

Attendance Analysis & Reports

Attendance Reports

CDM+ has a number of reports designed to track and evaluate individual attendance of members and visitors. Options include Directories, Labels, Listings, Notices, and Worksheets. Exports can be made from CDM+ to any program that can accept data in a tab-delimited or comma-separated format. All of these capabilities support the ministry efforts of your church to members and visitors alike.

Attendance Directory

► Reports ► Attendance Reports ► Directories ► Attendance Directory

Use this report to give to Class leaders as a list of the members and attendees providing them with Name, Address, Phone, Other Phone Numbers, and Status information.

The screenshot displays the 'Attendance Directory' report interface. On the left is a navigation sidebar with options like 'Expand', 'Search', 'Report', 'Format', 'Page Setup', 'Logo', 'Load/Save', and 'Defaults'. The main area is divided into search filters and a results table. The search filters include 'Standard Search' (Include, Select Status Codes, Select Care Group, Dates to Examine) and 'Advanced Search' (Event/List Selection, Church School Class). The results table, titled 'Attendance Directory', lists members with columns for Name, Address, City/State/Zip, and Phone. The table is filtered for 'Men's Bible Class' from 'Jan 1 2023' to 'Dec 31 2023'.

Attendance Directory			
First Church 123 Main Street Big City, KY 40123 606/555-1234			
Church School Class equal to: Men's Bible Class From Jan 1 2023 to Dec 31 2023			
Men's Bible Class			
Name	Address	City/State/Zip	Phone
Bill H. Allen	1674 Stevens Lane	Big City, KY 40123	606.555.8381
Mike Ray Disney	107 Peachtree Dr Apt 2	Big City, KY 40123-2318	606.555.1739
Paul Dore	1017 Amber Creek Lane	Big City, KY 40123	606.555.6373
David Emerson	2845 Sandy Creek Road	Albany, NY 12212	518.555.1000
Robert Feinman	456 Manhattan Project Ln	Big City, KY 40123 USA	
Fred Flintston	34 Bedrock Ln	Big City, KY 40123	
Jim Fox	PO Box 1570	Wilmington, DE 19850	
Dean Thomas Patterson	287 Keeling Lane	Big City, KY 40123	606.555.8976

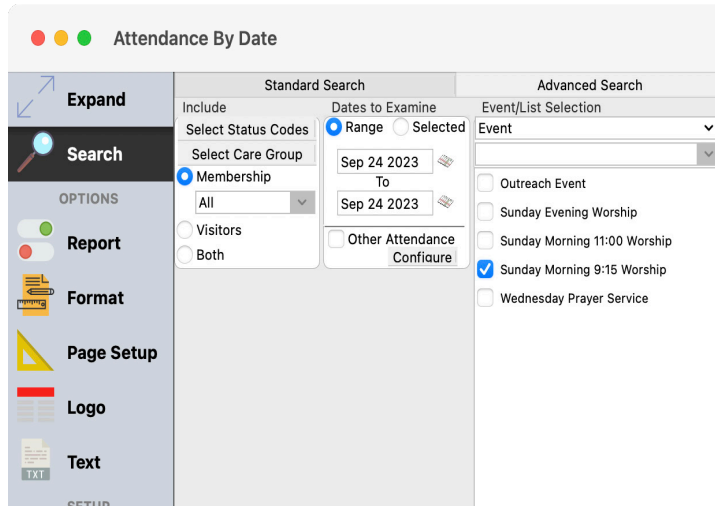


- Additional phones may be added to the report by checking the phone types on the Other Phone Types options on the Format tab, then choose the phone types to include.

- The Individual Directory report from the Membership program will also provide class member information with the ability to add selected Individual field information.

Attendance By Date

► Reports ► Attendance Reports ► Listings and Exports ► Attendance By Date



This report allows you to select the following information to be printed:

- Membership or Visitor
- Status Code for the individuals in the class
- The Care Group
- One Class or whichever classes you want to print
- Date Ranges
- Minimum and maximum number of times attended.

The example here is for Sunday Morning Worship with a specific date range.

