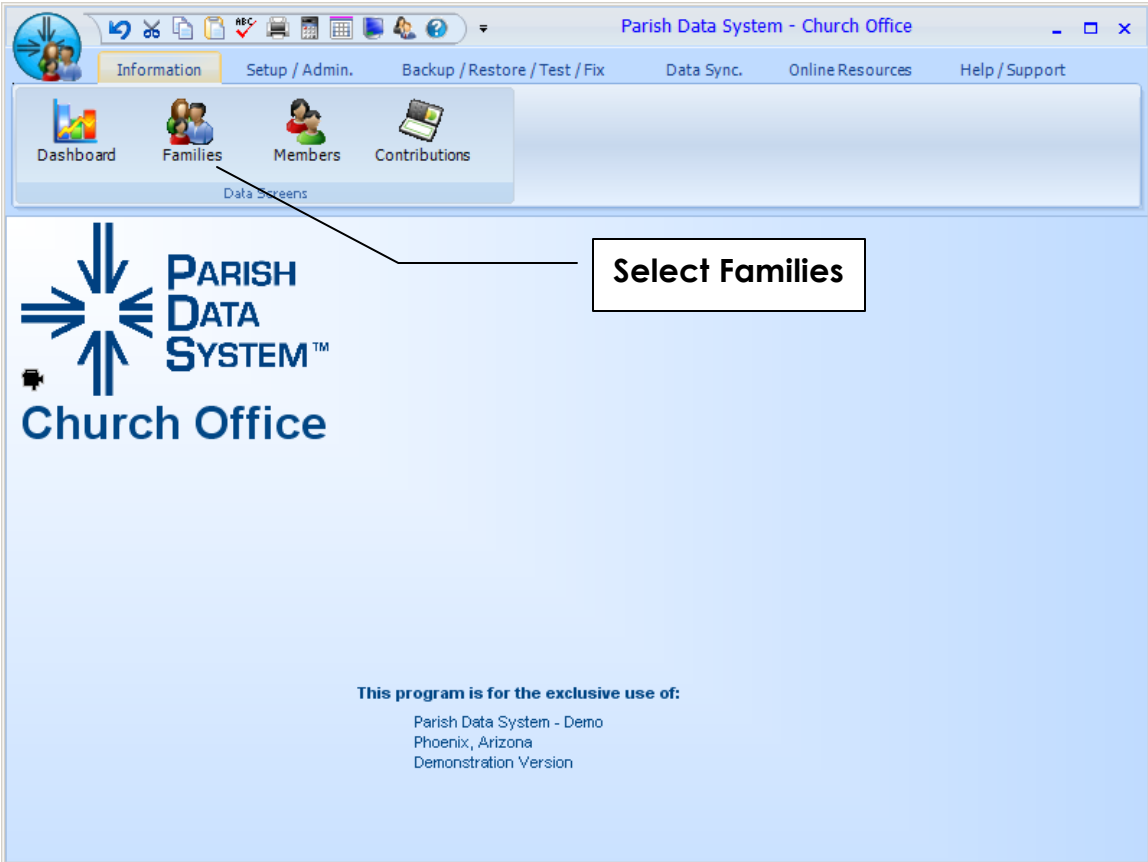


PDS Exporting Instructions Version 6.0



Parish Data System - Church Office

Information Setup / Admin. Backup / Restore / Test / Fix Data Sync. Online Resources Help / Support

Dashboard Families Members Contributions

Data Screens Navigation Tasks

Text for Family Name Search...
Order by: ID/Env Num Members

Save Add Family
Cancel Delete Family

Families

Data Entry
 Primary Information ✓
 Other Addresses ✓
 Family Recap ✓
 Letters, Visits, Etc. ✓

Other Tasks
 Individual Letter, Label
 Listing Screen Reports
 Quick Posting Processes
 Exit Program

