

Building His Church, Fulfilling His Mission

Reports

View and Print Reports in ConnectNow:

To view the reports:

1. Log into ConnectNow
2. Click on the **Diocesan Development** Tab
3. Choose **Parish Reports**
4. Change the **Organization Name Format** to City, Organization Name (this is the format you normally receive the report)
5. UNCHECK the **End Date** – this will give you the most current information
6. Click on **Download PDF**

The screenshot shows the ConnectNow Diocesan Suite interface. At the top, the logo for ConnectNow is on the left, and navigation links (HELP, CONTACT, HOME, SIGN OUT) are on the right. Below the logo, the text "Diocesan Suite" is displayed. A navigation bar contains tabs for Home, Census, Diocesan Development (highlighted with a red #2 and arrow), IQ, and Administration. Below this, a sub-navigation bar includes Parish Reports (highlighted with a red #3 and arrow), Donor Reports, Online Giving Mgmt, Imports, Funds, and Administration. The main content area is titled "Parish Reports" and contains several sections: "Select a Fund" with a dropdown menu showing "Annual Catholic Appeal 2017"; "Select a Report" with a list of report types (All Parishes Summary, Parish Date Over Goal, Parish Master Report, Revenue Projection) and sorting options (Group Sorting, Detail Sorting, Organization Name Format); "Select one or more Organizations" with a dropdown menu showing "Organizations not available for this report." (highlighted with a red #5 and arrow); "Select Date" with a checkbox for "End Date: No End Date" (highlighted with a red #6 and arrow); and two buttons at the bottom: "Download PDF" and "Download CSV".

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View and Print Reports in ConnectNow: *(continued)*

7. When the following box opens – you can choose to **OPEN** or **SAVE**

