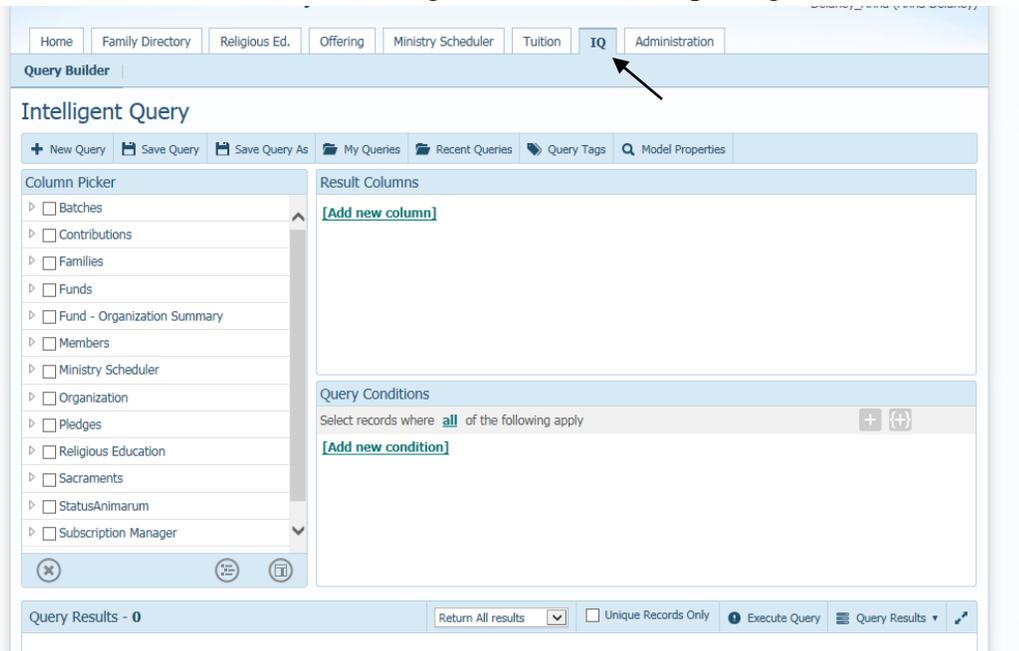**Printing off all Religious Education families of specific year through IQ**

1) First, log into ParishSOFT and you will be at your typical home screen, similar to the screen below:

2) Click the IQ header tab above, to get to the main IQ reporting area, seen below:

3) Click the **My Queries** area indicated above, then you'll search for the query:
   RE Student's Family Info for Mailing

4) Highlight/click the Query name, then click the **Open** button listed below:

5) Your screen will open up, similar to the screen below, showing the query particulars as seen below:

6) Verify that the year listed under the school year area, indicated above "starts with" the correct year. If not, click on the year and type in the correct year and then click off the field.
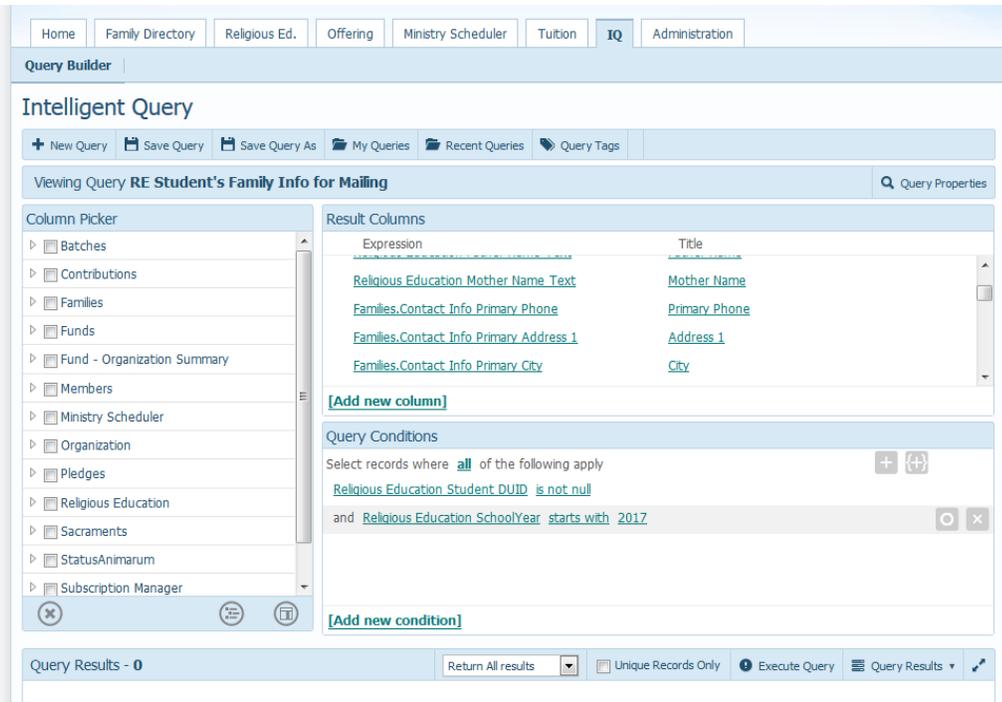
7) Next, to the left of the **Execute Query** button, select the **Unique Records Only** so that you will get only one occurrence of the family (even though we're querying off of the student records, where there may be more than one student in a family listed...which is why we'll click this button).
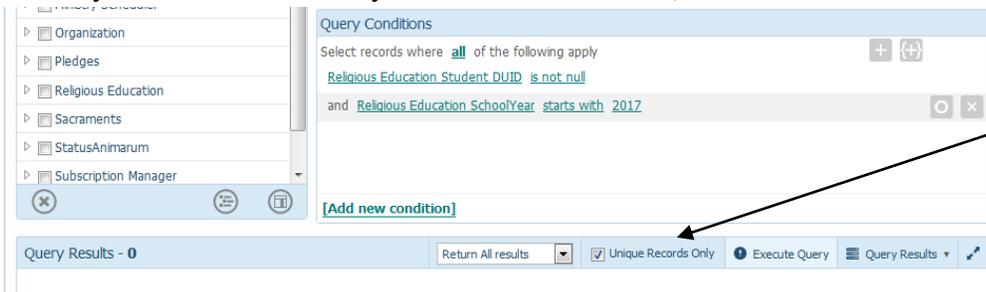
8) Next, click on the **Execute Query** button to run the query and get the listing of families that are in your current school year. You will see results to our query under the **Query Results** area, as seen below.


