



## Completing Assessments and Creating Reports

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### Assessments Overview

The SafeChurch Risk/Safety Assessment tool is a customized risk management tool designed to assist churches in identifying and minimizing their greatest areas of risk.

The tool is organized into seven (7) categories, beginning with **Starting a Safety Ministry** and followed by six risk categories identified using the **EFFECT** framework shown on the site. Under each of the risk categories, you can select hazard assessment questionnaires. The questions must be answered with a Yes, No, or N/A response. In addition, questions may also provide links to related materials, such as fact sheets, checklists, and/or videos.

Depending on your responses to the questions, recommendations and links to additional resources for safeguarding your church for that hazard may appear. You can also create a report that documents your responses and the associated recommendations for the hazard assessments, which you can print and/or export to Microsoft® Word.

### Completing an Assessment

1. Log on to the [SafeChurch.com website](http://SafeChurch.com).
2. On the site navigation bar, click the **Assessments** tab.  
The “Assessments Listing” page for your church appears.
3. Under the **Church Name** column, by the assessment you want to complete, click one of the following links:
  - A. To start a new assessment, click the **New** link.
  - B. To continue an assessment you had started but not finished, click the **In Progress** link.
  - C. If **Update** displays by an assessment, GuideOne has revised that assessment. To complete the updated assessment, click the **Update** link.
4. Respond to each of the questions for the assessment you have selected, clicking the **Next** button to advance.

**Navigation notes:** Also note your left **Menu** options within the assessments: You can click the **Save** button at any point, returning later to complete it; click **Cancel** to exit without saving; or click the **Print Form** button to open a printer-friendly version of the questionnaire for printing. Also in the left panel, a **Progress** area appears showing all the questions for the current assessment. As you answer each question, the **X** will change to a checkmark✓, so you can quickly identify where you are in the process. You can navigate between questions using this left panel or by clicking the **Previous** and **Next** buttons within the assessment.

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5. For a better understanding of the hazard area, click on any related material links provided with the questions.
6. When you have completed all the assessment's questions, click **Finish**. You will be prompted that the assessment has been saved.
  - **Not completing all questions now?** If you need to stop before answering all the questions, under the left **Menu**, click the **Save** button. When you click the **Assessments** tab again, that assessment will show **In Progress** under the **Church Name** column.
  - **Would you like to create a report of this information?** If you want to create a report of the assessment you have completed, including the accompanying recommendations, under the left **Menu**, click the **View Report** button. A report will build and open in a new window. From the top of the report, you can click the **Print** or **Export to Microsoft Word** button options. To close the report window, click the **Close** button.
7. To return to the Assessments Listing page, on the site navigation bar, click the **Assessment** tab.
  - When you finish a questionnaire, the Assessments Listing page will now show **Completed** under the **Church Name** for that assessment.

### Creating an Assessment Report

1. Log on to the [SafeChurch.com website](http://SafeChurch.com).
2. On the site navigation bar, click the **Assessments** tab. The "Assessments Listing" page for your church appears.
3. Click the **View More Details** button.
4. Click the check box left of each Location Name for the assessments you want to include in your report.
  - To remove a selection, click the box again.
5. Click the **Reports** button at the bottom of the table. The report will build based on your selections and open in a new window.
6. Note the action buttons at the top of the report:
  - To print a copy, click the **Print** button.
  - To save an electronic copy, click the **Export to Microsoft Word** button. A dialog box appears. Click the **Save** button and navigate to the location on your computer where you want to save the file.
  - To close the report, click the **Close** button.