

INSTRUCTIONS FOR OBTAINING A PARISHIONER/ROUTE LIST REPORT

The following is a set of instructions for accessing your parish's parishioner list for Universal Distribution or Home Delivery via our website. This list is essential for making changes and deletions.

Please note: For our purposes, the terms parishioners and subscribers are interchangeable.

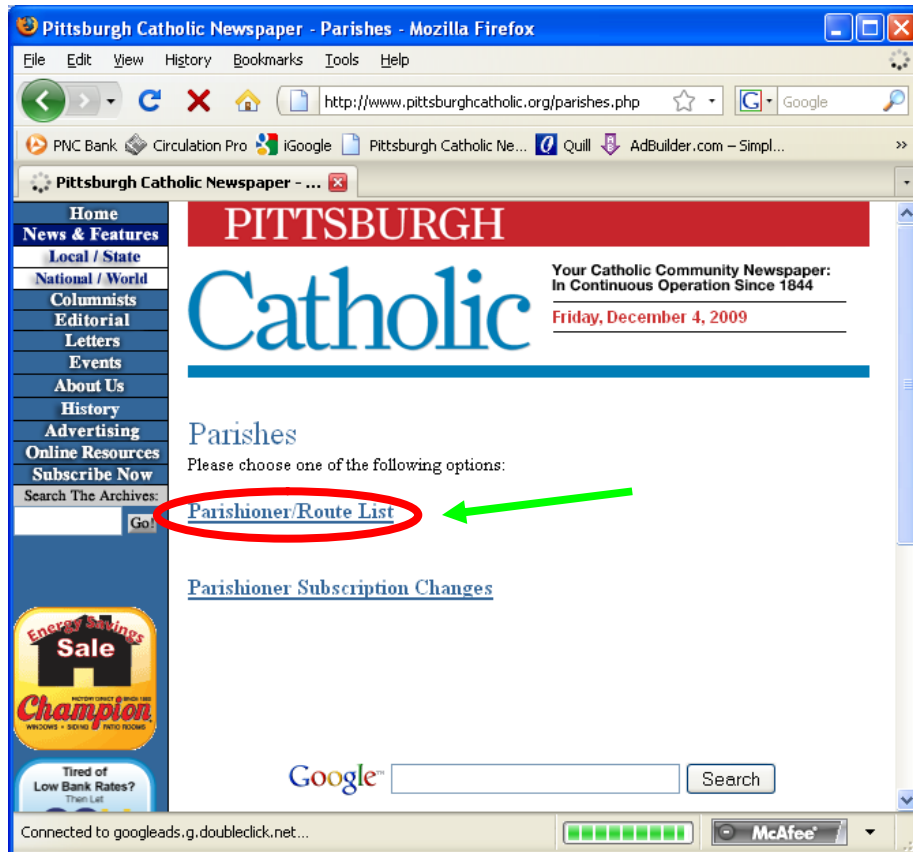
Accessing our database

To access the Web Tools, please go to www.pittsburghcatholic.org

Click on "Parishes Click Here!"



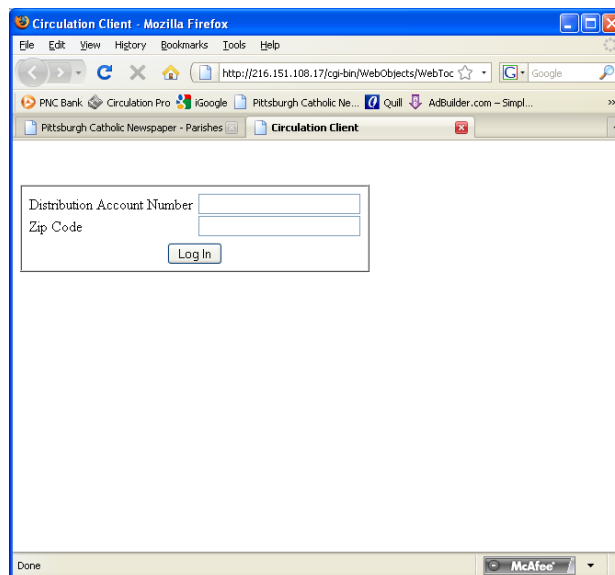
Click on Parishioner/Route List to access the Log In screen.



