



 Owner's Manual

# Church Census System

## Reports Menu



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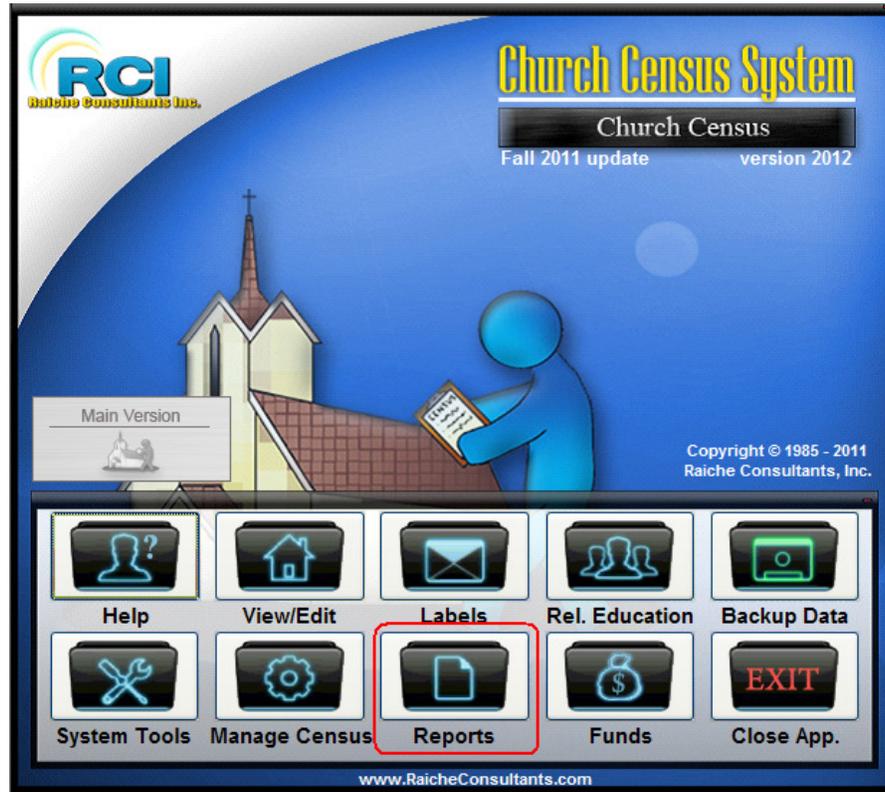
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# Raiche Consultants Church Census System Owner's Manual

## Reports Menu



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### Overview

The Report menu contains an extensive collection of reports for a wide variety of applications. Several of the reports contain user-input screens to help you fine tune your output.

The extensive amount of reports is the result of our users' requests for their particular parish situation. When a suggestion benefits a wide range of parishes, it is included in the next release. You are encouraged to submit suggestions for improvements at any time, and we welcome them.

**NOTE:** Religious Education reports are found in the Religious Education Menu only. There are many other reports available within certain applications and are not duplicated here.

As with all printed material in the Census program, all reports go directly to the screen first for your review. This is to save paper, and in some instances, you may want to just see the results without actually printing them.

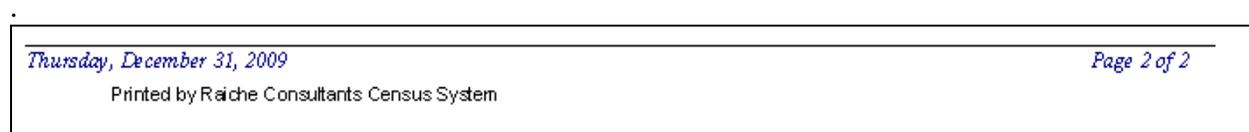
As mentioned elsewhere, the Family (envelope) number assigned to each family is one of the major control fields which regulate who is included in each report.

Some of these reports are supported by input from other areas of the Census program. It may be necessary to direct you to a particular point in another manual, or can be found on screen. This format will be used to help you find the reference point.

### **Religious Education > Catechists > Lists of Catechists**

In the above example, the first word in the line is the **button** from the Main Menu. Each step is followed by > which means to locate a **tab or button** which will bring you to the next step. The last word or phrase in the line is your destination.

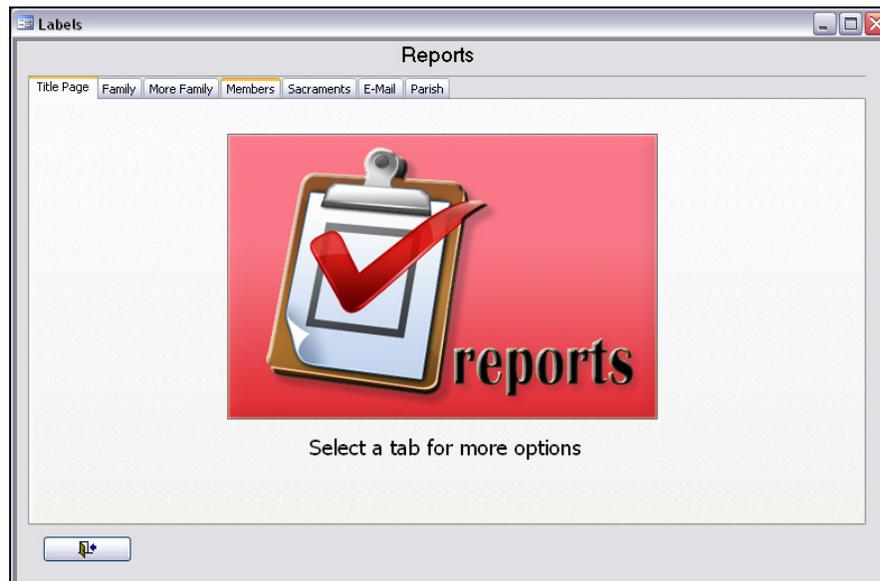
**A final note:** All reports generated by the Census System contain the following footer. It contains our name, the date it was generated, and the page number with total pages.



Ver. 2012

## **Opening the Report Menu**

Clicking the Reports icon will open this window:

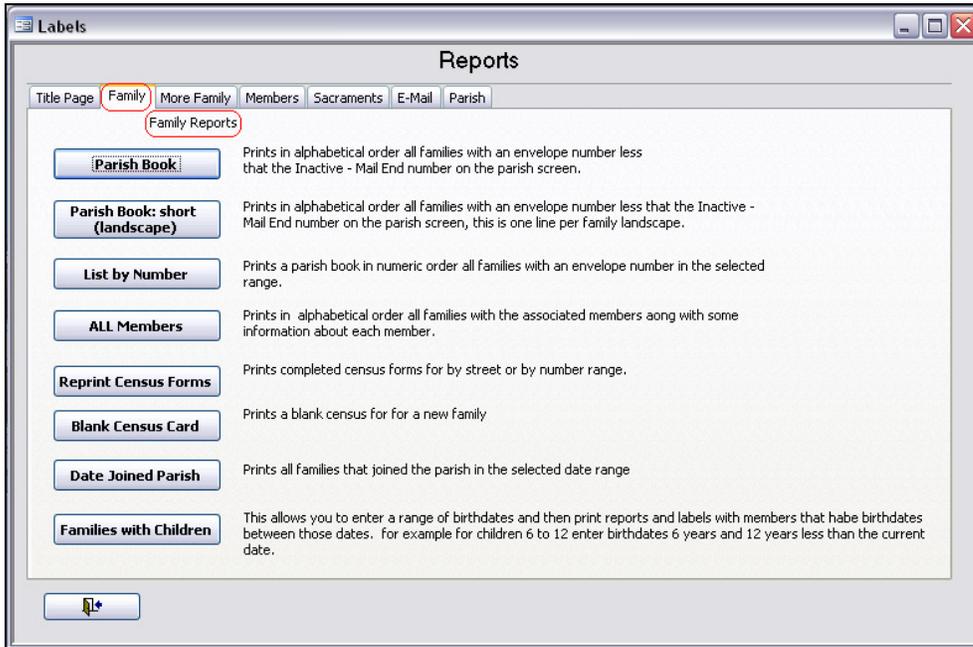


Ver. 2012

Selecting the tabs will bring up additional menus organized to help you find what you need quickly.

# TAB: Family

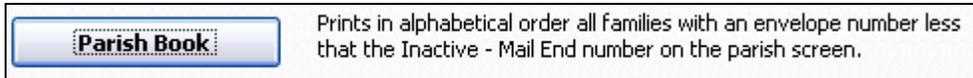
Clicking this tab opens this window:



Ver. 2012

These reports are related to entire families. They are designed to organize the information into manageable pieces each with a specific purpose in mind.

## Parish Book



Ver. 2012

Parish Members					
Family Number	Family Name Address	Secondary Name	Spouse	Home Phone/	Unlisted
C					
1432	Mr & Mrs Paul Cardola 72 St. Peter Ln MyTown, MA 11025			413-555-1212	Y
1025	Mr & Mrs Ronald Cascade 45 Slave St. Suite 4 Hungary, MA 01195	Flood		555-999-0202	N
3310	Mr. & Mrs. Michael Cave 69 Redwood Rd. MyTown, MA 11025		Tina	413-555-1212	N

Ver. 2012

The Parish Book is the complete alphabetical listing of the parish families within the Family Number range stated. Notice the capital C to begin this set of names. Where they are entered, the secondary name and spouse's first name is included in the report. Notice also the telephone number is listed as "Y" to show it is marked as an unlisted number. Although not shown, the first page of the report contains your parish heading.

### **Parish Book: short (landscape)**

<b>Parish Book: short (landscape)</b>	Prints in alphabetical order all families with an envelope number less than the Inactive - Mail End number on the parish screen, this is one line per family landscape.
---	---

Ver. 2012

This report is printed in Landscape format to save paper and contains less information (Secondary names are not included). Each family is printed on a single line. Notice in the example that an address is missing (blank). Since the record does not contain the address, it is not on the report.

As stated above, the first page contains your parish heading.

3338	Mr. & Mrs. Stephen Shepard	183 Alex Ave.	MyTown, MA 11025	413-555-1212	N	MARY
1994	Mr. & Mrs. Roland Smithson	44 Roberts Rd.	MyTown, MA 11025	413-555-1212	N	
1050	Mr. & Mrs. Mark Snipper	40 Brichwood Ct.	Your Town, MA 22022	413-555-1212	N	
2487	Ms. Margaret Spam	65 Lyric Ln.	Your Town, MA 22022	413-555-1212	Y	
2481	Mrs. Helen Spinner	157 Egg Yoke Dr.	MyTown, MA 11025	413-555-1212	N	
5242	Mr. & Mrs. John Standard	8 Alexander Ave.	Leeville, MA 03313	413-555-1212	N	
1221	Mr & Mrs Alan Superson	1407 Maple St.	Your Town, MA 22022	413-555-1212	N	
1392	Mr & Mrs John Trainer	94 Walnut St.	MyTown, MA 11025	413-555-1212	N	
2467	Mr. & Mrs. Francis Trumpeter	103 Slider Ln.	MyTown, MA 11025	413-555-1212	N	
3000	Mr & Mrs Raymond Walker			413-258-9966	N	Karla
2364	Miss Erica Waterman	8 Adams St.	MyTown, MA 11025	413-555-1212	N	

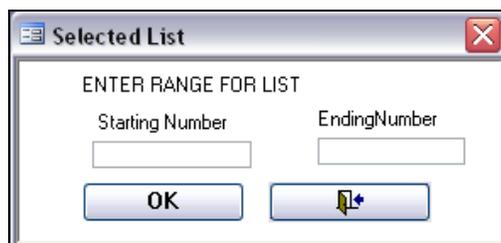
Ver. 2012

### **List by Number**

<b>List by Number</b>	Prints a parish book in numeric order all families with an envelope number in the selected range.
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Ver. 2012

Clicking this button opens the following window:



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You are able to limit the size of this report. Enter the start and ending family numbers. When you click OK you will get a report like this:

Parish Members			
Family Number	Family Name Address	Home Phone/ Unlisted	Date Family Number Changed
1086	Mrs. Edwin Black 66 Cranberry Ln. Your Town, MA 22022	413-555-1212	Y
1093	Mr. & Mrs. Patrick Bookman 92 Alex Ave. MyTown, MA 11025	413-555-1212	
1171	Mr. & Mrs. James Adams 8 Church St. PO Box 1 Your Town, MA 22022	413-444-2323	N
1172	Mr & Mrs David Adams 100 Main St Your Town, MA 01111		
1182	Mr. & Mrs. Patrick Master 29 Woods Ave. MyTown, MA 11025	413-555-1212	N
1186	Mr. & Mrs. Kenneth Baker 199 Grove St. Your Town, MA 22022	413-555-1212	N
<b>Total Families:</b> 18			

Ver. 2012

This report gives you the family number, name and address of the family with telephone number.

Notice the heading circled: “**Date Family Number Changed**”. The Census program allows you to change the Family Number for a variety of reasons. If the number has been changed, the date is recorded and displayed here.

Notice also at the bottom of the report the **Total Families** listed in the report is displayed. This is for your convenience.

## All Members

<b>ALL Members</b>	Prints in alphabetical order all families with the associated members along with some information about each member.
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Ver. 2012

All Members is a complete listing of each family member within a family record.

