



# Training Tips For

Department of Religious Education, Diocese of Erie

#6

May 10, 2011

**IF YOU ARE WORKING ON A NETWORKED SYSTEM  
PLEASE READ THIS CAREFULLY AS YOU COULD CORRUPT EXISTING DATA!**

If you don't know if you are networked or not—see Tip #5

If you already see family names when you open Formation—**do nothing until the next tip.**

If you do not see family names and are on a NETWORKED SYSTEM please follow the directions at the bottom of this Tip beginning at the BLUE text.

**IF YOU ARE NOT WORKING ON A NETWORKED SYSTEM, PLEASE READ THIS:**

After installing PDS Formation, there are still a few steps you will need to do in order to get going. First you need to contact your parish secretary and ask her to make a back-up of Church Office on a removable disk, CD or flash drive. Take this disk and put it into your computer. Click the Formation Office Icon to open the program and use the following instructions:

After the program has loaded (opened), click **BACK UP/RESTORE**

Click **RESTORE DATA FROM A PRIOR BACKUP**

Select the Church Office Backup from the disk to restore

Click **NEXT**. Click **START RESTORE**.

When completed, click, **OK**.

Exit Formation Office

Restart Formation Office

The program will display the License Registration Wizard for PDS Formation Office a second time.

Select the **NEW USER** option

Click **NEXT**

Click **START PROGRAM**

At this time if you go to the Families or Students screen, they will be blank as the Church Office families are hidden from Formation Office. Do the following to make the families visible:

On the Main Menu, click **PROCESSES** (*in the list of words on the left of the screen*)

Select the **STUDENT PROCESSES** tab (*top of the inner box*)

Click **QUICK ADD**

Click **NEXT**

Click **NEXT**

Click **FINISH**

Always remember, that you are paying for and have access to the Technical Support Staff of PDS. Feel free to give them a call—that's what they are there for.

**When you click on families you should see names—if not**

**FYI** - On the disk you received from PDS, there is a User Guide. To find this Guide first put the CD in the CD drive on the computer then:

Click **MY COMPUTER**

Click the drive that holds the CD

Click **FORMATION**

Click **DOCUMENTATION** on CD

Click **FORMATION USER GUIDE**

**PDS  
Formation**