

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

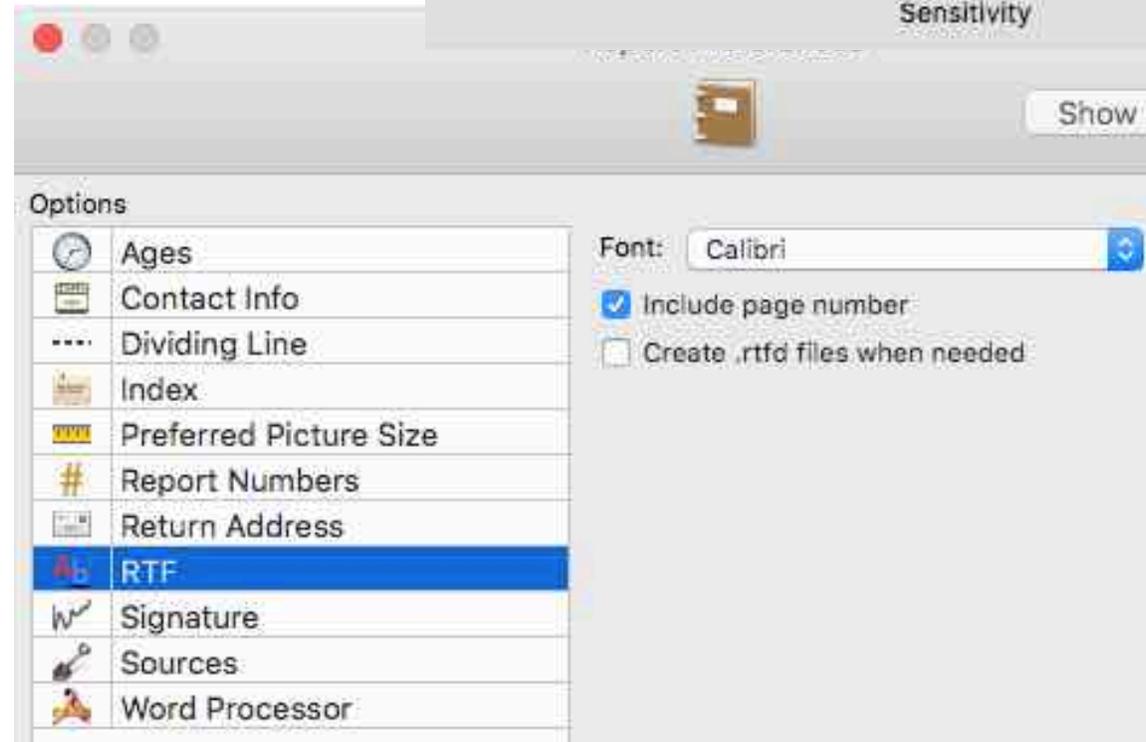
The screenshot displays a genealogy software interface with a sidebar on the left containing menu items: Reports, Find, Change, Mark, Logs, Thumbnails, Lists, Sidebar, and People. The main area shows a list of report types: Blank Forms, Family History, Register, Ancestor, Family View, Tree View, Charts, Reports (highlighted), Find, Change, Mark, Logs, and Thumbnails. A 'Person Sheet' window is open, showing a 'Statistics' report for 'All People' who are 'Not Living'. The report includes a summary and a breakdown by age group.

	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%)

Below the statistics table, there is a 'Report Options' dialog box. It includes checkboxes for 'Person sheets', 'Trees', 'Media pages', 'Sources', 'Pictures', and 'Use privacy filtering'. The 'Title' field is set to 'Family Card'. The 'Destination' is set to 'Google Chrome'. An 'Open with Google Chrome' button is visible at the bottom.