Parish Members						
Family Number	Family Name			Home Phone/Unlisted		
Address						
1172	Mr & Mrs David Adams					
	100 Main St					
	Your Town, MA 01111			Member Since:		
2795	Son	Sam Adams		M/F:	DOB:	
		Confirmed:		If Married, by priest:	Deceased:	
1171	Mr & Mrs. James Adams			413-444-2323 N		
	8 Church St. PO Box 1					
	Your Town, MA 22022			Member Since: 1990		
303	Son	James Adams		M/F: M	DOB: 10/14/1979	
		Confirmed: N		If Married, by priest:	Deceased: 5/21/2003	
302	Head of House	James Adams		M/F: M	DOB: 10/9/1951	
		Confirmed: N		If Married, by priest: Y	Deceased:	
304	Daughter	Katie Adams		M/F: F	DOB: 1/4/1977	
		Confirmed: Y		If Married, by priest:	Deceased:	
305	Daughter	Kristen T Adams		M/F: F	DOB: 3/10/1986	
		Confirmed: Y		If Married, by priest: Y	Deceased:	
306	Son	Michael Adams		M/F: M	DOB: 1/5/1982	
		Confirmed: Y		If Married, by priest:	Deceased:	
307	Wife	Nancy Adams		M/F: F	DOB: 7/26/1953	
		Confirmed: Y		If Married, by priest: Y	Deceased:	

Ver. 17.5

The Family Number, name, complete address and telephone number are displayed at the top of each record. Also shown is *Member Since*. If this is filled in on the Family Page it is displayed here.

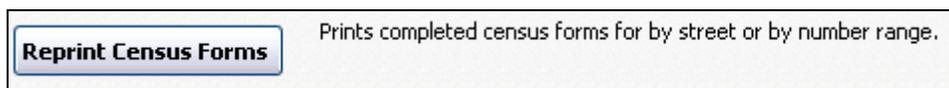
Following this heading all the family members are listed. Notice to the left of each name there is another number. This is the **Member Number**, which is assigned by the program to each member as they are entered into the system. This is a *unique internal control number* and *cannot be changed*. This helps the program to sort and control membership within each family since names are easily duplicated.

In addition to each name, the following is displayed: Relationship to Head of Household, Gender, Date of Birth, are they confirmed (Y/N), were they married by a priest (Y/N), and date deceased, if applicable.

This report allows you to see an entire family at a glance.

## Reprint Census Form

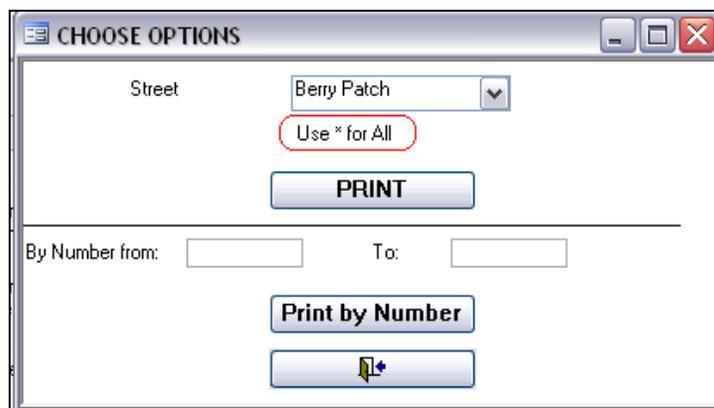
Periodically each parish will want to update their membership records. This utility will reprint family/member information on a pre-formatted census form. This form is mailed to each household for verification. It is then returned to you for processing.



Ver. 2012

Reprinting census forms for an entire parish is a daunting task. When developing this utility, we took into consideration many factors including: the time it takes to print everyone at once, being interrupted during the process, running out of paper or having a paper jam, and running out of ink/toner. To help you perform the task this option screen was created.

Clicking this button opens this screen which gives you three options:



Ver. 2012

**BY STREET: SELECTED:** From the drop-down menu, select the street you wish to process. All the families on that street will have their Census forms displayed, then printed.

**USE \* FOR ALL:** Placing a \* in the **Street** field and clicking **PRINT** will display on the screen all the families in the parish alphabetically. Depending on the size of the parish and the speed of your printer, this could take some time. Use this option carefully. This option could be of value if you want to view the records on screen without actually printing them.

**Print by Number:** Using family numbers choose a range and enter them into the **By Number from/To** boxes and press Print. The report will display on the screen. This is an easy way to control your time and resources.

As with all reports, once a report is on screen, clicking PRINT from the Taskbar will send the report to your printer.

The following example is a portion of a Census report.

Confidential Census Information				Printed: 12/31/2009
<b>Family number</b>	5066	<b>Date Joined:</b>		<b>Last Census Up date:</b> 11/5/1997
<b>Family Name:</b>	Mrs. Tina Lawler	<b>Secondary Name:</b>	Lawson	
<b>Street:</b>	54 Berry Patch	<b>City/Town:</b>	Your Town MA 22022	
<b>Home Phone:</b>	413-555-1212	<b>Unlisted:</b>	N	<b>Business Phone:</b> 413-555-1212 <b>Family Cell Phone:</b>
<b>Previous Parish:</b>		<b>Shutins at home:</b>	N	<b>Home Communion Name:</b>
<b>Family e-mail:</b>				
<b>Name:</b>	Alexandra Lawler	<b>Relationship:</b>	Daughter	<b>M/F:</b> F <b>Date of Birth:</b> 11/2/1991
<b>Occupation/School:</b>		<b>Date deceased:</b>		
<b>Maiden name</b>	_____	<b>E-Mail:</b>	AlexL@Me.com	<b>Cell Phone:</b> 413-555-1212
<b>Handicapped:</b>		<b>Handicap comment</b>		
<b>Religion:</b>	Catholic (Roman)	<b>Marital status:</b>	S	<b>Attend mass</b> F
<b>Married by priest:</b>		<b>Marriage Date:</b>	___/___/___	<b>Marriage City:</b>
<b>Baptized:</b>	Y ___/___/___	<b>First communion</b>	N ___/___/___	<b>Confirmed</b> N ___/___/20
<b>Activities:</b>				

Ver. 12012

*The top of the form (which comes under the Parish Letterhead) states Confidential Census Information. Although not password protected, the information contained in these forms must be considered confidential. Caution should be used when selecting the people having access to this information.*

Notice the top record is the family information. Some of the fields are blank. Any missing information is not present in the system.

The second record is the first member's record containing the information on their member's page.

**PLEASE NOTE:** your individual situation may require more information from your parishioners. The forms used here are typical of the basic information you may need. Although these forms cannot be altered, you may choose to create an additional page to send along.

### **Blank Census Form**

This provides a basic layout for registering a new family in your parish. This form cannot be changed. It is typical in design and gives you at least a starting point for your parish registration process.

<a href="#">Blank Census Card</a>	Prints a blank census for for a new Family
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Ver. 2012

Here is a portion (for clarity) of the blank census form generated by the Census Program:

St. Columkille Parish 1400 Saint Jude Ln. Southbridge, MA 11544			
<b>Confidential Census Information</b>			Printed: 12/31/2009
Family Name: _____		Maiden Name: _____	
Street and No. _____	City, ST, Zip _____		
Home Phone: _____	Unlisted (Y/N) _____	Business Phone: _____	
Date Joined: _____	Previous Parish: _____		
Shutins at home(Y/N) _____	Name of Shutin _____		
Family e-mail: _____	Family Cell: _____		
Head of Household Name _____	M/F: _____	Date of Birth: _____	
Religion: _____	Baptized Date: _____	First Communion Date: _____	Confirmed Date: _____
Married by priest: _____	Marital status: _____		
Marriage Church/City _____	Marriage Comment: _____		
Attend Mass: _____	Occupation/School: _____		
Handicapped: _____	E-Mail _____		
Activities: _____	Cell Phone: _____		
<hr/>			
Name _____	M/F: _____	Relationship: _____	Date of Birth: _____
Religion: _____	Baptized Date _____	First Communion Date: _____	Confirmed Date: _____
Married by priest: _____	Marital status: _____		
Marriage Church/City _____	Marriage Comment: _____		
Attend Mass: _____	Occupation/School: _____		
Handicapped: _____	E-Mail _____		
Activities: _____	Cell Phone: _____		

Ver. 2012

### ***Date Joined Parish***

On the **Family Membership Record** page (the main screen) there are two entry fields: “**Approx Yr Joined**”, and “**Date Joined**”. These two fields, shown at the bottom of this example, are used to control this report.

Personal Information	
Last Name:	Cascade
Secondary Name:	Flood
Salutation:	Mr & Mrs
Head Of House:	Ronald
Middle Initial:	F
Full Middle Name:	
NickName:	Ronnie
Suffix:	
Spouse's 1st Name:	Tina
Approx Yr Joined:	2000
Date Joined:	2/5/2000
Previous Parish:	St. Joseph, Attleboro, VT

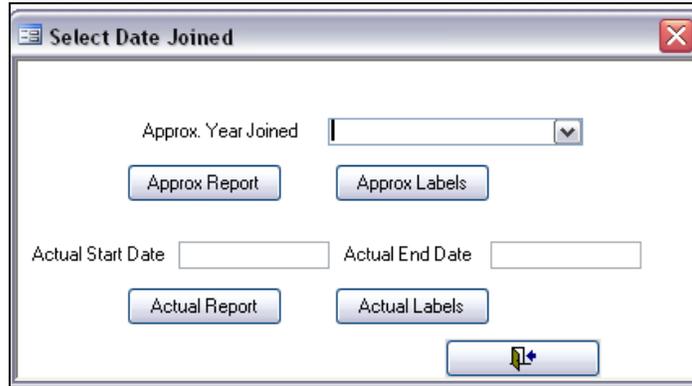
Ver. 2012

Click this button:

<b>Date Joined Parish</b>	Prints all families that joined the parish in the selected date range
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Ver. 2012

to open this screen:



Ver. 2012

**Approx Year Joined** is a drop-down list containing all the entries found in the system. Select the item you want, and then choose either **Report** or **Labels**. **NOTE:** if the entries were words instead of dates (March, 2003) they will appear in the list. You can use this report to correct any “interesting” entries (i.e. yesterday; last week, etc.).

*Joined Parish Report - Approx Date*

1998

<i>Name</i>	<i>Street</i>	<i>Town</i>	<i>Phone</i>
Mr & Mrs William J Dawn	1781 Eastern Ln.	MyTown	413-555-1212
Mrs. Jayne Lighter	55 Snowy Rd.	MyTown	413-555-1212
Mr David C Liner	20 North St.	Your Town	413-555-1212
Mr. & Mrs. Joseph Lynn-Masters		Leeville	413-555-1212
Mr & Mrs Alan E Superson	1407 Maple St.	Your Town	413-555-1212

Ver. 2012

The label report is standard and not shown here.

**Actual Date:** Enter in a date range in the Start/Stop fields and choose either Report or Labels. **NOTE:** you MUST enter an actual date, not just the year, to see a result. See below:

St. Columkille Parish  
1400 Saint Jude Ln.  
Southbridge, MA 11544

---

*Joined Parish Report - Actual Date*

Actual Start Date  Actual End Date

<i>Name</i>	<i>Street</i>	<i>Town</i>	<i>Phone</i>	<i>Date Joined</i>
Mr & Mrs Ronald F Cascade	45 Slave St.	Hungary	555-999-0202	2/5/2000

Ver. 2012

The label report is standard and not shown here.

## ***Families with children***

This function analyses data within the family/member records to produce reports and labels related to children and their participation in the Religious Education parish program, and as a means of contact for other children-related programs (Vacation Bible School, pageants, fund raisers, field trips, etc.).

**Families with Children**

This allows you to enter a range of birthdates and then print reports and labels with members that have birthdates between those dates. for example for children 6 to 12 enter birthdates 6 years and 12 years less than the current date.

Ver. 2012

Clicking this button opens this window:

Select Families with children
✕

Between Birthdates (mm/dd/yy):  and

Report

Labels

Labels by Child Name

Rpt Not in CCD

lab Not in CCD

Student not in CCD list

Ver. 2012

For instructions purposes, two dates have been entered.

## **Report**

Clicking Report produces this report:

<i>Families with Children</i>						
<i>Name</i>	<i>Relationship</i>	<i>Date of Birth</i>	<i>Current Age</i>	<i>Rel Ed/Cath Sch</i>		
<i>3009</i> Wayne Alden Christopher Alden	93 Gail St. Son	Your Town, MA 22022 4/4/1996	413-555-1212 13	N <input type="checkbox"/>		
<i>5013</i> Richard Binder Katelyn Binder	19 Record St. Daughter	MyTown, MA 11025 10/15/1995	413-555-1212 14	Y <input type="checkbox"/>		
<i>1298</i> Joi Blast Eric Blast	17 Alex Ave. Son	Your Town, MA 22022 5/17/1995	413-555-1212 14	Y <input type="checkbox"/>		
<i>5027</i> Terrence Browns Shannon Browns	38 Second St. Daughter	MyTown, MA 11025 3/24/1998	413-555-1212 11	Y <input type="checkbox"/>		
<i>1432</i> Paul Cardola Marina Cardola	72 St. Peter Ln. Daughter	MyTown, MA 11025 5/29/1995	413-555-1212 14	Y <input checked="" type="checkbox"/>		

Ver. 2012

This report gives a family name and address on the first line, and below are the children's names, relationship, date of birth, and current age.

