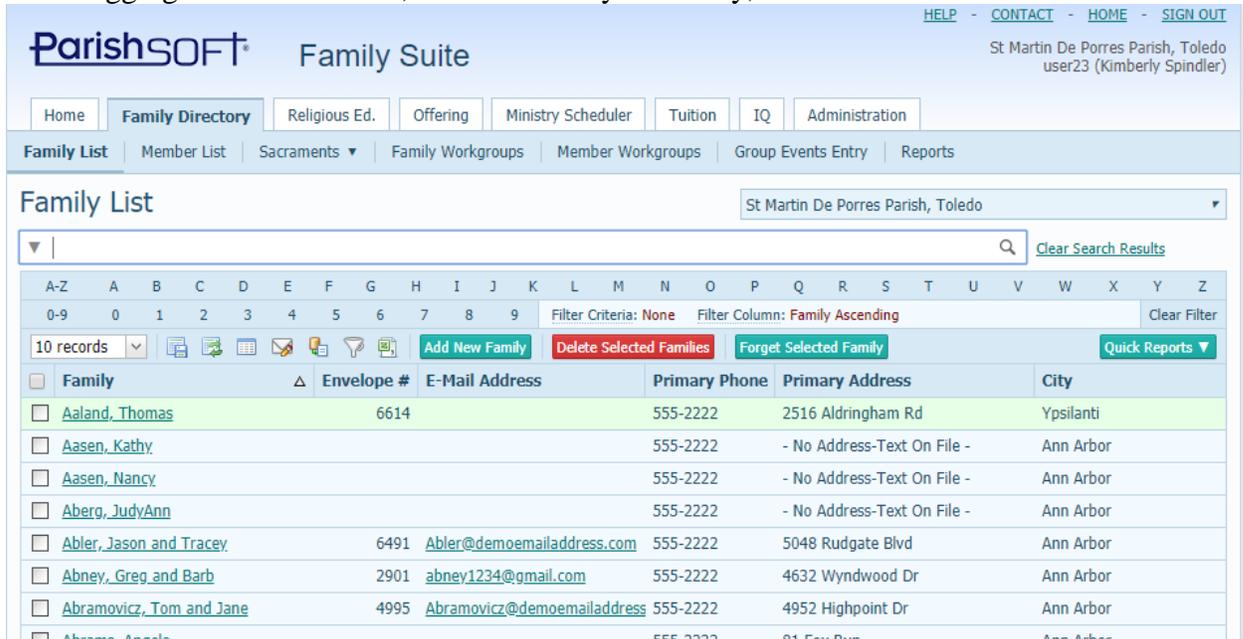


Labels for only specific Members not families

There are two main approaches you can best use when printing labels for only specific/indicated members in ParishSOFT. Please review both ways prior to producing member labels.

A. Filtering Members through the main Member List

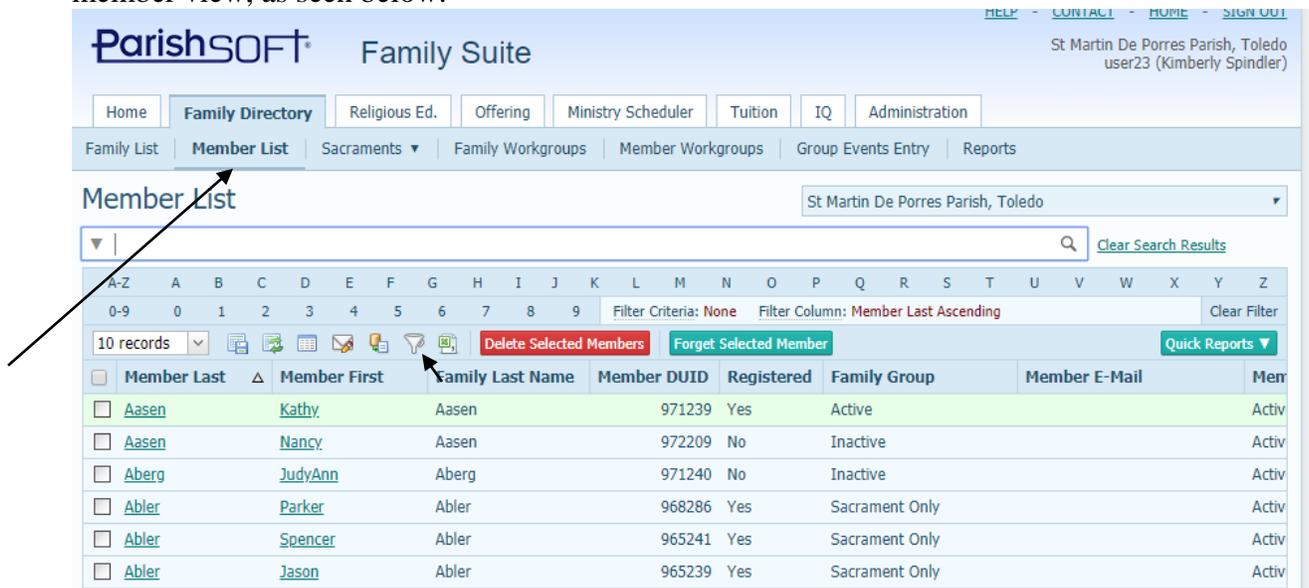
1. After logging into ParishSOFT, click on Family Directory, as seen below:



