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)

![Ministry Scheduler Reports](image)

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.

![Select Filtering Options](image)

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.

![Create Ministry Web Page](image)
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. Next, 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:

![Sort dialog box in Excel]

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:
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)

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:

![Format Cells Dialog Box]

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