



Creating your own Age Range view



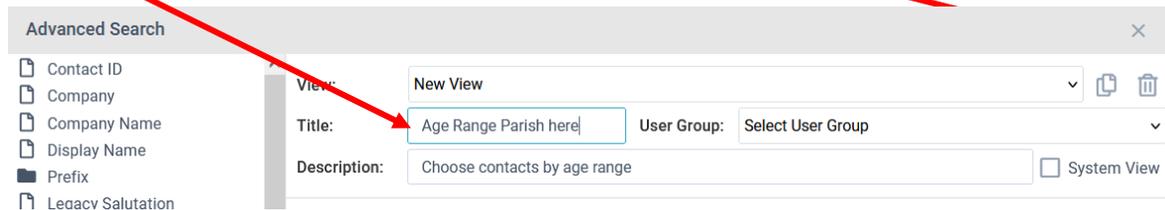
This view is customizable **and reusable**. By editing the selection criteria using instructions from page 2, you can make this view do whatever you want whenever you want. And, it can be used in conjunction with email messages, labels, letters and mail merge for all your communications needs.

Creating the View

1. Open Ministry Platform and click **Contacts**.
2. Click the **funnel** button next to the view name.



3. Choose the blue **New/Copy View** link at the bottom of the list
4. Choose **Age Range** from the **Select View** drop down menu.
5. **Important:** Make sure the **System View** box is unchecked.
6. Choose your parish from the **User Group** field.
7. Change the view name to something you'll remember/recognize in the **Title** field.



8. Click the Save Query button.
9. Now this view is yours to use whenever you need to find people of a certain age. Using the sample selections shown on the next page you can narrow your contacts to just the age range or birthday range you desire.

RE-Using the Age Range View you created for future projects

1. Click **Contacts** and click the **View** pulldown menu.
2. Click the **Edit** link next to the view named **Age Range + Your Parish name**.
3. Use the following sample selection criteria to filter your list as needed

Examples of how to edit your view to find parishioners by age

Age range from 19-25	Age	▼	BETWEEN	▼	19	and	25
Older than 19	Age	▼	>	▼	19		
Younger than 19	Age	▼	<	▼	19		
Specific age	Age	▼	=	▼	65		

Examples of how to edit your view to find parishioners by Birth date range.

Birthday range	Date of Birth	▼	BETWEEN	▼	mm / dd / yyyy	and	mm / dd / yyyy
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You can also search for people NOT in a particular range

Age	▼	NOT	▼	BETWEEN	▼	50	and	100
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Filtering your list further: Using other fields in this view you can further filter contacts by **Gender, Contact Status** and **Participant Type**

Gender	▼	=	▼	female
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Contact Status	▼	=	▼	Active
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Participant Type	▼	=	▼	Registered member
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