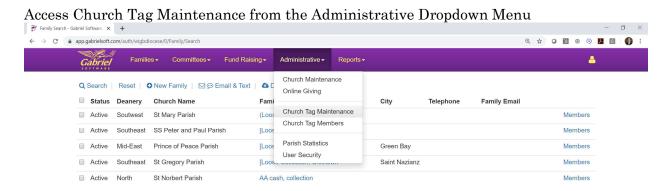


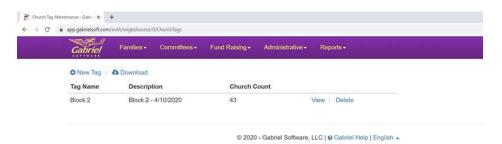


Family Giving Analysis Report

Church Tag Maintenance



To enter a New Tag press the New Tag Button. To edit the name of a tag press the view button. To delete a tag and remove the tag from all member churches press the delete button



After adding a Tag select Church Tag Members from the Administrative dropdown menu to Tag churches within your diocese.





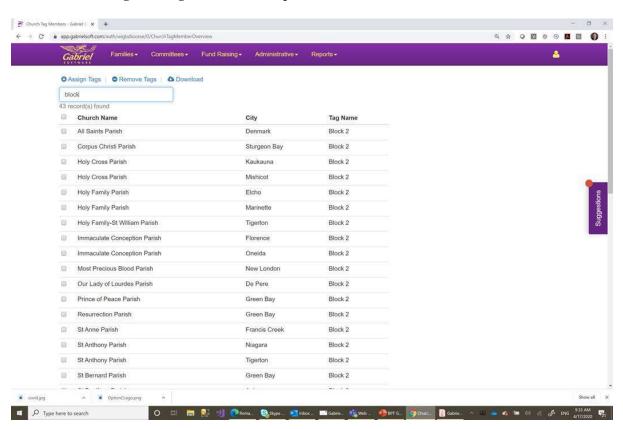
Family Giving Analysis Report

Church Tag Members

The search field at the top of the page allows the user to search on any of the fields displayed – Church name, City, Tag Name. Below I have entered part of a tag name and all churches with a tag with the name block is appearing.

To assign a tag to a church the user will click on the box to the left of the church. The user can scroll down through the list and select multiple churches. The user can also enter a value in the search field like city, select the parishes in that city to tag, enter another city name, then select the churches in that city to tage, etc.

When all the churches are selected the user will press the assign tags button at the top and will select the tag to assign from the dropdown menu.





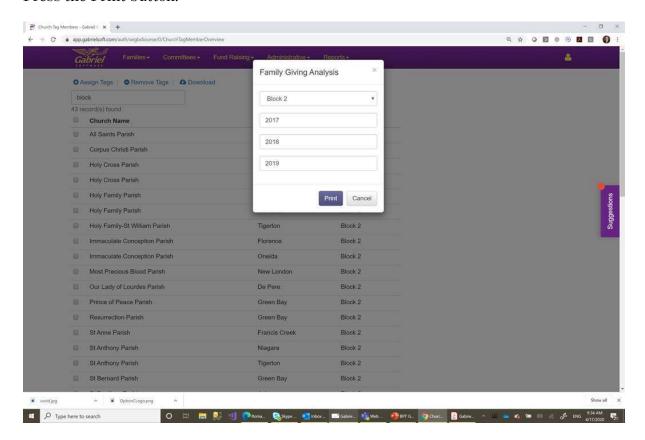


Family Giving Analysis Report

Family Giving Analysis Report

To access the Family Giving Analysis Report select it from the Report dropdown menu. The parameter screen will appear. Select the Tag from the dropdown menu for which you wish to run the report. Enter in the years that you want to report on.

Press the Print button.







Family Giving Analysis Report

An Excel document is created in the tray. Click on it to see the report. If you need the report data in a csv format you can choose enable editing and select save as from the file menu and select file type of csv.

