ParishSOFT Notifications:

The following information will describe how the notifications area works within ParishSOFT online, as of March 2018. Due to the request of the users and diocese across the US, the notifications area shows “more” information than less, intentionally. You will be able to view notifications if you have this preference in your staff login.

1) When first logging in, you may notice on the Home tab, under the Notifications area, that a number will show up of how many new notifications were generated since your last login to your parish system. You will see them in the Notifications area indicated below.

2) After clicking the number indicating the number of notifications on the right side, the system will direct you to the Administration tab, under the Notifications area. Unless you have deleted out notifications in this area, you will also see a history of notifications for your parish.

3) If you wish to view “all” the messages in the notifications area, click the X to the right of the N, to clear out the “Non” read notifications. (as seen above on the right side) You will not be able to see all read or non-read notifications, as seen below:
4) There are four types of notifications in the system:
   a. **Address Change Notification from Diocese**: which will inform the parish if the diocese makes a change on a record in their parish. (not typically utilized right now)
   b. **Change of Address**: informs the parish when they have a shared record that is Unregistered AND when the main parish of registration changes/updates the address of that family.
   c. **Change of Parish Registration**: informs BOTH parishes when either of the following happens:
      i. A parish moves a family as a registered family in their parish (from your parish)
      or
      ii. A parish “shares” a family from your parish as “unregistered” and brings them into their parish database.
   d. **Family Merge**: informs BOTH parishes affected by the family merger that the merger occurred, as this can and frequently happens across different parishes.

Please note: The most common notification in our system currently is the **Change of Parish Registration** as this is being generated when a parish “shared” a record at your parish as an unregistered record.

For example, a parish may be adding in a family for posting a visitor’s donation, see that the parish family is registered at your parish and merely brings the family in as Unregistered for their posting. When the other parish brings one of your parish families into their Connect Now screen as an Unregistered family, you will receive a **Change of Parish Registration** notification. This does NOT necessarily mean that they registered the family at your parish.

The example below shows this common procedure where you will see the **Change of Parish Registration**: the church of “Redeemer Lutheran” is pulling in a shared family from “Good Shepherd” parish as Unregistered. As that family gave a donation as a visitor this past Sunday.
When we log in as a staff member at Good Shepherd, we see the notification below that the Ay Aaron family has a **Change of Parish Registration** as seen in the image below:

And opening the notification will show the following details:

When we go to the **Family Directory** area and open the family, still at Good Shepherd parish, **at the original registered parish**, we can see the registration hasn’t changed. The notification was to let us know that the Ay Aaron record was shared by the other parish.
The next most common notification is the **Family Merge** notification. Currently the diocesan contact for ParishSOFT at your parish is the only person who can merge duplicates both within your parish and across multiple parishes. Due to how many of our member families visit multiple parishes and our historical records, we have many instances where there Unregistered family at our parish that is really registered elsewhere.

You will receive a **Family Merge** record when you have either the main registered record or a duplicate record that was merged. The notifications will appear similar to the screen below:

![Notifications Screen](image)

And the details appear as seen below:

![Family Merge Details](image)

In the example above, Fr. Jay Poster was listed as a contributor at another parish in the diocese, and the diocese merged the record with St. Joseph’s parish in Baraboo, where Fr. Jay is the pastor.

When the staff member at St. Joseph goes to check on Fr. Jay’s record, it still shows like always:

![Rev. James Poster Details](image)

As his was the record that was the master family the other record was merged into.
Then we look at the other parish’s record we see the record now showing St. Joseph Baraboo as the main parish of registration.