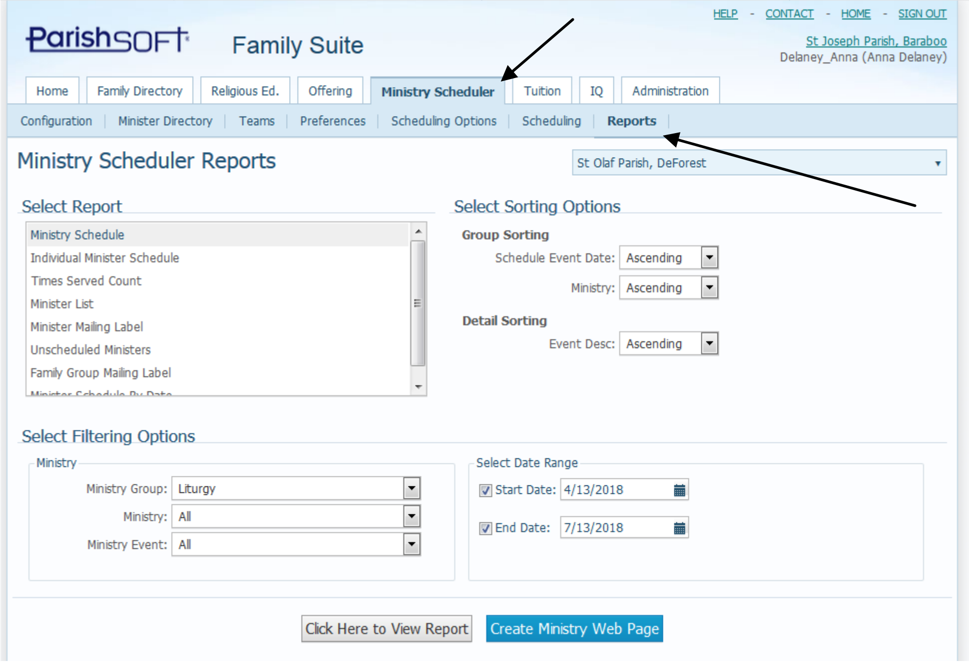
Exporting ministers that are scheduled by date ranges

1. Log into ParishSOFT and go to **Ministry Scheduler** then select **Reports** in the area below the Ministry Scheduler tab in blue.(see image below)


HELP - CONTACT - HOME - SIGN OUT
ParishSOFT
Family Suite
St Joseph Parish, Baraboo
Delaney_Anna (Anna Delaney)
Home
Family Directory
Religious Ed.
Offering
Ministry Scheduler
Tuition
IQ
Administration
Configuration
Minister Directory
Teams
Preferences
Scheduling Options
Scheduling
Reports
Ministry Scheduler Reports
Select Report
Ministry Schedule
Individual Minister Schedule
Times Served Count
Minister List
Minister Mailing Label
Unscheduled Ministers
Family Group Mailing Label
Select Sorting Options
Group Sorting
Detail Sorting
Select Filtering Options
Ministry
Select Date Range
Click Here to View Report
Create Ministry Web Page

St Olaf Parish, DeForest

Schedule Event Date: Ascending

Ministry: Ascending

Event Desc: Ascending

Ministry Group: Liturgy

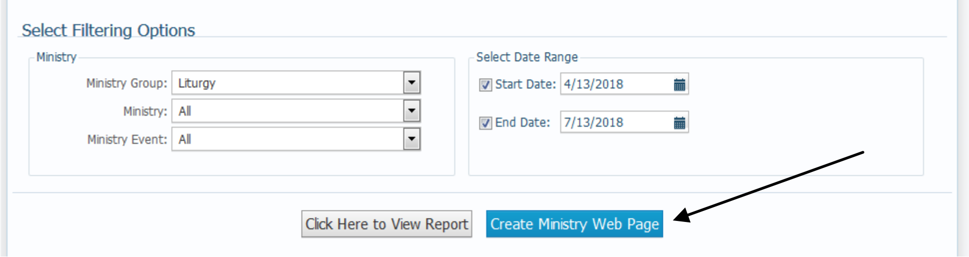
Ministry: All

Ministry Event: All

☑ Start Date: 4/13/2018

☑ End Date: 7/13/2018

2. Select the Ministry that you wish to see the schedule, similar to the Liturgy example seen above, then enter in the start and end date that you wish to view.


Select Filtering Options
Ministry
Select Date Range
Click Here to View Report
Create Ministry Web Page