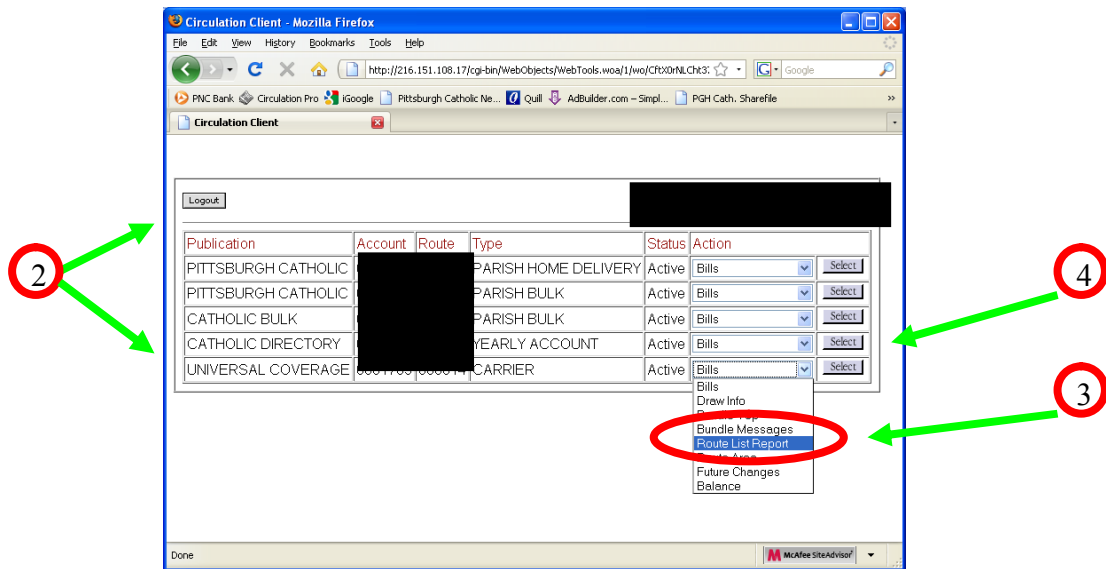
Obtaining your Parishioner/Route List Report

1. Enter your Distribution Account Number (which is not the same as your Route Number) and Zip Code exactly as they appear in the letter that your parish should have received to access the Publication list, etc. If you do not have this information, please contact Caitlin Arendash @ 412-471-1252 (ext. 3570) to obtain your Universal Distribution or Parish Home Delivery Account Numbers.

