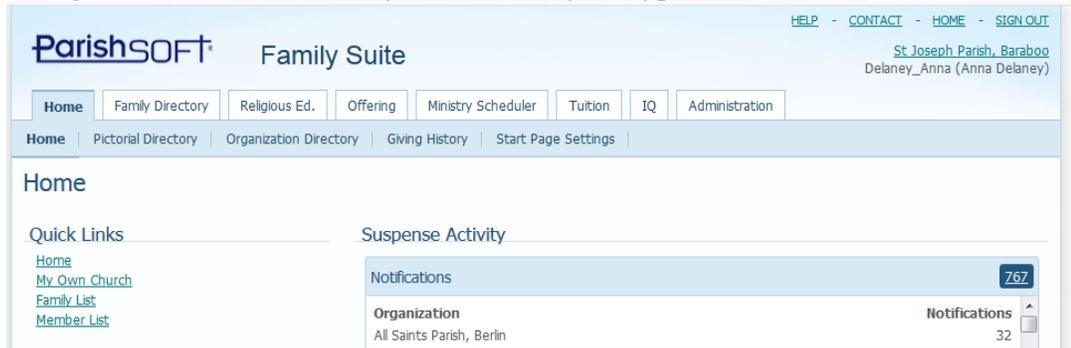
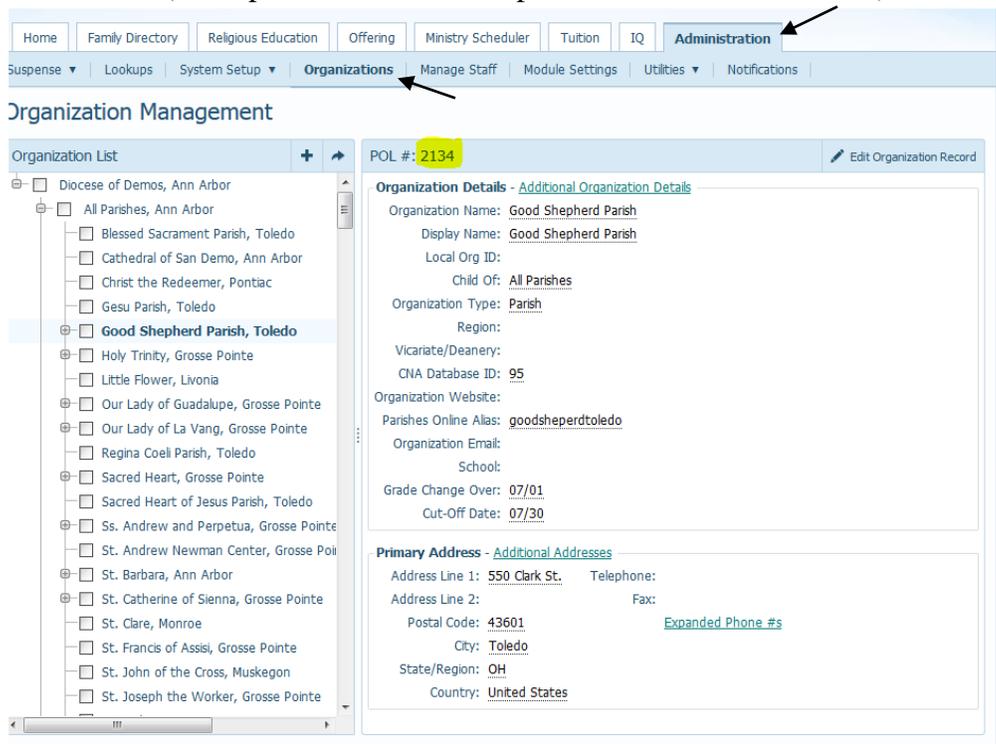


