Reunion Reports

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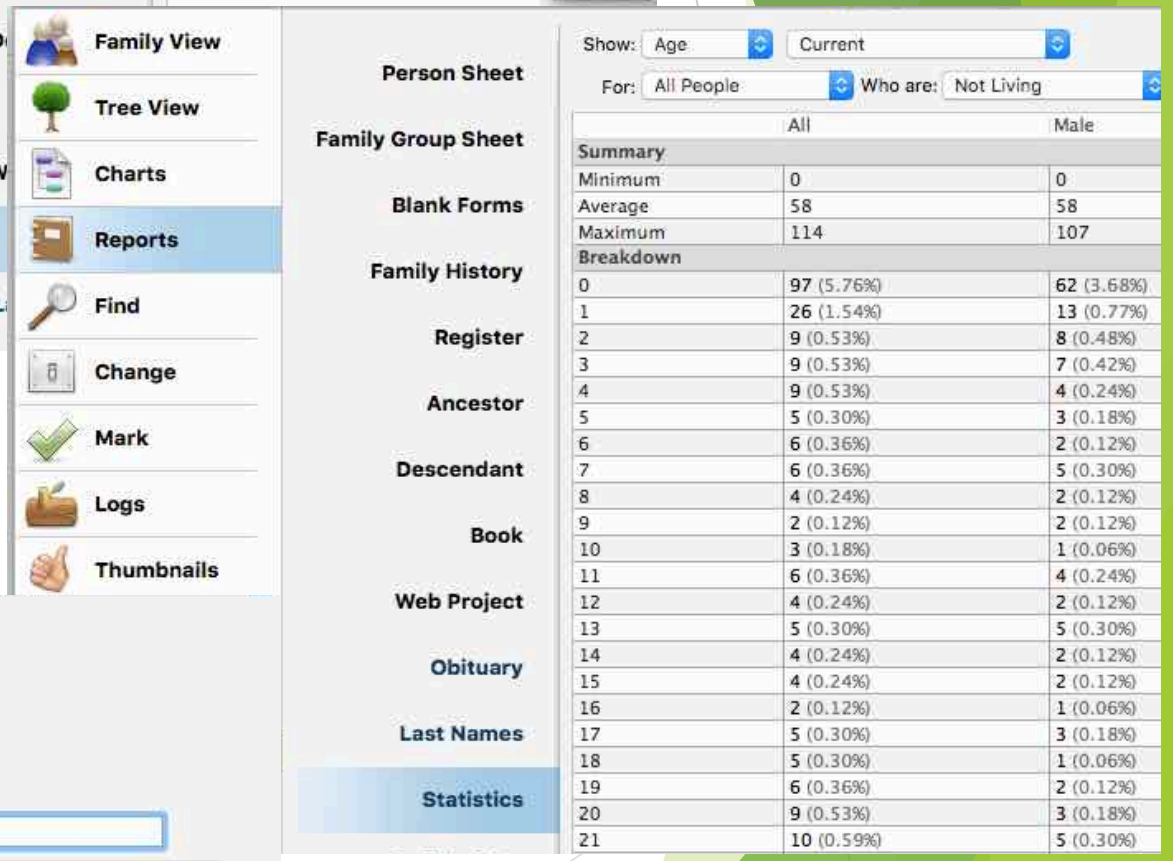
What are we covering?

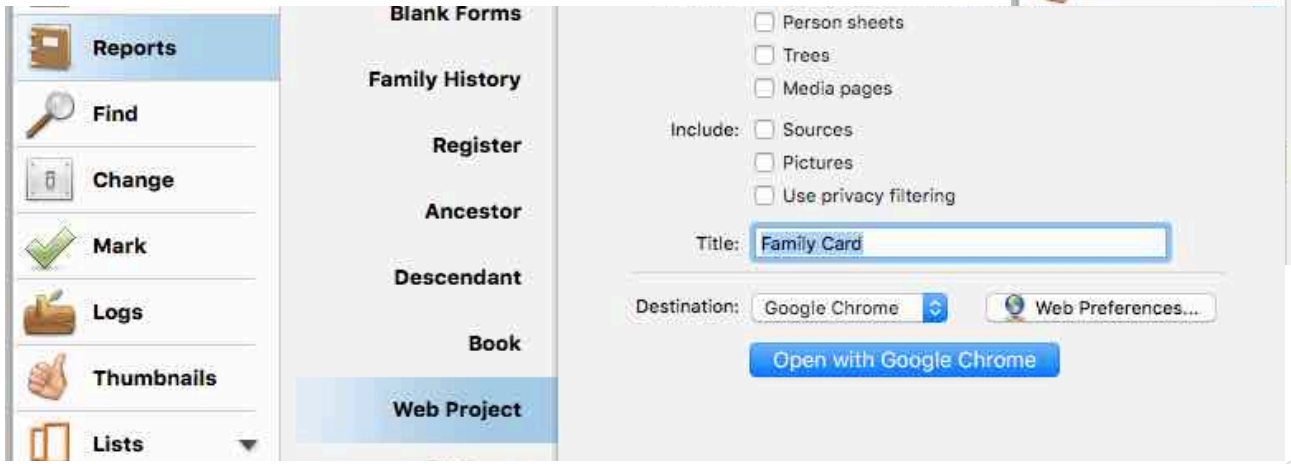
- Why reports
- Reports
  - Preferences
  - Types – Instant vs. Configured
  - Uses
  - Exporting/Sharing them
  - Privacy filtering

Why Reports?

- Provide concise information about the family
- Extract information about people from the family file
- Can help validate database information
- Can generate info to share with others