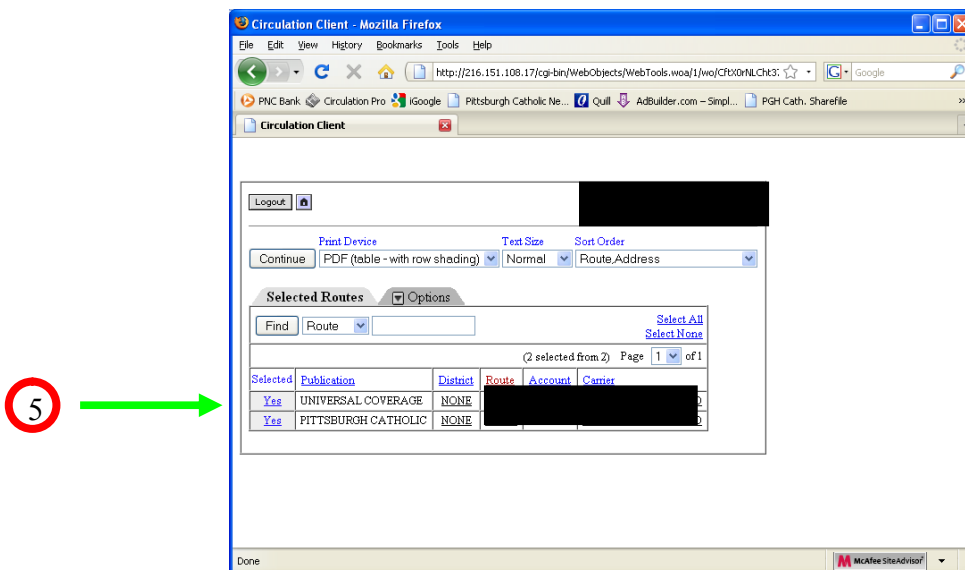
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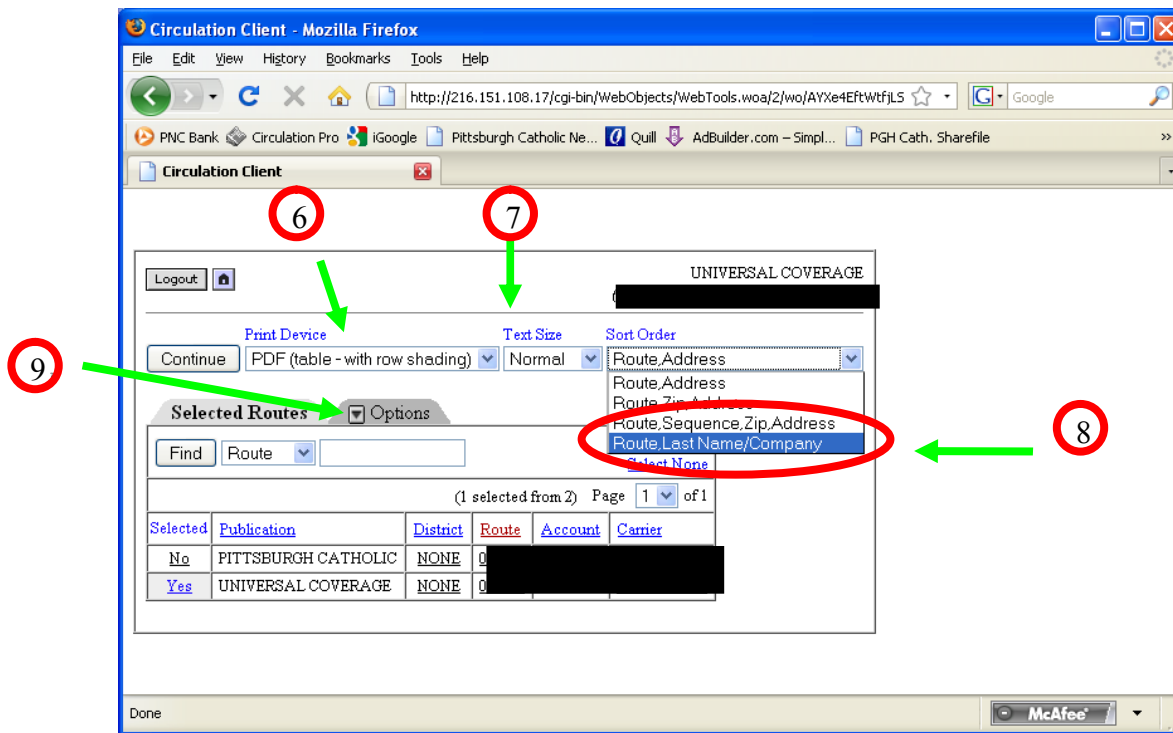
2. **DETERMINING PUBLICATION:** Under Publication, proceed to the row displaying Universal Coverage and move to the 6th column containing the heading Action. **If your parish participates in the Parish Home Delivery program at less than 100% of your parishioner list**, you will choose the first Pittsburgh Catholic under Publication with the Type (heading) PARISH HOME DELIVERY, as well as Universal Coverage. **This cannot be done simultaneously; route lists for each publication must be printed on an individual basis.** Parishes with 100% PHD will choose the first Pittsburgh Catholic under Publication with the Type (heading) PARISH HOME DELIVERY.
3. Under the column heading, Action, click on the drop-down arrow (the default option is Bills), and choose Route List Report - (This report contains parishioner names, addresses, and account numbers. Please refer to these account numbers when contacting us about your parishioners).



