Families/Households – Members Present and Head of Household(s) Identified
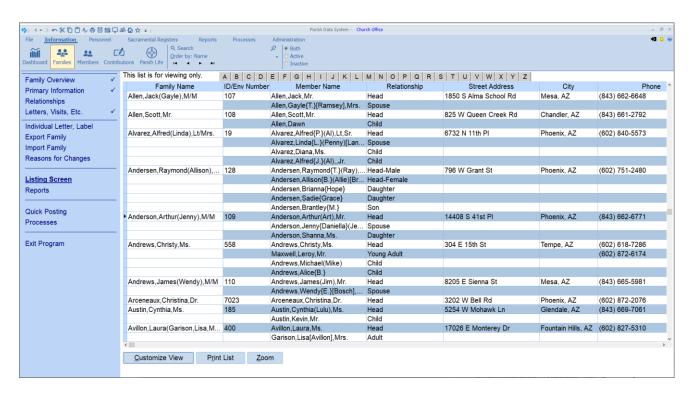## *Version 10 for PDS*

In order to have a successful migration, it is essential that all families have at least one member connected to their family record in PDS. It is also essential that the Head of Household(s) are identified with a TYPE of either Head of Household or Spouse.

We recommend using the LISTING SCREEN functionality in PDS to assist with identifying which families may not have at least one member in their household and to be sure the heads of household are identified.

Select: FAMILIES | Listing Screen

That will bring up a screen that looks something like this:

Click the Customize View button in the bottom left corner, and select and deselect fields, so that your final field list on the left side looks like this:

Fields you want to view:

Fam Orig Name
Fam Orig ID Number
Fam Family Status
Fam Num Members
Mem Name
Mem Type
Mem Relationship
Mem Marital Status

The first thing we are looking for are Families/Households that have 0 members. An example of that situation is with the 'Jones, Thomas, Mr' Family shown below:

You can double-click on that Family in this list, and it will open their record. Be sure to then click on MEMBERS and ADD at least one member to that household.

The second thing we are looking for is that the Heads of Household are identified properly by their TYPE. For our purposes, we will not be using the Relationship field for this identification process. So, be sure in the Mem Type column that the proper Heads of Household are identified with either 'Head of Household' or 'Spouse':