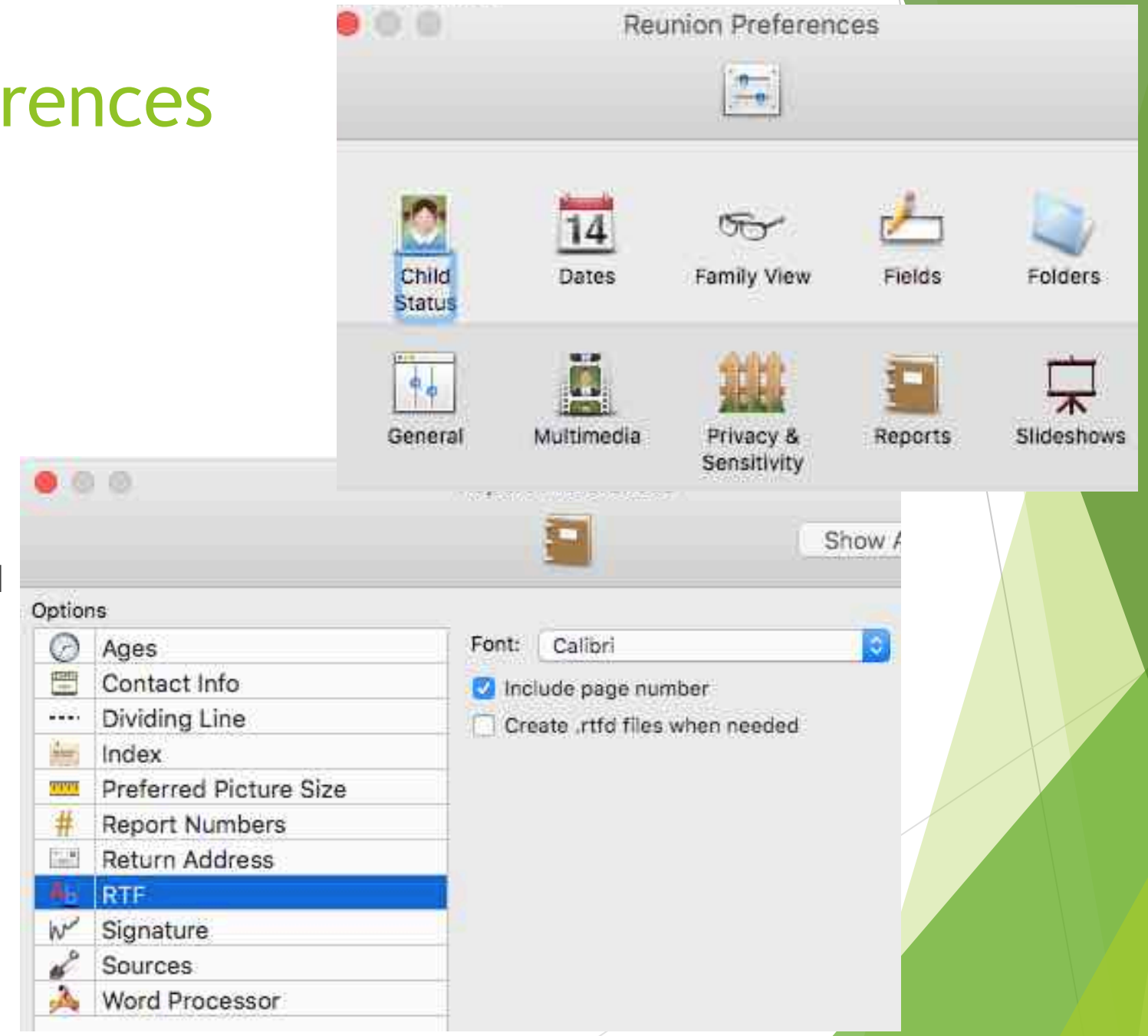


	All	Male
Summary		
Minimum	0	0
Average	58	58
Maximum	114	107
Breakdown		
0	97 (5.76%)	62 (3.68%)
1	26 (1.54%)	13 (0.77%)
2	9 (0.53%)	8 (0.48%)
3	9 (0.53%)	7 (0.42%)
4	9 (0.53%)	4 (0.24%)
5	5 (0.30%)	3 (0.18%)
6	6 (0.36%)	2 (0.12%)
7	6 (0.36%)	5 (0.30%)
8	4 (0.24%)	2 (0.12%)
9	2 (0.12%)	2 (0.12%)
10	3 (0.18%)	1 (0.06%)
11	6 (0.36%)	4 (0.24%)
12	4 (0.24%)	2 (0.12%)
13	5 (0.30%)	5 (0.30%)
14	4 (0.24%)	2 (0.12%)
15	4 (0.24%)	2 (0.12%)
16	2 (0.12%)	1 (0.06%)
17	5 (0.30%)	3 (0.18%)
18	5 (0.30%)	1 (0.06%)
19	6 (0.36%)	2 (0.12%)
20	9 (0.53%)	3 (0.18%)
21	10 (0.59%)	5 (0.30%)



