PeopleView MissionInsite Instructions

CREATE A CUSTOM DEMOGRAPHIC REPORT

Custom Demographic Report

Besides the predefined reports, you can run a custom demographic report. Demographics available include:

▶ **Overview** – Basic trends, such as racial, phase of life, households, income and more

▶ **People** – Population trends by education, age, gender and more

▶ **Households** – By income, size of household, single or family and more

▶ **Families** – By income, children, workers and more

▶ **Diversity** – Racial/ethnic trends

▶ **Housing** – By occupancy, dwelling type and more

▶ **Work**– By unemployment, blue collar, travel time and mote

▶ **Client Info** – People Mosaic profile

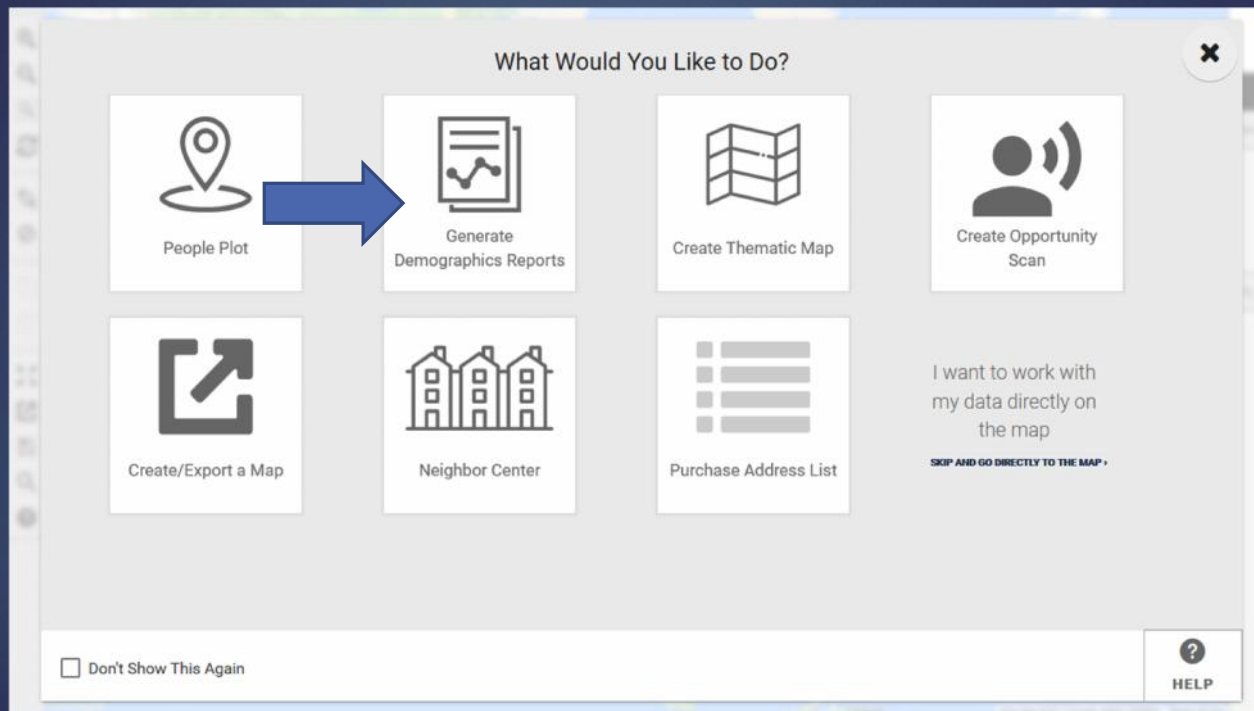Report can be run two different ways. Some steps are similar to a predefined report.

1. Run from Main page (cubes).
2. Run from the Map Page.

1. Run from the Main Page (cubes).

Go to PeopleView
When the cubes appear click on *Generate Demographics Reports*

Click on either Predefined Boundaries or *Radius or Polygon Draw*.

If you choose predefined boundaries, choose your boundary, such as city or zip code.
Click *Next*.

First, We'll Need to Know What Type of Geographic Area You Want to Report On.