The screenshot shows the ParishSOFT Family Suite interface. The top navigation bar includes 'Home', 'Family Directory', 'Religious Ed.', 'Offering', 'Ministry Scheduler', 'Tuition', 'IQ', and 'Administration'. The 'Family Directory' tab is selected. Below the navigation bar, there are several menu items: 'Family List', 'Member List', 'Sacraments', 'Family Workgroups', 'Member Workgroups', 'Group Events Entry', and 'Reports'. The 'Family List' view is active, displaying a table of family records. The table has columns for Family, Envelope #, E-Mail Address, Primary Phone, Primary Address, and City. The first row is highlighted in green and shows the family 'Aaland, Thomas' with envelope number 6614 and address 2516 Aldringham Rd, Ypsilanti.

Family	Envelope #	E-Mail Address	Primary Phone	Primary Address	City
Aaland, Thomas	6614		555-2222	2516 Aldringham Rd	Ypsilanti
Aasen, Kathy			555-2222	- No Address-Text On File -	Ann Arbor
Aasen, Nancy			555-2222	- No Address-Text On File -	Ann Arbor
Aberg, JudyAnn			555-2222	- No Address-Text On File -	Ann Arbor
Abler, Jason and Tracey	6491	Abler@demoemailaddress.com	555-2222	5048 Rudgate Blvd	Ann Arbor
Abney, Greg and Barb	2901	abney1234@gmail.com	555-2222	4632 Wyndwood Dr	Ann Arbor
Abramovicz, Tom and Jane	4995	Abramovicz@demoemailaddress	555-2222	4952 Highpoint Dr	Ann Arbor
Abrams, Annela			555-2222	81 Fox Run	Ann Arbor

2. Click on the **Member List** area, in the blue navigation bar and your screen will switch to a member view, as seen below:



The screenshot shows the ParishSOFT Family Suite interface with the 'Member List' view selected. The navigation bar is the same as in the previous screenshot. The 'Member List' menu item is highlighted, and an arrow points to it. The 'Member List' view displays a table of member records. The table has columns for Member Last, Member First, Family Last Name, Member DUID, Registered, Family Group, Member E-Mail, and Men. The first row is highlighted in green and shows the member 'Aasen, Kathy' with Family Last Name 'Aasen', Member DUID '971239', and Family Group 'Active'.

Member Last	Member First	Family Last Name	Member DUID	Registered	Family Group	Member E-Mail	Men
Aasen	Kathy	Aasen	971239	Yes	Active		Activ
Aasen	Nancy	Aasen	972209	No	Inactive		Activ
Aberg	JudyAnn	Aberg	971240	No	Inactive		Activ
Abler	Parker	Abler	968286	Yes	Sacrament Only		Activ
Abler	Spencer	Abler	965241	Yes	Sacrament Only		Activ
Abler	Jason	Abler	965239	Yes	Sacrament Only		Activ

- Click the filter icon,(the small funnel icon) to filter for the broad group of members we'd like show, or exactly the members you'd like to show if they can be found exclusively through the filter. Member type, Daughter, Son, etc, and Gender are helpful for some filters.