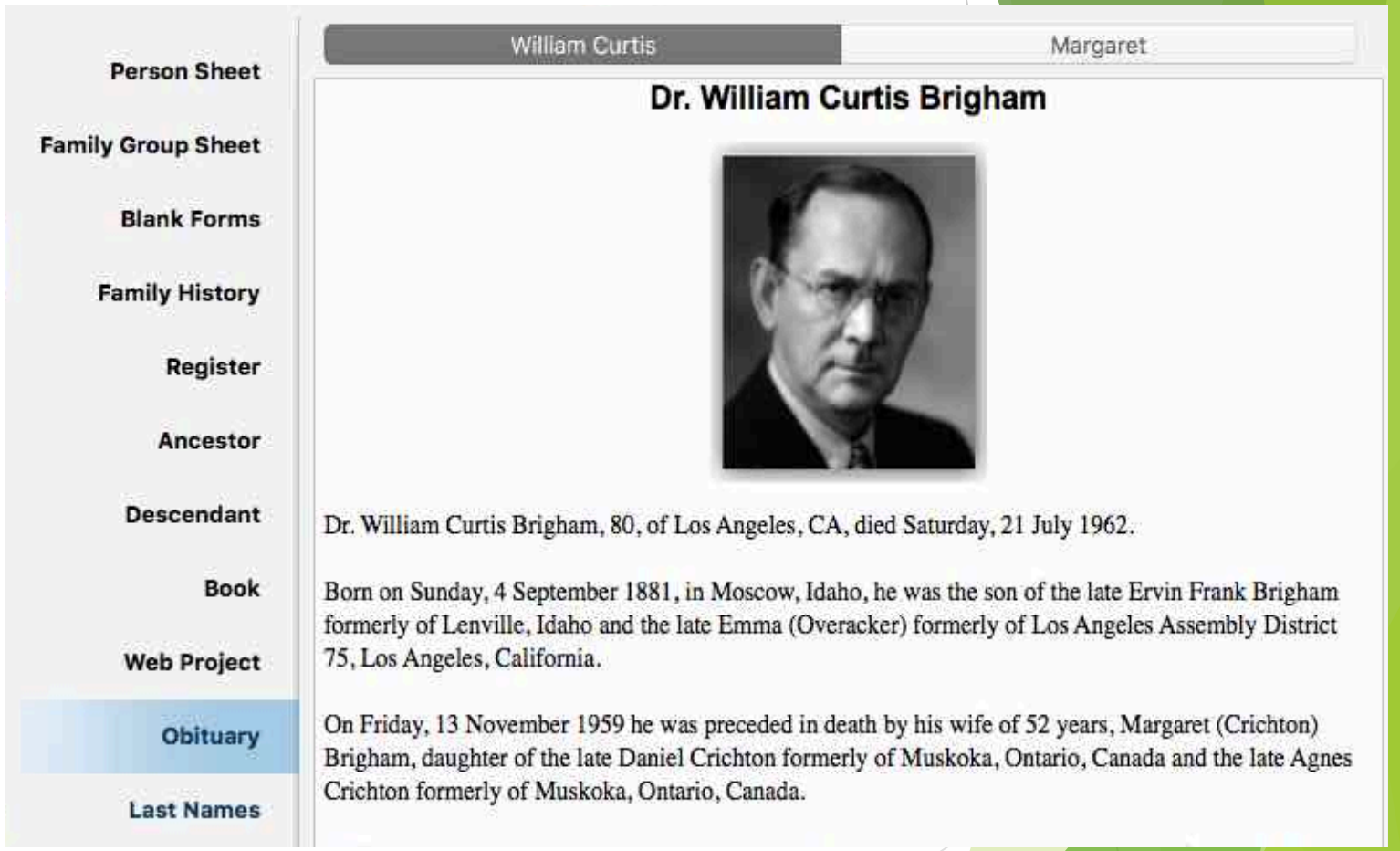
Reports - Preferences

- Access via Reunion-Preferences->Reports
- Make sure correct word processing program is set under Word Processor
- If using MS Word – make sure Create .rftd files when needed is unchecked



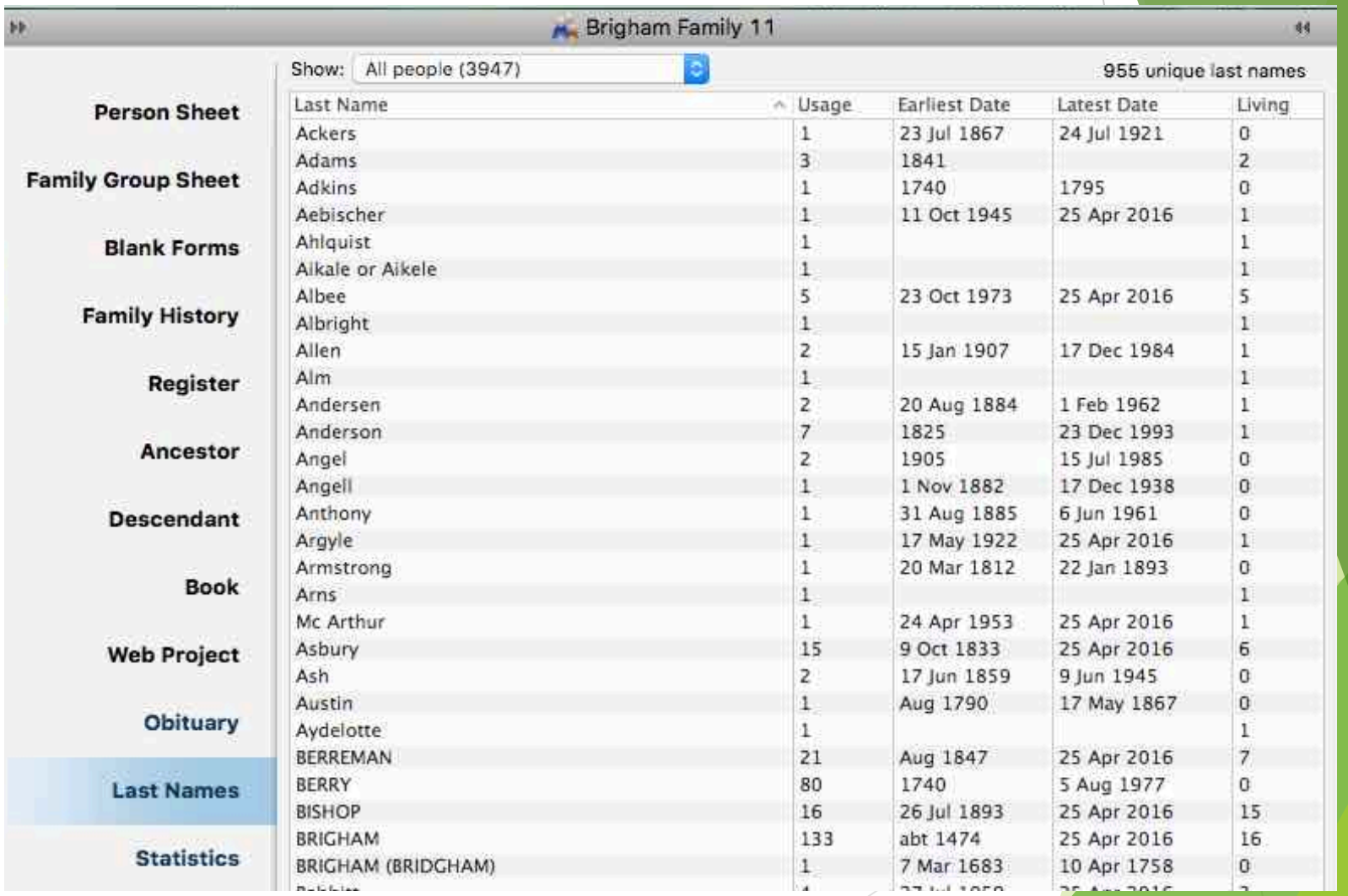
Instant Reports

- Generated once you click on the report name in Reunion
- Sharing – for each instant report allows you to share with a non-Reunion program (i.e., MS Word).
- Obituary – generates an obituary for the active person
  - Requires a death date
  - Current bug with sharing into MS Word. Copy to clipboard and paste into MS Word works fine.
  - Bug will be fixed in an upcoming release.



