

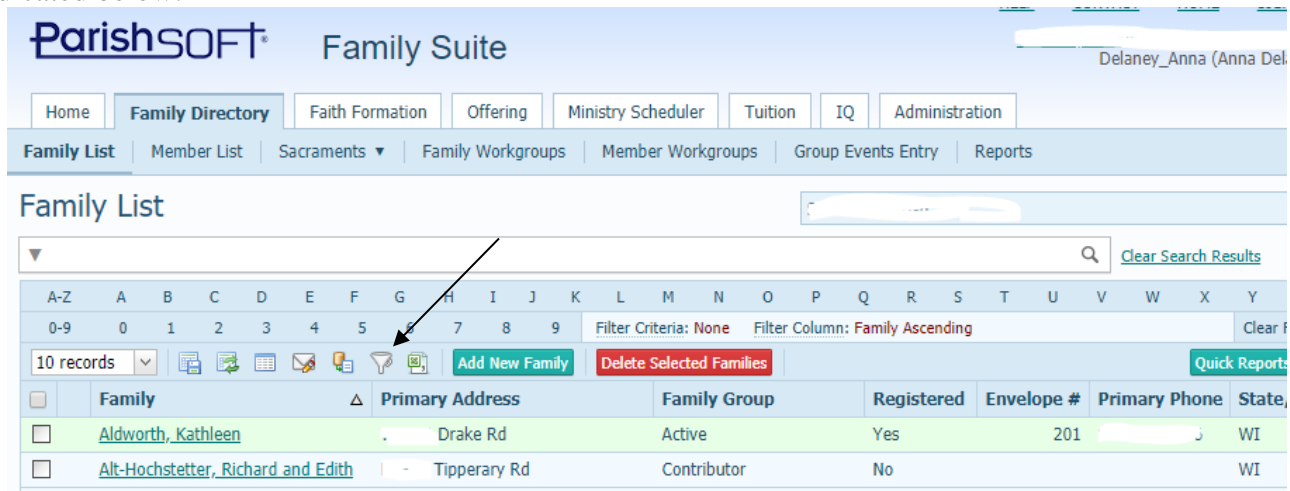
## Check for Registered Families marked in error

When learning ParishSOFT, sometimes the importance of the Registration checkbox is not comprehended till later. (It is a small area, and easy to overlook!) Just as it is equally important to Register a family, as it indicates you are the primary parish the parishioner is attending and that they intend to be your member. It is equally important to Un-Register a family when they are no longer active in the parish. Registration is what pulls the family/members for statistical report and what ParishSOFT uses for billing.

Periodically, you will want to audit/double-check that families are correctly marked in your parish database.

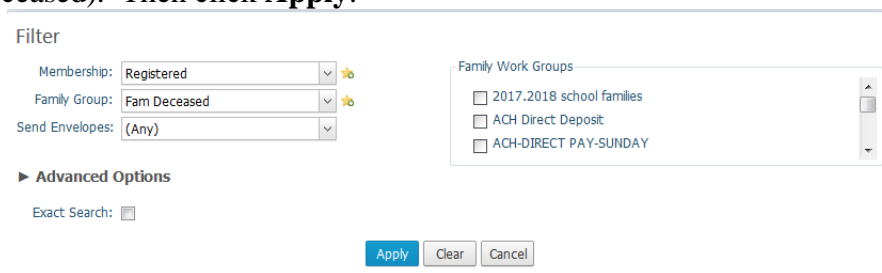
We will be search through all families that are Registered but NOT labeled as an Active family in the steps below. These families should typically not be Registered.

- 1) Go to the **Family Directory < Family List** area, as seen below. Click on the Filter, indicated below:



The screenshot shows the ParishSOFT Family Suite interface. The top navigation bar includes 'Home', 'Family Directory', 'Faith Formation', 'Offering', 'Ministry Scheduler', 'Tuition', 'IQ', and 'Administration'. Below this is a secondary navigation bar with 'Family List', 'Member List', 'Sacraments', 'Family Workgroups', 'Member Workgroups', 'Group Events Entry', and 'Reports'. The main content area is titled 'Family List' and features a search bar, a 'Clear Search Results' link, and a table of family records. The table has columns for 'Family', 'Primary Address', 'Family Group', 'Registered', 'Envelope #', 'Primary Phone', and 'State'. Two records are visible: 'Aldworth, Kathleen' (Active, Registered Yes) and 'Alt-Hochstetter, Richard and Edith' (Contributor, Registered No). An arrow points to the 'Filter' icon in the table's toolbar.

- 2) Search for **Registered/Fam Deceased**: (these families should NOT have the registration checked as the Family Group **Fam Deceased** indicates all members of the family are deceased). Then click **Apply**.



The screenshot shows the Filter dialog box in ParishSOFT. It has a 'Filter' section with three dropdown menus: 'Membership' set to 'Registered', 'Family Group' set to 'Fam Deceased', and 'Send Envelopes' set to '(Any)'. There is an 'Advanced Options' section with an 'Exact Search' checkbox. On the right, there is a 'Family Work Groups' section with three checkboxes: '2017.2018 school families', 'ACH Direct Deposit', and 'ACH-DIRECT PAY-SUNDAY'. At the bottom, there are 'Apply', 'Clear', and 'Cancel' buttons.

If your parish has families accidentally marked this way, you'll see them listed now in the Family List, as seen below:

