Diocese of Sioux Falls is utilizing ParishSOFT for parish management. This new sletter w ill be sent periodically to assist in your transition. Please encourage other ParishSOFT Users in your organization to subscribe. Thank you! Carla Haiar

Catholic Diocese of Sioux Falls

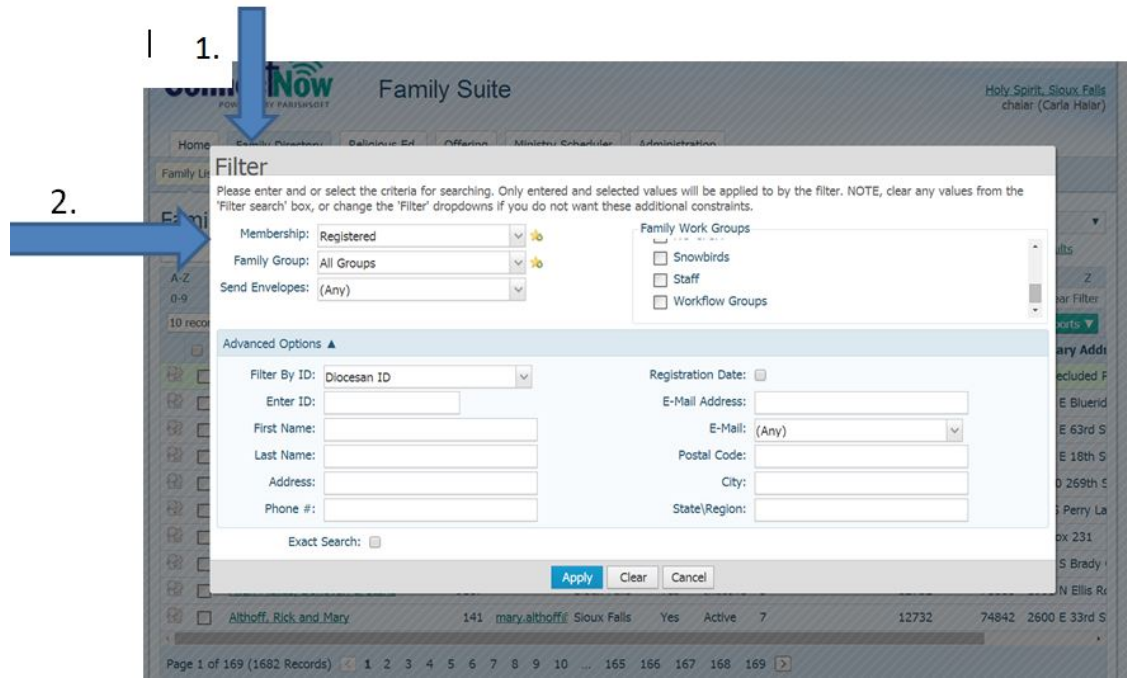ConnectNOW — POWERED BY PARISHSOFT — Family Suite

Family Directory - Map Code Report

CN Family Directory has a Family List page that displays contact information and the Map Code for this parish. Exporting the Family List and filtering on Map Code enables you generate lists by Map Code.