Instant Report – Last Names

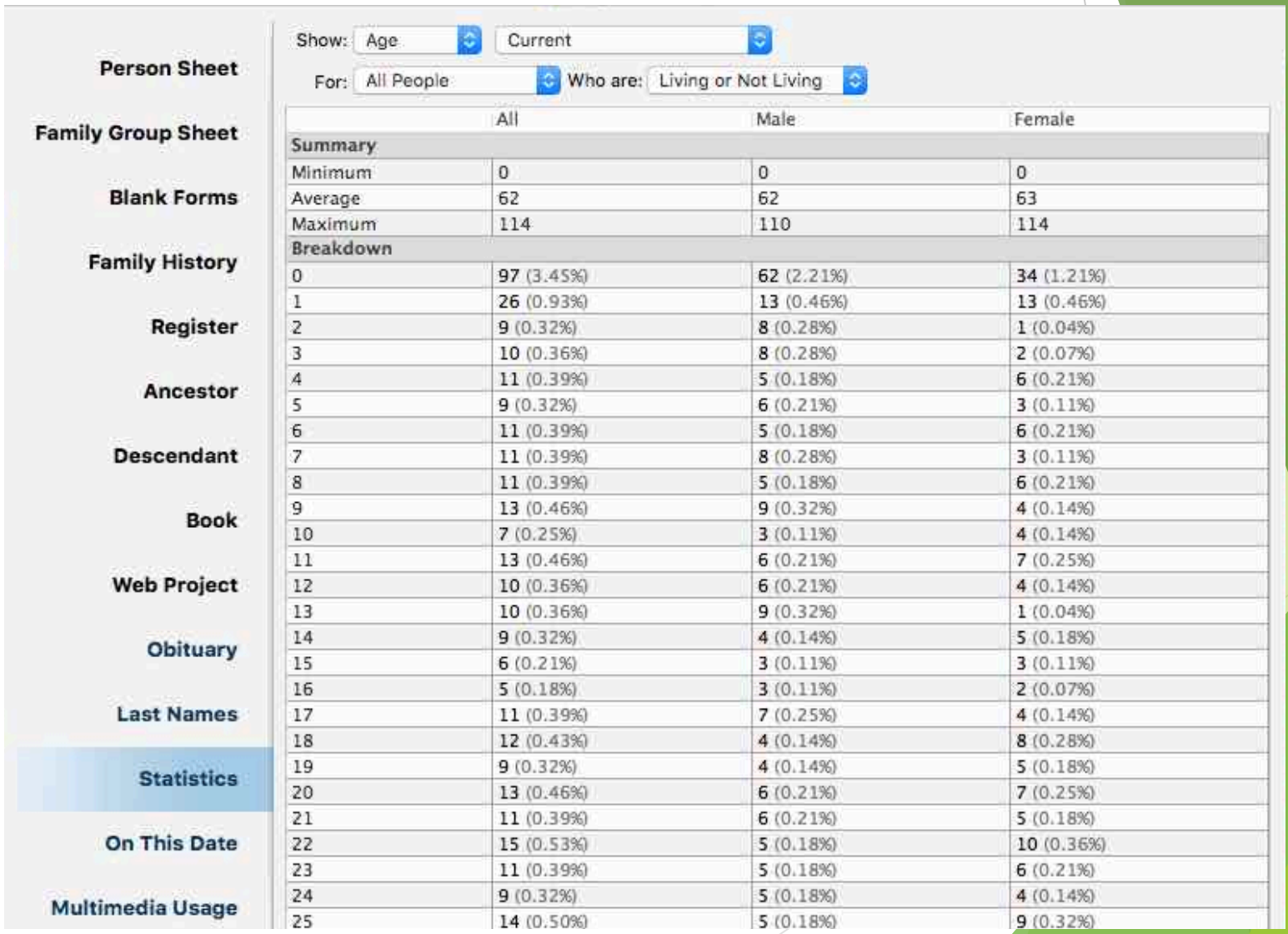
- Shows you the last name of all the people in your family file
- Can filter by marked/unmarked people
- Can change column sort order
- Double-click to bring up list of people with last names in search column



Last Name	Usage	Earliest Date	Latest Date	Living
Ackers	1	23 Jul 1867	24 Jul 1921	0
Adams	3	1841		2
Adkins	1	1740	1795	0
Aebischer	1	11 Oct 1945	25 Apr 2016	1
Ahlquist	1			1
Aikale or Aikele	1			1
Albee	5	23 Oct 1973	25 Apr 2016	5
Albright	1			1
Allen	2	15 Jan 1907	17 Dec 1984	1
Alm	1			1
Andersen	2	20 Aug 1884	1 Feb 1962	1
Anderson	7	1825	23 Dec 1993	1
Angel	2	1905	15 Jul 1985	0
Angell	1	1 Nov 1882	17 Dec 1938	0
Anthony	1	31 Aug 1885	6 Jun 1961	0
Argyle	1	17 May 1922	25 Apr 2016	1
Armstrong	1	20 Mar 1812	22 Jan 1893	0
Arns	1			1
Mc Arthur	1	24 Apr 1953	25 Apr 2016	1
Asbury	15	9 Oct 1833	25 Apr 2016	6
Ash	2	17 Jun 1859	9 Jun 1945	0
Austin	1	Aug 1790	17 May 1867	0
Aydelotte	1			1
BERREMAN	21	Aug 1847	25 Apr 2016	7
BERRY	80	1740	5 Aug 1977	0
BISHOP	16	26 Jul 1893	25 Apr 2016	15
BRIGHAM	133	abt 1474	25 Apr 2016	16
BRIGHAM (BRIDGHAM)	1	7 Mar 1683	10 Apr 1758	0

Instant Report - Statistics

- Can filter based on what to show – age, month born, number of siblings, etc.
- & Who to show it for – marked/ unmarked, living/ not living
- Double-click to perform search for people in stats



