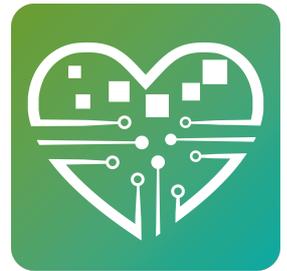


# Create group of active and inactive people



This page will show you how to first create a group of active people then how to use that group as a filter to create another group of inactive people. You must always create an active group before you can create an inactive group.

## Create a Group of Active People

1

Head over to **Statistics** -> **People Statistics** and use the following **Filters** to find anyone with Activity within the **Date Range**.

**For this example: We want anyone Active between 01/29/2019 - 01/29/2020**

### Person Statistics

Person Statistics

Joined Date



Filters



Settings



Columns

Today  
Yesterday  
This Week  
Last Week  
This Month  
Last Month  
This Year  
Last Year  
This Fiscal Year  
Last Fiscal Year  
Custom Range...

People that were active between 01/29/2019 and 01/29/2020

**Filters:**

Age:  $\geq 0$

Site(s): All

Generate Statistics

2

Select **Generate Statistics**. Scroll to the bottom of the page and select **View all People**. Select **Create Group**.

## Person Statistics



People that were active between 01/29/2019 and 01/29/2020

**Filters:**

Age: >=0

Site(s): All

**Name**

1. **First Name:** Agency3  
**Last Name:** .Donor  
**Email:**
2.  **First Name:** Person1  
**Last Name:** .Donor  
**Email:**
3. **First Name:** Alexander  
**Last Name:** .Stotz  
**Email:** al@myseniorcenter.com
4.  **First Name:** Jessica  
**Last Name:** .Training

3 Here we can Name the Group and select **Save**.

**For this example: We can call it Active People (01/2019-01/2020) or something easy to remember.**

tutorial.myseniorcenter.net/Groups/Modify?type=9&accountid=10&siteid=3

### Create a Group

**Group Name:** Active People (01/2019-01/2020)

**Notes:**

**Sponsor:**

**Account:**

**Membership Group:** NO

**Block Swipe:** NO Group member can swipe, even if expired.

**Display in MyActiveCenter:** NO This group will be NOT be displayed in the Portal

**Group is Free:** YES

**Lifetime:** YES No expiration date.

**Save** Cancel

## Create a Group of Inactive People

4 Head over to **Statistics** -> **People Statistics** and use the following **Filters**.

This time, we want to use the following Filters:

**People: Include people with no activity in the date range**  
**This will ensure that we are looking for everyone in the database.**

**Statistics Filters** [Close]

**Gender:**  Select All/None  
 F  
 Female  
 M  
 Male  
 Transgender / Other  
 Unknown

**People:**  Include people with no activity in the date range

**Race:**  Select All/None  
 Unknown

**Ethnic Status:**  Select All/None  
 Hispanic  
 Unknown

**Deceased:**  Any

[Clear Filters] [Ok] [Cancel]

**5 Group: Not in group – Active People (01/2019-01/2020)**

This will Exclude anyone that we previously marked as being 'Active'.

**Statistics Filters** [X]

Municipality: [Load Values...](#)

City: [Load Values...](#)

State/Province: [Load Values...](#)

Zip/Postal Code: [Load Values...](#)

**Group**

**Group:**  Any  
 In Group  
 Not In Group

Active People (01/2019-01/2020) ▾

**In Group (1 or more):** [Load Values...](#)

**NAPIS**

**Living Arrangement:**  Select All/None  
 lives with someone  
 Unknown

**Rural:**  Any

Clear Filters Ok Cancel

6

Click Generate Statistics then Scroll to the bottom of the page and click View all People

## Person Statistics

Person Statistics

Joined Date



Filters



Settings



Columns

Today

Yesterday

This Week

Last Week

This Month

Last Month

This Year

Last Year

This Fiscal Year

Last Fiscal Year

Custom Range...

People that were active on 01/29/2020

**Filters:**

Age:  $\geq 0$

Site(s): All

People: Include people with no activity in the date range

Group: Not in group - Active People (01/2019-01/2020)

Generate Statistics

7

Scroll to the bottom of the page and click View all People

8

Click Create Group

## Person Statistics



People that were active on 01/29/2020

**Filters:**

Age: >=0

Site(s): All

Seniors: Include Seniors with no activity in the date range

Group: Not in group - Active People (01/2019-01/2020)

**Name**

-  **First Name:** AgencyB  
**Last Name:** .Donor  
**Email:**
-  **First Name:** aaaaabbb  
**Last Name:** bbbbb  
**Email:**
-  **First Name:** Earl  
**Last Name:** Byrd  
**Email:**

9 Here we can Name the Group and select **Save**.

**For this example: We can call it Inactive People (01/2019-01/2020), since this is basically everyone in the database who is not considered 'Active'.**

tutorial.myseniorcenter.net/Groups/Modify?type=9&accountid=10&siteid=3

## Create a Group

**Group Name:**

**Notes:**

**Sponsor:**

**Account:**

**Membership Group:**  NO

**Block Swipe:**  NO Group member can swipe, even if expired.

**Display in MyActiveCenter:**  NO This group will be NOT be displayed in the Portal

**Group is Free:**  YES

**Lifetime:**  YES No expiration date.