

2009 Fall Combined Collection INSTRUCTIONS FOR DONOR NUMBER

How to display the FamilyDioID number for Families

The following is a screen shot of the Family Directory. To display the FamilyDioID, change the ID Display in the right-hand of the screen to FamilyDioID. This will change the ID numbers in the second column of the screen to the FamilyDioID. This is the ID Accounting Services uses to process the donations.

The screenshot shows the Family Directory application window. The search results for 'Aardappel, Zanita' are displayed in a detail view. The 'Fam Group & ID Display' dropdown menu is set to 'Family DioID'. Below the search results is a table of family records.

Family	Family DioID	Phone	Address	City	S
Aardappel, Zanita	231395	909-797-3034	3964 Chiquita Ln	San Bernardino	C
Abelli, George & Pam	230270		333 S Ark St	Ontario	C