

Printing Workgroup lists without Envelope numbers from Connect Now

1. After logging into your Connect Now site. You will see a screen similar to below

The screenshot shows the Connect Now Family Suite interface. At the top, there's a navigation bar with links for HELP, CONTACT, HOME, and SIGN OUT. Below that, it shows the location as Sacred Heart, Grosse Pointe User11 (Kimberly Spindler). The main content area is titled "Home". On the left, there's a "Quick Links" sidebar with links to Home, My Own Church, Family List, and Member List. The right side features a "Suspense Activity" section with two items: "Families With Suspense Activity (1)" and "New Users In Suspense (1)".

2. Click on the **Family Directory** tab and then the **filter** icon as seen below:

The screenshot shows the Connect Now Family List page. At the top, there's a navigation bar with links for HELP, CONTACT, HOME, and SIGN OUT. Below that, it shows the location as Sacred Heart Catholic Parish, Sylvania User1 (Kimberly Spindler). The main content area is titled "Family List". A search bar at the top right contains the text "Sacred Heart Catholic Parish, Sylvania". Below the search bar is a grid of letters from A-Z and numbers from 0-9, with a filter icon (a magnifying glass) positioned over the number 5. The grid also includes buttons for "Add New Family" and "Delete Selected Families". The main table lists family records with columns for Family, Envelope #, E-Mail Address, Primary Phone, Primary Address, and City. The first record listed is "Aaland, Thomas".

3. You will see the filter icon as seen below. If you are only looking for those “registered” families in a workgroup, your filter area will appear similar to below. (selecting a single workgroup on the right, unless you want to see multiple workgroups at once) Also, if you think there is any families that may NOT want to be contacted, you can also reference the “do not mail” families, if you wish under the Advanced filters.

The screenshot shows the 'Filter' dialog box with several sections:

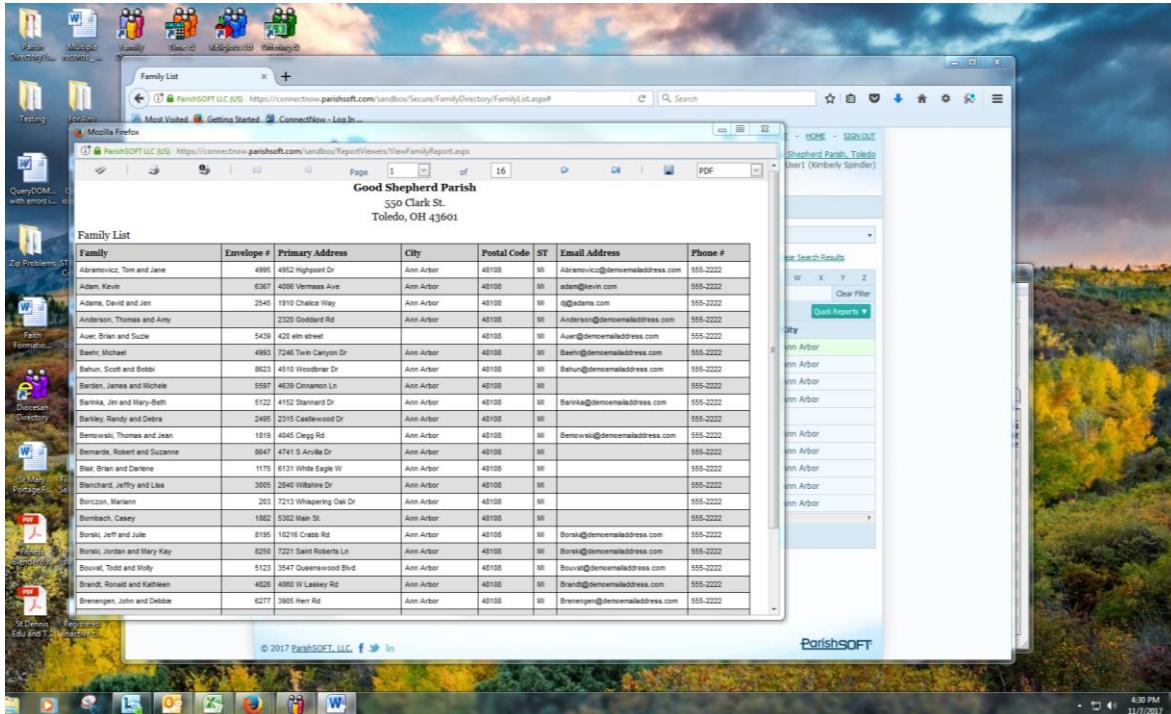
- Membership:** Registered
- Family Group:** All Groups
- Send Envelopes:** (Any)
- Advanced Options:**
 - Filter By ID:** Diocesan ID
 - Enter ID:** (Text input field)
 - First Name:** (Text input field)
 - Last Name:** (Text input field)
 - Address:** (Text input field)
 - Phone #:** (Text input field)
 - Registration Date:** (Text input field)
 - E-Mail Address:** (Text input field)
 - E-Mail:** (Any) (Dropdown menu)
 - Postal Code:** (Text input field)
 - City:** (Text input field)
 - State\Region:** (Text input field)
 - Show 'Send No Mail' Families:** (Any) (Dropdown menu)
 - Show 'Do Not Publish' Families:** (Any) (Dropdown menu)
 - Show Families With E-Mail:** (Any) (Dropdown menu)
- Exact Search:** (Checkboxes)
- Buttons:** Apply, Clear, Cancel

