

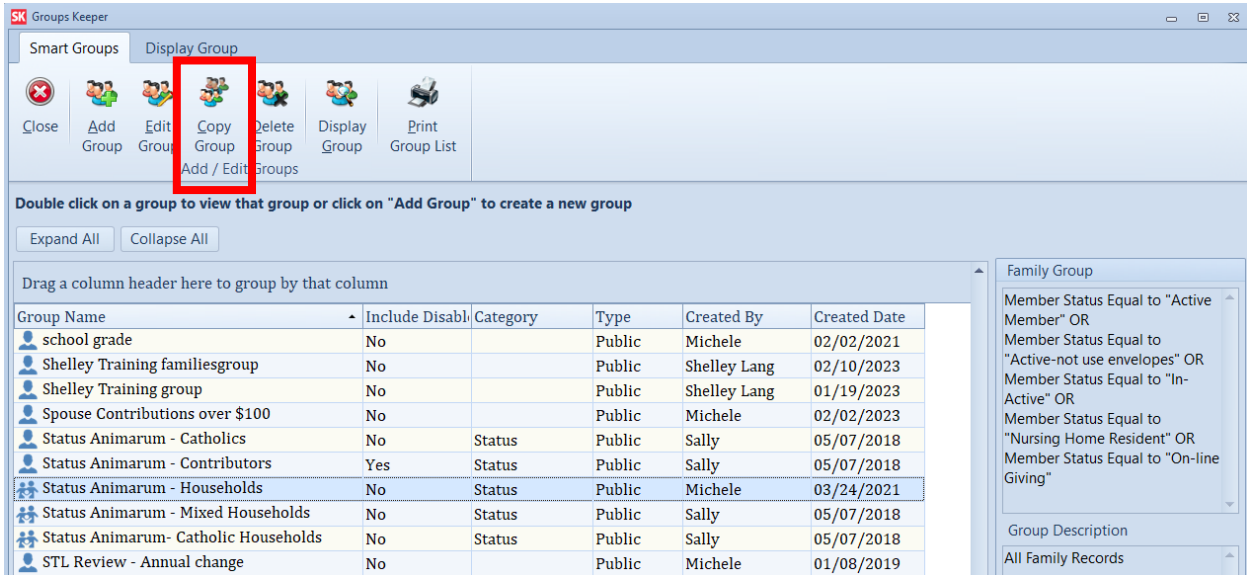
Parish Scatter Map Report

(Instructions are based on Servant Keeper 8.1)

Open membership Manager and click on the Groups Keeper Tab. This will open the Smart Groups and you will see your list of available groups. Search the list for Status Animarum Household Report previously created.

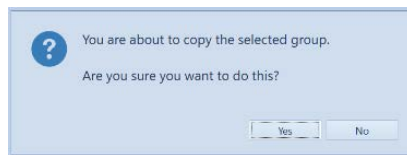
Status Animarum – Households: This group is used to determine the number of households in the parish. **This list should include all families registered in the parish.** The Parish Scatter Map report will be created by copying this report and making a few edits. Please follow the instructions below.

Highlight the Status Animarum Household group found on your list in Group Keeper.

