018	52	12/30/2018	1297	24	25	1297	24	25	0	0	0	<input checked="" type="checkbox"/>
Sunday School	2017	53	12/31/2017	1315	24	24	1315	24	24	0	0	0	<input checked="" type="checkbox"/>
Sunday School	2016	52	12/25/2016	1313	25	25	1313	25	25	0	0	0	<input checked="" type="checkbox"/>
Sunday School	2015	52	12/27/2015	1285	24	25	1285	24	25	0	0	0	<input checked="" type="checkbox"/>
Sunday School	2014	52	12/28/2014	1237	23	23	1237	23	23	0	0	0	<input checked="" type="checkbox"/>
Sunday School	2013	52	12/29/2013	1348	25	26	1348	25	26	0	0	0	<input checked="" type="checkbox"/>
Sunday School	2012	53	12/30/2012	1358	25	25	1358	25	25	0	0	0	<input checked="" type="checkbox"/>
Traditional Worship	2022	1	5/1/2022	209	209	209	168	168	168	41	41	41	<input checked="" type="checkbox"/>
Traditional Worship	2020	27	7/5/2020	1514	56	52	1390	51	50	124	4	4	<input checked="" type="checkbox"/>
Traditional Worship	2019	52	12/29/2019	2951	56	54	2664	51	50	287	5	5	<input checked="" type="checkbox"/>
Traditional Worship	2018	52	12/30/2018	2821	54	50	2613	50	48	208	4	0	<input checked="" type="checkbox"/>

Enrollees

Overview

Enrollees are people who attend an event the most often. While optional, it is recommended that you update and use a list of enrollees. In every view, enrollees can be selected from a filter drop-down and used to display data for those most likely to attend an event. The enrollee list can also be used to narrow down [reports](#) and [subgroups](#).

The list of enrollees can be added to or updated at any time. When you first create an event, you will only have the option to add enrollees manually by clicking the **Add** button. If you [edit the event](#), you will have the option to add enrollees manually or to automatically **Update** the list. **Update** will look through the attendance records for the past thirty days and will add anyone who has attended the event twice in that time frame. To remove enrollees, click the person's name and click **Remove** or use **Purge**. Purge will automatically remove people who have not attended the event in the past 120 days.

Key Terms

- » **Add**—Adds people to the list of enrollees.
- » **Remove**—Removes selected people from the list of enrollees.
- » **Clear All**—Removes all people from the list of enrollees.
- » **Update**—Adds people who have attended the event twice in the past thirty days.
- » **Purge**—Removes people who have not attended the event in the past 120 days.

Here is how to use the Enrollees view:

- 1 Open the Attendance module and select the **Events** tab, then select the **Enrollees view**.
- 2 Select a row for the event for which you want to add or remove enrollees.
- 3 Click **Change** below the grid or double click the event name.
- 4 Click **Add** or **Update**.

- 5 Clicking **Add** will bring up a view similar to the Advanced Batch Entry with two columns. Select the people from the list of possible attendees (left side) and click **Add** to add them to the list of selected enrollees (right side). Use the **Ctrl** key on your keyboard to select multiple people at once. When you are finished, click **Continue**.
- 6 Clicking **Update** will display a description of who will be added to the enrollee list. After confirming the list of enrollees, click **Continue**.
- 7 To clean up the list of attendees, select people from the list and click **Remove**. Alternatively, you can select **Purge** to automatically delete people.
- 8 When you are done making changes to the event, click **Save**.

The screenshot shows the 'Attendance' software interface. The main window displays a list of attendees for a 'Traditional Worship' event. The interface includes a search bar, filters for 'Event' and 'Who', and a table with columns for 'Event', 'Enrollee', 'Last attended', 'Member?', 'Participation', and 'Removed?'. The table lists 25 attendees, with the first one highlighted in blue and the one for 'Barber, Diedre W.' highlighted in light blue. The bottom right corner shows a 'Change' button and icons for 'Subgroup', 'Export', 'Print', and 'Save', along with a count of 255.

Event	Enrollee	Last attended	Member?	Participation	Removed?
Traditional Worship	Abbott, David L. (Dave)	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	Abbott, Jacob P.	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	Abbott, Lacey M.	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	Abbott, Susanne A. (Sue)	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	Alexander, David	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	Alexander, Jeffrey D.	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	Alexander, Natalie D.	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	Alexander, Shirley J.	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	ALLENS, Clark		<input type="checkbox"/>	Visitor	<input type="checkbox"/>
Traditional Worship	ALLENS, Julie		<input type="checkbox"/>	Visitor	<input type="checkbox"/>
Traditional Worship	ALLENS, Matthew		<input type="checkbox"/>	Visitor	<input type="checkbox"/>
Traditional Worship	Barber, Diedre W.	5/1/2022	<input type="checkbox"/>	Visitor	<input checked="" type="checkbox"/>
Traditional Worship	Baxter, Allison (Allie)	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	Baxter, Sally L.	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	Beaubien, Ellen	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	Beaubien, James T.	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	Belton, Darin P.	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	Belton, Kira L.	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	Belton, Lena H.	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	Belton, Troy J.	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	Benedict, Timothy R. (Tim)	5/1/2022	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Traditional Worship	Billings, Julie A.		<input checked="" type="checkbox"/>	Inactive	<input type="checkbox"/>
Traditional Worship	Bowen, Claire	5/1/2022	<input type="checkbox"/>	Visitor	<input type="checkbox"/>
Traditional Worship	Bowen, Rick	5/1/2022	<input type="checkbox"/>	Visitor	<input type="checkbox"/>

Edit an event

Event

Traditional Worship

Description

8:00 AM to 9:00 AM

Type(s)

- 1 - Worship
- 2 - Communion
- 3 - Sunday School
- 4 - Other 1
- 5 - Other 2

Is active?

