Training Tips For

> **Jesus is forgiving - databases are not!!!!!**
> When the program asks you if you are sure you want to delete or change information you better be <u>sure</u> because once you click "yes" or "ok" the information is gone forever or until you put it back in.

So as you begin to click around in the program, if you would happen to get this message, make sure you click "no" especially those of you who are working on a networked system.

Now let's get comfortable and get to know PDS Formation a little better. Below are a few instructions on how to find some of the things you will need throughout the year:

Where is the registration form?   On the main menu—   click **FAMILIES**
click **REPORTS**— SELECT REPORT
click **FAMILY REPORTS**
click **LISTING REPORTS**
click **FAMILY BLANK REGISTRATION FORM**—next
click **PREVIEW** or **PRINT**

If you get into the wrong screen or want to back out of a screen, you can either use the CLOSE ALL button which is on the upper right hand corner of the page.

How do I register a family, member & student?

On the main menu—click **FAMILIES** (family information must be entered first to be able to enter STUDENT info.)
After family info is entered click **SAVE**—in top right corner
You will be asked if this person is a Catechist. Answer **YES OR NO**
(If another family is to be added **ADD FAMILY** is in the same area)
Now the student and members can be added.
click **FAMILY RECAP**
Go down to **STUDENTS IN FAMILY** complete the info then,
click **PARENTS/GUARDIANS** on top ribbon to enter parent info
SAVE AFTER ALL NEW INFORMTION IS ENTERED!

Where are the sacramental certificates? There are two ways to find sacramental certificates.

- click **FAMILIES**
click **REPORTS** on the left
click **ALL REPORTS**
click **SACRAMENTAL CERTIFICATES** at the bottom of the list
or

How do you enter sacramental information?

- click **FAMILIES** — select family of desired student —
click **STUDENTS**
click **SACRAMENTS**
Students sacramental history view. Select the sacramental tab desired. Verify its completion.
click **PRINT CERTIFICATE**

PDS Formation