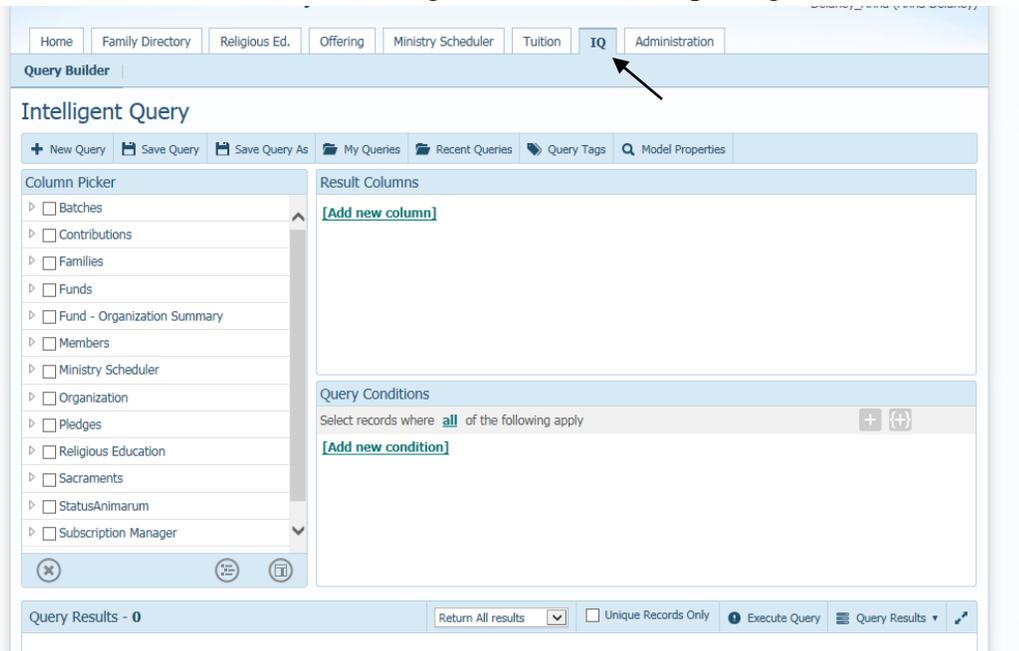


Printing off all Religious Education families of specific year through IQ

- 1) First, log into ParishSOFT and you will be at your typical home screen, similar to the screen below:



- 2) Click the IQ header tab above, to get to the main IQ reporting area, seen below:



- 3) Click the **My Queries** area indicated above, then you'll search for the query:
RE Student's Family Info for Mailing
- 4) Highlight/click the Query name, then click the **Open** button listed below:

My Queries

	Query Name	Query Tags	Date Created	Date Modified	Owner	Global
Edit Delete	Pledge information for St. Henry's Capital Campaign		8/8/2017	8/9/2017	Rosinski, Jackie	<input checked="" type="checkbox"/>
Edit Delete	Pledge information for St. Henry's Capital Campaign		8/2/2017	8/9/2017	Rosinski, Jackie	<input checked="" type="checkbox"/>
Edit Delete	Preschoolers		7/20/2017	7/20/2017	Delaney, Anna	<input type="checkbox"/>
Edit Delete	RE Info Query		8/26/2015	8/26/2015	Delaney, Anna	<input type="checkbox"/>
Edit Delete	RE Labels between birthdate range	Religious Education	7/15/2015	7/29/2016	Delaney, Anna	<input checked="" type="checkbox"/>
Edit Delete	RE Labels between grad years	Religious Education	7/29/2016	7/29/2016	Delaney, Anna	<input checked="" type="checkbox"/>
Edit Delete	RE Student Book Label		9/24/2015	9/30/2015	Delaney, Anna	<input type="checkbox"/>
Edit Delete	RE Student Grade Room Class		9/24/2015	7/29/2016	Delaney, Anna	<input checked="" type="checkbox"/>
Edit Delete	RE Student Registration Form Info		4/5/2017	4/5/2017	Delaney, Anna	<input checked="" type="checkbox"/>
Edit Delete	RE Student's Family Info for Mailing		10/17/2017	10/17/2017	Delaney, Anna	<input checked="" type="checkbox"/>

Page 12 of 15 (147 items) [1](#) [2](#) [3](#) ... [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#)

[Open](#) [Close](#)

- 5) Your screen will open up, similar to the screen below, showing the query particulars as seen below:

Delaney, Anna (Anna Delaney)

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

Query Builder

Intelligent Query

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

Viewing Query RE Student's Family Info for Mailing [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
Families Last Name	Families Last Name
Members First Name (Formal)	Members First Name
Members Last Name	Members Last Name
Religious Education Father Name Text	Father Name
Religious Education Mother Name Text	Mother Name

[Add new column](#)

