

Vital Signs Directions

Log into
Data Services
<https://data.ngumc.org>.

Select "Vital Signs."

If you do not have the Vital Signs button you will need to contact your senior pastor or other Data Service administrator to add Vital Signs to your permissions.

Click in the Attendance column for the date that you are reporting. Enter your numbers, and tab through to enter all data for that date for Online Attendance, Professions of Faith, and Baptisms.

#	Date	Attendance	Online	Professions	Baptisms
	6/20/2021	0	0	0	0
	6/13/2021	0	0	0	0
	6/6/2021	0	0	0	0

If you click away from those fields, anything that you have just updated will turn green.

Save your changes and exit.

#	Date	Attendance	Online	Professions	Baptisms	Modified
	6/20/2021	200	100	1	1	6/22/2021 1:53:24 PM

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[1 Preview changes](#) [Save changes](#) [Cancel changes](#)

To Receive a weekly reminder email

Scroll to the right or down, depending on the size of your screen.

Click Edit and enter your email.

Click Update to save and close.

Email

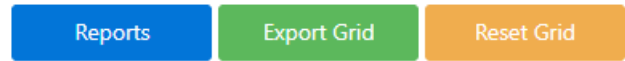
Notification emails are sent weekly to pastors-in-charge and this designated email address.

Edit Delete	Email Address
	info@church.org

Please note that there is only one notification per church, in addition to the pastors.

Vital Signs Reports

Reports are available in the new Vital Signs portal. These may be updated based on user feedback. Select the blue “Reports” button that appears either in the top right corner or below the Vital Signs entry table, depending on the size of your device and window.



In the top left, you can change the reporting dates.

You can also view reports for other churches, but please note that these figures may not reflect official numbers and should only be used for informational purposes.

Vital Signs: Reports

The reports are based on weekly reporting from participating churches and are not official.

Select Church

 Start Date

 End Date

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