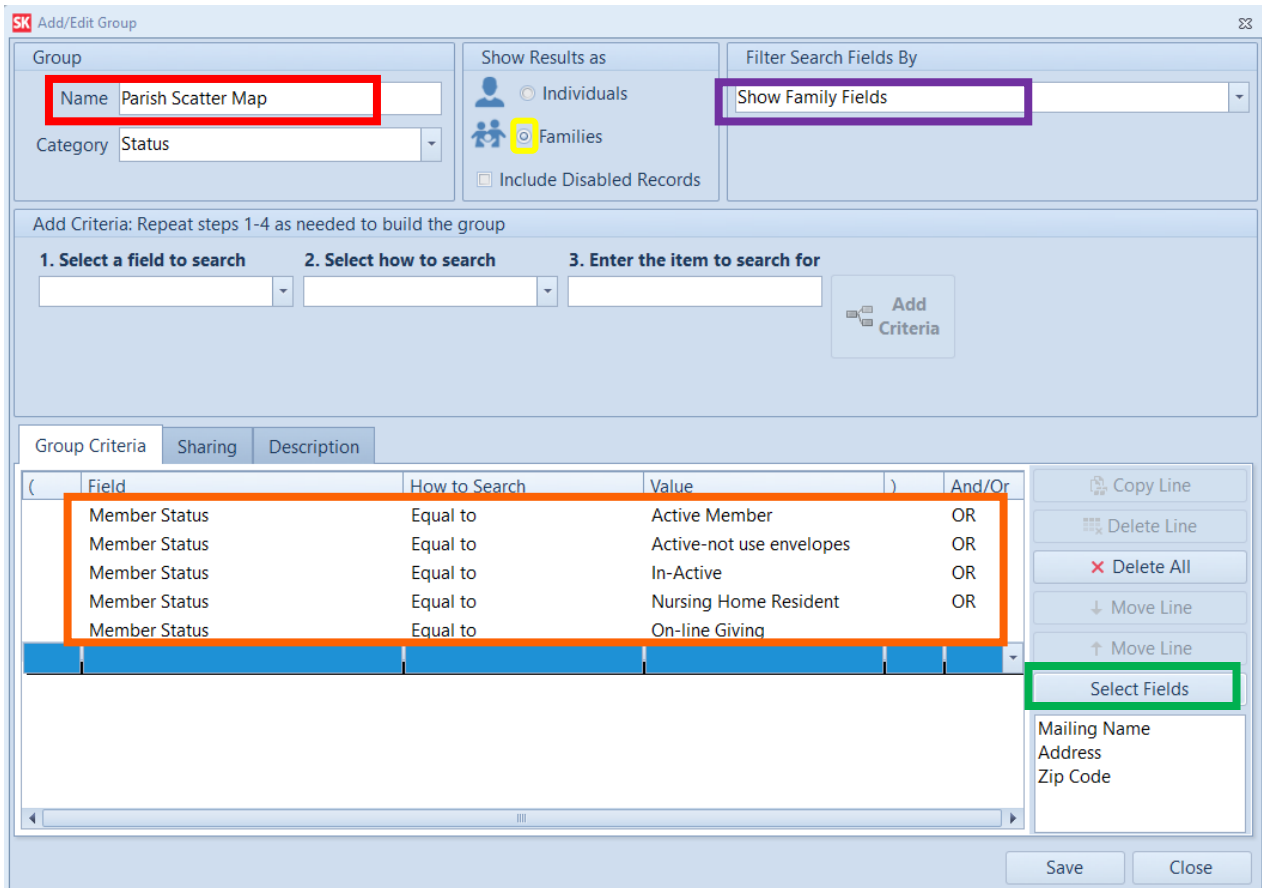


Go to the top of the page and click on **“Copy Group”**

You will see the following message - “You are about to copy the selected group. Are you sure you want to do this?” Click on **“Yes”**.



The copied group opens



In the “Group Name field” rename the group **Parish Scatter Map** (Red box).

In the “Show Results As” field **Family** should be selected (Yellow circle).

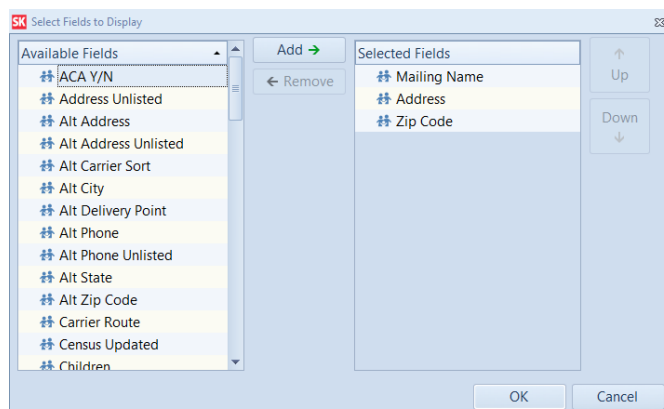
In the “Filter Search Fields By” “**Show Family Fields**” should be selected (Purple box). Use the down arrow to change if necessary.