Query Conditions

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

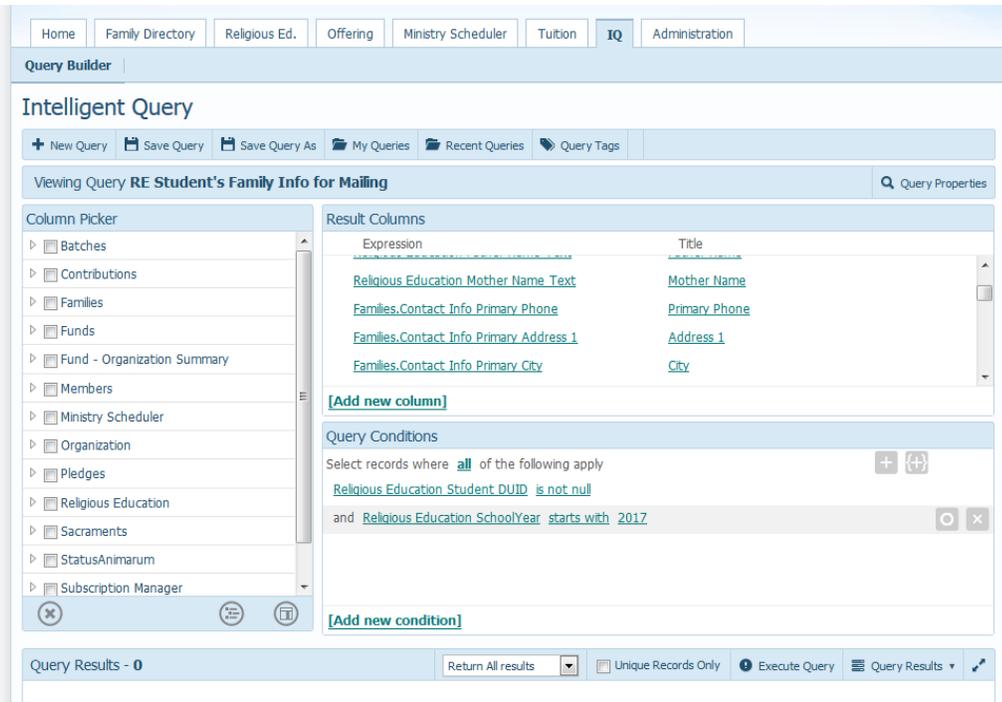
Religious Education Student DUID is not null

and **Religious Education SchoolYear starts with 2016**

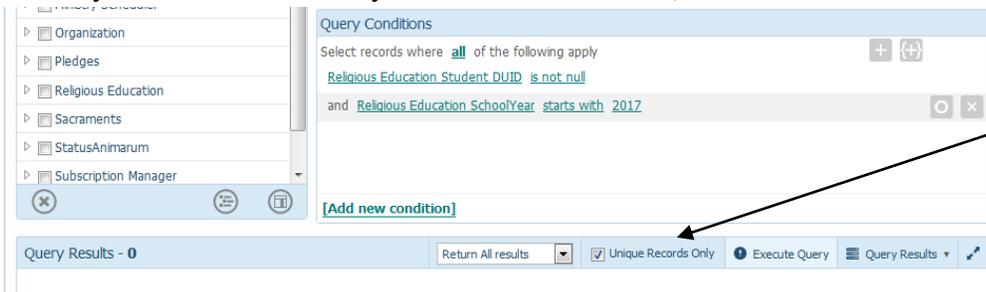
[Add new condition](#)

Query Results - 0 [Return All results](#) Unique Records Only [Execute Query](#) [Query Results](#)

- 6) Verify that the year listed under the school year area, indicated above “starts with” the correct year. If not, click on the year and type in the correct year and then click off the field.



- 7) Next, to the left of the **Execute Query** button, select the **Unique Records Only** so that you will get only one occurrence of the family (even though we're querying off of the student records, where there may be more than one student in a family listed...which is why we'll click this button).



- 8) Next, click on the **Execute Query** button to run the query and get the listing of families that are in your current school year. You will see results to our query under the **Query Results** area, as seen below.

Query Results - 2,517

Families Last Name	Members First Name	Members Last Name	Father Name	Mother Name	Primary Phone	Address 1
Abel	Braxton	Abel	David Abel	Debra Abel	608-219-1435	2431 Simpson
Abney	Bailey	Abney	Timothy Abney	Kimberly Abney	608-439-1159	8736 Phillippi
Acker	Brianna	Acker	Tom Acker	Gina McKenna	608-798-1102	2010 Sylvia Pl

