RCI Certificate Printer

BY RAICHE CONSULTANTS INC.

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System Overview

This system is written in Microsoft Access It will run under Windows 95/98/Me/NT/XP.

The database consists of 2 files C:\program files\rcicensus\cert.mdb and C:\census\certdat.mdb. It is the user's responsibility to assure that these files are backed up. The reports are designed to print on a laser printer or ink jet printer.

As with any computer system it is only as good as the input., Raiche Consultants Inc. accepts no responsibility for accuracy of the output. It is up to the individual user to verify the correctness of the output.

The purpose of this program is to allow you the ability to input and retrieve parishioner's sacramental information. Once recorded you can retrieve it, update it, and print any of five sacramental certificates.

IMPORTANT NOTE: Although this program is NOT intended to REPLACE the *required* sacramental record books, the information contained in those volumes is easily entered, as needed, into the computer, and easily retrieved.

This program can be used as a stand-alone or linked to the Raiche Consultants Church Census Program. More on this later.
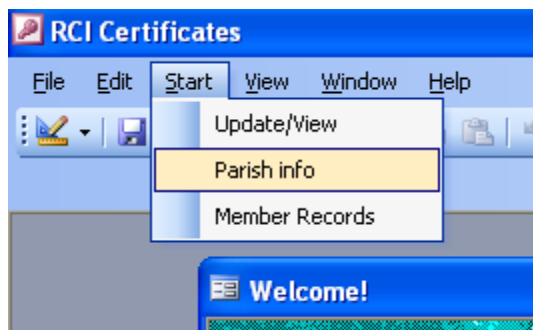
Install:

(lift from Census install program)

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Setup:

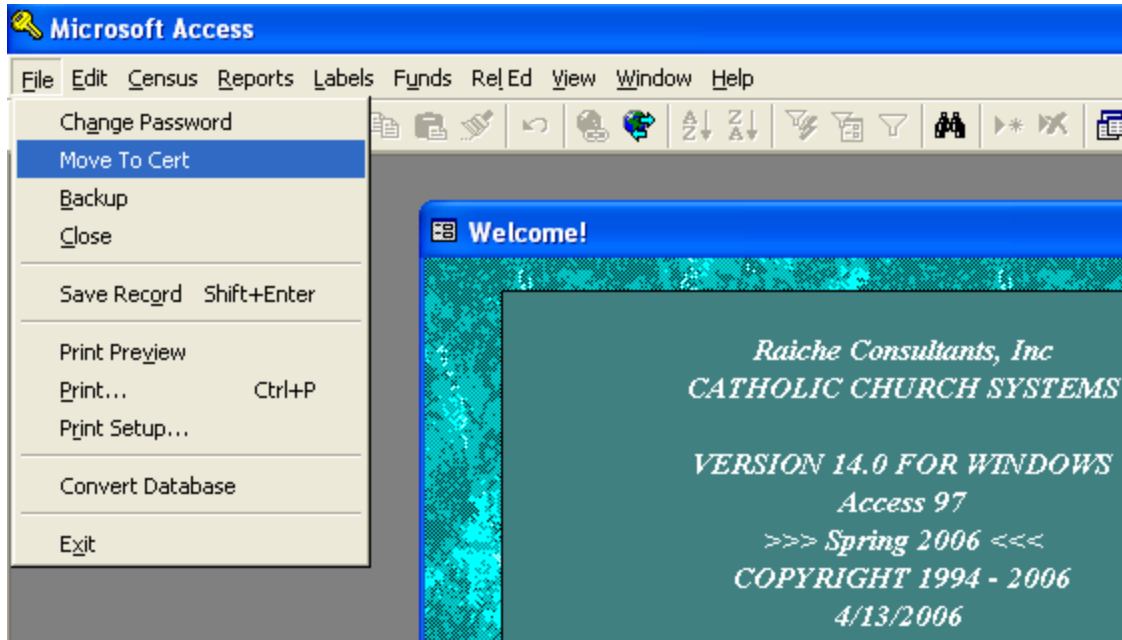The first time you open the program go to Start | Parish info

and complete your parish information. This becomes the letterhead of each certificate.