Member information via Age Range for RE with parent names via IQ

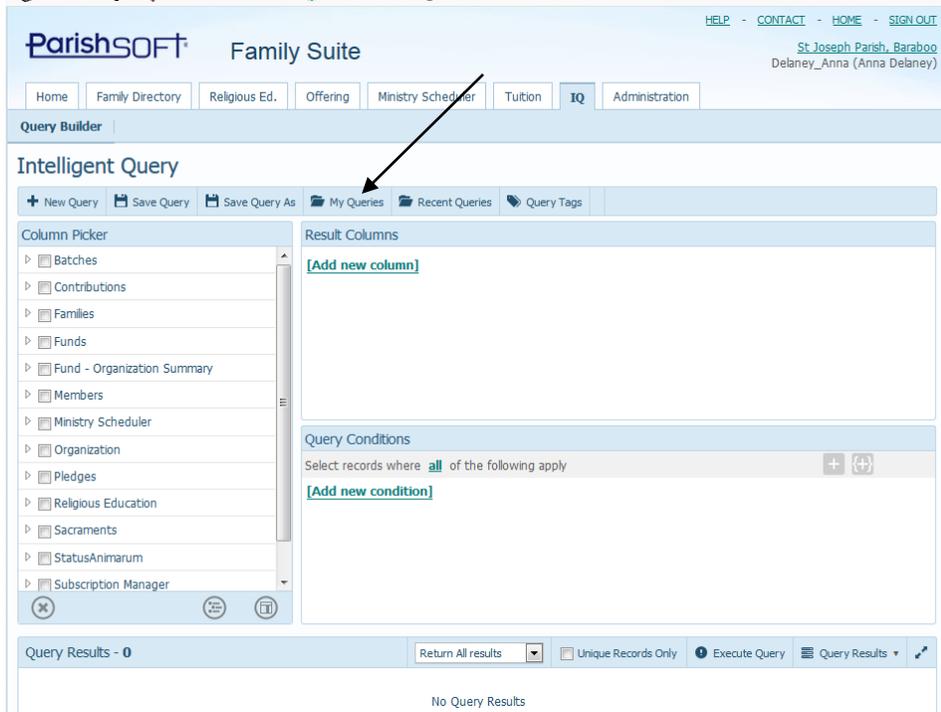
1. First, log into **ParishSOFT** and you will be at your typical homescreen:



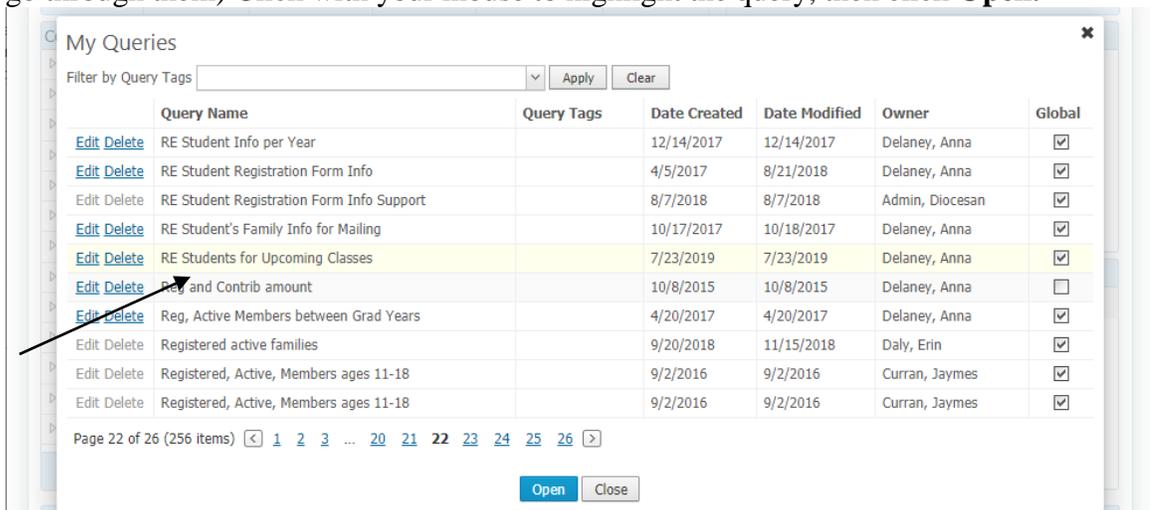
2. First, in order to run a query in your system you will need your Organization ID. To find the Organization ID, go to the **Administration** tab, as seen below... in the middle of the screen, write down the POL# (highlighted below) which is your Organization ID number, which should be listed above the name of your parish, as seen below. (Example below: Good Shepherd Parish is POL # 2134.)



3. Next, click on **IQ** tab and you will be in the main screen where you can open existing and create new queries. You may see the screen filling, wait a second or two and it should appear as seen below:



- Click the **My Queries** button seen above and search for the **RE Students for Upcoming Classes** query. (the list is alphabetized, so keep clicking on the pages to go through them) Click with your mouse to highlight the query, then click **Open**.