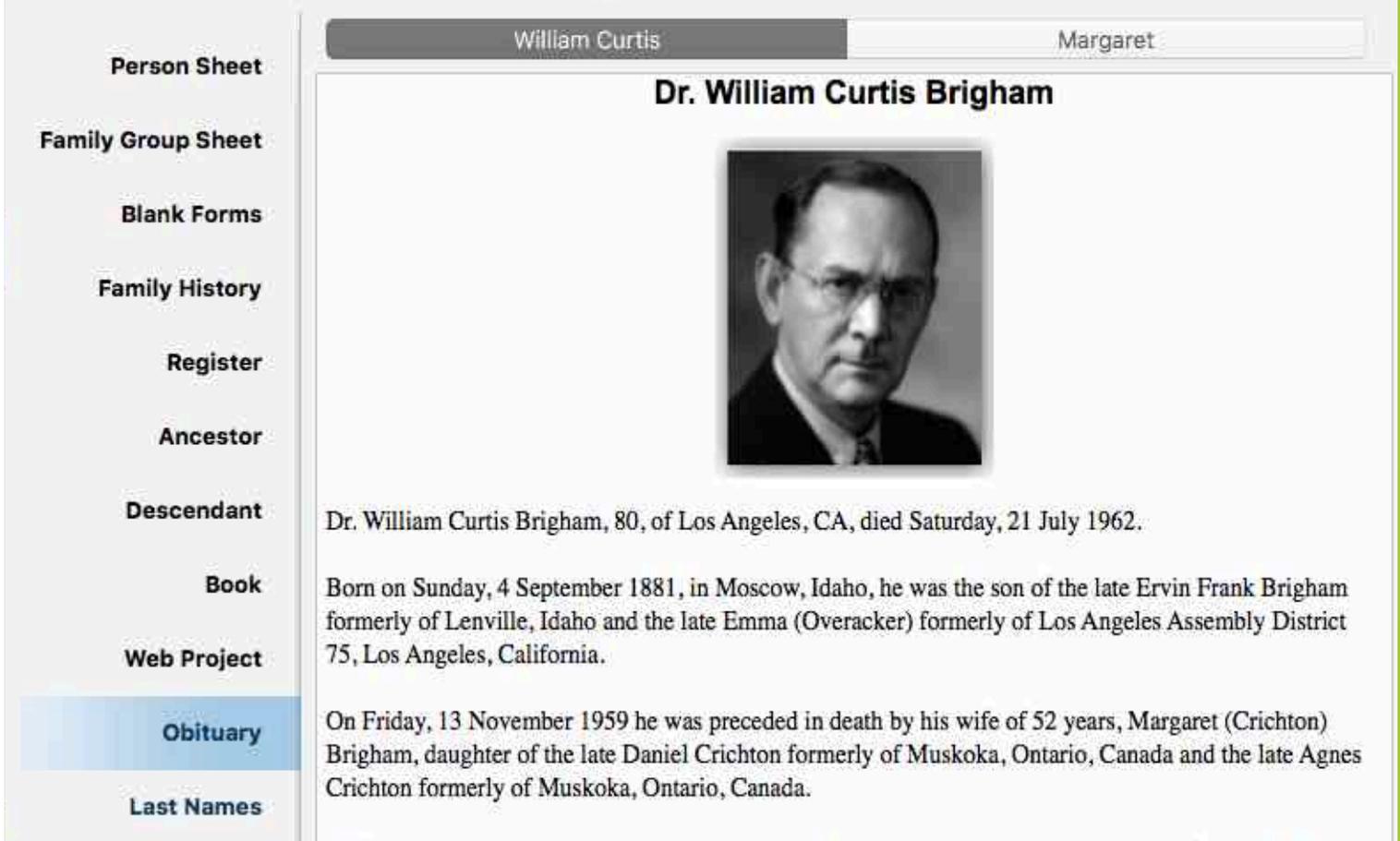
Reports - Preferences

- ▶ Access via Reunion-Preferences->Reports
- ▶ Make sure correct word processing program is set under Word Processor
- ▶ If using MS Word - make sure Create .rtfd 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.



The screenshot displays the Reunion software interface. On the left is a vertical menu with the following options: Person Sheet, Family Group Sheet, Blank Forms, Family History, Register, Ancestor, Descendant, Book, Web Project, Obituary (highlighted in blue), and Last Names. The main window has a title bar with 'William Curtis' and 'Margaret'. Below the title bar, the name 'Dr. William Curtis Brigham' is centered. A black and white portrait of Dr. Brigham is shown. Below the portrait, the text reads: 'Dr. William Curtis Brigham, 80, of Los Angeles, CA, died Saturday, 21 July 1962.' The next paragraph states: 'Born on Sunday, 4 September 1881, in Moscow, Idaho, he was the son of the late Ervin Frank Brigham formerly of Lenville, Idaho and the late Emma (Overacker) formerly of Los Angeles Assembly District 75, Los Angeles, California.' The final paragraph reads: 'On Friday, 13 November 1959 he was preceded in death by his wife of 52 years, Margaret (Crichton) Brigham, daughter of the late Daniel Crichton formerly of Muskoka, Ontario, Canada and the late Agnes Crichton formerly of Muskoka, Ontario, Canada.'