Filter

Please enter and or select the criteria for searching. Only entered and selected values will be applied to by the filter. NOTE, clear any values from the 'Search' box, or change the 'Quick filter' dropdowns if you do not want these additional constraints.

<p>Membership Status: <input type="text" value="Both"/> ★</p> <p>Family Group: <input type="text" value="(Any Group)"/> ★</p> <p>Member Status: <input type="text" value="Active"/> ★</p> <p>Member Type: <input type="text" value="(Any)"/></p> <p>First Language: <input type="text" value="(Any)"/></p> <p>Ethnicity: <input type="text" value="(Any)"/></p> <p>Gender: <input type="text" value="(Any)"/></p> <p>Member Strength: <input type="text" value="(Any)"/></p> <p>Member Work Groups <input style="width: 100%; height: 40px;" type="text"/></p>	<p>Member Envelopes: <input type="text" value="(Any)"/></p> <p>Maiden Name: <input type="text"/></p> <p>Full Name: <input type="text"/></p> <p>Family Last Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Full Postal Code: <input type="text"/></p> <p>Home Phone Number: <input type="text"/></p> <p>Mobile Phone: <input type="text"/></p> <p>Work Phone: <input type="text"/></p> <p>Member E-Mail Address: <input type="text"/></p>
--	---

Advanced Options

Exact Search:

- Click the arrow to the right of the Advanced Options to see more details in the filter, as seen below, if you need to filter by any of the information below. This area shows those who wish to receive mail, along with allowing a Age Range and/or Marital Status to be indicated.

▼ Advanced Options

<p>Career Type: <input type="text" value="(Any)"/></p> <p>Marital Status: <input type="text" value="(Any)"/></p> <p>Religion: <input type="text" value="(Any)"/></p> <p>School: <input type="text" value="(Any)"/></p> <p>Education Level: <input type="text" value="(Any)"/></p> <p>Grad Year: <input type="text" value="(Any)"/></p> <p>Wedding Anniversary: <input type="text"/></p> <p>Wedding Month: <input type="text"/></p>	<p>Show 'Send No Mail' Members: <input type="text" value="(Any)"/></p> <p>Show 'Do Not Publish' Members: <input type="text" value="(Any)"/></p> <p>Show Members With E-Mail: <input type="text" value="(Any)"/></p> <p>Age Range: <input type="checkbox"/></p> <p>Birth Month: <input type="text" value="All"/></p>
--	---

Exact Search:

5. In the example below we've selected only the Registered/Active families that have members that are men in the group between 27 and 45. In this example, perhaps Fr is going to reach out to men to assist with a moving team for large objects at the parish.

Filter

Membership Status:	Registered	Member Envelopes:	(Any)
Family Group:	Active	Maiden Name:	
Member Status:	Active	Full Name:	
Member Type:	(Any)	Family Last Name:	
First Language:	(Any)	Address:	
Ethnicity:	(Any)	City:	
Gender:	Male	State:	
Member Strength:	(Any)	Full Postal Code:	
Member Work Groups		Home Phone Number:	
		Mobile Phone:	
		Work Phone:	
		Member E-Mail Address:	

▼ Advanced Options

Career Type:	(Any)	Show 'Send No Mail' Members:	(Any)
Marital Status:	(Any)	Show 'Do Not Publish' Members:	(Any)
Religion:	(Any)	Show Members With E-Mail:	(Any)
School:	(Any)	Age Range:	<input checked="" type="checkbox"/> from 27 to 45
Education Level:	(Any)	Birth Month:	All
Grad Year:	(Any)		
Wedding Anniversary:			
Wedding Month:			

Exact Search:

6. After filtering my list, I can see that there's 618 members that qualifies for this criteria, as seen below:

ParishSOFT® Family Suite St Martin De Porres Parish, Toledo
user23 (Kimberly Spindler)

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

Family List **Member List** Sacraments Family Workgroups Member Workgroups Group Events Entry Reports

Member List St Martin De Porres Parish, Toledo

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: Member Last Ascending Clear Filter