Ministry Group: Liturgy

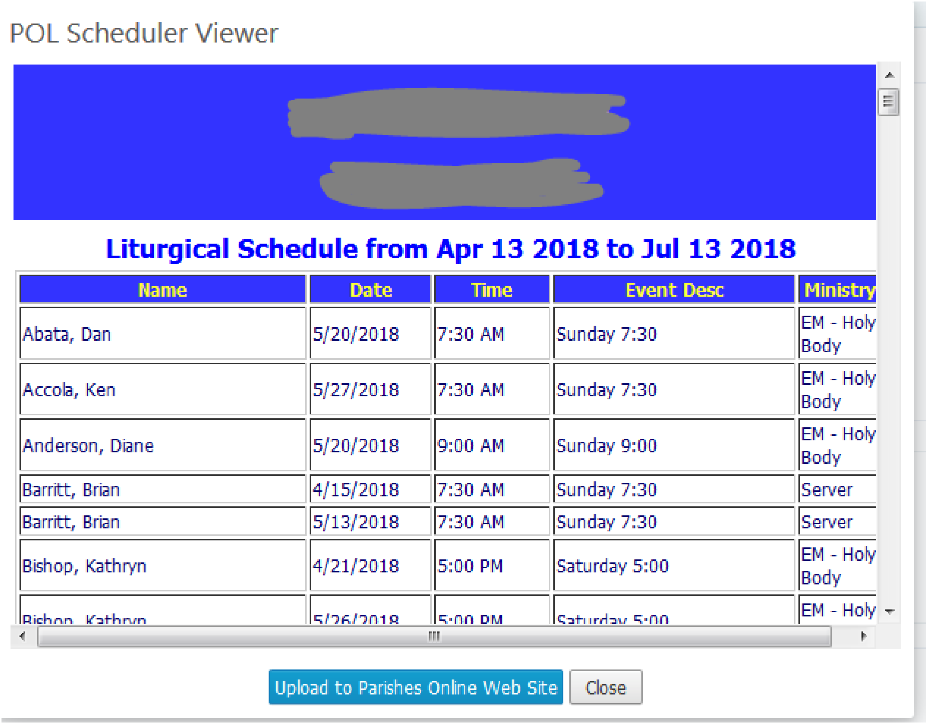
Ministry: All

Ministry Event: All

☑ Start Date: 4/13/2018

☑ End Date: 7/13/2018

3. Next, click the **Create Ministry Web Page** button, which will allow us to see the different ministries listed in grid like format, as seen below.


POL Scheduler Viewer

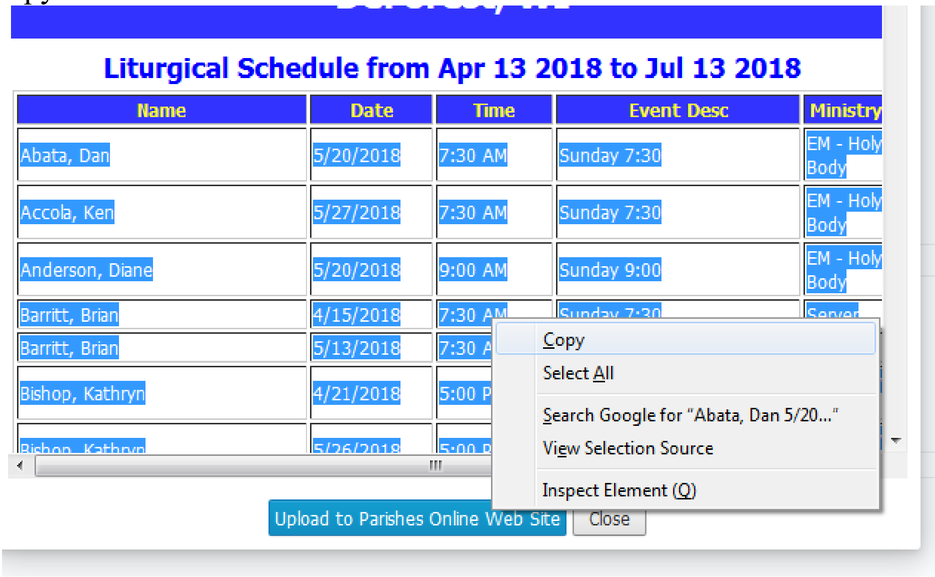
[redacted]

Liturgical Schedule from Apr 13 2018 to Jul 13 2018

Name	Date	Time	Event Desc	Ministry
Abata, Dan	5/20/2018	7:30 AM	Sunday 7:30	EM - Holy Body
Accola, Ken	5/27/2018	7:30 AM	Sunday 7:30	EM - Holy Body
Anderson, Diane	5/20/2018	9:00 AM	Sunday 9:00	EM - Holy Body
Barritt, Brian	4/15/2018	7:30 AM	Sunday 7:30	Server
Barritt, Brian	5/13/2018	7:30 AM	Sunday 7:30	Server
Bishop, Kathryn	4/21/2018	5:00 PM	Saturday 5:00	EM - Holy Body
Bishop, Kathryn	5/26/2018	5:00 PM	Saturday 5:00	EM - Holy

Upload to Parishes Online Web Site
Close

4. Click to highlight the first person, drag your cursor down and highlight all the text that is seen in the popup window, similar to the image below. Right click and select Copy.