Verify that the search criteria is still correct for your parish. This should remain the same unless you have added new member statuses for your registered members (Orange box). Your group should be similar to the group pictured above.

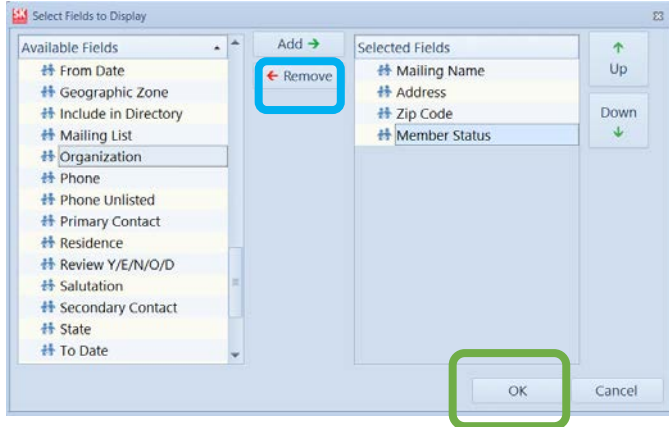
Click on “**Select Fields**” box. (Green box)

Select the following fields in the **order** listed below:

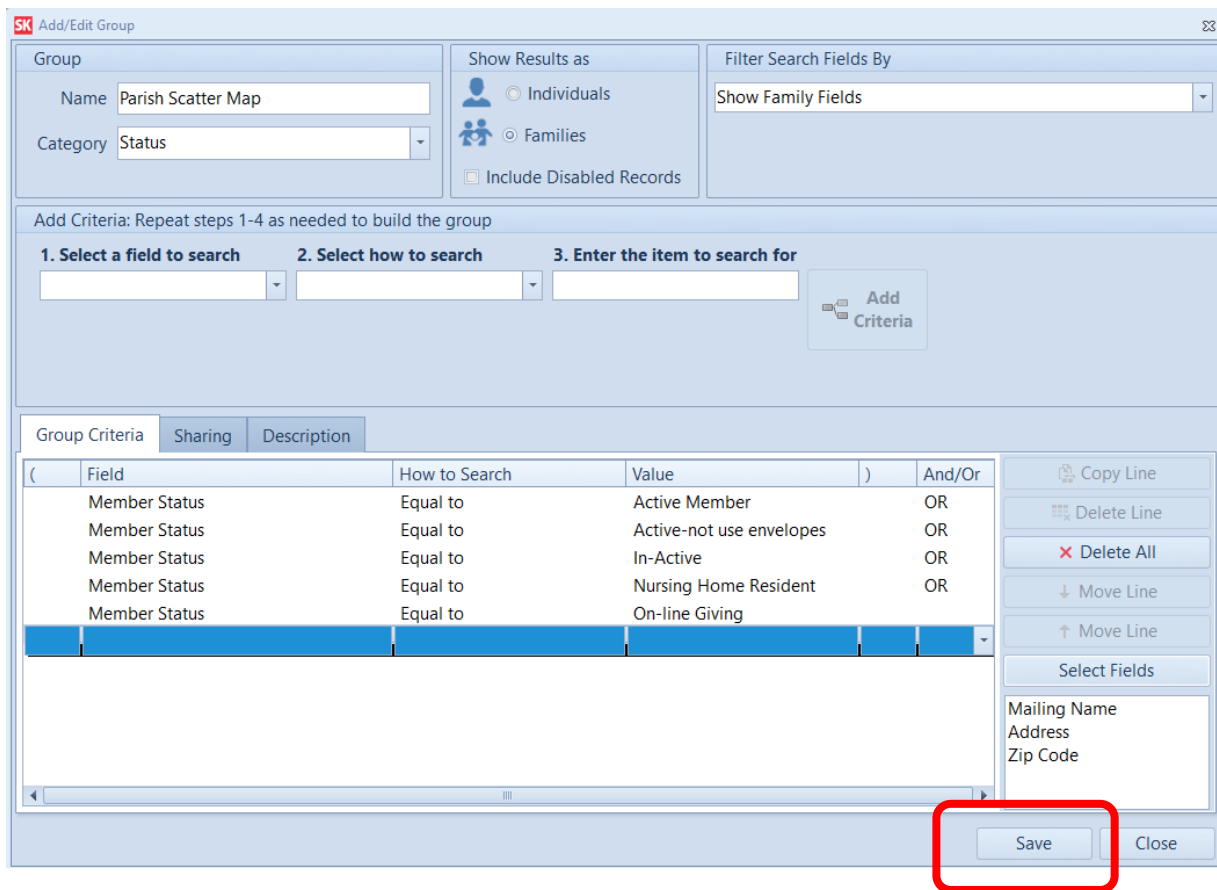
- **Mailing Name**
- **Address**
- **Zip Code**



