FamilySuite Resources for the ADW Statistical Report

Our parish census and contribution system, ParishSoft FamilySuite, has a wealth of data for parishes to use in responding accurately and consistently to the ADW Statistical Report Survey. The table of contents below contains instructions to run FamilySuite reports to answer various questions on the survey.
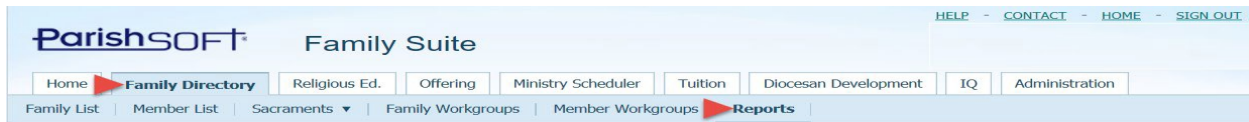
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For assistance with FamilySuite, please contact Support@ParishSoft.com or the Parish and School Financial Operations team: Carrina Bucknor, accountant, BucknorC@adw.org or Adrienne Willich, Executive Director, WillichA@adw.org.

# A. How to create a Parish Statistics Report
Questions 12 & 14

From ParishSOFT **Family Directory,** navigate to **Reports.** From the **Report Type** menu, select **Statistics**. Then, from the Report menu, select **Parish Statistics** to display data:
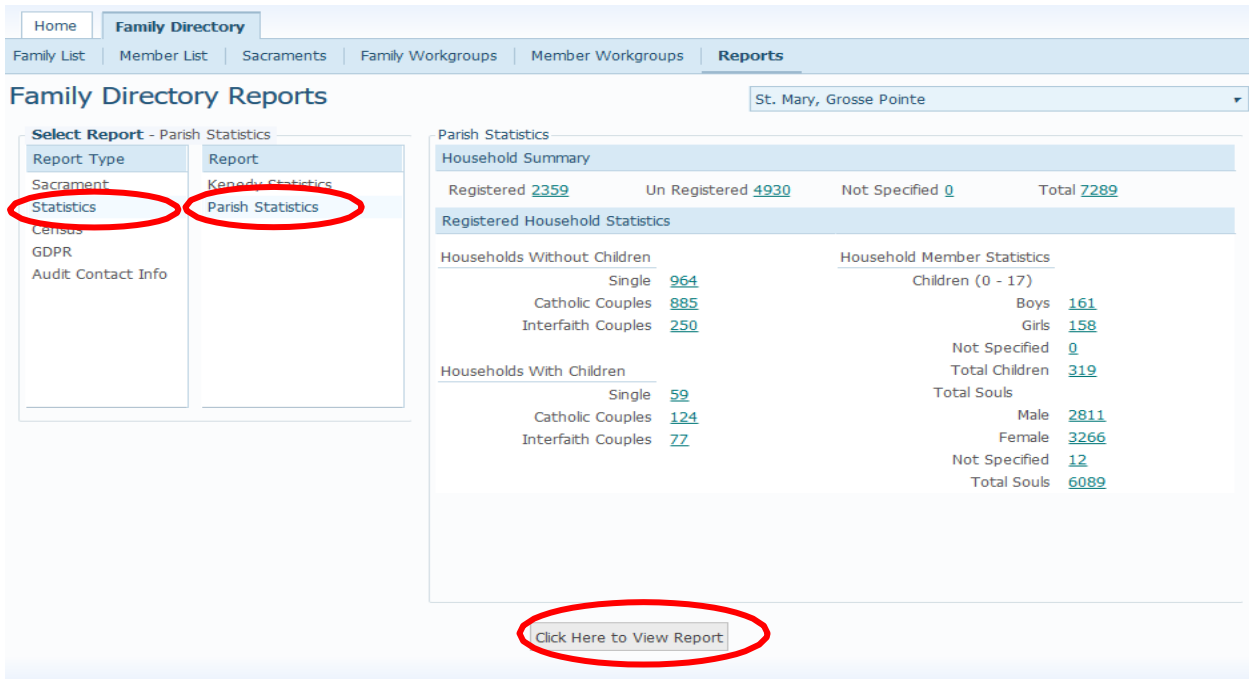
To view the Parish statistics report, click the **Click Here to View Report** button.

