People Dashboard
User Guide
Updated: 09/01/2020

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PEOPLE DASHBOARD
INTRODUCTION

The People Dashboard is a web-based feature that allows persons serving within the Iowa Annual Conference to update their contact information both in the conference database and on our conference website.

In addition, the dashboard gives you direct access to Charge Conference forms which have been assigned to you.

It is our expectation that every clergy person will use the dashboard so that the conference and district offices can have access to the most up-to-date information regarding you.

The pages that follow take you through a step-by-step process on how to use the People dashboard. If there are questions regarding the People dashboard that are not answered in this document, please contact Roland Minshall (roland.minshall@iaumc.org) in the conference office.

LOGGING IN TO THE
PEOPLE DASHBOARD

There are three ways to access the login screen for the Local People dashboard.

Option 1
Visit your district's website (accessible through www.iaumc.org/districts)and click on "Dashboard" on the left-hand side of the screen.
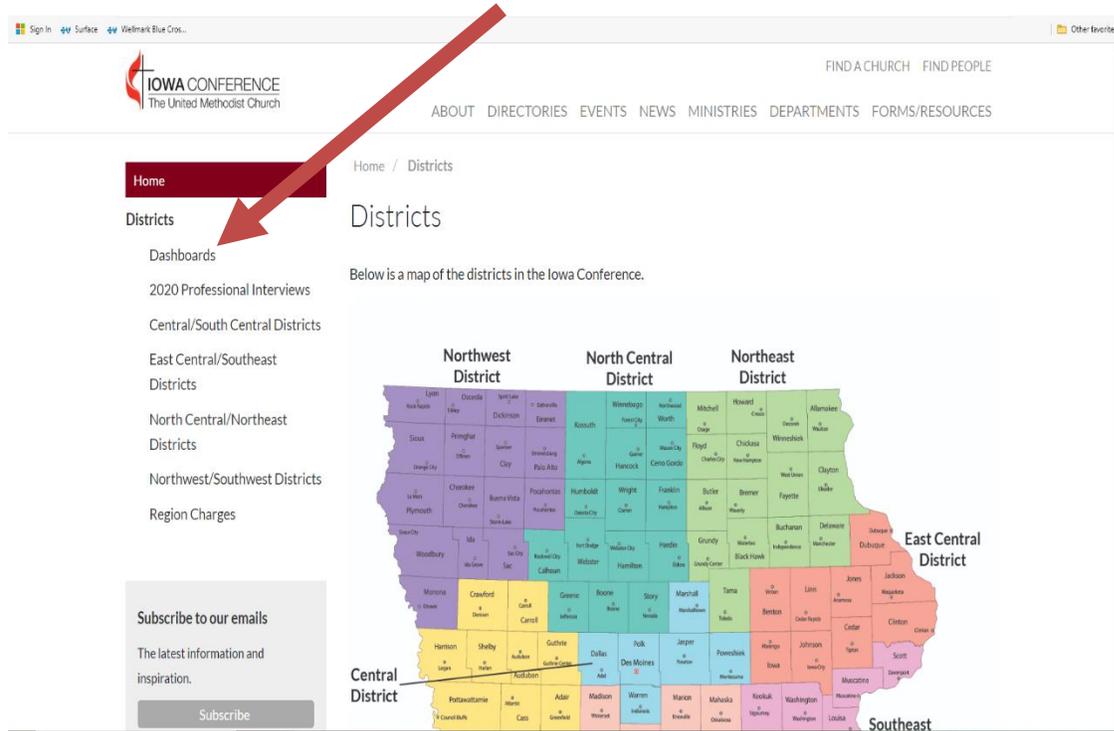
Option 2
Type http://www.iaumc.org/peopledashboard into the address bar of your web browser and go directly to the following screen.

Option 3
You will be provided a link by your District Administrative Assistant which will take you directly to the page and automatically log you in. Please keep this link in a handy, easily accessible place for future reference.

For options 1 or 2 you will need a username and password, which may be obtained from your District Office.

'PEOPLE DASHBOARD' HOME PAGE

The People dashboard home page has links that will take you to each section of the dashboard. This manual will cover each of the sections. The sections are as follows:
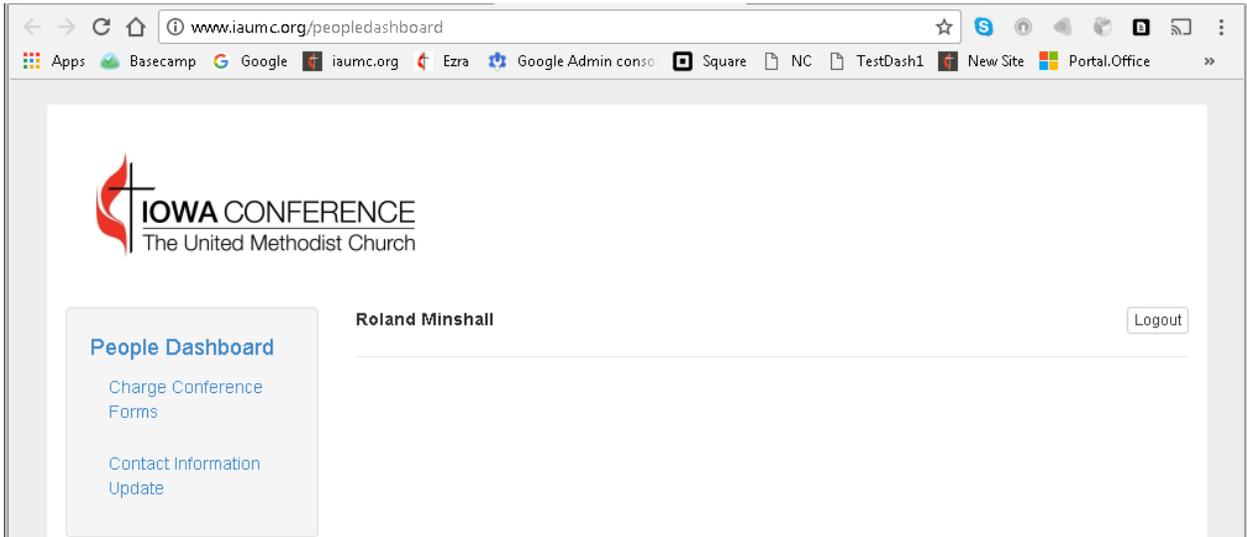
Charge Conference Forms