Also shown is a field named **Rel. Ed/Cath. Sch.**

**N** = child not in either Rel. Ed. or Catholic school.

**Y** = child is registered in Rel. Ed.

**Y with checkbox checked** = child is in Catholic school

## Labels

Mr. & Mrs. Wayne Alden & Family 93 Gail St. Your Town, MA 22022	Mr. & Mrs. Richard Binder & Family 19 Record St. MyTown, MA 11025	Mrs. Joi Blast & Family 17 Alex Ave. 3rd floor Your Town, MA 22022
Mr & Mrs Terrence Browns & Family 38 Second St. MyTown, MA 11025	Mr & Mrs Paul Cardola & Family 72 St. Peter Ln. MyTown, MA 11025	Mr. & Mrs. Kenneth Copper & Family 6 Penny Ln. MyTown, MA 11025

Ver. 2012

Produces standard labels with the words "& family" added to the end of family name.

## Label by Child's Name

Special label set using only the name of the child. This allows direct contact with the children. See example below:

Christopher Alden 93 Gail St. Your Town, MA 22022	Erin Copper 6 Penny Ln. MyTown, MA 11025	Kaitlyn Jackson 138 Laser Lane MyTown, MA 11025
Timothy Jewel 28 Orange St. MyTown, MA 11025	Matthew Lynn-Masters P. O. Box 1066 Leeville, MA 03313	Robert Penn 36 Global Dr. Your Town, MA 22022

Ver. 2012

### Children not in CCD

This option identifies those children who are not registered in the **Religious Education** program.

\*Notice the code under the Family Number. This indicates Y if the child IS registered in Rel. Ed. Program, N if not in the program.

\*Notice also if the child is registered in Catholic school the checkbox is checked. This is included to assist you in easily knowing why this child is not registered in Rel. Ed.

<i>Families with Children Not in Religious Education</i>						
<i>Parents' Name</i>	<i>Name</i>	<i>Relationship</i>	<i>Date of Birth</i>	<i>Current Age</i>		
3009 Wayne Alden 93 Gail St. Your Town, MA 22022	Christopher Alden	Son	4/4/1996	13		
*Rel. Ed. : N Catholic School: <input type="checkbox"/>						
2261 Kenneth Copper 6 Penny Ln. MyTown, MA 11025	Erin Copper	Daughter	10/3/1995	14		
*Rel. Ed. : N Catholic School: <input type="checkbox"/>						
7022 Joan Jackson 138 Laser Lane MyTown, MA 11025	Kaitlyn Jackson	Daughter	8/5/1997	12		
*Rel. Ed. : N Catholic School: <input type="checkbox"/>						
2451 Ernest Jewel 28 Orange St. MyTown, MA 11025	Timothy Jewel	Son	3/4/1998	11		
*Rel. Ed. : N Catholic School: <input type="checkbox"/>						
5026 Joseph Lynn-Masters Leeville, MA 03313	Matthew Lynn-Masters	Son	7/14/1994	15		
*Rel. Ed. : N Catholic School: <input checked="" type="checkbox"/>						

Ver. 2012

This part of the report, shown below, is located at the bottom of the page.

It is included here to show the code used for **\*Rel. Ed.**

<i>* Rel. Ed. : N: Not is Rel. Ed; T: Rel. Ed Teacher; A: Rel. Ed Aide</i>	
<i>Thursday, December 31, 2009</i>	<i>Page 1 of 1</i>
Printed by Raiche Consultants Census System	

Ver. 2012

## Labels – no CCD

Standard labels, with the words “& family” added to the end of family name.

Mr. & Mrs. Wayne Alden & Family 93 Gail St. Your Town, MA 22022	Mr. & Mrs. Kenneth Copper & Family 6 Penny Ln. MyTown, MA 11025	Mrs. Joan Jackson & Family 138 Laser Lane MyTown, MA 11025
Mr. & Mrs. Ernest Jewel & Family 28 Orange St. MyTown, MA 11025	Mr. & Mrs. Joseph Lynn-Masters & Family P. O. Box 1066 Leeville, MA 03313	Mr. & Mrs. Thomas Penn & Family 36 Global Dr. Your Town, MA 22022

Ver. 2012

**NOTE:** Families with children in Catholic school will be included here. You will have to remove the labels of the Catholic school families after printing.

## Student not in CCD List

This report is similar to the previous one, but is sorted by age. As shown below the Catholic school families are indicated by the checkbox.

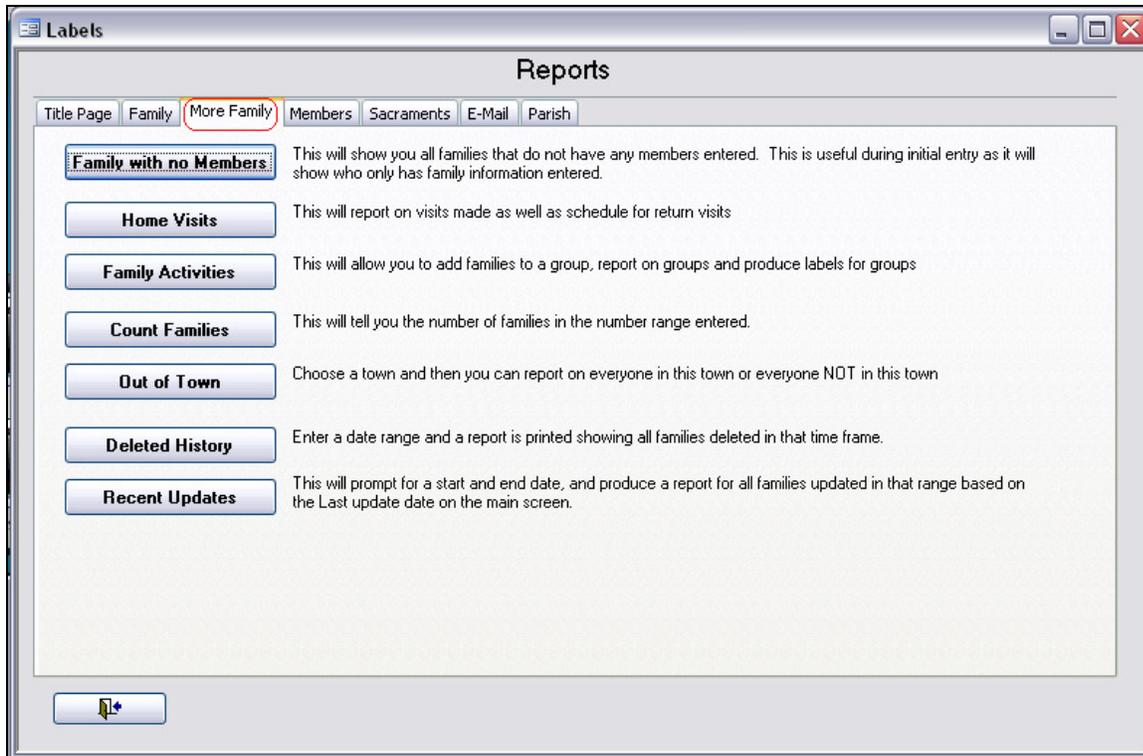
<i>Students not in Religious Education</i>						
<i>Current Age</i>	<i>Name</i>	<i>Rel. Ed.</i>	<i>Catholic School</i>	<i>Family Name</i>	<i>Street Name</i>	<i>Date of Birth</i>
<i>11</i>						
2451	Jewel, Timothy	N	<input type="checkbox"/>	Jewel, Ernest	28 Orange St.	3/4/1998
<i>12</i>						
7022	Jackson, Kaitlyn	N	<input type="checkbox"/>	Jackson, Joan	138 Laser Lane	8/5/1997
2479	Penn, Robert	N	<input type="checkbox"/>	Penn, Thomas	36 Global Dr.	2/2/1997
<i>13</i>						
3009	Alden, Christopher	N	<input type="checkbox"/>	Alden, Wayne	93 Gail St.	4/4/1996
2401	Woodward, Joseph	N	<input type="checkbox"/>	Woodward, Christopher	64 West st.	5/31/1996
<i>14</i>						
2261	Copper, Erin	N	<input type="checkbox"/>	Copper, Kenneth	6 Penny Ln.	10/3/1995
<i>15</i>						
5026	Lynn-Masters, Matthe	N	<input checked="" type="checkbox"/>	Lynn-Masters, Joseph		7/14/1994
2479	Penn, Joseph	N	<input type="checkbox"/>	Penn, Thomas	36 Global Dr.	11/4/1994

Ver. 2012

This ends the Family tab of the Reports Menu.

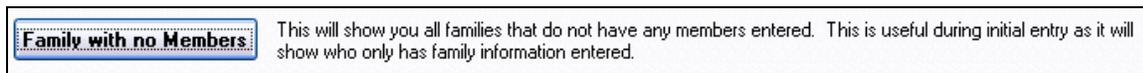
## TAB: More Family

This menu includes additional family-related reports.



Ver. 2012

### *Family with No members*



Ver. 2012

This report gives you a simple listing of any parish family that does not contain any member information. There are times when only the family number is assigned and name/address is entered. There may be several outstanding census forms, and this will help you determine who may need to be re-contacted.

Families Without Members					
01-Jan-10					
Family Number	Family Name	Street Name	P#O# Box	Town	Home Phone
1988	Mr & Mrs Sean McAndrews	168 Piper Road		This town, MA	
3000	Mr & Mrs Raymond Walker				413-258-9966

Ver. 2012

## Home Visits

Home visits are recorded on the Family Membership Page. This utility generates two reports, one for the initial visit, and one to see when a return visit is scheduled.

<input type="button" value="Home Visits"/>	This will report on visits made as well as schedule for return visits
--	---

Ver. 2012

Clicking this button opens this window:

Ver. 2012

For instructional purposes, some data is filled in.

Choose the reason for the visit in the drop-down list. Enter the date range, and then choose Visits or Return. Below are sample reports for both options.

<i>Home visit information</i>			
<i>Reason</i>	<i>Return Date</i>	<i>Family Number</i>	<i>Family</i>
<i>Visit Date by Day</i> <i>Wednesday, October 15, 2008</i>			
Welcome	1/7/2009	3681	Mr. & Mrs. Donald Golden
Warm and welcoming family. Has requested a ret	<i>Home Phone</i>	413-555-1212	70 Snowy Rd.
	<i>Unlisted</i>	N	Your Town, MA 22022
<i>Summary for "Visit Date" = 10/15/2008 (1 detail record)</i>			
<b>Count</b>	1		
<b>Total Count</b>	<input type="text" value="1"/>		

Ver. 2012

<i>Home Visit Return Information</i>			
<i>Reason</i>	<i>Return Date</i>	<i>Family Number</i>	<i>Family</i>
<i>Visit Date by Day</i>	<i>Wednesday, October 15, 2008</i>		
Welcome	1/7/2009	3681	Mr. & Mrs. Donald Golden
Warm and welcoming family. Has requested a ret	<i>Home Phone</i>	413-555-1212	70 Snowy Rd.
	<i>Unlisted</i>	N	Your Town, MA 22022
<i>Summary for 'Visit Date' = 10/15/2008 (1 detail record)</i>			
<b>Count</b>	1		
<b>Total Count</b>		1	

Ver. 2012

Notice on this report the location of the return date. This is very useful for scheduling the return of the pastor or visiting minister.

## Family Activities

Family Activities are organizations and/or ministries related to entire families rather than individuals. Family Activities are designated on the Family Membership Page. Simply select from the drop-down windows.

Ver. 2012

<b>Family Activities</b>	This will allow you to add families to a group, report on groups and produce labels for groups
--------------------------	--

Ver. 2012

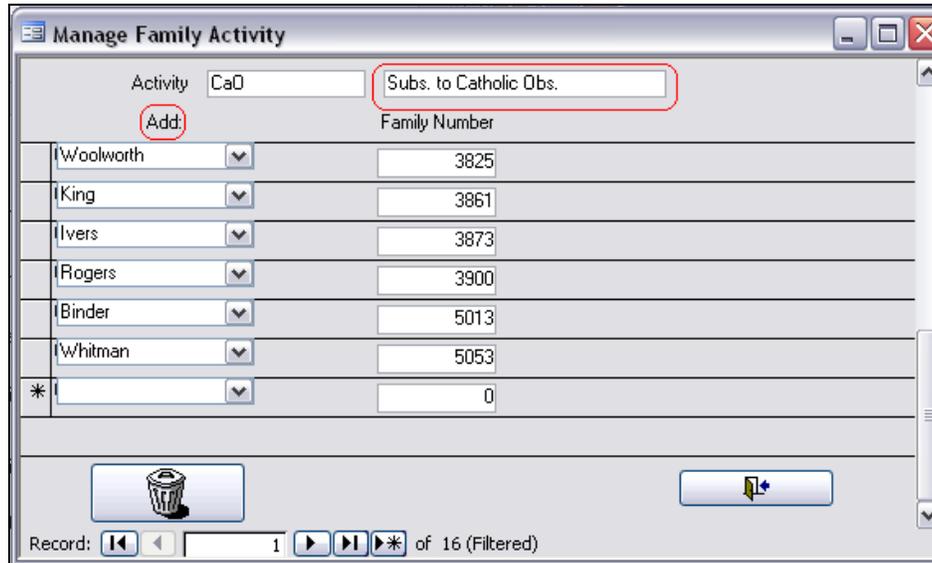
Clicking this button opens the following window:

Ver. 2012

First select the activity you are working with from the drop-down list, and then choose a function button.

