Printing off labels for families of children in a specific age range in ParishSOFT
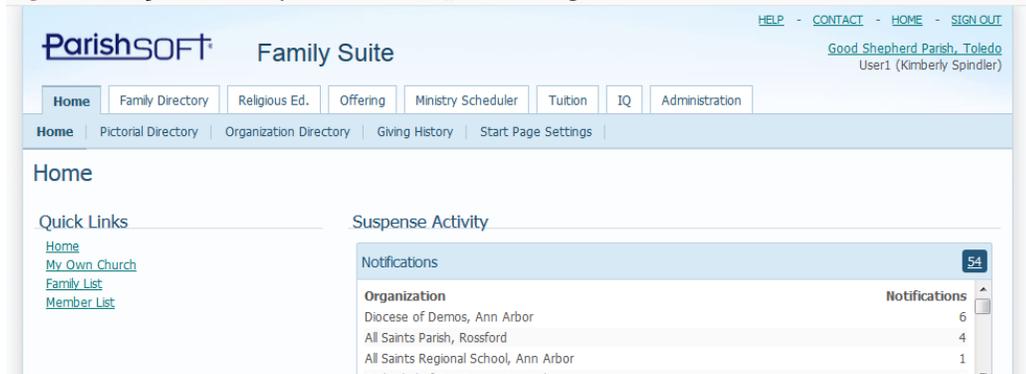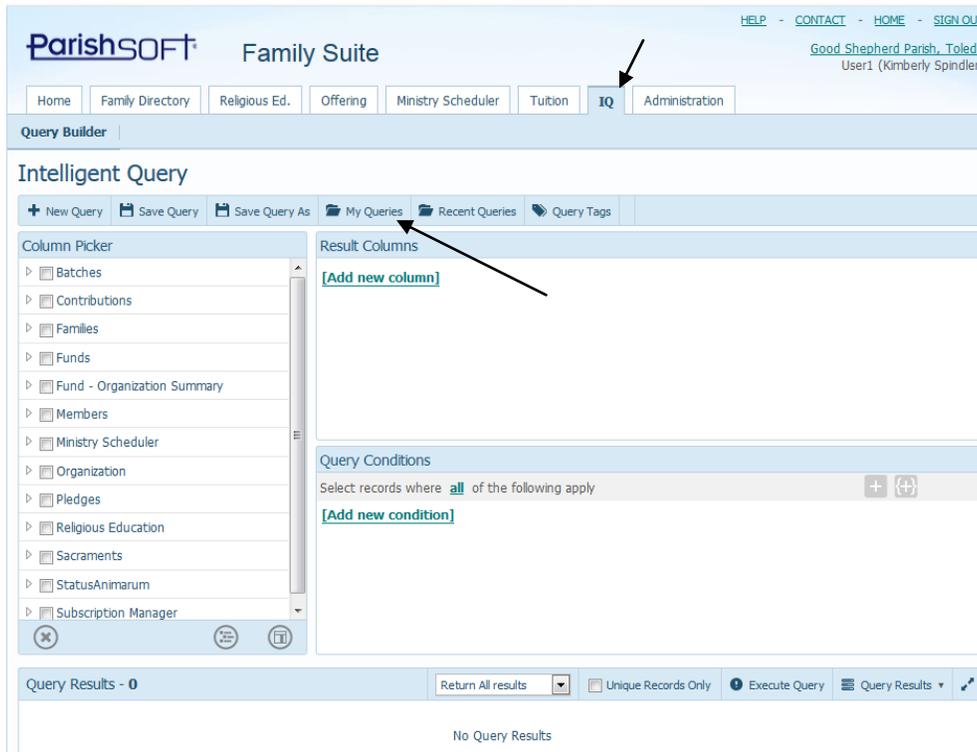
1) First, log into **ParishSOFT** and you will be at your typical home screen, similar to the screen below:

2) Click the **IQ** header tab to get to the main IQ reporting area, seen below:

3) Click the **My Queries** area indicated above, you will see a screen similar to the one below.

