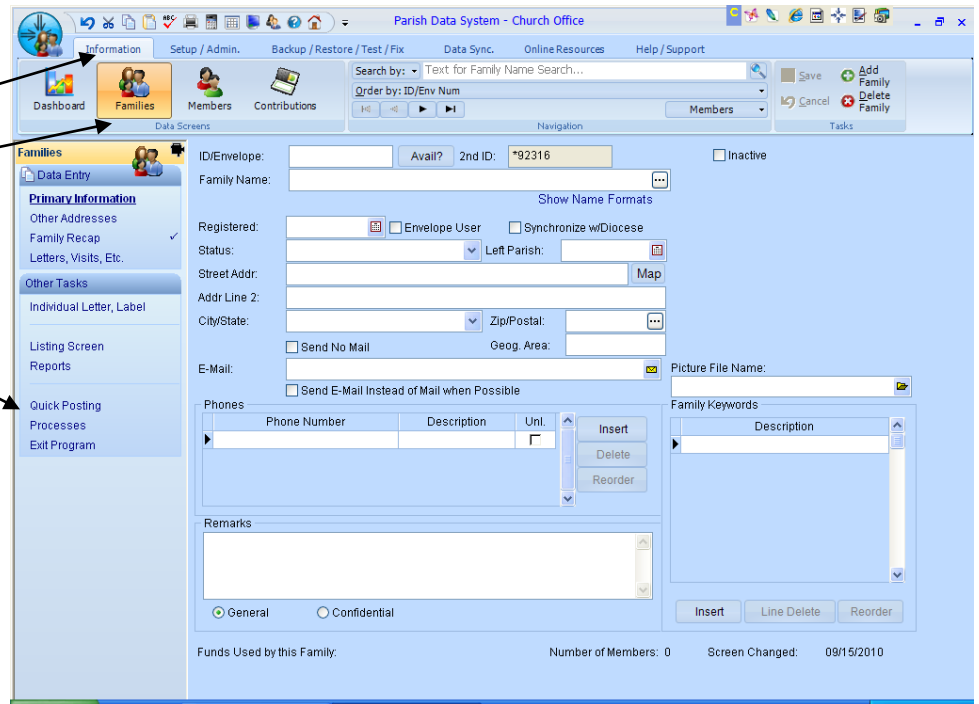


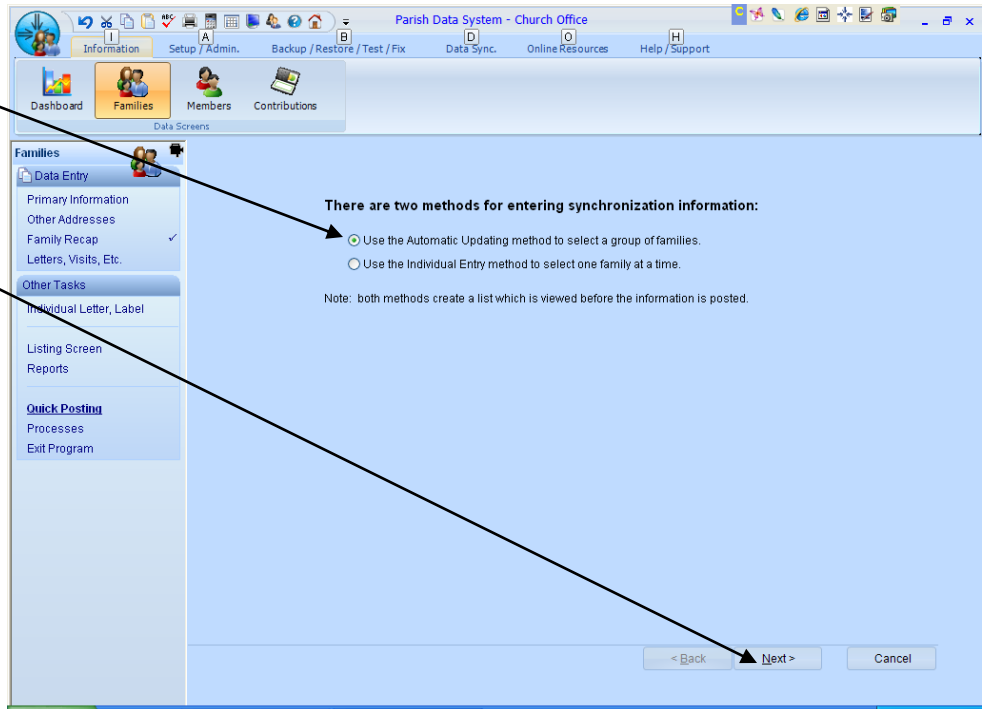
# Marking "Sync with Diocese" for active records

The instructions were designed to be followed in order. Do not skip a section.