Save

Cancel

Note



Enrollees: 255

Kiosk Settings

Check-in Settings

Add

Remove

Clear All

Update

Purge

Abbott, David Lawrence (Dave)
 Abbott, Jacob Philip
 Abbott, Lacey Marie
 Abbott, Susanne Alice (Sue)
 Alexander, David
 Alexander, Jeffrey D
 Alexander, Natalie D
 Alexander, Shirley J
 ALLENS, Clark
 ALLENS, Julie
 ALLENS, Matthew
 Barber, Diedre W
 Baxter, Allison (Allie)
 Baxter, Sally L.
 Beaubien, Ellen
 Beaubien, James T
 Belton, Darin Peter
 Belton, Kira Lynn
 Belton, Lena Helen

Belton, Troy James
 Benedict, Timothy Ronald (Tim)
 Billings, Julie A.
 Bowen, Claire
 Bowen, Rick
 Brown, Howard Raymond
 Callaway, Brian Patrick
 Callaway, Charlotte Grace
 Callaway, Kelly Nicole
 Callaway, Robert William (Rob)
 Callaway, Ruth Elizabeth
 Carroll, Carmen Janice
 Carter, Brandon James
 Carter, Leon
 Carter, Michelle Renee
 Carter, Teresa Wanda
 Chung, Brian H.
 Chung, Lina Caroline
 Chung, Molly

Clayton, Benjamin Joseph (Ben)
 Clayton, George Frank
 Clayton, Glenn Gerald
 Clayton, Janet Twila (Jan)
 Clayton, Melissa N.
 Collins, Bryan Michael
 Collins, Erin Tiffany
 Collins, James Andrew
 Collins, Kellie Leah
 Cook, Brianna Lee
 Cook, Stanley Jeffrey (Stan)
 Cook, Theresa (Terri)
 Cook, Tiffany Michelle (Tiff)
 Culbertson, Brian Philip
 Culbertson, Frank L.
 Culbertson, Heidi
 Dean, Arthur Nathaniel (Art)
 Dean, Virginia Florence
 Dowling, Arlene Kimberly



Reports Overview

Built-in Reports

In the past, Shepherd's Staff offered dozens of reports, but many simply pulled data from a view. Now, to simplify processes, the software contains a smaller number of reports that can be used to display data in different ways. Each report has options to narrow down the results by selecting subgroups, searching by various criteria, and setting a time frame.

Many reports have options to change formatting. In some cases, this changes not only how the data is presented but also what data is shown. In addition, fonts and scaling can be changed to make it easier to read the report. The report name can also be changed if you are using a saved report with a custom name; you can do this by checking the **Use as the report title** check box.

Note

Changing the font and scaling may result in data being cut off and not displaying correctly. If you are seeing data shown as #####, set the font and scaling to default. If you are still seeing #####, the value is too large for the field.

Saving Views as Reports

Every view can now be made into a report and saved for future use. You can do this by using the filters and searches, clicking **Print** in the command line, and choosing a **Group by** option. This gives you ultimate flexibility and freedom to create reports.

Note

Saving a view keeps all filters, searches, and sort orders. You may have to change some of these settings when printing a report. You can also create a dynamic subgroup that will update automatically.

Saving Reports

Because reports and views require some setting up, it is suggested you save the event you are creating a report from if you are going to use the report again in the future. You can do this by clicking **Save** in the command line. This adds the report to your favorites panel, where it can be given a unique name and used again in the future. If the report is saved from a view, it will appear under **My views**. The view will retain all

searches, filters, and sort orders. If you save a report from the Reports tab, it will appear under **My reports** and will save all settings in the report.

The screenshot shows the 'Attendance Behavior' report configuration window. The interface is divided into several sections:

- Navigation:** 'Attendance', 'Events', 'Other Reports', and 'Tools / Settings' tabs are visible at the top.
- Reports List (Left Sidebar):**
 - Attendance Behavior (selected)
 - Attendance by Event
 - Attendance Comparison
 - Attendance Roster
 - Event Summary
 - Go to the Dashboard
 - Go to mailing labels
 - Go to mail merge
 - Go to the Report writer
- Views List (Left Sidebar):**
 - Attendance detail
 - Attendance by person: By event
 - Attendance by person: By type
 - Attendance by person: Weekly pattern
 - Attendance by person: By year
 - Attendance by year
 - Event list
 - Event enrollees
 - Event summary by date
 - Event summary by year
- Main Configuration Area:**
 - Who:** (everyone except removed)
 - Behavior:** (any)
 - Between:** 7/26/2022 and 10/24/2022
 - Search by:** Types (selected), Events
 - Search criteria:** Worship, Communion, Sunday School, Other 1, Other 2
 - Sort / group by:** Person
 - Include:** Current address, Phone and e-mail, Birth, age and sex, Family information, Member information, Visit information, Event details
 - Font:** (Default)
 - Scale:** 0
- Bottom Toolbar:** Subgroup, Print, Save, and a 'Use as the report title' checkbox.

