Finding Members per range of Date of Birth in IQ
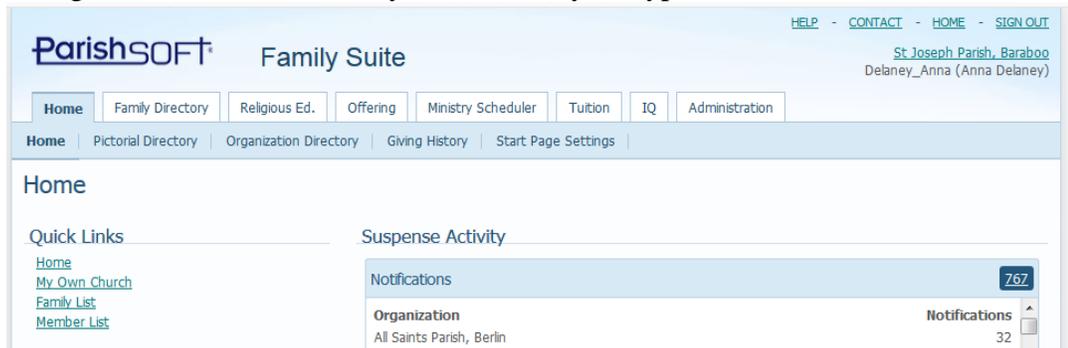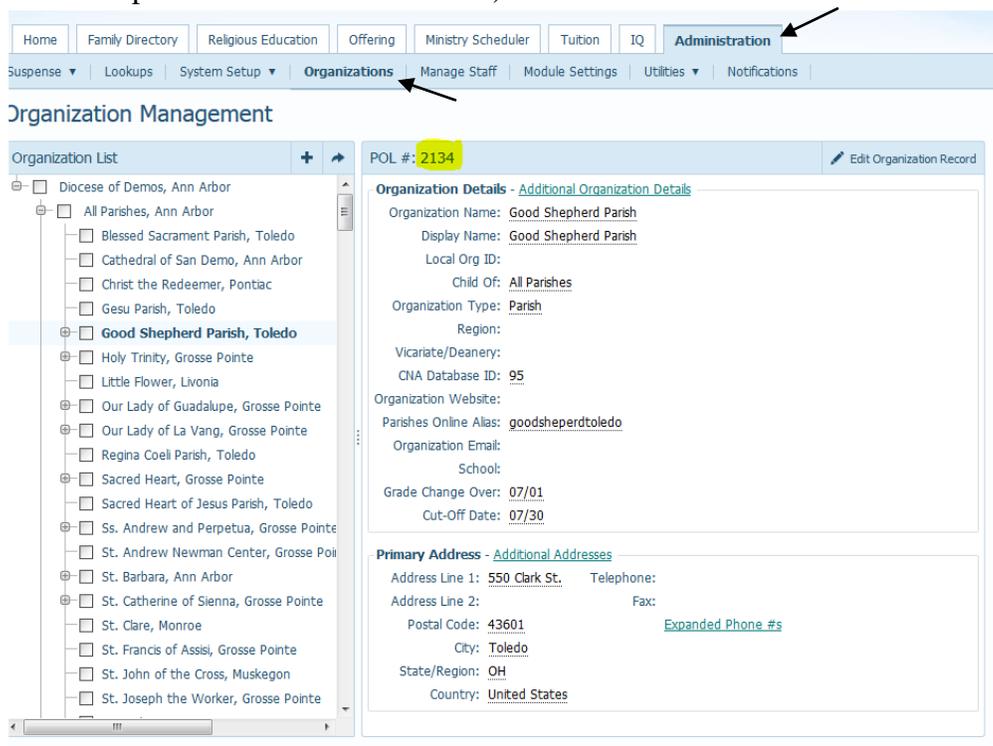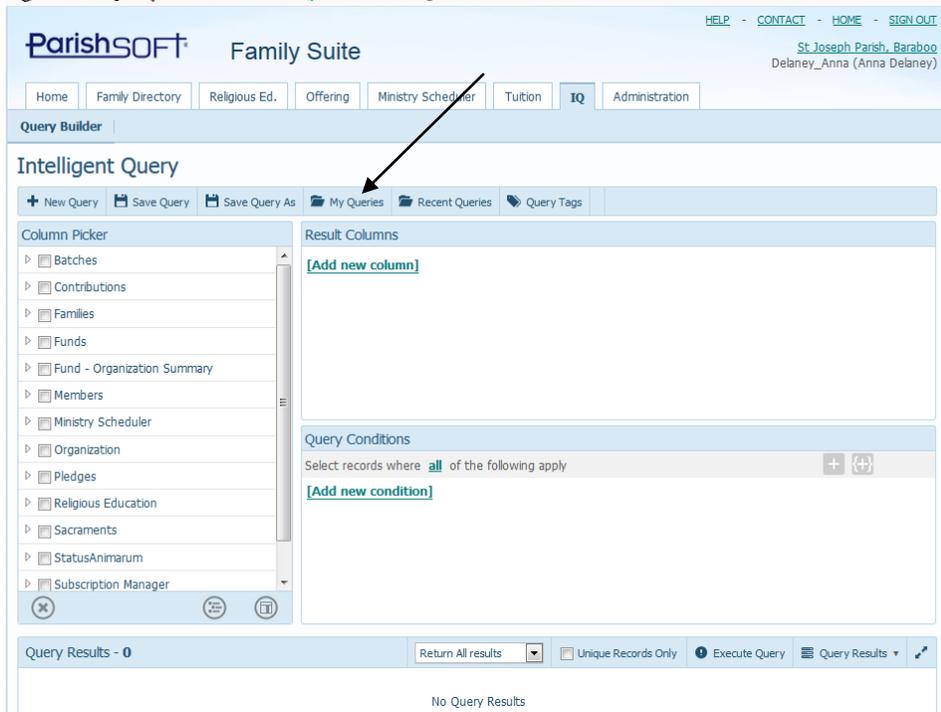
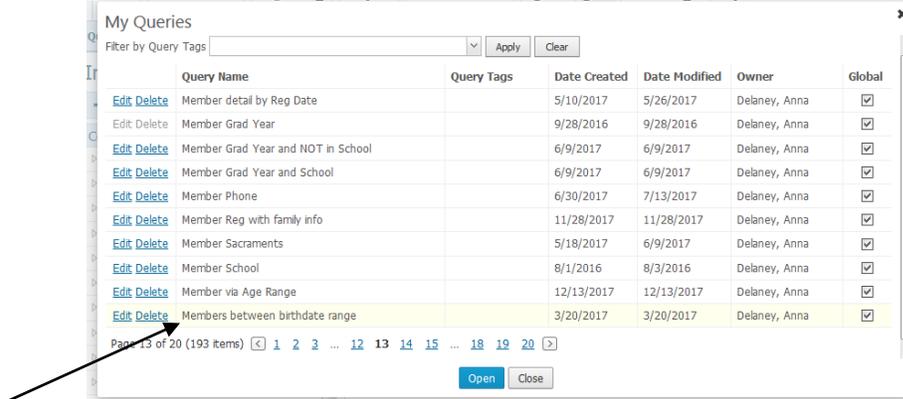1. First, log into **ConnectNow** and you will be at your typical homescreen:

