

# 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:

The screenshot shows the 'Listing Screen' in the PDS software. The interface includes a top navigation bar with tabs for Information, Personnel, Sacramental Registers, Reports, Processes, and Administration. A left sidebar contains a navigation menu with options like Family Overview, Primary Information, Relationships, Letters, Visits, Etc., Individual Letter, Label, Export Family, Import Family, Reasons for Changes, Listing Screen, Reports, Quick Posting, Processes, and Exit Program. The main area displays a table with columns for Family Name, ID/Env Number, Member Name, Relationship, Street Address, City, and Phone. The table lists various families and their members, including Allen, Alvarez, Andersen, Anderson, Andrews, and Arceneaux.

Family Name	ID/Env Number	Member Name	Relationship	Street Address	City	Phone
Allen,Jack(Gayle),M/M	107	Allen,Jack,Mr.	Head	1850 S Alma School Rd	Mesa, AZ	(843) 662-6648
		Allen,Gayle(T,)(Ramsey),Mrs.	Spouse			
Allen,Scott,Mr.	108	Allen,Scott,Mr.	Head	825 W Queen Creek Rd	Chandler, AZ	(843) 661-2792
		Allen,Dawn	Child			
Alvarez,Alfred(Linda),Lt/Mrs.	19	Alvarez,Alfred(P,)(Al),Lt.Sr.	Head	6732 N 11th Pl	Phoenix, AZ	(602) 840-5573
		Alvarez,Linda(L,)(Penny)[Lan...	Spouse			
		Alvarez,Diana,Ms.	Child			
		Alvarez,Alfred(J,)(Al),Jr.	Child			
Andersen,Raymond(Allison),...	128	Andersen,Raymond(T,)(Ray),...	Head-Male	796 W Grant St	Phoenix, AZ	(602) 751-2480
		Andersen,Allison(B,)(Allie)[Br...	Head-Female			
		Andersen,Brianna(Hope)	Daughter			
		Andersen,Sadie(Grace)	Daughter			
		Andersen,Brantley(M,)	Son			
Anderson,Arthur(Jenny),M/M	109	Anderson,Arthur(Art),Mr.	Head	14408 S 41st Pl	Phoenix, AZ	(843) 662-6771
		Anderson,Jenny(Daniella)(Je...	Spouse			
		Anderson,Shanna,Ms.	Daughter			
Andrews,Christy,Ms.	558	Andrews,Christy,Ms.	Head	304 E 15th St	Tempe, AZ	(602) 618-7286
		Maxwell,Leroy,Mr.	Young Adult			(602) 872-6174
		Andrews,Michael(Mike)	Child			
		Andrews,Alice(B,)	Child			
Andrews,James(Wendy),M/M	110	Andrews,James(Jim),Mr.	Head	8205 E Sienna St	Mesa, AZ	(843) 665-5981
		Andrews,Wendy(E,)(Bosch),...	Spouse			
Arceneaux,Christina,Dr.	7023	Arceneaux,Christina,Dr.	Head	3202 W Bell Rd	Phoenix, AZ	(602) 872-2076
Austin,Cynthia,Ms.	185	Austin,Cynthia(Lulu),Ms.	Head	5254 W Mohawk Ln	Glendale, AZ	(843) 669-7061
		Austin,Kevin,Mr.	Child			
Avillon,Laura(Garison,Lisa,M...	400	Avillon,Laura,Ms.	Head	17026 E Monterey Dr	Fountain Hills, AZ	(602) 827-5310
		Garison,Lisa[Avillon],Mrs.	Adult			

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:

Parish Data System - Church Office

File Information Personnel Sacramental Registers Reports Processes Administration

Dashboard Families Members Contributions Parish Life

Search Order by: Name

Both Active Inactive

This list is for viewing only.

