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Using the Inactivate Tool

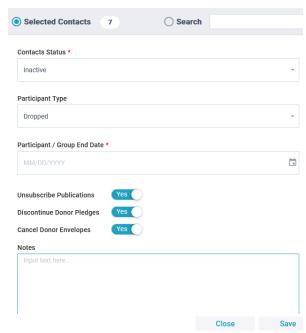


Check to make sure you don't have any saved selections.

- 1. Click the **Home** button on the menu and click the blue **My Selections** (top of screen.)
- 2. Click the checkbox at the bottom of the screen to any selections shown on this screen.
- 3. Click the **Actions** button and choose **Clear** and the **Clear** button.

Inactivate your family members

- 4. Open the Contacts and using the search box under the Display Name field, the individual or all members of the family you wish to inactivate.
- 5. Click the **Tools** button and choose the **Inactivate** tool.
- 6. Change the Contact Status to Inactive
- 7. Change Participant Type to Non-member.
- 8. Toggle the 3 options to Yes.
- 9. Enter the date they are leaving in the End date field
- 10. Add the reason for inactivation if known in the Notes field.
- 11. Click Save.
- 12. Unselect the check boxes for everyone you just inactivated.



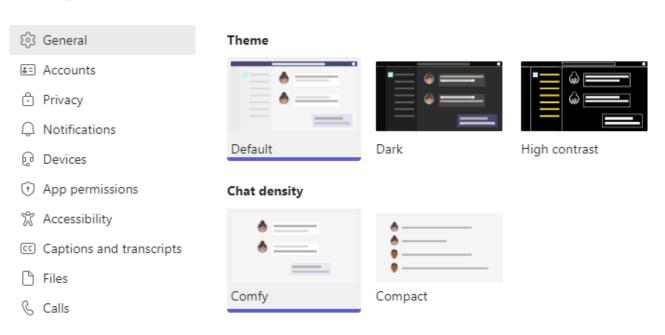
To reactivate – Do the following for each member of the family being reactivated.

- 1. Open a contact and click the Edit.
- 2. Change Contact Status to Active and click Save.
- 3. Click the blue link next to **Member Record** and click the **Edit** button.
- 4. Change the Participant Type to Registered Member.
- Click the X next to Member End Date to remove the date.
- 6. Click Save.
- 7. Is this person the Head of House? If yes continue to step 8. If not repeat step 1 for the next member of the family.
- Click the blue link next to the Contact record to enable the Faith magazine subscription.
 - a. Click the **Subscriptions** link across the top of the screen.

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• Is there a Faith Magazine record, open it, click Edit & set Unsubscribed to false.

Settings ×



Application

To restart, right-click the Teams icon in the taskbar, then select Quit. Then reopen Teams.

- Auto-start application
- Open application in background
- On close, keep the application running
- Disable GPU hardware acceleration (requires restarting Teams)
- Register Teams as the chat app for Office (requires restarting Office applications)
- Enable media logs (diagnostic data for audio, video, and screen sharing)

Open new chat in

- If there ISN'T a Faith Magazine record,
 - 1. Click the General link.
 - 2. Click the Tools button and choose Connection Card.
 - 3. Choose **Diocese** as the **Congregation**.
 - 4. Click the blue **Add Publication** link and choose **Faith Magazine** from the drop down menu.
 - 5. Click Save.