Attendance Behavior

Overview

The Attendance Behavior report displays a variety of attendance information for people in your church. The report can be created for members, **enrollees**, and any **subgroup**. In addition, you can search for a specific **event or event type**. In addition to the total number of events attended in the date range, it will also display the last attended event.

Note

This report replaces the Absentee, Attendance Follow Up, and Perfect/Missed Attendance reports in older versions of Shepherd's Staff®.

Key Parts

- » **Who**—A list of various groups of people, including members, enrollees, and people from a subgroup or list.
- » **Behavior**—A group of options for various attendance behaviors like perfect attendance and no attendance.
- » **Search by**—Has two options that allow you to search by **event type or by specific events**.
- » **Sort/group by**—Allows you to select what you want the list of people to be sorted by.
- » **Include**—Adds an assortment of information from each person's profile.

How to Generate an Attendance Behavior Report

- 1 Open the Attendance module and select the **Reports tab**, then select **Attendance Behavior** from the list of reports.
- 2 Select an option from the **Who** drop-down.
- 3 Select a specific **Behavior**. By default, **Any** is selected.
- 4 Pick a date range.

- 5 Select either a **Type** or an **Event** by clicking the radial buttons and selecting the options that apply.
- 6 Pick a **Sort/group by** option.
- 7 Use the check boxes to add any other information you wish to include.
- 8 Click **Print**.

Attendance Behavior Use as the report title

Who
 (everyone except removed) Behavior (any)

Between
 7/26/2022 and 10/24/2022

Search by Types Events

Worship
 Communion
 Sunday School
 Other 1
 Other 2

Sort / group by
 Person

Include

<input type="checkbox"/> Current address	<input type="checkbox"/> Member information
<input type="checkbox"/> Phone and e-mail	<input type="checkbox"/> Visit information
<input type="checkbox"/> Birth, age and sex	<input type="checkbox"/> Event details
<input type="checkbox"/> Family information	

Font: (Default) Scale: 0

Subgroup Print Save

Attendance by Event Report

Overview

The Attendance by Event report displays a variety of statistics that break down the attendance of events. This is one of the few reports in which the print preview can be drilled down to display additional information. For example, if you generate the report grouping by event, you can then click on an event name and get a list of everyone who attended that event during the time frame you chose. This allows the report to be flexible, and you can use it to generate multiple reports.

Key Parts

- » **Who**—Contains a list of various groups of people, including members, **enrollees**, and people from a **subgroup** or list.
- » **Attendance**—Allows you to choose a date range to pull attendance data from.
- » **Search by**—Has two options that allow you to search by **event type** or **by specific events**.
- » **Sort/group by**—Allows you to select how you want the list of people to be sorted.
- » **Include**—Adds to the report an assortment of information from the person profile.

Here is how to generate an Attendance by Event Report:

1. Open the Attendance module and select the **Reports tab**, then select **Attendance by Event** from the list of reports.
2. Select an option from the **Who** drop-down.
3. Pick a date range.
4. Select either a **Type** or an **Event** by clicking the radial buttons and selecting the options that apply.
5. Pick a **Sort/group by** option.
6. Use the check boxes to add any other information you wish to include.
7. Click **Print**.

8. In the print preview, you can double click a data type, and the report will drill down to display additional information.

The screenshot shows a software interface for configuring an 'Attendance by Event' report. The window title is 'Attendance'. The top navigation bar includes 'Attendance', 'Events', 'Other Reports', and 'Tools / Settings'. On the left, there are two panels: 'Reports' and 'Views'. The 'Reports' panel lists 'Attendance Behavior', 'Attendance by Event' (highlighted), 'Attendance Comparison', 'Attendance Roster', and 'Event Summary'. Below these are links: 'Go to the Dashboard', 'Go to mailing labels', 'Go to mail merge', and 'Go to the Report writer'. The 'Views' panel lists: 'Attendance detail', 'Attendance by person: By event', 'Attendance by person: By type', 'Attendance by person: Weekly pattern', 'Attendance by person: By year', 'Attendance by year', 'Event list', 'Event enrollees', 'Event summary by date', and 'Event summary by year'. The main area is titled 'Attendance by Event' and includes a checkbox 'Use as the report title'. It features several configuration sections: 'Who' (dropdown: '(everyone except removed)'), 'Attendance from' (date range: 7/26/2022 to 10/24/2022), 'Search by' (radio buttons for 'Types' and 'Events'), a list of event types with checkboxes (Worship, Communion, Sunday School, Other 1, Other 2), 'Sort / group by' (dropdown: 'Event'), and an 'Include' section with checkboxes for 'Current address', 'Phone and e-mail', 'Birth, age and sex', 'Family information', 'Member information', and 'Events that did not occur'. At the bottom, there are 'Font' (dropdown: '(Default)') and 'Scale' (dropdown: '0') settings, along with 'Print' and 'Save' buttons.

