

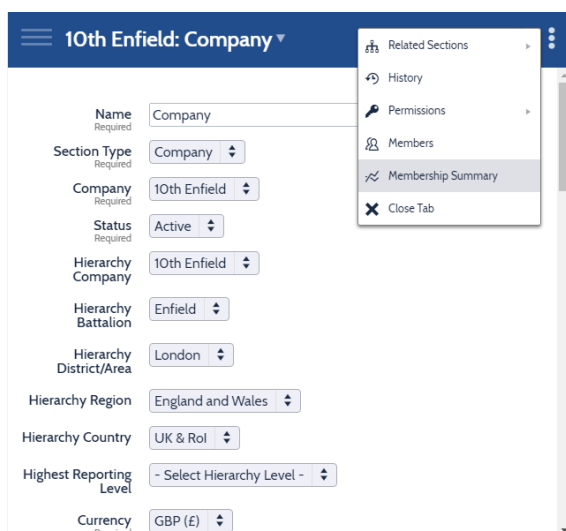
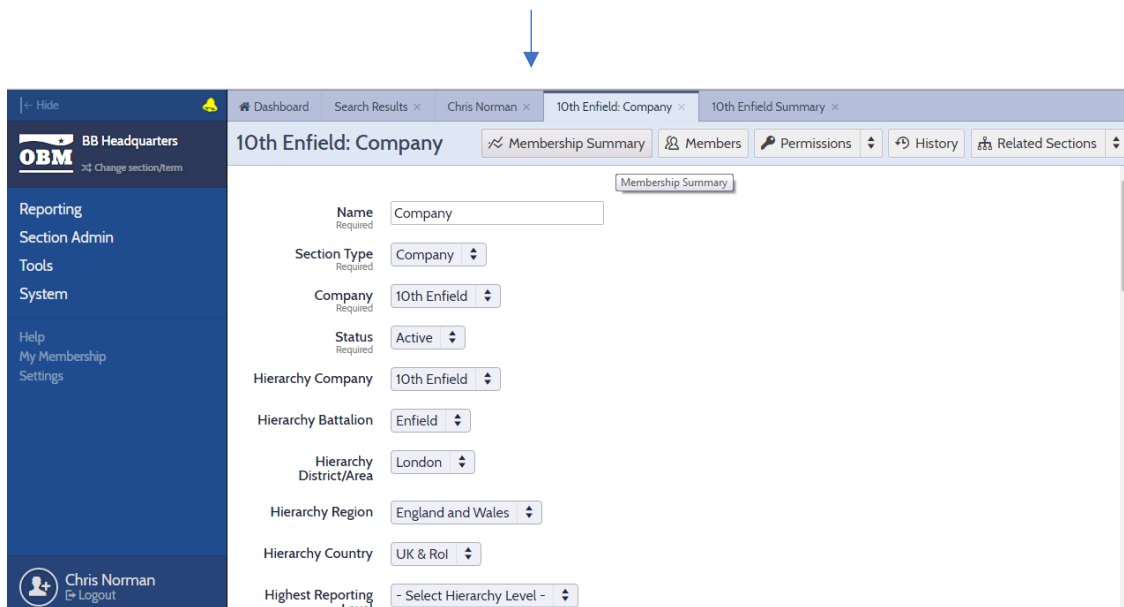
OBM Membership Summary

The Membership Summary provides quick and easy access to statistics on a Company, Battalion, District or Region outside of the existing 'Reporting' functionality in OBM. It enables users based on their hierarchical access to see key information about a Company, Battalion, District or Region including total numbers of Children & Young People as well as age profiles and more without having to create or edit a report.

The Membership Summary is not just available to staff but at all levels of the Brigade, so those with access to the 'Company' section can view their own Company's data, at a Battalion level the Battalion Secretary (or other persons with access) can see the equivalent data for the Battalion and so on at District and Regional levels.

Viewing the Membership Summary without having access to a section . . .

Locate the Company, Battalion, District or Region To view the Membership Summary search for the section you want to view and then click on 'Membership Summary' (as shown below). When OBM is being viewed on a tablet or mobile device the 'Membership Summary' button may be represented just by the graph icon (as shown below) or accessed via the 3 vertical dots (sub menu) in the top right-hand corner.