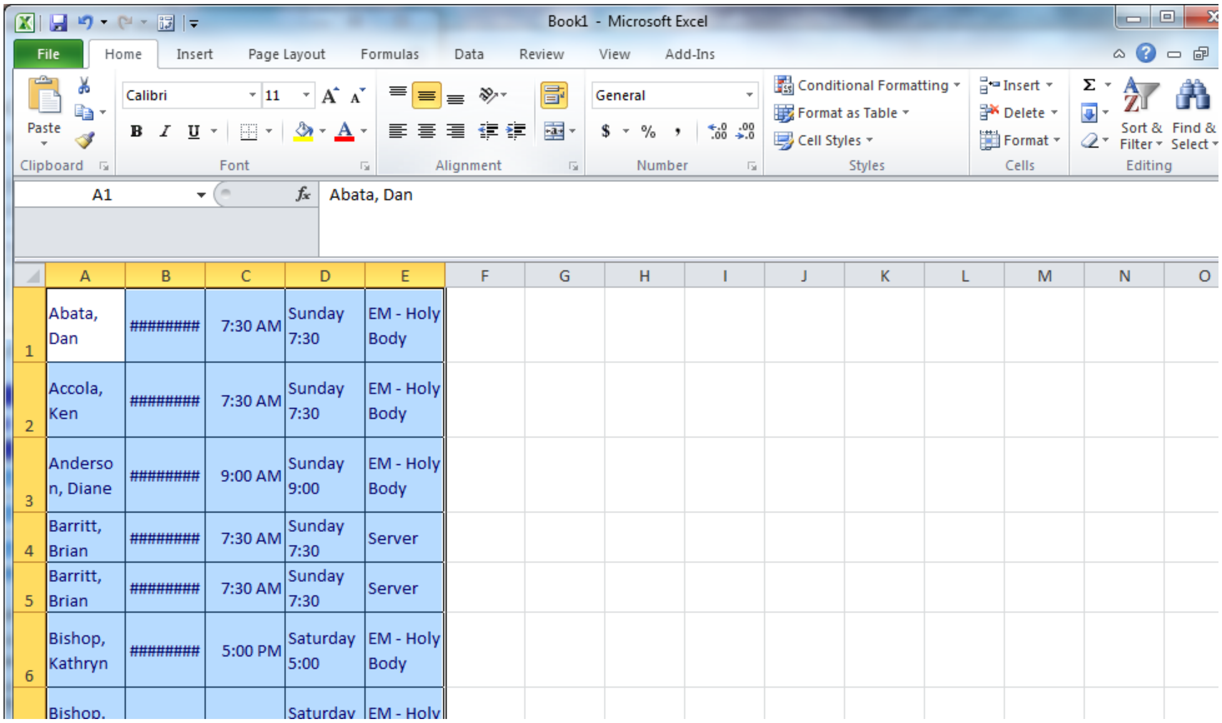

[redacted]

Liturgical Schedule from Apr 13 2018 to Jul 13 2018

Name	Date	Time	Event Desc	Ministry
Abata, Dan	5/20/2018	7:30 AM	Sunday 7:30	EM - Holy Body
Accola, Ken	5/27/2018	7:30 AM	Sunday 7:30	EM - Holy Body
Anderson, Diane	5/20/2018	9:00 AM	Sunday 9:00	EM - Holy Body
Barritt, Brian	4/15/2018	7:30 AM	Sunday 7:30	Server
Barritt, Brian	5/13/2018	7:30 A		
Bishop, Kathryn	4/21/2018	5:00 P		
Bishop, Kathryn	5/26/2018	5:00 P		

Copy
Select All
Search Google for "Abata, Dan 5/20..."
View Selection Source
Inspect Element (Q)
Upload to Parishes Online Web Site
Close

5. Nest, open up MS Excel, and in the first cell on the left side, click to put your mouse, then right click and select Paste. Your screen should appear similar to below:

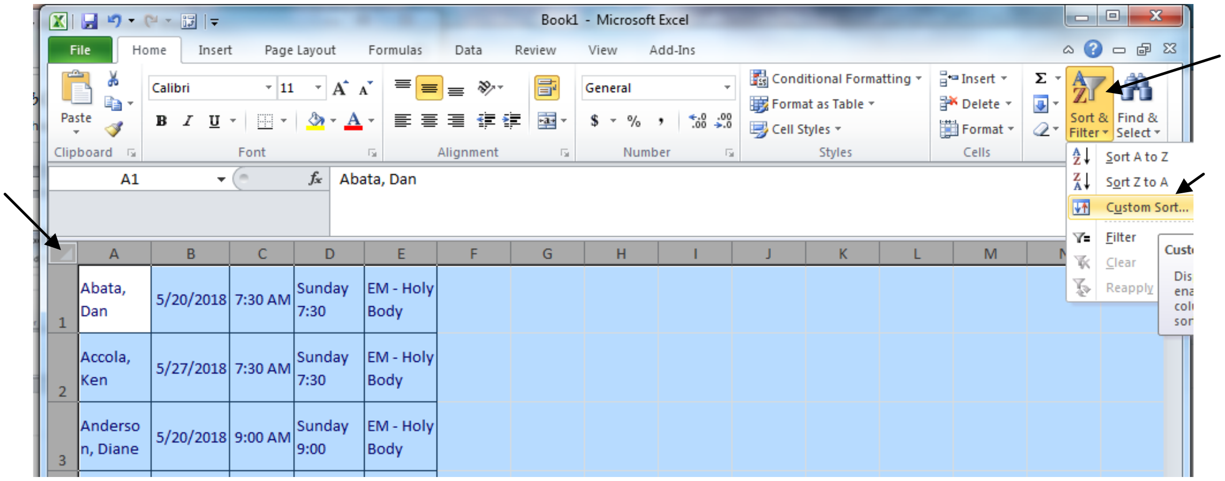

Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
Sort & Filter
Find & Select