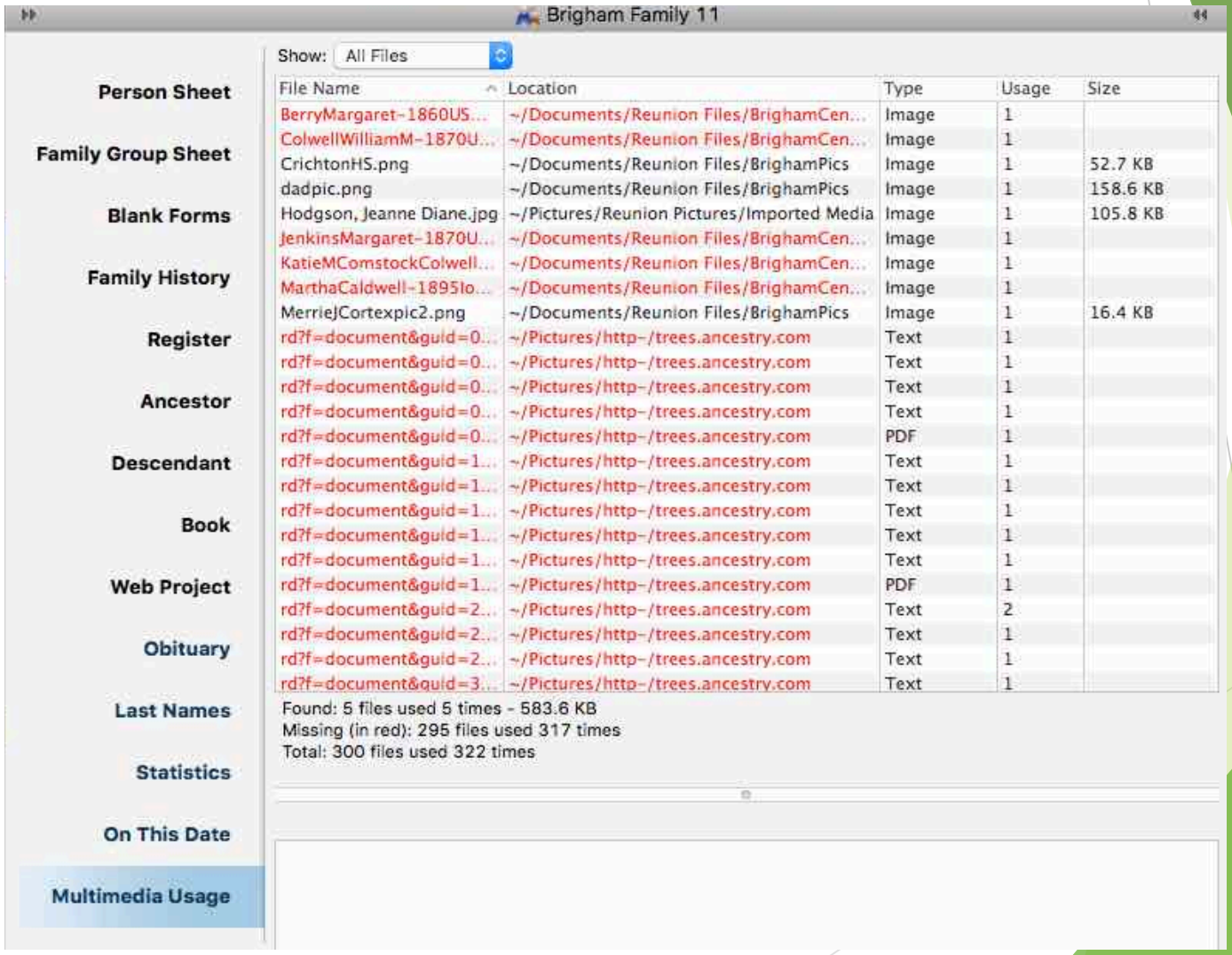
	All	Male	Female
Summary			
Minimum	0	0	0
Average	62	62	63
Maximum	114	110	114
Breakdown			
0	97 (3.45%)	62 (2.21%)	34 (1.21%)
1	26 (0.93%)	13 (0.46%)	13 (0.46%)
2	9 (0.32%)	8 (0.28%)	1 (0.04%)
3	10 (0.36%)	8 (0.28%)	2 (0.07%)
4	11 (0.39%)	5 (0.18%)	6 (0.21%)
5	9 (0.32%)	6 (0.21%)	3 (0.11%)
6	11 (0.39%)	5 (0.18%)	6 (0.21%)
7	11 (0.39%)	8 (0.28%)	3 (0.11%)
8	11 (0.39%)	5 (0.18%)	6 (0.21%)
9	13 (0.46%)	9 (0.32%)	4 (0.14%)
10	7 (0.25%)	3 (0.11%)	4 (0.14%)
11	13 (0.46%)	6 (0.21%)	7 (0.25%)
12	10 (0.36%)	6 (0.21%)	4 (0.14%)
13	10 (0.36%)	9 (0.32%)	1 (0.04%)
14	9 (0.32%)	4 (0.14%)	5 (0.18%)
15	6 (0.21%)	3 (0.11%)	3 (0.11%)
16	5 (0.18%)	3 (0.11%)	2 (0.07%)
17	11 (0.39%)	7 (0.25%)	4 (0.14%)
18	12 (0.43%)	4 (0.14%)	8 (0.28%)
19	9 (0.32%)	4 (0.14%)	5 (0.18%)
20	13 (0.46%)	6 (0.21%)	7 (0.25%)
21	11 (0.39%)	6 (0.21%)	5 (0.18%)
22	15 (0.53%)	5 (0.18%)	10 (0.36%)
23	11 (0.39%)	5 (0.18%)	6 (0.21%)
24	9 (0.32%)	5 (0.18%)	4 (0.14%)
25	14 (0.50%)	5 (0.18%)	9 (0.32%)

Instant Report – On this date

- Based on the active person
- Can change reference date
- Shows info on who family members were relevant on the date selected
- Double-click on a person to go to their family view