- After setting the filter up, click **Apply** and your main screen will now show those families you've selected. Note in the image below, we can see that there are 404 families that are in our "School Families" in this example.

The screenshot shows the 'Family List' page of the ConnectNow Family Suite. The page includes:

- Header:** ConnectNow Family Suite, Good Shepherd Parish, Toledo, User1 (Kimberly Spindler)
- Navigation:** Home, Family Directory, Religious Ed., Offering, Ministry Scheduler, Tuition, IQ, Administration
- Breadcrumbs:** Family List | Member List | Sacraments | Family Workgroups | Member Workgroups | Reports
- Search Bar:** Good Shepherd Parish, Toledo, Clear Search Results
- Filter Bar:** A-Z, 0-9, 10 records, Add New Family, Delete Selected Families, Quick Reports
- Table:** A grid of family information with columns: Family, Envelope #, E-Mail Address, Primary Phone, Primary Address, City. The first row is highlighted in green.
- Page Navigation:** Page 1 of 41 (404 Records), numbered pages 1-41, and navigation arrows.

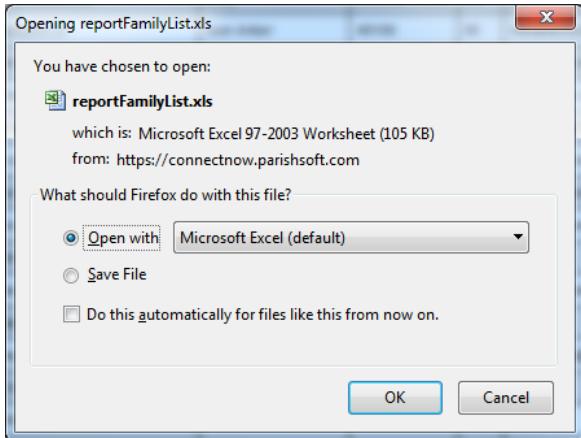
- Next, click on the **Quick Reports** area on the right side (seen above) and select **Family List** in the dropdown option. You will see a popup window similar to the one seen below. Please note that the new screen is in front of the Connect Now screen.



6. In the upper right corner of this screen, where it says PDF, click the drop down on the right and select XLS and then select the save icon, immediately to the left of the XLS designation, as seen in the example below:

Family	Envelope #	Primary Address	City	Postal Code	ST	Email Address	Phone #
Abramovicz, Tom and Jane	4995	4952 Highpoint Dr	Ann Arbor	48108	MI	Abramovicz@demoemailaddress.com	555-2222
Adam, Kevin	6367	4006 Vermaas Ave	Ann Arbor	48108	MI	adam@kevin.com	555-2222
Adams, David and Jen	2545	1910 Chalice Way	Ann Arbor	48108	MI	dj@adams.com	555-2222
Anderson, Thomas and Amy	2320	Goddard Rd	Ann Arbor	48108	MI	Anderson@demoemailaddress.com	555-2222
Auer, Brian and Suzie	5439	420 elm street	Ann Arbor	48108	MI	Auer@demoemailaddress.com	555-2222
Baehr, Michael	4993	7246 Twin Canyon Dr	Ann Arbor	48108	MI	Baehr@demoemailaddress.com	555-2222
Bahun, Scott and Bobbi	8623	4510 Woodbar Dr	Ann Arbor	48108	MI	Bahun@demoemailaddress.com	555-2222
Barden, James and Michele	5597	4639 Cinnamon Ln	Ann Arbor	48108	MI		555-2222
Barinka, Jim and Mary-Beth	5122	4152 Stannard Dr	Ann Arbor	48108	MI	Barinka@demoemailaddress.com	555-2222
Barkley, Randy and Debra	2495	2315 Castlewood Dr	Ann Arbor	48108	MI		555-2222
Bemowski, Thomas and Jean	1819	4045 Clegg Rd	Ann Arbor	48108	MI	Bemowski@demoemailaddress.com	555-2222
Bernard, Robert and Suzanne	8647	4741 S Avilla Dr	Ann Arbor	48108	MI		555-2222
Bier, Brian and Darlene	1175	6131 White Eagle W	Ann Arbor	48108	MI		555-2222
Bierchancik, Jeff and Lisa	3095	2640 Willowire Dr	Ann Arbor	48108	MI		555-2222
Birczcan, Mariah	203	7213 Whispering Oak Dr	Ann Arbor	48108	MI		555-2222
Bornback, Casey	1862	5302 Main St.	Ann Arbor	48108	MI		555-2222
Borski, Jeff and Julie	8195	10216 Crate Rd	Ann Arbor	48108	MI	Borski@demoemailaddress.com	555-2222
Borski, Jordan and Mary Kay	8250	7221 Saint Roberts Ln	Ann Arbor	48108	MI	Borski@demoemailaddress.com	555-2222
Bouvat, Todd and Moly	5123	3547 Queenanwood Blvd	Ann Arbor	48108	MI	Bouvat@demoemailaddress.com	555-2222
Brown, Rosalit and Kathleen	4826	4099 W Lasley Rd	Ann Arbor	48108	MI	Brandi@demoemailaddress.com	555-2222
Brennen, John and Debbie	6277	3805 Herr Rd	Ann Arbor	48108	MI	Brennen@demoemailaddress.com	555-2222

7. Your internet browser will ask what you'd like to do with the file, as seen in the image below:



Or it will just show you the document, as seen in this image:

Family	Envelope #	Primary Address	City	Postal Code	ST	Email Address	Phone #
Abramovicz, Tom and Jane	4995	4952 Highpoint Dr	Ann Arbor	48108	MI	Abramovicz@demoemailaddress.com	555-2222
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Adams, David and Jen	2545	1910 Chalice Way	Ann Arbor	48108	MI	dj@adams.com	555-2222
Anderson, Thomas and Amy	2320 Goddard Rd		Ann Arbor	48108	MI	Anderson@demoemailaddress.com	555-2222
Auer, Brian and Suzie	5439	420 elm street		48108	MI	Auer@demoemailaddress.com	555-2222
Baehr, Michael	4993	7246 Twin Canyon Dr	Ann Arbor	48108	MI	Baehr@demoemailaddress.com	555-2222
Bahun, Scott and Bobbi	8623	4510 Woodbriar Dr	Ann Arbor	48108	MI	Bahun@demoemailaddress.com	555-2222
Barden, James and Michele	5597	4639 Cinnamon Ln	Ann Arbor	48108	MI		555-2222

- Click to open the document and you will see it open your results in Microsoft Excel (indicated by the arrow below)

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Adams, David and Jen	2545	1910 Chalice Way	Ann Arbor	48108	MI	dj@adams.com	555-2222
Anderson, Thomas and Amy	2320 Goddard Rd		Ann Arbor	48108	MI	Anderson@demoemailaddress.com	555-2222
Auer, Brian and Suzie	5439	420 elm street		48108	MI	Auer@demoemailaddress.com	555-2222
Baehr, Michael	4993	7246 Twin Canyon Dr	Ann Arbor	48108	MI	Baehr@demoemailaddress.com	555-2222
Bahun, Scott and Bobbi	8623	4510 Woodbriar Dr	Ann Arbor	48108	MI	Bahun@demoemailaddress.com	555-2222
Barden, James and Michele	5597	4639 Cinnamon Ln	Ann Arbor	48108	MI		555-2222

- Click on the area in yellow, where it indicates you should Enable Editing, so that we can edit this data in Microsoft Excel. The enabling edit area will disappear as seen below and you will have a more complete “tool” bar.