ID/Envelope: 1 Avail? 2nd ID: 84828-21 Avail? Inactive

Family Name: Van Loon,Jeff(Jeane),M/M Show Name Formats

Registered: 10/05/1995 Envelope User Synchronize with Diocese

Status: Married Left Parish: _____

Street Addr: 14430 N 19th Ave Apt 30 Map

Addr Line 2: _____

City/State: Phoenix, AZ Zip/Postal: 85023-6707

Send No Mail Geog. Area: 21-33

E-Mail: jjvanloon@PDSDemo.com Send E-Mail Instead of Mail when Possible

Picture File Name: Photo97.jpg

Phones	Phone Number	Description	Unl.	
	(602) 278-9932	Home	<input type="checkbox"/>	Insert
	(602) 344-2334	Cellular	<input type="checkbox"/>	Delete
	(602) 398-4324	Alternate Address	<input checked="" type="checkbox"/>	Reorder

Family Keywords

	Description
<input checked="" type="checkbox"/>	Founding Family
<input type="checkbox"/>	Gone In Summer
<input type="checkbox"/>	Census Card Returned
<input type="checkbox"/>	Active In Block Watch

Remarks

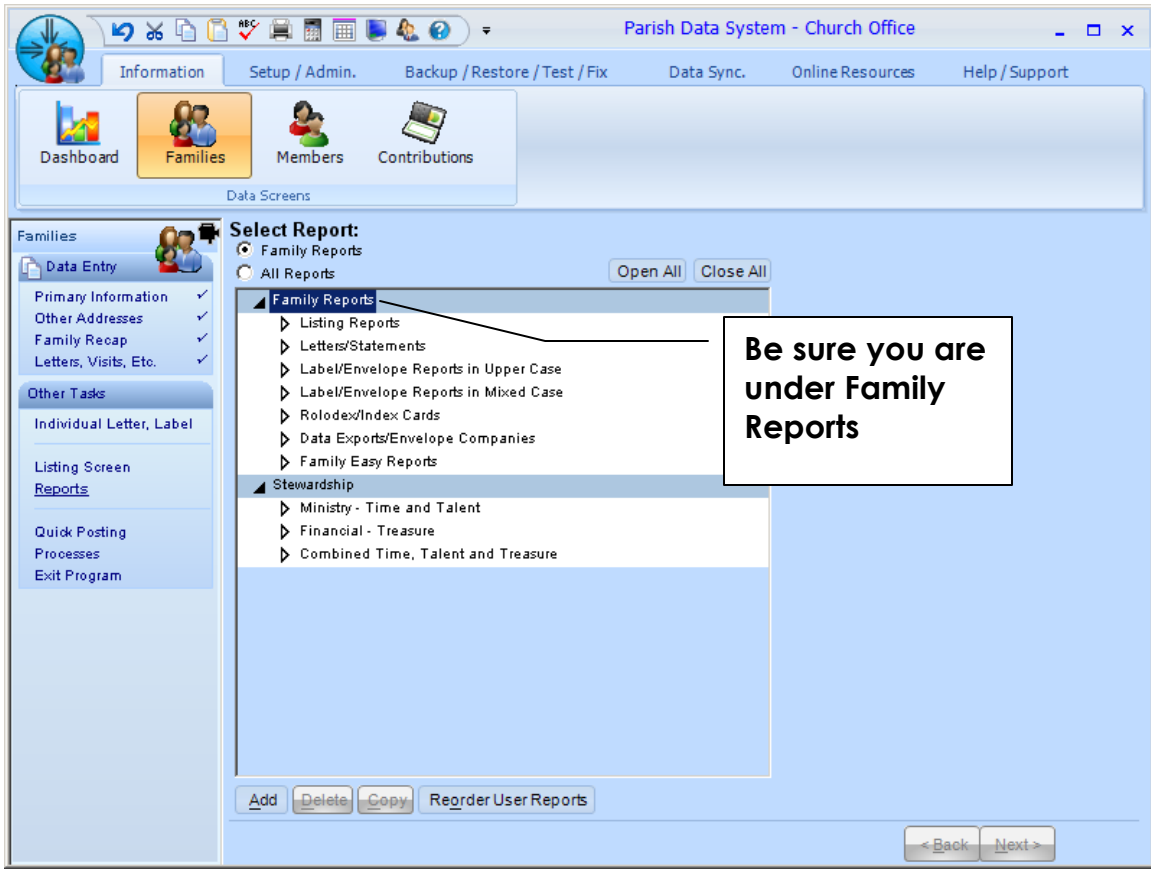
Originally from From Akron,OH. Jeane's parents were founding members of the parish. They are always willing to assist with fund raisers and volunteering their time whenever possible.

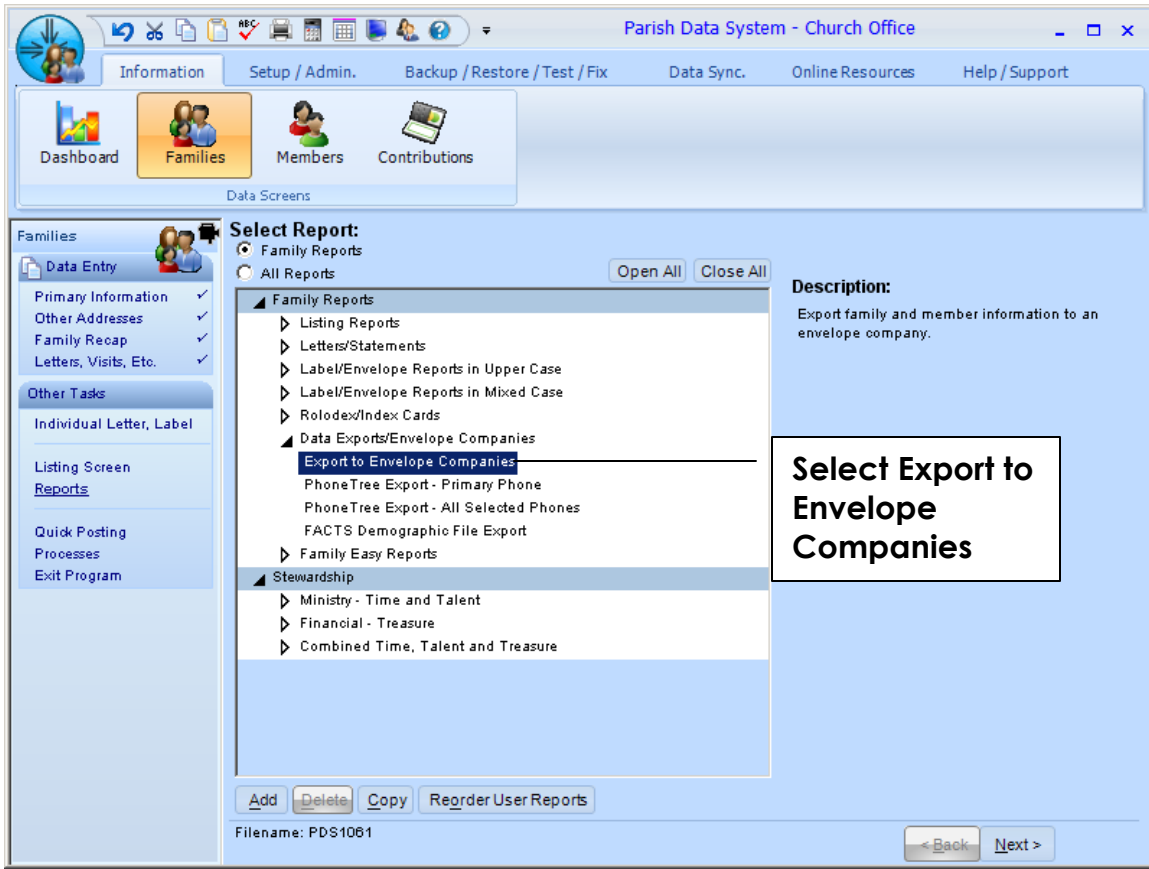
General * Confidential *

Insert Line Delete Reorder

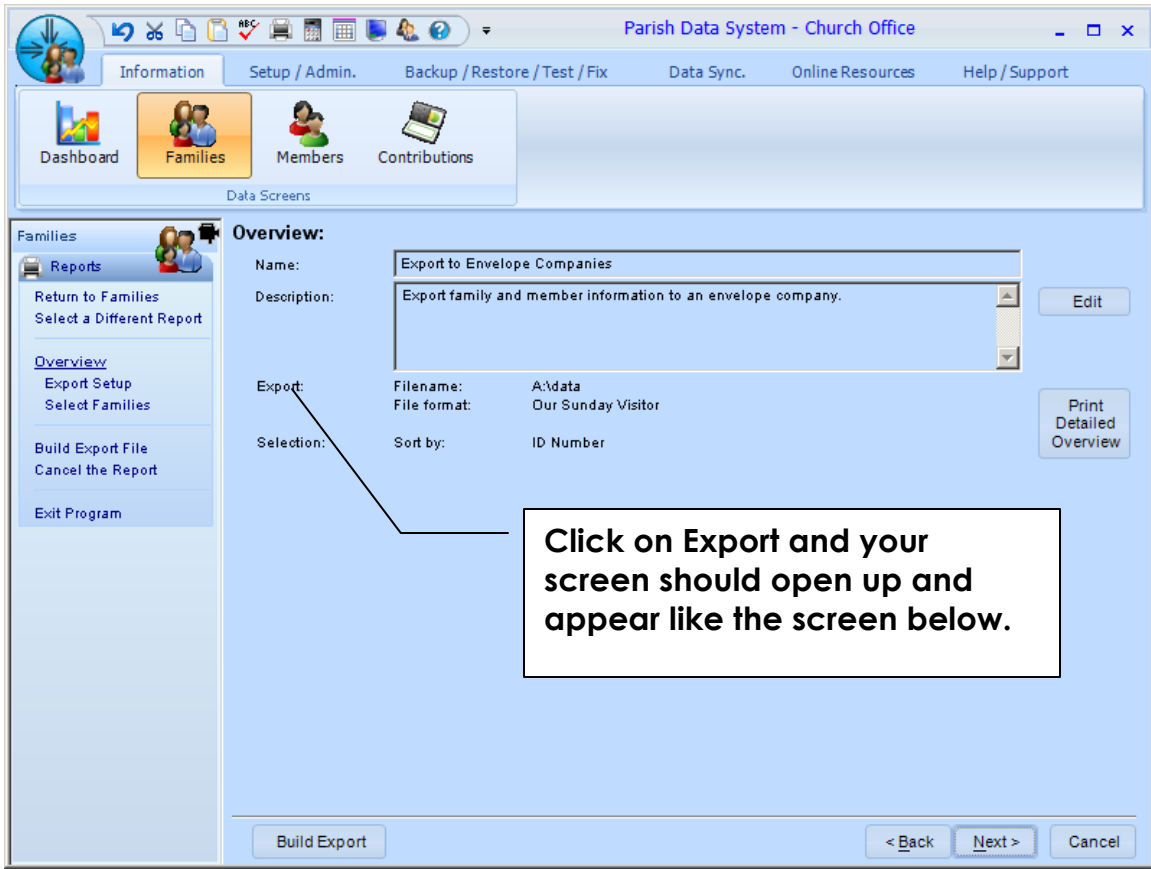
Funds Used by this Family: 1, 2, 3, 4, 6, 9 Number of Members: 7 Screen Changed: 01/21/2009

