KairosMessenger Reports

Report Name	Report Location	Report Information
State Chapter		
Organization Dashboard	Organization>Dashboard - State Tab [More Dashboard Details] [Print Detailed Report]	• If state documents have been submitted • % Advisory Council Elections Recorded in previous 2 years • Details of each Advisory Council
State Chapter Election Roster	Organization>Elections>State Chapter - [Print State Chapter Roster]	• See all elected members with Phone and email address
Advisory Council		
Advisory Council Election Roster	Organization>Elections>Advisory Council - [Advisory Council Roster]	• See all elected members with Phone and email address
Duplicate Person Elections	Organization>Elections>Duplicate Person Elections	• See volunteers holding more than one voting position
Election Status Report	Organization>Elections>Election Status Report	• See if elections are entered • See how many officers elected • See who is Chair and Secretary • See how many Active & Total Volunteers
Volunteers		
Volunteer Dashboard	Volunteers>Dashboard – Advisory Council Tab - [More Dashboard Details] [Print Detailed Report]	• % First Time Team Members in the past 2 years • Active and Inactive Volunteers in past 2 years • Details of Each Advisory Council
Volunteer List	Volunteers>Volunteer List Missing Info Tab	• View volunteer & Prospect records • [Print Volunteer List] Filter and View/Print • Missing Info tab - [Print Missing/Bad Info] based on Filters
Volunteer Directory	Volunteers>Volunteer Directory	• Print Volunteer Directory based on Filters
Volunteer Profiles	Volunteers>Reports>Volunteer Profiles - [Print Volunteer Profile] (You must make a selection)	• View for entire state or by Advisory Council • Number of Volunteer Active & Inactive • Volunteer Average Age, Gender, Ethnicity, Denomination distribution
Kalendar of Events		
Kairos Kalendar	Program>Kairos Kalendar	• Monthly Kalendar see all upcoming Weekends and Trainings • Weekends Tab Filter • AKT Training Tab Filter • Virtual Training Tab Filter
Program Information		
Leader Reports	Program>Weekends>Leader Reports	• See all Leader reports uploaded by community
Participant Info	Program>Weekends>Participant Info	• [Participant Inquiry] Individual Lookup by DOC number • [List Participants] show everyone from an Advisory Council who has attended **NOTE:** This does not include Kairos Outside Guests
Excellence Initiative	Program>Weekends>Excellence Initiative	• See Excellence Initiative Reports by Advisory Council

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Weekend Program History	Program>Weekends>Weekend Program History	• Leave Advisory Council blank to see entire state • You must enter a from and to date • See upcoming Weekends by Advisory Council • See Weekend Leaders, AKT Date, Ezra Order Date, Observing Leader and their AKT Date • See if Leader Report and Excellence Initiative were done for a Weekend • Also shows who is NOT scheduling a Weekend, unapproved leaders, untimely Ezra if any, untimely AKT
Continuing Ministry	Program>Continuing Ministry	• Filter by Advisory Council, date and Event Type
Training Information		
Training History	Reports>Training>Training History	• Look up individuals training history or training done by Advisory Council
AKT Attendance	Reports>Training>AKT>Event Registrations	• View By Event or by State or Advisory Council • See who is scheduled for or has attended AKT
AKT	Reports>Training>AKT>AKT Schedules	• See upcoming AKT events and open seats
Miscellaneous Information		
Facilities and Hotel Contact Information	Organization>Facilities/Hotels	• Includes Administrative Asst, Managers, General Managers, etc. for Lodging Facilities for Weekends
Prison Admin	Organization>Prison Admin	• Includes Warden, Asst Warden, Chaplains, etc. for Prisons
Kairos Mail		
Kairos Mail List	Email>Create Email List 1. Builds New List Based on Your Selections in ✅ Checked Tabs (Only tabs with the checkmark will be used to create your list) 2. View New Mailing List – Review, Modify or Export the Mailing List 3. Create/Send Emails (see below)	• Email Excellence Initiative Reviewers • Email Volunteers and Prospective Volunteers • Email Advisory Council (13 standard roles), all Members (includes Optional Positions), or select up to 4 positions • Email State Chapter Members (including Officers, Advisory Council Chairs and Committee Chairs), or select up to 4 positions • The ✅ on a Tab indicates there are selections on the Tab that will be included in your generated list.
Kairos Mail Message	Email>Create/Send Emails **Note:** you will be logged out after 30 minutes of inactivity. Consider writing your message in Word and copy and paste it into the email body.	• Includes tab for Email List • View existing or create new templates • Send email - can include 1 small attachment, template or free flowed message
Kairos Mail Log	Email>Email Log	• See log of messages sent (does not show individual recipients, only total number sent)