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For users of RCI Census.

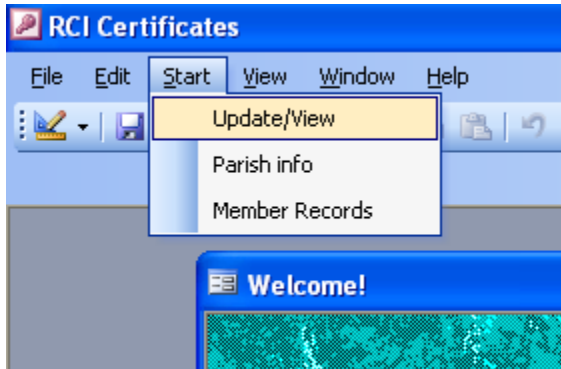From the Census program choose File | Move to cert.

This will take all of your parish's names and sacramental information and move it to this program. You can run this again at anytime in the future to update the information.

PLEASE NOTE that the program will always assume that the information in the Census is the correct information. If you change the information in the Certificate program and *not in the Census*, then the changes will be overwritten and the incorrect information will be put back into the Certificate program the next time this is run.

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Updating Individuals

All updating and printing is done from the Start | Update/View Menu.

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Adding New People

Press the "Add New Person" button to get a blank screen. Fill in the appropriate information and press the Refresh button to save and link the data.

Updating Existing People

Use the Drop Down menu to find the individual you wish to update. Change the information that needs to be changed and press the refresh button to save and link the changed data.
A REMINDER: if you do NOT change the information in the Census program, this change will be overwritten the next time you Move to Cert as described above.

Entering Information for Certificates

Find the appropriate individual using the drop down menu. Choose the button for the certificate you choose to print. Be sure the check box for "received Sacrament (Y/N)" is checked to indicate that this is a valid certificate to print. Complete the remainder of the information and press the printer icon to print the certificate.

The process is the same for each of the certificates: Baptism, First Communion, Confirmation and Matrimony. It is suggested you purchase some gold trimmed parchment paper for the certificates. This is available from most office supply stores such as Staples.

Sacrament of Baptism

Your Church

Main Street

anytown MA

This is to Certify that

Cynthia P Stewart

Child of   Kevin Stewart

and   Jeanne Sullivan

born in   St. Louis, MO   *on the*

18   *day of*   June, 1980   *was BAPTIZED*

on the 18   *day of*   September, 1980

According to the Rite of the Roman Catholic Church

by the Rev.   Father Thomas Green

the Sponsors being   Margaret Slade

and   Roger Slade   *as it appears from*

the Baptismal Register of this Church.

Dated _____

_____

Pastor

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Confirmation Input Screen

Confirmation Information

Name: Cynthia P Stewart

Confirmation received (Y/N) ☑

Date of Confirmation 1/22/2004

Sponsor #1 Thomas More

Location: Parish St. John

Sponsor #1 Note

Location: City, State Agawam, MA

Sponsor #2 Agnes More

Name of Bishop Thomas Aquinas

Sponsor #2 Note Proxy

Date of Certificate

Exit

Sacrament of Confirmation

Your Church

Main Street

amstcram MA

This is to Testify

That   Cynthia P Stewart

Child of   Kevin Stewart

and   Jeanne Sullivan

born in   St. Louis, MO   on the

18   day of   June, 1980   was Confirmed

on the   22   day of   January, 2004

According to the Rite of the Roman Catholic Church

by the Most Rev.   Thomas Aquinas

the Sponsors being   Thomas More

and   Agnes More   as it appears from

the Confirmation Register of this Church.