10 records

Member Last	Member First	Family Last Name	Member DUID	Registered	Family Group	Member E-Mail	Men
<input type="checkbox"/> Abney	Grant	Abney	963304	Yes	Active		Activ
<input type="checkbox"/> Achterberg	Ryan	Achterberg	962318	Yes	Active		Activ
<input type="checkbox"/> Achterberg	Cory	Achterberg	962319	Yes	Active		Activ
<input type="checkbox"/> Adams	Benjamin	Adams	962323	Yes	Active		Activ
<input type="checkbox"/> Adams	James	Adams	964725	Yes	Active		Activ
<input type="checkbox"/> Allen	Justin	Allen	961616	Yes	Active		Activ
<input type="checkbox"/> Allen	Jordan	Allen	964734	Yes	Active		Activ
<input type="checkbox"/> Allmann	Kevin	Allmann	963307	Yes	Active		Activ
<input type="checkbox"/> Aschenbrenner	Brandon	Aschenbrenner	972723	Yes	Active		Activ
<input type="checkbox"/> Babcock	Ricardo	Babcock	972729	Yes	Active		Activ

Page 1 of 62 (618 Records) ...

- Click on **Quick Reports**, then click on **Member Mailing Labels**, to see the member labels, as seen below:

DDM Contribution Statements - Google Chrome

sandbox.parishsoftfamilysuite.com/ReportViewers/ViewFamilyReport.aspx?ReportName=reportMemberMailingLabel

Page 1 of 21 PDF

Mr. Grant Abney 4632 Wyndwood Dr Ann Arbor, MI 48108	Mr. Ryan Achterberg 4041 W Central Ave Ste 4 Ann Arbor, MI 48108	Mr. Cory Achterberg 4041 W Central Ave Ste 4 Ann Arbor, MI 48108
Mr. Benjamin Adams 6059 Needle Rock Ct Ann Arbor, MI 48108	Mr. James Adams 4254 Stannard Dr Ann Arbor, MI 48108	Mr. Justin Allen 5107 Elaine Dr Ann Arbor, MI 48108
Mr. Jordan Allen 5107 Elaine Dr Ann Arbor, MI 48108	Mr. Kevin Allmann 7028 Shooters Hill Rd Ann Arbor, MI 48108	Mr. Brandon Aschenbrenner 4123 Kingsmoor Dr Ann Arbor, MI 48108

- Click the print icon to print out the label. Please note, if you do NOT see the option to print "Actual Size", then instead click on the disk icon, to the left of the PDF option, open the document in Adobe Reader (not in the internet browser) and it will show the option to print "Actual Size" which will allow the label to not shift as the printing progresses.

9. If, after you have done your filter, you wish to ONLY print off “some” of the members that are shown on the member list, you can use the check box next to the members, to select just those that you wish.

<input type="checkbox"/>	Member Last	Member First	Family Last Name	Member DUID	Registered	Family Group	Member E-Mail	Men
<input checked="" type="checkbox"/>	Abney	Grant	Abney	963304	Yes	Active		Activ
<input type="checkbox"/>	Achterberg	Ryan	Achterberg	962318	Yes	Active		Activ
<input type="checkbox"/>	Achterberg	Cory	Achterberg	962319	Yes	Active		Activ
<input type="checkbox"/>	Adams	Benjamin	Adams	962323	Yes	Active		Activ
<input type="checkbox"/>	Adams	James	Adams	964725	Yes	Active		Activ
<input type="checkbox"/>	Allen	Justin	Allen	961616	Yes	Active		Activ
<input type="checkbox"/>	Allen	Jordan	Allen	964734	Yes	Active		Activ
<input checked="" type="checkbox"/>	Allmann	Kevin	Allmann	963307	Yes	Active		Activ
<input type="checkbox"/>	Aschenbrenner	Brandon	Aschenbrenner	972723	Yes	Active		Activ
<input type="checkbox"/>	Babcock	Ricardo	Babcock	972729	Yes	Active		Activ