Contact Information Update

Log Out - *Clicking on the Log Out link will log you out of the system and return you to the People Dashboard Login screen.*

CONTACT INFORMATION UPDATE

This area allows you to update the information for your contact record in our database. Click on the **"Contact Information Update"** link, and then **again on the link in the middle** of the screen.

The following screen will display with the information we currently have in the database for you.

Click into any input box to make changes to that information. (See screen below).

Please note that many of the items are not changeable here. To update any of those fields please contact either your District Administrative Assistant, or the Conference Address Manager.

There is a box at the bottom of the screen called a "CAPTCHA" which will verify that you are not an automated system trying to update information (see the "I am not a robot" section on the image below). This must be filled in before any changes will be saved.

Once you have made all of your changes click the **"Save"** button to save your changes.

IOWA CONFERENCE
The United Methodist Church

People Information

Save

Primary Image	add title ... minshall-roland.jpg http://YourWebsite/files/tables/contacts/484286/fields/primaryimage/f3d4e5aab1ce4c2fa7d0d917ab55b008/minshall-roland.jpg Remove

Browse

Name Fields ▾

First Name	Roland
Last Name	Minshall
Preferred Name	
Name Suffix	

Email and Phones ▸

Mailing Address ▸

Login Credentials ▾

Username	minshallroland
Password ❓	••••••
Confirm Password	••••••
Last Login	6/22/2017 10:13:51 AM

Iowa Additional Information ▾

Show Mailing Address Online?	Show online
Show Work Phone Online?	Show online
Show Home Phone Online?	Do NOT show online
Show Mobile Phone Online?	Do NOT show online

☐ I'm not a robot — reCAPTCHA — Privacy - Terms

Save

To upload a Primary Image (current picture of yourself), click on the "Browse" button and navigate to the picture located on your computer. Click on the file name to highlight it and then click "open". This will upload your picture to the website.

When you have finished updating your information**, click on "SAVE".** The database will be updated and you will be returned to the People Dashboard page.

Login Credentials

This area is used to change the login information for your People Dashboard access.
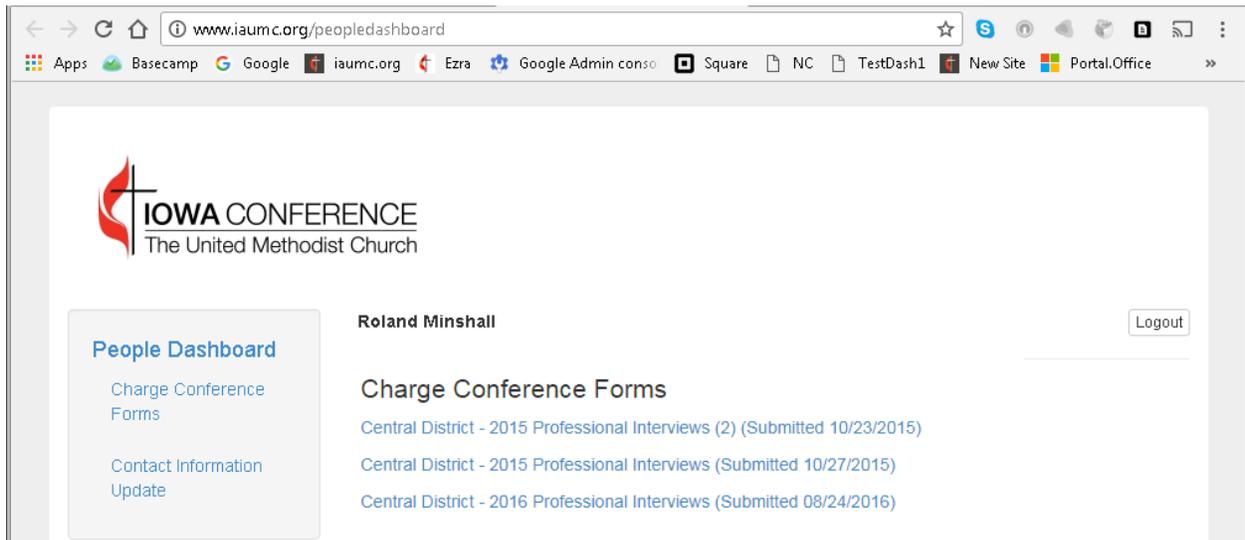
Charge Conference Forms

The Charge Conference Forms link will take you to a screen which will contain links to various FormVites which have been sent to you previously for Charge Conference Reports. Simply click the appropriate link for the forms you need to fill out. Please note: the current year's links may not have been provided yet and may therefore not show up here yet.

Beginning in 2017 this will be the only method for accessing the Charge Conference Forms links.

Charge Conference Files

The Charge Conference Files will open up a file which will need to save to your computer and print for signatures these files have been previously found on the iaumc.org website on the Forms page under Charge Conference Forms. Remember that you will need to email these files to your District Administrative Assistant.

LOG-OUT

After you are finished working in the dashboard, click on "Logout" to exit the system.