Dated   _____

_____
Pastor

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Marriage Input Screen

Marriage Input Screen

Name: Cynthia P Stewart

Marriage Performed? (Y/N) ☑

Date of Marriage: 6/15/2004

Location: Parish: Sacred Heart

Location: City: Feeding Hills, MA

SpouseName: James Callahan

Witness #1: Jennifer Smith

Witness #2: Patrick O'Leary

Witness #1 Note:

Witness #2 Note:

Celebrant: Father Joseph Black

Date of Certificate:

Marriage Notations:

Exit

Sacrament of Matrimony

Your Church

Main Street

anytown, MA

This is to Testify

That _____ Cynthia P Stewart _____

and _____ James Callahan _____

were lawfully Married

on the __15__ day of _____ June, 2004 _____

According to the Rite of the Roman Catholic Church

and in conformity with the laws of the State of Massachusetts

Rev. _____ Father Joseph Black _____

officiating in the presence of _____ Jennifer Smith _____

and _____ Patrick O'Leary _____ Witnesses,

as appears from the Marriage Register of this Church.

Dated _____

_____

Pastor

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Combined Certificate

This will print a certificate indicating all of the sacraments received and the dates received. The sacrament received must have the "received" box checked. This will first appear on the screen and can be printed from there.

Your Church
Main Street
anytown MA

This is to Certify

That   *Cynthia P Stewart*

Received in this Church the Sacrament(s) of:

☑ BAPTISM   9/18/1980
☑ FIRST EUCHARIST   5/12/1987
☑ CONFIRMATION   1/22/2004
☑ MATRIMONY   6/15/2004

Dated   **4/27/2006**

_____
Pastor

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Member records

From the main menu go to Start | Member Records

This allows you to see all the members currently in the Certificate database. From here you can ONLY delete members.

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On site support: Available at the current hourly rates plus travel time

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Appendix A - Access Shortcut Keys

Key Combination   Function

CTRL ;   Insert Current Date
CTRL +   Add New Record
CTRL -   Delete Record
ESC   Undo Changes to current field
CTRL X   Cut
CTRL C   Copy
CTRL V   Paste
CTRL F4   Close current Window
ALT F4   Close Access
F7   Find Box
SHIFT F4   Find Next

To move between records use the VCR buttons at the bottom:

The Single arrows move one record forward or back, The arrow with a line goes to first record and last record. The arrow with a star goes to a new record. You can also type a record number in the middle. The last number in gray show how many records on file.

To Find a record go to the field you want to search on (such as name, but can be done in any field). And press the

binoculars a box to find will appear with some options:

Fill in the name, or any part of the name, and choose Whole field or any part of field and press Find First. If that is not the customer you wanted press Find Next until you find them.

To add a new record, you can use the VCR Buttons or the plus sign A blank record with will appear.

To **exit** back press the close door button.

APPENDIX B - Compacting A database:

Note: This Procedure requires a full version of Access 97. As you add and delete records to your database it will grow much larger. The way a database works is each time you delete a record it does a "Logical" delete. What this means is it marks that record as deleted so you cannot get at it, but does not physically remove it from the hard drive. It is a good idea to routinely "Compact" your database. This procedure will remove all records flagged for deletion. How often you do this will depend on how much updating you do. You can do it as often as you like without doing any harm.

Corrupt Databases: If you experience a power outage, power surge or forget close windows before shutting off your PC you may corrupt your database. This program was written in Microsoft Access and can recover damaged databases fairly accurately. Of course the best protection is to be sure you have a good surge protector or UPS (The difference is a surge protector will protect your PC from permanent damage from a power surge, an Uninterrupted Power Supply will also give your PC battery power long enough to shut it down.) AND a good Backup! The dangers of fixing a corrupt database are that you do stand a chance to lose some or all your data, or you may actually get deleted records back if you have not compacted lately.

To do a routine compact or to correct a corrupt database you follow the same steps. Go to tools menu. Then Choose Tools |Compact Database. .Or Repair Database.

This will close the current screen, compact the database and then re-open the current screen.

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