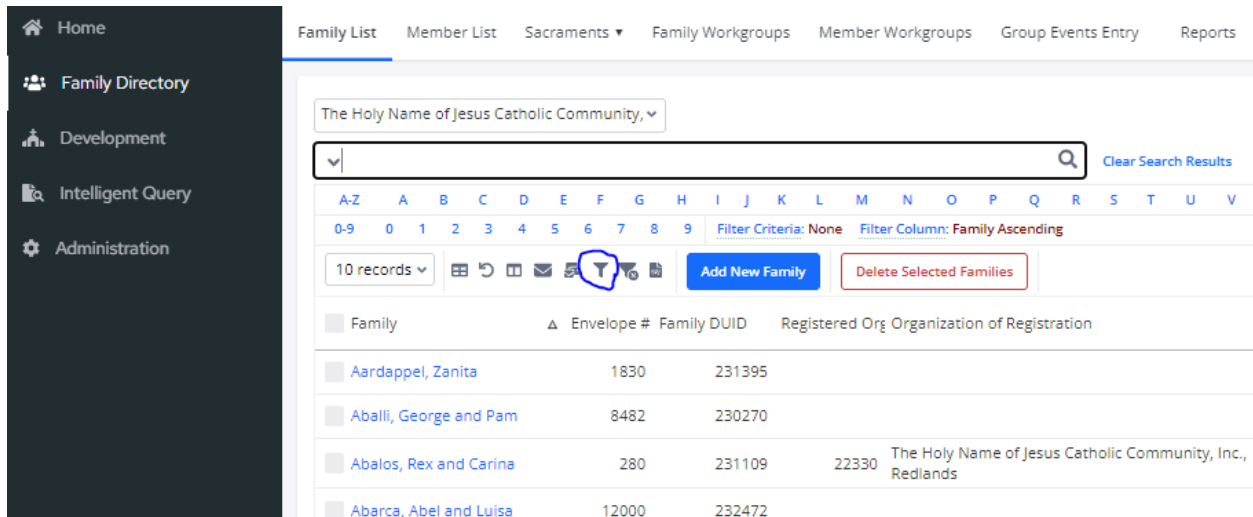


How to see families in a particular “Family Group”


To see all the family’s in a particular “Family Group” you can click on the item circled below:



The screenshot shows a web application interface with a dark sidebar on the left containing navigation items: Home, Family Directory, Development, Intelligent Query, and Administration. The main content area has a top navigation bar with links: Family List, Member List, Sacraments, Family Workgroups, Member Workgroups, Group Events Entry, and Reports. Below this is a search bar with the text 'The Holy Name of Jesus Catholic Community, v'. A search filter dropdown is open, showing a search bar and a 'Clear Search Results' link. Below the search bar are navigation tabs for letters A-Z and numbers 0-9. Filter criteria are shown as 'None' and 'Family Ascending'. A toolbar contains '10 records', a grid icon, a refresh icon, an envelope icon, a filter icon (circled in blue), a percentage icon, an 'Add New Family' button, and a 'Delete Selected Families' button. A table lists families with columns for Family, Envelope #, Family DUID, and Registered Org. The table contains four rows of family data.


Family	Envelope #	Family DUID	Registered Org	Organization of Registration
Aardappel, Zanita	1830	231395		
Aballi, George and Pam	8482	230270		
Abalos, Rex and Carina	280	231109	22330	The Holy Name of Jesus Catholic Community, Inc., Redlands
Abarca, Abel and Luisa	12000	232472		

After clicking on the filter you will see a screen like below. For the item circled choose the “Family Group” of the families you want to filter for. be sure to have the membership set to both and Send envelopes to any as is in the picture.



The screenshot shows a 'Filter' dialog box with three dropdown menus. The first menu is 'Membership' with 'Both' selected. The second menu is 'Family Group' with 'All Groups' selected, and this menu is circled in blue. The third menu is 'Send Envelopes' with '(Any)' selected. There are star icons next to the 'Both' and 'All Groups' options.

Once you have the filtered list then you can click on the family’s name to see the family details. The Family Group is circled in blue below. Please look at the families in those "Family Groups" and check to see if they are duplicates of existing families and if they are use the family merge to merge them. ([Click here for instructions](#)) If they are not duplicates please change the "Family Group" to the appropriate "Family Group" for that family based on [SOP DSB-1001](#).

Family Details		Member Details (4) ▼
Family Information		Notes
	Church of Registration St Anthony Parish, Ann Arbor Registration Date 9/15/2017 Registration Status <input checked="" type="checkbox"/> Unregistered Date:	Modified On: Friday, September 15, 2017 3:37 PM Family Group Active Primary Address Home Address
Last Name * Adams		

Let me know if you have any questions.

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