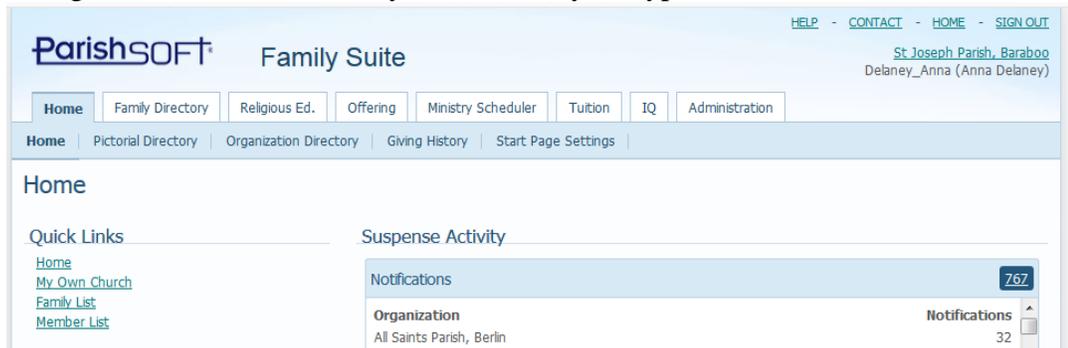
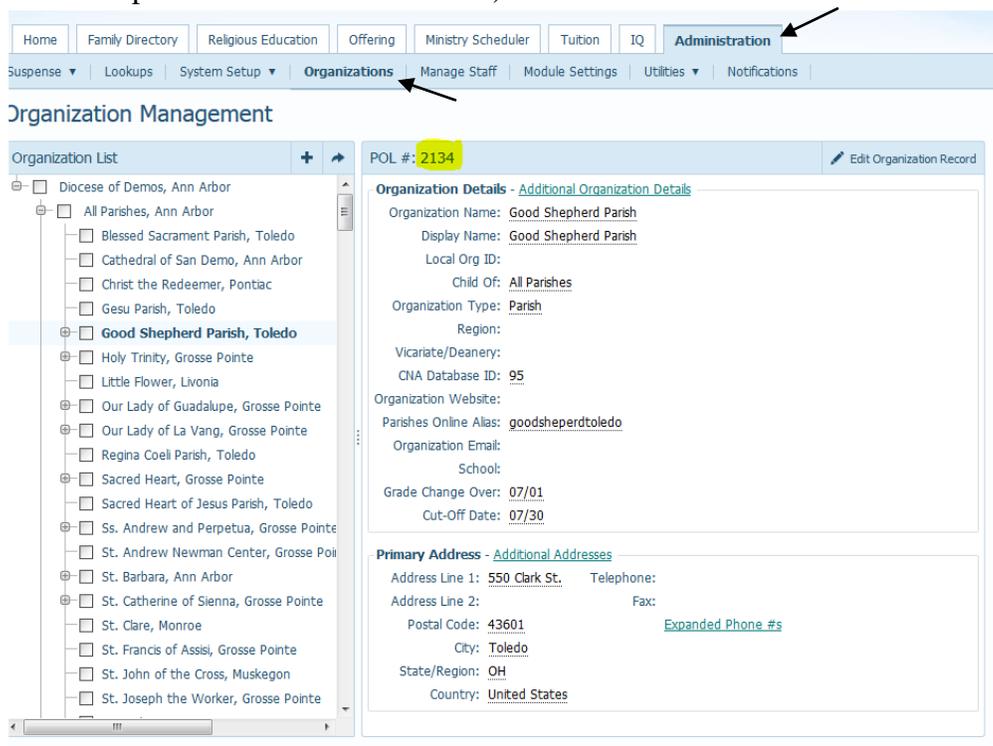


