Alternate lists of Ministers in Ministry Scheduler

The following will describe some alternate ways to find/search and print off lists in Ministry Scheduler:

**Searching by member name/ministry:**

1. Log into Connect Now and go to **Ministry Scheduler** then select **Minister Directory** in the area below the Ministry Scheduler tab in blue. (see image below)

   ![Minister Directory Image]

2. Next, click the Filter/Funnel icon, indicated above, to search for your specific minister. The screen should show you search options, similar to below:

   ![Advanced Filter Image]

3. Click the **Apply Filter** button to find out if the record for “Anthony Smith” is already entered into the Liturgy group, for the Eucharistic Ministers. (our filters will show us all “Smith” families as seen below)
We can note that it showed us all occurrences of the “Smith” family where they had a group of Liturgy and a ministry of Eucharistic Minister in our system.

4. To remove the filter, click on the icon to the right of the Filter/Funnel icon, which removes the filter. (seen below)

5. If instead, you wish to expand it to check for all the ministries that member has volunteered for, you can click on the Funnel/Filter button again and remove the **Group** and **Ministry** designation as seen below and just restrict the main screen to all members with the Smith last name:

6. Which gives us the information listed below:
Please note that it typically sorts the screen and will group the members together. If it does not, you can click on any of the “headers” to group them from low to high or from A to Z depending on which header you click on.

In the screen shot below, I clicked on the **Ministry** column, to see all the Eucharistic Ministers grouped together, as seen below: (it also sorted the Ministries from A at the top to Z at the bottom)

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Last Name</th>
<th>Ministry Group</th>
<th>Ministry</th>
<th>Role</th>
<th>Event Desc.</th>
<th>Start Date</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>Smith</td>
<td>Festival</td>
<td>Pastor</td>
<td>07/12/2011</td>
<td>12PM - 2PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Smith</td>
<td>Smith</td>
<td>Liturgy</td>
<td>Eucharistic Min</td>
<td>07/13/2011</td>
<td>1PM Saturday 10/27/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tom Smith</td>
<td>Smith</td>
<td>Liturgy</td>
<td>EM</td>
<td>07/28/2016</td>
<td>8PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adam Smith</td>
<td>Smith</td>
<td>New Liturgy</td>
<td>Servers</td>
<td>07/28/2016</td>
<td>8PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amy Smith</td>
<td>Smith</td>
<td>New Liturgy</td>
<td>Servers</td>
<td>07/28/2016</td>
<td>8PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frances Smith</td>
<td>Smith</td>
<td>New Liturgy</td>
<td>Servers</td>
<td>07/28/2016</td>
<td>8PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annabel Smith</td>
<td>Smith</td>
<td>New Liturgy</td>
<td>Servers</td>
<td>07/28/2016</td>
<td>8PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Searching by Ministry and Start or End Time:
7. Click on the Filter button again and we can this time filter for a ministry and it’s specific start or end time: Select the Group and the Ministry:

![Filter button](image1.png)

8. Next, click the **Date Filtering** area and you will get additional options on how to filter via the start or end dates:

![Date Filtering](image2.png)

In the search above, I’m looking for all record that have a start date between a specific date range, in order to “delete” out my older records that I no longer wish to use.

Please note you can also make this search a “include” records/minister with the date range or you can “exclude” the ministers per the date range, so you can get fairly creative with this search.

9. Clicking **Apply Filter** gives me the following information:
Exporting records to another program for additional filtering/reports:

10. If I wish to view all the records in the screen above in a different program, then I can Export the information with one of the export buttons. In the scenario above, I may wish to send these “older” minister to the Liturgy group to see if they’re still active in their ministry.

11. Back near the Funnel/Filter button, to the right, is an export button that looks like an arrow, as seen below.

12. Click on the arrow button to export all the information seen on your screen. Your computer will ask you what to do with the document, as seen below:
13. Click **Open** and you will see the data in Excel, which you can then sort and manipulate on multiple columns. The export adds in more information, as opposed to less, so you may wish to highlight and remove some of the columns from this data export.

14. To remove columns, highlight them, then right click and select Delete.
15. To sort by specific columns after you’ve removed columns you do not want, click on the far left box between the rows and columns to select the whole spreadsheet. (as seen below)

16. Next, click the **Sort and Filter** icon on the far right side. Then the **Custom Sort** option. You will get the screen below, which allows you to sort via multiple columns. In the example above, I clicked the **My Data Has Headers** column, then I added in the sort on the **Last Name** first, then the **First Name** after that.
17. After clicking **OK**, my screen is similar to the one below:

18. To print this information, you can click the **File < Print** button, and from there you can resize the information to fit your page with the print preferences listed below: (use landscape to fit as much onto a page and then restrict the columns to one page also, if you think the font won’t be too small) If it is, delete more columns first.