Attendance By Date			
First Church			
123 Main Street			
Big City, KY 40123			
606/555-1234			
equal to: Sunday Morning 9:15 Worship From Sep 24 2023 to Sep 24 2023			
<hr/>			
Sunday Morning 9:15 Worship			
<hr/>			
Sep 24 2023			
Al C. Delvecchio	Stephanie Marie Delvecchio	Susan Michelle Disney	Ralph Allen Lucas
Brian Patrick Delvecchio	Mike Ray Disney	Patricia Jones	Dean Thomas Patterson
Camille Sewell Delvecchio	Robin Marie Disney	Peggy Lucas	
Total Sep 24 2023: 11			
<hr/>			

Attendance By Individual

► Reports ► Attendance Reports ► Listings and Exports ► Attendance By Individual

This window is similar to the Attendance by Date.

In this example, the desire is to find everyone who has come to the Sunday Morning Worship Service a maximum of 5 times in July. In order to find those who attended up to 5 times in July, set the minimum Times Attended to 1 and Maximum times to 5.

The screenshot shows the 'Attendance by Individual' window. On the left is a sidebar with options: Expand, Search, Report, Format, Page Setup, Logo, Load/Save, Defaults, and Collapse. The main area is divided into 'Standard Search' and 'Advanced Search'. Under 'Standard Search', 'Include' is set to 'Membership', 'Dates to Examine' is 'Range' from 'Jan 1 2023' to 'Dec 31 2023', and 'Other Attendance' is checked. Under 'Advanced Search', 'Event/List Selection' is set to 'Event', and 'Sunday Morning 9:15 Worship' is selected.

The 'Other Attendance Options' dialog box is shown. It contains the following settings: 'Limit the standard search to just those individuals who also attended the following', 'Date Selection' from 'Jan 1 2023' to 'Dec 31 2023', 'Times Attended' with a minimum of 1 and a maximum of 5, and 'Event/List Selection' with 'Sunday Morning 9:15 Worship' selected. There are 'All' and 'None' buttons at the bottom, and 'Cancel' and 'OK' buttons at the bottom right.

Attendance Summary

► Reports ► Attendance Reports ► Listings and Exports ► Attendance Summary

This report displays a summary of the attendance for a given Event, Class, or Group.



The report may be printed with or without the Address information. Selection to include the address is made under the Format tab. Printing the report with the address provides leaders with the information to contact individuals with a phone call, mailed note, or personal visit.

Example of Attendance Summary

The screenshot shows the 'Attendance Summary' report interface. On the left is a navigation sidebar with options like Search, Report, Format, Page Setup, Logo, Load/Save, and Defaults. The main area is divided into search filters and a results table.

Search Filters:

- Standard Search: Include Select Status Codes, Select Care Group (Membership), All, Visitors, Both.
- Dates to Examine: Range (Sep 1 2023 to Sep 30 2023), Selected.
- Advanced Search: Event/List Selection (Event), Event (Sunday Morning 9:15 Worship).

Event Information:

- Event: Sunday Morning 9:15 Worship
- Event equal to: Sunday Morning 9:15 Worship From Sep 1 2023 to Sep 30 2023

Attendee List:

Name:	Phone:	Totals		Sep 24
		P	A	
Al C. Delvecchio 1660 Island Dr Big City, KY 40123	606.555.4576	1	0	X
Brian Patrick Delvecchio 1660 Island Dr Big City, KY 40123	606.555.4576	1	0	X
Camille Sewell Delvecchio 1660 Island Dr Big City, KY 40123	606.555.4576	1	0	X
Stephanie Marie Delvecchio 1660 Island Dr Big City, KY 40123	606.555.4576	1	0	X
Mike Ray Disney 107 Peachtree Dr. Apt 2 Big City, KY 40123-2318	606.555.1739	1	0	X
Robin Marie Disney 107 Peachtree Dr. Apt 2 Big City, KY 40123-2318	606.555.1739	1	0	X

Missing Analysis

One powerful feature of the Attendance program is the ability to ascertain those members and visitors that have not been coming regularly. Use the Missing Analysis Report to accomplish this task.