Family Name	ID/Env Number	Fam Family Status	Fam Num Members	Mem Name	Mem Type	Mem Relationship	Mem Marital Status
▶ Akers, John (Shirley), M/M	105	Couple	2	Akers, John (J.) (Huff), Mr.	Head of Household	Head	Married
				Akers, Shirley, Mrs.	Spouse	Spouse	Married
Albers, Paul, Mr.	106	Two Parent Family	3	Albers, Paul (Stephen), Mr.	Head of Household	Head	Married
				Albers, Alison, Mrs.	Spouse	Spouse	Married
				Albers, Jasmine	Child	Child	Single
Allen, Jack (Gayle), M/M	107	Couple	0				
Allen, Scott, Mr.	108	Single Parent Male	2	Allen, Scott, Mr.	Head of Household	Head	Widowed
				Allen, Dawn	Child	Child	Single
Alvarez, Alfred (Linda), Lt/Mrs.	19	Two Parent Family	4	Alvarez, Alfred (P.) (Al), Lt. Sr.	Head of Household	Head	Married
				Alvarez, Linda (L.) (Penny) (Lane), Mrs.	Spouse	Spouse	Married
				Alvarez, Diana, Ms.	Young Adult	Child	Single
				Alvarez, Alfred (J.) (Al), Jr.	Child	Child	Single
Andersen, Raymond (Allison), M/...	128	Two Parent Family	5	Andersen, Raymond (T.) (Ray), Mr.	Head of Household	Head-Male	Church Marriage
				Andersen, Allison (B.) (Allie) (Brown), Mrs.	Spouse	Head-Female	Church Marriage
				Andersen, Brianna (Hope)	Child	Daughter	Single
				Andersen, Sadie (Grace)	Child	Daughter	Single
				Andersen, Brantley (M.)	Child	Son	Single
Anderson, Arthur (Jenny), M/M	109	Two Parent Family	3	Anderson, Arthur (Art), Mr.	Head of Household	Head	Married
				Anderson, Jenny (Daniella) (Jen) (Lovela...	Spouse	Spouse	Married
				Anderson, Shanna, Ms.	Adult	Daughter	Single
Andrews, Christy, Ms.	558	Single Parent Female	4	Andrews, Christy, Ms.	Head of Household	Head	Divorced
				Maxwell, Leroy, Mr.	Young Adult	Young Adult	Single
				Andrews, Michael (Mike)	Child	Child	Single
				Andrews, Alice (B.)	Child	Child	Single
Andrews, James (Wendy), M/M	110	Couple	2	Andrews, James (Jim), Mr.	Head of Household	Head	Married
				Andrews, Wendy (E.) (Bosch), Mrs.	Spouse	Spouse	Married
Arceaux, Christina, Dr.	7023	Individual	1	Arceaux, Christina, Dr.	Head of Household	Head	Divorced
Austin, Cynthia, Ms.	185	Single Parent Female	2	Austin, Cynthia (Lulu), Ms.	Head of Household	Head	Single
				Austin, Kevin, Mr.	Child	Child	Single
Avillon, Laura (Garison, Lisa), Mrs...	400	Relatives	2	Avillon, Laura, Ms.	Head of Household	Head	Single
				Garison, Lisa (Avillon), Mrs.	Adult	Adult	Widowed
Babbett, Joseph (Agnes), M/M	23	Two Parent Family	4	Babbett, Joseph (James), Mr.	Head of Household	Head	Church Marriage
				Babbett, Agnes (June), Mrs.	Spouse	Spouse	Church Marriage

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':

This list is for viewing only.

Family Name	ID/Env Number	Fam Family Status	Fam Num All Members	Member Name	Mem Type
James, Kylie	1008		1	James, Kylie	Head of Household
Johnson, Jodie	1006	Registered	2	Johnson, Jodie [Smythe]	Head of Household
				Johnson, John	Child
▶ Jones, Thomas, Mr.	1010	Registered	0		
O'Leary, Margaret (Johnson), ...	1004	Registered	2	O'Leary, Margaret, Ms.	Head of Household
				Johnson, Herman, Mr.	Spouse
Plank, Adam (O'Shaughnessy), ...	1005	Registered	2	Plank, Adam, Mr.	Head of Household
				O'Shaughnessy-Plan...	Spouse
Pryer, Tillie (Ann), M/M	1002	Non-Registered	2	Pryer, Tillie, Mr.	Head of Household
				Pryer, Ann, Mrs.	Spouse
Smith, John (Jo Ann)	1007		2	Smith, John	Head of Household
				Smith, Jo Ann	Spouse
Southers, Nancy	1003	Registered	1	Southers, Nancy	Head of Household
Virgo, Tristan (Virgo-Jinois, St...	1001	Registered	2	Virgo-Jinois, Stephanie...	Head of Household
				Virgo, Dominick	Child
				Virgo, Tristan, Mr.	Other
[LooseMemorial]	[LooseM		0		