

Team/church name - if part of more than one team, click here to change teams

Settings

click on 'bell' to view notifications

sync with existing calendars - e.g. Outlook, Google Cal, iCal, Fantastical

Navigation Bar

Upcoming appointments/tasks

Welcome to the AdHub **dashboard** / home page

PP PETER SAMPLE

Search...



DASHBOARD

MY CONTACTS

EVENTS

TEAM

TEAM DASHBOARD

REPORTS

TEAM CONTACTS

COMING UP

SUBSCRIBE

Thu, 25 May 2017

Bible Study: Lizzy Mitcham

Tue, 30 May 2017

Call: Lizzy Mitcham

Wed, 31 May 2017

Enquiry: Lizzy Mitcham

Alerts

19 May 2017

New contact assigned
You've been assigned the contact
Johnny Citizenized by Cristian Copaceanu

New contact assigned
You've been assigned the contact
Johnny Citizenized by Cristian Copaceanu

Notifications/Alerts show recent contact transfers (in/out) and any tasks assigned to you by other team members



Notification: New contact assigned

1 minute ago at 1:02 AM

From hub@adventistchurch.com >

[More](#)



Hi Peter,

Here is the latest notification from Sample.

Title New contact assigned

Summary You've been assigned the contact Johnny Citizenized by Cristian Copaceanu

You will receive an email notification when receiving a new contact as well

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148 Fox Valley Road, Wahroonga, NSW 2076, Australia

PP PETER SAMPLE

- DASHBOARD
- MY CONTACTS
- EVENTS
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- REPORTS
- TEAM CONTACTS

johnny

Johnny Citizenized
Ringwood, VIC, AU
[Add Activity](#)

[SUBSCRIBE](#)

- Thu, 25 May 2017**
Bible Study: Lizzy Mitcham
- Tue, 30 May 2017**
Call: Lizzy Mitcham
- Wed, 31 May 2017**
Enquiry: Lizzy Mitcham

click on: "Add Activity" to log any interaction with the contact

click on: "search" bar and start typing a name of existing contact. Search bar auto files with possible options. Click on name to view contact

PP PETER SAMPLE

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Search...

