Top Ten for Quality Data in ParishSOFT Family Directory

1. Always fill in the Formal Mailing Name field for all records, both Registered and Unregistered.
2. Always remove titles (Mr., Mrs., Ms., etc.) in the Formal Mailing Name field. Exceptions: clergy and medical doctors.
3. Never enter ampersands ("&") in the name fields. Rather use "and".
4. Leave in the *last known* address and Formal Mailing Name. (Do not remove an address or name when someone passes away, moves, or is exported to a new record.)
5. Standardize addresses (no punctuation, use proper abbreviations for Road, Street, Lane, Avenue, etc., when those are the *last* element in the address line, etc.).
6. Records with the Family Group of Deceased (when all members are deceased), Moved, and Contributor Only should *always* be Unregistered.
7. For Roles in Member Details:

   For married couples, if both are Catholic, use Husband and Wife
   For married couples, if one is non-Catholic, use Head for the Catholic and Wife or Husband for the spouse.
   For unmarried couples, use Head and Adult
   For individuals (only one member), use Head
   When entering only one parent or spouse, use Head

8. *Never* delete a Family or Member record. Contact Sr. Donna if you would like assistance with merges. (*Merges cannot be undone*.)
9. "Staff Only" clergy records are maintained solely by our vice-chancellor and the diocesan communications office. Parishes may, however, edit *positions* not beginning with "Priest" or "Deacon".
10. For new records, please enter birthdates. Most duplicates are identified with the assistance of birthdates.

The Standard Operating Procedures (SOP) and additional resources can be found on the diocesan Parish Information Management ("pims") website: https://diolc.org/pims/
Click the link Parish Census Software Standard Operating Procedures under the heading **ParishSOFT Family Directory**. Once the SOP is opened, use Ctrl + F to search for the topic you need.

February 8, 2022