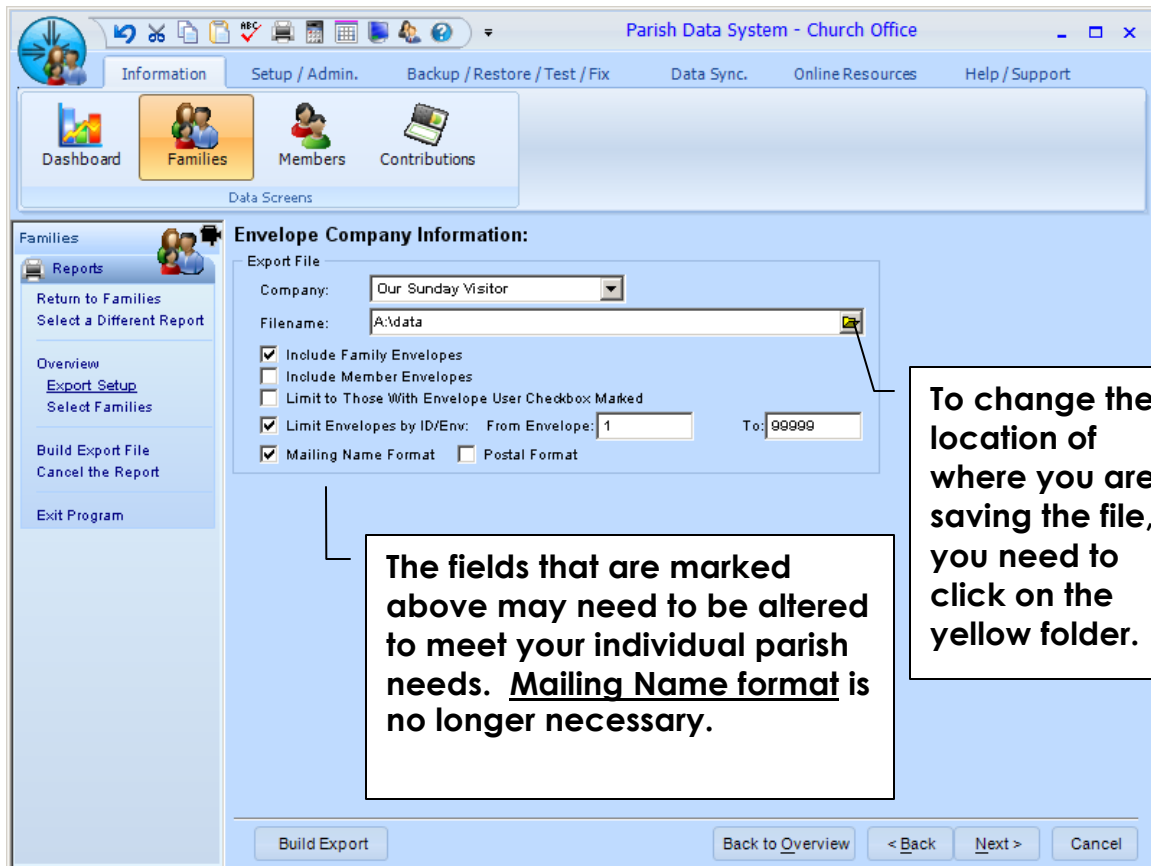
Click on Reports





Click on Next.

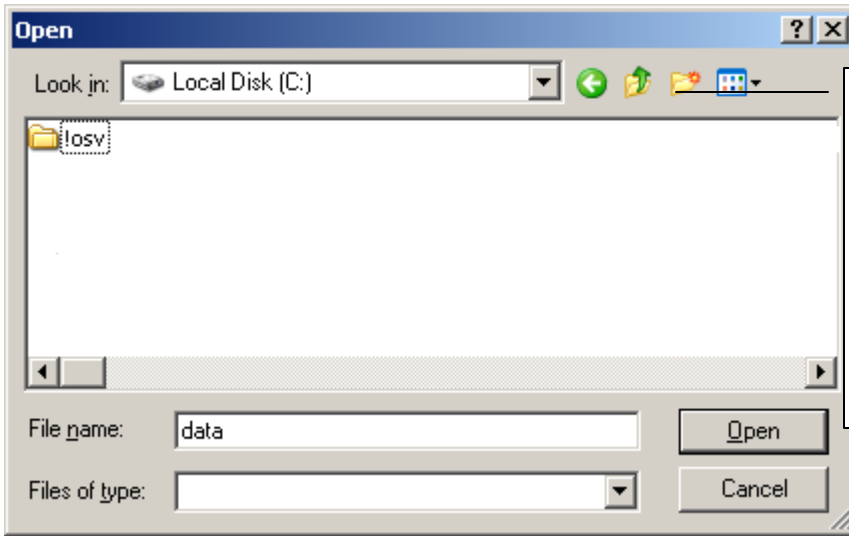




You can save your parishioner file to any location on your computer. The examples are showing either the A:\ drive (3 ½ floppy) or the C:\ drive (Local Disk). You can save it to any other directory that works best for your individual parish.

