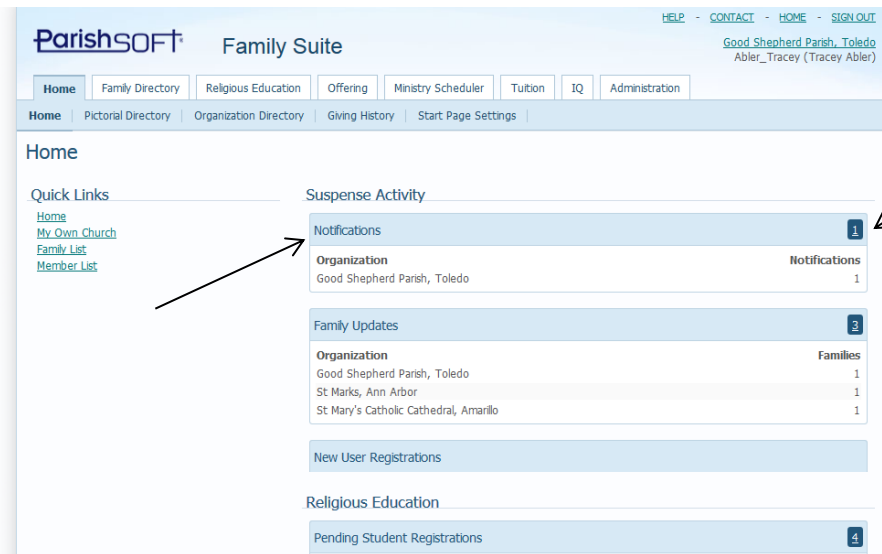


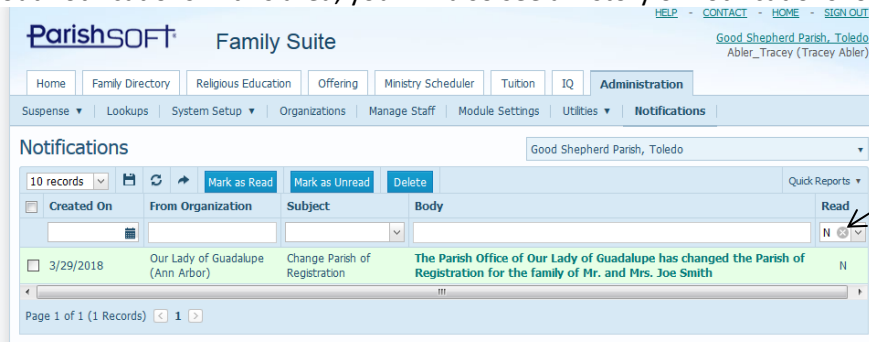
## ParishSOFT Notifications:

The following information will describe how the notifications area works within ParishSOFT online, as of March 2018. Due to the request of the users and diocese across the US, the notifications area shows “more” information than less, intentionally. You will be able to view notifications if you have this preference in your staff login.

- 1) When first logging in, you may notice on the **Home** tab, under the **Notifications** area, that a number will show up of how many new notifications were generated since your last login to your parish system. You will see them in the **Notifications** area indicated below.



- 2) After clicking the number indicating the number of notifications on the right side, the system will direct you to the **Administration** tab, under the **Notifications** area. Unless you have deleted out notifications in this area, you will also see a history of notifications for your parish.



- 3) If you wish to view “all” the messages in the notifications area, click the X to the right of the N, to clear out the “Non” read notifications. (as seen above on the right side) You will not be able to see all read or non-read notifications, as seen below:

ParishSOFT Family Suite HELP - CONTACT - HOME - SIGN OUT  
Good Shepherd Parish, Toledo  
Ablor\_Tracey (Tracey Ablor)

Home Family Directory Religious Education Offering Ministry Scheduler Tuition IQ Administration

Suspense Lookups System Setup Organizations Manage Staff Module Settings Utilities Notifications

Notifications Good Shepherd Parish, Toledo

10 records Mark as Read Mark as Unread Delete Quick Reports

Created On	From Organization	Subject	Body	Read
3/29/2018	Our Lady of Guadalupe (Ann Arbor)	Change Parish of Registration	The Parish Office of Our Lady of Guadalupe has changed the Parish of Registration for the family of Mr. and Mrs. Joe Smith	N
3/22/2018	Holy Angels Parish (Ann Arbor)	Change of Address	The Parish Office of Holy Angels Parish has changed the address for the family of Mr. Beetle Spudola and Elvna Spudola-Spudster	Y
3/22/2018	Holy Angels Parish (Ann Arbor)	Change Parish of Registration	The Parish Office of Holy Angels Parish has changed the Parish of Registration for the family of Mr. Beetle Spudola and Elvna	Y
3/22/2018	Holy Angels Parish (Ann Arbor)	Change of Address	The Parish Office of Holy Angels Parish has changed the address for the family of Mr. Beetle Spudola and Elvna Spudola-Spudster	Y
3/22/2018	Holy Angels Parish (Ann Arbor)	Change Parish of Registration	The Parish Office of Holy Angels Parish has changed the Parish of Registration for the family of Mr. Beetle Spudola and Elvna	Y
3/22/2018	Holy Angels Parish (Ann Arbor)	Change of Address	The Parish Office of Holy Angels Parish has changed the address for the family of Mr. Beetle Spudola and Elvna Spudola-Spudster	Y
3/22/2018	Holy Angels Parish (Ann Arbor)	Change Parish of Registration	The Parish Office of Holy Angels Parish has changed the Parish of Registration for the family of Mr. Beetle Spudola and Elvna	Y