## Finding Members per range of Date of Birth in IQ

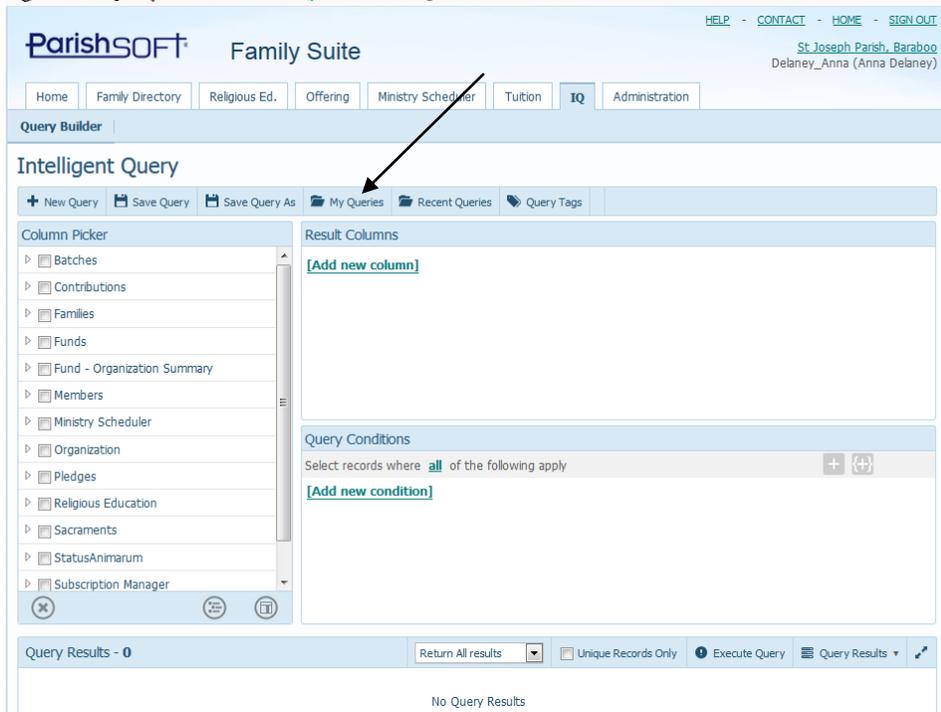
1. First, log into **ConnectNow** and you will be at your typical homescreen:



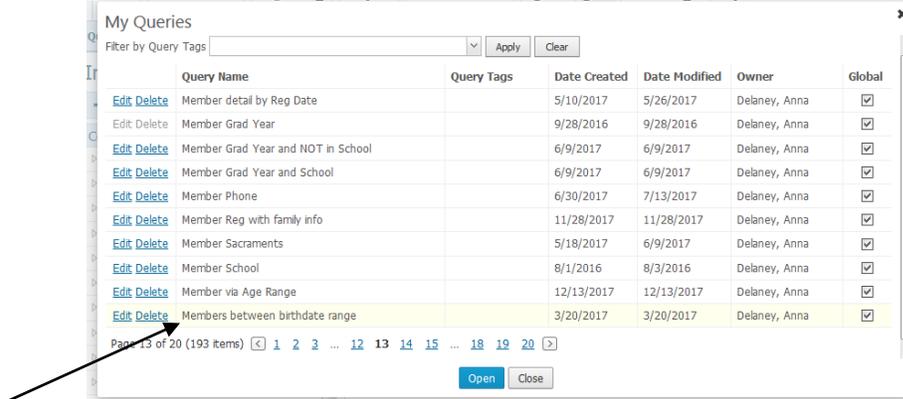
2. First, in order to run a query in your system you will need your Organization ID. To find the Organization ID, go to the **Administration** tab, as seen below, then click on the **Organizations** area. Next, in the middle of the screen, write down the POL# (highlighted below) which is your Organization ID number. (In the example below, Good Shepherd Parish is POL # 2134.)



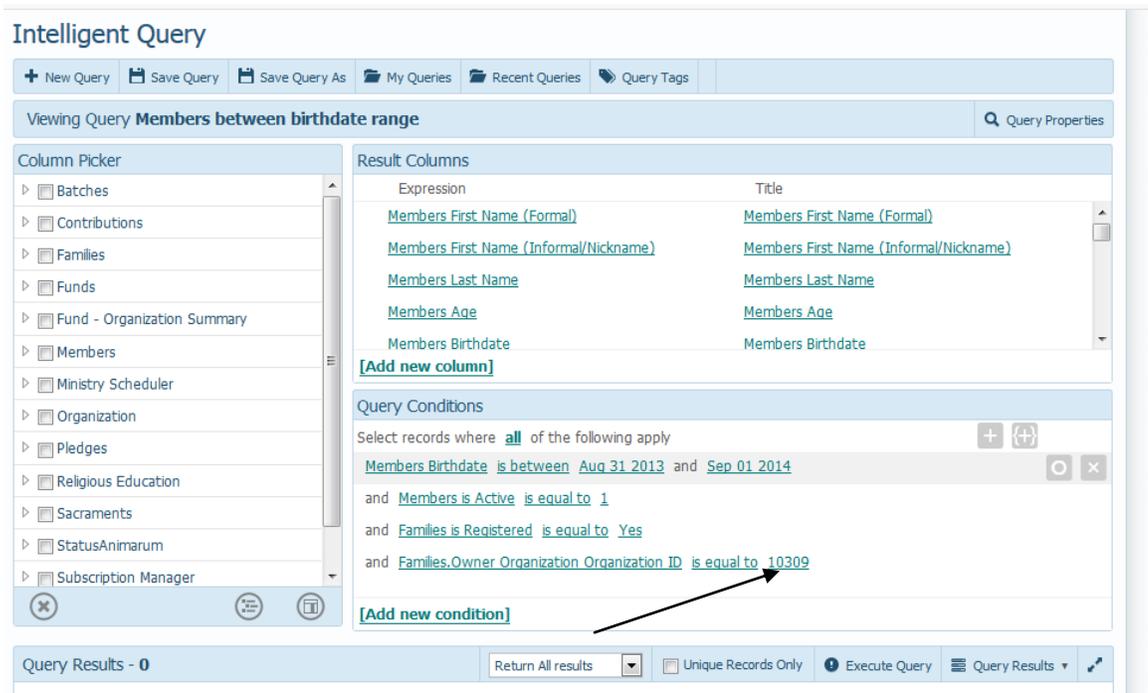
3. Next, click on **IQ** tab and you will be in the main screen where you can open existing and create new queries. You may see the screen filling, wait a second or two and it should appear as seen below:



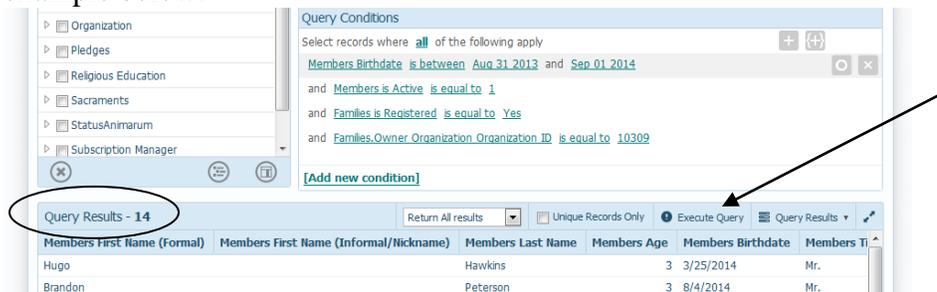
- Click the **My Queries** button seen above and search for the **Members between birthdate range** query. Click to highlight the query, then click **Open**.



- You will see the query fill in the main area, similar to below:



- In the middle area, next to where it shows the Organization ID, you will click where it shows the number, seen above, and type in your parish ID number. Hit Enter or click somewhere else on the screen to make sure the number takes.
- Next, click on the **Execute Query** button, which will pull your results, as seen in the example below:



- To do something with your results, you have a couple of different options, to the right of the Execute Query button, you can click the **Query Results** button and then **Export to CSV (Excel)**, send your data to a **Mail Merge**, or even **Create Family and Member Workgroups**. The screen shot below shows setting up a Family Workgroup based off of the member's results, so we can send out a family label.



Families	Family DUID	Last Name	First Names	Address 1	Address 2	City	State	
	30083	Bates	Richard and Joyce	130 8th Ave		Baraboo	WI	
	30052	Beal	Betty	600 Camp Street		Baraboo		
	30053	Bebber	Dolores	522 2nd St		Baraboo	WI	
	30188	Bronkalla	Leo and Joyce	800 Waldo St apt. 3006		Baraboo	WI	
	30191	Brophy	Joan	1544 East St		Baraboo	WI	
	30197	Budig	Jeannette	803 Oak St		Baraboo	WI	53913-2125 11/22/1945
	30231	Comte	Wallace and Diane	2101 Surrey Ln		Baraboo	WI	53913-3315 4/4/1964
	30239	Coughlin	Jerry and Joan	621 13th St		Baraboo	WI	53913-1559 4/4/1964
	30240	Coudelaris	Robert and Emma	727 Franklin Dr		Baraboo	WI	53913 1022 7/16/1960

- The next popup screen will ask you what you wish the workgroup to be named. Type in something that will make sense for your reports, then click **Create**.

Create Family Workgroup ✕

Workgroup Name:

Owner Organization:

- After you've completed your results, close out of the IQ area by clicking on another tab, like Family Directory.

- In the example above, to pull a report and or labels from the Family Workgroup, go to **Family Directory** then select the blue **Family Workgroups** area. In the main Family workgroup area, select on your new workgroup on the left side to pull all the family information on the right side. To get either family labels or just a listing of these families, select **Quick Reports** and click on either of the label options under the listing.