Diocese of San Bernardino
ParishSOFT

Standard Operating Procedures

The purpose of having data standards to enter data is so that no matter who is doing the input or changes of your data all have the same training so that you don't have one person doing one thing and another person doing something different. If you do find something that you don't

Note: Some of these SOPs refer to data standards that should be applied to any data you are currently maintaining

List of SOPs (Standard Operating Procedures)

Registration Status

Registration Status for Family (DSB-1001) (Updated 4-8-2020)

Date changed	Reason	Area Changed
4-8-2020	Modified to adjust for the web version	Whole Document

Data Entry Processes and Standards

Data Entry Standards when Adding a New Family (DSB-1003) (Updated 8-31-09)

Date changed	Reason	Area Changed
8-31-09	The abbreviation for "And" was removed because and should be spelled out.	Page 3
7-13-09	Rewrite of document for better understanding.	Whole Document

Pastoral Center Input of New Families (DSB-1009) (Updated 5-20-2020)

Date changed	Reason	Area Changed
5-20-2020	Modified various parts of the document to match to the current version of ParishSOFT	Whole Document
7-13-2009	Creation of this document	Whole Document

Invalid Mailing Address (DSB-1008) (Updated 5-20-2020)

Date changed	Reason	Area Changed
5-20-2020	Made changes to match to current web version	Whole Document
7-13-09	Creation of this document	Whole Document