9) Next, click on the **Query Results** area and we will select **Export to CSV** to get our data into a format that we can print off:

10) The web browser may ask if you want to leave the page, click **Ok.** You will also be asked what to do with your data file, similar to the image below. Click **Open.** (in the image below we're opening the data in MS Excel, which is preferable to any other program as it can easily interpret the data)
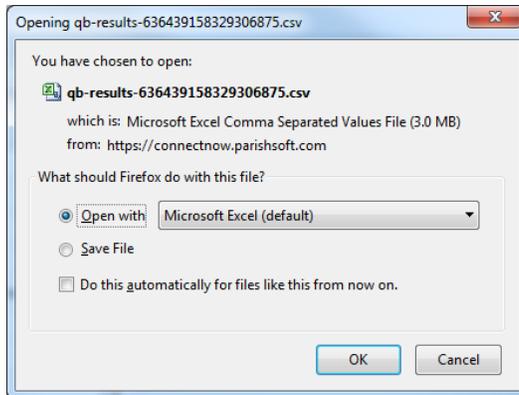
11) You will see a screen similar to the one below, go to **File** then **Save As** and direct the document to a location you wish (the Desktop in the example below). Also switch the **Save as Type** indicated below to **Excel Workbook** (the top option in the dropdown)
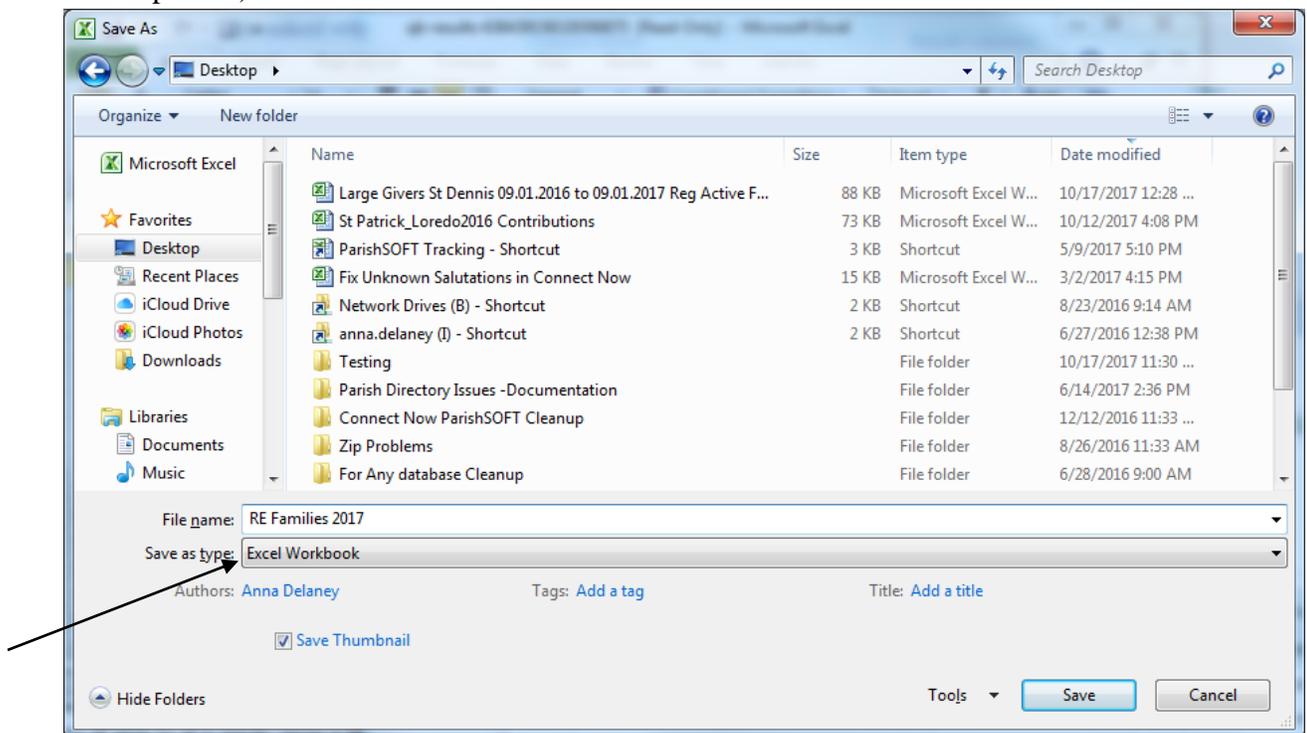
12) Finally, reformat your lines as you wish and print off your document.