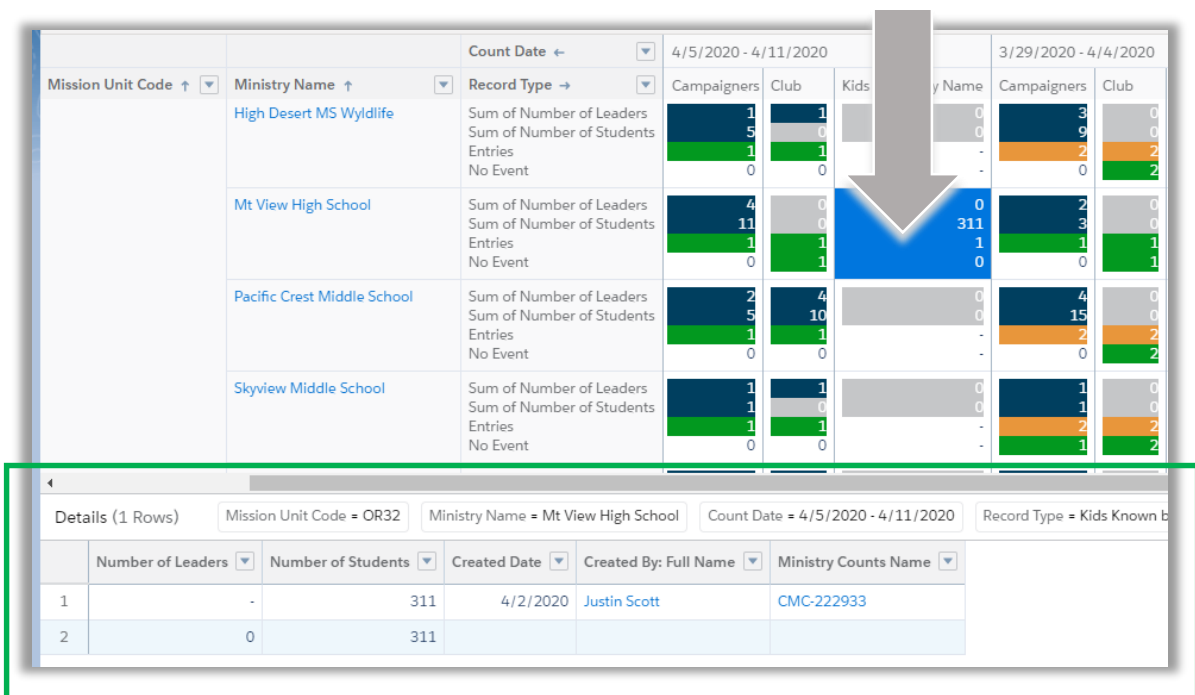


Be sure to review the “Viewing Core Ministry Counts” Field Note for the process steps and instructions to access the Details view from reports.

From a report, click on the Ministry Counts Name link to view, edit or delete the count record.

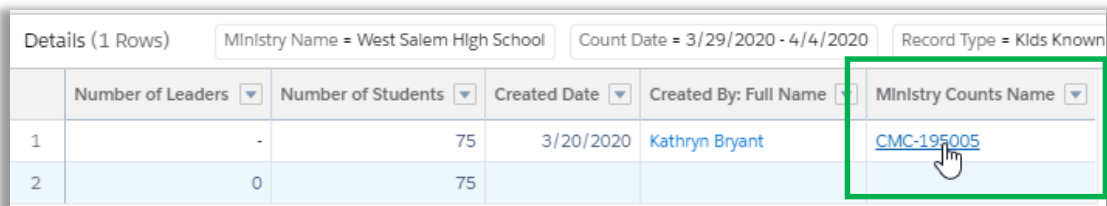
- Click on a cell to reveal the **Details** view below the report



Mission Unit Code	Ministry Name	Record Type	Count Date	Campaigners	Club	Kids	Ministry Name	Campaigners	Club
	High Desert MS Wyldlife	Sum of Number of Leaders Sum of Number of Students Entries No Event	4/5/2020 - 4/11/2020	1 5 1 0	1 0 1 0			3 9 2 0	0 0 2 2
	Mt View High School	Sum of Number of Leaders Sum of Number of Students Entries No Event	4/5/2020 - 4/11/2020	4 11 1 0	0 0 1 1	0 311 1 0		2 3 1 0	0 0 1 1
	Pacific Crest Middle School	Sum of Number of Leaders Sum of Number of Students Entries No Event	4/5/2020 - 4/11/2020	2 5 1 0	4 10 1 0	0 0 - -		4 15 2 0	0 0 2 2
	Skyview Middle School	Sum of Number of Leaders Sum of Number of Students Entries No Event	4/5/2020 - 4/11/2020	1 1 1 0	1 0 1 0	0 0 - -		1 1 2 1	0 0 2 2