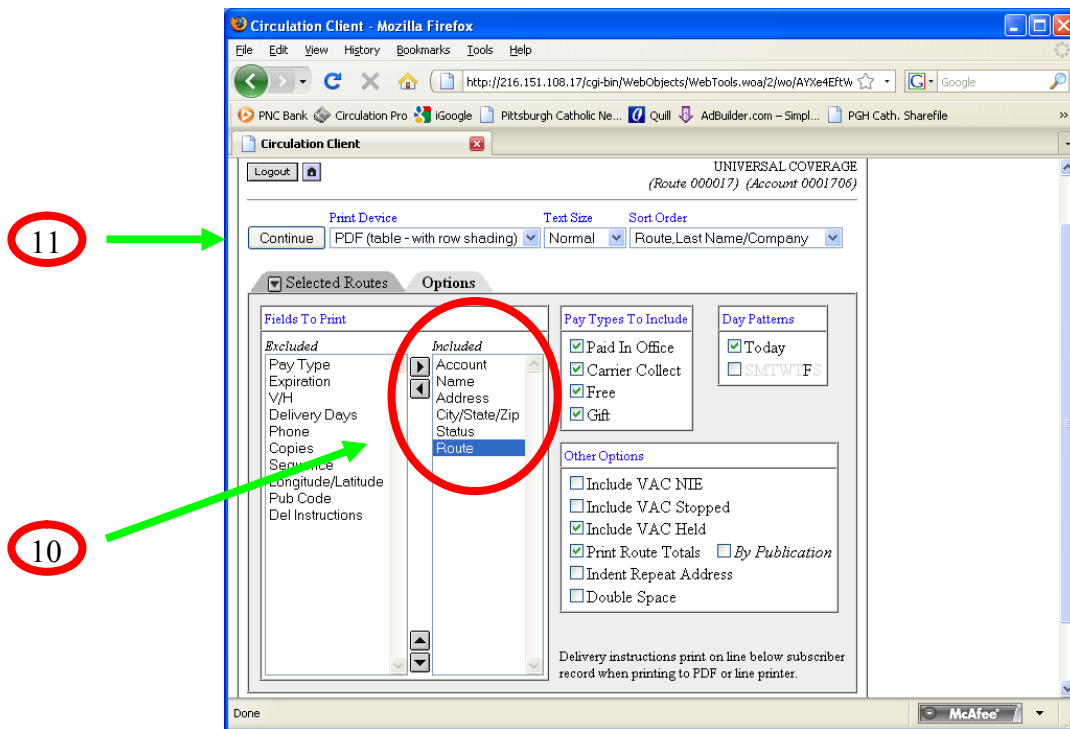
4. Press the Select button (this will take 30 – 60 seconds).
5. When the next window appears, you will have the option of printing both reports. We recommend only printing one report at a time. To do this click on the blue 'Yes' (to set selection to 'No') next to the publication that you DO NOT WANT TO PRINT.



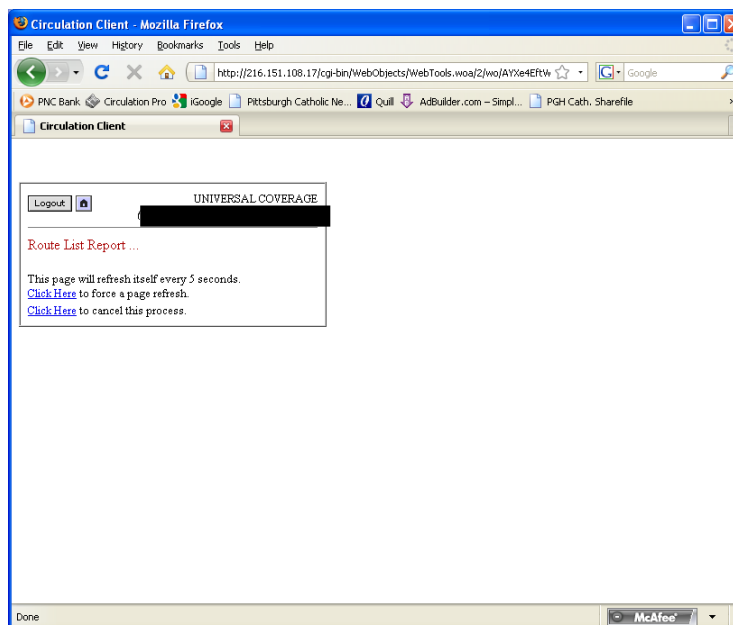
6. Next you will have the option to choose how you want to print the report. In the drop-down menu to the right of the continue button (Print Device), you have all of the available options. For this example, we will leave the report set to – **PDF (table – with row shading)**. If you prefer to open this report with Excel, please be sure to change this option to CSV (comma delimited).
7. This report is currently set to a normal text size. To change this you can click in the Text Size box to make the text larger or smaller.
8. To have your list sorted by last name, you MUST use the drop-down menu and change the Sort Order to: **Route, Last Name/Company**. Leaving this option on the default of Route, Address will cause your report to be sorted by the mailing address.
9. Once you have done this, click on the Options tab to define what results you want to see on your report.



