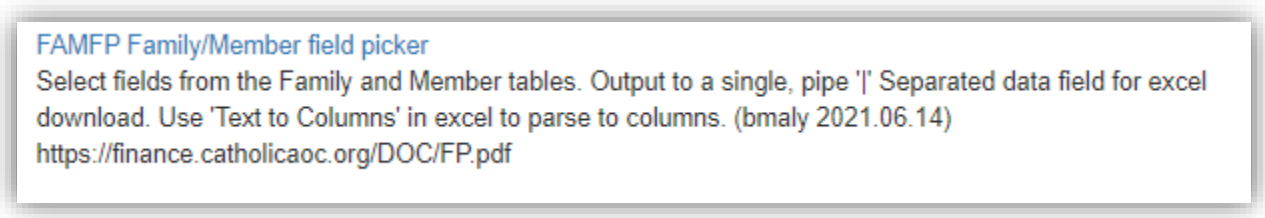
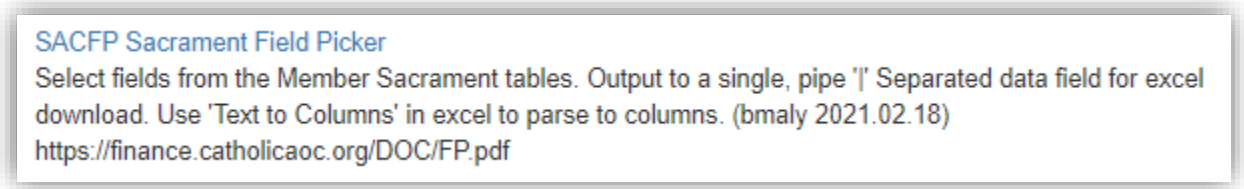
Using the Field Picker Reports (Family/Member/Sacrament)

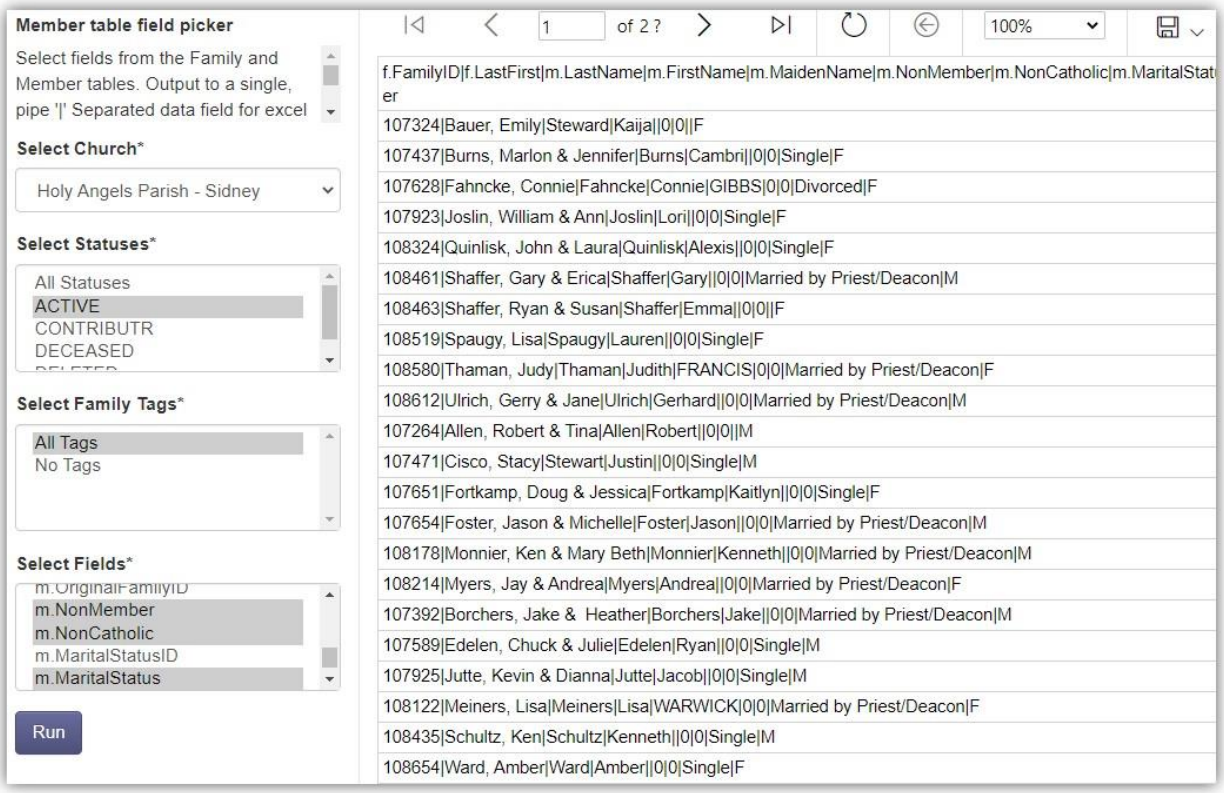
This report will select any field in the Family/Member or Sacrament tables. This does require some comfort level using excel.