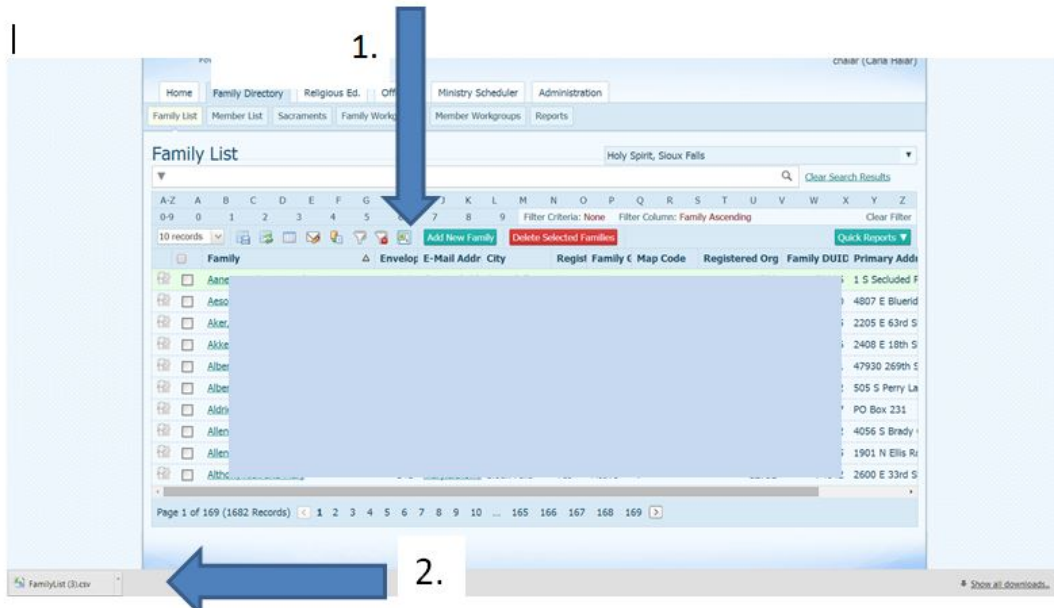1. From Family List, click on Select Grid Columns Icon.
2. Verify that Map Code is checked as a display column..
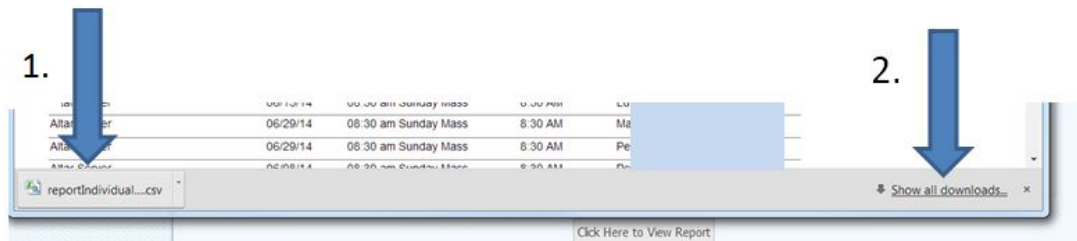
Click Save and Close.

1. From Family List, click on Filter.
2. Verify that your Membership is Registered.
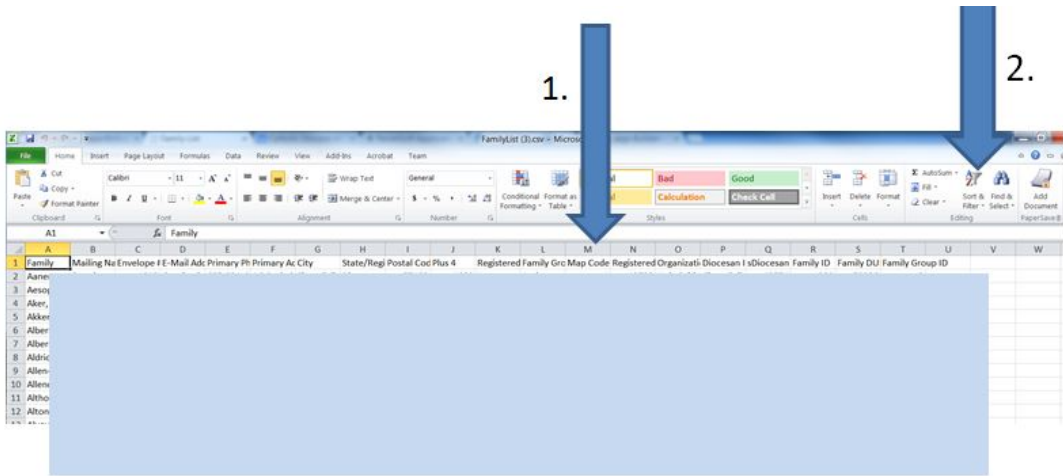3. Family Group should be All Groups.

Click Apply.

1. Click on the Excel icon to download this list to your computer.
2. Note the name of the file and double click on the file to open in Excel.