- 4) There are four types of notifications in the system:
- Address Change Notification from Diocese:** which will inform the parish if the diocese makes a change on a record in their parish. (not typically utilized right now)
  - Change of Address:** informs the parish when they have a shared record that is Unregistered AND when the main parish of registration changes/updates the address of that family.
  - Change of Parish Registration:** informs BOTH parishes when **either** of the following happens:
    - A parish moves a family as a registered family in their parish (from your parish) or
    - A parish “shares” a family from your parish as “unregistered” and brings them into their parish database.
  - Family Merge:** informs BOTH parishes affected by the family merger that the merger occurred, as this can and frequently happens across different parishes.

**Please note:** The most common notification in our system currently is the **Change of Parish Registration** as this is being generated when a parish “shared” a record at your parish as an unregistered record.

For example, a parish may be adding in a family for posting a visitor’s donation, see that the parish family is registered at your parish and merely brings the family in as Unregistered for their posting. When the other parish brings one of your parish families into their Connect Now screen as an Unregistered family, you will receive a **Change of Parish Registration** notification. This does NOT necessarily mean that they registered the family at your parish.

The example below shows this common procedure where you will see the **Change of Parish Registration:** the church of “Redeemer Lutheran” is pulling in a shared family from “Good Shepherd” parish as Unregistered. As that family gave a donation as a visitor this past Sunday.

Find Family

Selected Organization: Redeemer Lutheran Church, Wayzata

Filter by Organization: All

Last Name: Aaron

First Name: Ay

City:

Search

Family Name	Registered Organization	Family DUID	Diocesan
Aaron, Ay	Good Shepherd Parish (Toledo, OH)	537773	

Add New Family

Move Selected Family

As Unregistered

As Registered

Save & New

Save & Edit

Save & Finish

Cancel

When we log in as a staff member at Good Shepherd, we see the notification below that the Ay Aaron family has a **Change of Parish Registration** as seen in the image below:

Created On	From Organization	Subject	Body	Read
5/11/2017	Redeemer Lutheran Church (Wayzata)	Change Parish of Registration	Notification for: Good Shepherd Parish (Toledo) The Parish Office of Redeemer Lutheran Church has changed the Parish of Registration for the family	N

And opening the notification will show the following details:

Change Parish of Registration

The Parish Office of Redeemer Lutheran Church has changed the Parish of Registration for the family of

Mr. Ay Aaron  
77 Fake Dr.  
Ann Arbor MI

This message is to make you aware of this change.

Parish Phone:  
Parish Fax:

Close

There are two options, both of which require us to go to the **Family Directory** area and open the family.

- 1) The family is still at Good Shepherd parish, **at the original registered parish**, we can see below, where the registration hasn't changed. The notification was to let us know that the Ay Aaron record was **shared** by the other parish.

Mr. Ay Aaron (537773)

Family Details

Family Information

Church of Registration: Good Shepherd Parish, Toledo

Details Modified On: Thursday, May 11, 2017 12:15 PM

Family Group: Active

Registration Status:

Registration Date: 8/1/2016

Unregistered Date:

Last Name: Aaron

First Name(s): Ay

Formal Mailing Name: Mr. Ay Aaron

Informal Name: Ay Aaron

Formal Salutation: Mr. Aaron

Informal Salutation: Ay

Primary Address: Mailing Address

Home

Mailing

Other

Country: United States

Postal Code: 53562

Address Line 1: 1234 Fake St

Address Line 2:

We can leave the record alone.

- 2) The family has moved from Good Shepherd, and is now registered at the new parish. When we open the record below, we see that the **Church of Registration** lists the other parish. Now I need to change the **Family Group**, and check all other areas, like envelope number, and **Send Contribution Env.** and **Family Workgroups, Member Workgroups, etc.**

Mr. Ay Aaron (537773)

Family Details Member Details (2) Good Shepherd Parish, Toledo

Changes made to data in fields with red text: only apply to Good Shepherd Parish

Family Information Notes

Church of Registration: Redeemer Lutheran Church, Wayzata  
 Details Modified On: Friday, May 17, 2019 12:57 PM

Family Group: Active  
 Registration Status:   
 Registration Date: 5/17/2019  
 Unregistered Date: 7/20/2017

Last Name: Aaron  
 First Name(s): Ay  
 Formal Mailing Name: Mr. Ay Aaron  
 Informal Name: Ay Aaron  
 Formal Salutation: Mr. Aaron  
 Informal Salutation: Ay  
 Email Address:  
 Primary Phone: 608-123-4567  
 Emergency Phone:  
 Emer. Ph. Desc.:

Primary Address: Mailing Address  
 Home Mailing Other  
 Country: United States  
 Postal Code: 48108  
 Address Line 1: 77 Fake Dr.  
 Address Line 2:  
 City: Ann Arbor  
 State/Region: Michigan  
 Phone Number:

Envelope #: 4 Next  
 Annual Gift \$: 0 Giving History  
 Map Code:

Send Mail:  Publish Address:   
 Send Contrib. Env.:  Publish Photo for Pictorial Directory:   
 Publish Phone:  Send Magazine:   
 Publish Email:  Do Not Call:   
 MLNA:  Do Not Solicit:

Edit Details Close

The next most common notification is the **Family Merge** notification. Currently the diocesan contact for ParishSOFT at your parish is the only person who can merge duplicates both within your parish and across multiple parishes. Due to how many of our member families visit multiple parishes and our historical records, we have many instances where there Unregistered family at our parish that is really registered elsewhere.

You will receive a **Family Merge** record when you have either the main registered record or a duplicate record that was merged. The notifications will appear similar to the screen below:

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

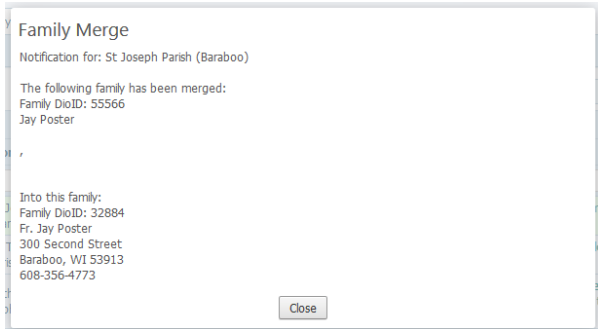
Suspense Lookups System Setup Organizations Manage Staff Module Settings Utilities Notifications

Notifications All Organizations

50 records Mark as Read Mark as Unread Delete Quick Reports

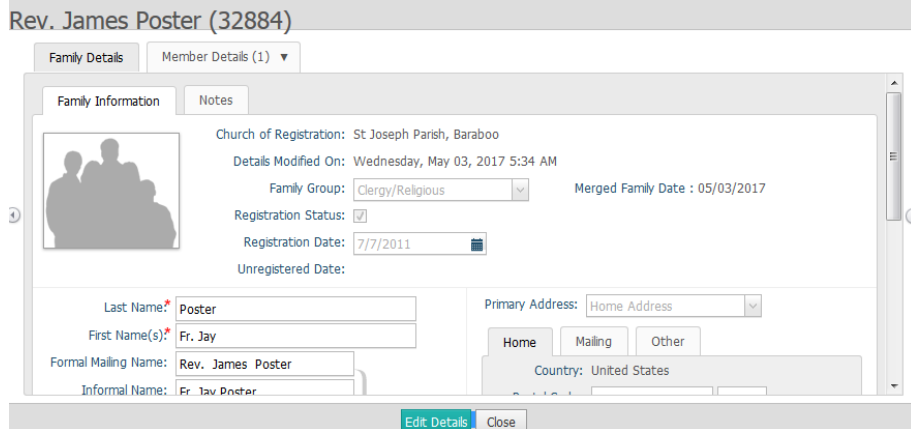
Created On	From Organization	Subject	Body	Read
5/3/2017	St. Joseph Parish (Baraboo)	Family Merge	Notification for: St. Joseph Parish (Baraboo) The following family has been merged: Family DioID: 55566	N

And the details appear as seen below:



In the example above, Fr. Jay Poster was listed as a contributor at another parish in the diocese, and the diocese merged the record with St. Joseph's parish in Baraboo, where Fr. Jay is the pastor.

When the staff member at St. Joseph goes to check on Fr. Jay's record, it still shows like always:



As his was the record that was the master family the other record was merged into.



Then we look at the other parish's record we see the record now showing St. Joseph Baraboo as the main parish of registration.

# Rev. James Poster (32884)

Family Details    Member Details (2)    [Redacted]

Changes made to data in fields with red text only apply to St Joseph Parish

**Family Information**    Notes

 Church of Registration: St Joseph Parish, Baraboo  
Details Modified On: Wednesday, May 03, 2017 5:34 AM  
**Family Group:** Clergy/Religious    Merged Family Date : 05/03/2017  
**Registration Status:**   
**Registration Date:** 7/7/2011   
**Unregistered Date:** 10/30/2015

Last Name:\* Poster  
First Name(s)\* Fr. Jay  
Formal Mailing Name: Rev. James Poster  
**Informal Name:** Fr. Jay Poster } Auto Fill  
**Formal Salutation:** Fr. Poster  
Informal Salutation: Fr. Jay  
Email Address: jayp@stjosephbaraboo.org  
Primary Phone: 608-356-4773

Primary Address: Home Address  
Home    Mailing    Other  
Country: United States  
Postal Code: 53913  
Address Line 1: 300 Second Street  
Address Line 2:  
City: Baraboo

[Edit Details](#)    [Close](#)