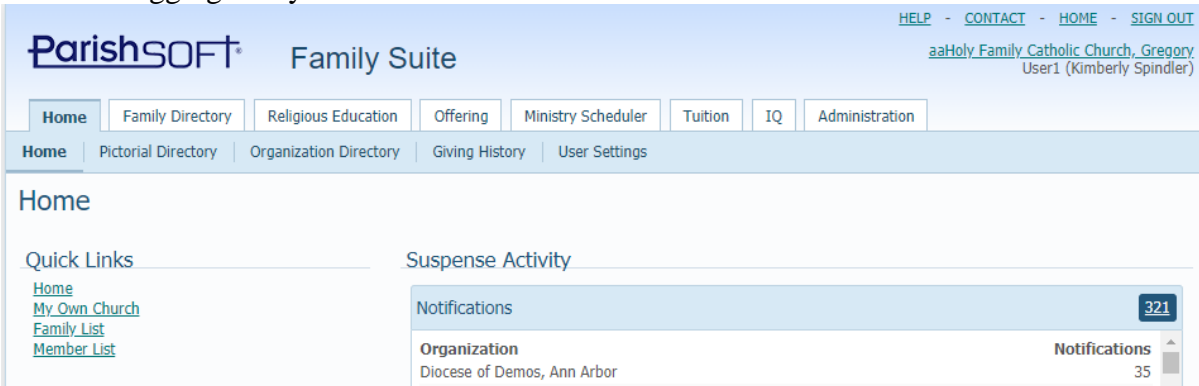
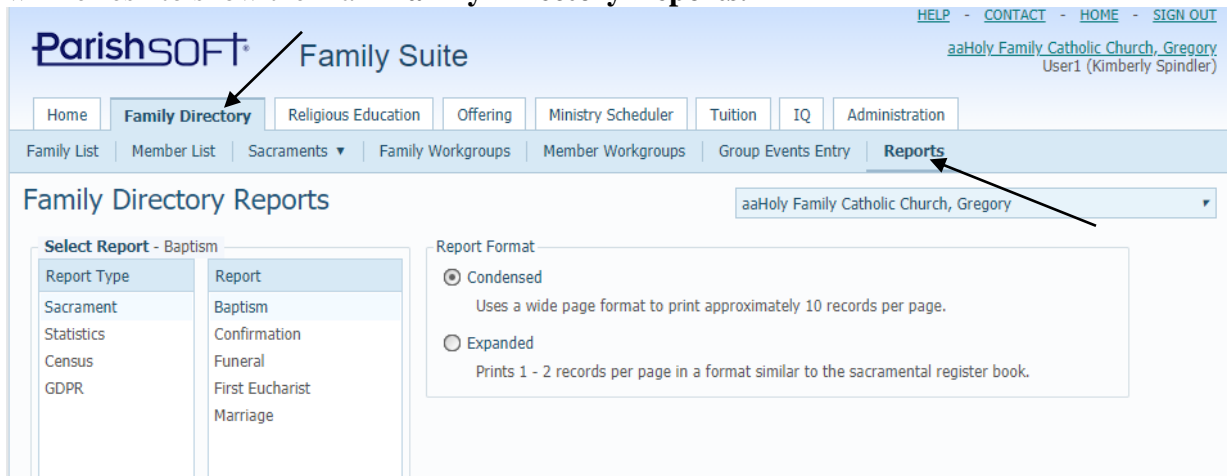


