

# Giving with Faith, Hope, & Love Reports

## Generating Parish Summary Report

1. Log into ConnectNow
2. Click on the **Diocesan Development** tab
3. Click on the **Parish Reports** tab
4. Select Report – **Parish Master Report**
5. Change the Organization Name Format to **City, Organization Name**
6. Highlight your **Organization** name (you can automatically sort by parish name by double clicking on “organization” or by city by double clicking on “city.”)
7. UNCHECK the **End Date** – this will give you the most current information
8. Click on **Download PDF**

The screenshot shows the ConnectNow Diocesan Suite interface. At the top, there are navigation links: HELP, CONTACT, HOME, and SIGN OUT. Below that, the user is identified as jchochard (JoEllen Chochard) from the Diocese of Toledo, Toledo. The main navigation bar includes Home, Census, Diocesan Development (highlighted with #2), IQ, and Administration. Below this, there are sub-tabs: Parish Reports (highlighted with #3), Donor Reports, Online Giving Mgmt, Imports, Funds, and Administration. The main content area is titled "Parish Reports" and contains several sections:

- Select a Fund:** A dropdown menu showing "Annual Catholic Appeal 2017".
- Select a Report:** A list of reports: All Parishes Summary, Parish Date Over Goal, Parish Master Report (highlighted with #4), and Revenue Projection.
- Group Sorting:** A section stating "No group sorting available for this report."
- Detail Sorting:** A section stating "No detail sorting available for this report."
- Organization Name Format:** A dropdown menu showing "City, Organization Name" (highlighted with #5).
- Sub Reports:** Checkboxes for Refund Details (checked), Givers (checked), and Non-Givers (unchecked).
- Select one or more Organizations:** A section with a link to "Select All Organizations" and a "Clear Selection" link. Below it is a table of organizations.
- Select Date:** A section with a checkbox for "End Date: No End Date" (highlighted with #7).
- Download PDF:** A button (highlighted with #8) and a "Download CSV" button.

Organization	City	LocalOrgID	Vicariate	Region
All Saints Parish	Rossford	4223	Saint Katharine Dre	
All Saints Parish	New Riegel	22064	Precious Blood of J	
Christ The King Parish	Toledo	2132	Saint Agnes	
Corpus Christi Toledo University Parish	Toledo	18241	Saint Agnes	
Divine Mercy	Paulding	23264	Saint Maximilian Koll	

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