Access the Field Picker reports in the library. This downloads 'raw data' from the system.

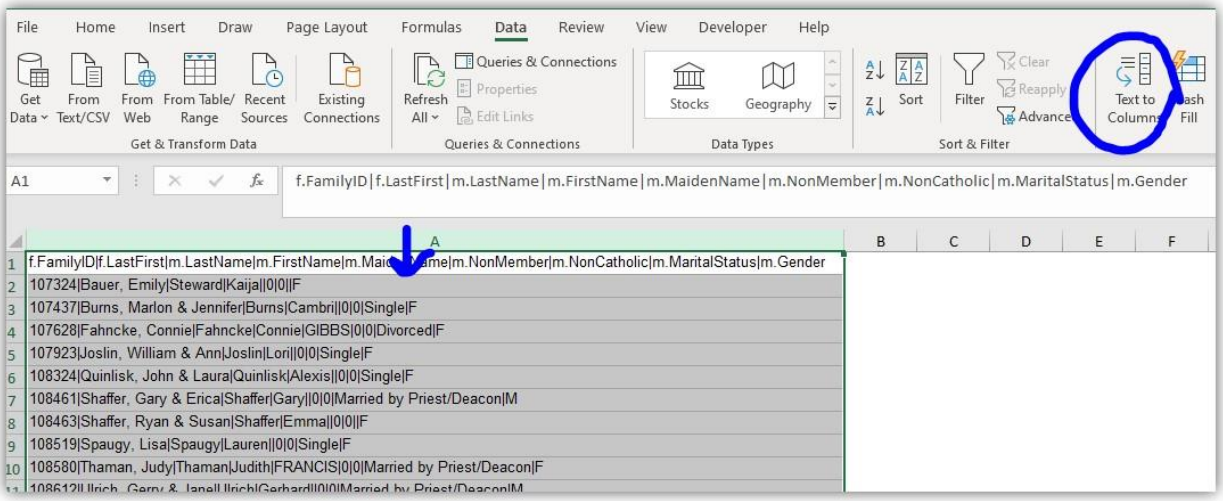


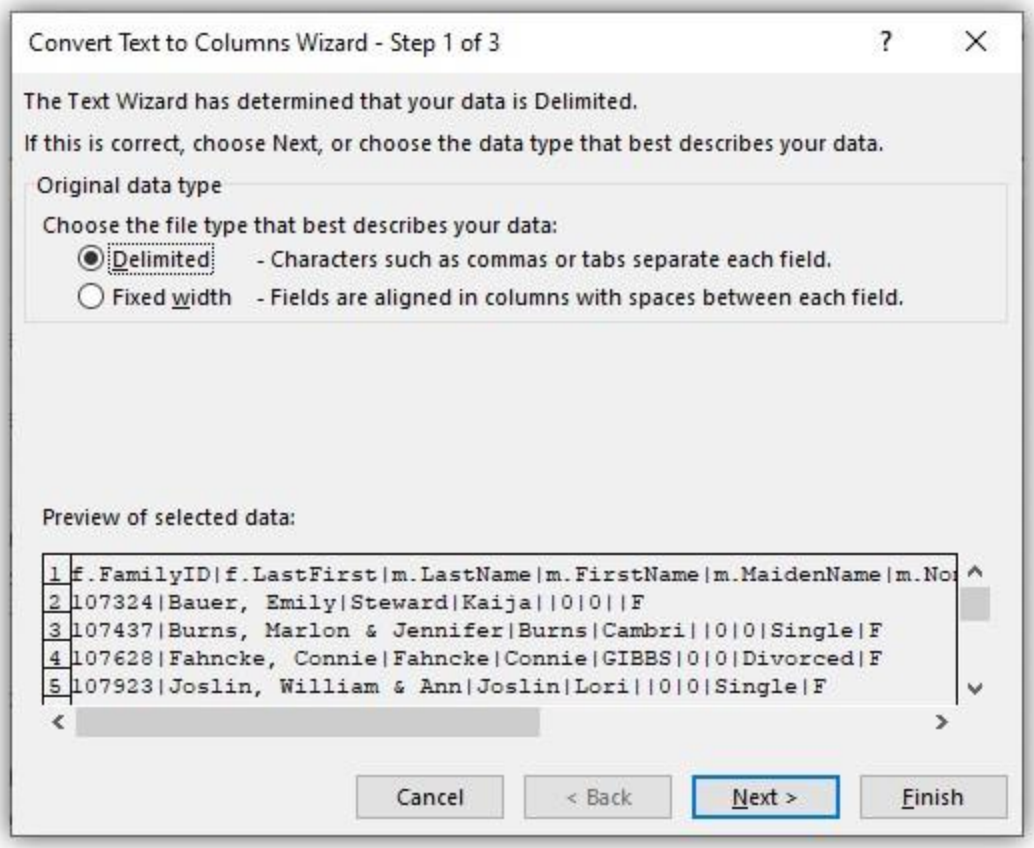


Next, select the family status (or all) and the tag. The trick is to select the fields. The fields from the family table have a prefix 'f.' and the member data has a 'm.'. You will find the 'm.NonCathoiic' field in the list. Press the 'cntl' key as you select fields you want in the report. When you run the report, you will see the data fields in the result set separated by a '|' (vertical bar). Download the report to excel and the data is in a single column.