Printing a Parish Roster in ParishSOFT

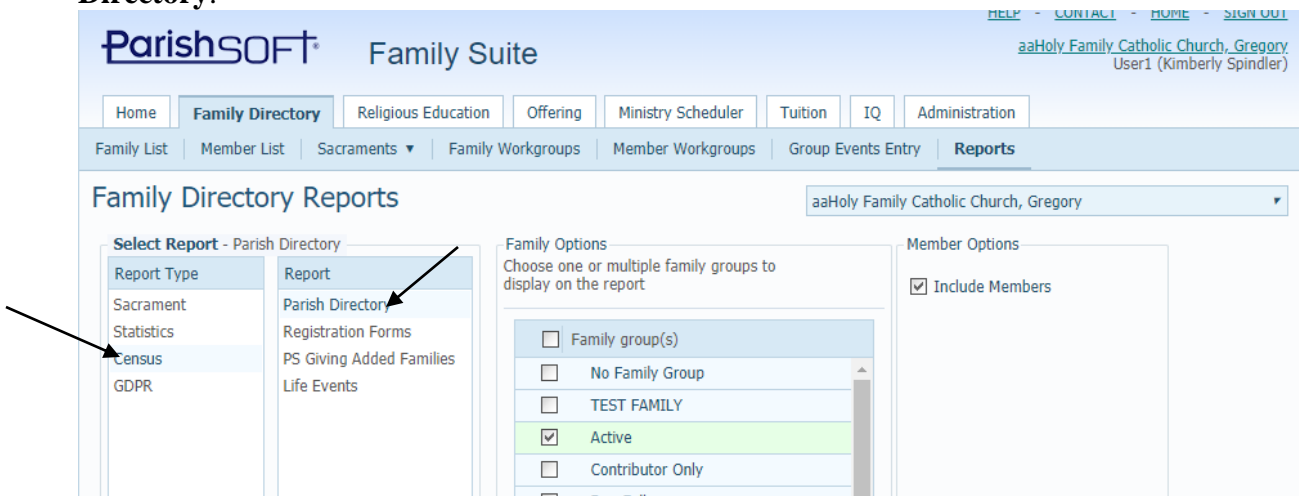
1. After logging into your ParishSOFT site. You will see a screen similar to below



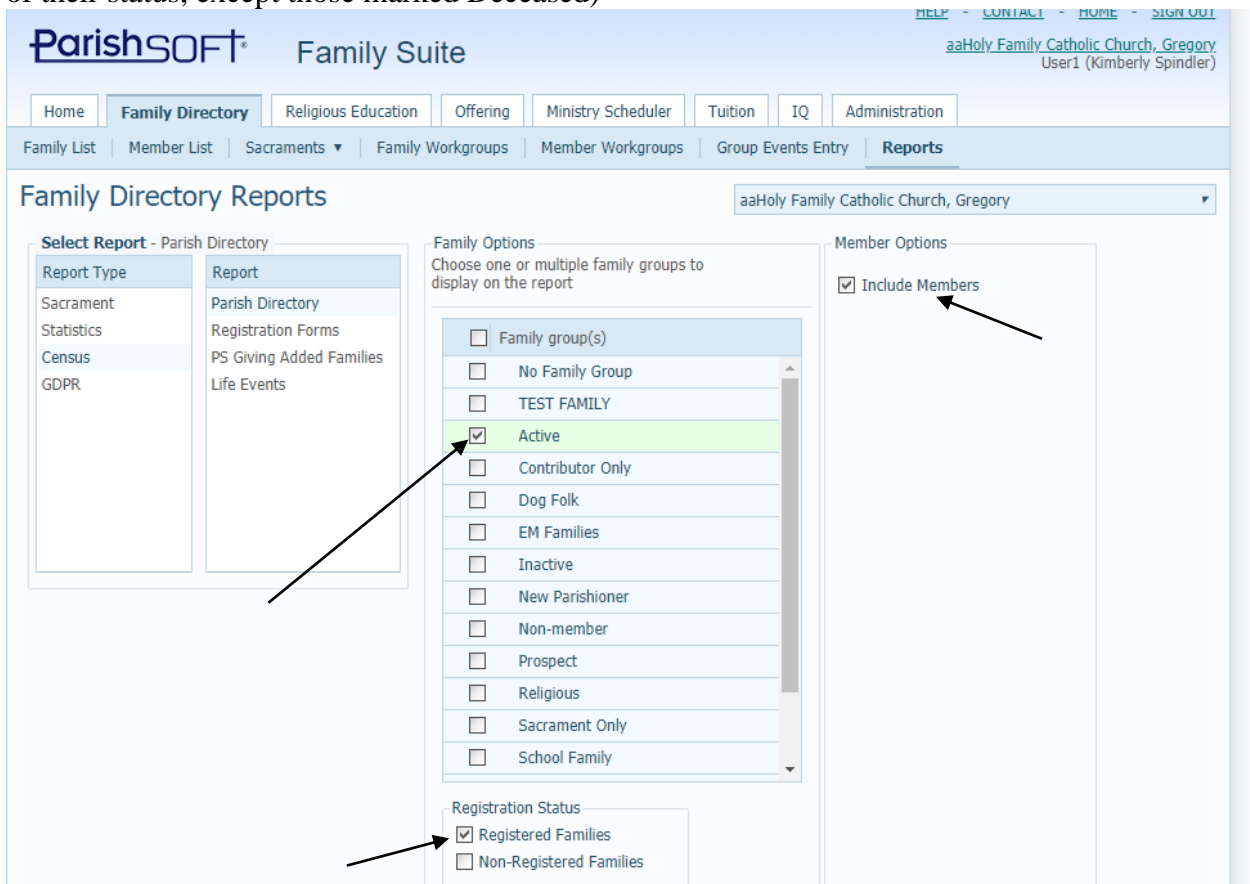
2. Click on the **Family Directory** tab and then the **Reports** area as seen below. Your screen will refresh to show the main **Family Directory Reports**.



