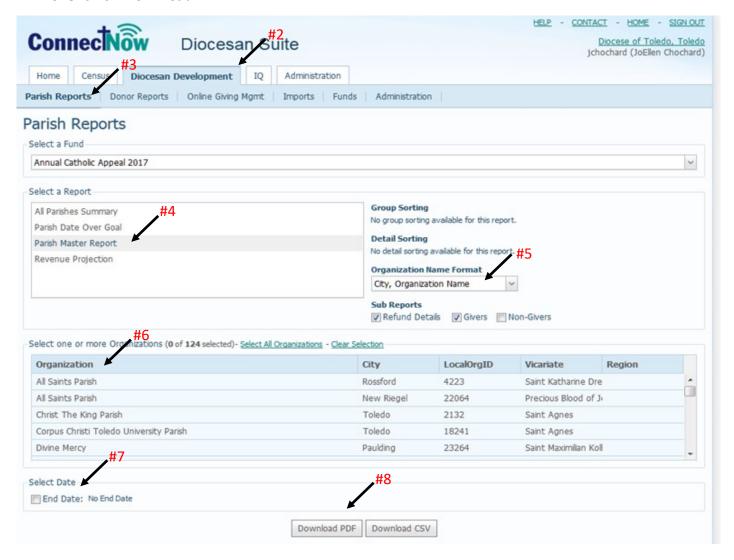
Giving with Faith, Hope, & Love Reports

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**



Giving with Faith, Hope, & Love Reports

Generating Parish Summary Report

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

