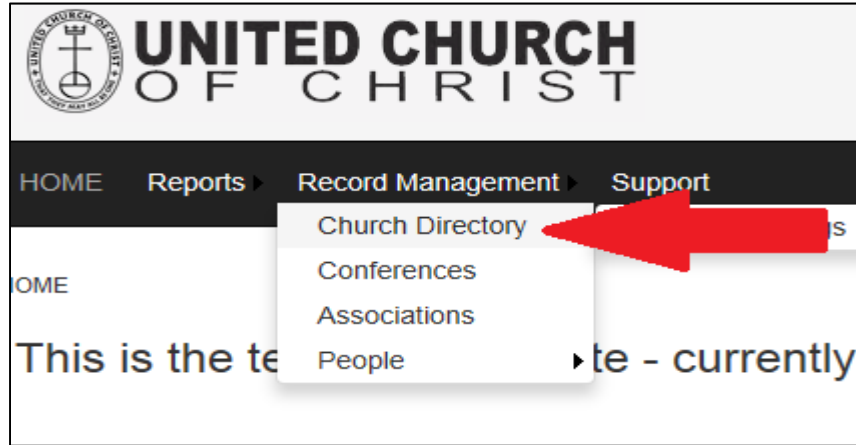


“Removing” a church record (changing the schedule)

Remove a Church Record: Log into the Data Hub. On the top of the screen there is a black Menu Bar. Place your mouse over **Record Management** and select **Churches**.



Search for and select the correct church by clicking on the **Church Name**.

The screenshot shows a table titled 'Churches'. The table has three columns: 'Church Name', 'Church ID', and 'Mailing Address'. The 'Church Name' column contains three entries: 'Advent United Church of Christ', 'Archwood United Church of Christ', and 'Auburn Community Church UCC'. A red arrow points to the 'Church Name' column header.

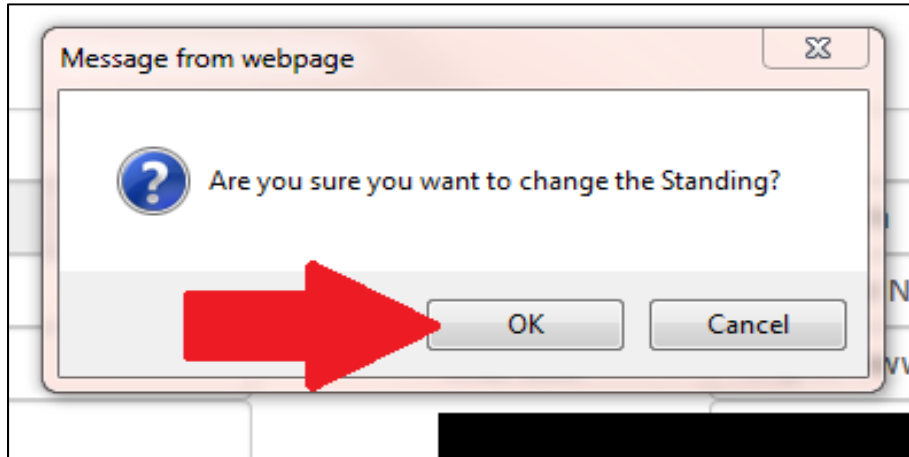
Church Name	Church ID	Mailing Address
Advent United Church of Christ	521640	
Archwood United Church of Christ	521290	2800 Archwood Ave
Auburn Community Church UCC	520310	11076 E Washington St

In the **Main Info** tab go to the drop down menu for the field labeled **Standing**. Select the appropriate option and click **Update**.

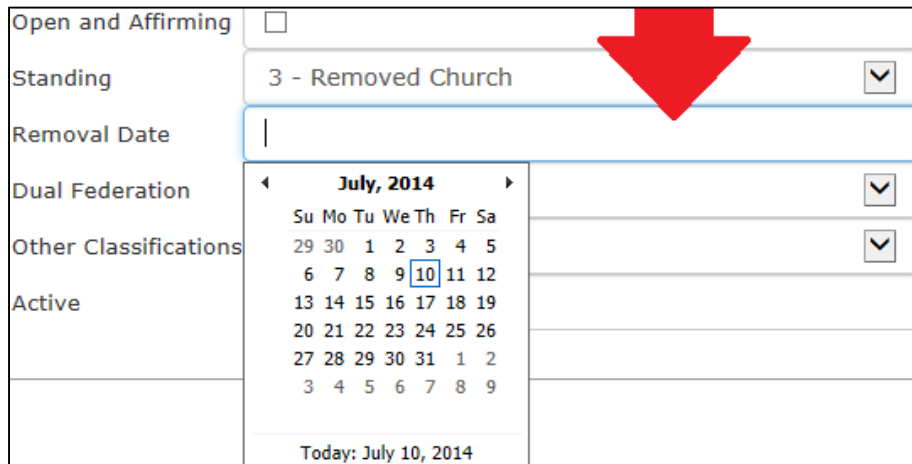
The screenshot shows the 'Main Info' form for a church record. The form includes fields for 'Church Name', 'Church ID', 'Race', 'Email', 'Phone', 'Phone 2', 'Open and Affirming', 'Standing', and 'Removal Date'. The 'Standing' field is a dropdown menu with the value '0 - UCC Church' selected. A red arrow points to the 'Update' button at the top left of the form.

