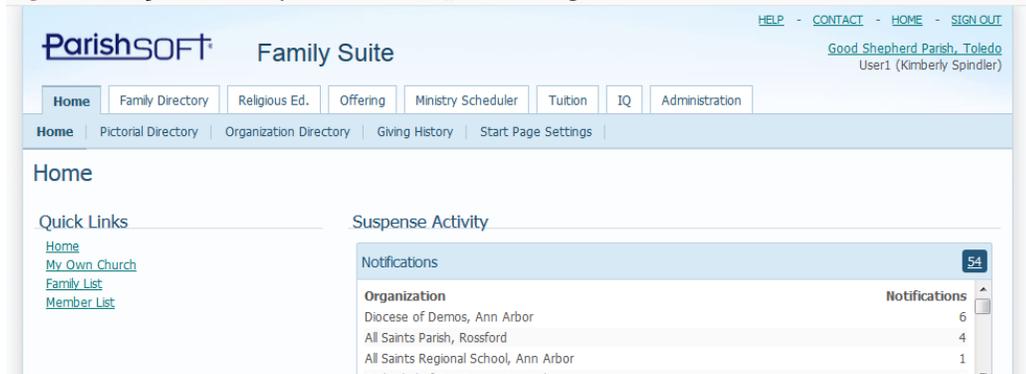
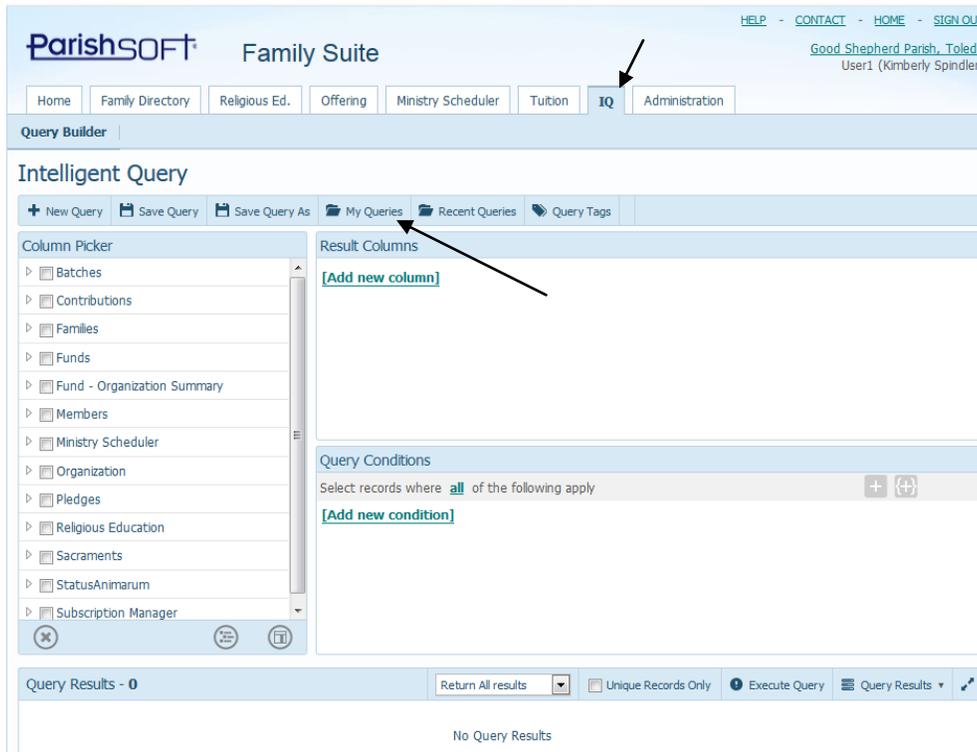


## Printing off labels for families of children in a specific age range in ParishSOFT

- 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:



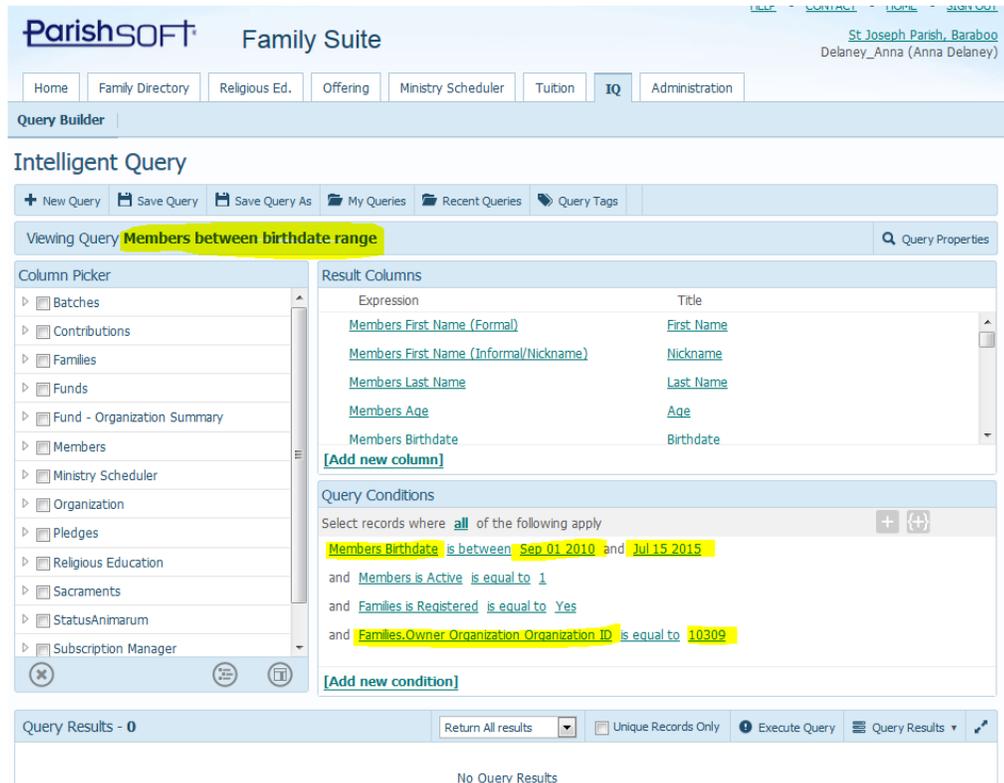
- 3) Click the **My Queries** area indicated above, you will see a screen similar to the one below.

My Queries

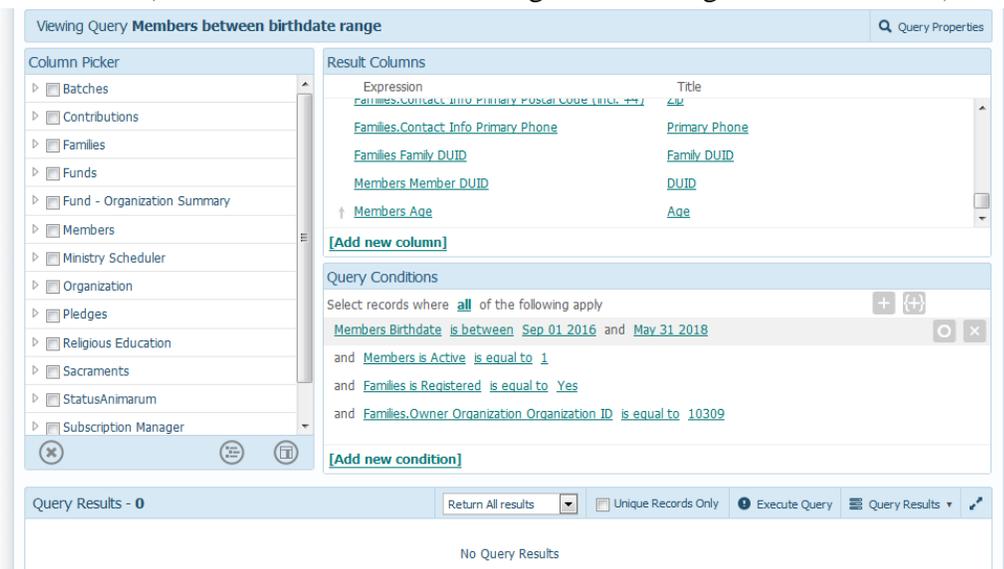
Filter by Query Tags

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

- 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:

First Name	Nickname	Last Name	Age	Birthdate	Title	Suffix	Gender	Member Type	Member Status	Contact Info	Email Address
Wyatt		Silvers	0	11/13/2017	Mr.		M	Son	Active	nathansilvers@hotmail.com	
Camryn		Fischer	0	10/18/2017	Mr.		M	Son	Active	amebielawski@gmail.com	
Aubry		Lenerz	0	8/7/2017	Miss		F	Daughter	Active	zlenerz@hotmail.com;ksprecher@	
Martin		Saucedo	0	7/24/2017	Mr.		M	Son	Active	veselina_n@yahoo.com	

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.