Contacts / All

All Selected Add

NAME	LAST VISIT	STATUS
Johnny Citizened		Non Member

Add new Contact

Status column: member/non-member

Filter contact view by status

View contact details

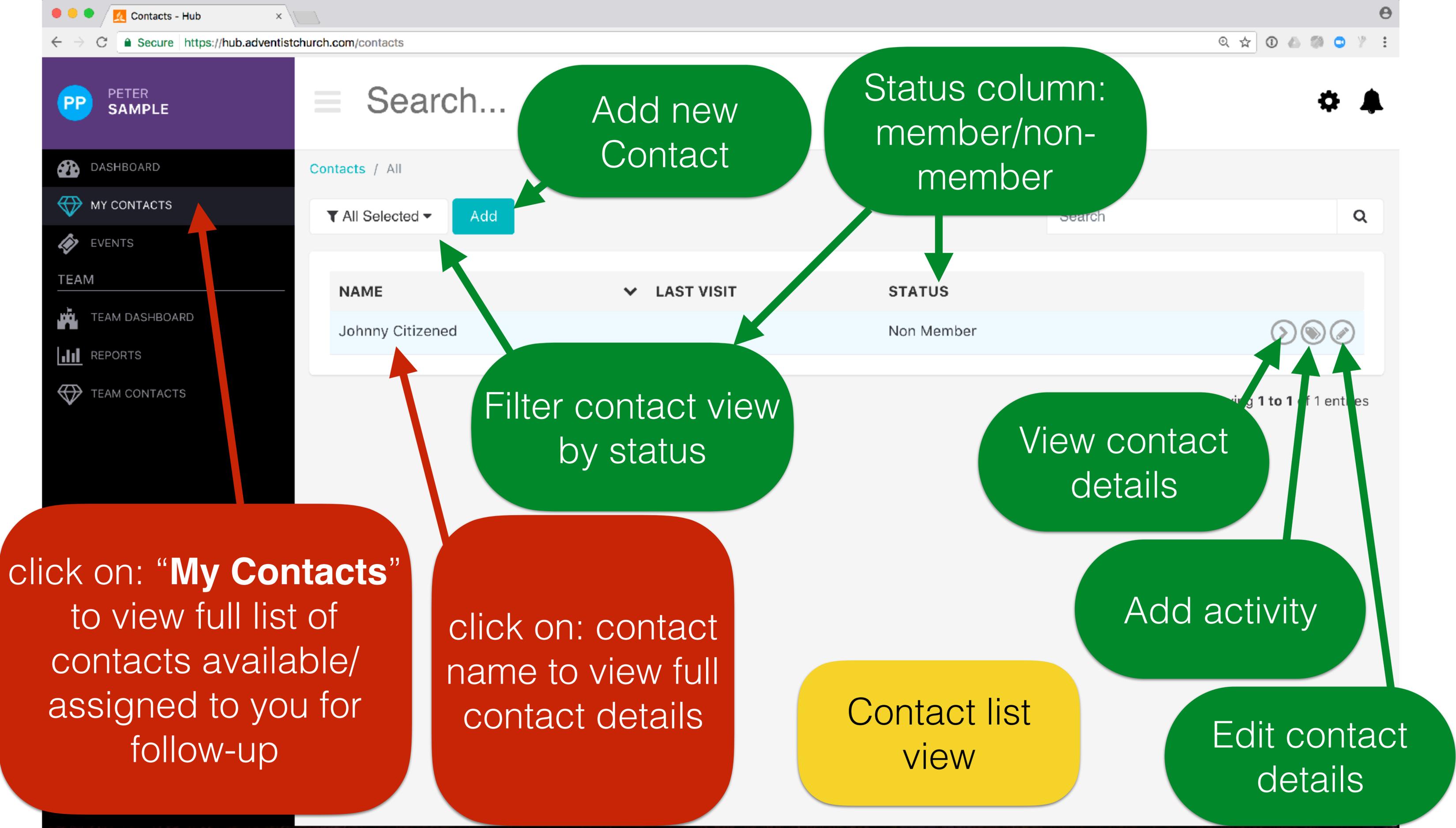
Add activity

Edit contact details

Contact list view

click on: "My Contacts" to view full list of contacts available/assigned to you for follow-up

click on: contact name to view full contact details



PP PETER SAMPLE

DASHBOARD

MY CONTACTS

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TEAM CONTACTS

Search... contact details edit contact details

Johnny Citizened
johnny@gmail.com
289 Maroondah Hwy, Ringwood, VIC
Add number

SUMMARY ACTIVITIES ADDRESSES NOTIFICATIONS SETTINGS

ABOUT

JC Non Member, Male
Assigned to Peter Pane and Cristian Copaceanu
manage

English
More

TEAMS

Sample

FAMILY MEMBERS

Add Family Member

Add/change contact photo

Add family connections

Additional contact info

Individual contact **summary** view

contact details

edit contact details

Click tabs for more details

Show/edit status: non-member / member / deceased

Shows all teams/churches a contact is part of

re-assign/transfer contact to another user in your team

NON MEMBER

Additional contact info

PP PETER SAMPLE

DASHBOARD

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TEAM DASHBOARD

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TEAM CONTACTS

Search...



Johnny Citizened

NON MEMBER

johnny@gmail.com
289 Maroondah Hwy, Ringwood, VIC
[Add number](#)

SUMMARY **ACTIVITIES** ADDRESSES NOTIFICATIONS SETTINGS

All Selected Add Activity

To Do

Completed

Nothing to see here. Time for a visit perhaps?