- ◉ Predefined Boundaries (e.g. Zip Codes, Cities, Counties, etc.)
- ○ Radius or Polygon I Draw

Select From the Available Boundaries and Layers to Choose Specific Geographic Areas

🎓 Show All

Agency Boundaries	Custom Boundaries	Standard Layers
Agency Boundary	Deaneries	Cities
		Counties
		States
		Zip Codes

If you choose, *Radius or Polygon I Draw*.
This will bring up a line to enter the address of your parish or school.
Enter your address
and click *Next*.

Click on *Radius* (easiest) or click on *Polygon* (draw your own shape). Radius comes up at 2.5 miles, but you can change it to suit what you want.
Click *Next*.
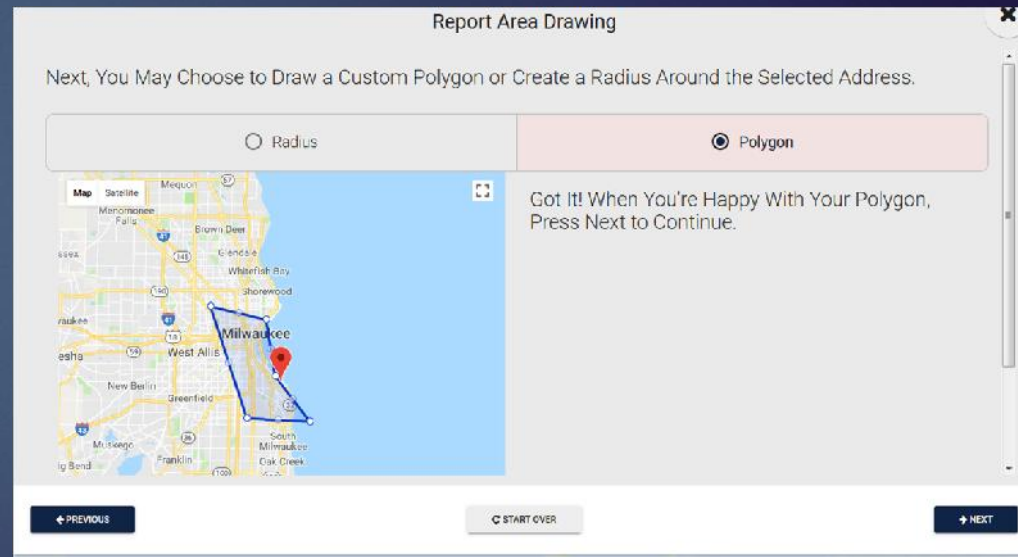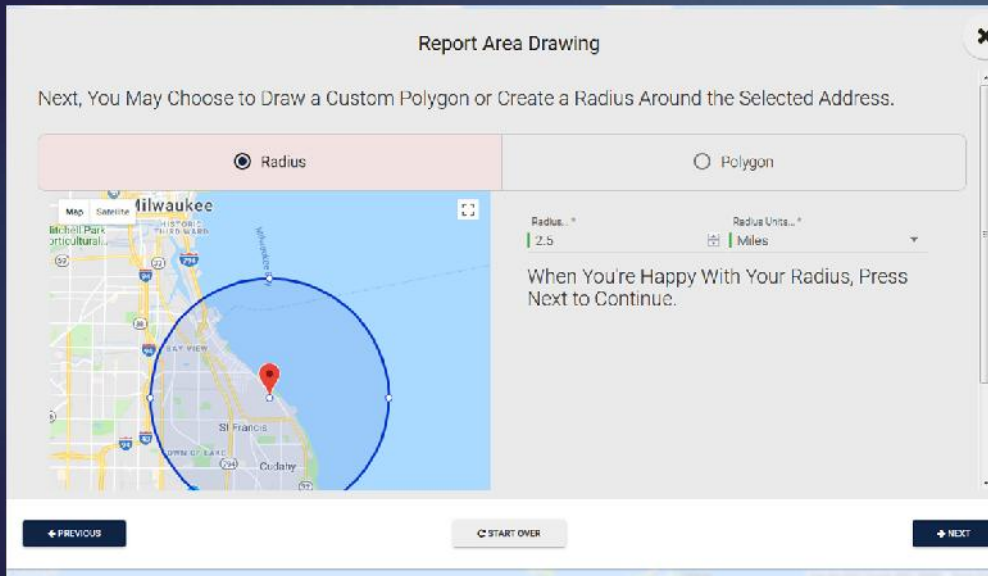
Click *Custom and Demographics* to bring up options.

