

The following is a list of reports available in iMIS that you might know are available to you. To request this report for your district/area, please email the Records Management Coordinator at imis@girlguides.ns.ca

Activities

Positions by Level

- Lists members holding positions within various levels. For instance, all advisers in your area, or all commissioners in an area without having to run a full area roster.

Training Recognition Report

- Generates a list of members at various levels who have specific training (i.e. members in Halifax who have Safe Guide). This report can also generate a list of members who do not have a specific training.

Safe Guide Training Compliance Report

- Generates a list of members who do not have Safe Guide.

Members-at-Large

- Members-at-large (members who do not hold any other position in the area/district) do not appear on your district/area directories, and so this report must be run to determine who is listed as a member-at-large.

External Training Report

- Generates a list of members with specific training (i.e. members in Cape Breton who have taken a swim test for boating)
- Can be dated (i.e. who took First Aid between January and May 2008).
- Can also generate a list of members without specific training.

Awards

- Can search for members at various levels with specific awards (i.e. all members in Dartmouth Lakes who have been given a Gold Merit award.)

Member Profile Report

- Frequently requested report allowing members to view their own profile, or for commissioners and advisers to view the profiles of their members.
- Can generate profiles for members in whole entities
- Can generate profiles for girl members in units
- Can also search individual profiles

Administrative

Police Records Check Renewals

- Generates a list of members whose PRC/CRC is expiring in a certain time frame.
- Used monthly according to the PRC Expiry process.

Potential Member Status Report

- Produces a list of potential members and their screening requirements.
- Used most often in the months prior to census.
- Also used monthly when communicating with Commissioners regarding the Potential Member Screening process.

Link and Trefoil Potential Member Status Report

- Same as above, for Link & Trefoil members (who appear under province in the above report)

Member Open Activity Report

- Generates a list of members with a specific activity category listed on their record. (i.e. a list of all members in Marine Shore who have awards on their profiles.)

Membership Pin Report

- To be distributed when asked for a list of members' years of service. Indicates the membership pin that is due to receive or has been received in the current guiding year.

Rosters and Directories

Unit Meeting Locator

- Provides a detailed listing of the Organizational Chart that includes the names of commissioners, contact guiders, meeting times, locations and frequency.

Organizational Chart by Province

- A comprehensive listing of entities at various levels, including unit meeting locations and times. A list run for an area will show the name and iMIS number of the area, the districts below, and also the units.

Member Roster: Multi-level

- For generating a list of members by the level at which they are registered. This will reflect a member's iMIS home and therefore what level will be billed for their membership. These are sent to areas before and after Census.

Girl Roster

- For generating a list of girls by the unit they're registered in. These are sent to areas before and after census, and also may be requested by the Guiders throughout the year.

Membership Roster by Entity Level

- Can provide a list of leaders in a district and which units they are in.
- Also used to provide a roster for the Link and Trefoil Units.
- This is the same roster that can be viewed online by Guiders via Member Zone.

Branch/Leader Types

- Searches for leaders by branch type and Guider type.

District Roster Directory

- An overview of adults in a district. Unlike the Member Roster: Multi-level, which just lists members, this report shows the full district council and also the leaders of all the units.

Area Positions Directory

- Provides the names and contact information for all members in the area council.

Trefoil Executive

- Members of Trefoil units. Can also produce results if searching for various roles in units (i.e. treasurers).