Click "Add Activity" to log new interaction

Two activity types can be created

1. "Todo" - a future activity needing to be completed
2. "Completed" - an activity that has already happened

Activity history

Individual contact **activities** view

Click "Addresses" to view contact addresses

Home/Mailing addresses

Edit/delete

Individual contact address view

The screenshot shows a web browser window with the URL <https://hub.adventistchurch.com/contacts/756/addresses>. The page header includes a search bar and a user profile for Peter Sample. The main content area displays contact information for Johnny Citizenized, including an email address (johnny@gmail.com) and a home address (289 Maroondah Hwy, Ringwood, VIC). Below this, there are tabs for SUMMARY, ACTIVITIES, ADDRESSES, NOTIFICATIONS, and SETTINGS. The ADDRESSES tab is active, showing a map of Ringwood, VIC, with a red pin indicating the location. Below the map, there are two address fields: HOME ADDRESS and MAILING ADDRESS. The HOME ADDRESS field contains the text "289 Maroondah Hwy, RINGWOOD VIC 3134, Australia" and has edit and delete icons. The MAILING ADDRESS field is empty and has a link to "Add Mailing Address if different from home address".

PP PETER SAMPLE

DASHBOARD

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Search...

Settings Notification

NON MEMBER

Click "Notifications" to view contact communication preferences

Johnny Citizened

johnny@gmail.com

289 Maroondah Hwy, Ringwood, VIC

Add number

SUMMARY ACTIVITIES ADDRESSES NOTIFICATIONS SETTINGS

Enable/disable various communication preference for contacts

Notification	
Call Auto Subscribed	<input checked="" type="checkbox"/>
Visit Auto Subscribed	<input checked="" type="checkbox"/>
SMS Marketing <i>Unsubscribed</i>	<input type="checkbox"/>
Email Marketing <i>Unsubscribed</i>	<input type="checkbox"/>

Individual contact **notification** view

PP PETER SAMPLE

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TEAM DASHBOARD

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TEAM CONTACTS

Search...



Johnny Citizened

NON MEMBER

johnny@gmail.com
289 Maroondah Hwy, Ringwood, VIC
[Add number](#)

SUMMARY ACTIVITIES ADDRESSES NOTIFICATIONS **SETTINGS**

DELETE

If you need to delete this contact, please contact a team leader.

Click "**Settings**" to view extra contact options

This page is only relevant for Team Leaders/Owners

Only Team Leaders/Owners can delete contacts

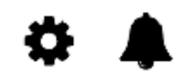
Individual contact **settings** view

PP PETER SAMPLE

- DASHBOARD
- MY CONTACTS
- EVENTS**

- TEAM
- TEAM DASHBOARD
 - REPORTS
 - TEAM CONTACTS

Search...



Add new event

Events / All

All Selected Add New Event Search

Filter by event type (e.g. small group, public, SS, etc)

Add new session of existing/recurring event. e.g. Evening session of public program, Weekly SS or Church attendance

Upcoming Events



John Bradshaw
Narre Warren -
Bunjil Centre

NAME	STARTED	EVENT TYPE
Add events to track attendance of contacts at small and large gatherings such as small groups and public programs.		

View/edit past events

Events view

Click "Events" to view/add/edit events

PP PETER SAMPLE

- DASHBOARD
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TEAM DASHBOARD

- REPORTS
- TEAM CONTACTS

Search...



Sample

- DASHBOARD**
- MEMBERS
- CAMPAIGNS
- SETTINGS

Sample / View

NOTICES

- Contact Transfer Requests
- Contact Assignment Requests
- Non members unassigned
- Members unassigned 1
- Contacts missing gender 1
- Support Alerts

Team options tabs

Clickable Reports

Team Summary

Team Dashboard view

Click "Team Dashboard" to view/add/edit teams/details

PP PETER SAMPLE

- DASHBOARD
- MY CONTACTS
- EVENTS
- TEAM

Search...

Sample

DASHBOARD MEMBERS CAMPAIGNS SETTINGS

Settings and Notifications icons

Click "**Members**" tab to view list of all AdHub users



Sample / Memberships

Search

NAME	AVAILABILITY	ROLE	
Cristian Copaceanu	Available	Owner	>
Jorge Munoz	Available	Leader	>
Mike Smith	Available	Team Member	>
Peter Pane	Available	Leader	>

Showing 1 to 4 of 4 entries

View team member profile/details



Member role within team



Team Dashboard view

PP PETER SAMPLE

- DASHBOARD
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 - REPORTS
 - TEAM CONTACTS

Search...