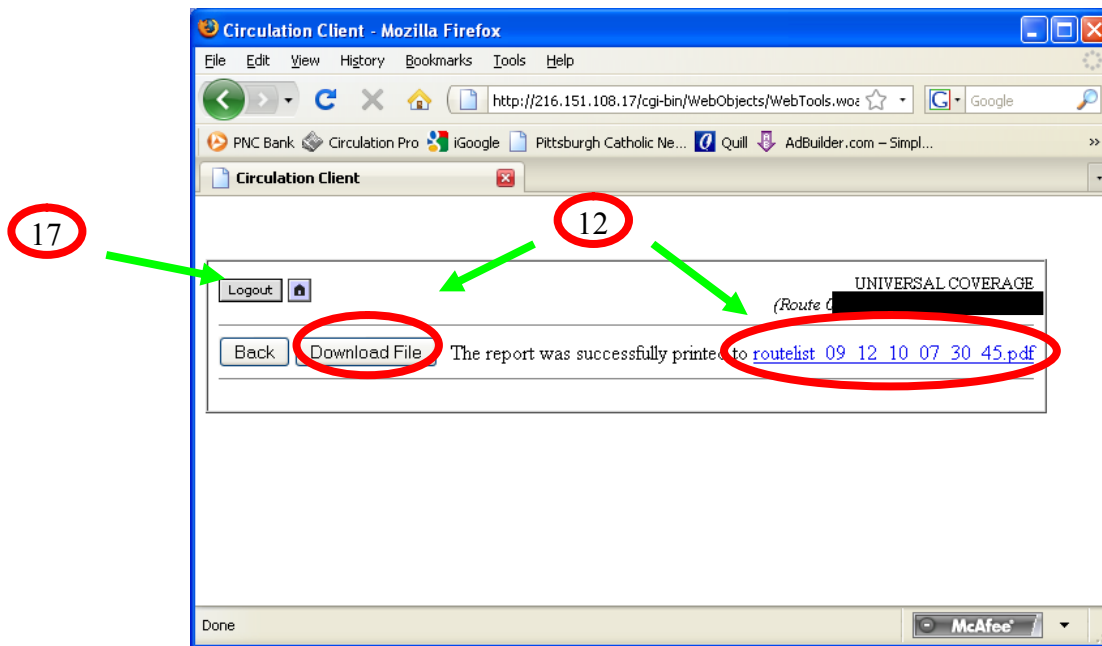
- The report defaults to include all possible options in the *Included* section of the Fields to Print box. To remove options, select the field in the *Included* section that you want to remove/exclude and click the left pointing arrow (pointing to the *Excluded* section) or to exclude all fields click on the first item, press Shift and drag to the bottom of the list to highlight all items. You can now include individual fields by clicking on your choice and pressing the right pointing arrow. Below is an example of the most important fields to include. The rest of the options on the screen should remain as they appear below.



- Click Continue (see image above) to generate your report (this will take several minutes depending on the number of parishioners), the screen below will remain until the process is completed.



12. Your report is now ready. Click on the Download File button and save to an appropriate location (desktop, folder, etc.), OR the blue pdf file name to save or open your report (depending on your computer settings).



13. If nothing happens when you click on the link (12), right click on the link (12) and select Save Target As..., then save the file to your Desktop. You can then go to Adobe Acrobat Reader and select File | Open and open the file from your desktop.
14. Print your hard-copy-list.
15. After you print the file, you can delete it from your system, or save it for viewing in the future.
16. When finished printing or viewing, exit from Adobe Acrobat Reader & click out of the browser.
17. Click logout (see image above) to leave Web Tools. Exit the Internet as usual; click the red X in the top right corner.
18. If your list does not print properly, please contact Caitlin Arendash @ 412-471-1252 (ext. 3570) and she will e-mail the report to you. Caitlin is also available to answer any questions you may have.

Thank you for using the Web Tools to obtain your parish list!

Updated 12/15/09