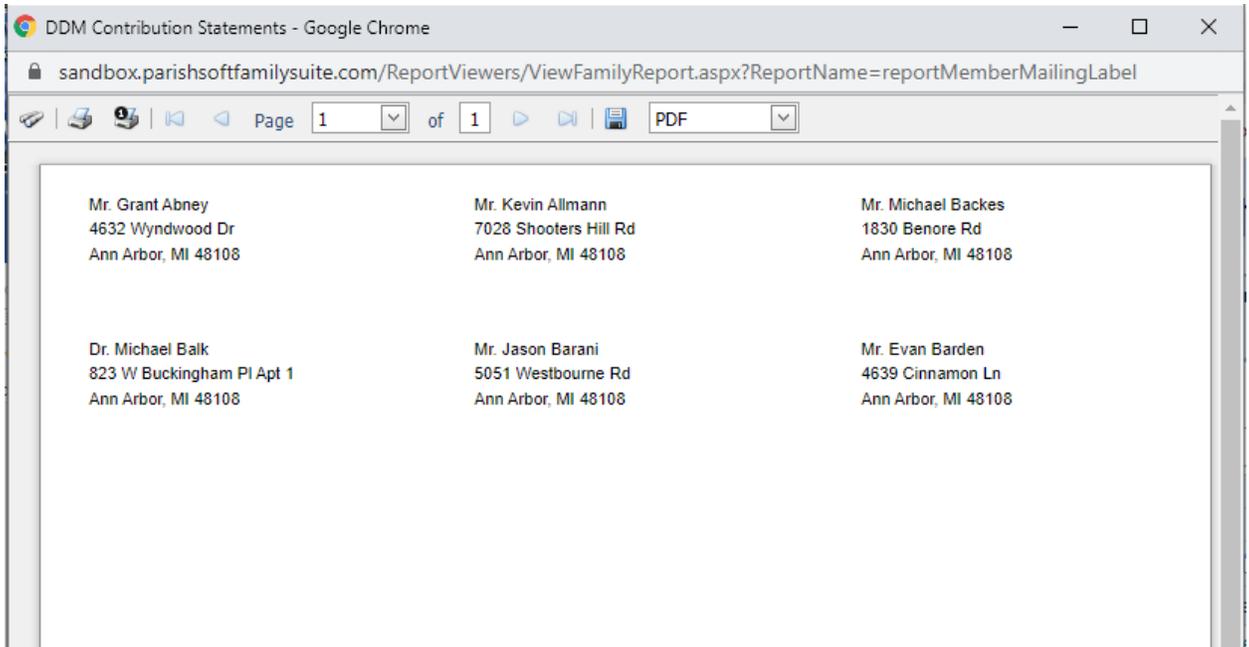
Page 1 of 62 (618 Records) < 1 2 3 4 5 6 7 8 9 10 ... 58 59 60 61 62 >

And some of the members on page 2:

<input type="checkbox"/>	Member Last	Member First	Family Last Name	Member DUID	Registered	Family Group	Member E-Mail	Men
<input type="checkbox"/>	Backes	Gregory	Backes	961916	Yes	Active		Activ
<input checked="" type="checkbox"/>	Backes	Michael	Backes	961917	Yes	Active		Activ
<input type="checkbox"/>	Baehr	Brendan	Baehr	964387	Yes	Active		Activ
<input checked="" type="checkbox"/>	Balk	Michael	Balk	968644	Yes	Active		Activ
<input type="checkbox"/>	Barani	Eric	Barani	961945	Yes	Active		Activ
<input checked="" type="checkbox"/>	Barani	Jason	Barani	961944	Yes	Active		Activ
<input type="checkbox"/>	Barber	Jeffrey	Barber	964748	Yes	Active		Activ
<input type="checkbox"/>	Barden	Adam	Barden	964754	Yes	Active		Activ
<input checked="" type="checkbox"/>	Barden	Evan	Barden	964752	Yes	Active		Activ
<input type="checkbox"/>	Barden	Taylor	Barden	964753	Yes	Active		Activ