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

Brigham Family 11

Show: All people (3947) 955 unique last names

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

Show: Age <input type="text" value="Current"/>			
For: All People <input type="text"/> Who are: Living or Not Living <input type="text"/>			
	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

Brigham Family 1.1

William Curtis | Margaret

Reference Date: 11/13/1959

On Friday, 13 Nov 1959 (Death)
Margaret was 79 years old.

Her family members were...

	Age
Spouses - 1	
 Dr. William Curtis Brigham Married 52 years b. 4 Sep 1881	78
Children - 2	
 Fleda M Brigham b. abt 1909	50
 Crichton Curtis Brigham b. 15 Oct 1912	47
Grandchildren - 2	
 William Rick Brigham b. 26 Dec 1940	18
 Fleda Jean Brigham b. 25 Feb 1943	16

Person Sheet
Family Group Sheet
Blank Forms
Family History
Register
Ancestor
Descendant
Book
Web Project
Obituary
Last Names
Statistics
On This Date
Multimedia Usage

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

Brigham Family 11

Show: All Files

File Name	Location	Type	Usage	Size
BerryMargaret-1860US...	~/Documents/Reunion Files/BrighamCen...	Image	1	
ColwellWilliamM-1870U...	~/Documents/Reunion Files/BrighamCen...	Image	1	
CrichtonHS.png	~/Documents/Reunion Files/BrighamPics	Image	1	52.7 KB
dadpic.png	~/Documents/Reunion Files/BrighamPics	Image	1	158.6 KB
Hodgson, Jeanne Diane.jpg	~/Pictures/Reunion Pictures/Imported Media	Image	1	105.8 KB
JenkinsMargaret-1870U...	~/Documents/Reunion Files/BrighamCen...	Image	1	
KatieMComstockColwell...	~/Documents/Reunion Files/BrighamCen...	Image	1	
MarthaCaldwell-1895lo...	~/Documents/Reunion Files/BrighamCen...	Image	1	
MerrieJCortexpic2.png	~/Documents/Reunion Files/BrighamPics	Image	1	16.4 KB
rd?f=document&guid=0...	~/Pictures/http-/trees.ancestry.com	Text	1	
rd?f=document&guid=0...	~/Pictures/http-/trees.ancestry.com	Text	1	
rd?f=document&guid=0...	~/Pictures/http-/trees.ancestry.com	Text	1	
rd?f=document&guid=0...	~/Pictures/http-/trees.ancestry.com	Text	1	
rd?f=document&guid=0...	~/Pictures/http-/trees.ancestry.com	PDF	1	
rd?f=document&guid=1...	~/Pictures/http-/trees.ancestry.com	Text	1	
rd?f=document&guid=1...	~/Pictures/http-/trees.ancestry.com	Text	1	
rd?f=document&guid=1...	~/Pictures/http-/trees.ancestry.com	Text	1	
rd?f=document&guid=1...	~/Pictures/http-/trees.ancestry.com	Text	1	
rd?f=document&guid=1...	~/Pictures/http-/trees.ancestry.com	Text	1	
rd?f=document&guid=1...	~/Pictures/http-/trees.ancestry.com	Text	1	
rd?f=document&guid=1...	~/Pictures/http-/trees.ancestry.com	PDF	1	
rd?f=document&guid=2...	~/Pictures/http-/trees.ancestry.com	Text	2	
rd?f=document&guid=2...	~/Pictures/http-/trees.ancestry.com	Text	1	
rd?f=document&guid=2...	~/Pictures/http-/trees.ancestry.com	Text	1	
rd?f=document&guid=3...	~/Pictures/http-/trees.ancestry.com	Text	1	

Found: 5 files used 5 times - 583.6 KB
Missing (in red): 295 files used 317 times
Total: 300 files used 322 times