Mobile View Click on the 3 vertical dots (sub-menu) in the top right hand corner and select 'Membership Summary' from the menu.

Viewing the Membership Summary when you have access to a section. . .

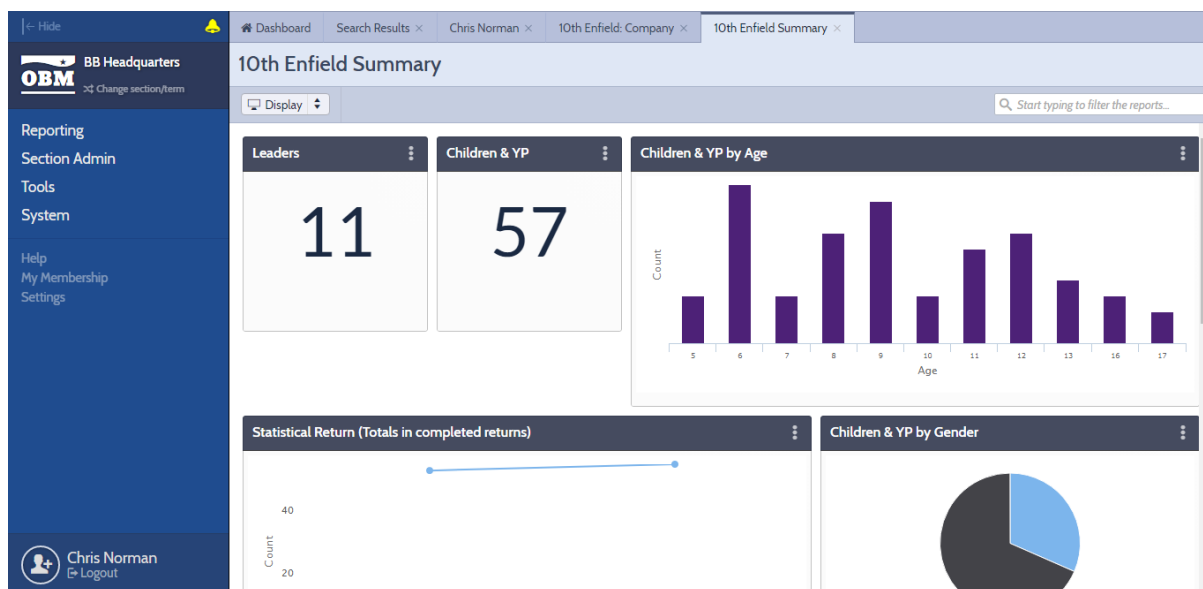
If you have access to a section directly as a Company Captain, Battalion Secretary or other role (from the drop-down section menu) accessing the Membership Summary for that section is achieved by going to the relevant section - 'Company' section at a Company level or 'Battalion', 'District' or 'Region' at other levels and then going to the 'Members' menu and selecting 'Membership Summary'.

Reading the Summary ...

The Membership Summary is a pre-defined set of reports made available for each section type, shown as numbers, pie charts, bar charts and line charts.

The majority of the reports displayed will be shown at all levels of the hierarchy with 'Total Children and Young People' being an example of this, although there are other reports only shown for Battalions and above with 'Companies by Designation' being an example of this.

All the reports are refreshed daily (overnight), but you can force them to refresh so you are seeing data as at that moment in time, most of the time it will be unnecessary to force data to refresh, but it is handy to know that changes could have been made since the data was last refreshed.



When viewing the Membership Summary at a Battalion/District/Regional level data will show for that section and may have drill-down to hierarchies or sections below that level where appropriate.

Please note when viewing 'Ethnicity' and 'Disability/Impairment' data that this is only based on what Companies have completed and this data is currently not mandatory.

It is not currently possible to see a break-down of Company data at Battalion/District/Regional levels due to the amount of data and it not being possible to display in this way. Where you require a break-down by Company you would need to go into the Company Summary for each Company and view this. Should you require this for a large number of Companies then please send a request to support@boys-brigade.org.uk.

Additional reports

It is possible for us to add additional reports into Membership Summary for any level of the hierarchy, please forward any suggestions to support@boys-brigade.org.uk and we will review this and where possible add these in.