



Training Tips For

Department of Religious Education, Diocese of Erie

#14

May 10, 2011

Some leaders have asked us for the following information:

Some parishes have large numbers of families from the parish back-up that are not connected with Formation and are looking for a way to delete them. Below are the instructions:

MAKE A BACKUP OF YOUR DATA BEFORE BEGINNING THIS PROCESS

In version 6 go to:

- **INFORMATION**
- **FAMILIES**
- **PROCESSES**
- **REMOVE FAMILIES**
- **USE AUTOMATIC UPDATING METHOD**
- **NEXT**
- If the families have something in common to choose them by groups, such as a Keyword or Fund you would enter the **ADDITIONAL SELECTIONS** - If they do not have any data in common skip to next step
- Choose **ACTIVE, INACTIVE** or **BOTH**
- **NEXT** to build list of families
- **CHECK MARK** only the families in the list you wish to be **DELETED**
- **NEXT**
- **FINISH**

In version 5 you would start with **PROCESSES, FAMILY PROCESSES, REMOVE FAMILIES**, then follow remainder of steps described above.

If you have any problems, contact PDS Support at 877-737-4457.

PDS Formation