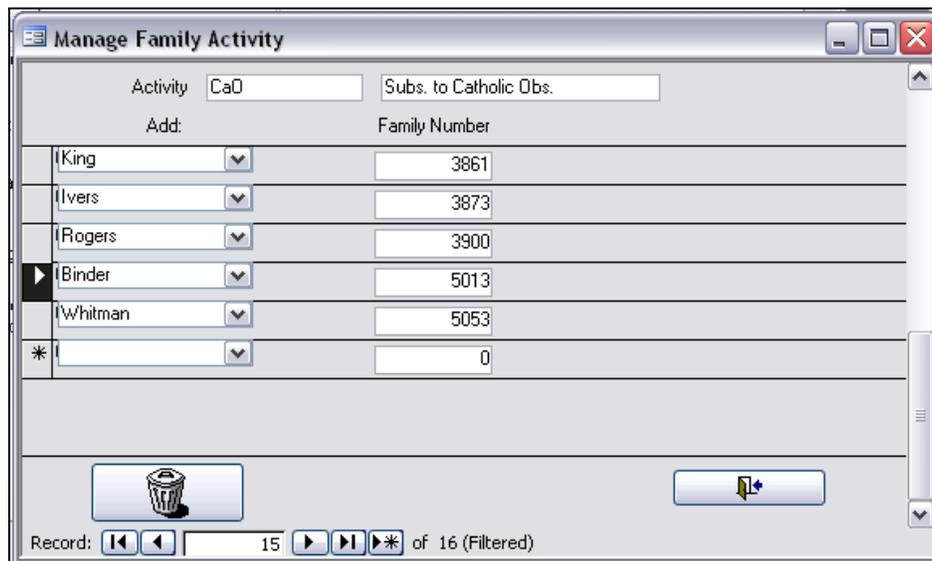
## Add Families

In addition to adding families to a activity from each **Family Membership Page**, you can also choose **Add Families** to open this window:



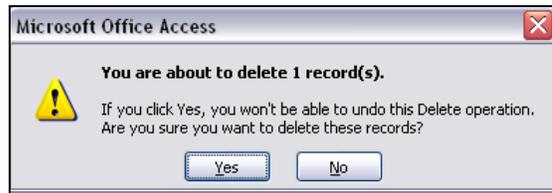
Ver. 2012

Simply choose the new families from the drop-down list. You can also delete a family by clicking the family name . . .



Ver. 2012

. . . and clicking the Trash Can icon. You will receive this message:



Ver. 2012

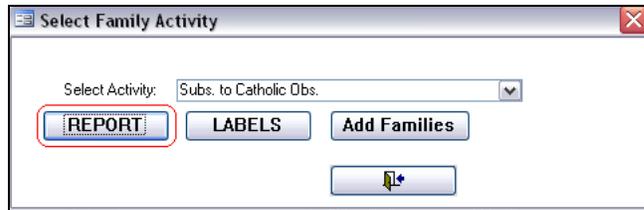
Press **Yes** to complete the deletion or

Press **No** to cancel the command:



Ver. 2012

## Reports



Ver. 2012

Click Reports will produce the following report:

<b>Family Activity Roster</b>				
05-Jan-10		<b>Subs. to Catholic Obs.</b>		
Name	Address	Home Phone	Unlisted	
<i>Josephine Addison</i>	582 Cranberry Ln. Apt. 5J MyTown, MA 11025	413-555-1212	N	
<i>Richard Binder</i>	19 Record St. MyTown, MA 11025	413-555-1212	N	
<i>Edwin Black</i>	66 Cranberry Ln. Your Town, MA 22022	413-555-1212	Y	
<i>James Brenden</i>	30 Global Dr. MyTown, MA 11025	413-555-1212	N	
<i>James Construct</i>	7 Henway Ln. MyTown, MA 11025	413-555-1212	N	
<i>Kenneth Copper Jr.</i>	6 Penny Ln. MyTown, MA 11025	413-555-1212	N	
<i>Thomas Cream</i>	85 Walnut St. Leeville, MA 03313	413-555-1212	N	
<i>Janet Elmerson</i>	10 Coffee Rd. MyTown, MA 11025	413-555-1212	N	

Ver. 2012

## Labels

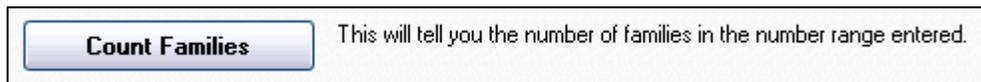


Ver. 2012

Pressing Labels will produce a standard label sheet.

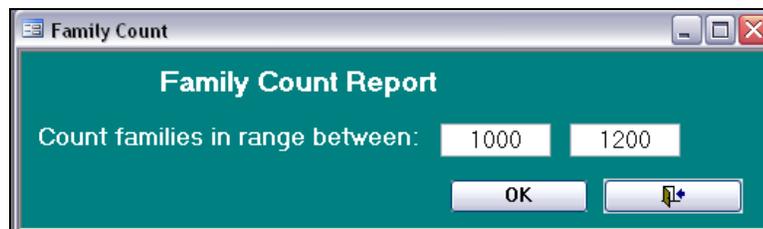
## Count Families

This feature count the number of Primary Record families within a chosen range.



Ver. 2012

Clicking this button opens this window:



Ver. 2012

Enter the start/stop Family (envelope) numbers; click OK to produce the following report:

<b>Count by Family</b>	
<i>05-Jan-10</i>	
<i>Families between family number: 1000 and 1200</i>	
<i>All Families:</i>	<i>18</i>
<i>Member Count:</i>	<i>60</i>
<i>Primary Family Count:</i>	<i>18</i>
<i>Note: These are families where the "primary record" box is checked.</i>	

Ver. 2012

## Out of Town

This option allows you to see all the families within a selected town, or NOT WITHIN a selected town.

<input type="button" value="Out of Town"/>	Choose a town and then you can report on everyone in this town or everyone NOT in this town
--	---

Ver. 2012

Clicking this button opens this window:



Ver. 2012

All the towns entered in your Census system database are automatically listed in the drop-down window. Select the town you wish to examine and choose either option:

## All But this Town

Families Out of Town						
05-Jan-10						
Not in this Town Leeville						
Family Number	Family Name	Address	Zip	Phone	Unlisted	
Hungary						
1025	Mr & Mrs Ronald Cascade	45 Slave St.	01195	555-999-0202	N	
Mytown						
3005	Mrs. Josephine Addition	582 Cranberry Ln.	11025	413-555-1212	N	
2093	Mr. & Mrs. Donald August	51 Sunrise Dr.	11025	413-555-1212	N	
1052	Mr. & Mrs. William Baker	18 Corner Rd.	11025	413-555-1212	N	
5244	Mr. & Mrs. Kevin Banker	14 Corner Rd.	11025	413-555-1212	N	

Ver. 2012

All the families in the parish *excluding the selected town* are listed. Notice the families are grouped by town and listed alphabetically within each town.

## In This Town

Families in of Town						
05-Jan-10		In this Town	Leeville			
Family Number	Family Name	Address	Zip	Phone	Unlisted	
Leeville						
3240	Mr. & Mrs. Thomas Cream	85 Walnut St.	03313	413-555-1212	N	
5026	Mr. & Mrs. Joseph Lynn-Mas		03313	413-555-1212	Y	
8045	Mr. & Mrs. William Ricardo	178 Alex Ave.	03313	413-555-1212	N	
2480	Mr. & Mrs. Kevin Shawmut	17 Sweeter St.	03313	413-555-1212	N	
5242	Mr. & Mrs. John Standard	8 Alexander Ave.	03313	413-555-1212	N	
2401	Mr. & Mrs. Christopher Woo	64 West St.	03313	413-555-1212	N	
3825	Mr. & Mrs. Thomas Woolwor	91 St. Peter Ln.	03313	413-555-1212	N	
Total		7				

Ver. 2012

All the families in the parish *ONLY within the selected town* are listed.

## Deleted History

This utility allows you to choose a date range and see all the families who were deleted during that time period. During the deletion process (see below), information including the date of deletion, the initials of the person performing the deletion, the reason for deletion, and the amount in the family's fund account are recorded and placed in an internal history file. This information is included in the Deletion History Report.

Ver. 2012

Ver. 2012

**Deleted History** Enter a date range and a report is printed showing all families deleted in that time frame.

Ver. 2012

Click this button and this window appears:

Ver. 2012

Enter the date range in the **Start Date** and **End Date** fields and press **Report**. The following report is displayed, and can then be printed.

<i>Deletion History Report</i>							From: 01/01/1990	To: 12/31/2007
Family Number	Name	Address	P.O. Box	Town	St	Zip	Deleted by	
<i>Date</i> 9/18/1999								
5335	James Albert	34 Joanne Dr.		Holyoke	MA	01040		
<i>Reason for Deletion:</i> Unknown						<i>Funds at deletion:</i>	\$100.00	
<i>Date</i> 10/6/1999								
8043	Rhea Bessette	92 Mountain View Rd		So. Hadley	MA	01075	RHC	
<i>Reason for Deletion:</i> Unknown						<i>Funds at deletion:</i>		
<i>Date</i> 3/16/2000								
1233	John Moriarty	15 Pearl St.		Holyoke	MA	01040	dlr	
<i>Reason for Deletion:</i> Unknown						<i>Funds at deletion:</i>	\$2,550.00	

Ver. 2012

Notice the highlighted fields. They indicate where the data is located on the report. If no funds are collected, the field is blank.

## Recent Updates

Each time you edit Family or Membership data on the Main Screen (Family Membership Record screen) there is a field labeled **Last Update** (see below). **Click on the words** and the program automatically enters today's date, and then records this data in the database. This utility checks the dates and generates a report.

**Family Membership Record**

**Find Family:**

**Personal Information**

**Last Name:**

**Secondary Name:**

**Salutation:**

**Head Of House:**

**Middle Initial:**

**Full Middle Name:**

**NickName:**

**Suffix:**

**Spouse's 1st Name:**

**Approx Yr Joined:**

**Date Joined:**

**Previous Parish:**

**Last Update**

**Census Update Reason:**

**Send Info**

Ver. 2012

**Recent Updates** This will prompt for a start and end date, and produce a report for all families updated in that range based on the Last update date on the main screen.

Ver. 2012

Click this button to open these screens:

**Enter Parameter Value** ? X

**Start Date**

OK Cancel

Ver. 2012

**Enter Parameter Value** ? X

**End Date**

OK Cancel

Ver. 2012

Click OK to open the second window, and click OK again to open the report.

Records Updated Most Recently	
1171	Mr. & Mrs. James Adams 8 Church St. PO Box 1 Your Town MA 22022 <b>Last Census Update:</b> 5/5/2005 7:14:29 PM
3005	Mrs. Josephine Addition 582 Cranberry Ln. Apt. 5J MyTown MA 11025 <b>Last Census Update:</b> 11/6/2003 11:52:27 AM

Ver. 2012

The report includes the Family (envelope) number and the names are sorted alphabetically, not by date.

This ends the *More Members* tab of the Reports Menu.

---

## TAB: Members

Click the Members tab to open this window:

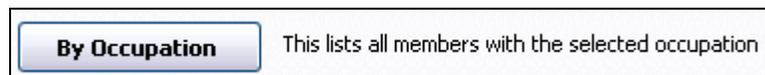


Ver. 2012

These reports focus on the individual members. They are designed to organize the information into manageable pieces each with a specific purpose in mind.

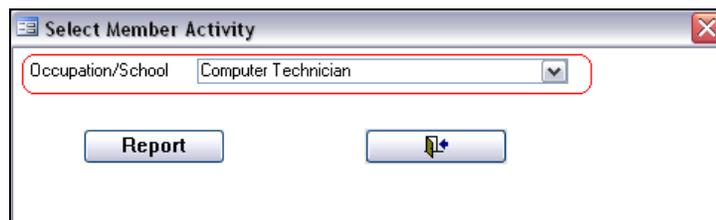
### ***By Occupation***

This utility will sort members by the occupation field on the Member Page.



Ver. 2012

Clicking this button opens this window. Select the occupation you desire from the drop-down list, then click Report.



Ver. 2012

<b>Member Occupation Report</b>			
07-Jan-10		<b>Computer Technician</b>	
<b>Name</b>	<b>Address</b>	<b>Company</b>	<b>Home Phone/Unlisted</b>
<i>Joan Jackson</i>	138 Laser Lane	MyTown, MA 11025	413-555-1212 Y
<i>Julie Kong</i>	21 Sycamore St.	MyTown, MA 11025	413-555-1212 N
<i>Joseph Lynn-Masters</i>	P. O. Box 1066	Leeville, MA 03313	413-555-1212 Y
<i>Thomas Nickelson</i>	42 Cotton Row	Your Town, MA 22022	413-555-1212 Y
<b>Total Members</b>	<b>4</b>		

**Ver. 2012**

The report is sorted alphabetically. The occupation is listed at the top of the report, with a total number of members at the bottom.