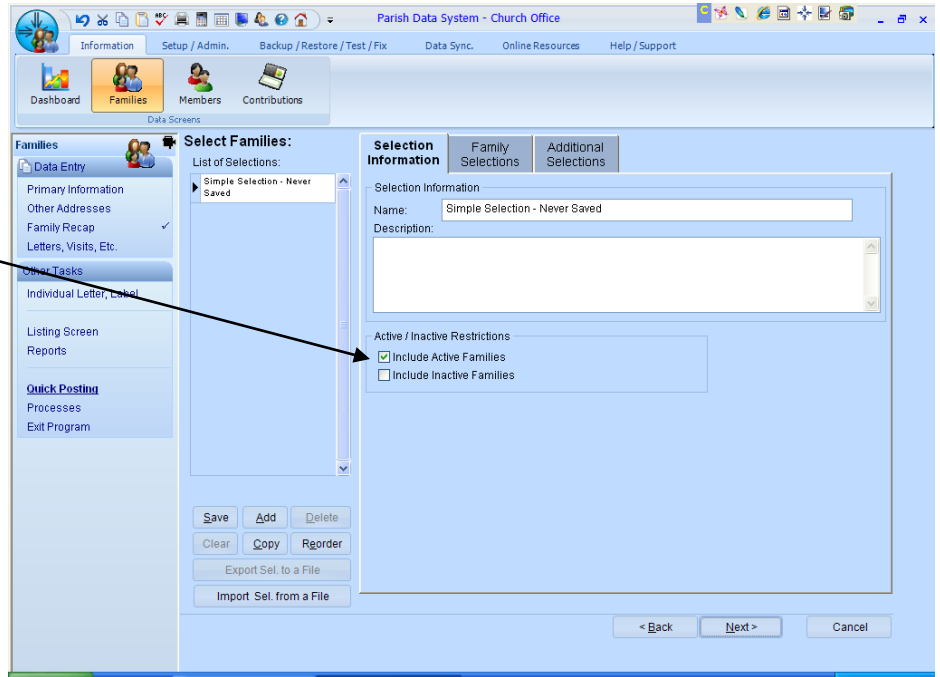
1. Open Church Office
2. Click on the **Information** tab.
3. Click on **Families**.
4. Click on **Quick Posting**.
5. Choose **Synchronize with Diocese**.



6. Put a dot next to **Use the Automatic Updating method to select a group of families**.
7. Click **Next**.

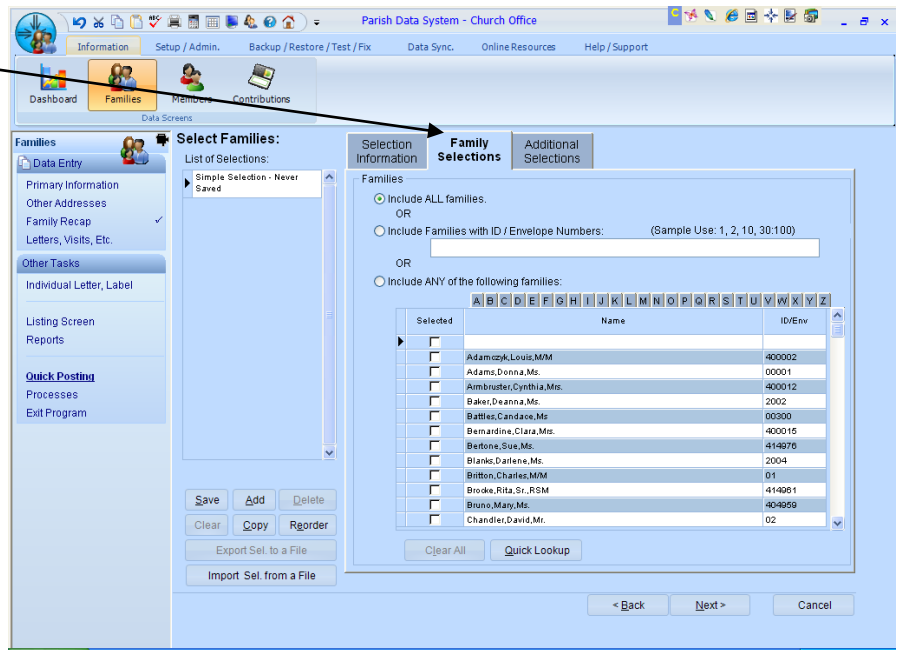


- On the **Selection Information** tab, check **Include Active Families**.