Great. Now, Choose Which Reports You Want to Run

○ Predefined   ◉ Custom ←

◉ Demographics ←   ○ Quadrennium

Make Your Custom Report Options and Press Next When Done.

Overview	☐ Select All
People	Demographic Trends
Households	Racial/Ethnic Trends
Families	Voting Age Census 2010
Diversity	Population/Households Forecast
Housing	Phase of Life Forecast
Work	
Client Info	

Choose as many options as you want from each section and then click *Next*.

- ► First column – Click on basic option, such as *Overview* or *People*. It will be highlighted in pink.

- ► Second column – Click on more specific options. You can click on "Select All" box. You may have to scroll down to see entire list of options for a section.

Make Your Custom Report Options and Press Next When Done.

Overview
People
Households
Families
Diversity
Housing
Work

☑ Select All

Population Trends ✔

Population: Recent 8 Quarter History ✔

Population Change Index: Projected to Actual ✔

Components of Change Past 12 Months ✔

Seasonal Population: Recent 8 Quarter History ✔

This will bring up the review page, which will show you what you have chosen.
Click *Finish* and the information will run.

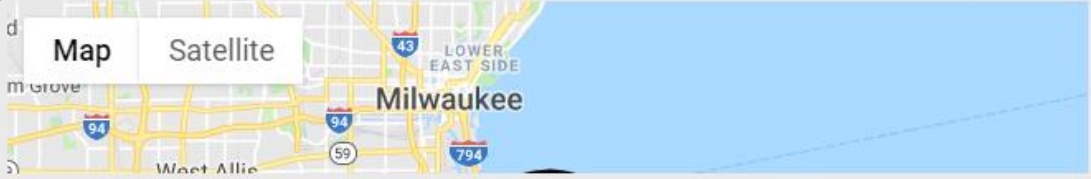The information will come up in sections. Depending on the number of options, you will need to scroll down to see the information. *See partial sample below.*

Population Trends

Population Trends	2000	2010	2019	2024	2029
Population	49,263	48,178	48,341	48,969	49,186
Population Change		-1,085	163	628	217
Percent Change		-2.20%	0.34%	1.30%	0.44%
Totals:	49,263	48,178	48,341	48,969	49,186

Families: With Children

Families: With Children	2010	2019	2024	2010 %	2019 %	2024 %
Family: Married-couple	3,181	2,847	2,818	61.0%	61.1%	60.3%
Other Family: Female no husband present	1,445	1,374	1,405	27.7%	29.5%	30.1%
Other Family: Male no wife present	591	439	451	11.3%	9.4%	9.6%
Totals:	5,217	4,660	4,674	100%	100%	100%

