Exporting ministers that are scheduled by date ranges

1. Log into ParishSOFT and go to **Ministry Scheduler** then select **Reports** in the area below the Ministry Scheduler tab in blue.(see image below)

2. Select the Ministry that you wish to see the schedule, similar to the Liturgy example seen above, then enter in the start and end date that you wish to view.

3. Next, click the **Create Ministry Web Page** button, which will allow us to see the different ministries listed in grid like format, as seen below.

POL Scheduler Viewer

Liturgical Schedule from Apr 13 2018 to Jul 13 2018

Name	Date	Time	Event Desc	Ministry
Abata, Dan	5/20/2018	7:30 AM	Sunday 7:30	EM - Holy Body
Accola, Ken	5/27/2018	7:30 AM	Sunday 7:30	EM - Holy Body
Anderson, Diane	5/20/2018	9:00 AM	Sunday 9:00	EM - Holy Body
Barritt, Brian	4/15/2018	7:30 AM	Sunday 7:30	Server
Barritt, Brian	5/13/2018	7:30 AM	Sunday 7:30	Server
Bishop, Kathryn	4/21/2018	5:00 PM	Saturday 5:00	EM - Holy Body
Bishop, Kathryn	5/26/2018	5:00 PM	Saturday 5:00	EM - Holy

Upload to Parishes Online Web Site   Close

4. Click to highlight the first person, drag your cursor down and highlight all the text that is seen in the popup window, similar to the image below. Right click and select Copy.


5. Nest, open up MS Excel, and in the first cell on the left side, click to put your mouse, then right click and select Paste. Your screen should appear similar to below:

Formatting through Sorting Filtering and Merging cells:

6. Expand the lines just a little so you can see the date clearly in column B. Then, with the whole worksheet highlighted (click the box between the rows and columns), click the **Sort and Filter** then **Custom Sort** icon, as seen in the screen shot below:
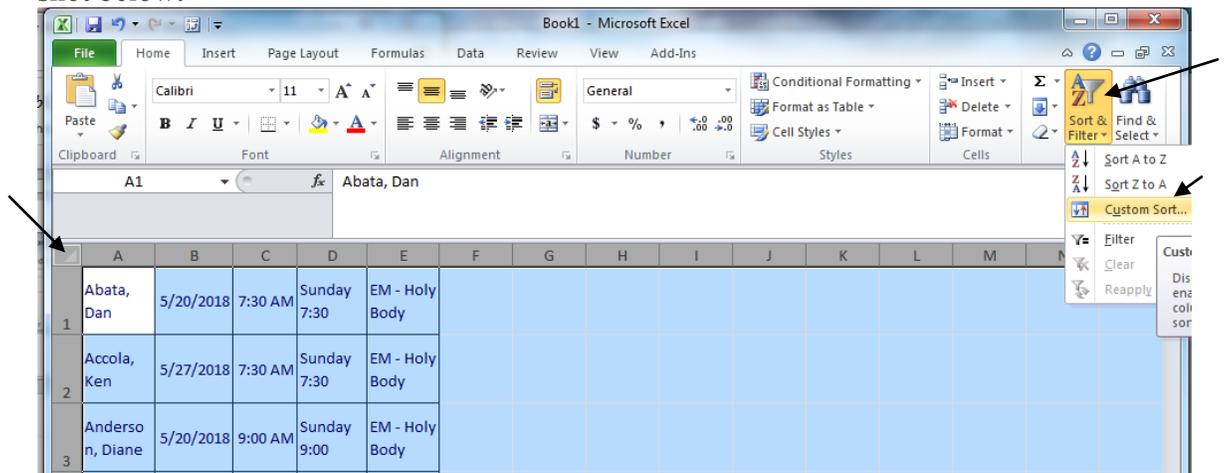
7. You will see the sort screen shown below. If you'd like to sort it by day served first, then by mass and then by ministry, fill in your sort as seen in the image below:
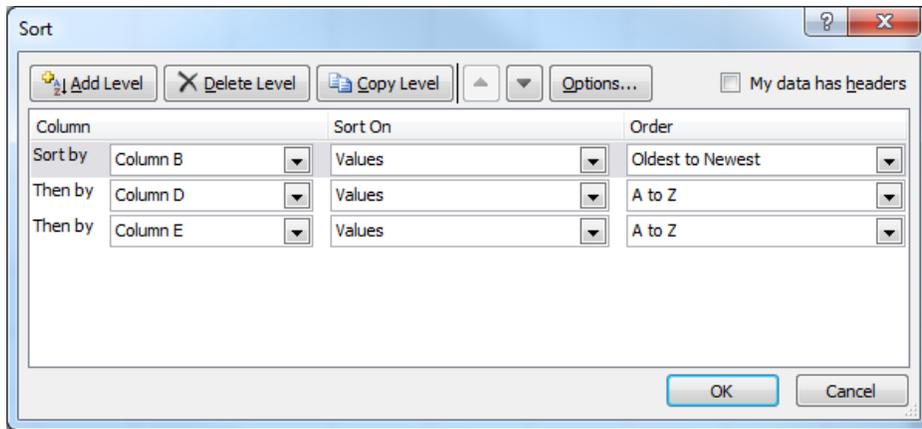
8. Your results will appear similar to below:

