

Home screen

ParishSOFT® Family Suite

HELP - CONTACT - HOME - SIGN OUT

Little Flower, Ann Arbor
ahaystead (Drewseph Haystead)

Home | Family Directory | Religious Education | Offering | Ministry Scheduler | Tuition | IQ | Administration

Home | Pictorial Directory | Organization Directory | Giving History | Start Page Settings

Home

Quick Links

- [Home](#)
- [My Own Church](#)
- [Family List](#)
- [Member List](#)

Suspense Activity

Notifications 9

Organization	Notifications
Little Flower, Ann Arbor	7
Little Flower, Livonia	2

Family Updates 2

Organization	Families
Little Flower, Ann Arbor	2

My Own Church

Home | My Family

Home | Pictorial Directory

Home

Quick Links

- [My Family](#)
- [Family Suite](#)

ParishSOFT® My Own Church

Home | My Family | Family Education | My Offering | My Ministry

Family Detail

My Family

Family List

Part of Family Directory where you can view, communicate with, and manage a list of families

- Sorting: Rolodex A-Z, 0-9, 10 – 100 Records
- Columns: Ascending/Descending,
- Filtering: Basic and funnel icon
- Reorder: Remove items from Grid, Add items to Grid, save or reset grid

A-Z | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

0-9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

Filter Criteria: None | Filter Column: Family Ascending | Clear Filter

10 records | Add New Family | Delete Selected Families | Quick Reports

Family	Envelope #	E-Mail Address	Primary Phone	Primary Address	City
--------	------------	----------------	---------------	-----------------	------

Icons



Search exercise

1. Type **Smith** into the search bar and hit the **Enter** key
2. Expand list to 50 records.
3. Note: family search of “Smith” includes Goldsmith and Klingensmith
4. Click **Clear Search Results**
5. Click on the *drop-down arrow* in the search bar to choose the criteria to search by
6. Select box next to **Address** in addition to Family Name and then click **Close**
7. Type **Hill**
 - Hill will be visible in some of the names
 - Look at Gostkowski and scroll to the right to see “Hill” in the address
8. Click **Clear Search Results**

Filters exercise

1. Click on the rolodex letter ‘**S**’
2. See how the families last names all begin with the letter **S**
3. **Clear filter**. Click **OK**. Clicking on a column will make it the selection for the next filter choice.
4. Click on the Envelope column
5. Click on “**1**”
6. See families and addresses that have a 1 within
7. **Clear filter**

Advanced Filters exercise

Allows filtering on other family criteria such as workgroups, email addresses, and registration date

1. Open the advanced filter.
2. Click checkbox next to **Exact Search**:
3. In the last name field type: **Smith**
4. Click **Apply**. Note Results, and that another filter icon has appeared (to clear filters).

Check Box exercise

Allows you to select multiple families without creating a group

1. Select 4 families from the family list by marking the check boxes.
2. Click on **Quick Reports**
3. Select **Family Mailing Labels**



Adding Family exercise

1. Click on the **Add New Family** button
2. Type your last name in the Last Name field and **Search**
3. Click on **Add New Family**
4. Family Member Column
 - a) Update the Prefix, Type your **First Name**
 - b) Select Type: **Head, Husband or Wife**
 - c) Gender
 - d) Add your **birth date** and your **email address**
5. Click **Add Another Member**
6. Repeat Step #4 a – d and #5 to add a spouse
7. Repeat Step #4 a – d and #5 to add a child
8. **NOTE: DON'T CLICK** on Add another Member or you must add one more member.
9. Family Information
 - a) Family Group: **Active**
 - b) **Auto Fill Family Names**
10. Family Address
 - a) **Address Line 1** – 3767 Ranchero (do not add Rd., St., Lane, Blvd., etc. This will allow the system to find the US Post Office verified address information)
 - b) **Postal Code** – 48108
11. Save Options
 - a) Save & New
 - b) **Save & Edit**
 - c) Save & Finish
 - d) Cancel
 - *Extra exercise: Go to **Kim Spindler's** tab*
 1. Add a Mother-in-Law
 2. Add a newborn baby

Member List

Same concept as the Family List with different advanced filter options

Search exercise

1. Click **Member List**
2. Clicked the **advanced filter options**
3. Gender: **Male**
4. Marital Status: **Single**
5. Click **Checkbox** next to Age: Type in **65**
6. Click **Apply**

Quick Reports exercise

1. Using the Advanced Search in the Membership list get a list of members who are 15-18 and their birthdays. Note: There are two ways to generate this.
 - a. Funnel Icon and export to excel
 - b. Funnel Icon and quick Report

Family Directory Reports

Sacraments category

These are sacramental records entered into the system for your org

- Baptism
- Confirmation
- Funeral
- First Eucharist
- Marriage

Statistics category

These are reports to calculate and track parish/sacramental statistics

- Kenedy Statistics
- Parish Statistics

Census category

These reports pertain to your current or potential registering parishioners

- Parish Directory
- Registration Forms

Select Report - Baptism	
Report Type	Report
Sacrament	Baptism
Statistics	Confirmation
Census	Funeral
	First Eucharist
	Marriage

Select Filtering Options

Select Date Range

Start Date: 1/24/2017

End Date: 4/24/2017

QUESTIONS FROM CLASS

1. Why don't I input Ave, Rd, or St for the address entry?
2. I can only use the AutoFill button once... True or False?
3. What do I do if a report does not generate?
4. What might be wrong if I'm not getting the search results I know should be there?
5. Will sacrament reports include sacraments conducted at other parishes?
6. What can't parishioners do in My Own Church?
7. I can print Registration Forms in English and?

TIPS & TRICKS

- One person in every family must be set as either Head, Husband, or Wife
- Remember to click the Edit Details button in order to adjust any Family/Member data
- Remember to adjust auto-fill family names after changing a family member to deceased
- Reports can be downloaded in multiple formats
- Sacraments input by other parishes will not be included in sacramental reports
- Don't forget to save your work as you go!

ANSWER KEY

1. Leave the street suffix out to allow the address certification to fill it in upon saving.
2. False
3. Turn off any pop-up blocker for the Family Suite website
4. Clear all searches/filters/advanced filters
5. No
6. Parishioners can't see any staff menus and can only submit changes/information to be reviewed
7. Spanish