First Name	Nickname	Last Name	Age	Birthdate	Title	Suffix	Gender	Member Type	Member Status	Contact Info	Email Address
Wyatt		Silvers	0	11/13/2017	Mr.		M	Son	Active	nathar	
Camryn		Fischer	0	10/18/2017	Mr.		M	Son	Active	amebie	
Aubry		Lenerz	0	8/7/2017	Miss		F	Daughter	Active	zlenerz	
Martin		Saucedo	0	7/24/2017	Mr.		M	Son	Active	veselina	

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**.

Create FamilyWorkgroup

Workgroup Name\*

Owner Organization\* All Saints Parish

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**

Filter

Membership: Both

Family Group: All Groups

Send Envelopes: (Any)

Family Work Groups:

- School Families 2016
- Snowbirds
- Stewardship Ministry

Advanced Options

Filter By ID: Diocesan ID

Enter ID:

First Name:

Last Name:

Address:

Phone #:

Registration Date:

E-Mail Address:

E-Mail: (Any)

Postal Code:

City:

State/Region:

Show 'Send No Mail' Families: Send Mail

Show 'Do Not Publish' Families: (Any)

Show Families With E-Mail: (Any)

Exact Search:

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

ParishSOFT® Family Suite

HELP - CONTACT - HOME - SIGN OUT  
Good Shepherd Parish, Toledo  
User1 (Kimberly Spindler)

Home Family Directory Religious Ed. Offering Ministry Scheduler Tuition IQ Administration

Family List Member List Sacraments Family Workgroups Member Workgroups Reports

Family List Cathedral of San Demo, Ann Arbor

Clear Search Results

A-Z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
0-9 0 1 2 3 4 5 6 7 8 9 Filter Criteria: None Filter Column: Family Ascending Clear Filter

10 records Add New Family Delete Selected Families Quick Reports

Family	Envelope #	E-Mail Address	Primary Phone	Primary Address	City
<input type="checkbox"/> Baehr, Michael	4993	Baehr@demoemailaddress.com	555-2222	7246 Twin Canyon Dr	Ann Arbor
<input type="checkbox"/> Bahr, Paul	6711		555-2222	4547 Boydson Dr	Ann Arbor
<input type="checkbox"/> Barber, Joseph	5589		555-2222	3637 Cherry Wood Ln	Ann Arbor
<input type="checkbox"/> Barney, Chuck and Luann	6285	Barney@demoemailaddress.com	555-2222	4124 Shady Grv	Ann Arbor
<input type="checkbox"/> Becker, Timothy and Anita	2949	Becker@demoemailaddress.com	555-2222	4640 Harbord Dr	Ann Arbor
<input type="checkbox"/> Beisner, Gary and Cheryl	2957		555-2222	4326 Willis Blvd	Ann Arbor
<input type="checkbox"/> Beisner, Harold and Cynthia	2961		555-2222	2849 Gracewood Rd	Ann Arbor
<input type="checkbox"/> Bemowski, Thomas and Jean	1819	Bemowski@demoemailaddress.com	555-2222	4045 Clegg Rd	Ann Arbor
<input type="checkbox"/> Bernarde, Robert and Suzanne	8647		555-2222	4741 S Arvilla Dr	Ann Arbor
<input type="checkbox"/> Bierman, Jay and Paula	6969		555-2222	3812 Harrowsfield Rd	Ann Arbor