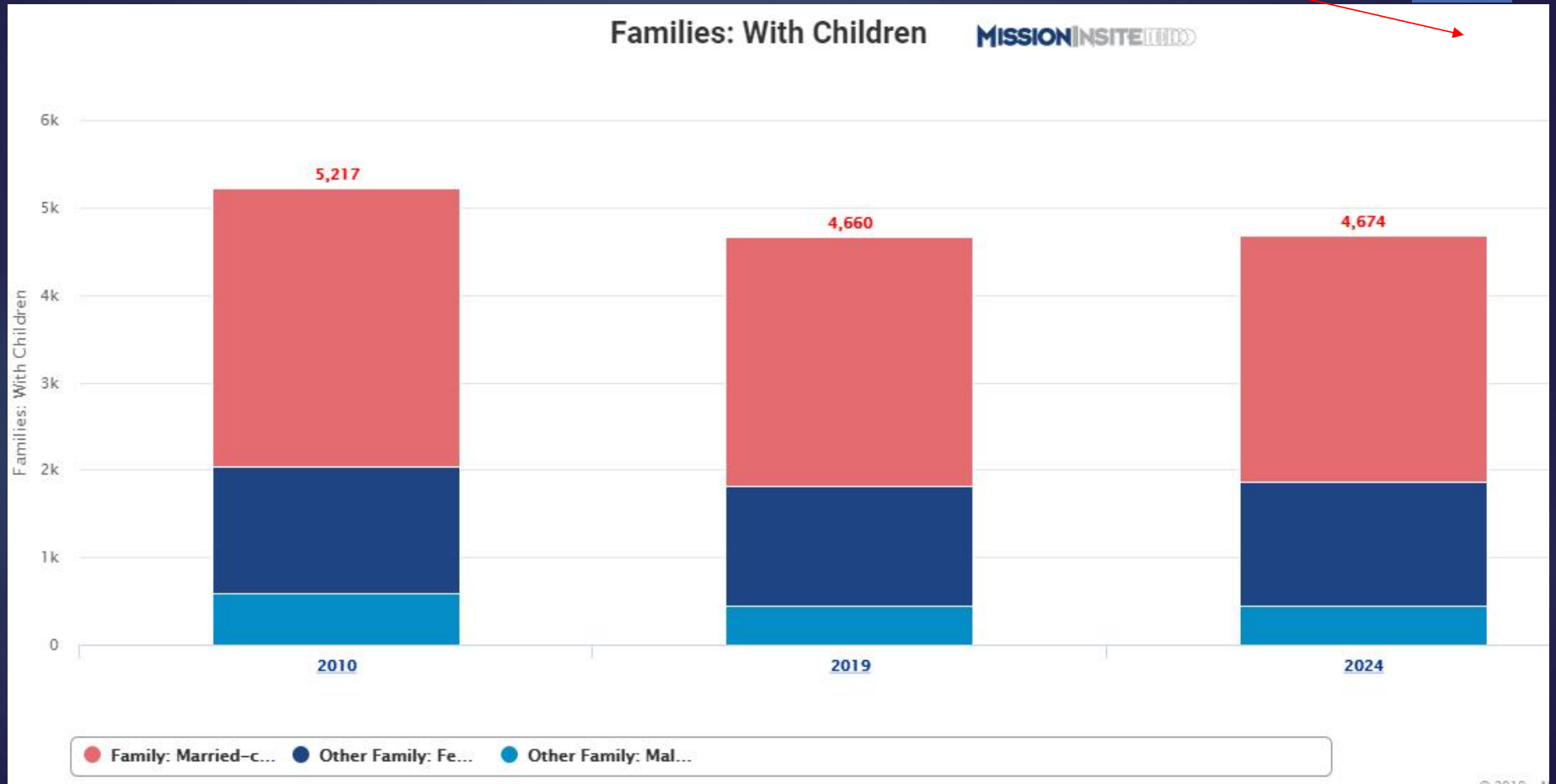# Three Options in upper right corner

- ▶ Download to Excel or PDF
- ▶ Generate Chart
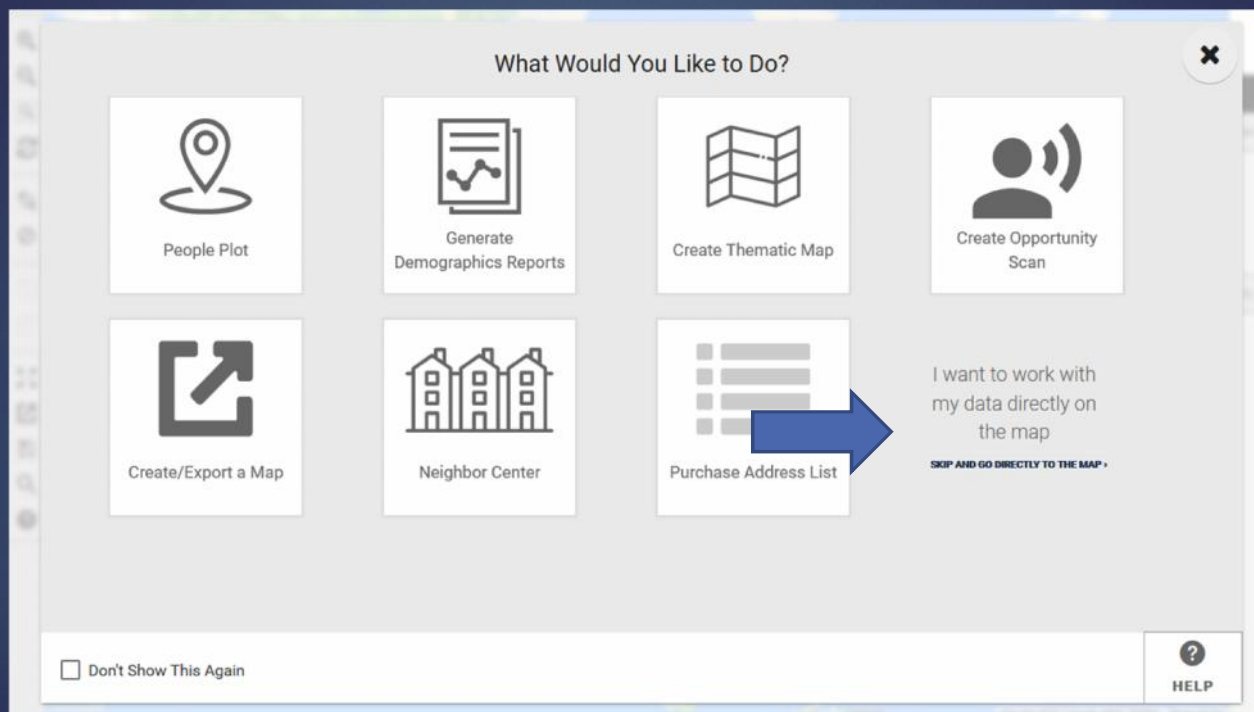- ▶ Open in New Window

Sample of chart

can download chart(s)

Families: With Children   MISSION INSITE

Family: Married-c...   Other Family: Fe...   Other Family: Mal...

