

## Member – Grade/Degree Picklist

In our new system, there will be a member **Grade List** field.

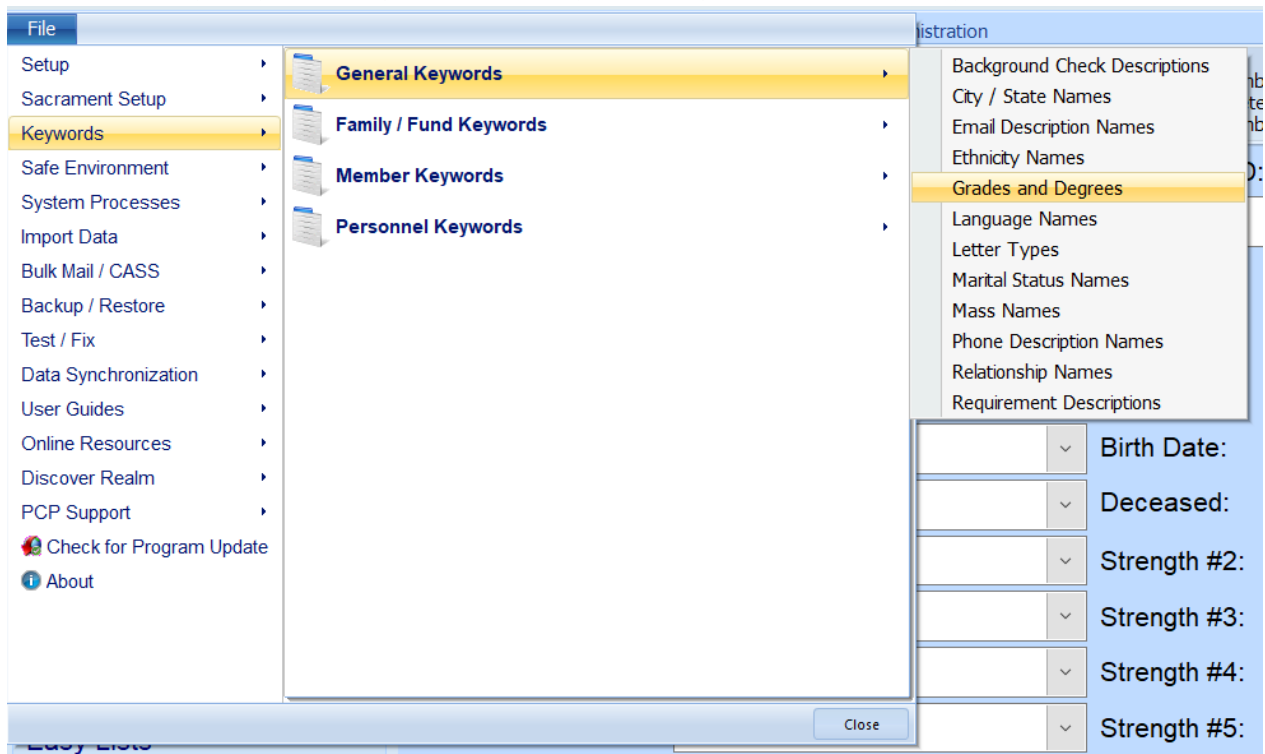
The values in the ParishStaq Grade List will look like this:


ParishStaq Grade List
Early Childhood (Toddler)
Preschool
Kindergarten
1st Grade
2nd Grade
3rd Grade
4th Grade
5th Grade
6th Grade
7th Grade
8th Grade
9th Grade
10th Grade
11th Grade
12th Grade
High School Graduate
Associate Degree/Technical
College Student
College Graduate
Post Graduate