2. First, in order the 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.)
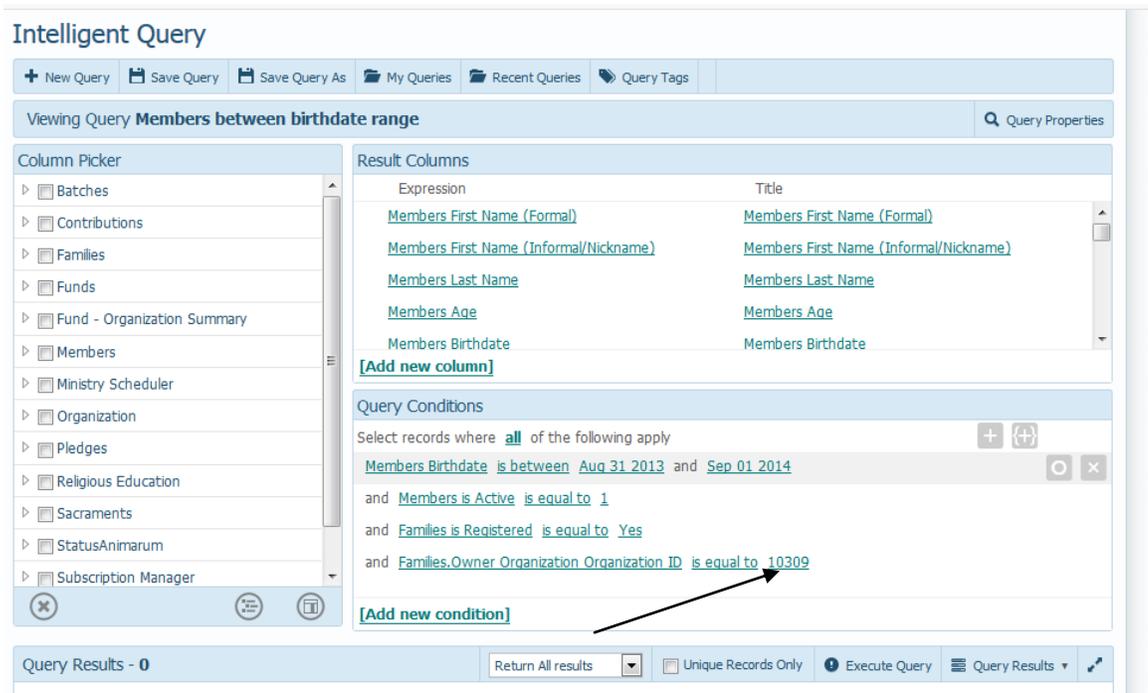

3. Next, click on **IQ** tab and you will be in the main screen where you can open existing and create new queries. You may see the screen filling, wait a second or two and it should appear as seen below:
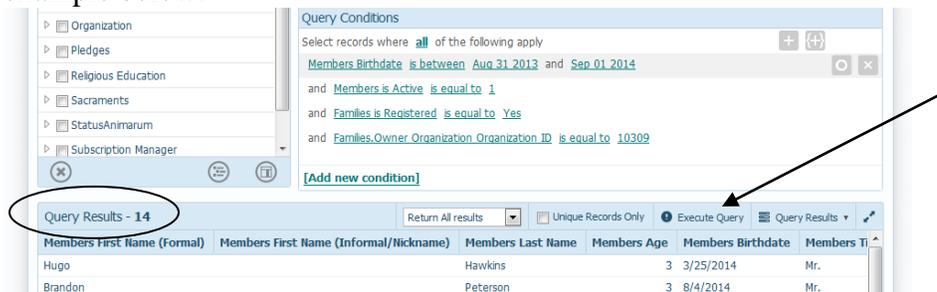
4. Click the **My Queries** button seen above and search for the **Members between birthdate range** query. Click to highlight the query, then click **Open.**

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

6. 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.

7. Next, click on the **Execute Query** button, which will pull your results, as seen in the example below:

8. 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.

9. 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**.

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

11. 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.