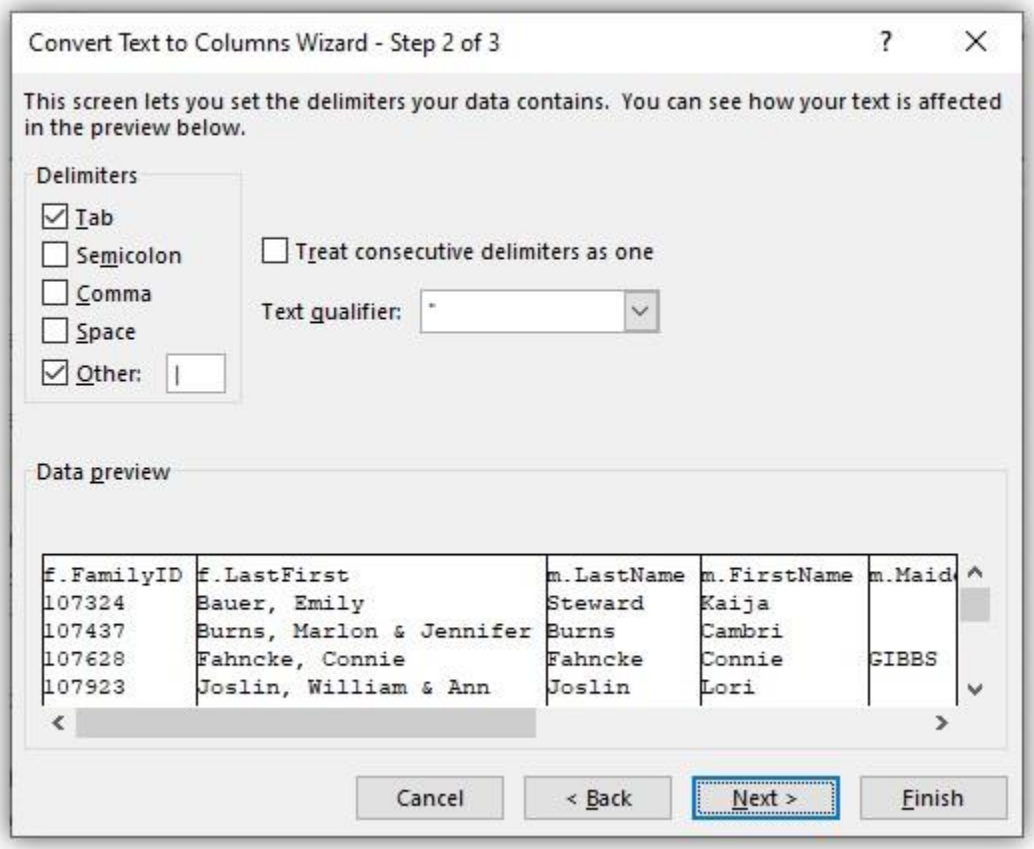


Next, highlight the column by clicking on the ‘A’ at the top. Then click on the data menu bar, select ‘Text to Column’,

