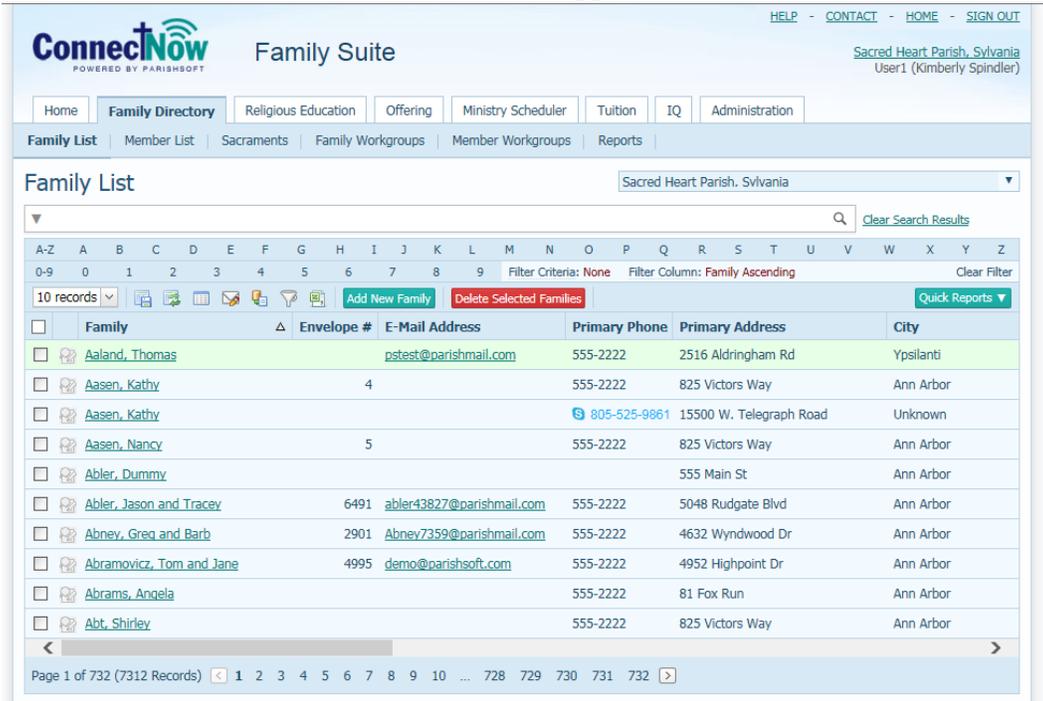


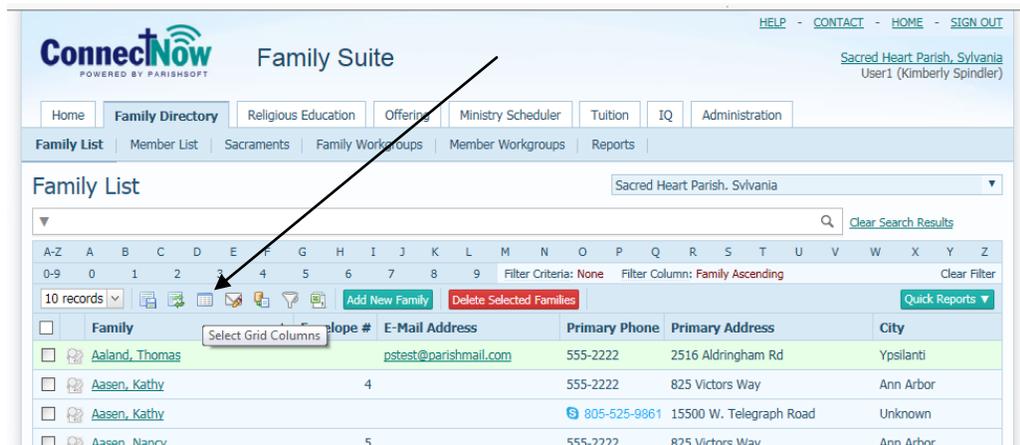
Saving Grid Layout Preferences for Family Directory Screen

1. Log into Connect Now and you should be at the main **Home** screen. Click on the **Family Directory** tab. Your screen should appear similar to below:



The screenshot shows the ConnectNow Family Suite interface. At the top, there are navigation links: HELP - CONTACT - HOME - SIGN OUT. Below that, the user is identified as Sacred Heart Parish, Sylvania, User1 (Kimberly Spindler). The main navigation bar includes tabs for Home, Family Directory (selected), Religious Education, Offering, Ministry Scheduler, Tuition, IQ, and Administration. Below this, there are sub-tabs for Family List, Member List, Sacraments, Family Workgroups, Member Workgroups, and Reports. The Family List section is active, showing a search bar and a dropdown menu for 'Sacred Heart Parish, Sylvania'. Below the search bar is a grid of columns labeled A-Z and 0-9. The grid displays a list of families with columns for Family, Envelope #, E-Mail Address, Primary Phone, Primary Address, and City. The first few rows are highlighted in green. At the bottom, there is a pagination bar showing 'Page 1 of 732 (7312 Records)' and a range of page numbers from 1 to 732.