Sample

DASHBOARD MEMBERS **CAMPAIGNS** SETTINGS

Click "**Campaigns**" to view/add/edit public programs/marketing/outreach/campaigns

Sample / Marketing Campaigns

Add Marketing Campaign

Search

NAME	STARTED	
Big Camp Youth 2017	14 Apr 2017	> ✎ ✕
Big Camp Juniors 2017	14 Apr 2017	> ✎ ✕
John Bradshaw 2019	05 Apr 2019	> ✎ ✕

Edit existing campaign

View existing campaign

Add new campaign

Team Dashboard view

PP PETER SAMPLE

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Search...

Sample

DASHBOARD MEMBERS CAMPAIGNS **SETTINGS**

Sample / Settings

SAMPLE

English
Sydney



Edit team details

Click "Settings" to view/edit team settings

LOCATION



289 Maroondah Hwy, RINGWOOD VIC 3134, Australia



Edit team address

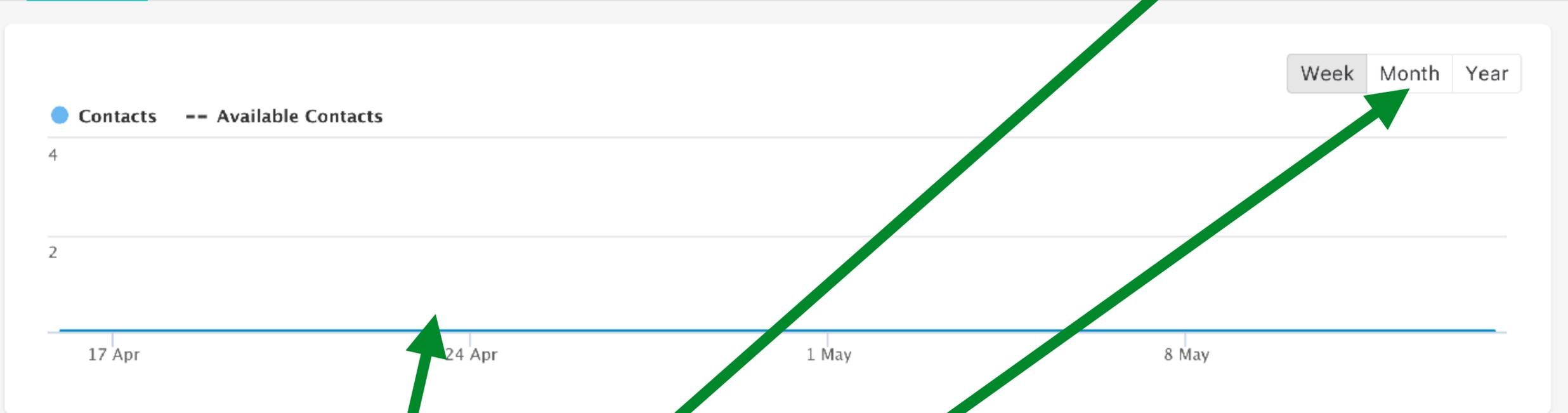
Team Dashboard view

PP PETER SAMPLE

- DASHBOARD
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- REPORTS**
- TEAM CONTACTS

Search... Information tabs for various reports

Reports
CONTACTS ACTIVITIES EVENT SERIES
18 Apr 2017 to 18 May 2017



Secondary Dimension Search

Contact	Contacts
	0 results

Click "Reports" to view team reports

Report data and filters

Team Report view

PP PETER SAMPLE

- DASHBOARD
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 - TEAM CONTACTS**

Search...

Add new contact to team

Toggle map view on/off

Team Contacts / All

Add Contact

Search contacts by name...

Filters

All

6 contacts

GROUP BY

- All
- Age
- Assigned Contacts
- Gender
- Language
- Location
- Religion
- Status
- Surname

Cristian Copaceanu

JC

Johnny Citizened

Jorge Munoz

LM

Lizzy Mitcham

MS

Mike Smith

PP

Peter Pan...

Blue = male
Red = female
Green = not recorded

Filter contacts by category

Click "Team Contacts" to view all team contacts

Team Contact view