To reorder ID/envelope numbers

1. Click **Processes** on the main menu.

2. Click **Reorder** on the **Family Processes** tab.

3. Click **Yes** to make a backup, if you haven't already performed the daily backup.

4. Select either **Reorder by Family Name** or **Reorder by ID/Env Number**.

5. Click **Next**. For more information, see the topic Reorder Options.

6. Under **Active Families/Members** and **Inactive Families/Members**, enter the starting ID/Envelope number and the increment by which to increase the ID for each member type that you selected to reorder in the **Begin New ID/Env Numbers at** field. For example, you can enter a 10 for the New ID/Env Number and select to increase the next ID by 5. The next ID would be 15. (For more information, see the topic Reorder Options.)

7. Select **Process All Families** or **Process Selected Families**.

    a. If choosing "Process Selected Families: To add more conditions to the family selection, click **<Click here to add a new condition>**.

    b. Click **Next**. (For more information, see the topic The Family Selections Tab.)

8. In the **Reorder ID/Env Numbers Process** window, review the families selected.

    a. To reorder, select **Post Information**.

    b. To remove the family from posting, clear this check box.

9. Click **Next**.

10. If you do NOT want to print a report of the families removed, clear **Print a list of the information posted**.

11. Click **Finish**.

12. Click on **Data Sync** and then choose **Sync with Diocese**.

13. Run the Sync with Diocese.