

## 2010 Spring 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 central pane, showing contact information: Ms. Zanita Aardappel, 3964 Chiquita Ln, San Bernardino, CA 92404-2153. On the right side, the 'Membership Display' and 'Fam Group & ID Display' dropdown menus are visible. The 'Fam Group & ID Display' menu is currently set to 'All Groups', but 'FamilyDioID' is highlighted and circled. Below the search results is a table of family records. The 'FamilyDioID' column in the table is also circled.

Family	FamilyDioID	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