

# Vital Signs Data Entry User's Guide

After you logon, click on your charge/church in the My Workspace(s) area to get to the screen shown below:

The screenshot shows a web browser window titled "Dove - Windows Internet Explorer" displaying the URL "https://dove.ytscorp.com/1117/". The page features a header with "THE DOVE SYSTEM" logo, a "HAPPY NEW YEAR" graphic, and a welcome message for "Krowl, Ivan Karl". A navigation menu includes "Home", "Ministerial Records", "Candidacy", "Organizational Records", "Profile", and "Messaging". The main content area is titled "Adkins Memorial(Local Church)" and shows a breadcrumb trail: "Texas >> Central South >> Adkins Memorial/Sal". On the left, a "View" sidebar lists various options, with "Statistical Item Summary" highlighted. The main content area displays "Announcements" and "Members" sections, with a table header for "Member" and "Position" visible below the members section.

In the box titled "View" at the left, you will see the choice "Statistical Item Summary". Click on that to display the screen below:

Dove - Windows Internet Explorer

https://dove.ytscorp.com/1117/

THE DOVE SYSTEM

HAPPY NEW YEAR

Welcome Krowl, Ivan Karl

HELP TOPICS

Home Ministerial Records **Candidacy** Organizational Records Profile Messaging Reporting Mana

### Adkins Memorial(Local Church)

[Texas](#) >> [Central South](#) >> [Adkins Memorial/Salem](#)

View

- Home
- Members
- Files and Notes
- Addresses
- Phone Numbers
- Org Info
- Calendar
- Apportionments
- Report Day Summary
- [Statistical Item Summary](#)
- Custom Reports

Assigned Groups

| Group Name  | Group Description |                      |
|-------------|-------------------|----------------------|
| Vital Signs | Vital Sign Items  | <a href="#">View</a> |

Associated Groups

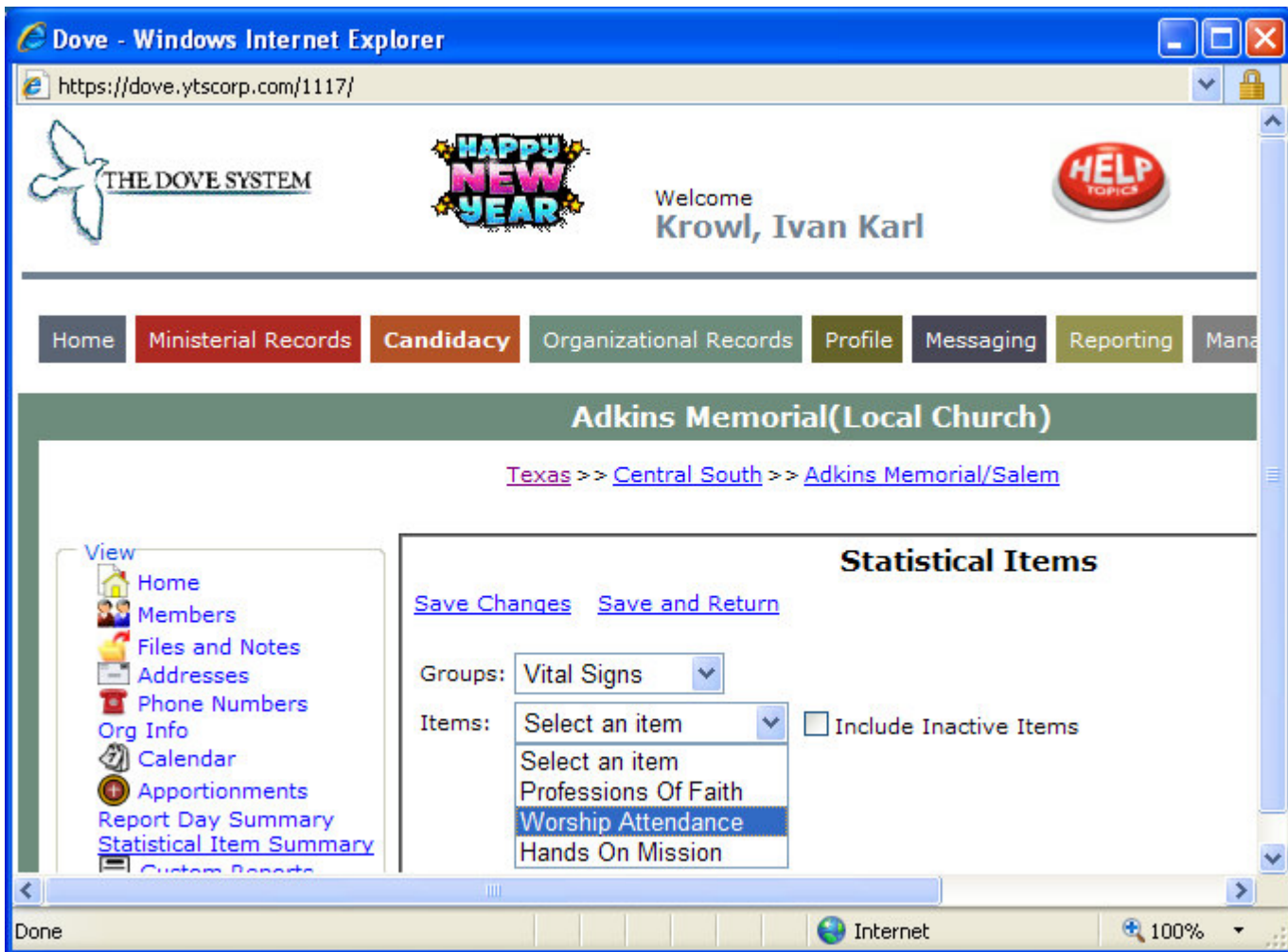
| Group Name | Group Description |  |
|------------|-------------------|--|
|            |                   |  |