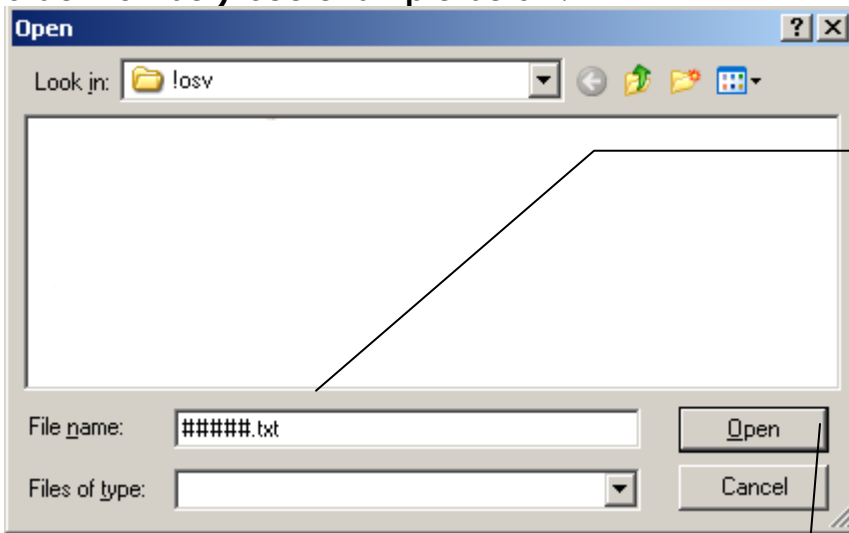
View the next step to see how to set up saving your parishioner list.

Below, we are showing that you can create a specific folder on the C:\ drive specifically for Our Sunday Visitor.



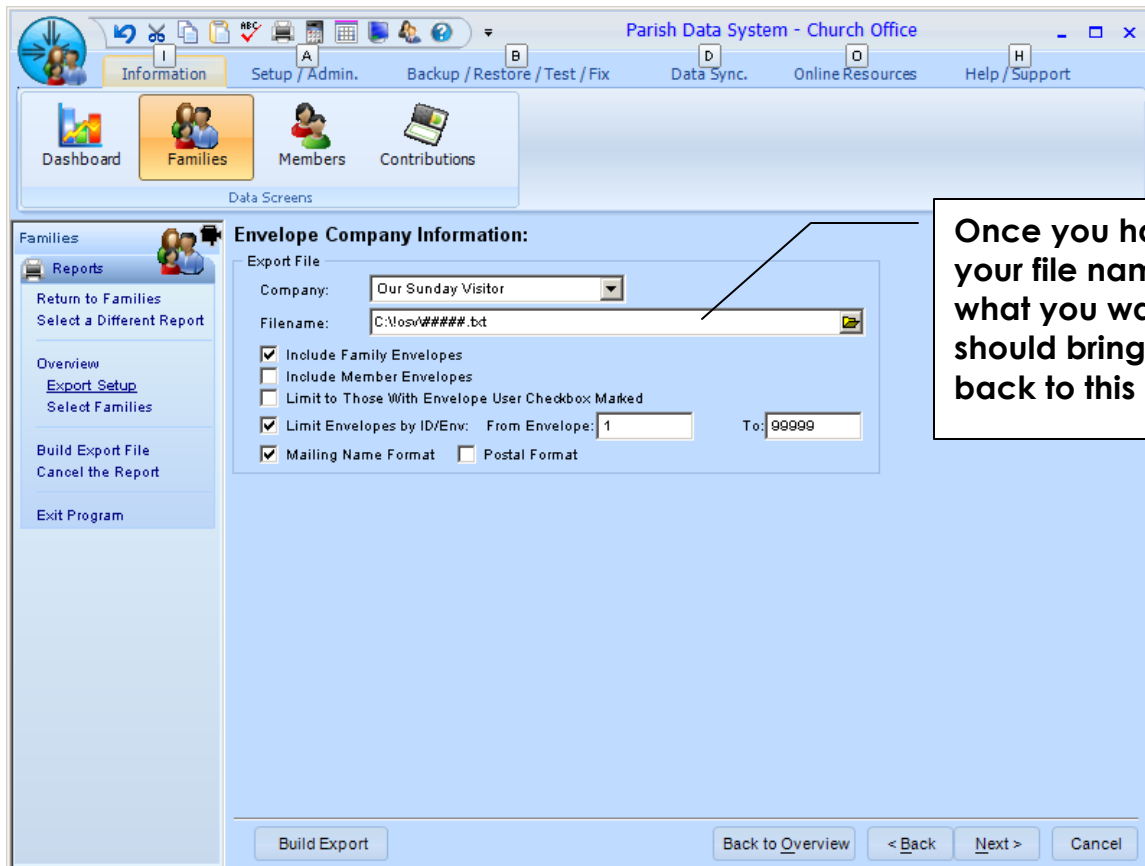
Click on the New Folder button to create a new folder. Then you will need to name that folder with a name that works best for you. We suggest that you use !OSV. When you go to attach the file to your email, it will be easy to find.