Attendance Comparison

Overview

The Attendance Comparison report displays the total number of attendees for events over the course of one or multiple years for a set period of time. Like other reports, this report can be tailored to a specific group of people or event.

Unlike other reports, this one has two layouts. The layout affects not only how the page is printed out but also how the data is laid out on the page. If **Horizontal** is selected, data is displayed by event and event type. The total is broken down by the time period you choose, and only the total for the time period is listed. If **Vertical** is selected, the data is separated by time period and year, with each column being a different event type. This layout also includes the average attendance per event and the average attendance per year.

Key Parts

- » **Who**—Contains a list of various groups of people, including members, **enrollees**, and people from a **subgroup** or list.
- » **Year**—Determines the start and end year you want data to be displayed for.
- » **Period**—Determines the length of time you want data to be grouped by (weekly, monthly, quarterly, or yearly).
- » **Search by**—Has two options that allow you to search by **event type** or **by specific events**.
- » **Layout**—Changes the layout of the data on the page and what information is available in the report.

Here is how to generate an Attendance Comparison Report:

1. Open the Attendance module and select the **Reports** tab, then select **Attendance Comparison** from the list of reports.
2. Select an option from the **Who** drop-down.
3. Select a **Period**.

4. Pick a date range.

5. Select either a **Type** or an **Event** by clicking the radial buttons and selecting the options that apply.

6. Pick a **Layout**.

7. Click **Print**.

The screenshot shows a web application window titled "Attendance" with a navigation menu at the top containing "1 - Attendance", "2 - Events", "3 - Other Reports", and "4 - Tools / Settings". The "3 - Other Reports" tab is active, displaying a sidebar with "Reports" and "Views" sections. The "Attendance Comparison" report is selected in the sidebar. The main content area is titled "Attendance Comparison" and includes a checkbox "Use as the report title". Below this, there are configuration options: "Who" (set to "All attendees"), "Period" (set to "Weekly"), and "Year" (set to "2018" to "2022"). A "Search by" section has radio buttons for "Types" (selected) and "Events". Under "Types", there are checkboxes for "Worship", "Communion", "Sunday School", "Other 1", and "Other 2", all of which are checked. A "Layout" section has radio buttons for "Across the page" (selected) and "Down the page". At the bottom, there are "Font" (set to "Default") and "Scale" (set to "0") dropdown menus, along with "Print" and "Save" buttons.

Attendance Roster

Overview

Attendance Rosters are used to easily and quickly take attendance at events. In Shepherd's Staff®, the attendance rosters are designed to be flexible and usable for any event. There are three different types of rosters. **Sunday School** rosters can be formatted in various ways so that each teacher can have a different version. **Generic rosters** can be used in any situation but do not have any special format options. Lastly, a **blank roster** can be printed with only dates filled in; you will need to enter names and other information. Each roster can have a set start date and then be automatically incremented by a set time. The report will list a maximum of seventeen dates. In addition, rosters can include additional information, like birthdays and contact information.


Key Parts

- » **Who**—Contains a list of various groups of people, including members, **enrollees**, and people from a **subgroup** or list.
- » **Type of Roster**—Determines the type of roster that is generated: Sunday School, Generic, or Blank form.
- » **Increment by**—Controls the dates that are shown on the roster. This can be set to weekly, daily, or biweekly.
- » **Format**—Specific to Sunday School rosters. These options format the list in different ways depending on if each class needs a roster or only one master roster is needed.
- » **Include**—Lists additional information that can be added to the rosters, like spaces for visitors, and birthdays. If Birthdays are included, the birth dates that fall within the months the report covers, will be **bold** with asterisks (as shown below)

10/24/2022
11:11 am

Christ Community Church
Attendance Roster


D00 Preschool 0



Name	Birthday	Oct 2	Oct 9	Oct 16	Oct 23	Oct 30	Nov 6	Nov 13	Nov 20	Nov 27	Dec 4	Dec 11	Dec 18	Dec 25	Jan 1	Jan 8	Jan 15	Jan 22
Abbott, Jacob	Mar 16	X																
Holdren, Hattie	Jul 14	X																
Hung, Lily	*Oct 16	X																

Visitors

Count: 3



1.																		
2.																		
3.																		
4.																		
5.																		
6.																		
7.																		
8.																		
9.																		
10.																		

Here is how to generate an Attendance Roster Report:

1. Open the Attendance module and select the **Reports** tab, then select **Attendance Roster** from the list of reports.
2. Select an option from the **Who** drop-down.
3. Choose the **Type of roster** you want to print.
4. Pick a **Start date** and an option under **Increment by**.
5. Select a **Format** from the drop-down (for Sunday School rosters only).
6. Use the check boxes to add any other information you wish to include (for Sunday School and Generic rosters only).
7. Add any additional notes (for Sunday School and Generic rosters only).
8. Click **Print**.