My Queries

Filter by Query Tags [_____▼] [Apply] [Clear]

	Query Name	Query Tags	Date Created	Date Modified	Owner	Global
Edit Delete	All Friends with donatons, 1/1/2014-3/1/2017	Contributions Families	9/21/2017	9/21/2017	Thomas, Linda	☑
Edit Delete	All Parishoner donatons, by Date range	Contributions Families	1/6/2017	4/25/2017	Thomas, Linda	☑
Edit Delete	All Parishoner donatons, by Date range, no giving	Contributions Families	4/25/2017	4/25/2017	Thomas, Linda	☑
Edit Delete	Anniversary 50, 55, 60+ & under 3yrs for 2017	Sacraments	5/19/2017	5/17/2018	Delaney, Anna	☑
Edit Delete	Anniversary Cleanup	Sacraments	5/23/2017	5/17/2018	Delaney, Anna	☑
Edit Delete	Anniversary Report		2/2/2016	2/2/2016	Lisius, Deborah	☑
Edit Delete	Anniversary Report		9/22/2014	12/1/2015	Admin, Diocesan	☑
Edit Delete	Anniversary Report 50+ years		1/13/2016	2/10/2016	Delaney, Anna	☑
Edit Delete	Anniversary-Not Married with Sacraments	Sacraments	5/17/2018	5/17/2018	Delaney, Anna	☑
Edit Delete	Baptism Dates - Wttn Catholic - Jackie		8/22/2017	8/22/2017	Rosinski, Jackie	☑

[Open] [Close]

4) Next search for and select any of the queries below, depending upon how you're searching for the member's ages:

- **Members via Age Range** : when entering what their current ages are in the system for your search (can restrict it to Registered families also)
- **Members between birthdate range**: when entering in what their birthdate range is between, sometimes used for predicting their age ahead to a specific time of year.
- **Member Grad Year**: when needing to find members via the grad year in the system

