

## **Reporting Xpress Frequently Asked Questions**

### **I am new and need access to my parish's annual appeal data. What steps do I need to take to become a user?**

Please have your pastor email [Tracy Zelczak](mailto:Tracy.Zelczak@archatl.org) and [Grace Pasden](mailto:Grace.Pasden@archatl.org) to request that you be added as a user to Reporting Xpress. Requests will be completed no later than one business day.. You will receive an email with your credentials and login instructions.

### **Our parish needs to remove a user's access to Reporting Xpress. Who do I contact?**

Please email [Tracy Zelczak](mailto:Tracy.Zelczak@archatl.org) and [Grace Pasden](mailto:Grace.Pasden@archatl.org) to have a user removed from the reporting platform. Please notify us as soon as possible if a staff member should no longer be able to see annual appeal data.

### **How do I log in for the first time?**

To access Reporting Xpress, please visit <https://archatl.reportingxpress.org>

Select Archdiocese of Atlanta.

Select Use Another Account

Enter your credentials below:

Email Address: [your.name@archatl.rxlogin.org](mailto:your.name@archatl.rxlogin.org)

Please be sure to use this email address, not your parish one.

Password: You will receive a unique password for your initial sign-in.

You will be asked to change your temporary password after successfully logging in.

### **I cannot log in or I forgot my user ID or password. Now what?**

Please email [Tracy Zelczak](mailto:Tracy.Zelczak@archatl.org) and [Grace Pasden](mailto:Grace.Pasden@archatl.org). Your user id is [firstname.lastname@archatl.rxlogin.org](mailto:firstname.lastname@archatl.rxlogin.org) If you forgot your password, we will reset it and send you updated credentials.

### **How do I download a report?**

Click on the cloud icon in the report tile to download the report in either Excel or PDF format. You can then use the Excel report to generate thank you letters or other parish reporting purposes.

### **I need to see activity for a prior reporting period. How do I access that information?**

Click on the gear icon or arrow at the bottom right to display and select previously run reports. Depending on the reporting tile selected, you can view or download them in Excel or PDF format.

### **I have questions about the data on the report. Who do I contact?**

Please email or call [Suzanne Fusco](mailto:Suzanne.Fusco@archatl.org) 404-920-7614 or [Maria Betz](mailto:Maria.Betz@archatl.org) 404-920-7505 who will review your report with you and address your questions.