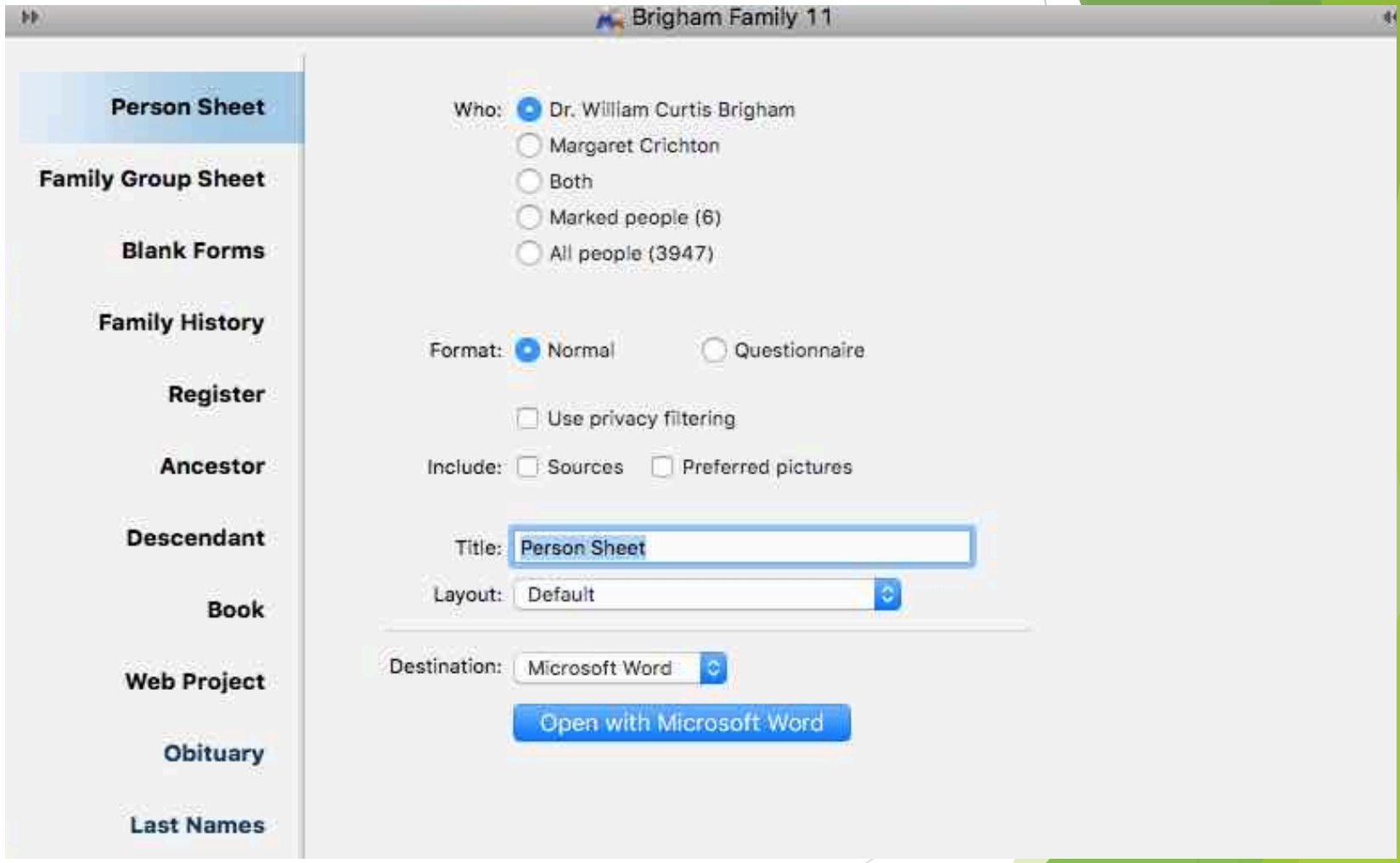
Instant Reports – Multimedia Usage

- Files linked to people, family, source records
- Shows Location, Type, Usage, and Size
- Can filter based on All Files, found files, missing files, & duplicate files.
- Can change column sort order
- Clicking on a file will show more info about it



Configured Reports

- Generated after you configure the information you want to see
- By default reports are generated in the word processor you select.
- Word processor configured under preferences
- Person Sheet – generated based on the person(s) selected