Page 2 of 62 (618 Records) < 1 2 3 4 5 6 7 8 9 10 ... 58 59 60 61 62 >

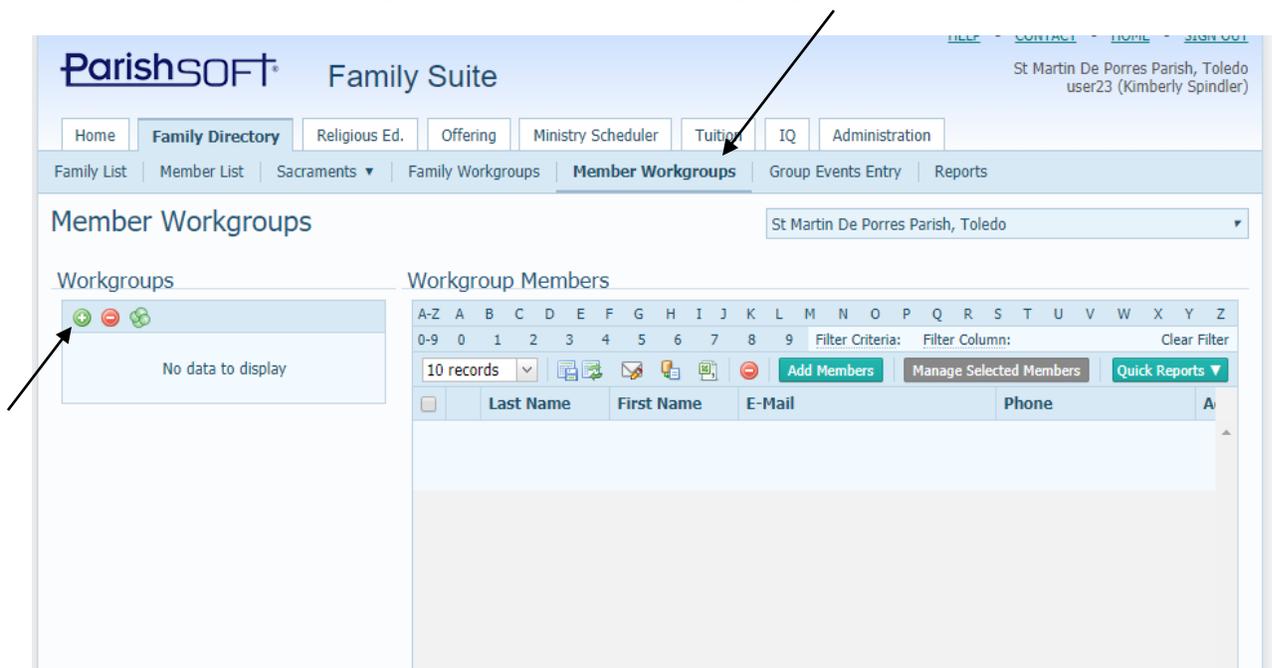
10. If you in turn then select **Quick Reports** and the **Member Mailing Labels** you will ONLY see the members selected.



11. Print through the same steps as indicated above.

B. Creating Member Workgroups for labels

1. Second method to print labels is from a specific “member” workgroup.
2. Under the **Family Directory**, click on **Member Workgroups**



3. Click on the area on the right under **Workgroups** with the green plus sign and add a new workgroup, clicking **Save** after adding the name and description.

Add Member Workgroup

Name:

Description:

- Next, select the new workgroup, so you see the name on the right side of the screen, and add members by clicking the **Add Members** button. Only include those members you wish to see on your labels.

ParishSOFT® Family Suite

St Martin De Porres Parish, Toledo
user23 (Kimberly Spindler)

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

Family List | Member List | Sacraments ▾ | Family Workgroups | **Member Workgroups** | Group Events Entry | Reports

Member Workgroups St Martin De Porres Parish, Toledo ▾

Workgroups

- Moving Men Labels

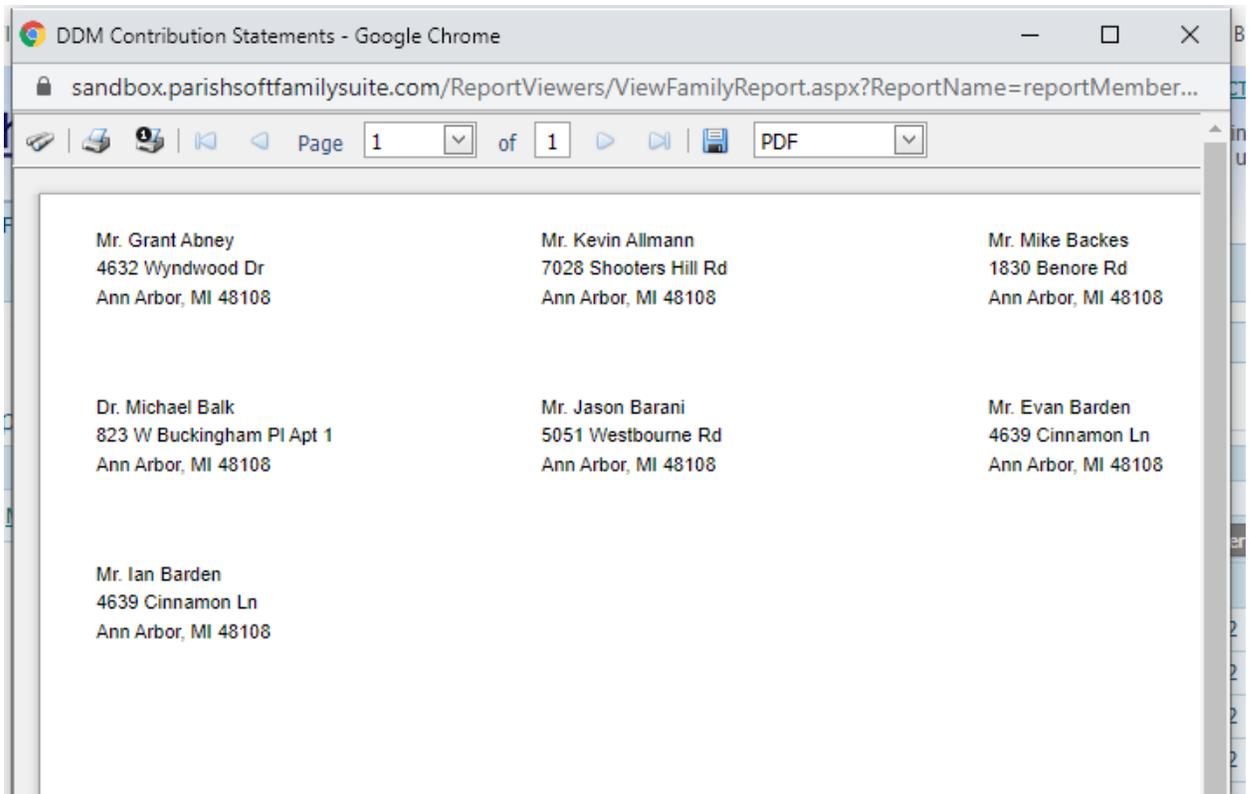
Members in Workgroup: **Moving Men Labels**

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: Filter Column: Clear Filter

10 records | | Last Name | First Name | E-Mail | Phone | A |
| --- | --- | --- | --- | --- | --- |
| | | | | | |

- To send mailing labels to the whole workgroup, click **Quick Reports** and **Member Workgroup Mailing Labels**, as seen below. You will see a label popup, similar to below:



- If you wish to send labels to only “part” of a workgroup, with the new workgroup name selected click only the checkboxes next to the members you wish to see on the labels.

ParishSOFT® Family Suite

St Martin De Porres Parish, Toledo
user23 (Kimberly Spindler)

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

Family List Member List Sacraments Family Workgroups **Member Workgroups** Group Events Entry Reports

Member Workgroups St Martin De Porres Parish, Toledo

Workgroups

Members in Workgroup: **Moving Men Labels**

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: Filter Column: Clear Filter

10 records Add Members Manage Selected Members Quick Reports

	Last Name	First Name	E-Mail	Phone	A
<input type="checkbox"/>	Abney	Grant	abney1234@gmail.com	555-2222	4
<input checked="" type="checkbox"/>	Allmann	Kevin		555-2222	7
<input type="checkbox"/>	Backes	Michael	Backes@demoemailaddress.com	555-2222	1
<input checked="" type="checkbox"/>	Balk	Michael	Balk@demoemailaddress.com	555-2222	8
<input type="checkbox"/>	Barani	Jason		555-2222	5
<input type="checkbox"/>	Barden	Evan		555-2222	4
<input type="checkbox"/>	Barden	Ian		555-2222	4

- Then, click **Quick Reports** and **Member Workgroup Mailing Label** and you will only see the members you selected on the workgroup screen, as seen below:



8. Print the labels, as indicated in the steps above, using the “Actual Size” designation to compensate for the internet browsers shrinking the margins when it prints.