Attendance

1 - Attendance 2 - Events 3 - Other Reports 4 - Tools / Settings

Attendance Roster Use as the report title

Who
Everyone in Sunday School

Type of roster
Sunday School

Start date
10/2/2022

Increment by
Week

Teacher / leader

Format
Group by class

Notes

Include

- Blanks for visitor names
- Birth month and day
- First, M.I., preferred
- Phone and e-mail
- Subgroup or list name
- Those not assigned a grade

Views

- Attendance detail
- Attendance by person: By event
- Attendance by person: By type
- Attendance by person: Weekly pattern
- Attendance by person: By year
- Attendance by year
- Event list
- Event enrollees
- Event summary by date
- Event summary by year

Font: (Default) Scale: 0

Print Save

Event Summary

Overview

The **Event Summary** report is the perfect way to print off a summary of any number of events from a certain time period. This will quickly display the attendance, date, and other statistics of events. Like in other reports, you can choose whether to search by event type or by specific events, and you can include notes that will appear in the **Event Record**.

Key Terms

- » **Who**—A list of various groups of people, including members, **enrollees**, and people from a **subgroup** or list.
- » **Events from**—The date range you want the report to display events from.
- » **Search by**—Has two options that allow you to search by **event type** or **by specific events**.
- » **Include**—Options to include event and visitor notes.

Here is how to generate an Event Summary report:

- 1 Open the Attendance module and select the **Reports tab**, then select **Event Summary** from the list of reports.
- 2 Select a date range using the **Event Summary** options.
- 3 Select either a **Type** or an **Event** by clicking the radial buttons, and select the options that apply.
- 4 Use the check boxes to **include** any other information.
- 5 Click **Print**.

Attendance

1 - Attendance 2 - Events 3 - Other Reports 4 - Tools / Settings

Reports

- Attendance Behavior
- Attendance by Event
- Attendance Comparison
- Attendance Roster
- Event Summary**

→ Go to the Dashboard
→ Go to mailing labels
→ Go to mail merge
→ Go to the Report writer

Views

- Attendance detail
- Attendance by person: By event
- Attendance by person: By type
- Attendance by person: Weekly pattern
- Attendance by person: By year
- Attendance by year
- Event list
- Event enrollees
- Event summary by date
- Event summary by year

Event Summary

Use as the report title

Events from 7/26/2022 to 10/24/2022

Search by Types Events

- Worship
- Communion
- Sunday School
- Other 1
- Other 2

Include

- Event notes
- Visitor notes

Font (Default) Scale 0

Print Save

Define a "Visitor"

Overview

This utility allows you to set various Participation types that, when selected, will automatically mark any non-member as a visitor. These Participation types are most likely entered in the participation field of the person's profile in the Membership module. As of right now, the list of Participation options that are available cannot be changed or added to.

Here is how to define a visitor:

- 1 Review your membership data to determine what selections will work best for your church.
- 2 Open the **Attendance module** and select the **Tools/Settings tab**.
- 3 **Check** the box next to **Define a "visitor"**.
- 4 Check the boxes for the definitions you are using in your membership data.
- 5 Click **Save**.

<input checked="" type="checkbox"/> Define a "visitor"	<input type="checkbox"/> Constituent	<input type="button" value="Save"/>
When posting attendance, a "visitor" is any non-member with a Participation of one of the following:	<input checked="" type="checkbox"/> Friend	
	<input checked="" type="checkbox"/> Guest	
	<input type="checkbox"/> Preparatory	
	<input checked="" type="checkbox"/> Prospect	
	<input checked="" type="checkbox"/> Visitor	

Other Setting

Overview

This section contains only one option, which controls whether to allow attendance batches to be automatically created when offering batches are posted. Checking the box will cause these attendance batches to be automatically created. Unchecking the box will prevent them being created.

This setting may be useful depending on the process you use when entering attendance and offerings. If you usually enter offerings first, you can check the box, and an attendance batch will automatically be created containing all people who were included in the offering batch. This can save time for your church office.

Here is how to use the Other settings feature:

- 1 Open the **Attendance module** and select the **Tools/Settings tab**.
- 2 **Check** the box next to **Other settings**.
- 3 Use the **check box** to select whether to create attendance batches when posting offering batches.



Other settings

Create attendance batches when posting offering batches

Save

Combine Attendance for Two People

Overview

The Combine Attendance utility combines the attendance data of two people. This utility is helpful when you have two person records for the same person and both have attendance linked to them. After the utility is run, all attendance records and notes for those two people will be combined into one person.

All records for the two people are merged together. If both people are marked as attending the same event, the person being merged will simply be removed from the event. All notes will be merged as well.

Info

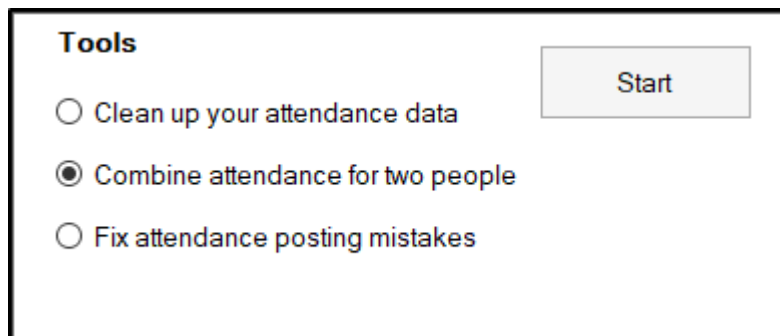
An alternative to this utility is the Combine People utility in the Membership module. This utility combines all membership, attendance, and contribution data and removes the person who was duplicated.