2. If you wish to save a “layout” of the grid you see here in this view, you should first “move” or “select” what you wish to view then hit the Save Grid Layout button.
3. The following are things to consider saving:
 - a. Click the **Select Grid Columns** icon , seen here below to view what “column” names you’ll see as your default:



The screenshot shows the same ConnectNow Family Suite interface as above, but with a dialog box open over the grid. The dialog box is titled 'Select Grid Columns' and has a list of columns with checkboxes next to them. The columns listed are: Family, Envelope #, E-Mail Address, Primary Phone, Primary Address, and City. The 'Family' checkbox is checked, while the others are unchecked. A black arrow points from the 'Select Grid Columns' icon in the previous screenshot to this dialog box.

You will have the following screen open, where you can “uncheck” different columns that you do not wish to view.

The screenshot shows the 'Family List' screen in the ConnectNow Family Suite. A 'Select Grid Columns' dialog box is open, allowing users to choose which columns to display in the main grid. The dialog box has checkboxes for various columns, with 'Family', 'Address', 'Envelope #', 'City', 'Registered', 'Organization Of Registration', 'Family ID', 'Family DUID', 'Family Email', 'State', 'Family Group', 'Diocesan ID', 'Family Group ID', 'Phone', 'Postal Code', and 'Map Code' checked. The main grid shows columns for Family, Address, and City.

The less columns that you have checked to fill on the main grid screen, the quicker the screens will open. So, if you think you won't use some, then uncheck the boxes. (you can always have it reset to all if needed)

This is a close-up of the 'Select Grid Columns' dialog box. The 'Envelope #' checkbox is checked, and the 'Family' checkbox is also checked. The 'Save & Close' button is highlighted.

After un-selecting some, click **Save & Close**.

- b. Next, consider “where” your columns are showing on the filter screen. In the screen shot below, if you wish to have the envelope number column show prior to the Family column, then click on the **Envelope #** column header and “drag” it to the area in front of the Family column, as seen below:

The screenshot shows the 'Family List' screen with the 'Envelope #' column header moved to the first position in the column list. The main grid shows columns for Envelope #, E-Mail Address, Primary Phone, Primary Address, and City.

After “dropping” it into the correct spot, the screen will refresh with this changed structure.

The screenshot shows the ConnectNow Family Suite interface. At the top, there is a navigation bar with links for HELP, CONTACT, HOME, and SIGN OUT. The user is logged in as "Sacred Heart Parish, Sylvania" (User1 (Kimberly Spindler)). Below the navigation bar, there are tabs for Home, Family Directory, Religious Education, Offering, Ministry Scheduler, Tuition, IQ, and Administration. The Family Directory tab is active, and the Family List page is displayed. The page shows a search bar, a dropdown menu for "Sacred Heart Parish, Sylvania", and a search button. Below the search bar, there are filters for "Filter Criteria: None" and "Filter Column: Family Ascending". A dropdown menu shows "10 records" selected. The table below has columns for Envelope #, Family, E-Mail Address, Primary Phone, Primary Address, and City. The data rows are:

Envelope #	Family	E-Mail Address	Primary Phone	Primary Address	City
	Aaland, Thomas	ptstest@parishmail.com	555-2222	2516 Aldringham Rd	Ypsilanti
4	Aasen, Kathy		555-2222	825 Victors Way	Ann Arbor
	Aasen, Kathy		805-525-9861	15500 W. Telegraph Road	Unknown
5	Aasen, Nancy		555-2222	825 Victors Way	Ann Arbor

- c. Finally, we'll look at the last section where we can designate our default grid layout. Look at the "family records" number and set them to whatever you'd like. Please note that when you set it to a greater number of records, it will take longer for the screen to open when clicking back and forth between tabs.

The screenshot shows the ConnectNow Family Suite interface, similar to the previous one, but with a dropdown menu open for the "10 records" selection. The dropdown menu shows options for 10 records, 25 records, 50 records, and 100 records. The table below has columns for Envelope #, Family, E-Mail Address, Primary Phone, Primary Address, and City. The data rows are:

Envelope #	Family	E-Mail Address	Primary Phone	Primary Address	City
	Aaland, Thomas	ptstest@parishmail.com	555-2222	2516 Aldringham Rd	Ypsilanti
4	Aasen, Kathy		555-2222	825 Victors Way	Ann Arbor
	Aasen, Kathy		805-525-9861	15500 W. Teleenranh Road	Unknown

4. To save the layout as you've arranged it, click on the **Save Grid**  icon seen below:

The screenshot shows the ConnectNow Family Suite interface, similar to the previous ones, but with the "25 records" dropdown menu open. A black arrow points to the "Save Grid Layout" icon, which is a small document icon with a checkmark. The table below has columns for Envelope #, Family, E-Mail Address, Primary Phone, Primary Address, and City. The data rows are:

Envelope #	Family	E-Mail Address	Primary Phone	Primary Address	City
	Aaland, Thomas	ptstest@parishmail.com	555-2222	2516 Aldringham Rd	Ypsilanti
4	Aasen, Kathy		555-2222	825 Victors Way	Ann Arbor
	Aasen, Kathy		805-525-9861	15500 W. Telegraph Road	Unknown

5. If you need to re-set the layout, click the **Reset Grid Layout** icon directly to the right of the **Save Grid Layout** icon. 