5) After opening the query, you will see a screen similar to the one below. In this screen, you will note the query name, highlighted in yellow and the areas under the **Query Conditions** which you can change to edit the query to produce results tailored to your parish and dates/ages needed.
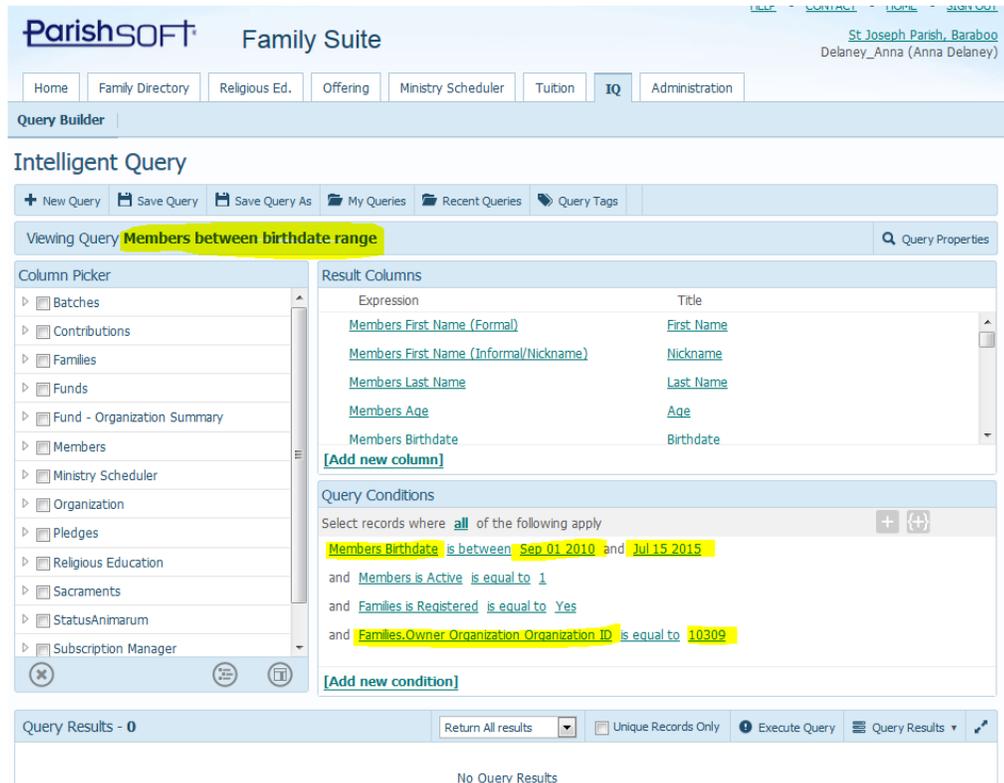
6) Click on the dates, to change the date range (or age) to what you need and then click off the fields to change them from editable to being the same color as everything else. Secondly, fill in your Organization ID, seen in the highlighted area above (under the Families.Owner Organization Organization ID field)
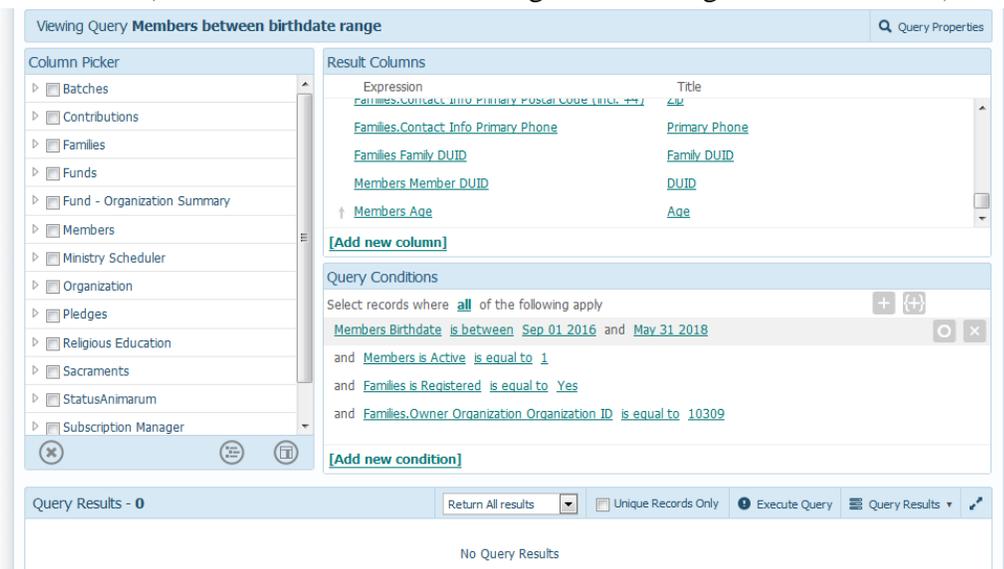
7) When the screen is similar to the screen above, click the **Execute Query** area, seen below. The system will display your results, similar to the image below:

8) To just view the information, go to the **Query Results** area and click the **Export to CSV** which will send the information into an Excel document.

9) To get quick labels from this information, say you are sending letters to all the families, under the **Query Results** area, click on **Create Family Workgroup.** It will ask you what you wish to name the Family Workgroup, as seen in the image below. Enter the name, then click **Create.**

10) Next, go to the **Family Directory,** then the **Family List.** Click the filter icon, and set in the following parameters in the image below, making sure to select your new Family Work Group (in the example below it was: School Families 2016) which you just created, then click **Apply**

Apply any other filter criteria (like the "Send Mail" criteria seen above) if needed.