Warning

It is recommended that you perform a **backup** before using this utility. Once this utility is run, there is no way to recover the information without restoring a backup.

Here is how to combine the attendance of two people:

- 1 Back up your database.
- 2 Open **Attendance** and select the **Tools/Settings**
- 3 In the **Tools** section, select **Combine attendance for two people**.



Tools

Clean up your attendance data

Combine attendance for two people

Fix attendance posting mistakes

Start

- 1 Click **Start**.

- 2 Follow the directions in the window that appears. Select a **person to merge** in the first drop-down and select the **original person** in the second drop-down.
- 3 Click **Continue**.

Combine attendance for 2 people

This utility is used to move the attendance of one person to a second person combining, the records with any existing attendance for that second person.

1. Step 1: Select the person whose Attendance records you wish to move to someone else.

2. Step 2: Select the person who is supposed to have these Attendance records.

3. Step 3: Click 'Continue' to move the attendance from the first person to the second person, combining that attendance with any existing records for the second person.

Continue

Cancel

?

Change Attendance Types

Overview

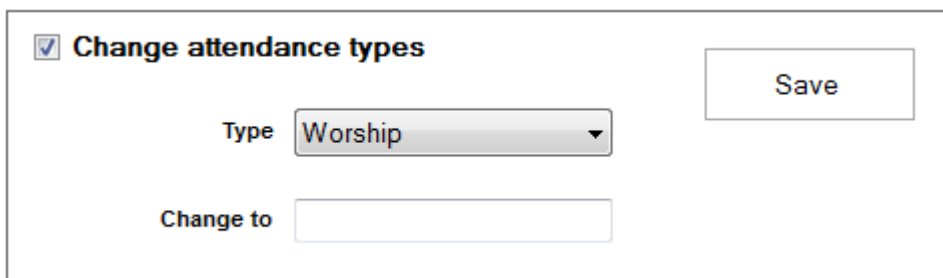
Attendance types allow you to categorize events, which is important for keeping attendance organized. Shepherd's Staff® has three default attendance types available: Worship, Communion, and Sunday School. In addition, you can add two custom attendance types using the **Change Attendance Types** utility in the **Tools/Settings** tab.

Note

The names of all attendance types can be changed at any time using this utility. After you change an attendance type's name, you will need to close and reopen the Attendance module for the data grids to display the new name.

Here is how to change the name of an attendance type:

- 1 When the **Attendance** module is open, select **Tools/Settings**.
- 2 **Check** the box next to the **Change attendance types** option
- 3 Use the drop-down menu to select the attendance **Type** you want to rename.
- 4 Enter the new name in the **Change to**
- 5 Click **Save**.
- 6 **Close** and **reopen** the Attendance module.



The screenshot shows a utility window titled "Change attendance types" with a checked checkbox. It contains a "Type" dropdown menu currently set to "Worship", a "Change to" text input field, and a "Save" button.

Clean up Attendance Data

Overview

Over time, Shepherd's Staff® can build up a large amount of attendance data. Some of this data may not be needed anymore and will ultimately slow down the software. Because of this, a utility is included that will remove all attendance detail records that are more than ten years old. Information in the **Attendance by person/year**, **Attendance by year**, **Event by date**, and **Event by year** views will be retained, allowing you to see totals but not to see who specifically attended those events.

Warning

It is **HIGHLY** recommended that you perform a backup before using this utility. Once this utility has been run, there is no way to recover the information without restoring a backup.

Here is how to clean up your attendance data:

- 1 Back up your database!
- 2 Open the **Attendance** module and select the **Tools/Settings** tab.
- 3 Under the **Tools** section, select **Clean up your attendance data**.
- 4 Click **Start**.
- 5 **Check the box** to confirm the removal of the records.
- 6 Click **Continue**.

Clean up records

This utility lets you remove individual attendance detail that is over 10 years old.

Event totals by date, personal totals by year, and church-wide yearly totals will NOT be affected.

It is HIGHLY RECOMMENDED that you perform a backup before running this utility.

Mark the checkbox and click "Continue" to permanently delete old attendance detail records.

Delete all attendance detail records before 10/24/2012 (4,641 records)?

Continue

Cancel



Fix Attendance Posting Mistake

Overview

Once a batch is posted, there are limited options available for editing the batch. Attendance records can be added or removed manually, but there is no way to change the event, date, or type. To change the event, date, or type, you will need to use the Fix Attendance Posting Mistakes utility. If you created the event and attendance records manually, they will not show up in this utility.

This utility allows you to select a batch that was previously entered and change the date, event, or type. This will also change all attendance and event records associated with that batch and then update all grids.

Note

After the utility has been run, some views may not update fully until you close and reopen the Attendance module.

Here is how to fix an attendance posting mistake:

- 1 Open **Attendance** and select the **Tools/Settings** tab.
- 2 Select **Fix attendance posting mistakes** under **Tools**
- 3 Click **Start**.
- 4 Select the **Batch** you wish to change, and click **Continue**.
- 5 Make the desired changes to the batch by selecting the **check box** next to the option and selecting a new **date, event, or type**.
- 6 Click **Save**.

