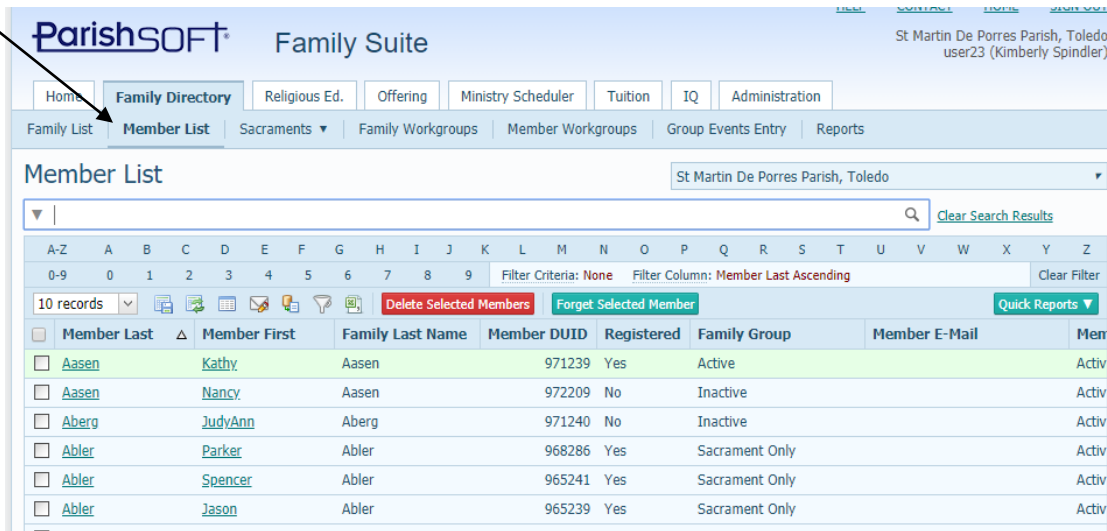


## Listing Age range and family information in ParishSOFT

1. Log into and you should be at the main **Home** screen. Click on the **Family Directory** tab then click the **Member List** area in blue ribbon. Your screen should be similar to 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

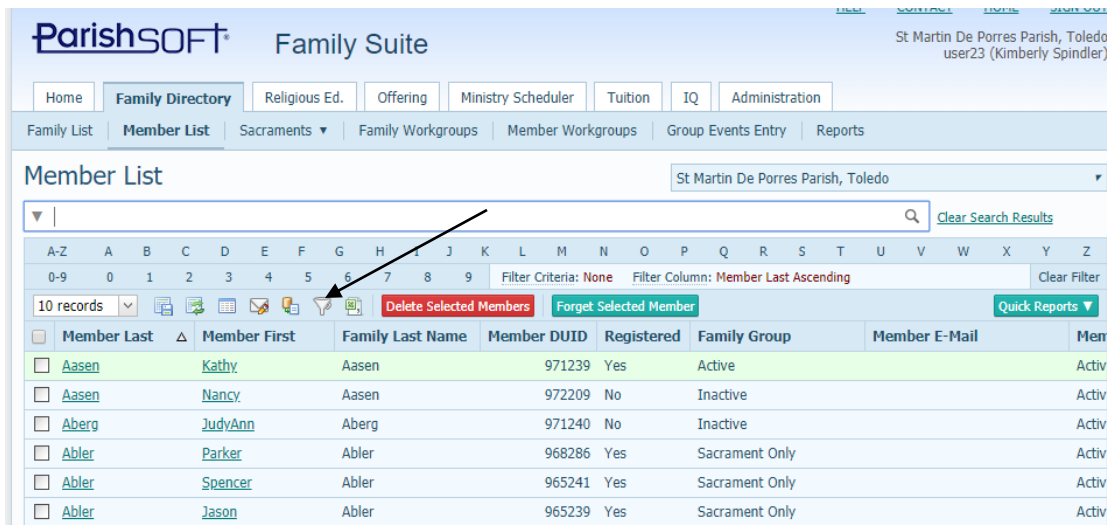
Clear Search Results

A-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 Delete Selected Members Forget Selected Member Quick Reports

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

2. Click the **Filter** icon  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

Clear Search Results

A-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 Delete Selected Members Forget Selected Member Quick Reports

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

3. Under the main filter settings, select your Registered/Active families, as seen below. Along with the **Active** Members.

**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.

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: (Any)	State:
Member Strength: (Any)	Full Postal Code:
Member Work Groups	Home Phone Number:

- Click on arrow next to the **Advanced Options**. You will see a screen similar to the one listed below. Select the **Age Range** box, and it will expand to show areas to fill in the age range you wish to search upon.