A1 — Abata, Dan

	A	B	C	D	E
1	Abata, Dan	########	7:30 AM	Sunday 7:30	EM - Holy Body
2	Accola, Ken	########	7:30 AM	Sunday 7:30	EM - Holy Body
3	Anderson, Diane	########	9:00 AM	Sunday 9:00	EM - Holy Body
4	Barritt, Brian	########	7:30 AM	Sunday 7:30	Server
5	Barritt, Brian	########	7:30 AM	Sunday 7:30	Server
6	Bishop, Kathryn	########	5:00 PM	Saturday 5:00	EM - Holy Body
	Bishop,			Saturday	EM - Holy

Formatting through Sorting Filtering and Merging cells:

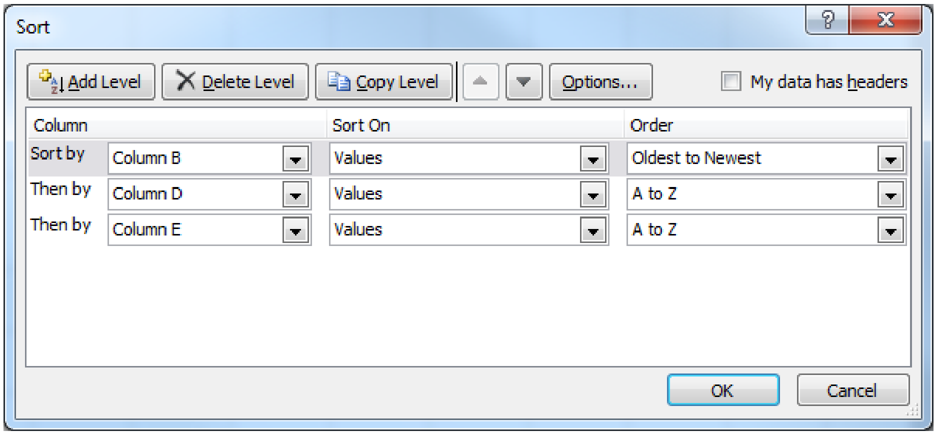
6. Expand the lines just a little so you can see the date clearly in column B. Then, with the whole worksheet highlighted (click the box between the rows and columns), click the **Sort and Filter** then **Custom Sort** icon, as seen in the screen shot below:


Book1 - Microsoft Excel
Sort & Filter
Find & Select
Sort A to Z
Sort Z to A
Custom Sort...
Filter
Clear
Reapply

A1 — Abata, Dan

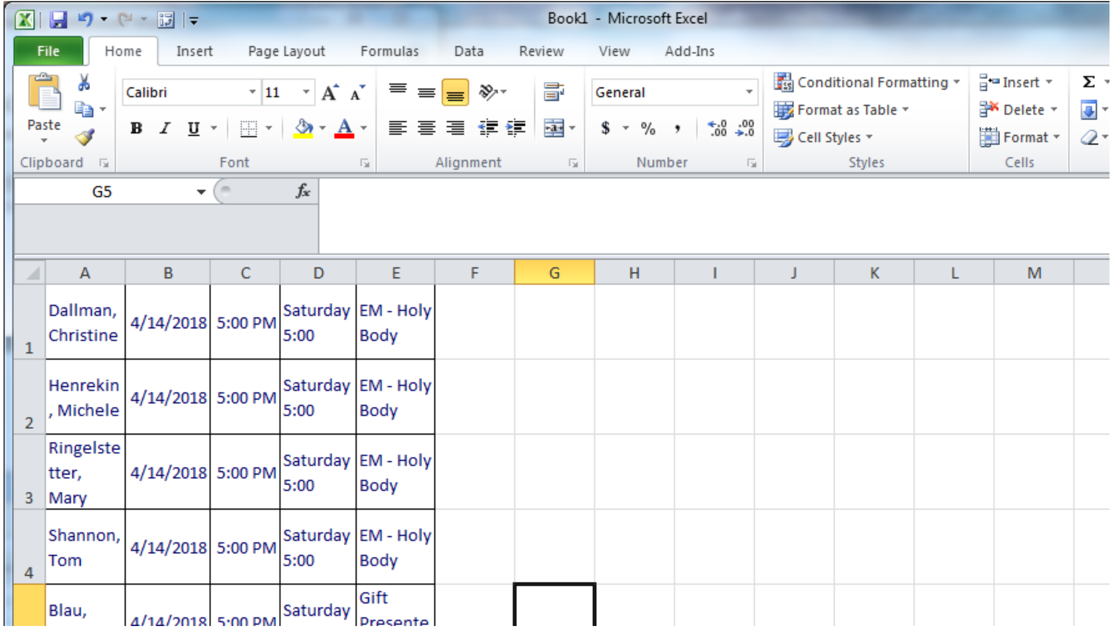
	A	B	C	D	E
1	Abata, Dan	5/20/2018	7:30 AM	Sunday 7:30	EM - Holy Body
2	Accola, Ken	5/27/2018	7:30 AM	Sunday 7:30	EM - Holy Body
3	Anderson, Diane	5/20/2018	9:00 AM	Sunday 9:00	EM - Holy Body

