

## Talents Picklist

In the new system, there will be a section of pre-defined (shared) **Talents/Skills/Interests** fields. These fields were created based upon research done on a large variety of PDS databases and input from the Stewardship group at the Archdiocese. To map your **Talents** list to the proper fields in the new system, they will need to match one of the following field names:

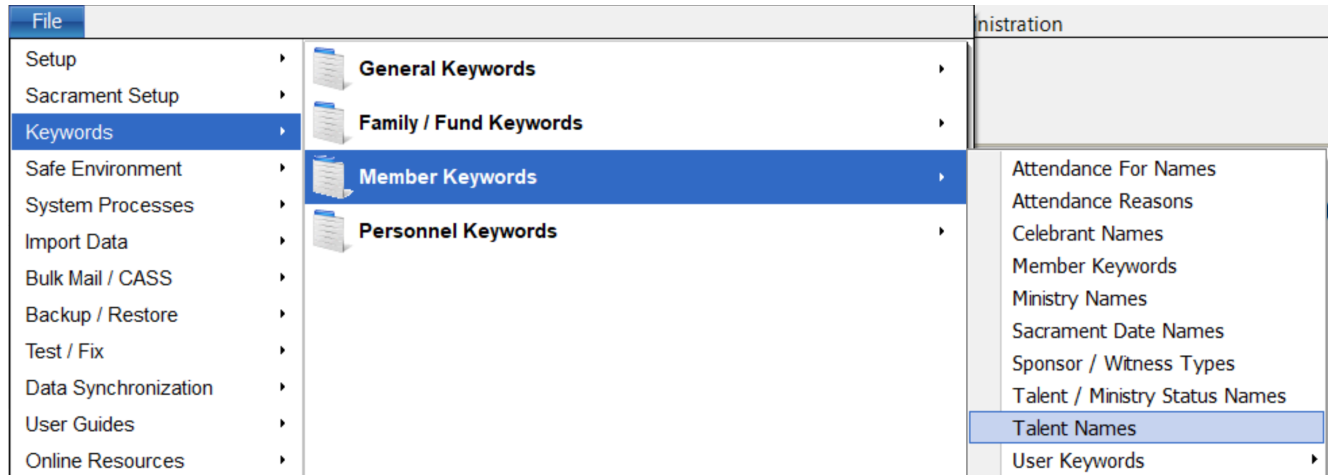
### Fieldnames for Talents/Skills/Interests:

Accounting/Finance	Leadership Development
Artistic/Crafts/Creative Activities	Leadership/Management/Organizing
ASL Interpreter	Listening to Others/Reading to Others
Audio/Visual/Video Production	Marketing
Building Skills	Microsoft Office Products
Carpentry	Music (Vocal or Instrument)
Child Care	Nursing Home (Pray with occupants)
Cleaning	Office Help
Clerical Tasks Data Entry	Painting
Compassionate Care	Phone/Reception/Office Work
Cooking/Baking	Photography
Decorating/Floral Arrangement	Plumbing
Desktop Publishing	Prayers for others
Electrical (Licensed)	Public Speaking Experience
Evaluating/Facilitating/Negotiating	Recruiting
Event Planning	Serving others
Faith Sharing/Discipleship	Sewing/Knitting
Fund Raising/Development	Sign/Banner Making
Gardening	Small or Large Equipment experience
Historian/Archives	Social Media/Communications
Hospice Training	Sports/Activities/Coaching
Hospitality/Welcoming	Teaching/Training
Human Resources/Interviewing	Team Building
IT	Visioning
Landscaping	Visiting others (Homebound, Sick)
Language Interpretation	Woodworking
Laundry (Altar Linens/Altar Robes)	Writing/Editing/Proofreading

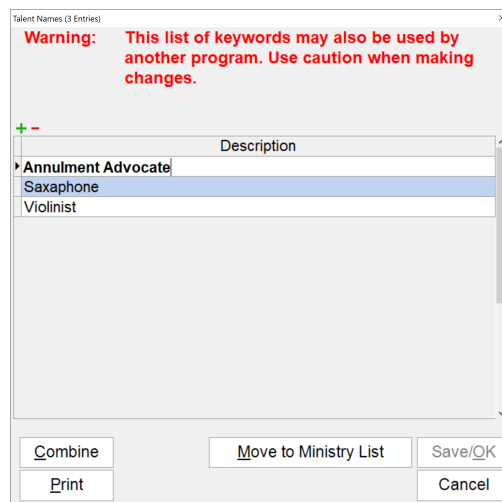
To assist the implementation team with the migration of your families, it will be necessary to modify your Talents Keyword picklist to match the above.

## Talents Keyword Update:

Select: FILE | Keywords | Member Keywords | Talent Names:



If you do not have the picklist values shown on the prior page, you will use the **+** icon to Insert them:



If you have a slight variation from the new value, you can edit it to match the new value. That will update it on all members that use that language. If you currently have other talent options in your picklist that do not closely match on a 1-to-1 basis, please be sure to combine these with the appropriate one that matches it in the new system list on page 1.

To do this, use the COMBINE Talent Names button. We want to use the COMBINE process instead of the Delete process, so that we can replace the value on each member with the new picklist values. Using the COMBINE process, we can replace the legacy value with the proper value for use in the new system.

For more detailed examples of the COMBINE process, please review the City/State Keyword cleanup document.