

How do I print a copy of my report?

You have two options.

On the main screen when you first log into the program, above your church address area you will see a button that says "PDF." Pressing this will create a copy of your current year report as a PDF.

Church Statistics

Trinity

Pin: 00001 Synod/Presb: 380-248

Church	Clerk	Statistics
Church Report: <input type="button" value="PDF"/>		
Name:	Trinity	
	Mailing	
Address 1:	PO Box 367	Secondary 1:
Address 2:		Secondary 2:
City/State/Zip:	Chinle, AZ 86503-0367	City/State/Zip:
Primary Phone:	928-674-3323	Email: navajotrinity@gmail.com
Fax:		
Website:	www.pbygrandcanyon.org/chinletrinity/index.html	

The other option:

After logging into the program, on the right side, you'll see the option Reports. Below is the portion of the workbook (page 5) explaining how to print.

To print or download a copy of your report press the option "Reports." You'll need to work through a series of options.



To view or print a copy choose "Church Report." It will then ask you for the year you would like to view.



Your report will appear in a box, scroll down to view page one, then use the blue arrow buttons on the top of the page to move to the second page. To print a page use the drop down box that reads "Select a Format." I suggest using the Acrobat (PDF) option for a clean copy of your report. Press the Export button to download your desired format.