Details (1 Rows)					
	Number of Leaders	Number of Students	Created Date	Created By: Full Name	Ministry Counts Name
1	-	311	4/2/2020	Justin Scott	CMC-222933
2	0	311			

- To View the count record click the Ministry Count Name link*.



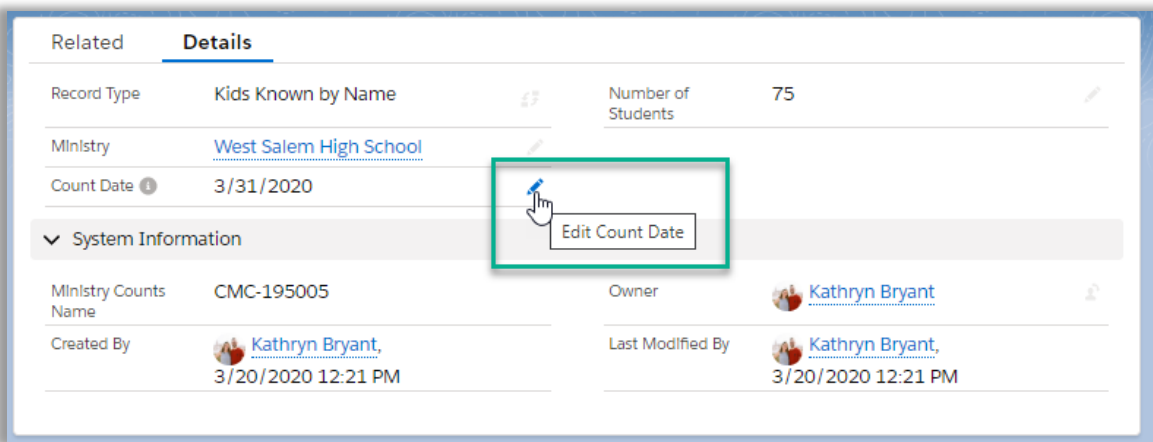
Details (1 Rows)					
	Number of Leaders	Number of Students	Created Date	Created By: Full Name	Ministry Counts Name
1	-	75	3/20/2020	Kathryn Bryant	CMC-195005
2	0	75			

**ProTip: Open in a new tab/window to keep your CMC Report active at the same time.*

On the Count Details Page

EDIT (All users can edit CMC)

- You can **edit** any of the fields in this display with the “pencil” icon to the right. *(Pencil icon will change to blue when you hover over it)*
- Click the icon next to the field you wish to edit and enter changes.
- Click **Save** on the edit screen to save your changes.



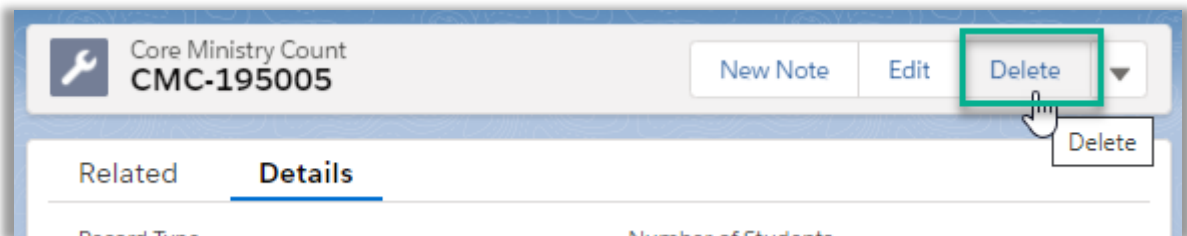
The screenshot shows the 'Count Details' page with the following fields:

Related		Details	
Record Type	Kids Known by Name	Number of Students	75
Ministry	West Salem High School		
Count Date	3/31/2020		
System Information			
Ministry Counts Name	CMC-195005	Owner	Kathryn Bryant
Created By	Kathryn Bryant 3/20/2020 12:21 PM	Last Modified By	Kathryn Bryant 3/20/2020 12:21 PM

A green box highlights the 'Edit Count Date' button, which is a pencil icon next to the 'Count Date' field.