7. You will see the sort screen shown below. If you'd like to sort it by day served first, then by mass and then by ministry, fill in your sort as seen in the image below:


Sort
Add Level
Delete Level
Copy Level
Options...
☐ My data has headers
OK
Cancel

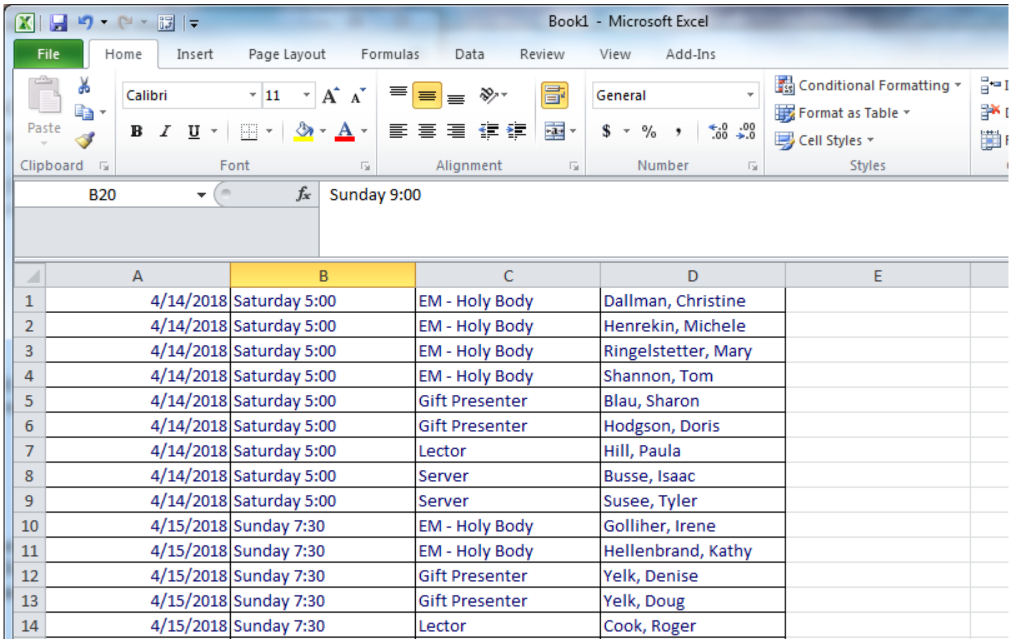
Column		Sort On	Order
Sort by	Column B	Values	Oldest to Newest
Then by	Column D	Values	A to Z
Then by	Column E	Values	A to Z

8. Your results will appear similar to below:


Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
G5
fx

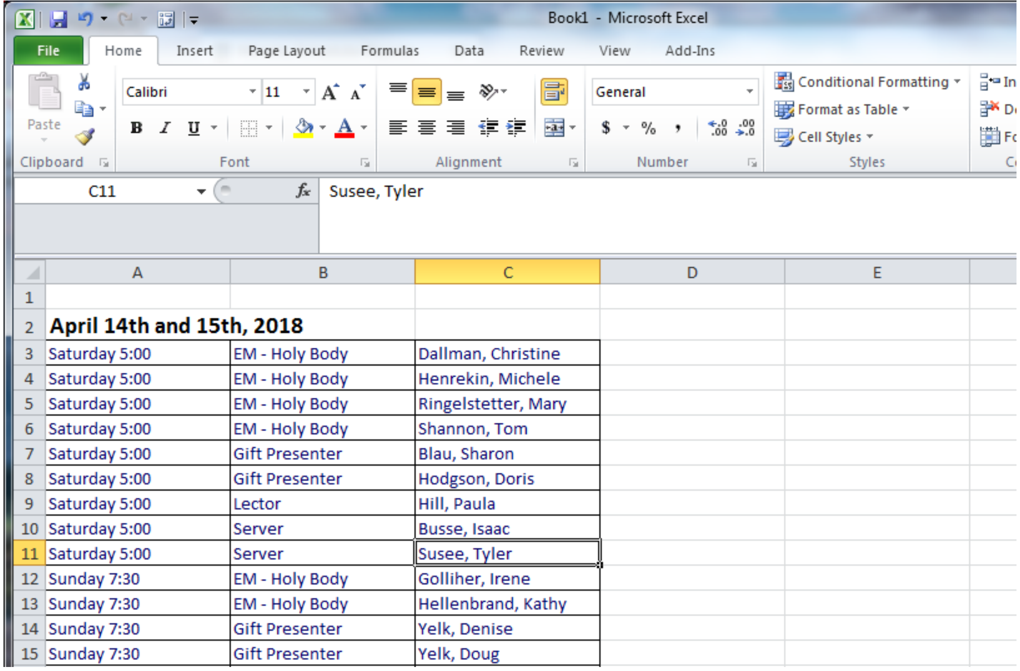
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Dallman, Christine	4/14/2018	5:00 PM	Saturday 5:00	EM - Holy Body								
2	Henrekin, Michele	4/14/2018	5:00 PM	Saturday 5:00	EM - Holy Body								
3	Ringelstetter, Mary	4/14/2018	5:00 PM	Saturday 5:00	EM - Holy Body								
4	Shannon, Tom	4/14/2018	5:00 PM	Saturday 5:00	EM - Holy Body								
	Blau,	4/14/2018	5:00 PM	Saturday	Gift Presente								