reportFamilyList [Read-Only] [Compatibility Mode] - Microsoft Excel

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Abramovicz, Tom and Jane	4995	4952 Highpoint Dr	Ann Arbor	48108	MI	Abramovicz@demoemailaddress.com	555-2222
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Anderson, Thomas and Amy		2320 Goddard Rd	Ann Arbor	48108	MI	Anderson@demoemailaddress.com	555-2222
Auer, Brian and Suzie	5439	420 elm street		48108	MI	Auer@demoemailaddress.com	555-2222
Baehr, Michael	4993	7246 Twin Canyon Dr	Ann Arbor	48108	MI	Baehr@demoemailaddress.com	555-2222
Bahun, Scott and Bobbi	8623	4510 Woodbriar Dr	Ann Arbor	48108	MI	Bahun@demoemailaddress.com	555-2222
Barden, James and Michele	5597	4639 Cinnamon Ln	Ann Arbor	48108	MI		555-2222
Barinka, Jim and Mary-Beth	5122	4152 Stannard Dr	Ann Arbor	48108	MI	Barinka@demoemailaddress.com	555-2222
Barkley, Randy and Debra	2495	2315 Castlewood Dr	Ann Arbor	48108	MI		555-2222
Bemowski, Thomas and Jean	1819	4045 Clegg Rd	Ann Arbor	48108	MI	Bemowski@demoemailaddress.com	555-2222
Bernarde, Robert and Suzanne	8647	4741 S Arivilla Dr	Ann Arbor	48108	MI		555-2222

10. Click on the column header where it says E, to highlight that area and the whole column, as seen below:

reportFamilyList [Read-Only] [Compatibility Mode] - Microsoft Excel

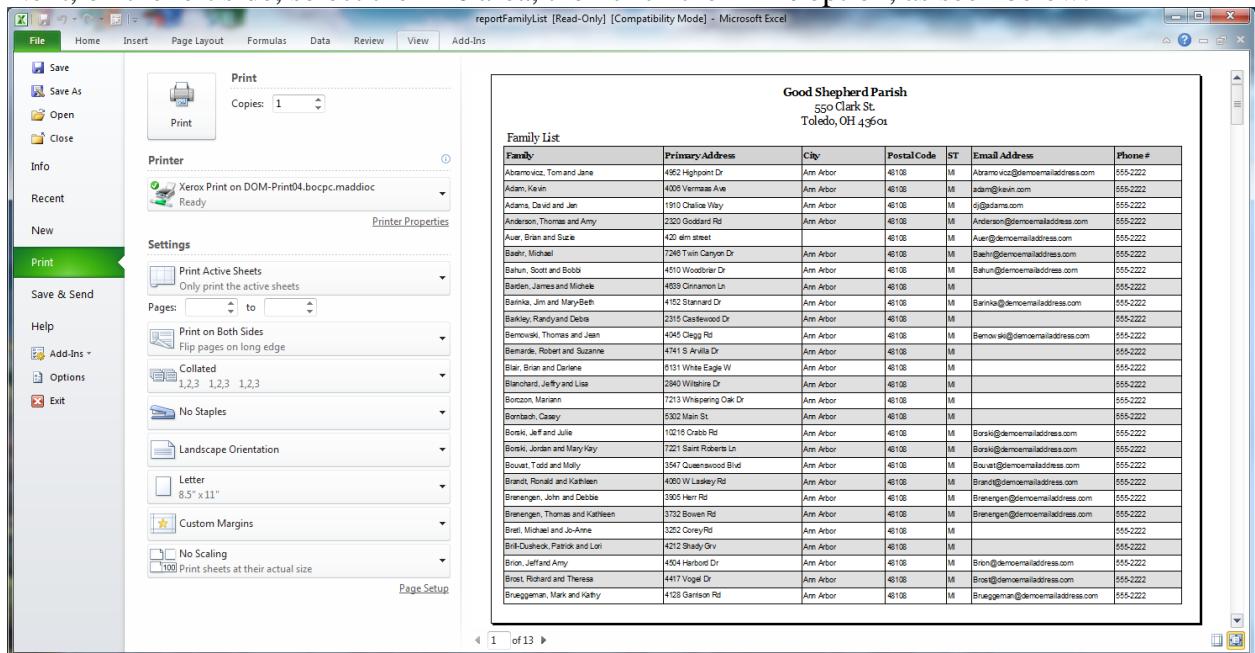
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Adams, David and Jen	2545	1910 Chalice Way	Ann Arbor	48108	MI	dj@adams.com	555-2222
Anderson, Thomas and Amy		2320 Goddard Rd	Ann Arbor	48108	MI	Anderson@demoemailaddress.com	555-2222
Auer, Brian and Suzie	5439	420 elm street		48108	MI	Auer@demoemailaddress.com	555-2222
Baehr, Michael	4993	7246 Twin Canyon Dr	Ann Arbor	48108	MI	Baehr@demoemailaddress.com	555-2222
Bahun, Scott and Bobbi	8623	4510 Woodbriar Dr	Ann Arbor	48108	MI	Bahun@demoemailaddress.com	555-2222
Barden, James and Michele	5597	4639 Cinnamon Ln	Ann Arbor	48108	MI		555-2222
Barinka, Jim and Mary-Beth	5122	4152 Stannard Dr	Ann Arbor	48108	MI	Barinka@demoemailaddress.com	555-2222