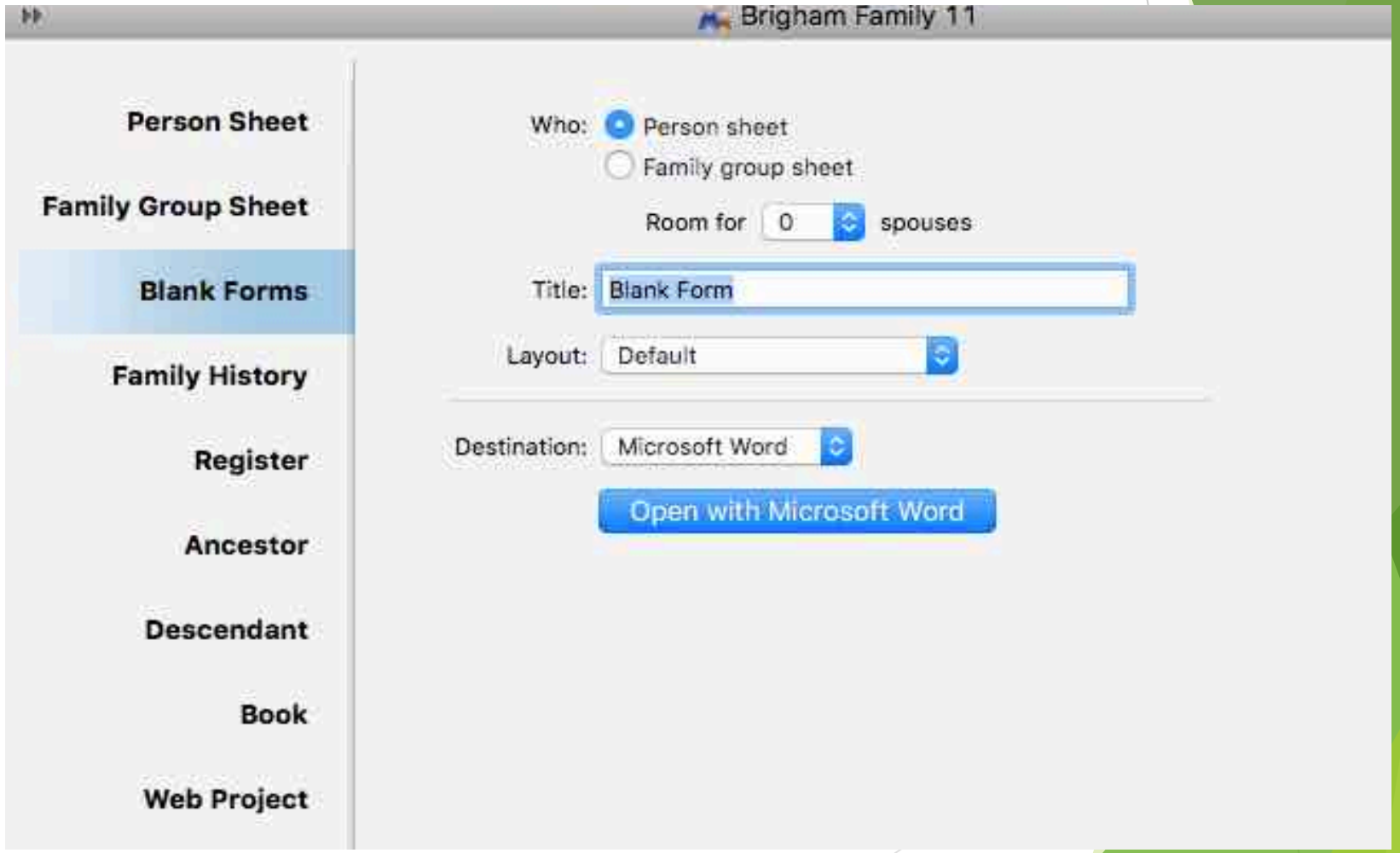


Configured Reports – Family Group Sheet

- Generated for the family selected.
- Opened in the configured word processor

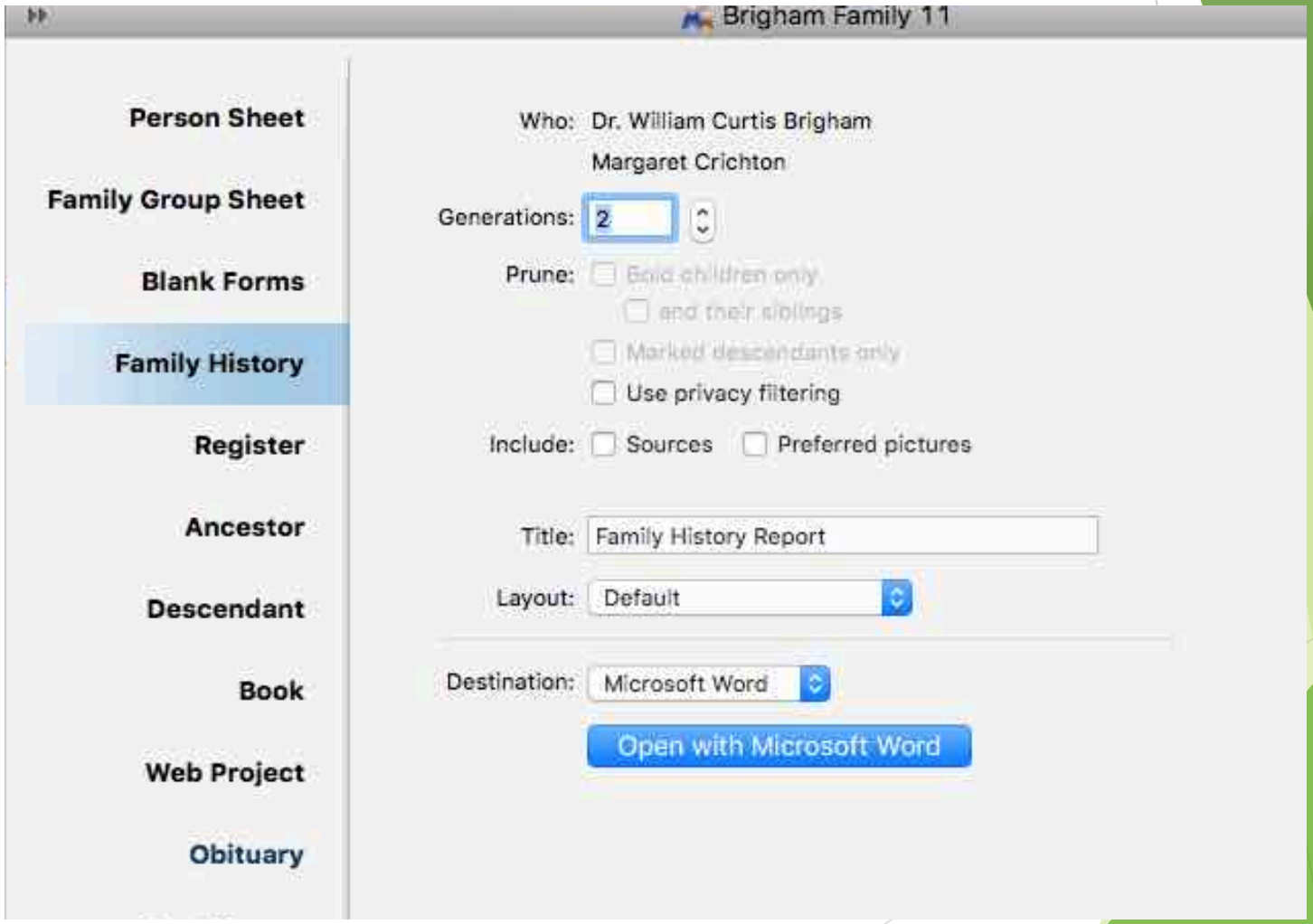
Configured Reports – Blank forms

- Generates blank person or family sheets
- Useful when interviewing family
- Can changed the title to the family/person you're interviewing



Configured Reports – Family History

- Starts with the selected couple
- Moves forward in time
- Provides info about each descendant and their descendants