► Reports ► Attendance Reports ► Listings and Exports ► Missing Analysis

The Attended Options section provides the means to limit the report to All Individuals, or those who have Attended At Least Once since a selected date and Missed At Least a range of times.

The last option can also be limited to finding persons that missed any dates in the range or those who missed consecutive dates.

Such options provide for extensive searching and result in discovering individuals who are most in need of encouragement and ministry.



If you select All Individuals the report will give you anyone in your database who has not attended (even those who never attended).

Example of Missing Analysis

Name	Address	Phone	Last Attended	Dates Missed in Period	Follow Up Call
Jenny Dawn Allen	1674 Stevens Lane Big City, KY 40123	606.555.8381	N/A	1	
Jesse Ray Allen	1674 Stevens Lane Big City, KY 40123	606.555.8381	N/A	1	
Lucy Summers Allen	1674 Stevens Lane Big City, KY 40123	606.555.8381	N/A	1	
Camille Audrey Cook	218 Walnut St Big City, KY 40123 USA	606.555.8369	N/A	1	
Charles T. Cook	218 Walnut St Big City, KY 40123 USA	606.555.8369	N/A	1	
Ruby Johnson Cook	218 Walnut St Big City, KY 40123 USA	606.555.8369	N/A	1	
Thomas Ray Cook	218 Walnut St Big City, KY 40123 USA	606.555.8369	N/A	1	
Al C. Delvecchio	1660 Island Dr Big City, KY 40123	606.555.4576	N/A	1	
Brian Patrick	1660 Island Dr	606.555.4576	N/A	1	

Notices

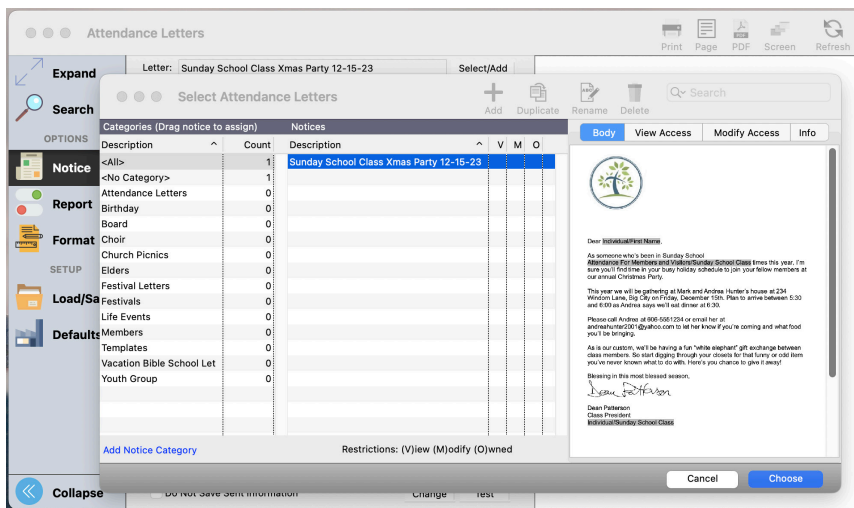
► Reports ► Attendance Reports ► Notices

Notices provide the CDM+ user the option to create custom communications using Letters, Cards, or Emails. Multiple Notices can be created and saved for repeat use. You can create Notice Categories to organize saved notices for easy repeated access.

Notices includes mail merge capabilities and embedded database fields to send personalized communication. A high degree of formatting is supported and graphics can be inserted into all Notices.

Regardless of whether it is a Letter, Card, or Email, an existing Notice is selected or a new one added in the same way. Begin by clicking the small Select/Add button in the lower half of any Notice report setup window.

A new window will open in which you'll see any existing notices.



Here you have the option to choose to use an existing notice or, using the buttons at the top of the window, Add a new notice, or Duplicate, Rename, or Delete an existing notice. Duplicate is a good choice if you want to send a variation of an existing notice, but want to also keep the original. Instead of editing the existing notice, duplicate it and change the copy.

Once you have selected or added a Notice, it will load in the report setup window. Click the Change button to type the content.

Formatting Notices is covered in the Notices class. In this class, we are just going to highlight some of the available Attendance Notices.