11. With your mouse still over the column header that says E, right click and select the **Delete** option to remove the Envelope # column. Your screen will now appear similar to below:

reportFamilyList [Read-Only] [Compatibility Mode] - Microsoft Excel

Family	Primary Address	City	Postal Code	ST	Email Address	Phone #
Abramovicz, Tom and Jane	4952 Highpoint Dr	Ann Arbor	48108	MI	Abramovicz@demoemailaddress.com	555-2222
Adam, Kevin	4006 Vermaas Ave	Ann Arbor	48108	MI	adam@kevin.com	555-2222
Adams, David and Jen	1910 Chalice Way	Ann Arbor	48108	MI	dj@adams.com	555-2222
Anderson, Thomas and Amy	2320 Goddard Rd	Ann Arbor	48108	MI	Anderson@demoemailaddress.com	555-2222
Auer, Brian and Suzie	420 elm street		48108	MI	Auer@demoemailaddress.com	555-2222
Baehr, Michael	7246 Twin Canyon Dr	Ann Arbor	48108	MI	Baehr@demoemailaddress.com	555-2222
Bahun, Scott and Bobbi	4510 Woodbriar Dr	Ann Arbor	48108	MI	Bahun@demoemailaddress.com	555-2222
Barden, James and Michele	4639 Cinnamon Ln	Ann Arbor	48108	MI		555-2222
Barinka, Jim and Mary-Beth	4152 Stannard Dr	Ann Arbor	48108	MI	Barinka@demoemailaddress.com	555-2222
Barkley, Randy and Debra	2315 Castlewood Dr	Ann Arbor	48108	MI		555-2222

12. Next, on the left side, select the **File** area, then click the **Print** option, as seen below:



13. Finally, close the screen you are on, by clicking the upper right most X area for this window: (indicated below) Do not save the document.

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Abramovicz, Tom and Jane	4952 Highpoint Dr	Ann Arbor	48108	MI	Abramovicz@demoemailaddress.com	555-2222
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Adams, David and Jen	1910 Chalice Way	Ann Arbor	48108	MI	dj@adams.com	555-2222
Anderson, Thomas and Amy	2320 Goddard Rd	Ann Arbor	48108	MI	Anderson@demoemailaddress.com	555-2222
Auer, Brian and Suzie	420 elm street	Ann Arbor	48108	MI	Auer@demoemailaddress.com	555-2222
Baehr, Michael	7246 Twin Canyon Dr	Ann Arbor	48108	MI	Baehr@demoemailaddress.com	555-2222
Bahun, Scott and Bobbi	4510 Woodbriar Dr	Ann Arbor	48108	MI	Bahun@demoemailaddress.com	555-2222
Barden, James and Michele	4639 Cinnamon Ln	Ann Arbor	48108	MI	Barden@demoemailaddress.com	555-2222
Barinka, Jim and Mary-Beth	4152 Stannard Dr	Ann Arbor	48108	MI	Barinka@demoemailaddress.com	555-2222
Barkley, Randy and Debra	2315 Castlewood Dr	Ann Arbor	48108	MI	Barkley@demoemailaddress.com	555-2222
Bemowski, Thomas and Jean	4045 Clegg Rd	Ann Arbor	48108	MI	Bemowski@demoemailaddress.com	555-2222
Bernarde, Robert and Suzanne	4741 S Arville Dr	Ann Arbor	48108	MI	Bernarde@demoemailaddress.com	555-2222
Blair, Brian and Darlene	6131 White Eagle W	Ann Arbor	48108	MI	Blair@demoemailaddress.com	555-2222
Blanchard, Jeffry and Lisa	2840 Wiltshire Dr	Ann Arbor	48108	MI	Blanchard@demoemailaddress.com	555-2222
Borczon, Mariann	7213 Whispering Oak Dr	Ann Arbor	48108	MI	Borczon@demoemailaddress.com	555-2222
Bornbach, Casey	5302 Main St.	Ann Arbor	48108	MI	Bornbach@demoemailaddress.com	555-2222