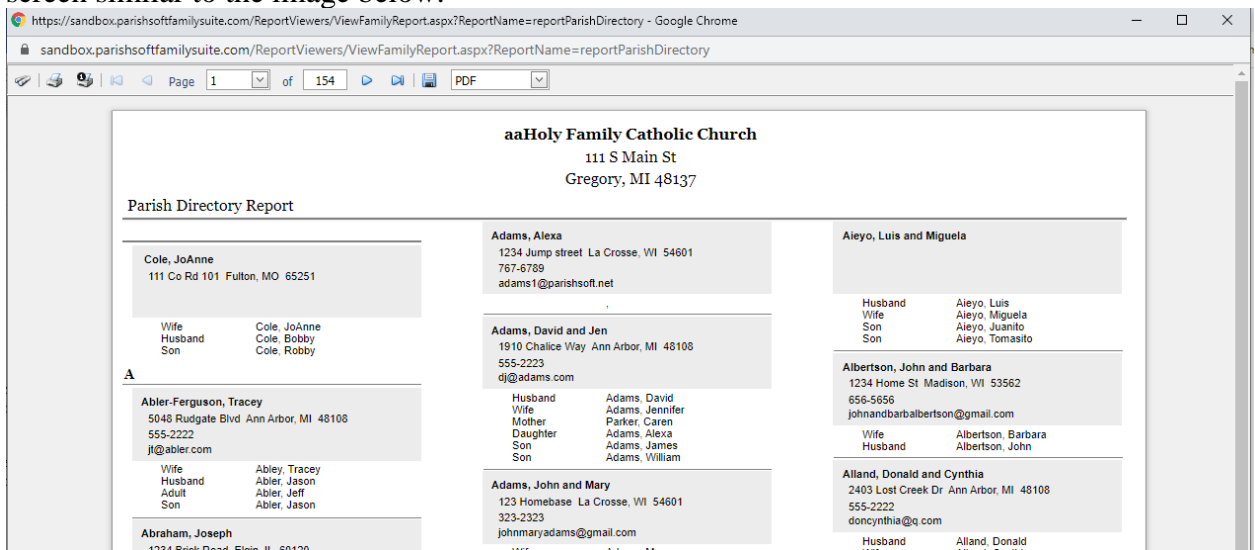
3. Under the **Report Type** area, click on **Census** and for the **Report** area, click on **Parish Directory**.