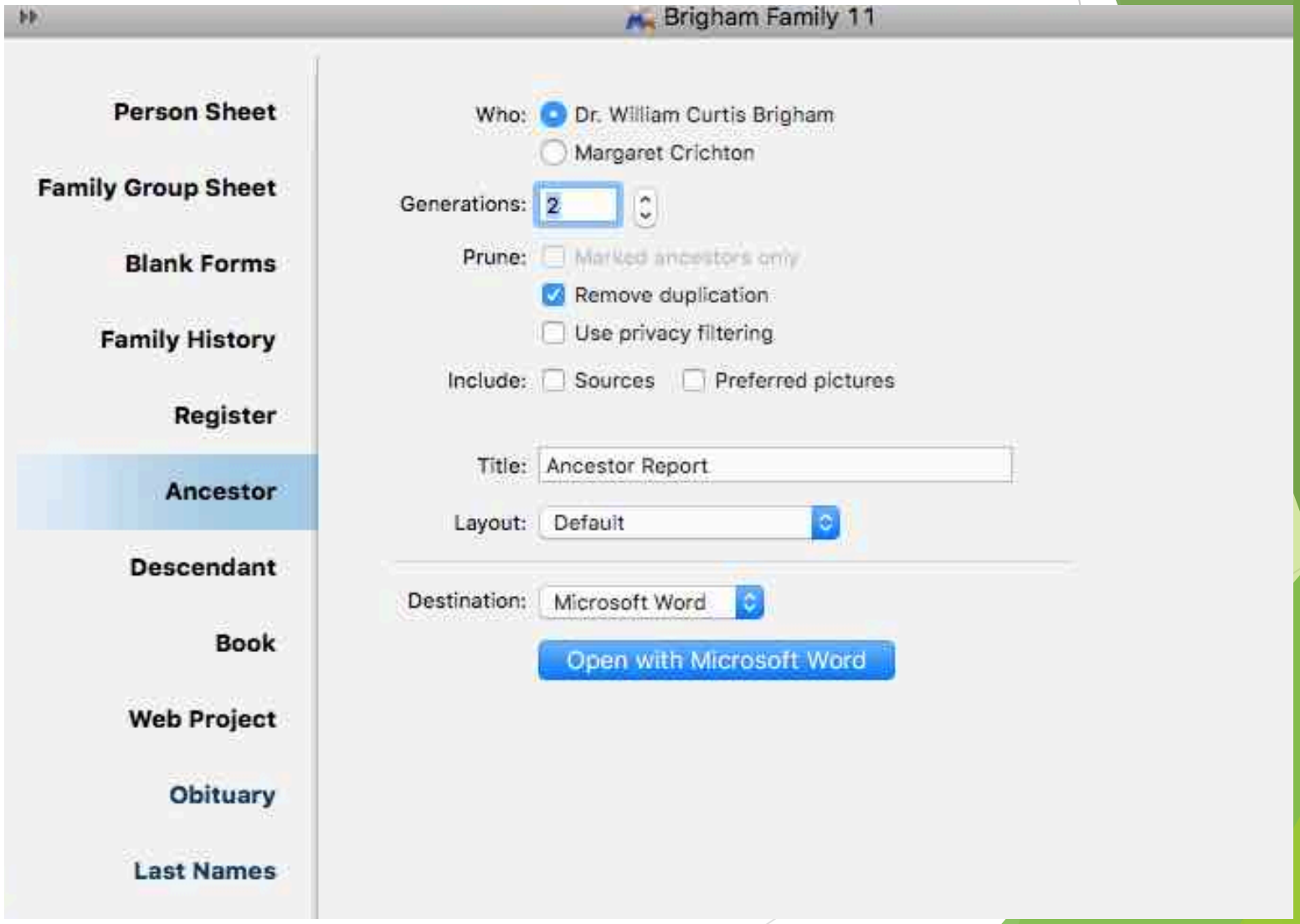


Configured Reports - Register

- Based on the NEHGS register format
- Narrative paragraph for each person
- Begins with the selected couple
- Generates reports for each descendant up to specified number of generations

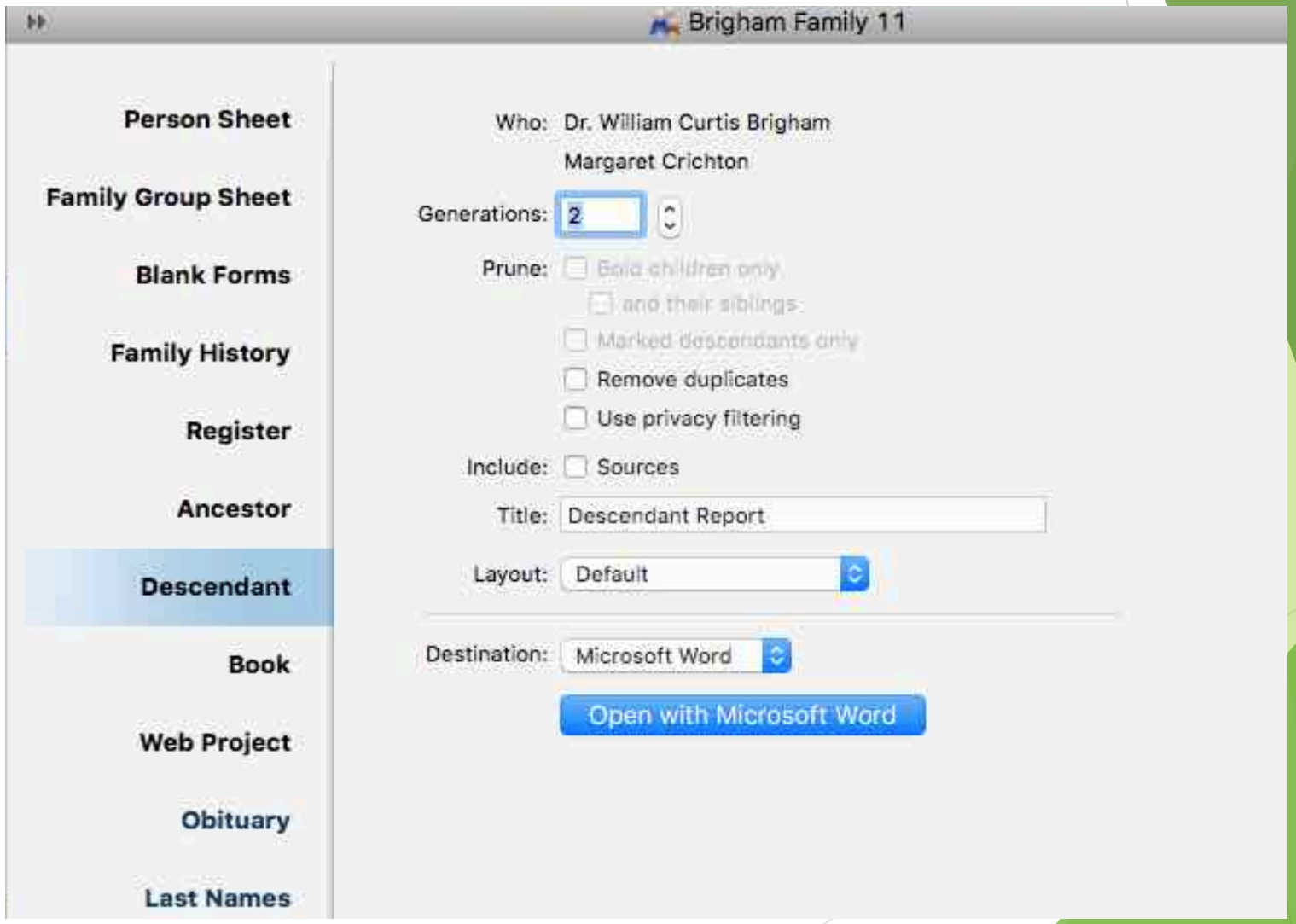
Configured Reports - Ancestor

- Narrative style report
- Starts with a single person
- Moves back in time for a specified number of generations



Configured Reports – Descendant

- Indented text outline
- Begins with the active couple
- Moves forward in time for specified number of generations



Privacy Filtering

- Allows you to limit people appearing in configured reports
- Available under Reunion->Preferences->Privacy & Sensitivity
- Allows you to keep living people in your database, but keep them private
- Gives options for how they appear in the report

Configured Reports – Book, Web Project

- Book
  - Automatically generated, fully customizable PDF format
  - Register, family history, or ancestor report
  - Starts with active couple
  - No sharing options, only goes into the PDF format – after a lot of customization
  - Can be printed/shared with other family members
- Web Project
  - Group of related reports designed for the web
  - Includes Family Cards by default
  - Can add Person Sheets, Trees, and Media pages
  - Can be used to share family information on the web with other family members

Questions?