

Gabriel Updates

*News and updates for all those who use
Gabriel Software in their ministry*




May 5, 2020

Good Morning!

This week and next, we will be talking about data standards. Using data standards will help us to enter data consistently in the software, make it easier to work with families, and avoid duplication of families and work.

Thank you,
Roy Verstegen

Families ▾ Committees ▾ Fund Raising ▾

Family Name Standards

Let's start with family name fields in Gabriel Software. We have four fields available to name the family. Last Name (Required), First Name, Mailing Name, and Salutation. Gabriel does have recommendations on how these fields should be populated when a new family is added in the software. You can find those recommendations on the support site using the link below. We will expand these recommendations into standard practices for all Parishes in the Diocese.

[Gabriel Support Article](#)

Family Search

Last Name (Required) and First Name should be added in a way to make it easy to find a family across all Parishes.

When you search for a family, Gabriel lets you search for a family by Last Name and First Name. It was standard practice in ParishSOFT and now in Gabriel to enter the Last Name and First Name fields with no spaces in the name. A search for a family with a last name of "Van Dyke" is different than a last name of "VanDyke". A search for a family first Name of "Mary Jo" is different than "MaryJo". Please continue to enter last name and first name fields with no spaces.

Family Search

Search

All ▾

Budget

First Name

Address

City

Registration From

Registration To

Telephone

Family Email

All ▾

All Parishes ▾

All Parishioners ▾

Reset

Search

Cancel

Last Name Field


The preferred family last name should be used to identify the family for each Family ID. We will have one family ID per envelope number or tax statement. When the preferred last name is determined to be two or more different last names, please enter all last names separated by a " - " (space hyphen space), or "& " (space ampersand space), or " and " (space and space). Many Parishes are using a hyphen when the two people involved are married and an ampersand when the two or more preferred family last names are not married. You are welcome to use this as a guideline for your parish, but it is not required. The Last Name (Required) field is used to locate a family across all parishes. If a parish has a last name in Gabriel as "Smith - VanDyke" and you do a search for "VanDyke", the "Smith - VanDyke" family will be returned when the search completes.

Family First Name

The family first name should be the preferred first names of alive people that make up the last name fields. We recommend to separate all first names by an ampersand (Kathy & Dave). Preferred first name is the first name the person prefers being called. An example would be a married couple with formal names of Kathryn and David but they prefer the shorter first name of Kathy and Dave. Gabriel first name should be (Kathy & Dave)

First Name Search

Kathy Smith and Dave VanDyke have the same family ID. The last name field is Smith - VanDyke, the first name field is Kathy & Dave. Dave VanDyke is standing in front of you and wants to register at your Parish. You will find the "Smith - VanDyke" family in Gabriel with a search across all Parishes for Last Name "VanDyke" and First Name of "Dave". Using the preferred name for Last Name and First Name with no spaces will create consistency in data entry and avoid creating duplicate families in Gabriel.



Families

Committees

Fund Raising

Religious Ed

Scheduling

Administrative

Search

Reset

New Family

Email & Text

Download

Church	Status	Budget	Family Name	Address	City
<input type="checkbox"/> Holy Spirit Parish	Active		Smith - VanDyke, Kathy & Dave	123 Main St	Green Bay

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Show: 10

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Smith - VanDyke's Members

New Member

Full Name	Birthdate	Cell Phone
Smith - VanDyke, Kathy		
VanDyke, Dave		

Today we discussed the Family Last and First Name fields in Gabriel. Next week, we will talk about how we can use family Mailing Name and Salutation fields when Father wants to communicate to the membership.

Office of Information Technology

The Office of Information Technology provides support and development for technology infrastructure needs within the diocese.

IT Help Desk

If you are experiencing difficulties, please call or send an email to the IT Help Desk or Gabriel Software Support. We will support during normal business hours.

- IT Help Desk Email: IThelpdesk@gbdioc.org
- IT Help Desk Phone: (920) 272-8111
- Gabriel Support Email: support@gabrielsoft.com
- Gabriel Support Phone: (774) 203-9480



Diocese of Green Bay



The Compass