DELETE* (Student Staff users are ***NOT** able to delete counts. Contact an area staff member if a count needs to be deleted)

- On the upper right of the screen, you will see a **Delete** button which will delete that CMC record.



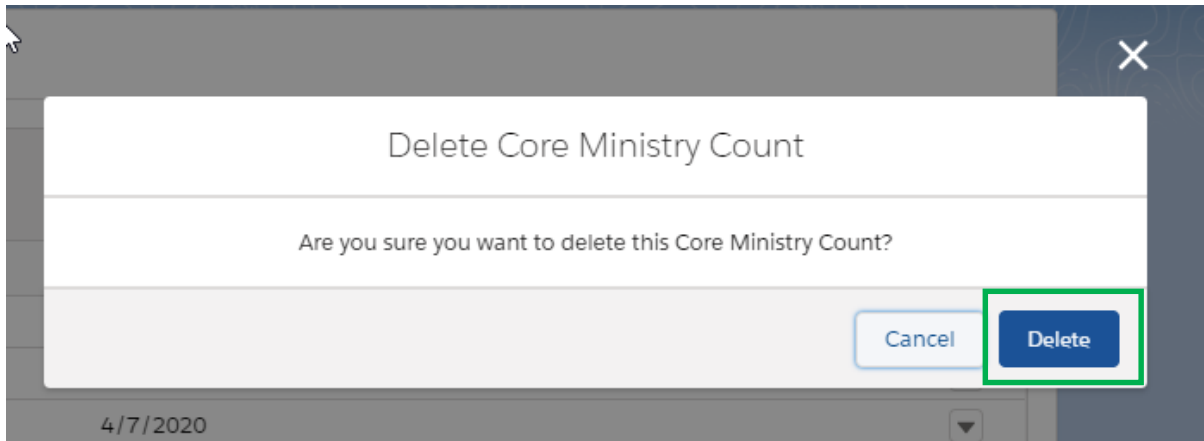
The screenshot shows the 'Core Ministry Count' page with the following fields:

Related		Details	
Record Type	Kids Known by Name	Number of Students	75
Ministry	West Salem High School		
Count Date	3/31/2020		
System Information			
Ministry Counts Name	CMC-195005	Owner	Kathryn Bryant
Created By	Kathryn Bryant 3/20/2020 12:21 PM	Last Modified By	Kathryn Bryant 3/20/2020 12:21 PM

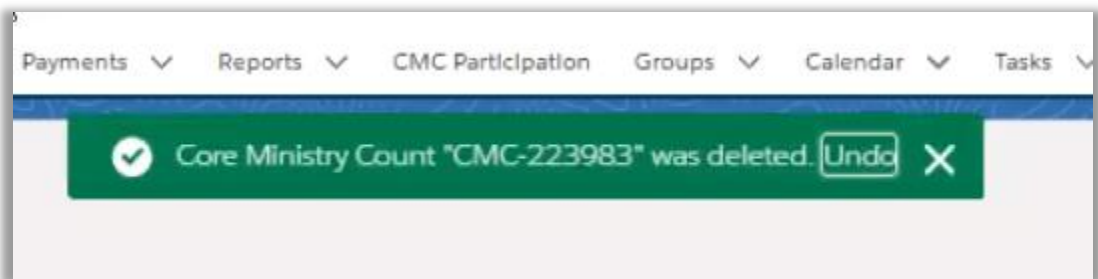
A green box highlights the 'Delete' button, which is a pencil icon next to the 'Count Date' field.

- You can click on the **Delete** button, without immediately deleting that record. *(a dialogue box appears first)*

- A dialogue box will appear, asking if you are sure that you want to delete that Core Ministry Count. (*Note: Deleting record counts is a permanent action that cannot be undone. Verify that the count is a mistake or a duplicate prior to deleting. If the count is deleted by accident, the area will need to recreate the count.*)



- Click the **Delete** button to complete the deletion of that Core Ministry Count record.
- A green confirmation box will briefly appear at the top of your screen, to note the deletion.



- After editing or deleting a CMC record, refresh your reports to view those changes.
- For the [CMC Participation Dashboard](#), changes will require an overnight sync to be reflected.