Done Internet 100%

In the "Assigned Groups" area of the display shown above, you will see "Vital Signs" displayed. At the right on that line, click on "View" to get the screen below:

The screenshot shows a Windows Internet Explorer browser window with the title "Dove - Windows Internet Explorer". The address bar displays "https://dove.ytscorp.com/1117/". The page header includes the "THE DOVE SYSTEM" logo, a "HAPPY NEW YEAR" graphic, a "Welcome Krowl, Ivan Karl" message, and a "HELP TOPICS" button. A navigation menu contains buttons for "Home", "Ministerial Records", "Candidacy", "Organizational Records", "Profile", "Messaging", "Reporting", and "Mana". The main content area is titled "Adkins Memorial(Local Church)" and shows a breadcrumb trail: "Texas >> Central South >> Adkins Memorial/Salem". On the left, a "View" sidebar lists options: Home, Members, Files and Notes, Addresses, Phone Numbers, Org Info, Calendar, Apportionments, Report Day Summary, Statistical Item Summary, and Custom Reports. The main content area is titled "Statistical Items" and includes "Save Changes" and "Save and Return" links. It features two dropdown menus: "Groups:" with "Vital Signs" selected, and "Items:" with "Select an item" selected. An unchecked checkbox labeled "Include Inactive Items" is also present. The browser's status bar at the bottom shows "Done", "Internet", and "100%" zoom.

From the "Groups" drop down menu, select "Vital Signs" and from the "Items" drop down menu, select the item you want to enter. The example below is in the process of selecting "Worship Attendance".



Selecting the choice in "Items" will cause the screen to refresh and display your choice as shown below:

The screenshot shows a web browser window titled "Dove - Windows Internet Explorer" displaying a church website. The address bar shows the URL "https://dove.ytscorp.com/1117/". The page header includes "THE DOVE SYSTEM", a "HAPPY NEW YEAR" banner, and a "HELP TOPICS" button. A navigation menu contains items like "Ministerial Records", "Candidacy", "Organizational Records", "Profile", "Messaging", "Reporting", and "Manage". The main content area is titled "Adkins Memorial(Local Church)" and includes a breadcrumb trail: "Texas >> Central South >> Adkins Memorial/Salem". A sidebar on the left lists various navigation options such as "Home", "Members", "Files and Notes", "Addresses", "Phone Numbers", "Org Info", "Calendar", "Apportionments", "Report Day Summary", "Statistical Item Summary", and "Custom Reports". The main content area is titled "Statistical Items" and contains a form with "Groups: Vital Signs" and "Items: Worship Attendance". It also has a "Showing Data for:" section with "Start Date: 1/1/2008" and "End Date: 12/31/2008". A table displays a single entry with "Activity Date: 01/06/2008" and "Value: N/A".

Once you have selected the "Items" category, you will see the entry area at the right. The "Showing Data for" area allows you to select the time period you want to display. The default settings are for the year 2008. Each entry that needs your attention is shown with a value of "N/A". To make an entry, double click with your left mouse button on the "N/A" and it will change to entry mode (see below) to allow you to make your entry. Please be sure to replace every "N/A" with an entry even if it is zero. Note: You must enter only numeric values, alphabetic characters are not allowed and will cause an error message to be presented indicating a failure of data type on entry.

The Alert will not go away as long as there is any "N/A" under any "Items" category.