9. Next, move columns around, so you like the view on it. (perhaps deleting out the “time” column, which isn’t needed if you have the “event” with the time listed. Your screen could look like the one below:


Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Paste
Calibri
11
General
Conditional Formatting
Format as Table
Cell Styles
Clipboard
Font
Alignment
Number
Styles
B20
Sunday 9:00

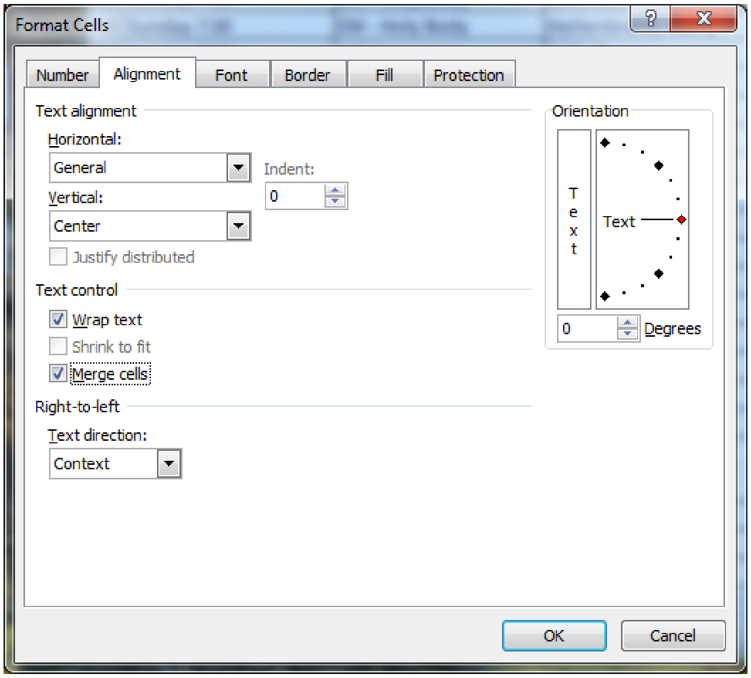
	A	B	C	D	E
1	4/14/2018	Saturday 5:00	EM - Holy Body	Dallman, Christine	
2	4/14/2018	Saturday 5:00	EM - Holy Body	Henrekin, Michele	
3	4/14/2018	Saturday 5:00	EM - Holy Body	Ringelstetter, Mary	
4	4/14/2018	Saturday 5:00	EM - Holy Body	Shannon, Tom	
5	4/14/2018	Saturday 5:00	Gift Presenter	Blau, Sharon	
6	4/14/2018	Saturday 5:00	Gift Presenter	Hodgson, Doris	
7	4/14/2018	Saturday 5:00	Lector	Hill, Paula	
8	4/14/2018	Saturday 5:00	Server	Busse, Isaac	
9	4/14/2018	Saturday 5:00	Server	Susee, Tyler	
10	4/15/2018	Sunday 7:30	EM - Holy Body	Golliher, Irene	
11	4/15/2018	Sunday 7:30	EM - Holy Body	Hellenbrand, Kathy	
12	4/15/2018	Sunday 7:30	Gift Presenter	Yelk, Denise	
13	4/15/2018	Sunday 7:30	Gift Presenter	Yelk, Doug	
14	4/15/2018	Sunday 7:30	Lector	Cook, Roger	

10. To format it further, you could put spaces between each date range (and/or) group date ranges at the top of each section and delete the column A. (you'd insert in your date range at the top of column B)


Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Paste
Calibri
11
General
Conditional Formatting
Format as Table
Cell Styles
Clipboard
Font
Alignment
Number
Styles
C11
Susee, Tyler

	A	B	C	D	E
1					
2	**April 14th and 15th, 2018**				
3	Saturday 5:00	EM - Holy Body	Dallman, Christine		
4	Saturday 5:00	EM - Holy Body	Henrekin, Michele		
5	Saturday 5:00	EM - Holy Body	Ringelstetter, Mary		
6	Saturday 5:00	EM - Holy Body	Shannon, Tom		
7	Saturday 5:00	Gift Presenter	Blau, Sharon		
8	Saturday 5:00	Gift Presenter	Hodgson, Doris		
9	Saturday 5:00	Lector	Hill, Paula		
10	Saturday 5:00	Server	Busse, Isaac		
11	Saturday 5:00	Server	Susee, Tyler		
12	Sunday 7:30	EM - Holy Body	Golliher, Irene		
13	Sunday 7:30	EM - Holy Body	Hellenbrand, Kathy		
14	Sunday 7:30	Gift Presenter	Yelk, Denise		
15	Sunday 7:30	Gift Presenter	Yelk, Doug		

11. Finally, if you'd like to "merge" cells together, highlight all the cells for the "event" of the mass and right click and select "format cells" and then select "Alignment" and "Merge Cells" as seen in the image below:



Horizontal: General

Indent: 0

Vertical: Center

☐ Justify distributed

☑ Wrap text

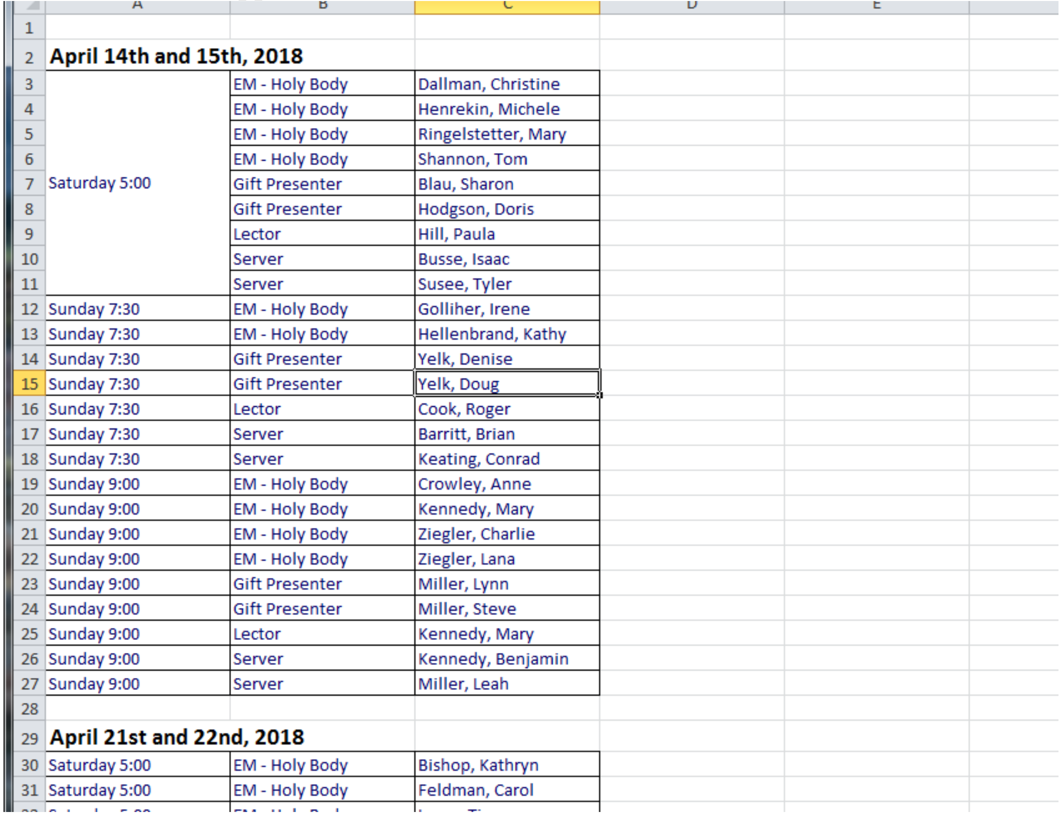
☐ Shrink to fit

☑ Merge cells

Text direction: Context

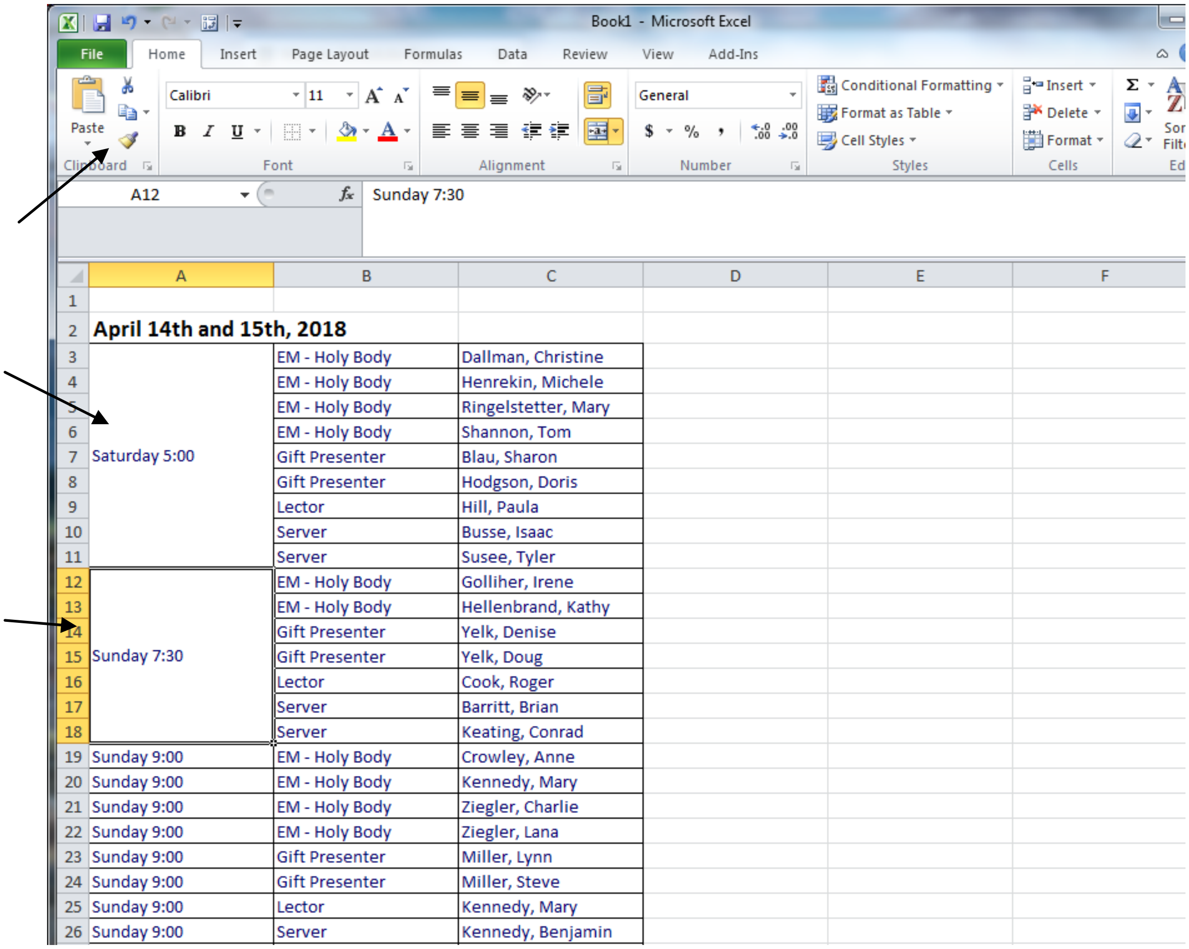
0 Degrees

12. Your screen will appear similar to the one below:



	A	B	C
1			
2	**April 14th and 15th, 2018**		
3	Saturday 5:00	EM - Holy Body	Dallman, Christine
4		EM - Holy Body	Henrekin, Michele
5		EM - Holy Body	Ringelstetter, Mary
6		EM - Holy Body	Shannon, Tom
7		Gift Presenter	Blau, Sharon
8		Gift Presenter	Hodgson, Doris
9		Lector	Hill, Paula
10		Server	Busse, Isaac
11		Server	Susee, Tyler
12	Sunday 7:30	EM - Holy Body	Golliher, Irene
13	Sunday 7:30	EM - Holy Body	Hellenbrand, Kathy
14	Sunday 7:30	Gift Presenter	Yelk, Denise
15	Sunday 7:30	Gift Presenter	Yelk, Doug
16	Sunday 7:30	Lector	Cook, Roger
17	Sunday 7:30	Server	Barritt, Brian
18	Sunday 7:30	Server	Keating, Conrad
19	Sunday 9:00	EM - Holy Body	Crowley, Anne
20	Sunday 9:00	EM - Holy Body	Kennedy, Mary
21	Sunday 9:00	EM - Holy Body	Ziegler, Charlie
22	Sunday 9:00	EM - Holy Body	Ziegler, Lana
23	Sunday 9:00	Gift Presenter	Miller, Lynn
24	Sunday 9:00	Gift Presenter	Miller, Steve
25	Sunday 9:00	Lector	Kennedy, Mary
26	Sunday 9:00	Server	Kennedy, Benjamin
27	Sunday 9:00	Server	Miller, Leah
28			
29	**April 21st and 22nd, 2018**		
30	Saturday 5:00	EM - Holy Body	Bishop, Kathryn
31	Saturday 5:00	EM - Holy Body	Feldman, Carol

