

Database Maintenance Compact and Repair

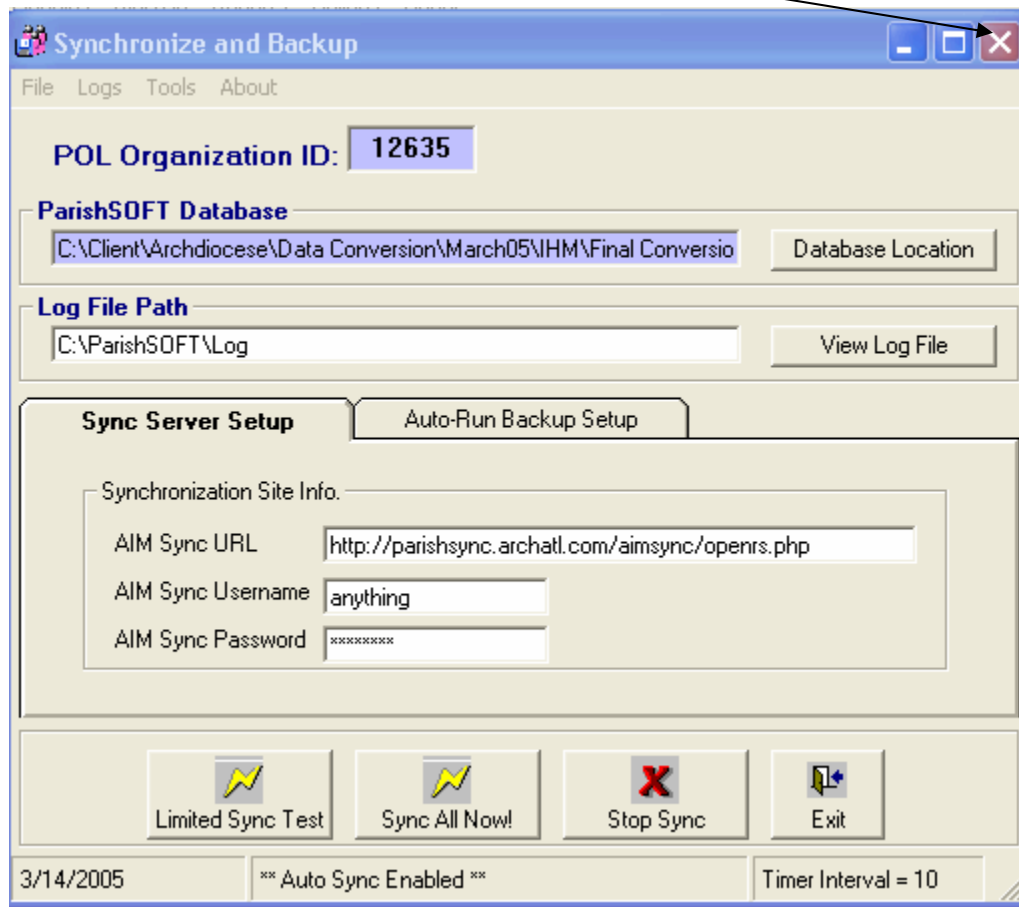
STEP 1:

Begin by making sure that all users are log off ParishSOFT.

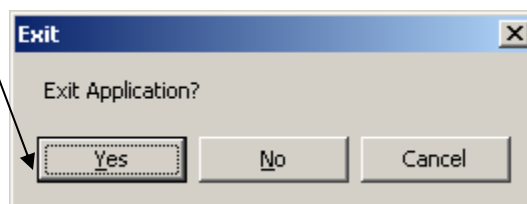
Then log into 'Family Directory' as the system administrator.

Open PS Synchronizer by clicking on "PINK People Icon" in the task bar tray on the right side of the computer. Click on the Synchronization Manager Icon (pink people). When you do the following screen will appear.

Click on Exit



Answer yes to exit application



Database Maintenance Compact and Repair

At Family Directory select About

The screenshot shows the 'Family Directory' application window. The 'About' menu is open, displaying 'eMerge Info' for the 'AA Group, James Peden' with a zip code of '00000'. Below the search bar is a grid of alphabetical tabs (A-Z) and a table of family records.