When naming your parishioner list, please reference your 6 digit account number_ your 5 digit list number. (List number currently represents your order number) See example below.



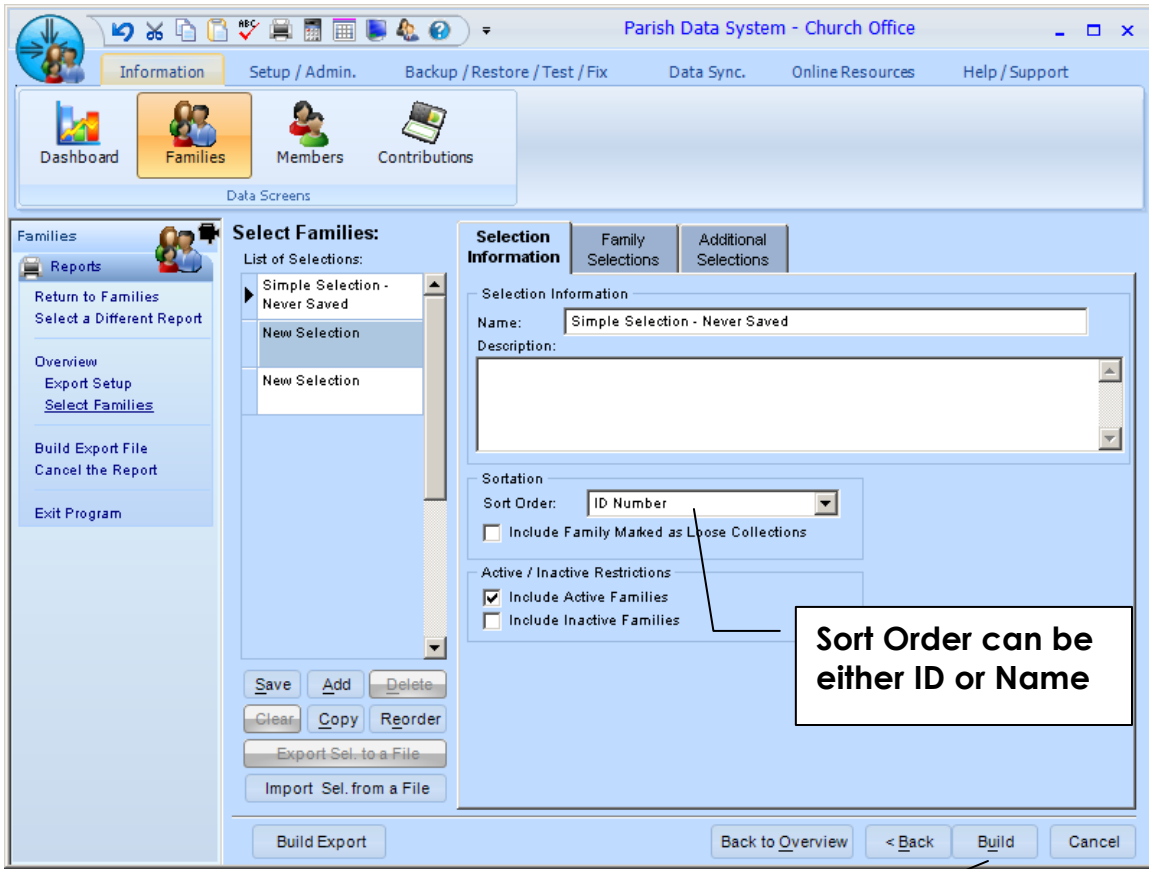
Example Filename
123456_11111.txt

Click on Open when done.



