

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

The screenshot shows a report with four mission units. A large blue arrow points down from the 'Kids Known' column of the Mt View High School row to a green-bordered box containing the 'Details' view for that row. The 'Details' view shows the following data:

	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			

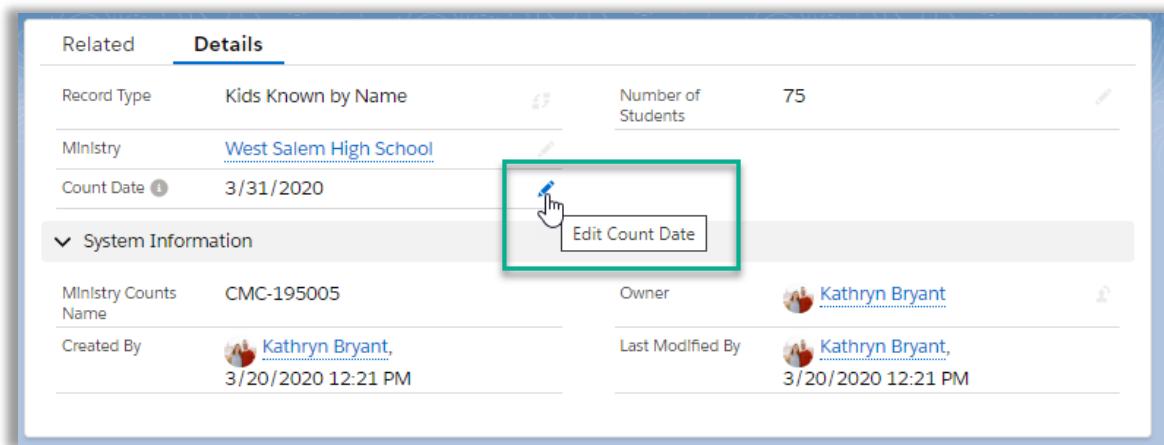
- To View the count record click the Ministry Count Name link*.

The screenshot shows the 'Details' view for West Salem High School. A green box highlights the 'Ministry Counts Name' dropdown, which contains the value 'CMC-195005'. A hand cursor icon is positioned over this value.

*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.

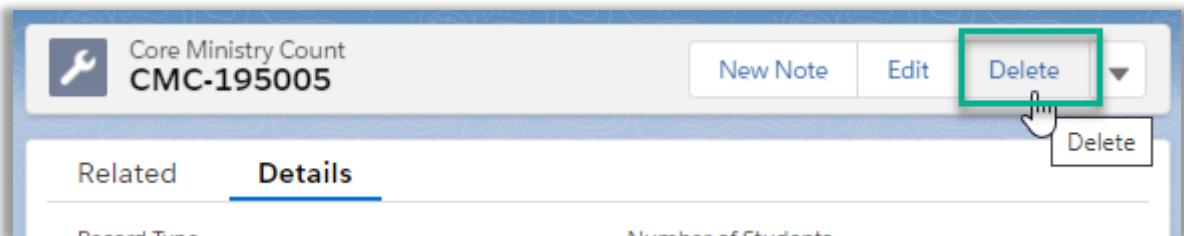


Related **Details**

Record Type	Kids Known by Name	Number of Students	75
Minstry	West Salem High School		
Count Date	3/31/2020	 Edit Count Date	
System Information			
Minstry 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

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.



Core Ministry Count
CMC-195005

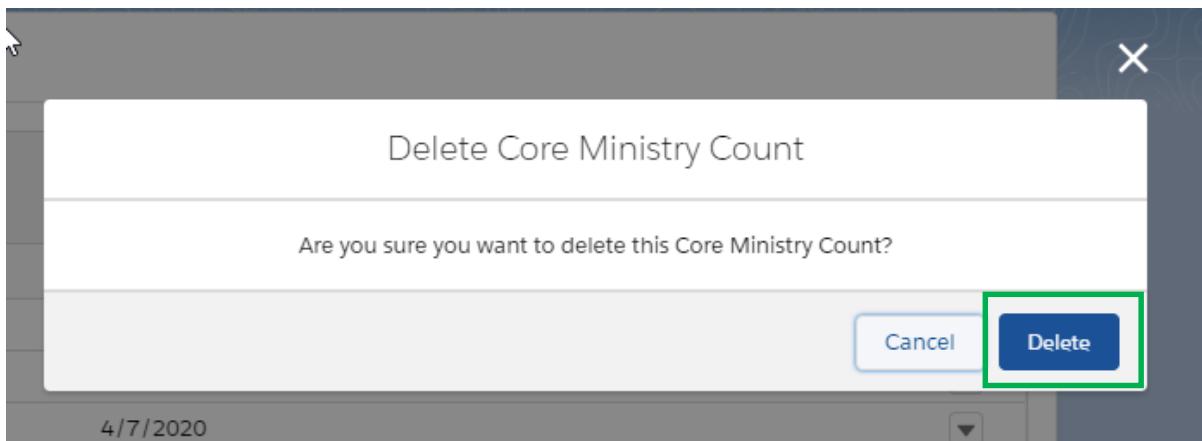
New Note Edit 

Related **Details**

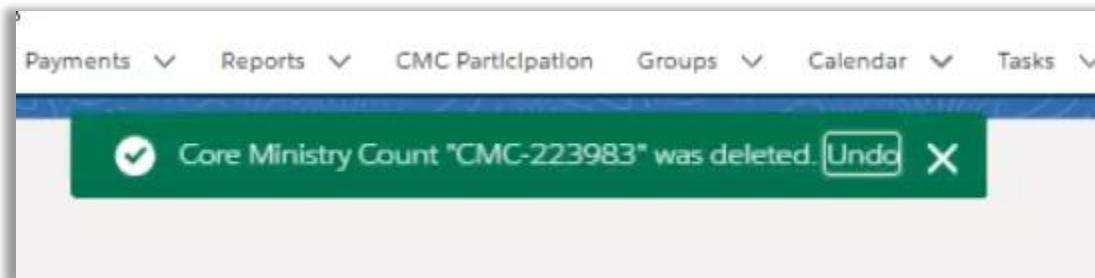
Record Type	Number of Students
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- You can click on the **Delete** button, without immediately deleting that record. (*a dialogue box appears first*)

- 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.