Family	Envelope #	Phone	Address	City
AA Group, James Peden	84			
Abdulovic, Amy	4420	404-321-6498	1841 Briarcliff Circle #B	Atlanta
Abera, Nancy	2023	770-448-8771	2335 Briarcliff Road #4	Atlanta
Abraham, Betty Jo	894	404-633-3277	2271 Oakawana Road	Atlanta
Abraham, Honeymol	299		3212 Gables Way	Atlanta
Abrahams, Erin	64		3078 Clairmont Road #726	Atlanta
Abreo, Abby	5141	404-634-8868	3156 Briarcliff Road NE #F	Atlanta
Abreu, Hilagos-Test	257	404-321-7787	2009 LaVista Road NE	Atlanta
Abril, Luz and Diego	4774	404-929-9844	1501 Clairmont Road #828	Decatur
Acciaoli, David	4634	404-843-3680	2625 Piedmont Road NE Suite 56	Atlanta
Acevedo, Susana and Rutilio	4946	770-717-5428	1265 Strasbourg Court	Norcross
Acklin, Susan and Timothy	3170	404-679-9932	1332 Vista Leaf Drive	Decatur
Adams, Adline and Stephen	3585	770-590-0381	325 Preston Park Drive	Duluth
Adams, Mary and Challie	1264	770-934-2468	8104 Harvest Ridge Lane	Alpharetta
Adan, Luis	544	404-636-2615	1793 Rosalind Drive	Atlanta
Aggrey-Antwi, Irene	3365	770-469-0906	1920 Lochlomond Lane SE	Smyrna
Agnew, Rachel and Michael	3366	404-633-4769	1792 Beacon Hill Blvd	Atlanta
Aguero, Sonia	5061	404-320-7298	1525 N. Amanda Circle	Atlanta
Aguilar, Luz and Rafael	4582	770-638-0424	1203 Hampton Crossing	Norcross

At the bottom of the window, it shows '*** Successful Logon ***', '(Select) Ricardo Clarke', and 'Records: 2660'.

Then Select ParishSOFT System Information

The screenshot shows the 'About ParishSOFT' dialog box. It contains the following information:

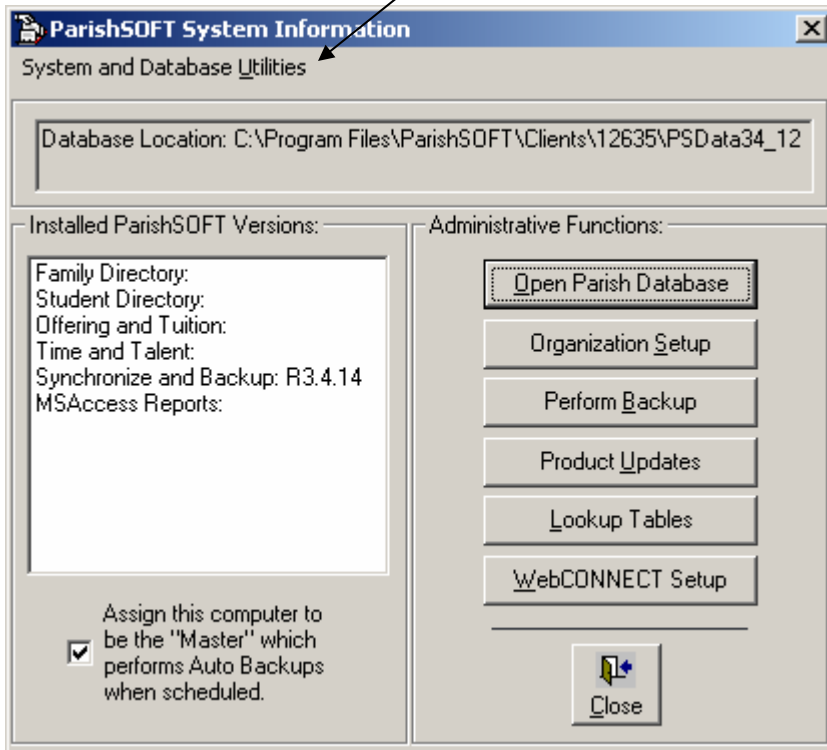
- ParishSOFT Family Directory**
- Version: 3.4.0 Service Release: 01
- Build Date: 5/19/2005 11:29:50 AM
- The ParishSOFT Family Directory is the cornerstone module of the ParishSOFT Suite.
- PSData Path: C:\Program Files\ParishSOFT\Clients\12635\PSData34_12635_2k.mdb
- ParishSOFT System Info...** (button)
- Licensed to: Immaculate Heart of Mary Paris 12635
- Registration Code: 413171U3Z381F5F763935554884E92
- Copyright: 1998 - 2003 by ParishSOFT, LLC
- Ann Arbor, MI (734) 205-1000 & (866) 930-4774
- Visit our Web Site at: <http://www.ParishSOFT.net>
- Expires On: **Sep-29-2005**
- Buttons: Accept, OK, User Guide

Licensed Modules:

- Family Directory
- Religious Ed
- Time & Talent
- Offering & Tuition
- ACH Banking
- CASS Bulk Mailing
- Synchronization

Database Maintenance Compact and Repair

Select System and Database Utilities



Select Database maintenance and say yes to proceed this will take a minute or two to complete.