9. Next, move columns around, so you like the view on it. (perhaps deleting out the "time" column, which isn't needed if you have the "event" with the time listed. Your screen could look like the one below:

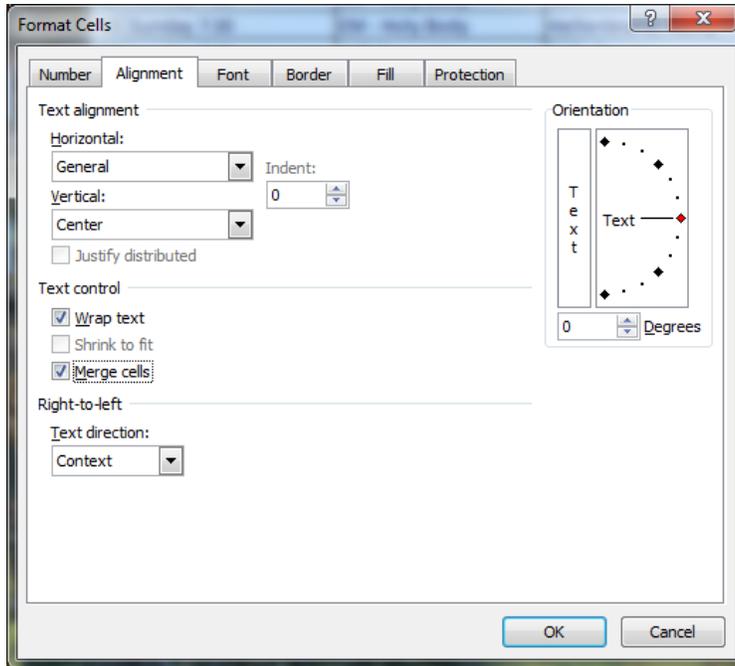|	A	B	C	D	E
1	4/14/2018	Saturday 5:00	EM - Holy Body	Dallman, Christine	
2	4/14/2018	Saturday 5:00	EM - Holy Body	Henrekin, Michele	
3	4/14/2018	Saturday 5:00	EM - Holy Body	Ringelstetter, Mary	
4	4/14/2018	Saturday 5:00	EM - Holy Body	Shannon, Tom	
5	4/14/2018	Saturday 5:00	Gift Presenter	Blau, Sharon	
6	4/14/2018	Saturday 5:00	Gift Presenter	Hodgson, Doris	
7	4/14/2018	Saturday 5:00	Lector	Hill, Paula	
8	4/14/2018	Saturday 5:00	Server	Busse, Isaac	
9	4/14/2018	Saturday 5:00	Server	Susee, Tyler	
10	4/15/2018	Sunday 7:30	EM - Holy Body	Golliher, Irene	
11	4/15/2018	Sunday 7:30	EM - Holy Body	Hellenbrand, Kathy	
12	4/15/2018	Sunday 7:30	Gift Presenter	Yelk, Denise	
13	4/15/2018	Sunday 7:30	Gift Presenter	Yelk, Doug	
14	4/15/2018	Sunday 7:30	Lector	Cook, Roger	

10. To format it further, you could put spaces between each date range (and/or) group date ranges at the top of each section and delete the column A. (you'd insert in your date range at the top of column B)