11) Your screen should refresh with just the families that fulfill that criteria

12) Under the **Quick Reports** on the right side, select **Family Mailing Labels** then with the popup screen, click the Print icon (indicated below)
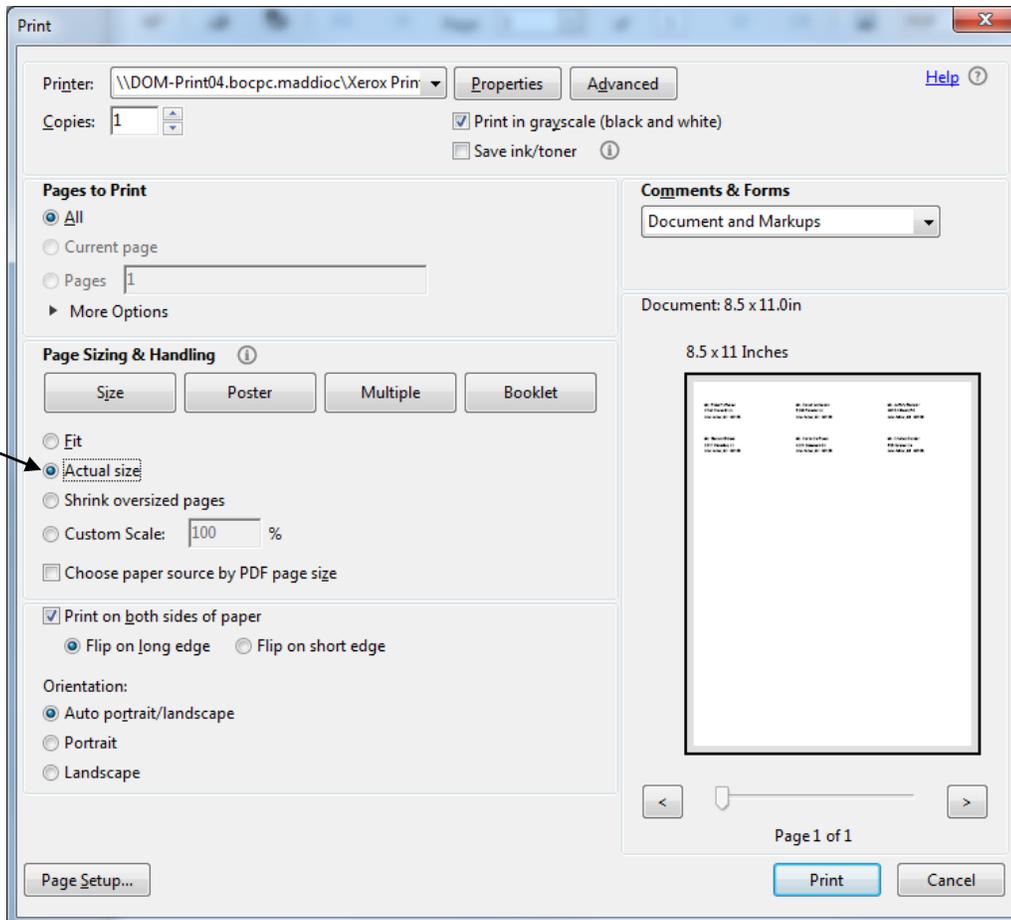

13) On the print screen, remember to click **Print Actual Size** so that the labels aren't off (typically internet browsers will try to make the information fit the whole screen, instead of taking the page preferences set up in ParishSOFT)

14) If you do NOT see the **Actual Size** option, close out of the print preview without printing. Next, on the original printed report view, seen below, click the **Save** icon to the left of the PDF area, to save this document instead as a PDF report.
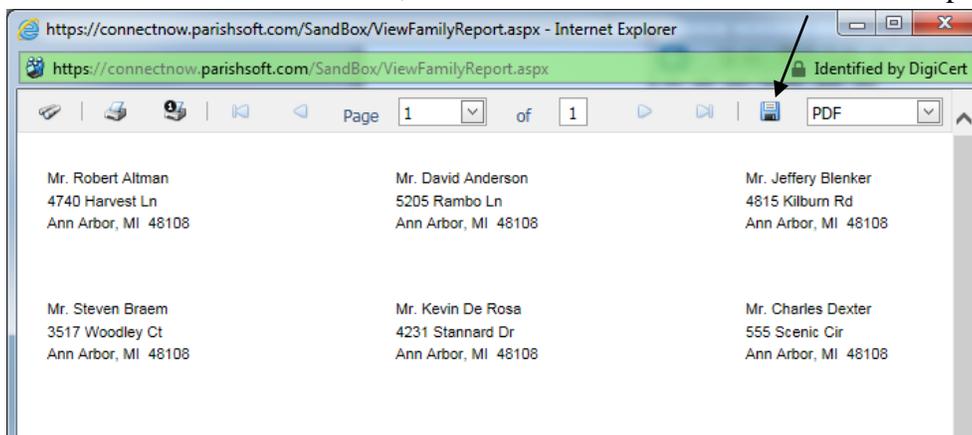
15) Let your system open the document as a PDF, when it request, and then hit the **File< Print** options and you should then see the options within the PDF program to select the **Actual Size** of the document when you're printing.