Letter Notices

► Reports ► Attendance Reports ► Notices ► Attendance or Missing Letters

CDM+ Attendance provides reports for both Attendance and Missing letters.

Sample Attendance Letter Notice

Abigail Adams
345 Main
Dry Creek, TN 40129

Dear Abigail,

I would like to invite you to our Church Mission Event this Saturday beginning at 8 AM. We will meet at the church and then go out as teams to serve the people of our community. We will meet back up at 1 PM for a time of fellowship and sharing.

We look forward to seeing you there!

Sincerely,

Pastor Mark

Card Notices

► Reports ► Attendance Reports ► Notices ► Missing Card

Card notices support the creation of both Attendance and Missing cards.

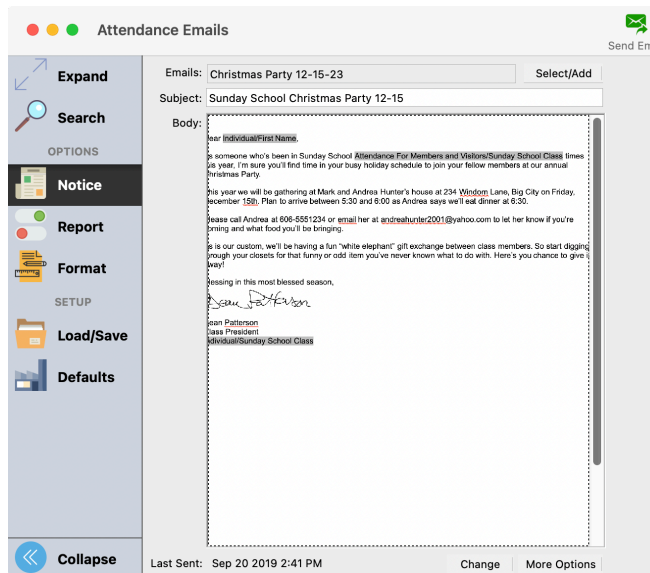
Click on the Cards tab to see an extensive list of Avery™ card and label formats from which you can choose.

Card formats can be added, edited, or marked as favorites using the small buttons below the list.

Email Notices

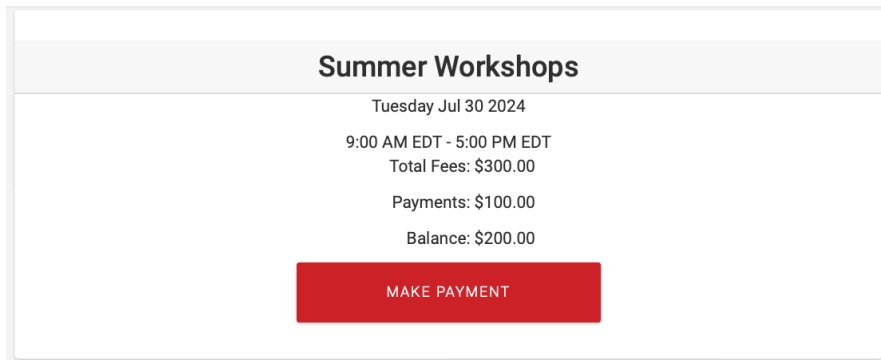
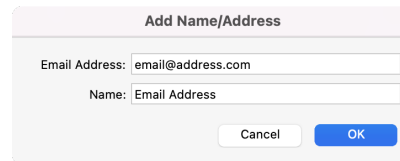
CDM+ has the ability to email directly from the program.

► Reports ► Attendance Reports ► Notices ► Attendance or Missing Emails



Email Notices produce custom emails for one-time or repetitive use.

When the More Options button is selected on the Notice tab, a new window (see below) will open with the class attendees with email addresses in CDM+ listed on the right. In addition to those in CDM+, you can add email addresses not present in your database by clicking the Add button at the bottom of the email address list.



If the email is not personalized with embedded database fields, you also have the choice of sending the email as a BCC Group or Individually. If you send an email Individually, recipients will see their name in the To: field of the email rather than your email address or the church's email address. If you decide to use the Send as BCC Group option, be aware that some Internet Service Providers limit the number of recipients per email to protect against email spam.