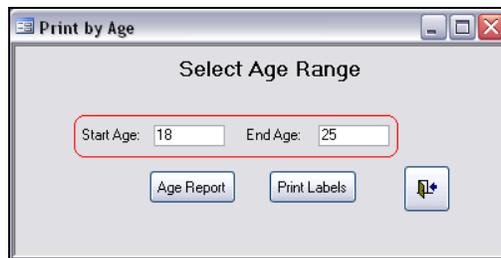
### ***Selected Age***

This report, with a label option, allows you to choose an age span report. This will allow you to contact a target age group for a variety of possibilities.

<b>Selected Age</b>	This allows you to select an age span, and it will list all members by name, by age within that span. Labels can also be produced
---------------------	---

**Ver. 2012**

Clicking this button opens this window:



**Ver. 2012**

Enter the Start and End Age fields, and then click Age Report:

<b>Members by Age</b>						
<i>07-Jan-10</i>						
Age	Name	Birthdate	Address	City	Phone	Unlisted?
<b>18</b>	<i>Andrew Baker</i>	07/06/1991	199 Grove St.	Your Town	413-555-1212	N
	<i>Allison Binder</i>	01/22/1992	19 Record St.	MyTown	413-555-1212	N
	<i>Donald Dorman</i>	02/08/1991	2 Cliff Dr.	Your Town	413-555-1212	n
	<i>Nicholas Fanto</i>	06/05/1991	1 Hilly Dr.	MyTown	413-555-1212	N
	<i>Russell Jackson</i>	08/12/1991	138 Laser Lane	MyTown	413-555-1212	Y
	<i>Alexandra Lawler</i>	11/02/1991	54 Berry Patch	Your Town	413-555-1212	N
	<i>John Pilot</i>	06/20/1991	21 Corner Rd.	Your Town	413-555-1212	N
	<i>Nicholas Reamus</i>	01/03/1992	15 Neverending Rd.	MyTown	413-555-1212	N
Count of Age 18		8				
<b>19</b>	<i>Alexander Browns</i>	04/30/1990	38 Second St.	MyTown	413-555-1212	N
	<i>Joseph Cracola</i>	01/24/1991	44 Music Ave.	MyTown	413-555-1212	N
	<i>Anna Grant</i>	11/02/1990	21 Fifth Ave.	MyTown	413-555-1212	N
	<i>Anthony Linderman</i>	01/13/1991	15 Winterberry Cir.	Your Town	413-555-1212	N
	<i>John Magnus</i>	08/19/1990	44 St. Peter Ln.	MyTown	413-555-1212	N
	<i>Abigail Nickerson</i>	06/01/1990	21 Deer Run Rd.	Your Town	413-555-1212	N
Count of Age 19		6				

Ver. 2012

The members are first sorted by age, and then alphabetically. Birthdates are also listed.

Click **Print Labels** to create address labels. They are standard labels and are not shown here.

### Total Age

<b>Total Age</b>	This will show how many members are in each age - totals only no names
------------------	--

Ver. 2012

This is a very simple report, showing the total number of members in each age, giving totals only, no names. Partial report is shown.

<b>Totals by Age</b>					
Age	Count	Age	Count	Age	Count
	0	39	4	73	1
4	1	40	2	76	1
6	1	41	1	77	1
11	4	42	4	78	3
12	4	43	6	81	1
13	8	44	2	83	1
14	7	45	7	86	1
15	3	46	6	87	1
16	11	47	2	88	1
17	11	48	9	90	1

Ver. 2012

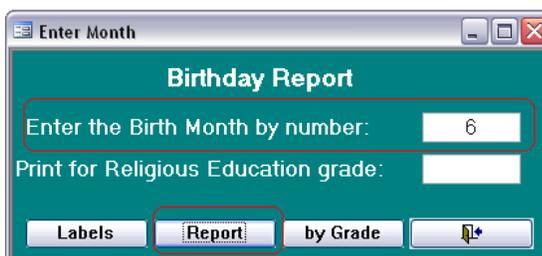
## Birthday by Month

This utility generates a report, with label option, for all members within a specific month. Some parishes use this for birthday notices, or birthday columns in a newsletter or bulletin. A special report is also available for students within a specific grade.

**Birthday by Month** This will print a report or labels for all birthdays for the selected month. A report can also be produced for all students in a particular grade.

Ver. 2012

Clicking this button opens this window:



Ver. 2012

This example will give you all members in the month of June:

<b>Birthday by Month</b>			
<i>07-Jan-10</i>			
<i>Name</i>	<i>Date of Birth</i>	<i>Home Phone:</i>	<i>Unlisted:</i>
Abigail Nickerson	6/1/1990	413-555-1212	N
Michael Cave	6/2/1943	413-555-1212	N
Michael Kong	6/2/1965	413-555-1212	N
Nicholas Fanto	6/5/1991	413-555-1212	N
James Dorman	6/6/1985	413-555-1212	n
Laura House	6/7/1998		
Carolyn Trumpeter	6/10/1981	413-555-1212	N
Andrew Shepard	6/10/1989	413-555-1212	N
Alan Superson	6/14/1967	413-555-1212	N

Ver. 2012

The report is sorted by Date of Birth, month and day, not by year.

Clicking Labels generates a standard label page, and is not shown here.

## Birthday Report: Rel. Ed. Grade

Ver. 2012

By adding a grade in the second field and clicking By Grade your report limits the selection of members to, in this example, all students in Grade 4 whose birthday is in June.

<b>Birthday by Grade</b>				
<i>07-Jan-10</i>				
<i>Name</i>	<i>Date of Birth</i>	<i>Home Phone:</i>	<i>Unlisted:</i>	<i>Grade:</i>
Brittany Dawn	6/22/1993	413-555-1212	Y	4

Ver. 2012

## Member Activities

Member Activities allows you to maintain memberships, create report and obtain labels for all of your members' activities and ministries. The member activities are located on every member page. More information for entering activities is located in the Update/View Pt. 2 manual.

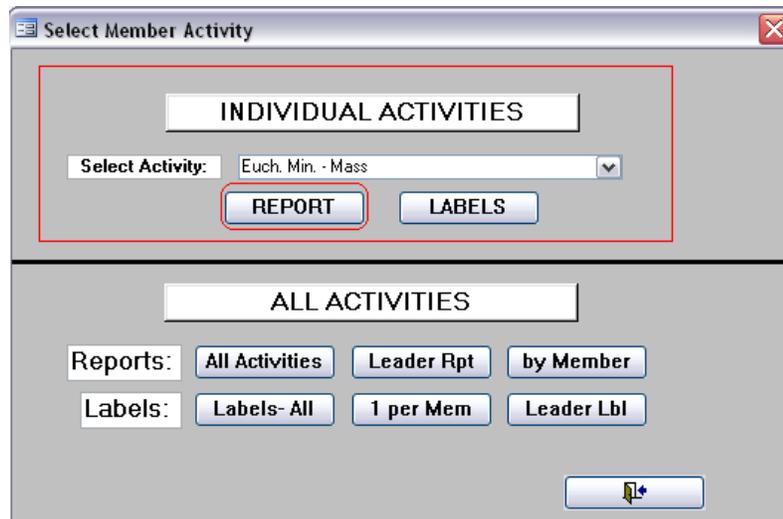
Ver. 2012

Refer to **Manage Census > Members > Manage Activity > Add Members** for more information on special features used on some of these reports.

<b>Member Activities</b>	This brings you to a screen that allows you to manage activities and produce various reports and labels on activities.
--------------------------	--

Ver. 2012

Clicking this button opens this window:



Ver. 2012

## Individual Activities

This utility reports on a single activity at one time.

From the drop-down list, select the ministry/activity you need.  
For instructional purposes, we have selected Eucharistic Ministers – Mass.

Clicking Report gives you this report:

Member Activity Roster							
09-Jan-10		Euch. Min. - Mass					
Leader	Title	Name	Address	Home Phone	Und	Cell Phone	E-Mail
<input type="checkbox"/>		Thomas Cream Jr.	85 Walnut St. Leeville, MA 03313	413-555-1212	N	413-555-1212	Me@Me.com
<input type="checkbox"/>		Thomas Cream	85 Walnut St. Leeville, MA 03313	413-555-1212	N	413-555-1212	Me@Me.com
<input type="checkbox"/>		Mary Cream	85 Walnut St. Leeville, MA 03313	413-555-1212	N	413-555-1212	Me@Me.com
<input checked="" type="checkbox"/>	Contact Person	Erica Waterman	8 Adams St. Mytown, MA 11025	413-555-1212	N	413-555-1212	Me@Me.com

Ver. 2012

Notice the ministry/activity name at the top of the report.

Also displayed is the person in charge of this activity. There is a checkbox to indicate the person, and a title which you choose, before the name.

Clicking **Labels** gives you the labels for the names on the report. They are standard labels, and are not shown here.

## All Activities

Ver. 2012

This utility allows reporting and labels from all activities at the same time. These are useful in determining the popularity of an activity, or determining if a ministry needs additional membership as just a couple of examples.

Ver. 2012

This report gives a comprehensive, continuous report of all the activities/ministries within the parish and the full membership in each. Activities are listed alphabetically and members also alphabetically by last name.

Activity Summary							
<i>Adult Altar Server</i>							
Title / Leader	Name	Address	Town	Home Phone	Unlisted	Cell Phone	E-Mail
Senior server	<input checked="" type="checkbox"/> Domnan, James	2 Cliff Dr.	Your Town	413-555-1212	n	413-555-1212	Me@Me.com
<i>Bible Study</i>							
Title / Leader	Name	Address	Town	Home Phone	Unlisted	Cell Phone	E-Mail
	<input type="checkbox"/> Adams, Katie	8 Church St.	Your Town	413-444-2323	N	413-555-1212	Me@Me.com
<i>Euch. Min. - Home</i>							
Title / Leader	Name	Address	Town	Home Phone	Unlisted	Cell Phone	E-Mail
	<input type="checkbox"/> Adams, James	8 Church St.	Your Town	413-444-2323	N	413-555-1212	Me@Me.com
	<input checked="" type="checkbox"/> Allen, Wayne	93 Gail St.	Your Town	413-555-1212	Y	413-555-1212	Me@Me.com

Ver. 2012

Ver. 2012

**Leader Report** gives a full listing of all the activity leaders only.

<i>Activity Leaders</i>								
<i>Activity</i>	<i>Family Number</i>	<i>Name</i>	<i>Address</i>	<i>Home Phone</i>	<i>Unl</i>	<i>Cell Phone</i>	<i>E Mail</i>	<i>Title</i>
Euch. Min. - Home	3009	Wayne Alden	93 Gall St. Your Town, MA	413-555-1212	Y	413-555-1212	Me@Me.com	
Parish Council	1398	Timothy W Bepine	61 Easy St. MyTown, MA	413-555-1212	N	413-555-1212	Me@Me.com	Chairman
Ledor	3240	Thomas M Cream Jr.	85 Walnut St. Leeville, MA	413-555-1212	N	413-555-1212	Me@Me.com	Contact Person
Men's Club	3240	Thomas C Cream	85 Walnut St. Leeville, MA	413-555-1212	N	413-555-1212	Me@Me.com	Chairman
Adult Altar Server	5362	James Doman	2 Cliff Dr. Your Town, MA	413-555-1212	n	413-555-1212	Me@Me.com	Senior server
Youth Group	1030	Linda Gingers	61 Walnut St. Your Town, MA	413-555-1212	N	413-555-1212	Me@Me.com	Team Leader
Euch. Min. - Mass	2364	Erica Waterman	8 Adams St. MyTown, MA	413-555-1212	N	413-555-1212	Me@Me.com	Contact Person

Ver. 17.5

This report includes the name of each activity/ministry, and the name and Title of each leader.



Ver. 2012

As many parishioners enjoy the social aspect of parish life, they find themselves belonging to more than one activity/ministry. This unique report gives you listing of all members who belong to an activity, a complete list of each activity they have joined.

<i>Member Activity</i>	
Adams , James	Grant , Nancy
Euch. Min. - Home	Bible Study
Euch. Min. - Mass	Nickerson , Benjamin J
Adams , Katie	Youth Group
Bible Study	Nickerson , M.Grant
Alden , Wayne	Youth Group
Euch. Min. - Home	Wateman , Erica
Baker , Marilyn	Euch. Min. - Mass
Stewardship Drive	
Bepine , Timothy W	
Parish Council	
Stewardship Drive	
Brenden , Michael	
Stewardship Drive	
Brenden , Patrick	
Usher	
Stewardship Drive	

Ver. 2012



Ver. 2012

**Labels – All** produces a mailing label for each person registered in an activity. In some cases, labels may be duplicated. The labels are standard and not shown here.



Ver. 2012

**1 per Mem** gives only one label per member regardless of the number of activities they have joined. The labels are standard and not shown here.



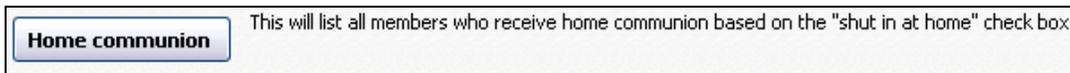
Ver. 2012

**Leader Lbl** gives a label for the activity leaders only. The labels are standard and not shown here.

### Home Communion

This function produces a complete listing of the parishioners who receive home communion based on the Home Communion checkbox on the Family Membership Page.

Ver. 2012



Ver. 2012

Clicking this button open this report:

Home Communion Report				
10-Jan-10				
Home Communion Name	Head Of Household	Address	Home Phone/Unl	Home Communion Minister
Helen Emmerson	Helen Spinner	157 Egg Yoke Dr. MyTown, MA 11025	413-555-1212 N	

Ver. 2012

The communicant and head of household are listed. If the Home Communion Minister is listed it is also shown.