- You will see the query fill in the main area, similar to below:

ParishSOFT® Family Suite

HELP - CONTACT - HOME - SIGN OUT

St Joseph Parish, Baraboo
Delaney_Anna (Anna Delaney)

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

Query Builder

Intelligent Query

+ New Query Save Query Save Query As My Queries Recent Queries Query Tags

Viewing Query RE Students for Upcoming Classes Query Properties

Column Picker

- Batches
- Contributions
- Families
- Funds
- Fund - Organization Summary
- Members
- Ministry Scheduler
- Organization
- Pledges
- Religious Education
- Sacraments
- StatusAnimarum
- Subscription Manager

Result Columns

Expression	Title
Members First Name (Formal)	First Name
Members First Name (Informal/Nickname)	Informal/Nickname
Members Last Name	Last Name
Members Birthdate	Members Birthdate
Members Graduation Year	Member Grad Year

[Add new column]

Query Conditions

Select records where **all** of the following apply

Members Birthdate is between Sep 01 2013 and Sep 01 2001

and Members is Active is equal to Yes

and Families Family Group Name is in list Active,Religious Ed Only

and Families.Owner Organization Organization ID is equal to 10309

[Add new condition]

Query Results - 0

Return All results Unique Records Only Execute Query Query Results

No Query Results

- In the middle area, under the header **Query Conditions**, (in yellow above) identify the line that describes Organization ID, as seen in the image below. Click on the existing number and change it to your parish's Organization ID number.

Organization

Pledges

Religious Education

Sacraments

StatusAnimarum

Subscription Manager

Query Conditions

Select records where **all** of the following apply

Members Birthdate is between Sep 01 2013 and Sep 01 2001

and Members is Active is equal to Yes

and Families Family Group Name is in list Active,Religious Ed Only

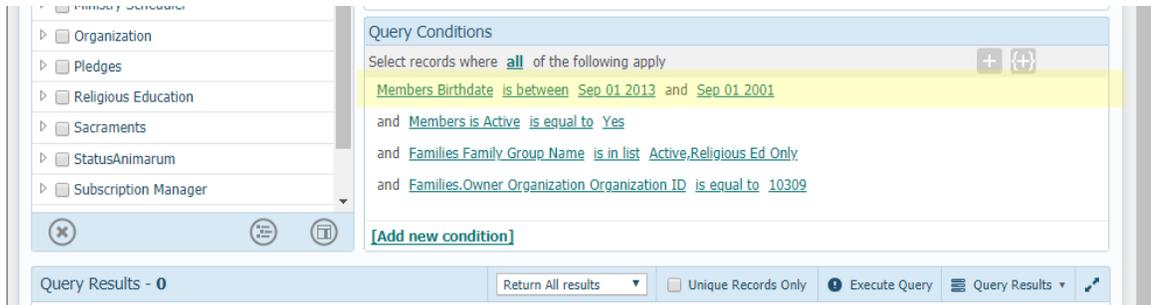
and Families.Owner Organization Organization ID is equal to 10309

[Add new condition]

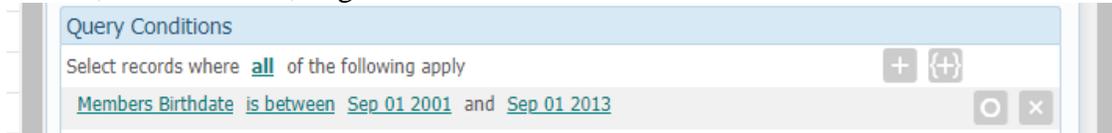
Query Results - 0

Return All results Unique Records Only Execute Query Query Results

- Next, click in the Member Birthdate area, to enter in the correct birthdate range for the potential students that will be in your RE program. We are querying by birthdate, so as to correctly capture all the students with an age range, and going into the correct school year.



*Please note, make sure your date range has the older date first, prior to the more current, as seen below, to get the correct results.