**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.

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: (Any)	State:
Member Strength: (Any)	Full Postal Code:
Member Work Groups	Home Phone Number:
<input type="checkbox"/> Moving Men Labels	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 18 to 45
Education Level: (Any)	Birth Month: All
Grad Year: (Any)	
Wedding Anniversary:	
Wedding Month:	

Buttons: Apply Clear Cancel

- After clicking the **Apply** button you will see a listing of the members on your screen that fulfill the criteria, as seen below. (We can see there are 2146 members in the search below by looking in the bottom left corner.)

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

Clear Search Results

A-Z 0-9 Filter Criteria: None Filter Column: Member Last Ascending Clear Filter

10 records Delete Selected Members Forget Selected Member Quick Reports

Member Last	Member First	Family Last Name	Member DUID	Registered	Family Group	Member E-Mail	Men
Abney	Alexandra	Abney	963303	Yes	Active		Activ
Abney	Grant	Abney	963304	Yes	Active		Activ
Abramovicz	Thomas	Abramovicz	964391	Yes	Active		Activ
Abramovicz	Katlin	Abramovicz	964389	Yes	Active		Activ
Abramovicz	Caroline	Abramovicz	964390	Yes	Active		Activ
Achterberg	Ryan	Achterberg	962318	Yes	Active		Activ
Achterberg	Cory	Achterberg	962319	Yes	Active		Activ
Achterberg	Marisa	Achterberg	962320	Yes	Active		Activ
Adams	Maria	Adams	962324	Yes	Active		Activ
Adams	Benjamin	Adams	962323	Yes	Active		Activ

Page 1 of 215 (2146 Records)

- If you wish to send this information off to someone in an Excel format, please click the X icon (indicated below) to export this information.

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

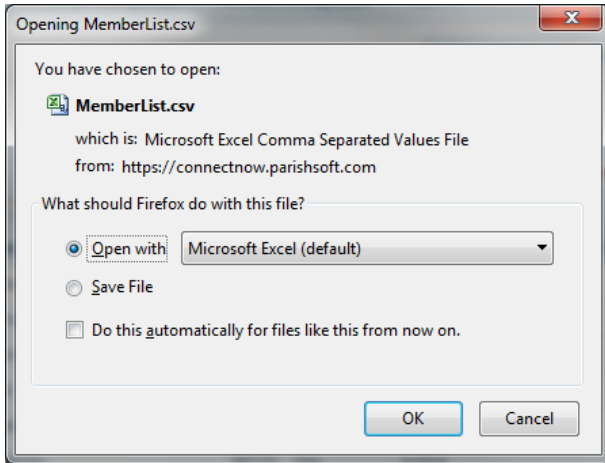
Clear Search Results

A-Z 0-9 Filter Criteria: None Filter Column: Member Last Ascending Clear Filter

10 records Delete Selected Members Forget Selected Member Quick Reports

Member Last	Member First	Family Last Name	Member DUID	Registered	Family Group	Member E-Mail	Men
Abney	Alexandra	Abney	963303	Yes	Active		Activ
Abney	Grant	Abney	963304	Yes	Active		Activ
Abramovicz	Thomas	Abramovicz	964391	Yes	Active		Activ
Abramovicz	Katlin	Abramovicz	964389	Yes	Active		Activ
Abramovicz	Caroline	Abramovicz	964390	Yes	Active		Activ
Achterberg	Ryan	Achterberg	962318	Yes	Active		Activ

- You will see a warning screen, as seen below:



8. Or under **Quick Reports**, you can pick an option from there.(mailing labels, etc.)

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

Filter Criteria: None Filter Column: Member Last Ascending

10 records

Member Last	Member First	Family Last Name	Member DUID	Registered	Family Group	Member E-Mail
<input type="checkbox"/> Abney	Alexandra	Abney	963303	Yes	Active	
<input type="checkbox"/> Abney	Grant	Abney	963304	Yes	Active	
<input type="checkbox"/> Abramovicz	Thomas	Abramovicz	964391	Yes	Active	
<input type="checkbox"/> Abramovicz	Katlin	Abramovicz	964389	Yes	Active	
<input type="checkbox"/> Abramovicz	Caroline	Abramovicz	964390	Yes	Active	Activ
<input type="checkbox"/> Achterberg	Ryan	Achterberg	962318	Yes	Active	Activ

Quick Reports

- Birthday Report
- Filtered Envelope Numbers
- Full Envelope Numbers
- Member List
- Member Mailing Labels
- Wedding Anniversaries