

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 Click **Member List** in the area in blue below the Family Directory tab.



2. Click the funnel icon to open the **Filter** window.



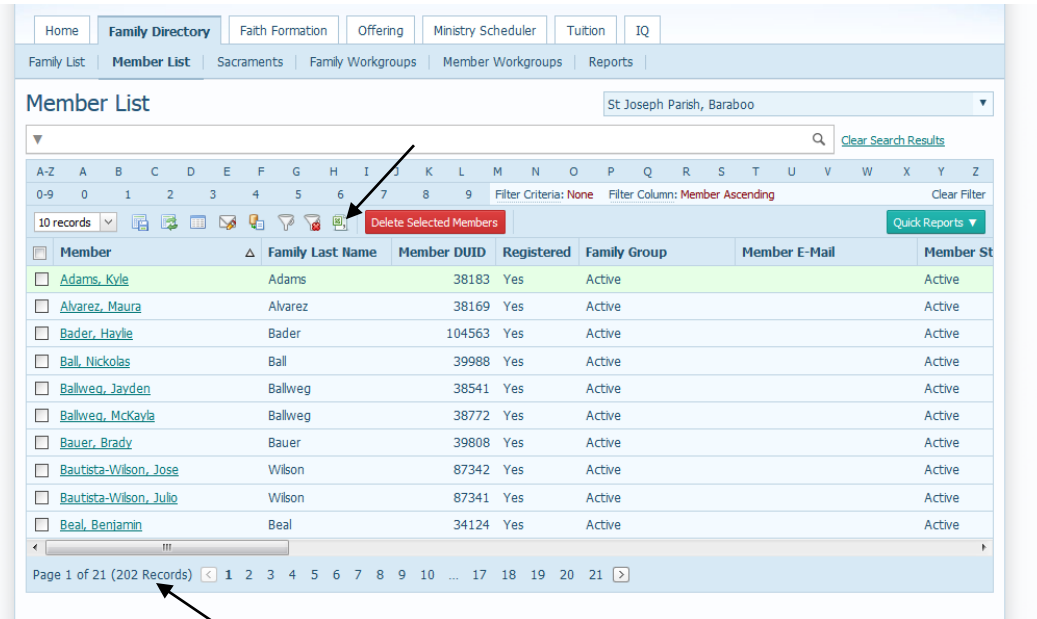
3. Verify that the main filter screen is only showing your Registered/Active families, as seen below:

A screenshot of the "Filter" window in ParishSOFT. The window has a title bar "Filter" and a subtitle "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." The main area contains two columns of dropdown menus and text boxes. The left column includes: Membership Status: Registered, Family Group: (Any Group), Member Status: Active, Member Type: (Any), First Language: (Any), Gender: (Any), Member Strength: (Any), and Member Work Groups. The right column includes: Member Envelopes: (Any), Maiden Name, Full Name, Family Last Name, Address, City, State, Full Postal Code, Home Phone Number, Mobile Phone, Work Phone, and Member E-Mail Address. At the bottom, there is an "Advanced Options" dropdown menu with a downward arrow, an "Exact Search" checkbox, and "Apply", "Clear", and "Cancel" buttons.

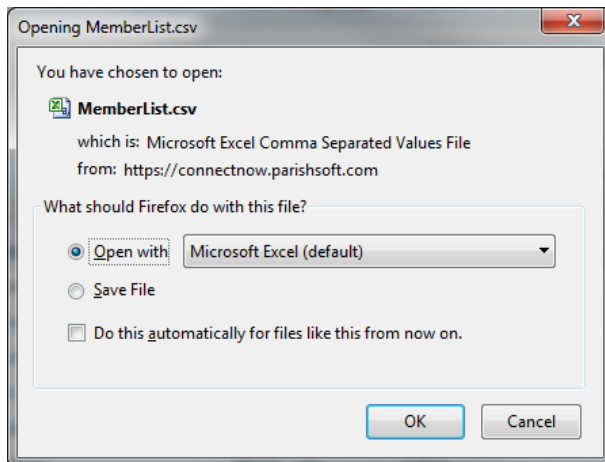
4. Click on arrow next to the **Advanced Options**. You will see a screen similar to the one listed below.

A screenshot of the "Filter" window with the "Advanced Options" section expanded. The "Advanced Options" section is highlighted in light blue and contains several additional dropdown menus and text boxes. These include: Career Type, Marital Status, Religion, School, Education Level, Grad Year, Show 'Send No Mail' Members: (Any), Show 'Do Not Publish' Members: (Any), Show Members With E-Mail: (Any), Age Range: (checked) From Age: 3 To Age: 13, and Birth Month: All. The "Apply", "Clear", and "Cancel" buttons are visible at the bottom.

- Click in the box to the right of **Age Range** and enter in your age range as seen above.
- Click the **Apply** button.
- Next you will see a listing of the members on your screen that fulfill the criteria, as seen below. (We can see there are 202 members in the search below by looking in the bottom left corner.)



- If you wish to send this information off to someone in an Excel format, please click the X icon (indicated above) to export this information.
- You will see a warning screen, as seen below:



- Lastly, save the document to a location you can reference and send from there.
- Or, under **Quick Reports**, you can pick an option from there.(mailing labels, etc.)

MemberList - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11

General Conditional Formatting Insert Delete Format Sort & Find Filter Select

Format as Table Cell Styles

Member

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Member	Family Las	Member C	Register	Family Gr	Member E	Member S	Member T	Envelope	Family DU	Home Phc	Mobile Ph	Work Pho
2	Adams, Ky	Adams	38183	Yes	Active		Active	Son		31963	608-356-7645		
3	Alvarez, M	Alvarez	38169	Yes	Active		Active	Daughter		31959	608-253-6133		
4	Bader, Ha	Bader	104563	Yes	Active		Active	Daughter		63386	701-721-2124		
5	Ball, Nick	Ball	39988	Yes	Active		Active	Son		32694	608-254-1803		
6	Ballweg, J	Ballweg	38541	Yes	Active		Active	Son		32144	608-355-0737		
7	Ballweg, M	Ballweg	38772	Yes	Active		Active	Daughter		32144	608-355-0737		
8	Bauer, Bra	Bauer	39808	Yes	Active		Active	Son		32417	630-209-0603		

MemberList

Ready 100%