If your active families exist within a certain range of envelope numbers, use the steps 9-11 to identify the appropriate range.. **If you do not use “ranges” to segment groups of your parishioners, continue to step 12.**

- Click the **Family Selections** tab.
- Click with your mouse in the white box under the heading of **Include Families with ID/Envelope Numbers**.
- Key in the range that represents your active parishioners.**



Use a colon to separate the beginning of the range from the end of the range.

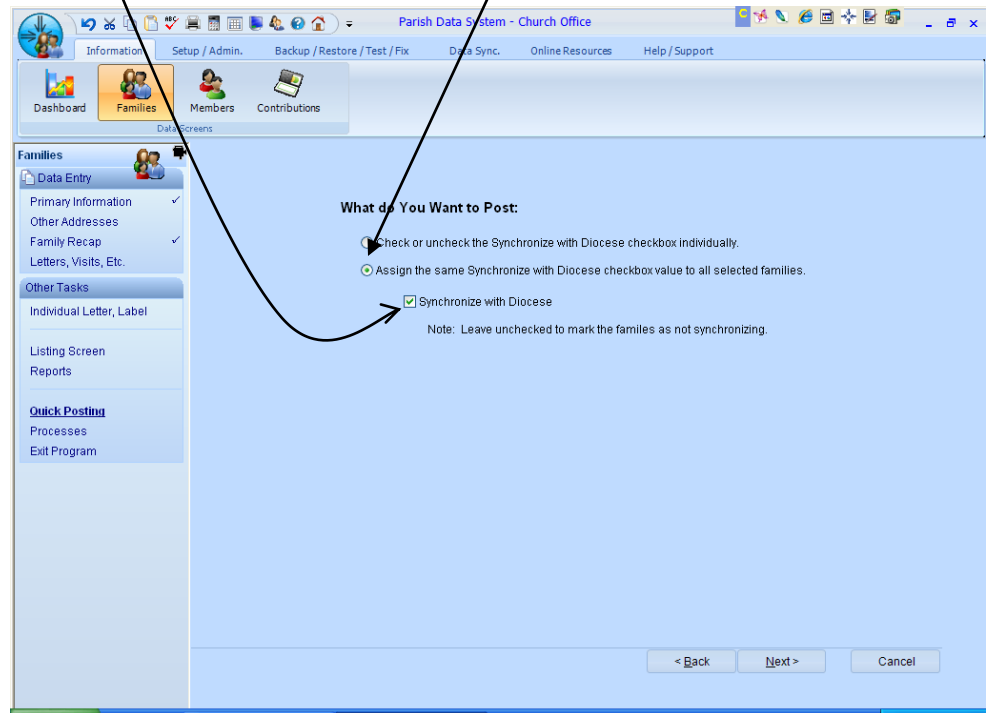
For example. If your active parishioners have envelope numbers from 1 to 300 you would enter: 1:300.

Special Note: If you use leading zeros you must include them.

For example: 01:300 or 001:300

- Click **Next**.

13. Put a dot next to **Assign the same Synchronize with Diocese** checkbox value to all selected families.
14. Check the box that says **Synchronize with Diocese**.
15. Click **Next**.
16. Review the list of parishioners about to get checked.
17. Click **Next**.
18. Choose to print the list or not to print the list.
19. Click **Finish**.
20. Answer **No** to the question **Do you want to enter Synchronization Information for Another Group**.



### Automatically marking NEW families “Sync with Diocese”

1. Open Church Office
2. Click the **Setup/Admin** tab.
3. Click on the downward pointing triangle next to **Setup Options**.
4. Click **Initial Setup**.
5. Check “**Default Synchronize with the Diocese to True**”.
6. Click **Save/OK**.