Multimedia Usage

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

The screenshot displays the 'Brigham Family 11' application window. On the left is a vertical sidebar with report categories: **Person Sheet** (highlighted), **Family Group Sheet**, **Blank Forms**, **Family History**, **Register**, **Ancestor**, **Descendant**, **Book**, **Web Project**, **Obituary**, and **Last Names**. The main area contains configuration options for the selected report:

- Who:** Radio buttons for **Dr. William Curtis Brigham** (selected), **Margaret Crichton**, **Both**, **Marked people (6)**, and **All people (3947)**.
- Format:** Radio buttons for **Normal** (selected) and **Questionnaire**.
- Use privacy filtering**
- Include:** **Sources** and **Preferred pictures**
- Title:** Text input field containing **Person Sheet**
- Layout:** Dropdown menu set to **Default**
- Destination:** Dropdown menu set to **Microsoft Word**
- Open with Microsoft Word** button

Configured Reports - Family Group Sheet

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

Brigham Family 11

Person Sheet

Family Group Sheet

Blank Forms

Family History

Register

Ancestor

Descendant

Book

Web Project

Obituary

Who: Dr. William Curtis Brigham & Margaret Crichton
 All families (2868)
 Families with a marked spouse
 Families with both spouses marked

Format: Normal Questionnaire

Use privacy filtering

Include: Sources Preferred pictures

Title:

Layout:

Destination:

[Open with Microsoft Word](#)

Configured Reports - Blank forms

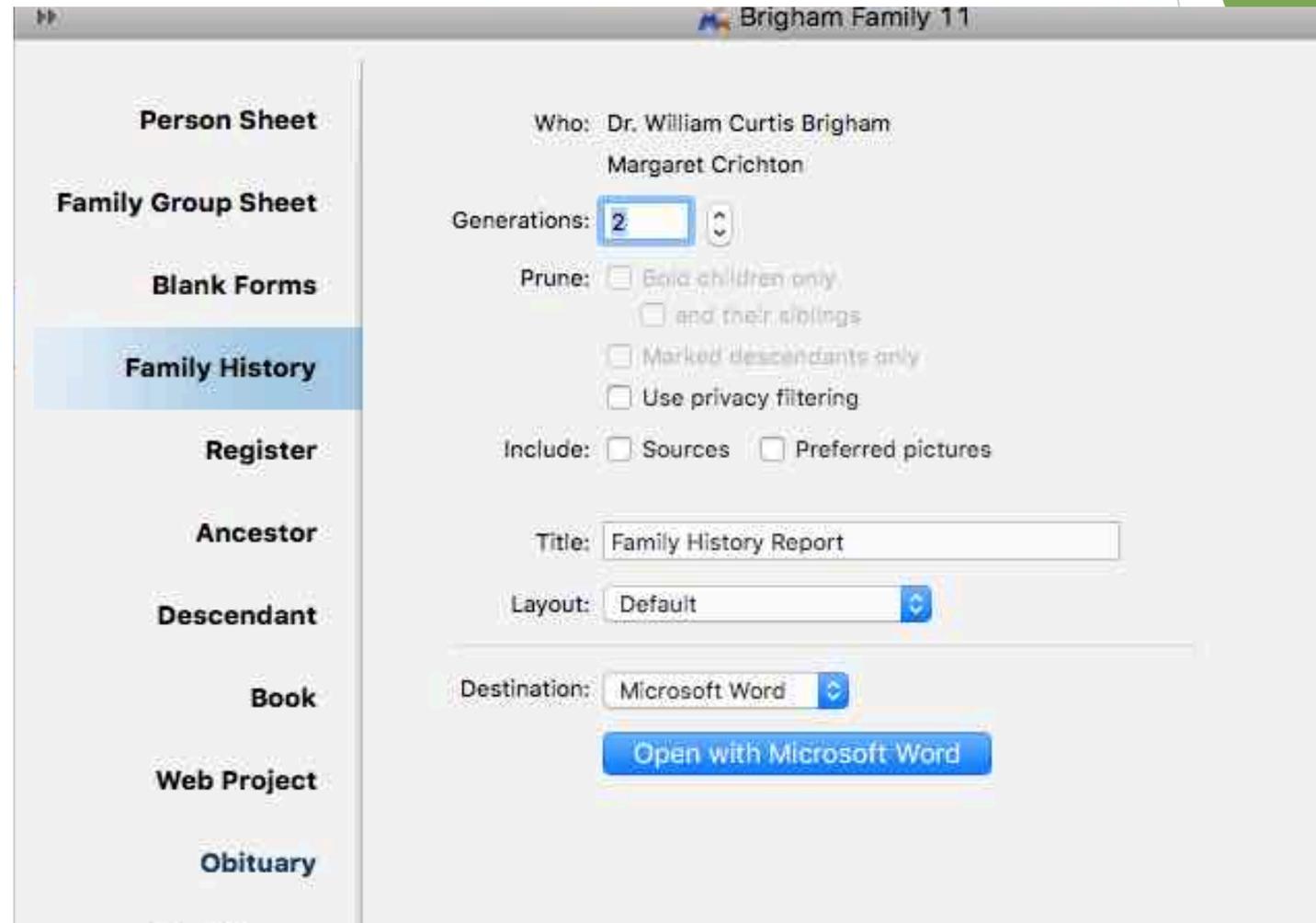
- ▶ Generates blank person or family sheets
- ▶ Useful when interviewing family
- ▶ Can be changed the title to the family/person you're interviewing

