

LifeGroup Reporting *

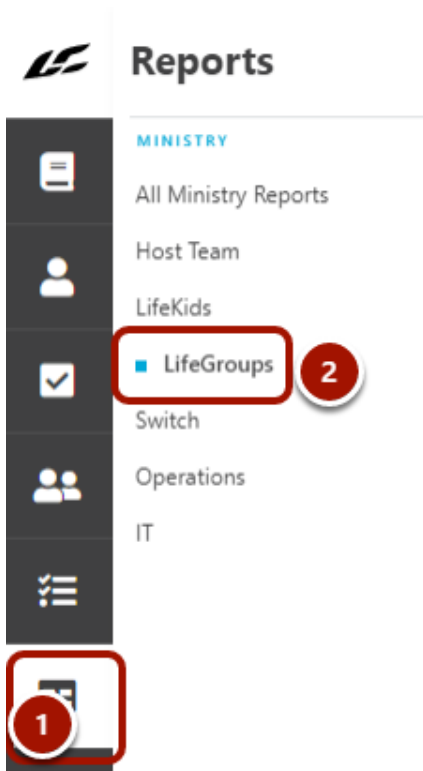
This article outlines steps to create a LifeGroup report and then sort that information by campus. You will create a report within the Reports section of RMS. Finally, you will export your report to an Excel spreadsheet.

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

Run a LifeGroups Report in RMS

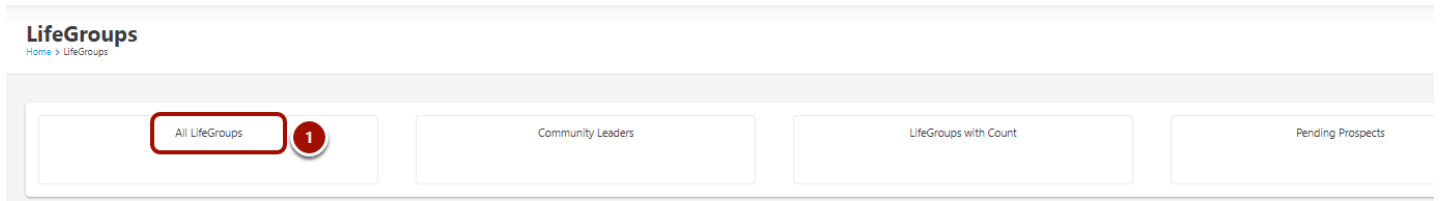
1. Open Ministry Reports.

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



2. Select the report you need.

1. Select the **report name**.

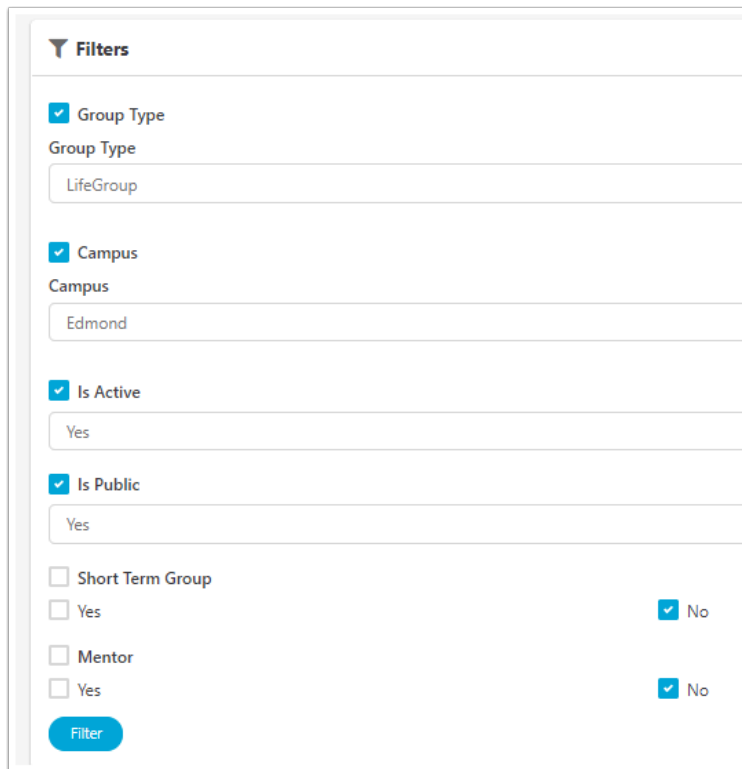


LifeGroups
Home > LifeGroups

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

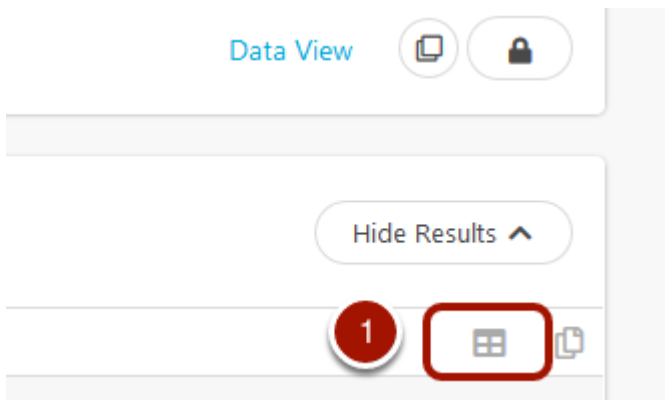
☐ Short Term Group
☐ Yes ☒ No

☐ Mentor
☐ Yes ☒ No

Filter

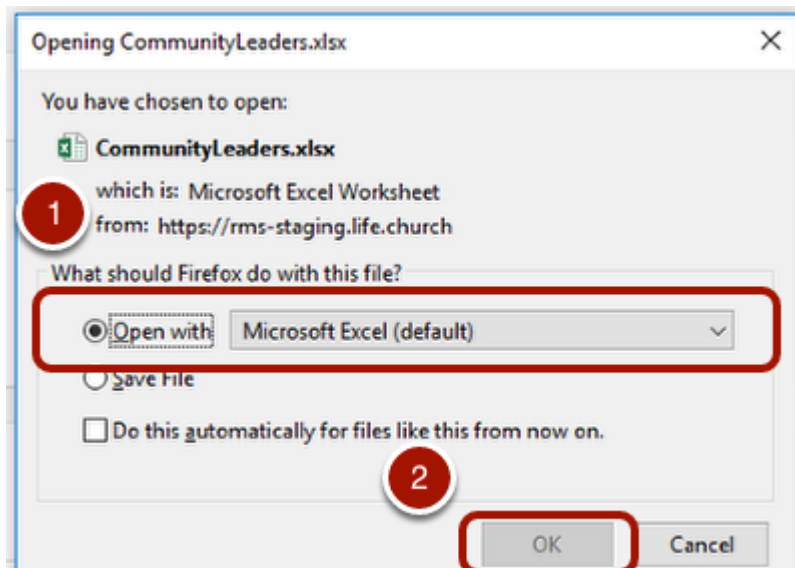
3. Export your report to Excel.

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.