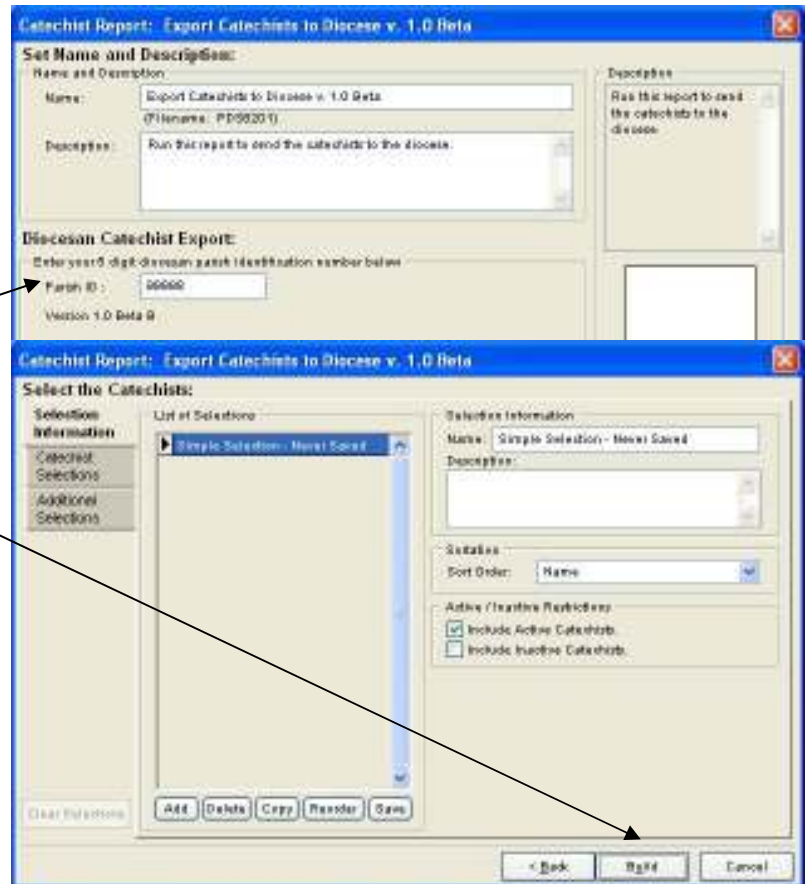


Export Catechists to Diocese v.1

1. **Dial-up users:** connect to the internet.
2. Open **Formation Office**.
3. Double click on **Catechist Reports**.
4. Double click on **Catechist Easy Reports**.
5. Double click on the **Export Catechists to Diocese v.1** report.
6. Key in your **Parish ID** and click the **Next** button.
7. On the final step, click the **Build** button.

This step packages and transmits only catechist information and a summary of students by grade. This process could take a little while on a dial-up internet connection.

8. This will create the file and copy it to the diocese.



9. At the end a summary report is generated. They can print if desired.
10. Click final **Close** button.