If you do not see a report, you may have pop ups blocked on your browser! Check for any red X indicating an issue with a pop-up and ALWAYS allow pop-ups from ParishSOFT.
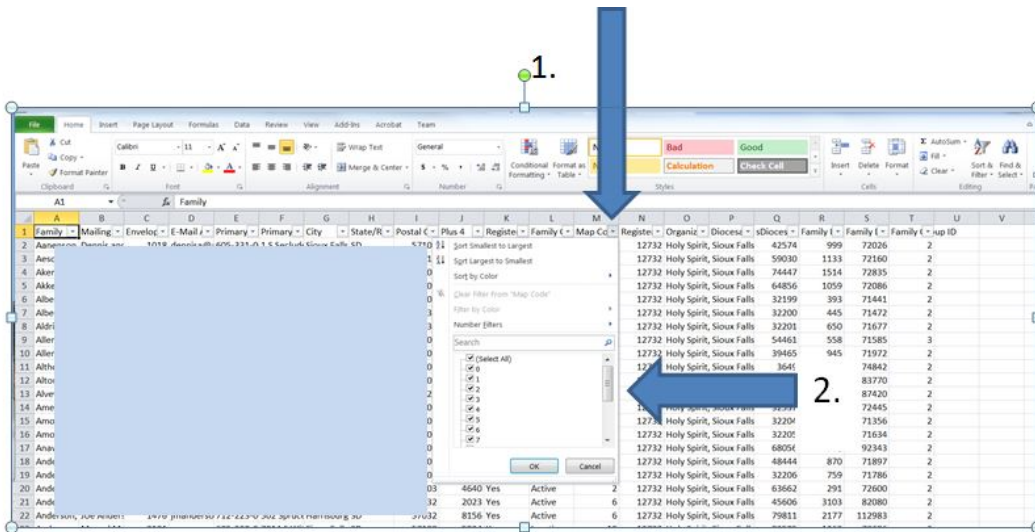

1. A file was downloaded to the lower left hand corner.
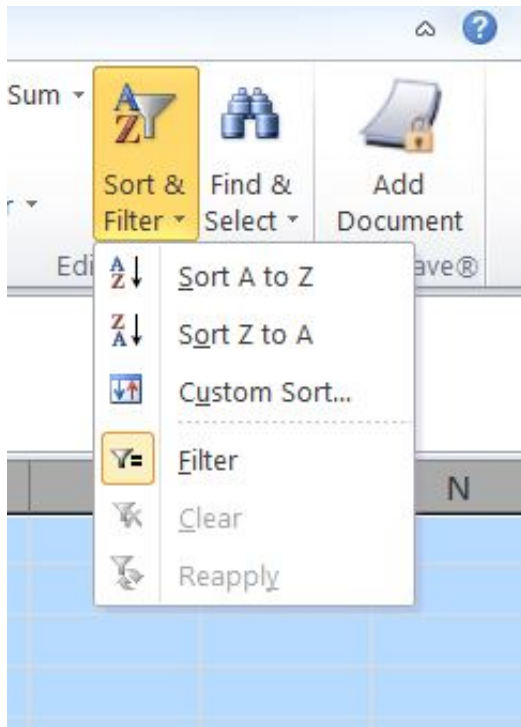2. If you wish to see ALL downloads, you can click here.

Double click on this file (arrow with number 1) to open in Excel.