When you receive 100% close this window and select compact and repair from the previous menu. When this is complete it will close the program completely.

Reset PS Synchronizer

Restarting Synchronization

STEP 1:

Begin by logging into 'Family Directory' as the system administrator.

To start the synchronization process, select 'Diocese' from the menu bar then click on Synchronize Data to Diocese.

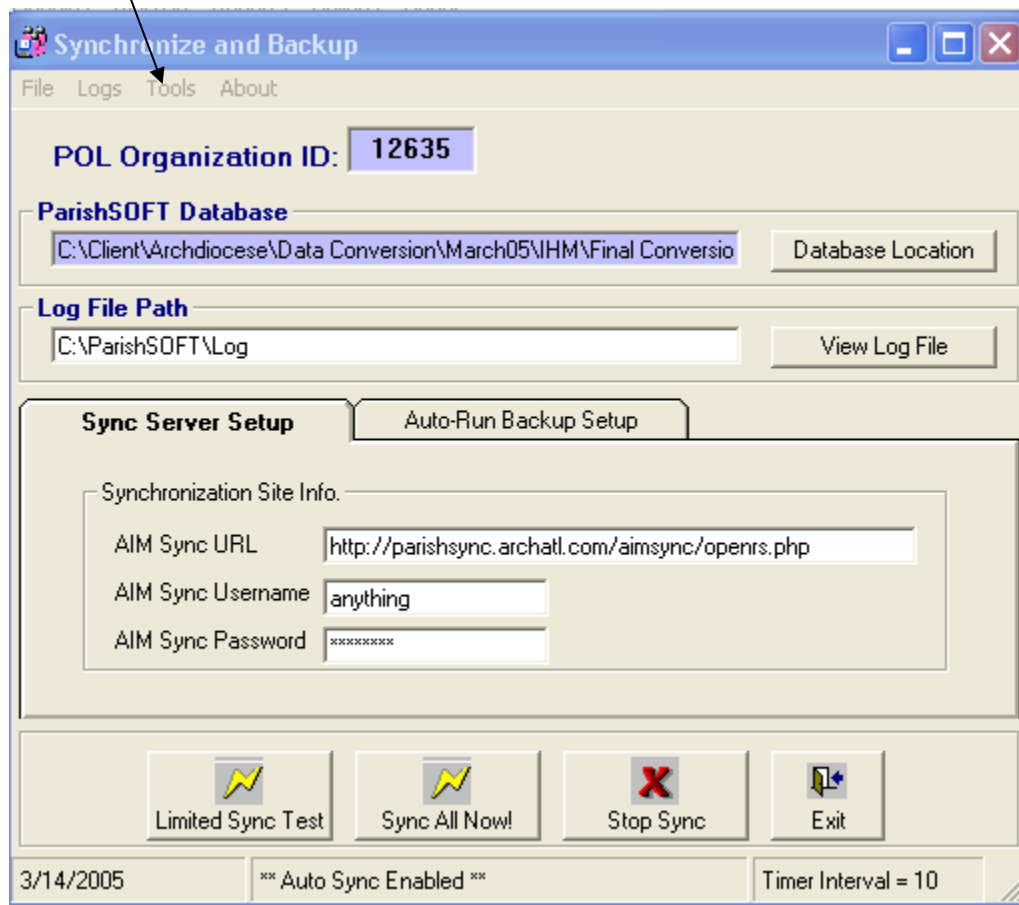
The screenshot shows the 'Family Directory' application window. The menu bar includes 'File', 'Family Info', 'Staff', 'Modules', 'Diocese', 'Reports', 'Utilities', and 'About'. The 'Diocese' menu is open, showing options: 'Open Diocesan Reports', 'Synchronize Data To Diocese', and 'Info'. An arrow points from the text above to the 'Synchronize Data To Diocese' option. Below the menu, there is a search field with 'Abdulovic, Amy' entered. A preview window shows details for 'Ms. Amy Abdulovic' at '1841 Briarcliff Circle #B, Atlanta, GA 30329-2563'. A table of family records is displayed below, with columns for Family, Envelope #, Phone, Address, City, State, Zip + 4, and Registered?. The status bar at the bottom shows '**** Successful Logon ****', 'System Admin', and 'Records: 2415'.

