

Best Practices for searching

New Families – ParishSOFT requires you to “SEARCH DATABASE” First.
(Only Parish of Registration can modify the record)

Searching: If the family is coming from a different church parish, you may have to add an “unregistered” copy of their record. (Add them as “Registered” only if they are officially registering at your church parish)

**A Family can be REGISTERED in only ONE parish,
but active in many!**

Data Entry:

- All USPS standards must be followed – Be sure to check punctuation of streets and use appropriate abbreviations
- 3 Tabs for Addresses – Home, Mailing, other – **Primary** could be set to ‘Home’ or ‘Mailing’ but ‘Other’ will automatically replace both as **primary** when reports are used - if date fields are populated with legitimate dates
- For purposes of both diocesan and parish mailing lists – the address marked as **Primary** is the most **critical** tab for accuracy
- Be sure Mailing Name and Formal Salutation are correctly populated – **Use Autofill on the Family Details screen.**

First Name: Use % on each side of the first name field being searched. This will search all names in this field string. If % is not used, it will only search the first name listed. Example: in First Name Field box: % Beth%

Example: Search for Beth Boudreaux
(using advanced search instructions)

First Name	Beth	%Beth%
Last Name	Boudreaux	Boudreaux
# of finds	1	37

If the child’s mother and/or father’s record is with their parent’s family group, it may be difficult to find their record. It is helpful to have their parents names and their mailing address. Use “Add New Family” to search for the parents name and you’ll be able to see the mailing address to choose the correct family. Use % when searching the first name field for a refined search.

The child’s parent’s Church of Baptism will also have their parents names.

Marriage Record

The marriage record should be entered from only one of the two members.

Family List

“Fuzzy” Search