1. Note the Map Code column.
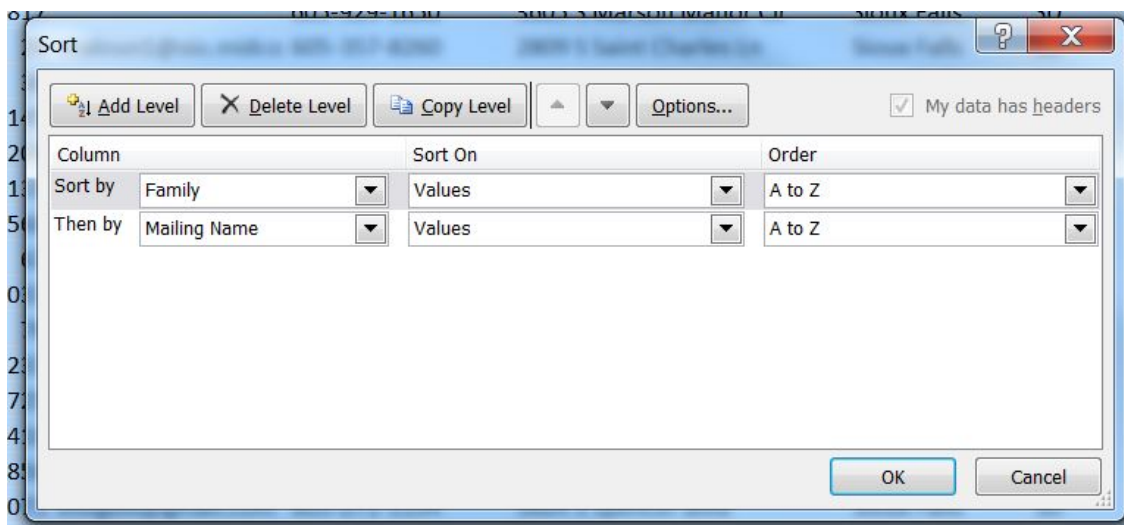2. Click on Sort & Filter.

1. Clicking on the Sort & Filter, Filter button will enable all columns to be filtered. Notice ALL columns with data will have a square with a small triangle in it.
2. Click on the triangle in the Map Code column. You will see all contents.
3. Uncheck Select All and check the box next to the map code you wish to see such as Map Code 2.
4. Click OK and all records with a Map Code of 2 will be displayed.

FOR YOU INFORMATION - The Sort & Filter icon can work as a toggle switch. Uncheck Filter on the box Sort & Filter and your data will all be displayed.

Select the entire sheet (clicking on the upper left hand corner box with a triangle).
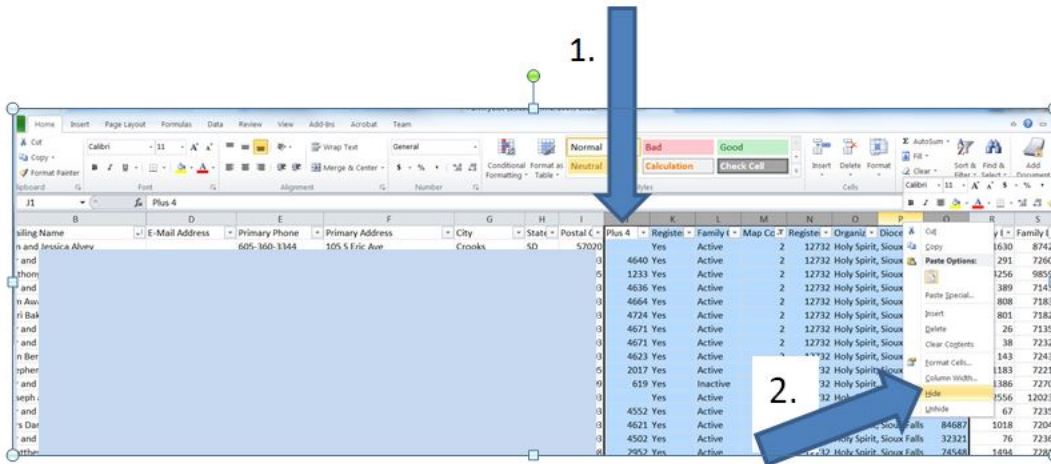
Click on Sort & Filter, Custom Sort.