The report displays in the Report Viewer. See the example below.
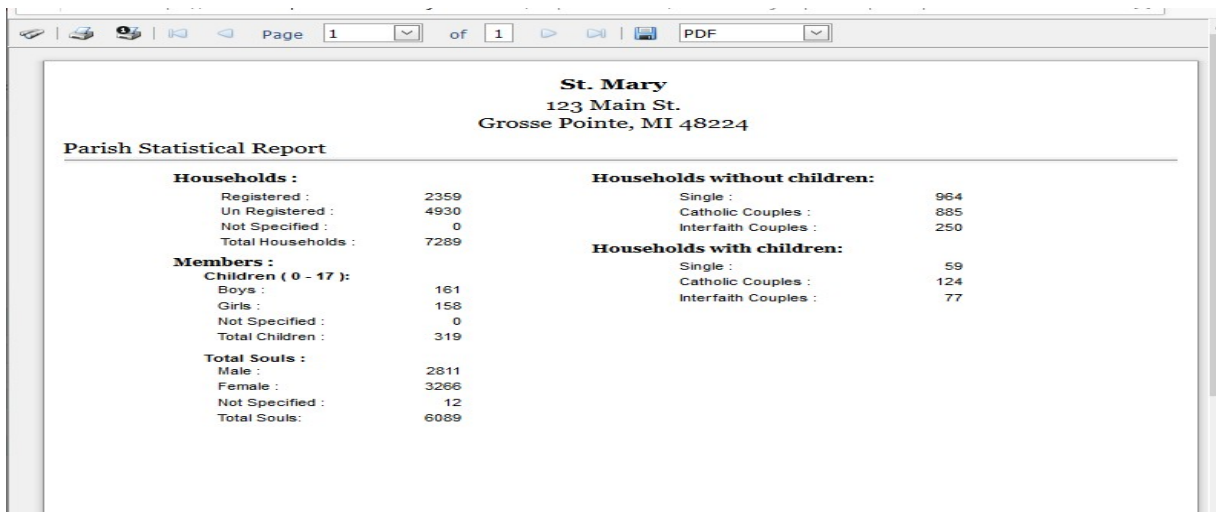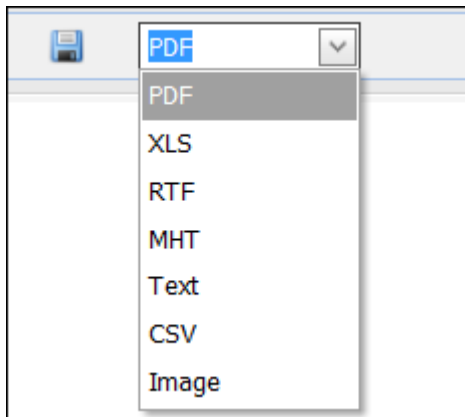
Note that the default date is as of the day the report is created. "Un registered" represents unregistered Household.

Printing a Report

● prints the entire report

● prints the selected page only.

How to save a report (or export)

In the upper right corner of the Report Viewer toolbar, select the format for the report:

2. Click .

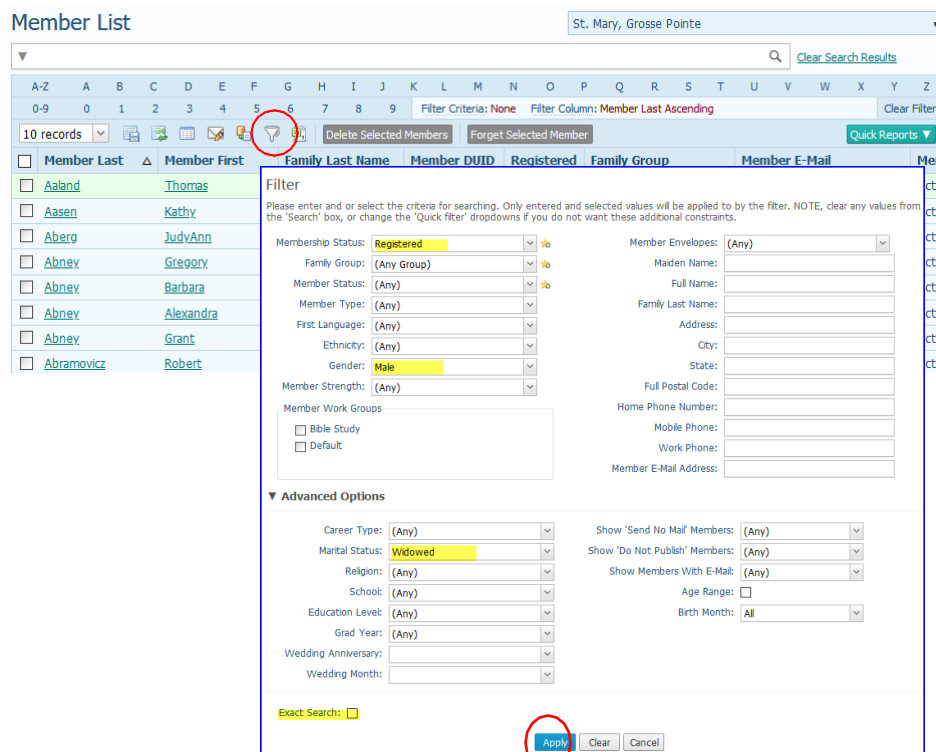3. Select Save File. Then, click .

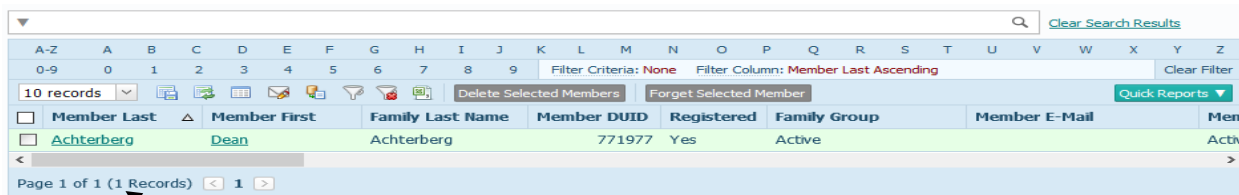# B. How to create a member list for Widowers and Widows

Question 13:

1. From ParishSOFT **Family Directory**, navigate to the **Member List**

2. **Click the** Filter ▽ for **Membership Status**: <u>Registered</u>, **Gender**: <u>Male</u>, **Marital Status**: <u>Widowed</u> (see below).