## Special Needs (Handicapped)

This will produce a report for those members who have listed a special need/handicap on the member's page. This report is useful in assisting parishioners who have special requirements such as blind, deaf, mobility impairment, etc.

However, this is a different report than the Special Needs listed on the Rel. Ed. page

<b>First Name</b>	<b>MI</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Suffix</b>
Kristen	T	Theresa	Adams	
	<b>Registered:</b> Y	<b>Cell Phone:</b>	413-555-1212	
	<b>M/F:</b> F	<b>E-Mail:</b>	Me@Me.com	
		<b>Language Proficiency:</b>	English	
3/10/1986	23	<b>Secondary Language:</b>	Spanish	
popee		<b>Occupation/Company:</b>	Waitress	
<b>Temporary Address</b>			Dairy Queen	
		<b>Handicapped:</b>	Hearing Impaired	
4 Guppy Drive			Hearing Imp.	
alem, MA 03443		<b>Date Deceased:</b>		<b>Help</b>

Ver. 2012

<b>Special Needs</b>	This will list all members who have a handicap selected on the general member page (NOT CCD)
----------------------	--

Ver. 2012

Clicking this button opens this report:

<b>All Handicapped Members</b>					
<b>Family number</b>	<b>Name</b>	<b>Street</b>	<b>Town</b>	<b>Home Phone</b>	<b>Unlisted ?</b>
<b>Down Syndrome</b>					
1398	Michael Bepine	61 Easy St.	MyTown	413-555-1212	N
<b>Hearing Imp.</b>					
1171	Kristen T Adams	8 Church St.	Your Town	413-444-2323	N
3368	Joyce E Construct	7 Henway Ln.	MyTown	413-555-1212	N
<b>Homebound</b>					
2461	Helen A Spinner	157 Egg Y oke Dr.	MyTown	413-555-1212	N
<b>Needs Oxygen</b>					
1025	Ronald T Cascade	45 Slave St.	Hungary	555-999-0202	N
<b>Serious Illness</b>					
8045	Lucille C Ricardo	178 Alex Ave.	Leeville	413-555-1212	N
<b>Grand Total:</b>	<b>6</b>				

Ver. 2012

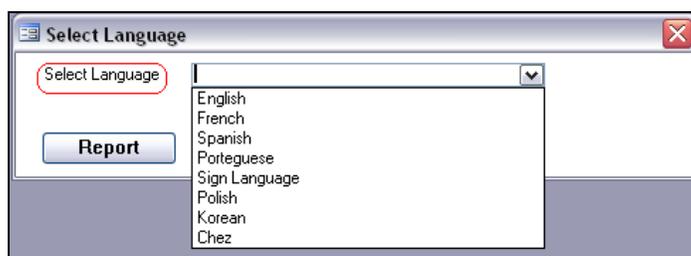
## Language Selection

In a multi-lingual parish, knowing who can speak the various languages is very useful for a variety of reasons. When a service or a meeting is scheduled these individuals can provide a bridge to the language barriers that can exist. Many cultures are proud of their heritage and would be honored to assist in the use of their languages.

**Language Selection** This will list all members who have the language you select as a proficiency or second language.

Ver. 2012

Clicking this button opens this window shown with a sample drop-down list open.



Ver. 2012

Select the language you require and then press Report. Shown below, the report indicated both the primary and secondary languages of the members with contact information.

<i>Language</i>						
<i>Family Number</i>	<i>Name</i>	<i>Address</i>	<i>Home Phone</i>	<i>Unlisted</i>	<i>Language Proficiency:</i>	
					<i>Primary</i>	<i>Secondary</i>
1171	Kristen T. Adams	8 Church St., Your Town, MA	413-444-2323	N	English	Spanish

Ver. 2012

## Unregistered Members

This might seem unusual, but there are times when a person living in a registered household would be unregistered. Some of the reasons could be a non-Catholic spouse, a non-Catholic in-law living with you, a child whose has chosen to follow another path are just a few examples. Other reasons could be a keyboard error where the member's checkbox was missed, or the data for this person is incomplete.

**Unregistered members** This will list all members who are not registered, based on the registered member checkbox.

Ver. 2012

Clicking this button opens this report:

## Unregistered Members

Name/Address	Phone	Unlisted
Adams, James 8 Church St. PO Box 1 Your Town, MA 22022	413-444-2323	N
Browns, Christine 38 Second St. MyTown, MA 11025	413-555-1212	N
Crasher, Kathleen 44 St. Peter Ln. MyTown, MA 11025	413-555-1212	N
Crasher, John 44 St. Peter Ln. MyTown, MA 11025	413-555-1212	N
Crasher, Susan 44 St. Peter Ln. MyTown, MA 11025	413-555-1212	N
Forrester, Diane 15 Neverending Rd. MyTown, MA 11025	413-555-1212	N

**Ver. 2012**

Notice in this example that an entire family is unregistered. In our sample database, they belong to another parish, but are receiving services here, possibly religious education classes. An outreach contact might be in order.

### ***Public School Report***

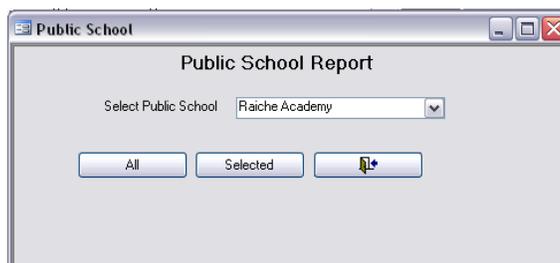
This utility makes it possible to list students who attend public school. The reports list all students in all schools, or by the school you choose.

**Public School Report**

This will list all members who attend the school you select, or all listed by school

**Ver. 2012**

Clicking on this button opens this window:



**Ver. 2012**

Clicking the **All** button opens this report:

<i>Public School</i>								
<i>Public School Attend</i> <i>Andrews Middle School</i>								
<i>Grade</i>	<i>Name</i>	<i>Age</i>	<i>Family Number</i>	<i>Family Name</i>	<i>Street Name</i>	<i>Town</i>	<i>Phone</i>	<i>Unl</i>
5	Reamus, Nicholas M	18	7013	Mr & Mrs David M Reamus	15 Neverending Rd.	MyTown	413-555-1212	N
6	Trainer, Brendan J	5	1392	Mr & Mrs John M Trainer	94 Walnut St.	MyTown	413-555-1212	N
<i>Public School Attend</i> <i>Carter Grade School</i>								
<i>Grade</i>	<i>Name</i>	<i>Age</i>	<i>Family Number</i>	<i>Family Name</i>	<i>Street Name</i>	<i>Town</i>	<i>Phone</i>	<i>Unl</i>
-1	Browns, Shannon	12	5027	Mr & Mrs Terrence Browns	38 Second St.	MyTown	413-555-1212	N
<i>Public School Attend</i> <i>Central High</i>								
<i>Grade</i>	<i>Name</i>	<i>Age</i>	<i>Family Number</i>	<i>Family Name</i>	<i>Street Name</i>	<i>Town</i>	<i>Phone</i>	<i>Unl</i>
8	Cook, Brittany A	21	2310	Mr. & Mrs. Adam Cook	271 Cranberry Ln.	MyTown	413-555-1212	N
8	Cracola, Nicole	21	2414	Mr. & Mrs. James M Cracola	44 Music Ave.	MyTown	413-555-1212	N
9	Golden, Rylie	21	3681	Mr. & Mrs. Donald Golden	70 Snowy Rd.	Your Town	413-555-1212	N

Ver. 2012

The students are listed by school, the sorted by grade. They are then sorted by last name within each grade.

To select a school, choose the school from the drop-down list, and then press **Selected**. The following report is then displayed.

<i>Public School - Selected</i>								
<i>Public School Attend</i> <i>Ratche Academy</i>								
<i>Grade</i>	<i>Name</i>	<i>Age</i>	<i>Family Number</i>	<i>Family Name</i>	<i>Street Name</i>	<i>Town</i>	<i>Phone</i>	<i>U</i>
1	House, Laura	11	1082	Mr & Mrs Joseph House	163 Pine St	Your Town		
3	House, Steven	13	1081	Mr & Mrs Joseph House	18 Maple Lane	Your Town		
10	Adams, Kristen T	23	1171	Mr. & Mrs. James Adams	8 Church St.	Your Town	413-444-2323	N

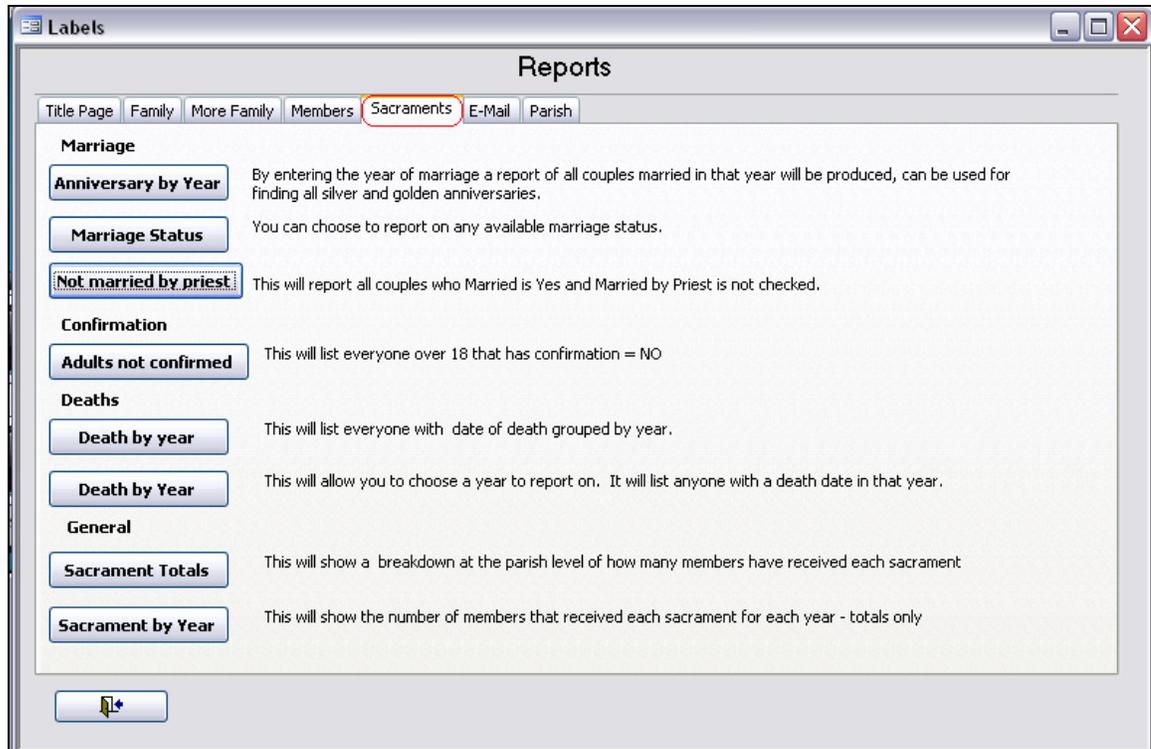
Ver. 2012

This ends the Members tab of the Reports Menu.

## TAB: Sacraments

Sacramental reports are important to the pastor and staff for planning, and to other ministries who organize celebration/memorial services. These utilities do all the work for you by retrieving the required information in an organized manner.

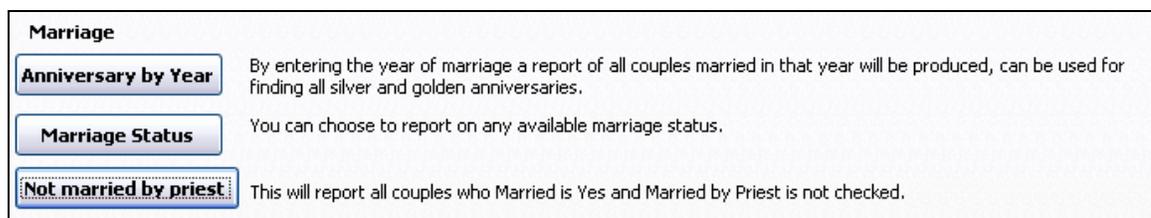
It is important to note that only the data entered into the Census system can be reported. If your information is out of date, so will your reports. We highly recommend that you keep your files current and backups are critical.



Ver. 2012

## Marriage

These utilities are for the sacrament of matrimony.



Ver. 2012

## Anniversary by Year

This will give you a report on marriages for any given year. Anniversary celebrations can use this report to find participants, and entering the current or previous years will help you determine if all the marriages were entered into the system.

Clicking this button opens this window:



The screenshot shows a window titled "Enter Year" with a teal background. The text "Anniversary Report" is centered at the top. Below it, the prompt "Enter the marriage year:" is followed by a white text input field. At the bottom, there are two buttons: "OK" and a button with a right-pointing arrow and a plus sign.

