

# LifeGroup Reporting \*

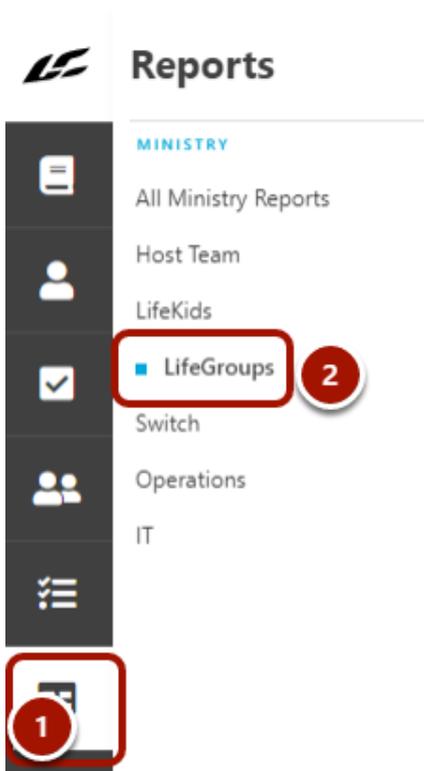
This article outlines steps to create a LifeGroup report and then sort that information by campus. You will create a report within the Reports section of RMS. Finally, you will export your report to an Excel spreadsheet.

💡 Visit the LG Tool: <https://rms.life.church/>

## Run a LifeGroups Report in RMS

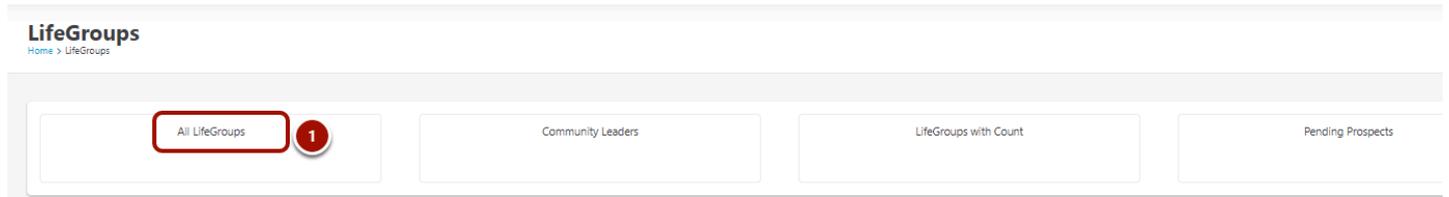
### 1. Open Ministry Reports.

1. Click the **Reports** icon in the left column.
2. Click **LifeGroups**



## 2. Select the report you need.

1. Select the **report name**.

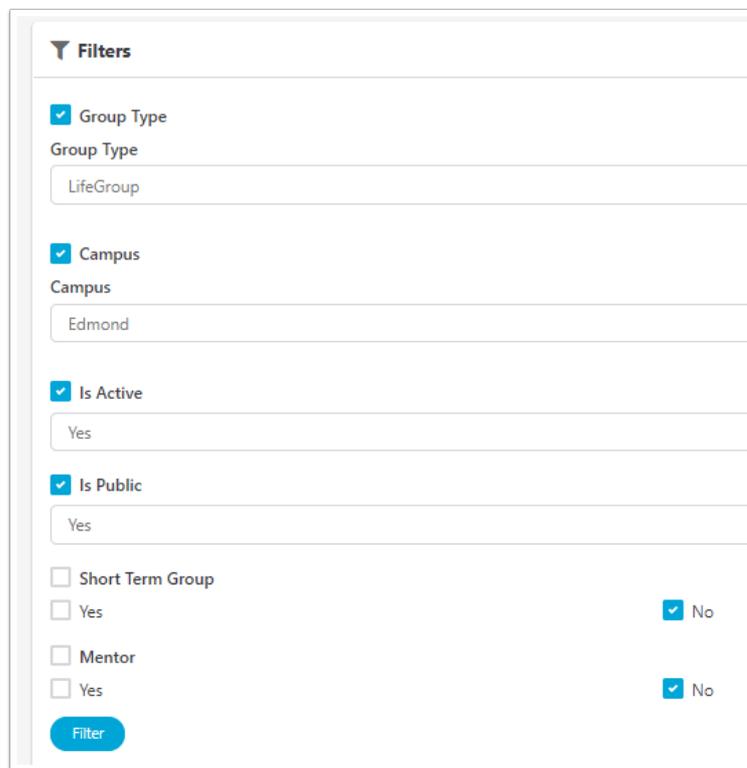


LifeGroups  
Home > LifeGroups

All LifeGroups **1** Community Leaders LifeGroups with Count Pending Prospects

Select the appropriate filters.

Click **Save**



**Filters**

Group Type  
Group Type  
LifeGroup

Campus  
Campus  
Edmond

Is Active  
Yes

Is Public  
Yes

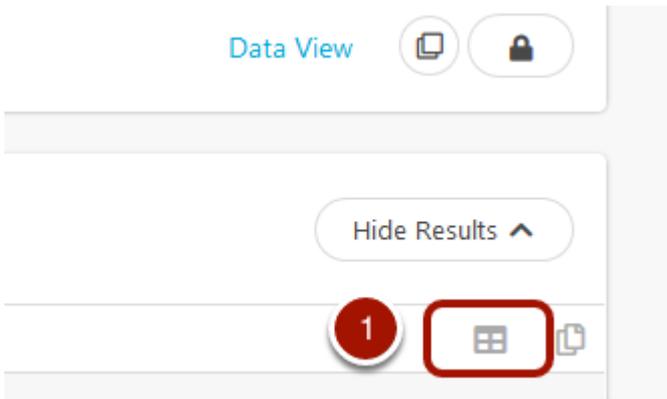
Short Term Group  
 Yes  No

Mentor  
 Yes  No

Filter

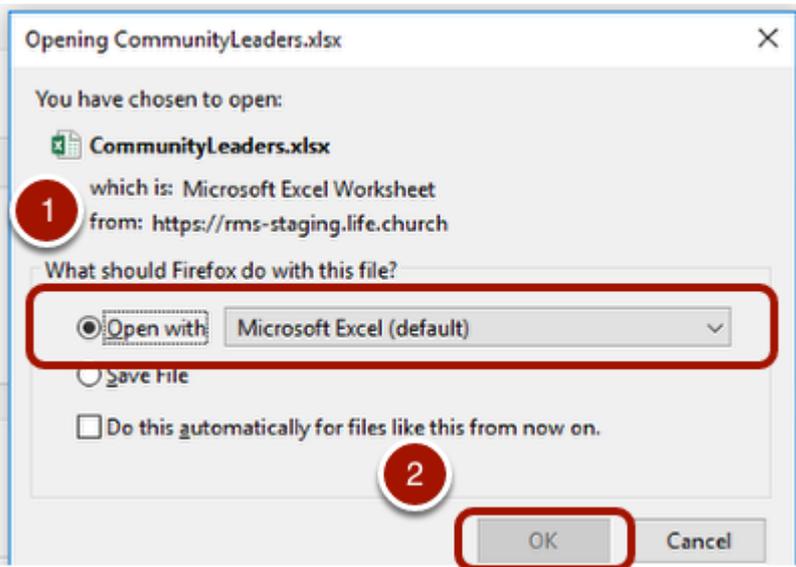
## 3. Export your report to Excel.

1. Click the **spreadsheet icon** in the lower right side of the filter window.



#### 4. Open your report with Microsoft Excel.

1. Click **Open with Microsoft Excel**.
2. Click **OK**.



 **You can sort any column** to get the information you need from the report.