Page 1 of 35 (341 Records) 1 2 3 4 5 6 7 8 9 10 ... 31 32 33 34 35

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

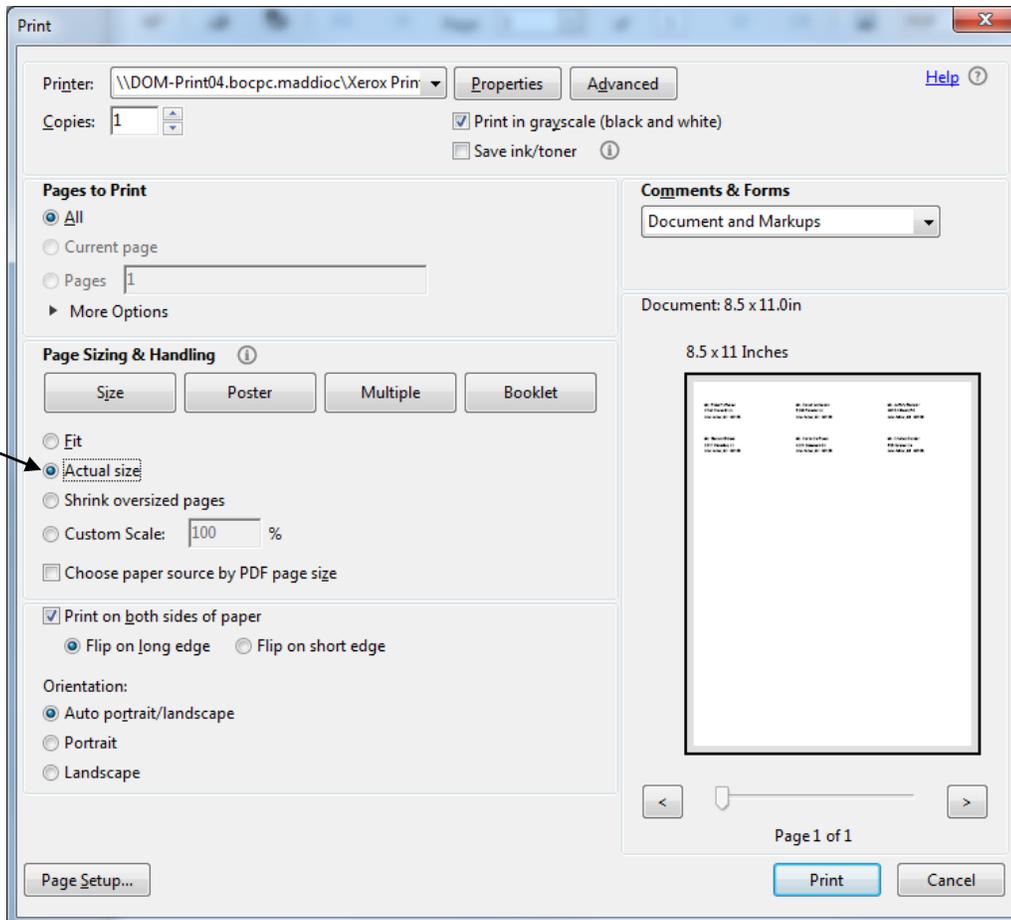
https://connectnow.parishsoft.com/SandBox/ViewFamilyReport.aspx - Internet Explorer

https://connectnow.parishsoft.com/SandBox/ViewFamilyReport.aspx Identified by DigiCert

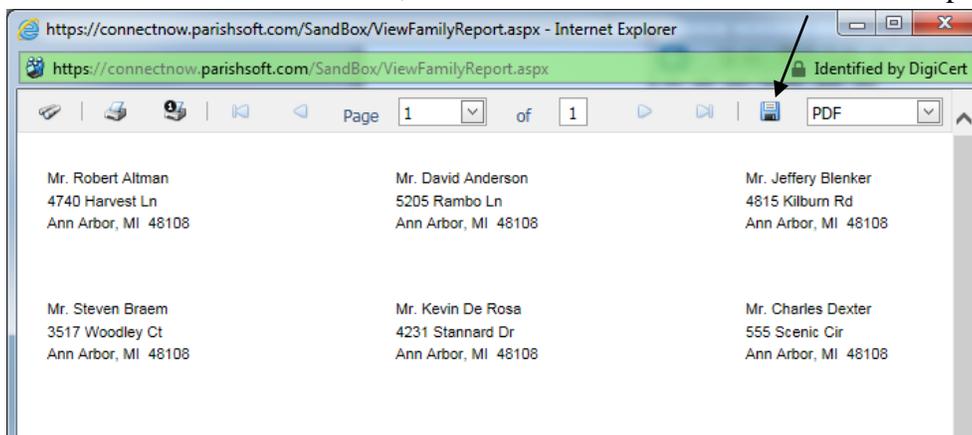
Page 1 of 1 PDF

Mr. Robert Altman 4740 Harvest Ln Ann Arbor, MI 48108	Mr. David Anderson 5205 Rambo Ln Ann Arbor, MI 48108	Mr. Jeffery Blenker 4815 Kilburn Rd Ann Arbor, MI 48108
Mr. Steven Braem 3517 Woodley Ct Ann Arbor, MI 48108	Mr. Kevin De Rosa 4231 Stannard Dr Ann Arbor, MI 48108	Mr. Charles Dexter 555 Scenic Cir Ann Arbor, MI 48108

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.