



# Training Tips For

Department of Religious Education, Diocese of Erie

#12

May 10, 2011

**If you have not received an email from PDS with your upgrade, or if you have received it and have not yet installed it, you will not be able to follow this "Tip".**



## How do I get my lists?????

If you want to get a list of students, there are two ways to do this:

**#1** Click **Students** at the top of the screen. On the left hand side of the screen under **"Other Tasks"** click **Easy Lists**. Choose which is needed from list on the left side of the screen. Check the different lists available to generate: parents, catechists, students, class etc. Once you click on one, information will pop up in the center of your screen to help you qualify what you are looking for. For example—if you want a class list, click the white circle in front of **CLASS LIST**. A screen will pop up for you to choose which class list you are looking for. Click the down arrow at the end of Class Name and choose the one you want. Click **APPLY/OK** at the bottom of the screen and the list will appear. Once you have a list, there are a few buttons at the bottom of the screen that can help you. Click **CHOOSE LIST** if you want to choose a different list, click **PRINT LIST** if you want to print the list, click **EASY LETTER** if you want to print labels, envelopes or a letter for the list you have selected. Just click what you want to do and follow the screens through the whole process and you should be able to get whatever it is that you need.

**#2** Click the icon **STUDENTS**. Under **OTHER TASKS** on the left hand side of the screen click **REPORTS**. Click **LISTING REPORTS** then click the report you need.

It works the same for **FAMILIES**, **PARENT** and **GUARDIAN** lists at the top of the screen. Just click the icon you want and follow the instructions above - #2.

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In the upgraded program, you can now access the User Guide and other support material without having to use your disc. Above the icons at the top of the page are menus for additional information.

click **HELP/SUPPORT**—find the **USERS GUIDE** and other support help.  
click **ONLINE RESOURCES** - then icon **PDS TRAINING COURSES**

- PDS offers a free 5 - 15 minute pre-recorded training session each month.
- Parish Site Number (found on the disc that was sent to you from PDS) and Pin Number to log on to the site are needed. Once there you can choose a course from the list available. Whenever you see a little black video camera on your screen, just click it and you can listen to a little tutorial about that specific screen.

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**We are coming to the end of these Training Tips.**

**We need to hear from you soon  
if there is anything we may have forgotten.**



**PDS Formation**