The screenshot shows a web application interface for configuring reports. The title bar reads "Brigham Family 11". On the left is a vertical sidebar with menu items: "Person Sheet", "Family Group Sheet", "Blank Forms" (highlighted in blue), "Family History", "Register", "Ancestor", "Descendant", "Book", and "Web Project". The main content area displays configuration options for the selected report:

- Who:** Radio buttons for "Person sheet" (selected) and "Family group sheet".
- Room for:** A dropdown menu showing "0" and "spouses".
- Title:** A text input field containing "Blank Form".
- Layout:** A dropdown menu showing "Default".
- Destination:** A dropdown menu showing "Microsoft Word".
- Action:** A blue button labeled "Open with Microsoft Word".

Configured Reports - Family History

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



The screenshot shows a web browser window titled "Brigham Family 11". On the left is a vertical navigation menu with the following options: "Person Sheet", "Family Group Sheet", "Blank Forms", "Family History" (highlighted in blue), "Register", "Ancestor", "Descendant", "Book", "Web Project", and "Obituary". The main content area is a configuration form for a report. It includes the following fields and options:

- Who:** Dr. William Curtis Brigham
Margaret Crichton
- Generations:** A dropdown menu set to "2".
- Prune:** A group of four checkboxes:
 - Bold children only
 - and their siblings
 - Marked descendants only
 - Use privacy filtering
- Include:** A group of two checkboxes:
 - Sources
 - Preferred pictures
- Title:** A text input field containing "Family History Report".
- Layout:** A dropdown menu set to "Default".
- Destination:** A dropdown menu set to "Microsoft Word".
- Open with Microsoft Word:** A prominent blue button.

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

Brigham Family 11

Person Sheet

Family Group Sheet

Blank Forms

Family History

Register

Ancestor

Descendant

Book

Web Project

Obituary

Who: Dr. William Curtis Brigham
Margaret Crichton

Generations: 2

Prune: Boil children only
 and their siblings
 Marked descendants only
 Use privacy filtering