Fix attendance posting mistakes

Select the posted batch with the incorrect date or event from within the last two years and then click "Continue."

	Date	Event	EnteredBy	PostedBy	Count
▶	10/2/2022	Contemporary Worship	SYSADMIN	SYSADMIN	142
	10/2/2022	Sunday School	SYSADMIN	SYSADMIN	38
	9/25/2022	Contemporary Worship	SYSADMIN	SYSADMIN	122
	9/18/2022	Contemporary Worship	SYSADMIN	SYSADMIN	153
	9/18/2022	Sunday School	SYSADMIN	SYSADMIN	70
	9/11/2022	Contemporary Worship	SYSADMIN	SYSADMIN	144
	9/4/2022	Sunday School	SYSADMIN	SYSADMIN	70
	8/28/2022	50th Anniversary	SYSADMIN	SYSADMIN	320
	8/28/2022	Sunday School	SYSADMIN	SYSADMIN	320
	8/14/2022	Contemporary Worship	SYSADMIN	SYSADMIN	29
	5/29/2022	Contemporary Worship	SYSADMIN	SYSADMIN	28
	5/22/2022	Contemporary Worship	SYSADMIN	SYSADMIN	7
	5/22/2022	Contemporary Worship	SYSADMIN	SYSADMIN	7
	5/15/2022	Contemporary Worship	SYSADMIN	SYSADMIN	51

Continue

Cancel



Export


Accessing WebTools


Overview


Every Shepherd's Staff® customer who has an **active support contract** has the option of accessing their own secure WebTools site. The data kept in WebTools is safe, and only those individuals with a login to your Shepherd's Staff database can access your WebTools site. Keep your WebTools URL handy because the only way to get it is by logging into Shepherd's Staff. You can always copy and paste the URL into an email and send it to a church staff member so they can use WebTools.

All users who have a username for your Shepherd's Staff database will use their same username and password to log into WebTools. Security settings will carry over from Shepherd's Staff to WebTools. If a user only has access to enter offerings in Shepherd's Staff, they will only be able to access the offering portion of WebTools.

You can find the link to your WebTools site by going to either of the following places:

- » Click on the WebTools Sync button () in the Main Menu of Shepherd's Staff.
- » In the main menu of Shepherd's Staff, click on Tools>WebTools Sync.
- » In either case, from the WebTools manager box, click the link to open WebTools.

 Sync


 Tools

Register

Synchronize your database with WebTools

Your WebTools link



 Sync

Support status: Active

Support end date: 12/31/2022



Christ Community Church

Please enter your user ID and password.

User ID:

Password:

Sign In

Support expiration: 12/31/2025

[Need help? Contact us.](#)

Entering Attendance in Webtools

Overview

Entering attendance in WebTools is easy and simple. It allows you or volunteers to enter attendance from home if you do not have the ability to enter it from the church office. The attendance batches in WebTools are a simplified form of the attendance batches in Shepherd's Staff®. There is no way to add guests in WebTools (you can list them in the notes), and WebTools automatically assumes that members who are confirmed take Communion.

People can be added both individually and as families to make things easy and quick. In addition, you can sort everyone into categories by clicking the tabs under the search bar. The categories available are Members, **Enrollees**, and Non-members.

Key Parts

- » **Search**—This can be used to quickly find an individual or household. You can search for a full name or just part of a name.
- » **People tabs**—Under the search bar, you will find several tabs that allow you to sort the list of people to easily find individuals.
- » **Adding people**—The first row of each household will have two icons. The icon on the left will add the entire family. The icon on the right will add only a single person. You can add people to the list by clicking either icon.
- » **People attended**—A list of people who attended the event will start to form at the bottom of the page. This will display everyone who was marked as attended.
- » **Communion**—If the event has Communion, WebTools will by default mark all people as having participated in Communion. To change this, you will need to edit the row by clicking the pen icon next to each person's name and clicking the Communion check box.

Here is how to create an attendance batch:

- 1 Log into WebTools.

- 2 Click the **Attendance Batches** tab.
- 3 Click **Add a Batch**.
- 4 Select a **date** and an **event**, and click **Continue**.
- 5 Click the **purple icons** to add people to the batch.
- 6 When you are finished, click **Save Batch**.
- 7 Go back to the main Attendance Batches tab, and click the **status** of the new batch. Changing the status from “In process” to “Ready” will allow you to import the batch into Shepherd's Staff.

The screenshot shows the 'Attendance Batch Entry' web application. The page title is 'Attendance Batch Entry' and the location is 'Christ Community Church, St. Louis MO'. The event is 'Bible Study' and the date is '9/4/2022'. There are two people added to the batch. The interface includes a search bar, a 'Show Notes' button, and a table of people. The table has columns for Family, Person, Sex, Seq., SS Grade, and V. The first two rows are highlighted in grey, and the last two rows have a red circle icon in the V column.