14. And the upper right X for the other window. As indicated below:

Family	Envelope #	Primary Address	City	Postal Code	ST	Email Address	Phone #
Abramovicz, Tom and Jane	4995	4952 Highpoint Dr	Ann Arbor	48108	MI	Abramovicz@demoemailaddress.com	555-2222
Adam, Kevin	6367	4006 Vermaas Ave	Ann Arbor	48108	MI	adam@kevin.com	555-2222
Adams, David and Jen	2545	1910 Chalice Way	Ann Arbor	48108	MI	dj@adams.com	555-2222
Anderson, Thomas and Amy	2320 Goddard Rd		Ann Arbor	48108	MI	Anderson@demoemailaddress.com	555-2222
Auer, Brian and Suzie	5430	420 elm street		48108	MI	Auer@demoemailaddress.com	555-2222
Baehr, Michael	4993	7246 Twin Canyon Dr	Ann Arbor	48108	MI	Baehr@demoemailaddress.com	555-2222
Bahun, Scott and Bobbi	8623	4510 Woodbriar Dr	Ann Arbor	48108	MI	Bahun@demoemailaddress.com	555-2222
Barden, James and Michele	5597	4639 Cinnamon Ln	Ann Arbor	48108	MI		555-2222
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Barkley, Randy and Debra	2495	2315 Castlewood Dr	Ann Arbor	48108	MI		555-2222
Bemowski, Thomas and Jean	1819	4045 Clegg Rd	Ann Arbor	48108	MI	Bemowski@demoemailaddress.com	555-2222
Bernarde, Robert and Suzanne	8647	4741 S Arville Dr	Ann Arbor	48108	MI		555-2222
Blair, Brian and Darlene	1175	6131 White Eagle W	Ann Arbor	48108	MI		555-2222
Blanchard, Jeffry and Lisa	3005	2840 Wilshire Dr	Ann Arbor	48108	MI		555-2222
Borczen, Mariann	203	7213 Whispering Oak Dr	Ann Arbor	48108	MI		555-2222
Bornbach, Casey	1882	5302 Main St.	Ann Arbor	48108	MI		555-2222
Borski, Jeff and Julie	8195	10216 Crabb Rd	Ann Arbor	48108	MI	Borski@demoemailaddress.com	555-2222
Borski, Jordan and Mary Kay	8250	7221 Saint Roberts Ln	Ann Arbor	48108	MI	Borski@demoemailaddress.com	555-2222
Bouvat, Todd and Molly	5123	3547 Queenswood Blvd	Ann Arbor	48108	MI	Bouvat@demoemailaddress.com	555-2222
Brandt, Ronald and Kathleen	4826	4060 W Laskey Rd	Ann Arbor	48108	MI	Brandt@demoemailaddress.com	555-2222
Brenengen, John and Debbie	6277	3905 Herr Rd	Ann Arbor	48108	MI	Brenengen@demoemailaddress.com	555-2222
Brenengen, Thomas and Kathleen	6479	3732 Bowen Rd	Ann Arbor	48108	MI	Brenengen@demoemailaddress.com	555-2222
Dunn, Michael and Anna	4400	3250 Cypress Dr	Ann Arbor	48108	MI		555-2222

15. You will be back on the main Family Directory area now, ready to do your next project.

Family	Envelope #	E-Mail Address	Primary Phone	Primary Address	City
Abramovicz, Tom and Jane	4995	Abramovicz@demoemailaddress.com	555-2222	4952 Highpoint Dr	Ann Arbor
Adam, Kevin	6367	adam@kevin.com	555-2222	4006 Vermaas Ave	Ann Arbor
Adams, David and Jen	2545	dj@adams.com	555-2222	1910 Chalice Way	Ann Arbor