Click on Next.

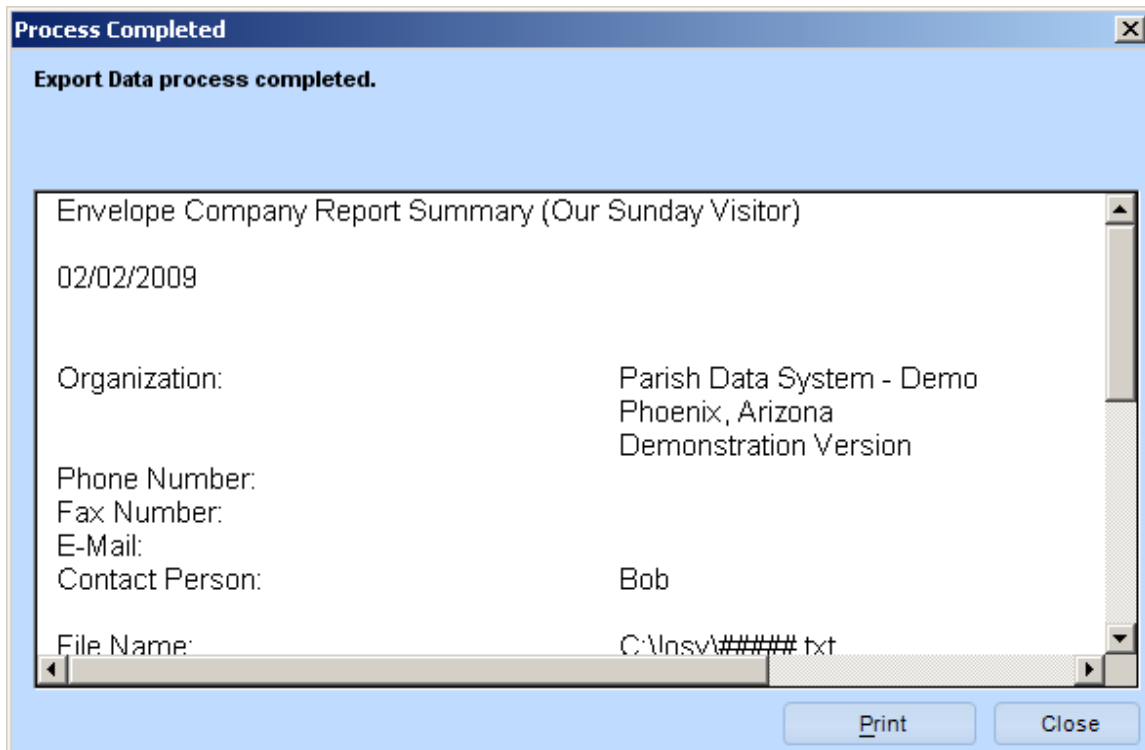
The step below may need to be changed to accommodate your individual parish needs. (Example: If you use keywords for snowbirds or other parishioners that are temporarily away, then there is an additional step that needs to take place.) Please contact OSV or PDS for assistance with this extra step.



Sort Order can be either ID or Name

Once you have the proper selections made, click on Build.

Once the file is built, you will get the Report Summary. This will show you the parishioner count. This should match the email response you get back from Our Sunday Visitor once your email file is saved. It is located below the File Name on the report. The file name should show you exactly where you saved the file to. You can reference this when attaching the file to your email to assure that you are attaching the correct file. You can choose to print this report for your records or you can close it.



Email the file to Our Sunday Visitor. Create new message or reply to the email reminder. Send file to envprocessing@osv.com. Include your parish Order number and/or Account number in the subject line. Attach the parishioner file. You can include in the body of your email the parishioner count that you get from the report summary. We also suggest that you include a contact name and phone number so that we can contact you if needed.

****Please note that these instructions were created using a Demo of PDS version 6.0. For further inquiries or questions, please contact Our Sunday Visitor.**

