User Instructions for Meet The Need's International Missions Module

All features are located on your dashboard under International Missions> Add Missionaries>Post Missions Needs

Volunteer / Good	ds Management		Case Manage	ement
Post Needs for Volunteers / Goods O	View Volunteer Needs / Reports Q	Add / View Families O	Schedule Tamlies O	View Family Needs / Reports Q
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Add and track needs for your missionaries out in the filed as they serve in different countries

Add Missionaries

Once you click the add missionaries button, on the next screen you will see a form for you to add the information for the missionary you are wanting to post a need for and their life circumstances. Enter details for the family and click "Insert".

Insert Recipients		DAN
PIRST NAME:*		
LAST NAME:*		
ADDRESS:*		
COUNTRY:*	United States 🔶	
CITY:*		
STATE:*		
XIN:+		
PHONE: *	ex: 'soor-soor' int(0) int(0)	
EMAIL:	an: 'j.doe@email.com' (* mai)	
LIFE CIRCUMSTANCES:*		
	Insert	

Search Off	ers and Post Ne	ed 🕕			DASH
efore adding a n	eed for someone, you mu	ist see if there are a	any offers available.	If not, then you can pos	ta
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Sear	ch Offers				
1.000000000000000000000000000000000000	Missions 🚽				
	PLEASE SELECT (All)				
CATEGORY	PLEASE SELECT (All)				
SUB-CATEGORY	PLEASE SELECT (All)				
COUNTRY.	United States				
ZIP CODE: 3362	6 DISTANCE: 25 Mile				
	SUBMIT				

If not offers are found for the type of need just select "Post Need" to continue to the need description screen. Enter the description for the item or materials for that individual and select" insert".

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		ampa, FL) [Change Zipcode]		
DESCRIPTION:				
# OF ITEMS NEEDED:	1			
ER USER ITEM LIMIT:	(mm)			
Timing				
DATE NEEDED BY	01/03/2015	(MM/DD/YVYY) *This need will not appear in Search F	Results after the date you enter here.	
DISPLAY STATUS:	🔍 Active 🗇 Ine	ctive		
VIEW STATUS:				
view status.		on the websites of other organizations.		
		- Only approved members of your organization may meet		
	Semi-Private -	Only visible on your website but visitors may meet this n	e=c.	

Post Needs

When you enter a new missionary you are taken to the following screen to quickly be able to enter a need for them. Select what type of need you are wanting to post and slick "Submit".

See Current Missionaries/Missons

View, track and update all of your current missionaries/missions in the filed. Just select Missionaries & Missions> find the missionary> select details. On this page you can also <u>Add Missonaries</u> and <u>Add Missions</u> <u>Opportunities.</u>

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Need Reports

Missionaries and Missions - list items needed by any of your missionaries, either for themselves or for those they are going to serve during an upcoming missions trip. **Open Needs** - list all needs your organization has posted which are either "open (those not met at all)" or have been" Partially Filled (those where a portion has been met, but not fully)".

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Individual Reports

Pending Commitments Report - shows all the individuals who have agreed to meet a current need posted by your organization. It provides an easy way to look up each person by name. When an individual agrees to donate items or volunteer time to meet a need, the Key Contact of the organization will see each donor's contact information, and the information for the need they agreed to meet. **Completed Commitments Reports** - shows a history of every individual who has ever met a need your organization posted in the past so you can look them up by name and stay in touch with them.