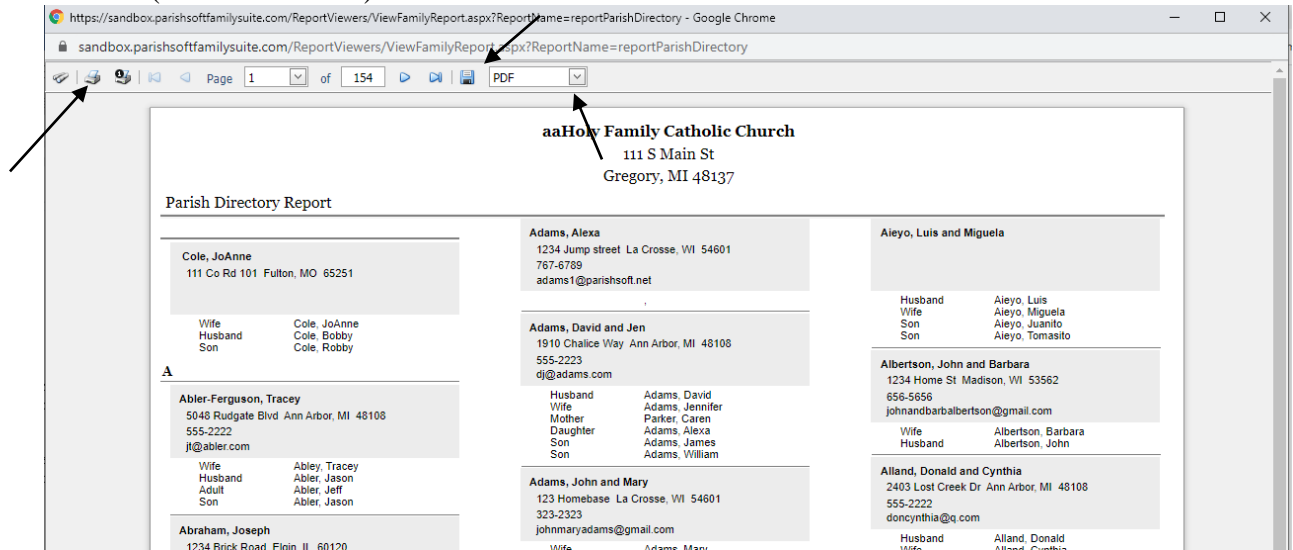
- You will also select the **Family Workgroup** as **Active** and the **Registration Status** as **Registered**. (see below) Under the **Member Options** select the checkbox if you wish to view the members of each family. (Including Members, will show ALL members, regardless of their status, except those marked Deceased)



- Finally, click the button that says: **Click Here to View Report**, and you will see a popup screen similar to the image below:



- In the top left side, are icons for printing off the report. (The first printer icon, going from Left to Right, will print the entire document. The second printer icon, will only print the first page) On the right side of the selection bar, is the ability to save the report to a pdf file, click the floppy disk icon to save it, or click the down arrow to select a different format, then save the file. (indicated below)



- If you do not select to include the members, the report will be shown, similar to below:

Good Shepherd Parish
550 Clark St.
Toledo, OH 43601

Parish Directory Report

Cole, JoAnne 111 Co Rd 101 Fulton, MO 65251	Adams, Mary 4254 Stannard Ann Arbor, MI 48108 555-2222 mary@adams.com	Alland, Donald and Cynthia 2403 Lost Creek Dr Ann Arbor, MI 48108 555-2222
Aaron, Ay 1234 Fake St Madison, WI 53562 608-123-4567	Adams, Todd and Jane 6059 Needle Rock Ct Ann Arbor, MI 48108 555-2222 tj@adams.com	Allen, Jim and Cheryl 5107 Elaine Dr Ann Arbor, MI 48108 555-2222 Allen@demoemailaddress.com
Abler, Jason and Tracey 5048 Rudgate Blvd Ann Arbor, MI 48108 555-2222 jl@abler.com	Adams, David and Jen 1910 Chalice Way Ann Arbor, MI 48108 555-2222 dj@adams.com	Allen, Michael and Randi 4231 Merriweather Rd Ann Arbor, MI 48108 555-2222 Allen@demoemailaddress.com
Abney, Greg and Barb 4632 Wyndwood Dr Clawson, MI 48017 555-2222 gb@abney.com	Adamski, Frank and MaryAnn 2609 Isha Laye Way Ann Arbor, MI 48108 555-2222	Allen, Mary 8108 Hidden Harbour Dr W Ann Arbor, MI 48108 555-2222
Abramovicz, Tom and Jane	Adel, Julie	Allen, Veronica