	A	B	C	D	E
1					
2	**April 14th and 15th, 2018**				
3	Saturday 5:00	EM - Holy Body	Dallman, Christine		
4	Saturday 5:00	EM - Holy Body	Henrekin, Michele		
5	Saturday 5:00	EM - Holy Body	Ringelstetter, Mary		
6	Saturday 5:00	EM - Holy Body	Shannon, Tom		
7	Saturday 5:00	Gift Presenter	Blau, Sharon		
8	Saturday 5:00	Gift Presenter	Hodgson, Doris		
9	Saturday 5:00	Lector	Hill, Paula		
10	Saturday 5:00	Server	Busse, Isaac		
11	Saturday 5:00	Server	Susee, Tyler		
12	Sunday 7:30	EM - Holy Body	Golliher, Irene		
13	Sunday 7:30	EM - Holy Body	Hellenbrand, Kathy		
14	Sunday 7:30	Gift Presenter	Yelk, Denise		
15	Sunday 7:30	Gift Presenter	Yelk, Doug		

11. Finally, if you'd like to "merge" cells together, highlight all the cells for the "event" of the mass and right click and select "format cells" and then select "Alignment" and "Merge Cells" as seen in the image below:

12. Your screen will appear similar to the one below:

	A	B	C	D	E
1					
2	**April 14th and 15th, 2018**				
3		EM - Holy Body	Dallman, Christine		
4		EM - Holy Body	Henrekin, Michele		
5		EM - Holy Body	Ringelstetter, Mary		
6		EM - Holy Body	Shannon, Tom		
7	Saturday 5:00	Gift Presenter	Blau, Sharon		
8		Gift Presenter	Hodgson, Doris		
9		Lector	Hill, Paula		
10		Server	Busse, Isaac		
11		Server	Susee, Tyler		
12	Sunday 7:30	EM - Holy Body	Golliher, Irene		
13	Sunday 7:30	EM - Holy Body	Hellenbrand, Kathy		
14	Sunday 7:30	Gift Presenter	Yelk, Denise		
15	Sunday 7:30	Gift Presenter	Yelk, Doug		
16	Sunday 7:30	Lector	Cook, Roger		
17	Sunday 7:30	Server	Barritt, Brian		
18	Sunday 7:30	Server	Keating, Conrad		
19	Sunday 9:00	EM - Holy Body	Crowley, Anne		
20	Sunday 9:00	EM - Holy Body	Kennedy, Mary		
21	Sunday 9:00	EM - Holy Body	Ziegler, Charlie		
22	Sunday 9:00	EM - Holy Body	Ziegler, Lana		
23	Sunday 9:00	Gift Presenter	Miller, Lynn		
24	Sunday 9:00	Gift Presenter	Miller, Steve		
25	Sunday 9:00	Lector	Kennedy, Mary		
26	Sunday 9:00	Server	Kennedy, Benjamin		
27	Sunday 9:00	Server	Miller, Leah		
28					
29	**April 21st and 22nd, 2018**				
30	Saturday 5:00	EM - Holy Body	Bishop, Kathryn		
31	Saturday 5:00	EM - Holy Body	Feldman, Carol		

13. After formatting one field, as seen in the image above, highlight that box, then click the "format painter" icon, as seen in the image below. It will apply the "merge field" to any of the cells that you select. So, you'll click on all the "Sunday 7:30" cells, then they will all be merged too.

A12   Sunday 7:30

	A	B	C	D	E	F
1						
2	**April 14th and 15th, 2018**					
3		EM - Holy Body	Dallman, Christine			
4		EM - Holy Body	Henrekin, Michele			
5		EM - Holy Body	Ringelstetter, Mary			
6		EM - Holy Body	Shannon, Tom			
7	Saturday 5:00	Gift Presenter	Blau, Sharon			
8		Gift Presenter	Hodgson, Doris			
9		Lector	Hill, Paula			
10		Server	Busse, Isaac			
11		Server	Susee, Tyler			
12		EM - Holy Body	Golliher, Irene			
13		EM - Holy Body	Hellenbrand, Kathy			
14		Gift Presenter	Yelk, Denise			
15	Sunday 7:30	Gift Presenter	Yelk, Doug			
16		Lector	Cook, Roger			
17		Server	Barritt, Brian			
18		Server	Keating, Conrad			
19	Sunday 9:00	EM - Holy Body	Crowley, Anne			
20	Sunday 9:00	EM - Holy Body	Kennedy, Mary			
21	Sunday 9:00	EM - Holy Body	Ziegler, Charlie			
22	Sunday 9:00	EM - Holy Body	Ziegler, Lana			
23	Sunday 9:00	Gift Presenter	Miller, Lynn			
24	Sunday 9:00	Gift Presenter	Miller, Steve			
25	Sunday 9:00	Lector	Kennedy, Mary			
26	Sunday 9:00	Server	Kennedy, Benjamin			

14. Continue using the format painter till the document appears as you would like.