2. Run from Map page.

When the cubes appear click on *I want to work with my data directly on the map*

Click on *Shapes* on the Navigation (bottom) bar.
On the Control Center (right side), scroll down to
Saved Shapes and choose your shape and then click
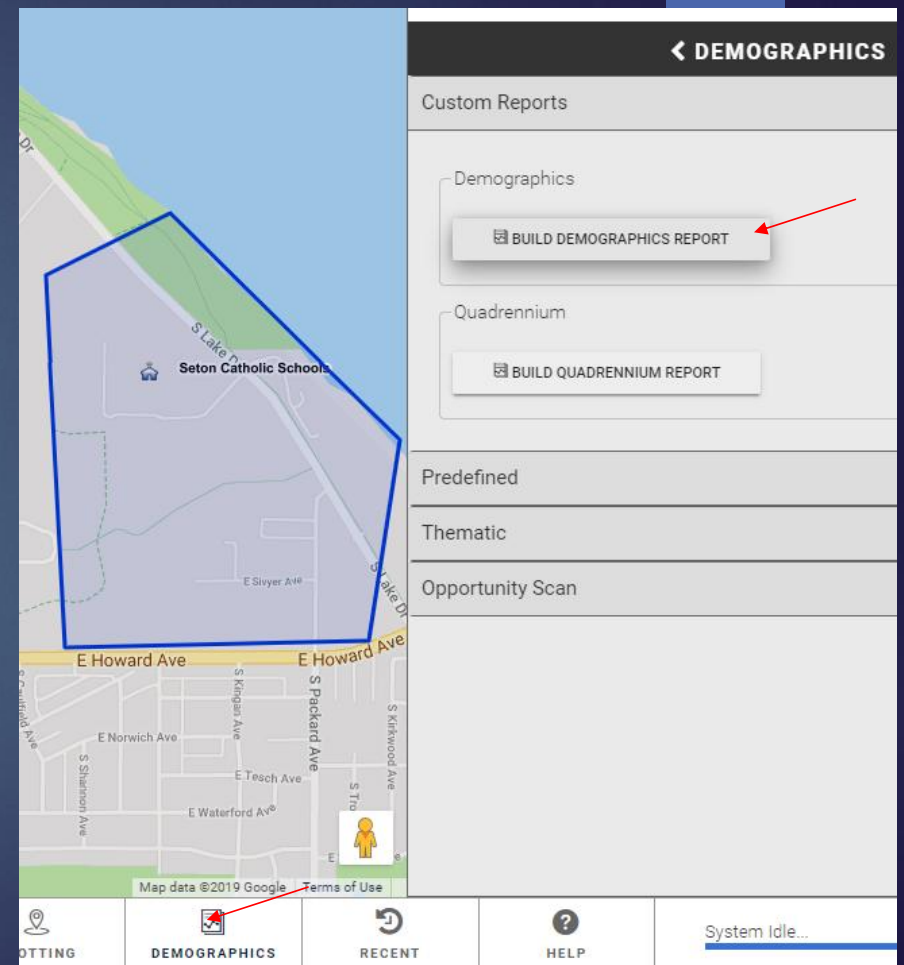on *Draw* icon or draw a shape on map.
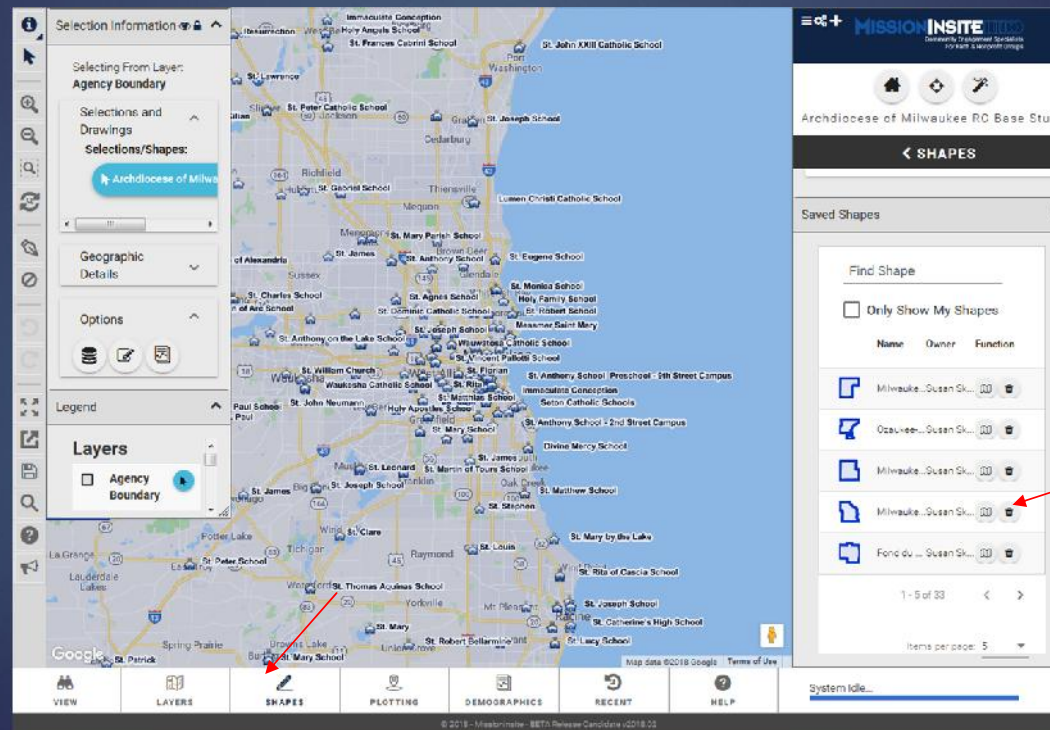
Click on *Demographics* on the Navigation (bottom) bar.
On the Control Center (right side), click on
Build on Demographics Report.
This will bring up your options.
(similar to cube section)

Choose as many as you want from each section.
In the right column, it will show what you have chosen.
Click on *Generate Report* (may have to scroll to bottom
 to see button)

Note: This will bring up
information (see slides 11-14)

It's a great tool. Have fun and try different custom demographic reports. After you have done it once or twice, it goes quickly.

Remember: Reports *are* *only saved for 30 days* on MissionInsite. For this reason, it is strongly recommended that you download your reports and save them to your computer.