Attendance Export

Create custom exports that include selected Attendance fields in either of two Text export formats.

► Reports ► Attendance Reports ► Listings and Exports ► Attendance Membership Custom Listing and Exports

The screenshot shows a payment page for 'Summer Workshops'. At the top, it says 'Tuesday Jul 30 2024'. Below that, it lists '9:00 AM EDT - 5:00 PM EDT', 'Total Fees: \$300.00', 'Payments: \$100.00', and 'Balance: \$200.00'. At the bottom, there is a red button labeled 'MAKE PAYMENT'.

Add or Modify an export.

Select the Export format.

Sort options for exports are found under the Report tab.

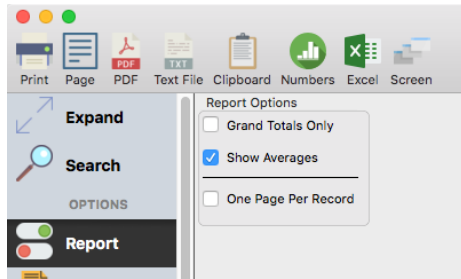
From the Available Fields (left panel) select the Fields in Set (right panel). A Blank field may be added. Check the "Publish set to other CDM+ users" to share this set with other users. Click Export to begin the export process; when prompted, enter a name and location to save the export.

The screenshot shows the 'Modify Custom Listing Sets' interface. The title bar says 'Modify Custom Listing Sets' and 'Attendance Labels'. Below the title bar are several icons: a dropdown menu, a plus sign, a trash can, a rename icon, a publish icon, an add blank field icon, a load defaults icon, and a width icon. The interface is divided into three main sections: 'Available Fields', 'Fields in Set', and 'Individual -> Full Individual Name'. The 'Available Fields' section lists various fields such as 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Address Suffix Name', 'Alt Carrier Sort', 'Alternate Address City', 'Alternate Address Country', 'Alternate Address Effective Day Begin', 'Alternate Address Effective Day End', 'Alternate Address Effective Month Begin', 'Alternate Address Effective Month End', 'Alternate Address Line 1', 'Alternate Address Line 2', 'Alternate Address Line 3', 'Alternate Address Primary Phone', 'Alternate Address Primary Phone is Unlisted', 'Alternate Address State', 'Alternate Address Zip', 'Attender', 'Attender Type', 'Care Group', 'Carrier Sort', and 'Church School Class'. The 'Fields in Set' section shows a list of fields that have been selected for the export, including '*Full Individual Name', 'Grade', and 'Labels (Age)'. The 'Individual -> Full Individual Name' section shows a 'Custom Name' field and several checkboxes for name formatting: 'Last Name' (checked), 'Last Name Bold', 'Last Name First', 'Middle Name', 'Suffix', and 'Title'.

Export files can be opened and manipulated in programs such as Excel® and Word®.

Event Statistics

► Reports ► Statistics Reports ► Event Statistics Report



In the example at left, this setup will report the average attendance and giving of all the 11:00 a.m. Morning Worship Services that have been entered in CDM+. The report shows each event's specific information and then totals and averages the data at the end of the report.

To see only the Grand Totals and the averages, select the Grand Totals checkbox, along with the Show Averages checkbox, for the following report:

Statistics Report
 First Church
 123 Main Street
 Big City, KY 40123
 606/555-1234

Sep 1 2023 to Sep 30 2023; Events equal to: Sunday Morning 11:00 Worship

Sunday Morning 11:00 Worship

Date	Attendance	Loose Offe...	Tithes	Missions	Building	Capital	OGHS	Memorial	Other	Total
Sep 3 2023	71.00									
Sep 10 2023	101.00									
Sep 17 2023	82.00									
Sep 24 2023	99.00									
	353.00									
Averages:	88.25									

Statistics Report
 First Church
 123 Main Street
 Big City, KY 40123
 606/555-1234

Sep 1 2023 to Sep 30 2023; Events equal to: Sunday Morning 11:00 Worship

Grand Totals

Attendance	Loose Offe...	Tithes	Missions	Building	Capital	OGHS	Memorial	Other	Total
353.00									
Averages:	88.25								