Family	Envelope #	Phone	Address	City	State	Zip + 4	Registered?
Abdulovic, Amy	4420	404-321-6498	1841 Briarcliff Circle #B	Atlanta	GA	30329-2563	Not Registered
Abera, Nancy	2023	770-448-8771	2335 Briarcliff Road #4	Atlanta	GA	30329	Not Registered
Abraham, Betty Jo	894	404-633-3277	2271 Oakawana Road	Atlanta	GA	30345-3566	Registered
Abreo, Abbv	5141	404-634-8868	3156 Briarcliff Road NE #F	Atlanta	GA	30329	Registered
Abril, Luz and Diego	4774	404-929-9844	1501 Clairmont Road #828	Decatur	GA	30033	Registered
Acciaioy, David	4634	404-843-3680	2625 Piedmont Road NE Suite 56	Atlanta	GA	30324	Not Registered
Acevedo, Susana and Rutilio	4946	770-717-5428	1265 Strasbourg Court	Norcross	GA	30093	Registered
Acklin, Susan and Timothy	3170	404-679-9932	1332 Vista Leaf Drive	Decatur	GA	30033	Not Registered
Adams, Adline and Stephen	3585	770-590-0381	325 Preston Park Drive	Duluth	GA	30096-8815	Not Registered
Adams, Mary and Challie	1264	770-934-2468	8104 Harvest Ridge Lane	Alpharetta	GA	30022	Not Registered
Adan, Luis	544	404-636-2615	1793 Rosalinda Drive	Atlanta	GA	30329	Registered
Aggrey-Antwi, Irene	3365	770-469-0906	1920 Lochlmond Lane SE	Smyrna	GA	30080-3744	Not Registered
Agnew, Rachel and Michael	3366	404-633-4769	1792 Beacon Hill Blvd	Atlanta	GA	30329	Registered
Agüero, Sonia	5061	404-320-7298	1525 N. Amanda Circle	Atlanta	GA	30329-3319	Registered
Aguilar, Luz and Rafael	4582	770-638-0424	1203 Hampton Crossing	Norcross	GA	30093	Registered
Aikens, Mai-Lan	1751	770-610-6071	PO Box 81524	Chamblee	GA	30366-1524	Not Registered
Ako, Edwige and Cosaire	4499	770 900 0005	1025 Coleville Circle	Norcross	GA	30093	Registered
Akpan, Eddie	4127	678-985-3904	894 Michael Lee Way	Lawrenceville	GA	30043	Not Registered
Akpan, Yvonne and Eddie	1614	404-633-5219	894 Michael Lee Way	Lawrenceville	GA	30043-4278	Not Registered

Restarting Synchronization

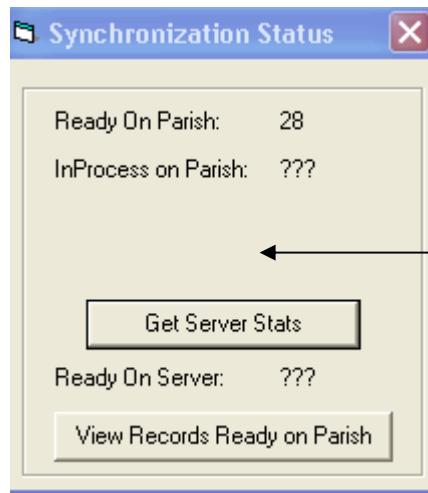
STEP 2:

This will place the Synchronization Manager on your task bar
“PINK People Icon” in the task bar tray on the right side of the computer.
Click on the Synchronization Manager Icon (pink people). When you do the following
screen will appear.
Select ‘Tools’ from the menu bar



Click on Tools from the above window, and then click on Synchronization Status. The following window will appear.

Restarting Synchronization



If Reset in Process Appears
click on that button.

STEP 4:

If Ready on Parish is anything above '0' click the reset in process button and then close the box. This will return you to the Synchronizer and Backup page. Click on the "Sync All Now" button (shown on previous page)

To exit Synchronization manager - click on the 'x' you will be asked if you want to exit say "NO" this will minimize it back to your task bar.

Log out of Family Directory.