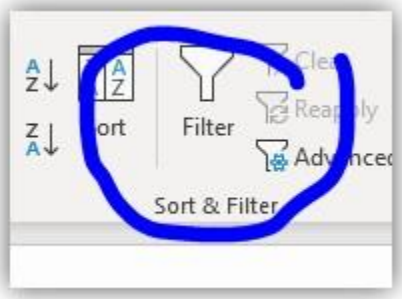




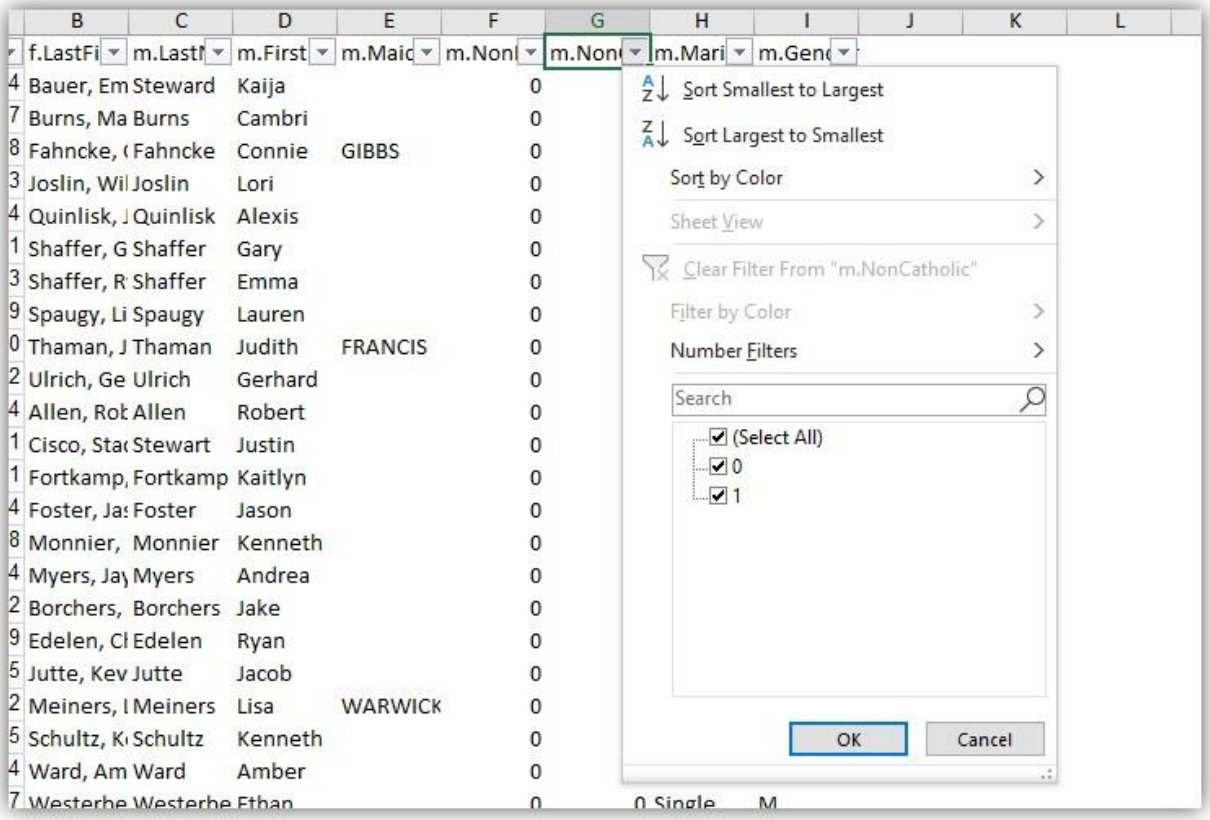
Click ‘Next’, click on’other’ and type a ‘|’ in the box. Then click Finish.