3. Repeat with **Gender**: <u>Female</u>.
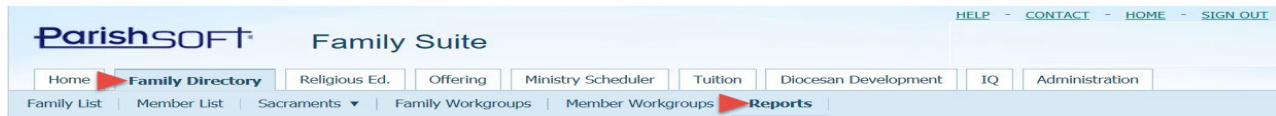
4. **Click Apply**

5. Question 13 total number of records in the list.

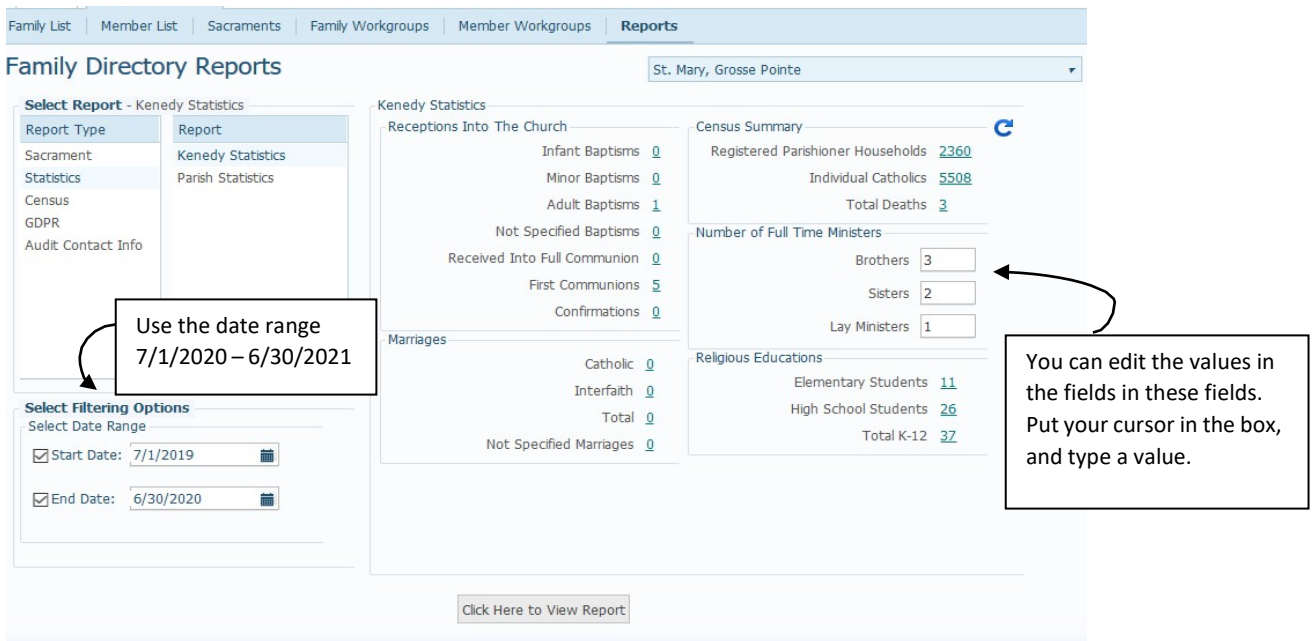Enter the total number of records on question #13

## C. How to create a Kenedy Statistics Report

Questions 16 - 21:

Setting Up and Viewing Your Organization's Kenedy Statistics

1. Navigate to **Reports** in ParishSOFT **Family Directory**. From the **Report Type** menu, select **Statistics** and then **Kenedy Statistics**

2. In the Select Filtering Options section, select a date range (7/1/2020-6/30/2021) for the report. To do this:

- Click the calendar button to open the calendar, as shown below.

- Select the desired date range in the Start Date and/or End Date fields.
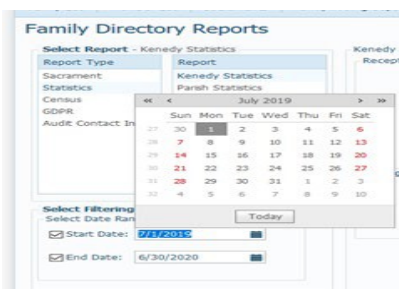
- To view the Kenedy statistics report, click the **Click Here to View Report** button.

- The report displays in the Report Viewer. See the example below.

Printing a Report

- prints the entire report

- prints the selected page only.

How to save a report (or export)

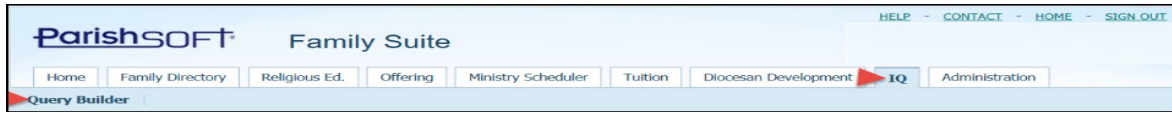In the upper right corner of the Report Viewer toolbar, select the format for the report:

Click🖫.