Update		
Church Name	[Redacted]	Church
Church ID	[Redacted]	Confe
Race	White/Euro-American	Assoc
Email	email@eail.com	Web :
Phone	[Redacted]	FAX
Phone 2	123-456-7890	Acces
Open and Affirming	<input checked="" type="checkbox"/>	Year
Standing	0 - UCC Church	
Removal Date		Remo

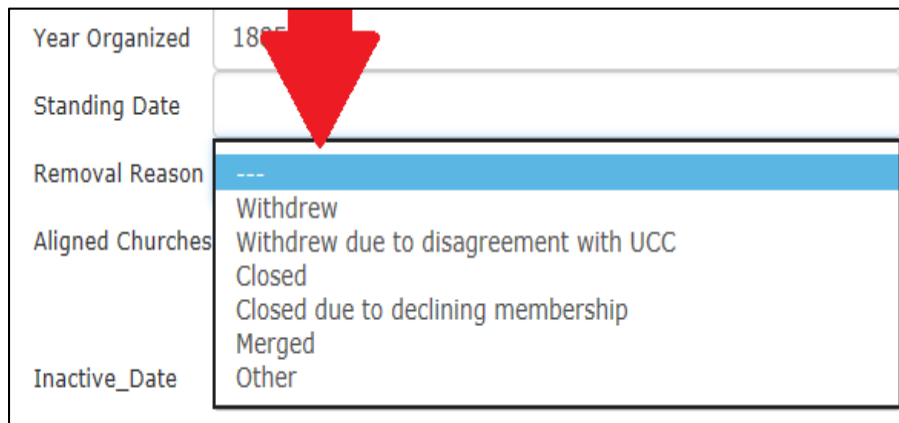
This action removes the church from being in active view as a Schedule “0” church. You will get a message asking if you are sure, if you are sure, click **OK**. Then click **Update**.



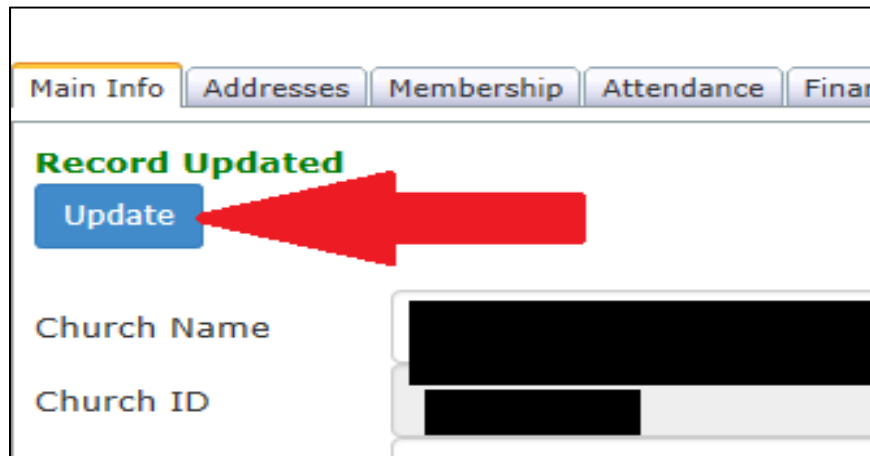
Click your mouse in the **Removal Date** field. Utilizing the pop-up calendar, you may select the date the church standing is removed.



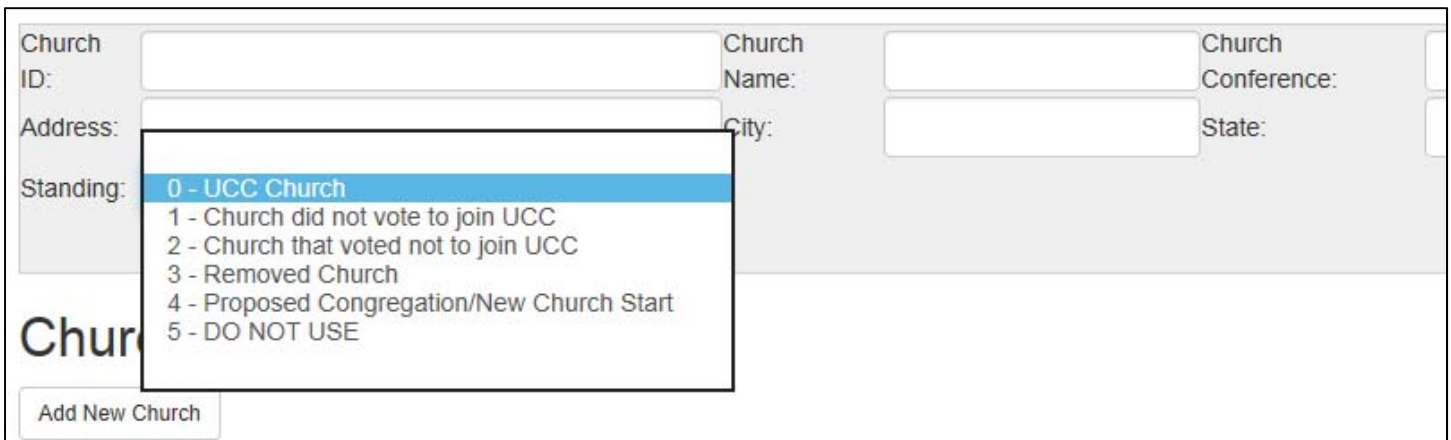
Next, use the drop down menu for the **Removal Reason** field. Select the reason that applies.



Finally, click on the **Update** button. The church record has now been updated.



NOTE: The Church record is not deleted. It has moved to the proper Standing type. You can view a list of churches selecting the standing type in the main search bar by selecting an option in the drop down menu for the **Standing** field.



You have successfully removed a church record by changing the schedule type!

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