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
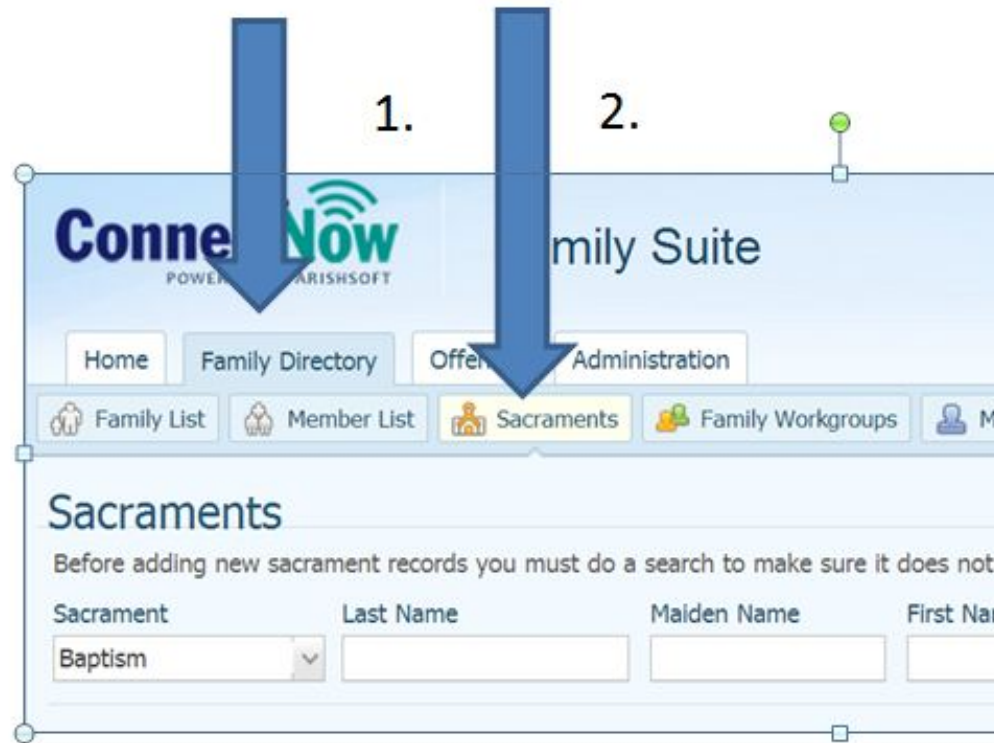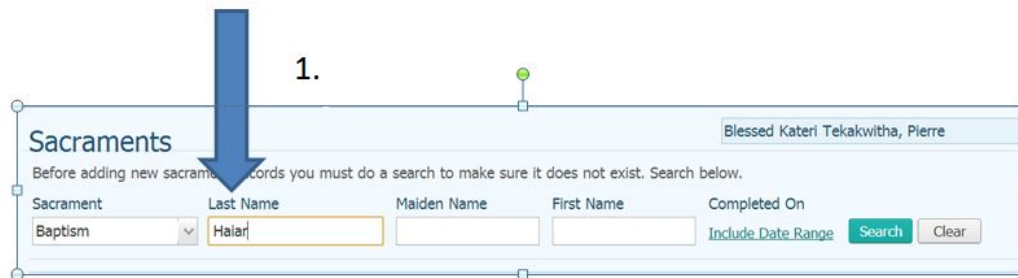
View this email in your brow ser

Sacramental Lookup

Sacramental record lookup is independent of the Member lookup in the ConnectNow (CN) Family Suite.

CN Family Suite processes sacramental records independently of the Member record. This can result in a quicker lookup of a sacramental record with fewer clicks. Trick is knowing how best to use the search screen.

Sacramental Screen

1.

2.

Conne Now mily Suite

POWER ARISHSOFT

Home | Family Directory | Offe Administration

Family List | Member List | Sacraments | Family Workgroups | Me

Sacraments

Before adding new sacrament records you must do a search to make sure it does not

Sacrament	Last Name	Maiden Name	First Nam
Baptism			

1. Click on Family Directory
2. Click on Sacraments

1.

Blessed Kateri Tekakwitha, Pierre

Sacraments

Before adding new sacram cords you must do a search to make sure it does not exist. Search below.

Sacrament	Last Name	Maiden Name	First Name	Completed On		
Baptism	Halar			Include Date Range	Search	Clear

1. Enter the last name of the Baptismal Certificate you are searching for.
2. Click on Search.

Note: On screen entry, you may press enter after you type in the name and it will lookup Baptisms for this last name. However, for best results, click on the Search button.

1. Seelct a different Sacrament such as First Eucharist. Changing the Sacrament causes the program to appear as if it is reloading. How ever, it is NOT looking up the sacraments for this Last Name.
2. You need to click Search to yield results.

After clicking on Search, the list of available sacramental records w ill be listed according to the last name on the Member record.
1. Click on the Edit Icon to see details about this sacrament.

Please be sure click on SEARCH to locate sacramental records.