Ver. 2012

Enter the year to produce a report:

Anniversary Report				
based on marriages in the year: 1980				
10-Jan-10				
Family Name	Street Address	City, State, Zip	Home Phone	Unlisted
Mr. & Mrs. William Baker	18 Corner Rd.	MyTown, MA 11025	413-555-1212	N
Mrs. Tina Lawler	54 Berry Patch	Your Town, MA 22022	413-555-1212	N
<b>Total:</b>	2			

Ver. 2012

## Marriage Status

This will create a report on each of the selections in the drop-down list. Useful for locating single people and identifying divorced people for appropriate ministries are some examples for these reports.



The screenshot shows a window titled "SELECT MARRIAGE STATUS" with a teal background. It features a white drop-down menu at the top. Below the menu are two buttons: "OK" and a button with a right-pointing arrow and a plus sign.

Ver. 2012

Select an option from the list and click OK to produce the report:

<i>Selected Marital Status</i>						
Status	Name	Address	City	Phone	Unlisted	DOB
<b>Single Parent</b>						
	7022 <i>Ronald Jackson</i>	138 Laser Lane	Southbridge	413-555-1212	Y	6/24/1966
	2487 <i>Margaret Spam</i>	65 Lyric Ln.	Southbridge	413-555-1212	Y	12/22/1962
<b>Total</b>	2					

Ver. 2012

## Not Married by Priest

This report is used by pastors as an outreach tool. They can approach these individuals to discuss having their marriages blessed, etc.

Clicking this button opens this report:

<b>Not Married by Priest</b>				
Family Number	Name:	Address	Phone	Unlisted
2310	<i>Cook, Kristen</i>	271 Cranberry Ln. MyTown	413-555-1212	N
2310	<i>Cook, Adam</i>	271 Cranberry Ln. MyTown	413-555-1212	N
2345	<i>Coughman, Kenneth</i>	33 Max Road MyTown	413-555-1212	N
2345	<i>Coughman, Cynthia</i>	33 Max Road MyTown	413-555-1212	N
5026	<i>Lynn-Masters, LuAnne</i>	P. O. Box 1066 Leeville	413-555-1212	Y
5026	<i>Lynn-Masters, Joseph</i>	P. O. Box 1066 Leeville	413-555-1212	Y
5027	<i>Browns, Terrence</i>	38 Second St. MyTown	413-555-1212	N
5027	<i>Browns, Christine</i>	38 Second St. MyTown	413-555-1212	N
5334	<i>Lyons, Margo</i>	30 Sunset Ln. Your Town	413-555-1212	N
5334	<i>Lyons, Edmond</i>	30 Sunset Ln. Your Town	413-555-1212	N
<b>Total for Parish:</b>		10		

Ver. 2012

## Confirmation

This report identifies any adult over age 18 who has not received the sacrament of confirmation. Many parishes invite these people to attend classes so they can receive the sacrament when the bishop comes to the parish.

<b>Confirmation</b>	This will list everyone over 18 that has confirmation = NO
<b>Adults not confirmed</b>	

Ver. 2012

Clicking the button opens this report:

Adults Not Confirmed				
Age	Name	Address	Phone	Unlisted
<b>19</b>				
	<i>Andrew Baker</i>	199 Grove St., Your Town	413-555-1212	N
	<i>Joseph Cracola</i>	44 Music Ave., MyTown	413-555-1212	N
	<i>Donald Dorman</i>	2 Cliff Dr., Your Town	413-555-1212	n
	<i>Nicholas Fanto</i>	1 Hilly Dr., MyTown	413-555-1212	N
	<i>Russell Jackson</i>	138 Laser Lane, MyTown	413-555-1212	Y
	<i>Alexandra Lawler</i>	54 Berry Patch, Your Town	413-555-1212	N
	<i>Anthony Linderman</i>	15 Winterberry Cir., Your Town	413-555-1212	N
	<i>John Pilot</i>	21 Corner Rd., Your Town	413-555-1212	N
<b>20</b>				
	<i>Alexander Browns</i>	38 Second St., MyTown	413-555-1212	N
	<i>Breman Dawn</i>	1781 Eastem Ln., MyTown	413-555-1212	Y
	<i>Meaghan Giggles</i>	1147 Eastem Ln., MyTown	413-555-1212	N

Ver. 2012

## Deaths

Great respect is given to our beloved deceased loved ones. These utilities organize information to help your parish give honor to those who have died.

<b>Deaths</b>	
<b>Death by year</b>	This will list everyone with date of death grouped by year.
<b>Death by Year</b>	This will allow you to choose a year to report on. It will list anyone with a death date in that year.

Ver. 2012

## Death by Year (1)

This report is a comprehensive listing sorted by year of all those members whose funerals took place in your parish as recorded in the Census system.

<b>Death by Year</b>					
<i>10-Jan-10</i>					
Deceased	Born	Name	Street	Town	
<b>1997</b>					
11/20/1997	11/29/1914	Elena Ireland	120 Gail St.	Your Town, MA	
<b>Total for Year: 1</b>					
<b>1999</b>					
7/3/1999	2/9/1957	Nancy Grant	21 Fifth Ave.	MyTown, MA	
<b>Total for Year: 1</b>					
<b>2001</b>					
11/6/2001	6/11/1950	Thelma Golden	70 Snowy Rd.	Your Town, MA	
12/16/2001	9/16/1920	Eileen Ivers	183 Roberts Rd.	MyTown, MA	
<b>Total for Year: 2</b>					
<b>2002</b>					
2/20/2002	9/1/1922	William Ricardo	178 Alex Ave.	Leeville, MA	
<b>Total for Year: 1</b>					

Ver. 2012

## Death by Year (2)

This report is a listing by selected date span of all those members whose funerals took place in your parish during that time period as recorded in the Census system.

The screenshot shows a window titled "Dates of Death" with a header "Show all Deaths between dates". It contains two date input fields: "Start Date:" with the value "6/1/1999" and "End Date:" with the value "11/15/2001". Below the fields are two buttons: "Preview Report" and "Exit".

Ver. 2012

Enter the dates required and click Preview Report.

<b>Death by Year - selected</b>			
<i>10-Jan-10</i>		<b>Between</b> 6/1/1999 <b>To</b> 11/5/2001	
<b>Deceased</b>	<b>First/Last Name</b>	<b>Street</b>	<b>Town</b>
<b>1999</b>			
7/3/1999	Nancy Grant	21 Fifth Ave.	MyTown
<b>Total for Year: 1</b>			
<b>2001</b>			
11/6/2001	Thelma Golden	70 Snowy Rd.	Your Town
<b>Total for Year: 1</b>			

Ver. 2012

## General

These functions are summary reports designed to give the pastor and his staff a snapshot of the sacramental activity in the parish.

<b>General</b>	
<b>Sacrament Totals</b>	This will show a breakdown at the parish level of how many members have received each sacrament
<b>Sacrament by Year</b>	This will show the number of members that received each sacrament for each year - totals only

Ver. 2012

## Sacramental Totals

This report gives the total number of members who have received each recorded sacrament. This is not by year or year to date, just totals for the full membership.

<b>Sacraments - total of all members</b>	
Baptized:	294
Confirmed:	159
First Communion:	224
Married:	119

Ver. 2012

## Sacrament by Year

This report gives the total of each sacrament for each year recorded in the Census system. No names are used in this report, totals only.

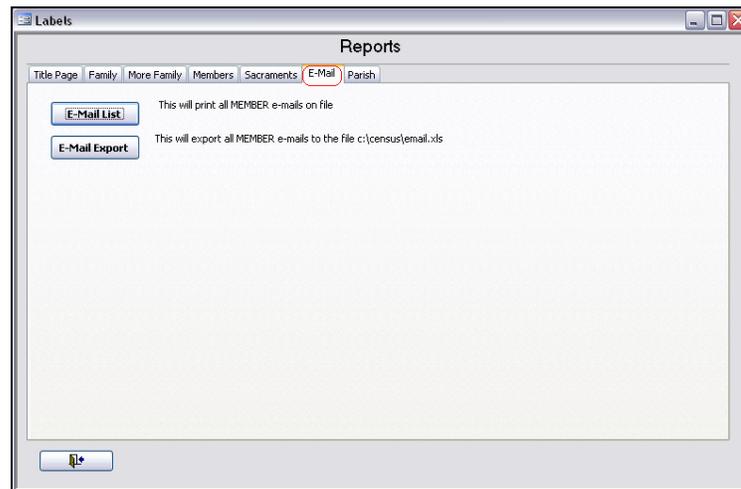
Sacraments by Year							
YEAR: Baptism		YEAR: First Eucharist		YEAR: Confirmation		YEAR: Matrimony	
240		193		138		6	
1940	1	1988	2	1950	1	1946	1
1952	1	1989	5	1981	1	1947	4
1964	1	1990	3	1996	1	1953	2
1980	1	1991	2	1997	1	1957	4
1981	5	1992	3	1998	9	1960	3
1982	2	1993	3	1999	6	1962	2
1983	3	1995	3	2001	1	1965	2
1984	2	1996	1	2006	1	1966	2
1985	5	1997	8			1972	4
1986	1	1999	1			1974	4
1987	1					1975	2
						1976	2

Ver. 2012

This ends the Sacraments tab of the Reports Menu.

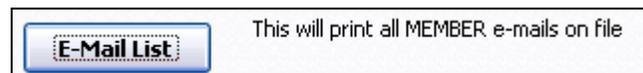
## TAB: E-Mail

These report and utility refer to the e-mail addresses on the MEMBER page, not the family e-mail address.



Ver. 2012

## E-Mail List



Ver. 2012

Clicking this button opens this report:

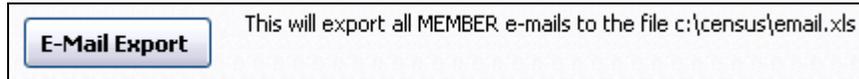
<i>e-mail</i>	
<i>Member</i>	<i>E-Mail</i>
James Adams	Me@Me.com
Michael Adams	Me@Me.com
James Adams	Me@Me.com
Kristen T Adams	Me@Me.com
Katie Adams	Me@Me.com
Josephine Addition	Me@Me.com

Ver. 2012

This is a simple report listing each member with their e-mail address only.

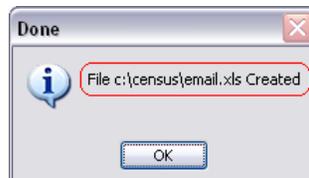
## ***E-Mail Export***

This utility will save all MEMBER names and their e-mail addresses in Excel format to the Census directory on your C: drive.



**Ver. 2012**

Clicking this button runs the utility and opens this message box:

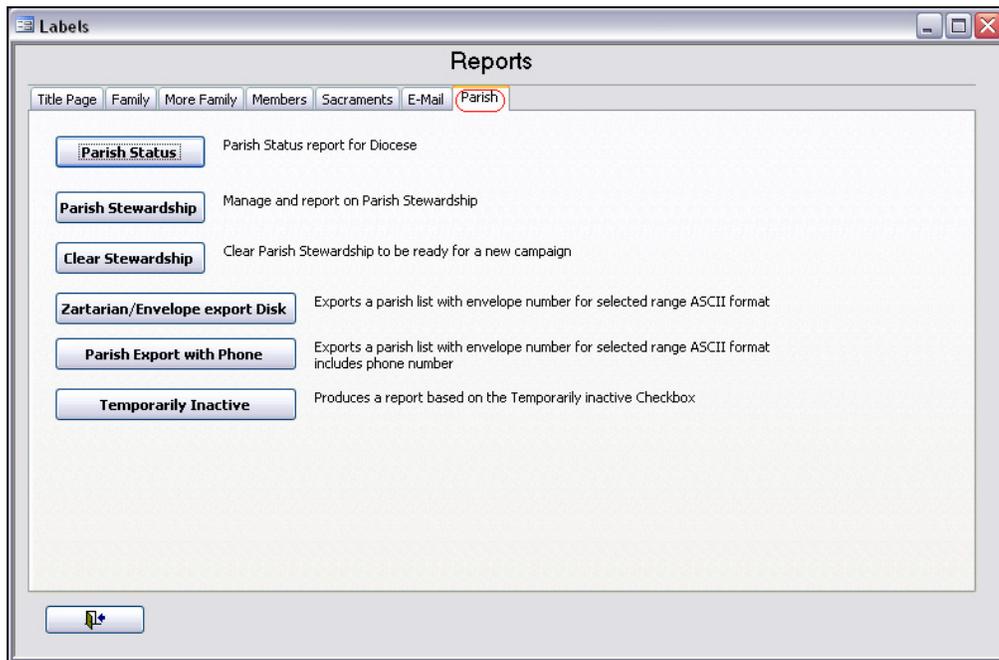


**Ver. 2012**

This ends the E-Mail tab of the Reports Menu.