Event: Bible Study Date: 9/4/2022 People: 2 **Save Batch**

Type a name and hit enter... **Show Notes**

All Members Enrollees Non-members Entry Order **Sunday School Grade** D00 Preschool 0

Family	Person	Sex	Seq.	SS Grade	V
Holdren	Holdren, Hattie Marie	F	C	D00 Preschool 0	<input type="checkbox"/>
Hung	Hung, Lilian (Lily)	F	C	D00 Preschool 0	<input type="checkbox"/>

Type a name and hit enter... **Show Notes**

Family	Name	Sex	Seq.	SS Grade	V
Chung	Chung, Lina Caroline	F	C	D00 Preschool 0	<input type="checkbox"/>
Robinson	Robinson, Nyla Penny	F	C	D00 Preschool 0	<input type="checkbox"/>

Save Batch People: 2

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Edit a Batch in Webtools

Overview

You can edit an attendance batch in WebTools any time before it has been imported into Shepherd's Staff®. After it has been imported, the batch will need to be edited in Shepherd's Staff.

While editing a batch in WebTools, you can change the date of the batch, and you can delete and edit rows just like you can in Shepherd's Staff. In addition, you can always import the batch into Shepherd's Staff and edit it that way.

Key Parts

» **Edit**—You can edit a line in the batch by clicking the pen icon on the row you wish to edit. This will allow you to change the person's participation in Communion or their worship attendance. Afterward, be sure to click the **Save Batch** button to save your changes.

» **Delete**—On the far right side of each row, you will see a red icon. Clicking this will remove a person from the attended list.

Here is how to edit a batch:

- 1 Log into WebTools.
- 2 Go to the **Attendance Batches**
- 3 Click **Open** for the batch you wish to edit. This will open the same view as if you were starting a new batch, but it will include all the previously entered data.
- 4 Below the list of people who can be added, you will see a list of people already added to the batch. You can edit anyone by clicking the **pen icon** on the left side of their row.
- 5 WebTools will automatically assume everyone added took Communion if the service you selected has Communion. You can edit people's Communion participation by clicking the **pen icon** next to each person and then unchecking the **box in the Communion column**.
- 6 You can delete a person from the batch by clicking the **red icon** on the far right side of their row.

		Beaubien	Beaubien, James T	M	H	<input type="checkbox"/>
			Beaubien, Ellen	F	S	<input type="checkbox"/>
		Belton	Belton, Troy James	M	H	<input type="checkbox"/>
			Belton, Kira Lynn	F	S	<input type="checkbox"/>
			Belton, Darin Peter	M	C	K01 Kindergarten <input type="checkbox"/>
			Belton, Lena Helen	F	C	S02 Second Grade <input type="checkbox"/>
		Benedict	Benedict, TI Ronald	M	H	<input type="checkbox"/>
		Billings	Billings, Julie A.	F	H	<input type="checkbox"/>

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20



	Family	Name	Worship	Communion	Sex	Seq.	SS Grade	V
	Abbott	Abbott, Davi Lawrence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	M	H		<input type="checkbox"/>
	Abbott	Abbott, Jacob Philip	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	M	C	D04 Preschool 4	<input type="checkbox"/>
	Abbott	Abbott, Lacey Marie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	F	C	S01 First Grade	<input type="checkbox"/>
	Abbott	Abbott, Susanne Alice (Sue)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	F	O		<input type="checkbox"/>
	Alexander	Alexander, David	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	M	H		<input type="checkbox"/>
	Alexander	Alexander, Shirley J	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	F	S		<input type="checkbox"/>
	Alexander	Alexander, Jeffrey D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	M	C		<input type="checkbox"/>
	Alexander	Alexander, Natalie D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	F	C		<input type="checkbox"/>

Save Attendance Batch

Importing Attendance Batches from WebTools

Overview

After you have completed an attendance batch in WebTools, the batch is ready to be imported into Shepherd's Staff. The first step to making the import happen is to change the batch's status in WebTools from "In process" to "Ready". You can change the status by clicking on the status that is listed. Then you can open Shepherd's Staff, import the batch, and post the batch.

Statuses

» **In Process**—This means the batch is still being worked on. Changes can be made to the batch in WebTools only when the batch is listed as "In process".

» **Ready**—This means the batch is ready to be imported into Shepherd's Staff. When a batch has this status, it cannot be edited in WebTools. However, you can change the status back to "In process" to edit it in WebTools, or you can edit it in Shepherd's Staff after you have imported it.

Note

After a batch has been imported into Shepherd's Staff, it will be removed from WebTools.

Here is how to import a batch from WebTools:

1. Log into WebTools.
2. Click the **Attendance Batches** tab to view the attendance batches.

3. Click on the **status** of the batch you want to import to change it to “Ready”.

Attendance and Offering Batches

Christ Community Church, St. Louis MO [Sign Out](#)

Attendance Batches Offering Batches

Hello System Administrator, here are your Attendance Batches:

Date	Status	Event	People	User
9/4/2022	Ready	Bible Study	2	SYSADMIN

[Open](#) [Add a Batch](#)

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4. Open Shepherd's Staff and open the **Attendance module**.

5. On the Attendance table that opens, navigate to the **Batches tab**.

6. Click on the **WebTools icon** at the bottom of the window:



7. Select the **batch you want to import**, then click

Import Batches from WebTools

Deselect any batches you don't want to import.

Download	Batch ID	Event	User ID	Message
<input checked="" type="checkbox"/> 1	66	Bible Study	SYSADMIN	

[Import](#) [Close](#)