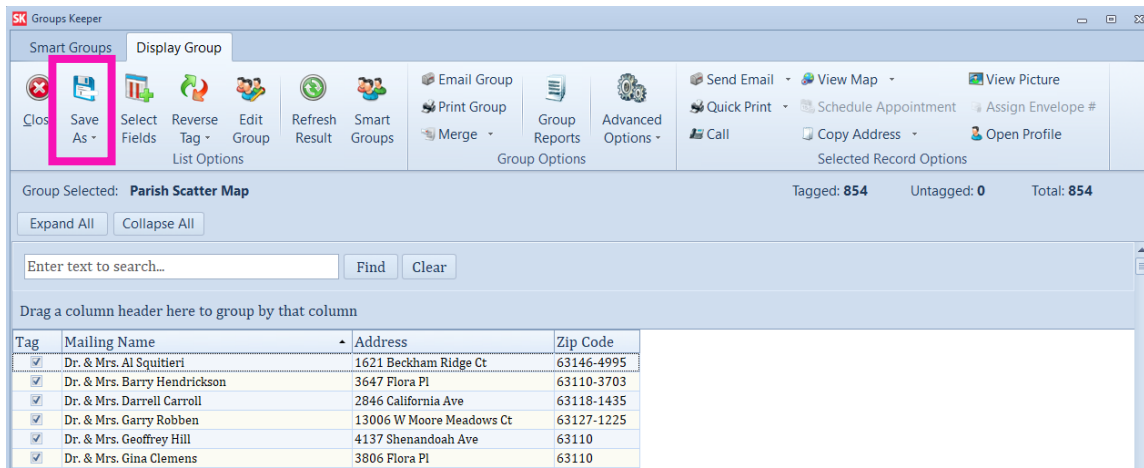
If you have more fields listed, remove them by selecting the unwanted field and click on **“Remove”** to move them to the left.



Once **Mailing Name, Address and Zip Code** are the only fields selected, click **“OK”**. (Green box)

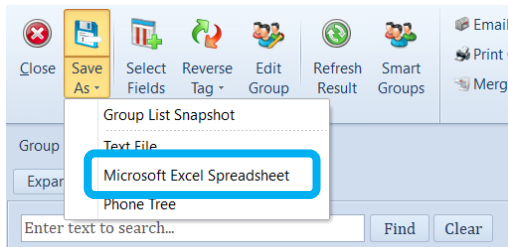


Verify fields are selected correctly, then click **“Save”**. (Red box) The group will open and a list of parish families is generated showing the **Mailing name, Address and Zip code** for all the families registered in the parish.



Click on “Save As” (Pink box above).

Select “Microsoft Excel Spreadsheet” (Blue box below)



Save the document to your desktop or a folder. Name the document with your parish name and number followed by Scatter Map. Example: **111 Holy Ghost Scatter Map**

Please attach to email and send to JohnSchwob@archstl.org by Wednesday, May 10th.

If you have questions or need any assistance, please contact Parish Support. Their contact information is listed below.

Michele Fisher 314.792.7829 or michelefisher@archstl.org

Shelley Lang 314.792.7072 or shelleylang@archstl.org

Sally Serbus 314.792.7716 or sallyserbus@archstl.org