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## TAB: Parish



Ver. 2012

### ***Parish Status***

Each year the diocese requires certain information from each parish. In the Diocese of Springfield we coordinated their requirements with the output for this report



Ver. 2012

Clicking this button opens this window:

Parish Status		
Practicing Adults:	218	Total Baptisms:
Non_practicing:	3	Infant Baptisms:
Children Pre School:	0	Adult Absolute:
Children Age 5 - 14:	50	Adult Conditional:
Children Age 15 - 18:	27	Converts:
Other At Home:	0	Communions:
Public School 1-8:	0	First Communion:
Public School 9-12:	0	Holy Viaticum:
Catholic School K-8:	0	Avg Daily Mass Att:
Catholic School 9-12:	0	Avg Sunday Mass Att:
CCD K-8:	0	Number of Weekend Mass:
CCD 9-12:	0	Confirmation date:
Parish Pre-Primary:	0	Boys Confirmed:
		Girls Confirmed:
		Adults Confirmed:
		Adults from other Parishes:
		Anointing of the sick:
		Deaths:
		Marriages Catholic:
		Mixed Marriages:
		Validations:
		Ordained secular Priests:
		Ordained Other diocese:
		Rel Order priest:
		Entered Secular Seminary:
		Rel Seminary:
		Convent-diocese:
		convent-other:
		brotherhood:
		Year:

Ver. 2012

### Instructions

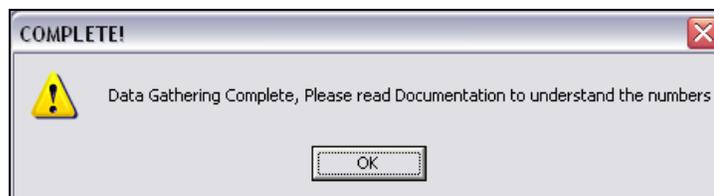
Click to display a page of instructions that will help you work with this screen, help you operate this function, explain how the data is processed, and work with the information achieved.

This can be printed for your convenience by clicking the Printer icon at the top of the page.

The Instructions are also found on the next page of this manual.

### Update

Enter the desired Year for the report in the last field, then click *Update*. This message box will appear. Click OK to clear the message box.



Ver. 2012

The *Documentation* referenced here is the Instruction page.

### Report

Once the data has been entered and calculated, click *Report* to produce the hard copy (shown below, after the Instruction page).

## Instructions – can be printed from within the Census Program (Printer icon)

### Parish Status

This is an aid in creating your annual report. Keep in mind that the data is only as good as what was input for the year in the database. For school grades some assumptions are made.

- From the Census Menu choose "Parish Status". This will bring up a form and pre-fill information available on the database.
- You may change any information and add missing information before printing the report. To change the date or refresh the data fill in a year and press UPDATE. PLEASE NOTE: Refer to the lists below. Some information will appear according to the date entered, and some information will appear as of today (current as of today).

Information is gathered on these criteria. Once it is displayed you may change any numbers that are not accurate. There are also a number of fields that will be blank or 0 (such as vocations) for there is no data in the census. These fields may be filled prior to printing the report. All the data entered/changed will remain until the next time you press Update.

All members counted must have a Family Number less than the Deceased/moved starting number.

Information shows for the year entered:

Baptisms: count all members with a baptism year that matches the year you request

First Communion: count all members with a First Communion year that matches the year you request

Boys Confirmed: count all members with a Confirmation year that matches the year you request and age under 19 and sex Male

Girls Confirmed: count all members with a Confirmation year that matches the year you request and age under 19 and sex Female

Adults Confirmed: count all members with a Confirmation year that matches the year you request and age over 18

Marriages: count all members with a Marriage year that matches the year you request

Deaths: deceased date same as the year you entered

Current information only:

Catholic Schools K-8: Catholic School checked AND CCD Grade Between 0 And 8

Catholic Schools 9 – 12: Catholic School checked AND CCD Grade Between 9 And 12

Preschool: Age Between 0 And 4

CCD K-8: CCD indicator = 'Y' AND CCD Grade Between 0 And 8

CCD grades 9-12: CCD indicator = 'Y' AND CCD Grade Between 9 And 12

Public schools K to 8: Catholic School unchecked AND CCD Grade Between 0 And 8

Public Schools grades 9 to 12: Catholic School unchecked AND CCD Grade Between 9 And 12

Age 5 to 14: Age between 5 and 14 and not deceased

Age 15 to 18: Age between 15 and 18 and not deceased

Practicing Adults: Family number less than inactive-Mail start and Age > 18 and no date of death

Non Practicing adults: Family number less than moved/deceased and greater than inactive-Mail start and Age > 18 and no date of death

Ver. 2012

## Parish Status Report

<b>Parish Status</b>			
STATUS ANIMARUM			
CENSUS		EDUCATION	
<b>ADULTS</b>	<b>Practicing :</b>	239	<b>Public School K-8:</b> 61
	<b>Non practicing:</b>	7	<b>CCD K-8:</b> 45
	<b>Total:</b>	246	<b>Catholic School K-8:</b> 15
<b>CHILDREN</b>	<b>Pre School:</b>	0	<b>Public School 9-12:</b> 39
	<b>GRADES K-8:</b>	18	<b>Catholic School 9-12:</b> 12
	<b>GRADES 9-12:</b>	34	<b>CCD 9-12:</b> 20
	<b>Other At Home:</b>	0	<b>PARISH SCHOOL PRE-PRIMARY:</b> 0
	<b>Total:</b>	52	
<b>TOTAL CENSUS OF PARISH:</b>		298	
STATUS ANIMARUM			
BAPTISMS		CONFIRMATION	
<b>Infants</b>	0	<b>Confirmation date:</b> 12/30/1899	
<b>Adults</b>		<b>Boys Confirmed:</b>	
<b>Absolute:</b>	0	<b>Girls Confirmed:</b>	
<b>Conditional:</b>	0	<b>Adults Confirmed:</b> 1	
<b>Total Baptisms:</b>		<b>Adults from other Parishes:</b> 0	
<b>Converts:</b>	0	<b>TOTAL CONFIRMED:</b>	
HOLY EUCHARIST		ANOINTING OF THE SICK	
<b>Communion:</b>	0	<b>Administered during year:</b>	0
<b>First Communion:</b>		<b>Deaths:</b>	0
<b>Holy Viaticum:</b>	0	MATRIMONY	
<b>Avg Daily Mass Att:</b>	0	<b>Marriages, Catholic:</b>	
<b>Avg Sunday Mass Att:</b>	0	<b>Mixed</b> 0	
<b>Number of Weekend Mass:</b>	0	<b>Total</b>	
		<b>How many of above were validations?</b> 0	
VOCATIONS			
ORDAINED DURING THE YEAR		ENTERED DURING THE YEAR	
<b>Secular Priests for diocese:</b>	0	<b>Secular Seminary:</b>	0
<b>Secular Priests for other diocese:</b>	0	<b>Religious Seminary</b>	0
<b>Religious order priests</b>	0	<b>Convents of Diocese</b>	0
		<b>Convents of Other Diocese</b>	0
		<b>Brotherhood</b>	0

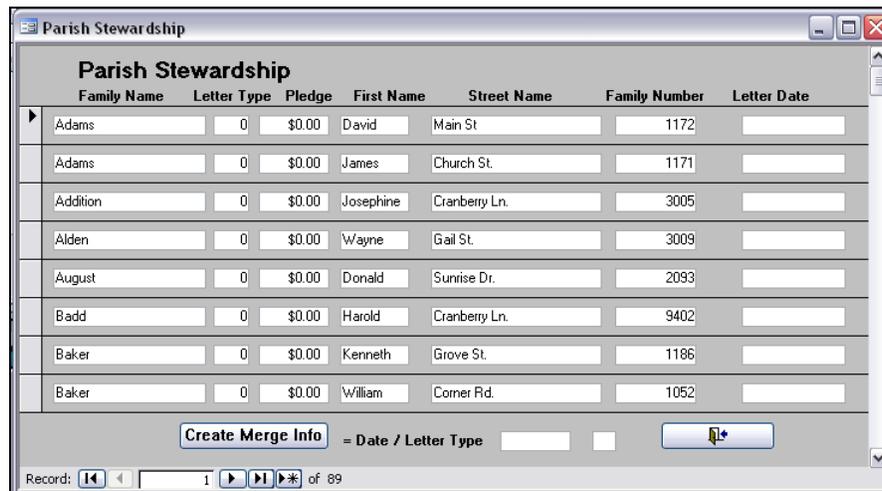
Ver. 17.5

Review the report and make the necessary changes on the Parish Status screen. Click on *Update*, and then *Report* to produce the corrected document. Once you have a satisfactory report, it can be printed from within the Census Program. To print, click on the Printer icon.

## Parish Stewardship

<b>Parish Stewardship</b>	Manage and report on Parish Stewardship
<b>Clear Stewardship</b>	Clear Parish Stewardship to be ready for a new campaign

Ver. 2012



The screenshot shows a window titled "Parish Stewardship" with a table of family data. The table has columns for Family Name, Letter Type, Pledge, First Name, Street Name, Family Number, and Letter Date. Below the table is a "Create Merge Info" button and a record navigation bar.

Family Name	Letter Type	Pledge	First Name	Street Name	Family Number	Letter Date
Adams	0	\$0.00	David	Main St	1172	
Adams	0	\$0.00	James	Church St.	1171	
Addition	0	\$0.00	Josephine	Cranberry Ln.	3005	
Alden	0	\$0.00	Wayne	Gail St.	3009	
August	0	\$0.00	Donald	Sunrise Dr.	2093	
Badd	0	\$0.00	Harold	Cranberry Ln.	9402	
Baker	0	\$0.00	Kenneth	Grove St.	1186	
Baker	0	\$0.00	William	Corner Rd.	1052	

Ver. 2012

## Zartarian/Envelope Export Disk

In the late 1990's the Zartarian Envelope Company became a dominant church envelope company in the Springfield Diocese. This company used an online download method to keep church envelope data fresh on a monthly basis. In working with this company the Census program was integrated their envelope format. This proved to be highly successful in reducing the number of envelope packets being sent to wrong addresses, or being returned as undeliverable.

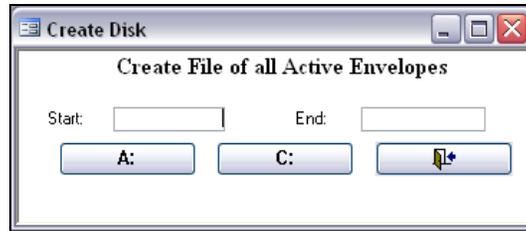
The good people at Zartarian have given us permission to use their name in our program.

This export is in ASCII format. You may choose to send it to either the hard drive (C:) or to the floppy drive (A:).

<b>Zartarian/Envelope export Disk</b>	Exports a parish list with envelope number for selected range ASCII format
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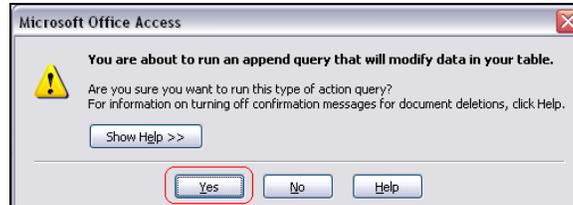
Ver. 2012

Clicking this button opens this window:



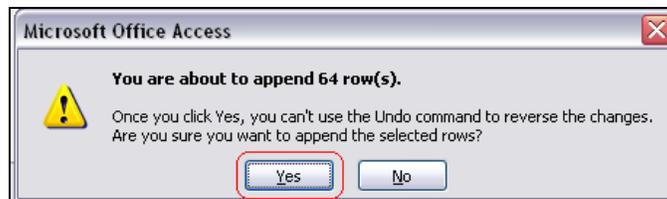
Ver. 2012

Enter the starting and ending envelope numbers for the export and click the drive letter.



Ver. 2012

When this message box appears, simply click Yes to continue.



Ver. 2012

The program creates the file in the directory you chose and displays this message.



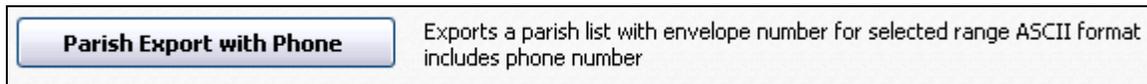
Ver. 2012

Two formats are used for the file: .txt for ASCII and .xls for Excel. You can then use the one that best suits your needs.

Click OK to close the window.

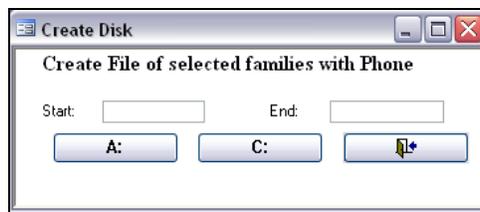
## Parish Export with Phone

This export is the same as the Zartarian export (see section above) but adds total amount of funds on record, and the telephone number. If the telephone number is marked an Unlisted (Y), the number is deleted and the word Unlisted appears in its place. Only .txt format is used for the output file.



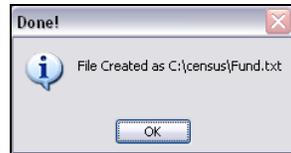
Ver. 2012

The procedure is the same as described in Zartarian Export.



Ver. 2012

The message windows are also the same.



Ver. 2012

This window gives you the file name and the location.

## Temporarily Inactive

This feature allows a family to suspend receiving mailings, including envelopes and not lose their membership in the parish. On the Family Membership Page, check the checkbox and add the optional reason.



Ver. 2012

This report is based on the checkbox as checked.

<b>Temporarily Inactive</b>	Produces a report based on the Temporarily inactive Checkbox
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Ver. 2012

Clicking the button opens the report.

<i>Temporarily Inactive Report</i>			
<i>Family Name</i>	<i>Street</i>	<i>Town</i>	<i>Temp Inactive - Reason</i>
Adams , Mr. & Mrs. James	8 Church St.	Your Town, MA 22022	Visiting the Vatican

Ver. 2012

This completes the chapter on the Reports Menu.

If you have any questions or concerns, please contact Raiche Consultants.