4. Select Save File. Then, click OK .
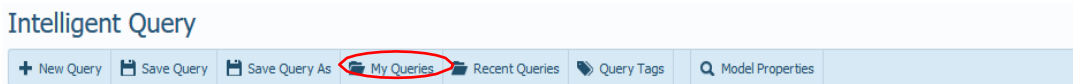
D. How to create an ethnicity report

Question 22:

How to open a saved query in the IQ tab

Navigate to the **IQ tab** and then **Query Builder** menu. You can open any query that you saved or any query saved by other users that they designated "Global".
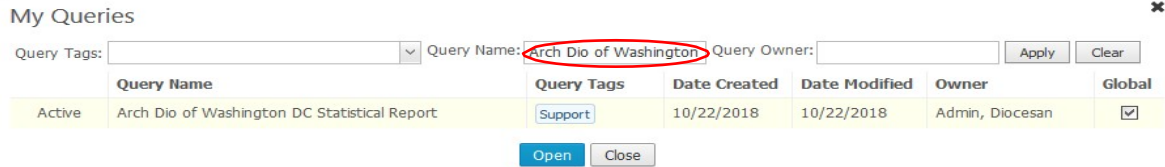
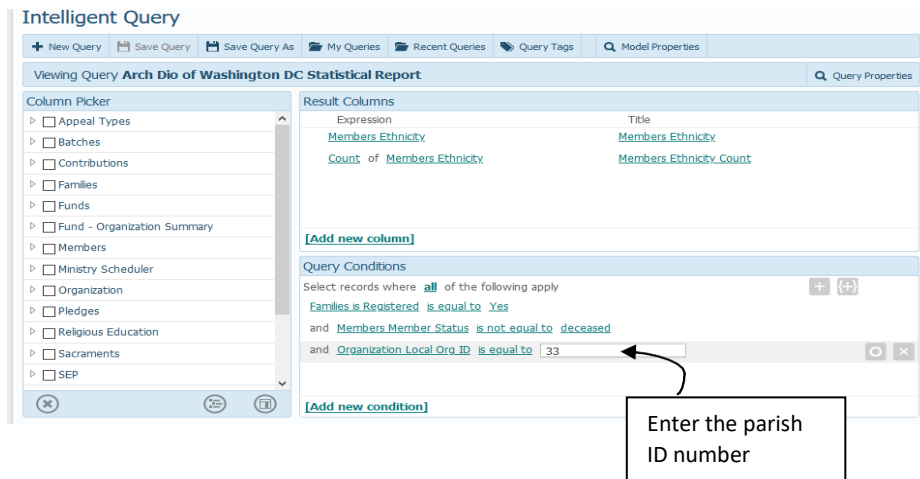1. Click **My Queries** to open the **My Queries** window.

2. Type "**Arch Dio of Washington**" in query name and click **Apply**.

3. Select the query and then click **Open**.

4. Details for the query are displayed on the Intelligent Query page:
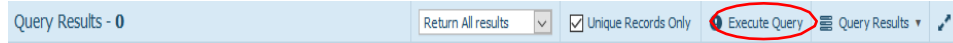   Enter the parish number

Enter the parish ID number

5. To make sure that the query results show **unique records only** (no duplicates), select the Unique Records Only checkbox at the top of the Query Results panel.
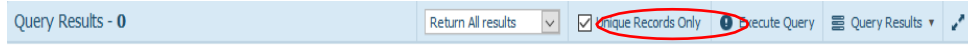
6. To run the query, click **Execute Query**.

7. The results of your query are displayed in the Query Results panel. The top right portion of the panel shows the number of records found that match your query criteria.

Members Ethnicity	Members Ethnicity Count
	0
Asian	11
Black	152
Filipino	1
Hispanic or Latino	13
Other	20
Two or more races	13
White	1369