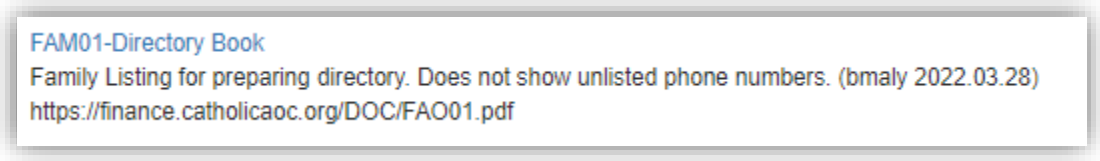
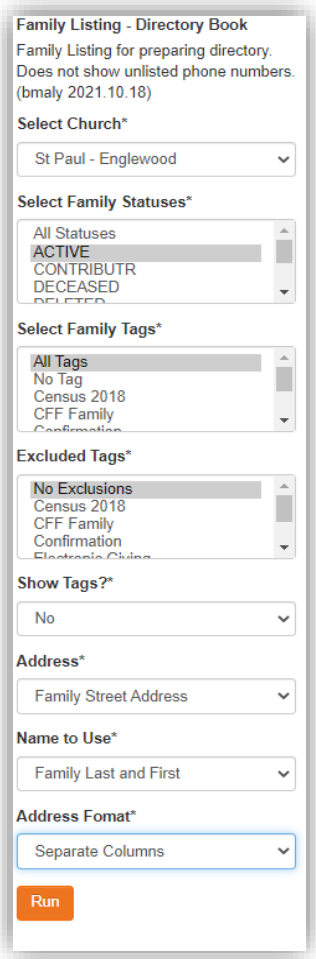
FAM01 - Directory Book Report



Description – for preparing an extract of family contact data for Guide Book Publishing company. Can be used to gather contact data for other purposes (tag groups).

Parameters:

- Church
- Family Statuses
- Family Tags
- Excluded Tags
- Show Tags
- Address
- Name to Use
- Address format



Purpose – Prepares worksheet of contact information.
Family Status. Typically set to 'ACTIVE'.

If you are preparing a list for a Tag Groups, one or more groups can be selected (press the 'cntl' key while clicking on multiple tag groups). If you have a Tag Group like 'do not publish' this can be selected in the Excluded Tags and those families will not be included.

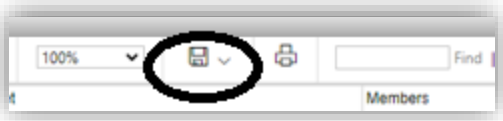
Show tags, will add a column which displays all the tags for the family.

Each family can have a Street Address found on the main family page as well as a mailing address and an alternate address. The default 'Address to use' is set to Family Street Address. Mail Address will consider current date devaluated to the DATE range for the members who have alternate mail addresses for seasonal residences.

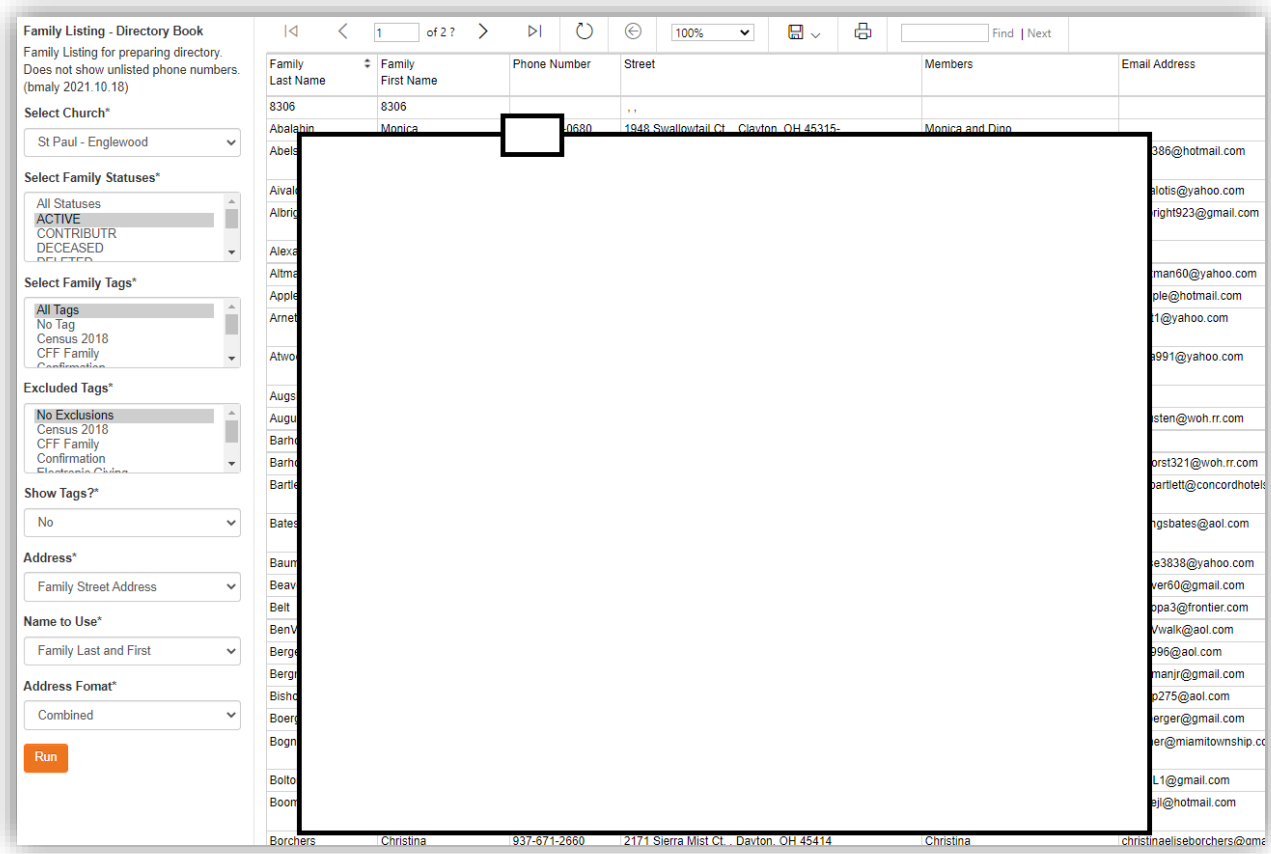
Name to Use can be either the Family Last/First or Mail name.

Address format combined will merge Address 1, Address 2, City, State and ZIP in one column. Choosing Separate Columns will format these fields into separate columns.

Cllick on the disk to download the report data to excel.



Address Combined Format



Separate Columns format

