

Exporting Adult Children (Export to New Family)

First consideration:

Does this member already have another record? Then a merge should be done. (Send to Sr. Donna.)

TO EXPORT TO NEW FAMILY RECORD

In the Member Details

Choose **Edit**, then **Export to New Family**

In the absence of a current address, select yes to the question below.

Would you like to use the existing family's address as the address for the new family?

Yes No

If the following window appears, click **OK** and choose a **Prefix** under **Family Member**.

lacrosse.parishsoftfamilysuite.com says
Cannot auto fill family names. No member exists.

Continue editing *as appropriate*, with special attention to the outlined fields below, above all, the **Registration Status**.
Click **Auto Fill Family Name**, then **remove the title** in the **Formal Mailing Name** field.

Family Member (one or more required)	Family Information	Family Address
Prefix: * Ms.	Family Group: * Inactive	Address Type: Home
First Name: * Mary	Send Magazine: <input type="checkbox"/>	Address Line 1: * 3710 East Ave S
Nick Name:	Registration Status: <input type="checkbox"/>	Address Line 2:
Last Name: * Jones	Registration Date: 4/18/2023	Postal Code: * 54601
Suffix:	Diocesan ID:	City: La Crosse
Type: * Head	<input type="button" value="Auto Fill Family Names"/>	State/Region: Wisconsin
Gender: Female	Last Name: * Jones	Country: United States
Birth date:	First Name(s): * Mary	
E-Mail Address:	Formal Mailing Name: Ms. Mary Jones	
Marital Status: Single	Informal Name: Mary Jones	
	Formal Salutation: Ms. Jones	
	Informal Salutation: Mary	
	E-Mail Address:	

For more details, see pages 12-13 in the *Parish Census Software Standard Operating Procedures (SOP)* found on <https://diolc.org/pims/> under the heading *ParishSOFT Family Directory*.