Find the ‘filter on the menu bar.



It will put a drop down on each column from which you can filter the data. Un-Select the ‘0’ for the ‘non-catholic’ column.



	B	C	D	E	F	G	H	I
	f.LastFi	m.Lastl	m.First	m.Maic	m.Nonl	m.Non	m.Mari	m.Gen
4	Bauer, Em	Steward	Kaija		0			
7	Burns, Ma	Burns	Cambri		0			
8	Fahncke, (	Fahncke	Connie	GIBBS	0			
3	Joslin, Wil	Joslin	Lori		0			
4	Quinlisk, J	Quinlisk	Alexis		0			
1	Shaffer, G	Shaffer	Gary		0			
3	Shaffer, R	Shaffer	Emma		0			
9	Spaugy, Li	Spaugy	Lauren		0			
0	Thaman, J	Thaman	Judith	FRANCIS	0			
2	Ulrich, Ge	Ulrich	Gerhard		0			
4	Allen, Rot	Allen	Robert		0			
1	Cisco, Sta	Stewart	Justin		0			
1	Fortkamp,	Fortkamp	Kaitlyn		0			
4	Foster, Ja	Foster	Jason		0			
8	Monnier,	Monnier	Kenneth		0			
4	Myers, Ja	Myers	Andrea		0			
2	Borchers,	Borchers	Jake		0			
9	Edelen, Cl	Edelen	Ryan		0			
5	Jutte, Kev	Jutte	Jacob		0			
2	Meiners, I	Meiners	Lisa	WARWICK	0			
5	Schultz, K	Schultz	Kenneth		0			
4	Ward, Am	Ward	Amber		0			
7	Westerbe	Westerbe	Ethan		0	0	Single	M

	B	C	D	E	F	G	H	I	J
	f.LastFi	m.Lastl	m.First	m.Maic	m.Nonl	m.Non	m.Mari	m.Gen	
76	Cooper, Ti	Cooper	O'Keefe		0	1	Not Speci	M	
76	Cooper, Ti	Cooper	Dublin		0	1	Not Speci	F	
76	Cooper, Ti	Cooper	Travis		0	1	Married, r	M	
78	Stahler, Cl	Stahler	Charles		0	1	Married b	M	
67	Mohler, C	Mohler	Curtis		1	1	Not Speci	M	
76	Cooper, Ti	Cooper	Killarney		0	1	Not Speci	F	
17	Lochard, J	Lochard	Jacob		0	1	Married b	M	