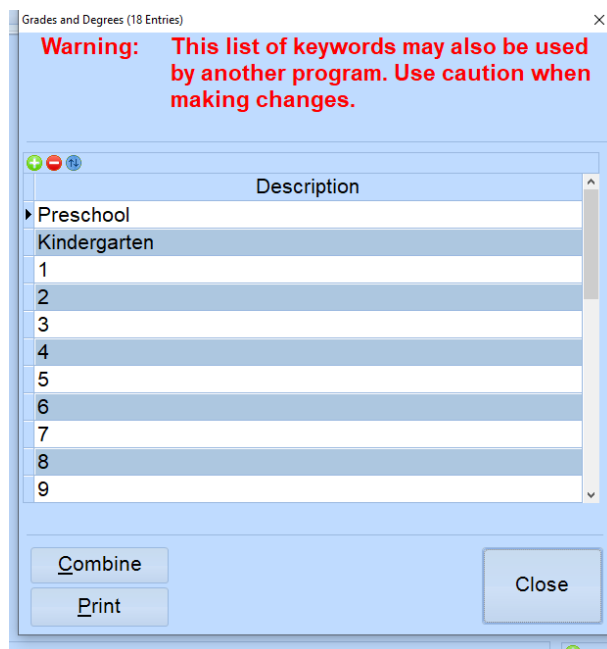
To assist the implementation team with the migration of your members it will be necessary to modify your Grade List to match the above.

## Grade List update:

Select: FILE | Keywords | General Keywords | Grades and Degrees

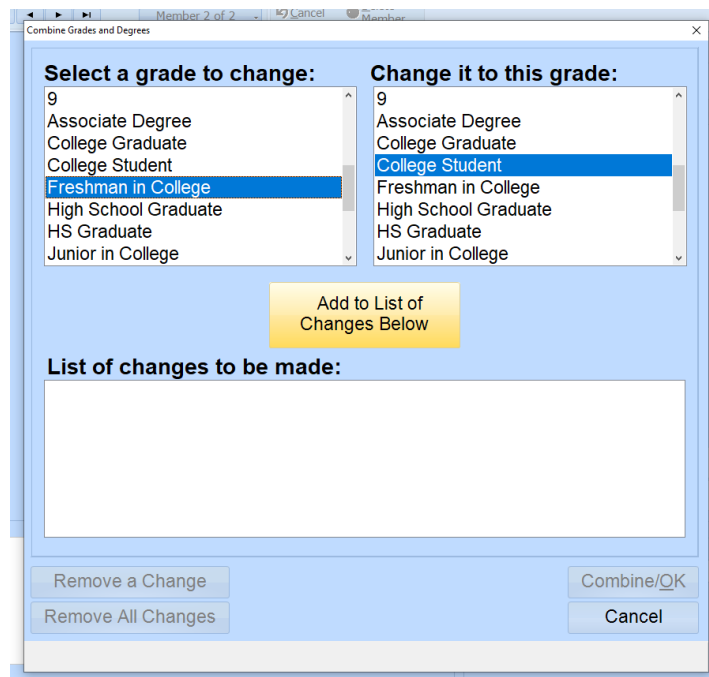


If you do not have the picklist values shown on the prior page, you will use the  icon to Insert them:



If you currently have other **Grades and Degree** options in your picklist, please be sure to combine these with the appropriate one that matches the new system. To do this, use the COMBINE 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 our example, 'Freshman in College' can be combined into 'College Student'. To do this, press the COMBINE button and the following screen will come up:



We will select 'College Student' from the left side window and then select 'College Student' on the right side of the window and then click Add to Changes Below button. Repeat that step for any other values you would like to combine. That will add the change to the List of Changes to be made portion of the window:

**Select a grade to change:**

- Associate Degree
- College Graduate
- College Student
- High School Graduate
- HS Graduate
- Junior in College
- Kindergarten
- Post College Grad

**Change it to this grade:**

- Associate Degree
- College Graduate
- College Student
- High School Graduate
- HS Graduate
- Junior in College
- Kindergarten
- Post College Grad

Add to List of Changes Below

**List of changes to be made:**

- Change Freshman in College into College Student

Remove a Change      Combine/OK

Remove All Changes      Cancel

After you have all your changes selected, click the Combine/OK button and the program will make the changes you've requested. There is no UNDO button during this process. Once you've pressed Combine/OK, there is no going back, so be careful of your selections.