How to download Sacraments from Parish Friendly

Providing ALL sacraments have been entered into Parish Friendly here are the steps to up

Figure 1

1. Go to the home screen
2. Click on File (figure 1)
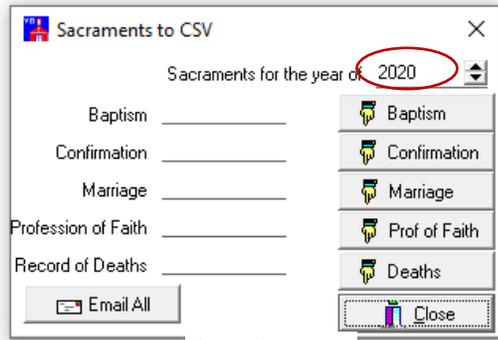3. Click on Download Sacraments (figure 2)

Figure 2

4. Be sure to select the correct year

    OPTION 1
    a. Select Email All (figure 3)
    b. It will create an email with all the sacraments .csv files that have been entered in PF
        i. NOTE these numbers should match what you have entered in your stats report.
    c. Enter the required "To" email address
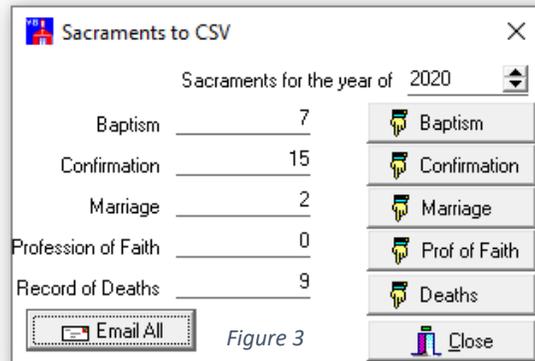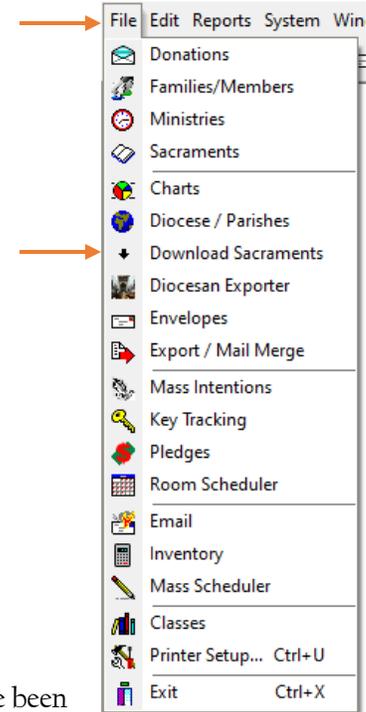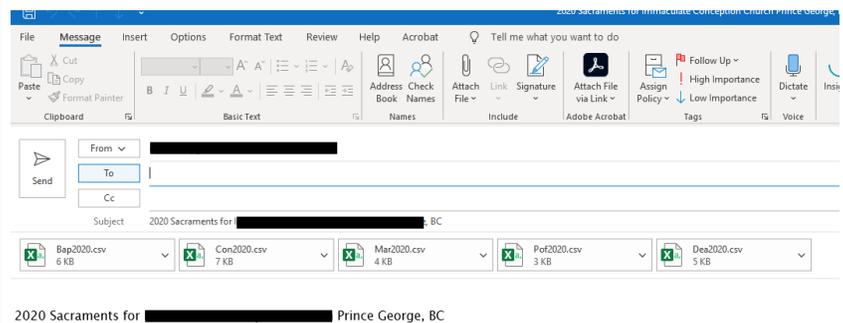

Figure 3

Email Sacrament Lists to Diocese Prepared by:
Parish Friendly Solutions http://www.sitescapers.com

OPTION 2

a. Follow steps 1 to 4
b. Click on each sacrament individually
c. Create a file folder and save each Sacrament's .cvs file into the folder created
d. Create an email and attach all the files from the folder