Sort box should appear.
1. Be sure My data has headers is checked.
2. Sort by Family.
3. Click on Add Level and continue to add sort items such as Then by Mailing Name.
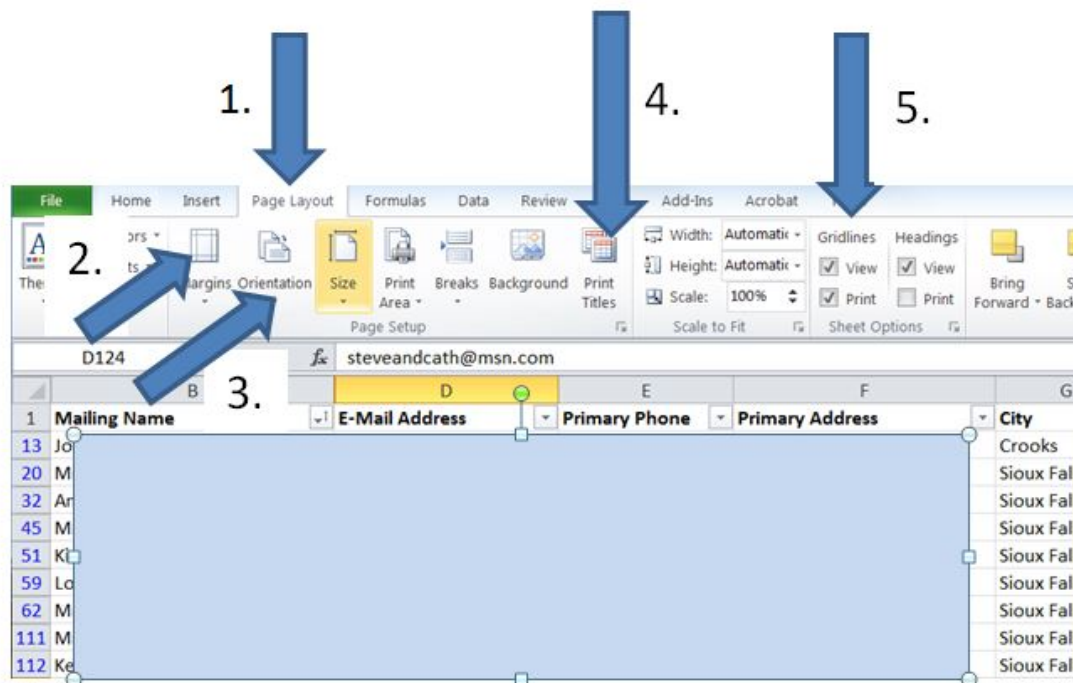
Click OK.

1. Select unwanted columns.
2. Right mouse click and select Hide.

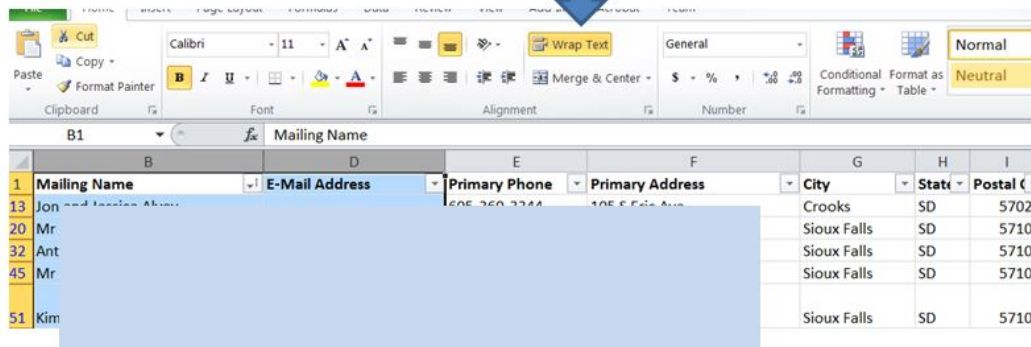Adjust your column widths for printing purposes.

Click OK.

1. Click on the Page Layout tab.
2. Click on Margins and choose Narrow.
3. Click on Orientation and choose Landscape.
4. Click on Print Titles and enter the Map Code = 2 title
5. If you wish to print gridlines, check the box Print under Gridlines.
6. Also, to print the Heading, be sure the box is checked under Headings.

Adjust your column widths for printing purposes.

Click OK.

1.

1. Finally, when previewing your data, if columns widths prevent it all data in a cell from begin displayed, select the column and click the button Wrap Text. This forces ALL text to be displayed even if it exceeds the column width.

Print away!

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