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PARISHSOFT __________NEWSLETTER

Brought to you weekly by the Diocese of Salt Lake City

Our Goal is to make ParishSOFT information easily accessible to all Parishes in the Diocese, and guide all with simple tips & tricks when using ParishSOFT 💡

Our Weekly Focus: How to Create a Sacramental Record

This week we will be looking at how to create a sacramental record on ParishSOFT Family Suite (*The example captured will be for the sacrament 'Confirmation'*)

Go into Family Directory and Select 'Sacraments':

•	Home	Family List	Member List	Sacraments *	Family Workgroups	Member Workgroups	Group Events Entry	Reports	Import •
:2:	Family Directory	-							

Two options will appear, "Add/Edit Sacrament" & "Group Sacrament Entry": (You will select 'Add/Edit Sacrament')

A	Home	Family List	Member List	Sacraments •	Family Workgroups	Member Workgroups	Group Events Entry	Reports	Import •
-2:	Family Directory			Add/Edit Sacram	ent				
	A Development	All Organiz	ations	Group Sacrament	Entry	~			

Before you can 'Add' any sacrament, you will need to search if the information has been added for the particular member:

All Organizations	~		
Before adding new sacrament records you must do a search to make sure it doe	s not exist. Search below.		
Sacrament V Last Name	Maiden Name	- First Name	Include Date Range
Search Clear			

When you search for sacrament records, select the **'Sacrament'** and enter the member's **'Last Name**': (If you have the Maiden Name & First Name you can enter this information as well)



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Your search results will display a list of members matching the name/s field you entered. If no results come up, select "Create new Confirmation record": (PLEASE NOTE: This exercise is focused on capturing a Confirmation sacramental record)

Confirmation	Maiden Name	First Name	clude Date Range	Completed From V1/2024
Completed To 4/15/2024				
Search Clear				
10 records 🗸 👼 🜌 🛼 Create new Confirmation record				
Completed Or Last Name Maiden Name	First Name	Suffix	Member E-Mail Ag	ge Parish Info
	No Sacrament Reco	ords found.		Î

Once you select **'Create new Confirmation record'**, a Member Search tab will pop up and you will need to select the member whose sacramental record will be captured:

Member Search							
Last Name: Doe		Status: All	Search				
	Last Name	First Name	Status	Birthdate	MemberDUID		
0	Doe	Jane	Active	03/01/1972	1013331		
۲	Doe	Jay	Active	04/15/2005	1013332		
0	Doe	Joe	Active	07/31/1953	1013330		
Page 1 of 1 (3 Records) < 1 >							
Accept Close							

Once you click **'Accept'** the **'Create Confirmation record'** tab will open and you can input all the details for that particular sacrament:

Create Confirmation record for Jay Doe							
	Completed Dn Prop Year	۵					
Member DOID, MISSIS	Parth						
Confirmation Name		Sponsor 🕹					
Member Details		Registry VU.					
First Name Jay		Rogistry Page					
Middle Name		Registry #					
LastName Doe Suffix		General Romantis					
	Add	Cancel					



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Once you have completed capturing the sacramental records you will be alerted with a pop-up message that the record was successfully captured. When you search the record it will appear in the search list:

Confirmation	Maiden Name	First Name	Include Date Range		Completed From 1/1/2024 Hide Date Range	Ö
Completed To 4/15/2024						
Search						
10 records 🗸 👼 🖀 🖺 Create new Confirmation record						
Completed On Last Name Maiden Name	First Name	Suffix	Member E-Mail	Age	Parish Info	
A 04/07/2024 Doe	Jay			19	Blessed Sacrament Catholic Church, LLC #201, Sandy	*

ParishSOFT Latest Update

For more information on training and updates, you can visit the ParishSOFT website via the links provided for their **Success Lab** and **Home Support Page**.

For All ParishSOFT FamilySuite related matters, contact:

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