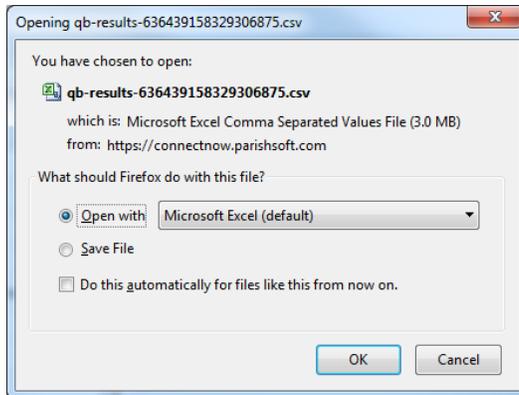
- 9) Next, click on the **Query Results** area and we will select **Export to CSV** to get our data into a format that we can print off:

Query Results - 2,517

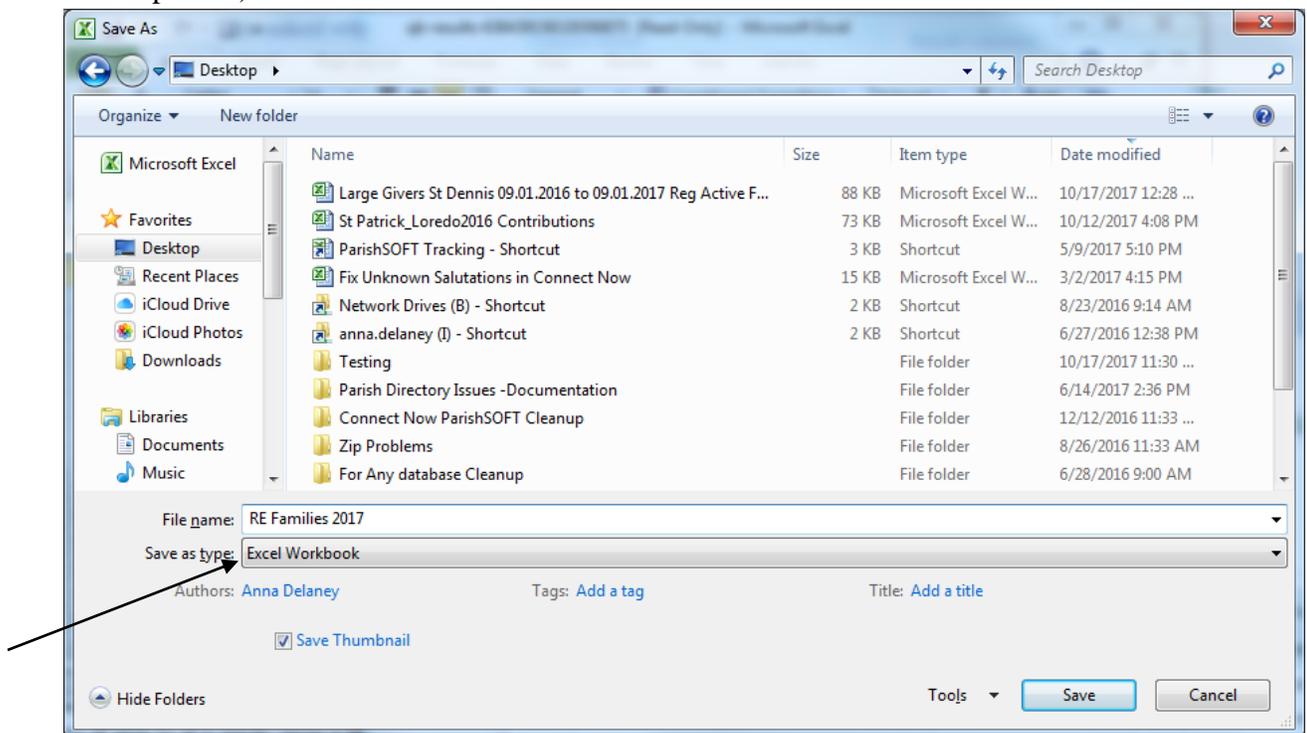
Families Last Name	Members First Name	Members Last Name	Father Name	Mother Name	Primary Phone
Abel	Braxton	Abel	David Abel	Debra Abel	608-219-1435
Abney	Bailey	Abney	Timothy Abney	Kimberly Abney	608-439-1159
Acker	Brianna	Acker	Tom Acker	Gina McKenna	608-798-1102
Acker	Lauren	Acker	Frank Acker	Rene Acker	829-219-1102
Adams	Connor	Adams	Casey Andrew Adams	Kari Else Adams	608-520-1102

Export to CSV

- 10) The web browser may ask if you want to leave the page, click **Ok**. You will also be asked what to do with your data file, similar to the image below. Click **Open**. (in the image below we're opening the data in MS Excel, which is preferable to any other program as it can easily interpret the data)



- 11) You will see a screen similar to the one below, go to **File** then **Save As** and direct the document to a location you wish (the Desktop in the example below). Also switch the **Save as Type** indicated below to **Excel Workbook** (the top option in the dropdown)



- 12) Finally, reformat your lines as you wish and print off your document.