Dove - Windows Internet Explorer

https://dove.ytscorp.com/1117/

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HAPPY NEW YEAR

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**Adkins Memorial(Local Church)**

[Texas](#) >> [Central South](#) >> [Adkins Memorial/Salem](#)

**View**

- Home
- Members
- Files and Notes
- Addresses
- Phone Numbers
- Org Info
- Calendar
- Apportionments
- Report Day Summary
- [Statistical Item Summary](#)
- Custom Reports

View associated Committee

**Statistical Items**

[Save Changes](#) [Save and Return](#)

Groups: Vital Signs

Items: **Worship Attendance**  Include Inactive Items

Showing Data for:

Start Date: 1/1/2008

End Date: 12/31/2008

[Reload data](#)

| Activity Date | Value |
|---------------|-------|
| 01/06/2008    | N/A   |

Done Internet 100%

Once you have double clicked on an "N/A" and are in the data entry mode, type in the number and then click "Save Changes" to store your entry. As the year progresses, this entry area will grow vertically with the newest entry required added at the bottom of the list. If you view this on a small screen or in a window that is small, you may have to scroll with both the bottom scroll bar all the way to the right to see the scroll bar that controls the vertical list of items.

Dove - Windows Internet Explorer  
https://dove.ytscorp.com/1117/

THE DOVE SYSTEM **HAPPY NEW YEAR** Welcome Krowl, Ivan Karl **HELP TOPICS**

Home Ministerial Records **Candidacy** Organizational Records Profile Messaging Reporting Manage Ad

### Adkins Memorial(Local Church)

[Texas](#) >> [Central South](#) >> [Adkins Memorial/Salem](#)

**View**  
Home  
Members  
Files and Notes  
Addresses  
Phone Numbers  
Org Info  
Calendar  
Apportionments  
Report Day Summary  
[Statistical Item Summary](#)  
Custom Reports

View associated Committee

### Statistical Items

[Save Changes](#) [Save and Return](#)

Groups: Vital Signs  
Items: Worship Attendance  Include Inactive Items

Showing Data for:  
Start Date: 1/1/2008  
End Date: 12/31/2008  
[Reload data](#)

| Activity Date | Value |
|---------------|-------|
| 01/06/2008    | 208   |

javascript: \_\_doPostBack('ctl00\$ContentPlaceHolder1\$btnSave','') Internet 100%

Once you have clicked the "Save Changes" choice, the data will be saved and look like the screen shown below:

Dove - Windows Internet Explorer

https://dove.ytscorp.com/1117/

THE DOVE SYSTEM

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View

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- [Statistical Item Summary](#)
- Custom Reports

View associated Committee

**Statistical Items**

1 records(s) updated.

[Save Changes](#) [Save and Return](#)

Groups: Vital Signs

Items: Worship Attendance  Include Inactive Items

Showing Data for:

Start Date: 1/1/2008

End Date: 12/31/2008

[Reload data](#)

| Activity Date | Value |
|---------------|-------|
| 01/06/2008    | 208   |

Internet 100%

You can then select another area for entry to check to see if it contains any "N/A" items that need your attention. In the case below, "Professions Of Faith" is now the selection and a new "N/A" is there indicating that entry is needed.

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On the left, a "View" sidebar lists options: Home, Members, Files and Notes, Addresses, Phone Numbers, Org Info, Calendar, Apportionments, Report Day Summary, **Statistical Item Summary**, and Custom Reports. Below this is a link for "View associated Committee".

The main content area is titled "Statistical Items" and contains the following elements:

- Links: [Save Changes](#), [Save and Return](#)
- Groups: Vital Signs (dropdown)
- Items: Professions Of Faith (dropdown),  Include Inactive Items
- Showing Data for:
  - Start Date: 1/1/2008 (dropdown)
  - End Date: 12/31/2008 (dropdown)
  - [Reload data](#)
- Data Table:
 

| Activity Date | Value |
|---------------|-------|
| 01/06/2008    | N/A   |

The browser's status bar at the bottom shows "Internet" and "100%" zoom.

### Important information about Alerts

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The Alert title will say "Scheduled data entry needing your attention"

Alerts will be displayed for the pastor(s), and for any person holding the appointed position of "Charge Conference Administrative Assistant", "Charge Conference Preparation Assistant", "Report Day Data Entry", and if there is a desire to have a special person responsible for this entry the pastor can assign a person to the new position of "Vital Signs Data Entry". Everyone will still get the alert and it will stay until the required data entry is completed by someone. It is not necessary to use the new position unless you want to. Anyone listed in this paragraph can do the entry and as soon as anyone completes the entry required, all Alerts will be removed for everyone until entry is needed again in the future.