13. After formatting one field, as seen in the image above, highlight that box, then click the “format painter” icon, as seen in the image below. It will apply the “merge field” to any of the cells that you select. So, you’ll click on all the “Sunday 7:30” cells, then they will all be merged too.


Book1 - Microsoft Excel
File
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General
Conditional Formatting
Format as Table
Cell Styles
Insert
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Format
Clipboard
Font
Alignment
Number
Styles
Cells
A12

A12 Sunday 7:30

	A	B	C
1			
2	**April 14th and 15th, 2018**		
3	Saturday 5:00	EM - Holy Body	Dallman, Christine
4		EM - Holy Body	Henrekin, Michele
5		EM - Holy Body	Ringelstetter, Mary
6		EM - Holy Body	Shannon, Tom
7		Gift Presenter	Blau, Sharon
8		Gift Presenter	Hodgson, Doris
9		Lector	Hill, Paula
10		Server	Busse, Isaac
11		Server	Susee, Tyler
12	Sunday 7:30	EM - Holy Body	Golliher, Irene
13		EM - Holy Body	Hellenbrand, Kathy
14		Gift Presenter	Yelk, Denise
15		Gift Presenter	Yelk, Doug
16		Lector	Cook, Roger
17		Server	Barritt, Brian
18		Server	Keating, Conrad
19	Sunday 9:00	EM - Holy Body	Crowley, Anne
20	Sunday 9:00	EM - Holy Body	Kennedy, Mary
21	Sunday 9:00	EM - Holy Body	Ziegler, Charlie
22	Sunday 9:00	EM - Holy Body	Ziegler, Lana
23	Sunday 9:00	Gift Presenter	Miller, Lynn
24	Sunday 9:00	Gift Presenter	Miller, Steve
25	Sunday 9:00	Lector	Kennedy, Mary
26	Sunday 9:00	Server	Kennedy, Benjamin

14. Continue using the format painter till the document appears as you would like.