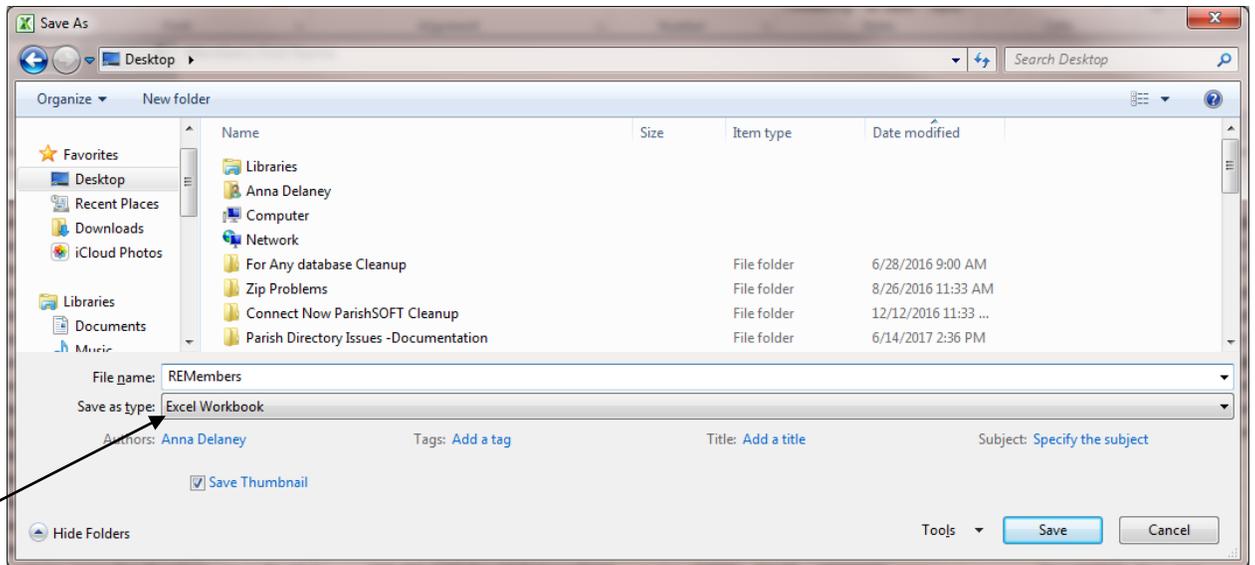
- After you have updated the Query Conditions, click on the **Execute Query** button, indicated below to see the results of your query. You will see results on the left side, under the **Query Results** area, as seen circled below.

First Name	Informal/Nickname	Last Name	Members Birthdate	Member Grad Year	Members School	Fam First Names	Fam Last Name
Will		Carroll	1/21/2013	2032		Joe and Sandy	Carroll
Colin		Petersen	2/9/2013	2032		Jared and Lisa	Peterson
Stephanie	Stephanie	Bader	4/4/2013	2031		Scott and Jessica	Bader
Grace	Grace	Bartes	4/16/2013	2031		Jacob and Danae	Bartes
Adalyn		Hanson	10/4/2012	2031		Hunter and Rachel	Birch
Drew	Drew	Bjorklund	8/20/2012	2031		Bradley and Kara	Bjorklund

- Next, click the **Query Results** button and then **Export to CSV (Excel)**, and you will see an Excel document, similar to below show.

Members	Members	Mailing N	Families L	Father Na	Mother N	Primary Pl	Address 1	City	State	Zip	Registere	Registrati	Father Cel	Mother Cf	Family Em	Emergenc	Emergenc	Mother M	Gender
1	Isabella	Anthony	Jerry and Anthony			(608) 568- 3708	West Cuba City	WI		53807	TRUE	#####							F
2	Julie	Augustin	Gary and f Augustin			608-568-312504	Shoe Cuba City	WI		53807	TRUE	#####							F
3	Braydon	Barth	Kevin and Barth	Kevin Bart	Angela Ba	563-590-3	PO Box 66 Dickeyvill	WI		53808	FALSE	#####	563-542-3						M
4	Ella	Barth	Kyle and Barth	Kyle Barth	Kate Barth	5.64E+09	3475 Line	Cuba City	WI	53807	FALSE	#####		563-590-7					F
5	Trevor	Barth	Kyle and Barth	Kyle Barth	Kate Barth	5.64E+09	3475 Line	Cuba City	WI	53807	FALSE	#####		563-590-7					M
6	Trey	Barth	Kevin and Barth	Kevin Bart	Angela Ba	563-590-3	PO Box 66 Dickeyvill	WI		53808	FALSE	#####	563-542-3						M
7	Kayd	Barth	Kevin and Barth			563-590-3	PO Box 66 Dickeyvill	WI		53808	FALSE	#####							M
8	Jenna	Barth	Kyle and Barth	Kyle Barth	Kate Barth	5.64E+09	3475 Line	Cuba City	WI	53807	FALSE	#####		563-590-7					F
9	Chayse	Barth	Kevin and Barth	Kevin Bart	Angela Ba	563-590-3	PO Box 66 Dickeyvill	WI		53808	FALSE	#####	563-542-3						M
10	Mikayla	Bartow	Kim Barto	Bartow		608-778-313551	Woo Hazel Gre	WI		53811	TRUE	#####							F
11	Kolton	Bartow	Kim Barto	Bartow		608-778-313551	Woo Hazel Gre	WI		53811	TRUE	#####							M

- Click **File < Save As** and save the document to your Desktop, naming it a name that you will recognize, and under the **Save As Type**, click the drop down arrow and select **Excel Workbook**, as indicated below: Click **Save**.



11. Go ahead and close the **Excel** document.