Include: Sources Preferred pictures

Title: Register Report

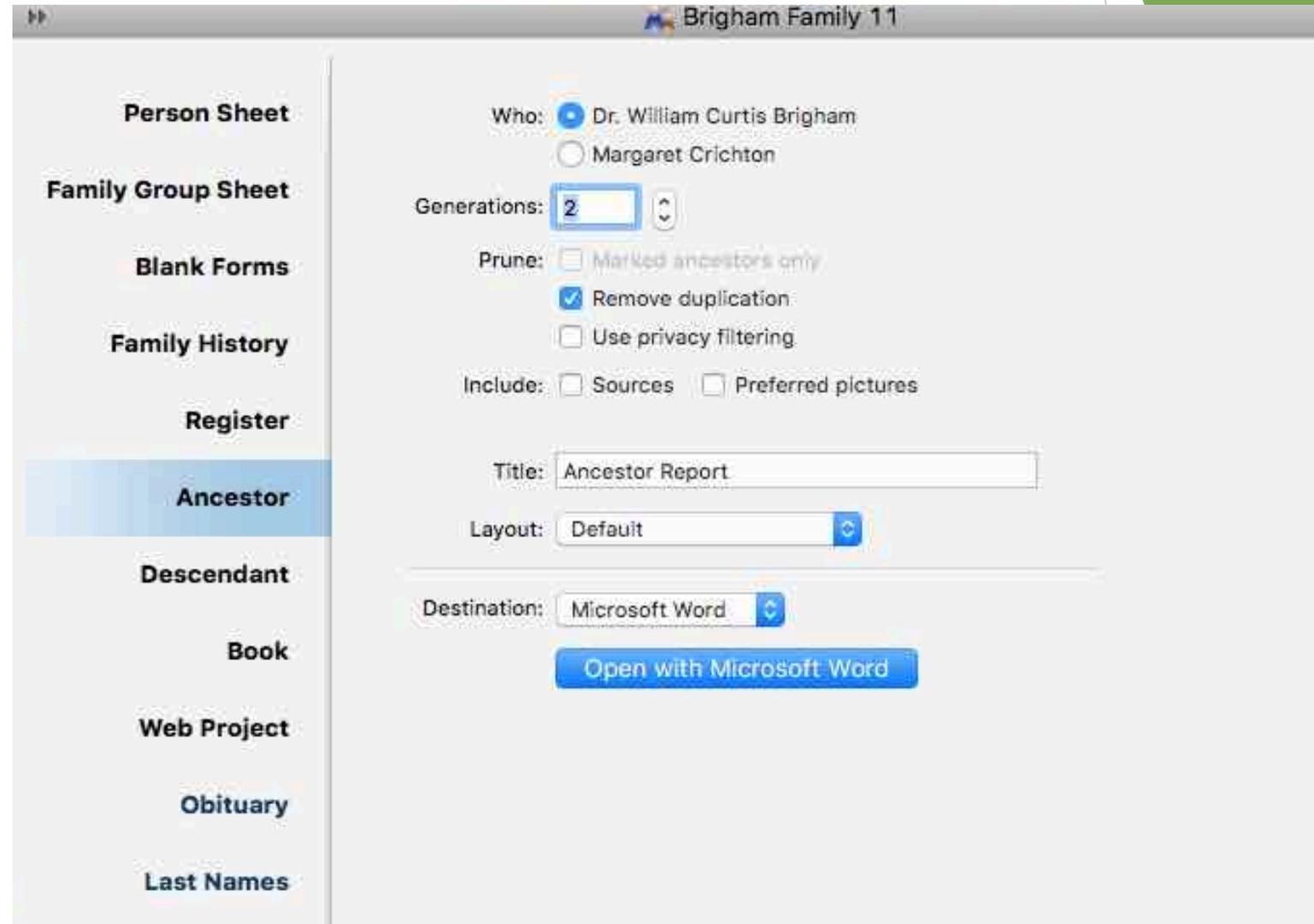
Layout: Default

Destination: Microsoft Word

Open with Microsoft Word

Configured Reports - Ancestor

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



The screenshot shows a web interface for configuring an Ancestor Report. The title bar reads "Brigham Family 11". On the left is a vertical menu with options: Person Sheet, Family Group Sheet, Blank Forms, Family History, Register, Ancestor (highlighted), Descendant, Book, Web Project, Obituary, and Last Names. The main area contains the following configuration options:

- Who:** Radio buttons for "Dr. William Curtis Brigham" (selected) and "Margaret Crichton".
- Generations:** A numeric input field containing "2" with up/down arrows.
- Prune:** Checkboxes for "Marked ancestors only" (unchecked), "Remove duplication" (checked), and "Use privacy filtering" (unchecked).
- Include:** Checkboxes for "Sources" (unchecked) and "Preferred pictures" (unchecked).
- Title:** A text input field containing "Ancestor Report".
- Layout:** A dropdown menu set to "Default".
- Destination:** A dropdown menu set to "Microsoft Word".
- Action:** A blue button labeled "Open with Microsoft Word".

Configured Reports - Descendant

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

Brigham Family 11

Who: Dr. William Curtis Brigham
Margaret Crichton

Generations: 2

Prune: End children only
 and their siblings
 Marked descendants only
 Remove duplicates
 Use privacy filtering

Include: Sources

Title: Descendant Report

Layout: Default

Destination: Microsoft Word

Open with Microsoft Word

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?