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:

| File | | | | |
|--------------------------|------------------------|-----|-------------------------------|--|
| Setup • | General Keywords | | Background Check Descriptions | |
| Sacrament Setup | | | City / State Names | |
| Keywords | Family / Fund Keywords | • | Email Description Names | |
| Safe Environment | Member Keywords | | Ethnicity Names | |
| System Processes | | | Grades and Degrees | |
| Import Data | Personnel Keywords | • | Language Names | |
| Bulk Mail / CASS | | | Letter Types | |
| Backup / Restore | | | Marital Status Names | |
| Test / Fix | | | Phone Description Names | |
| Data Synchronization | | | Relationship Names | |
| User Guides | | | Requirement Descriptions | |
| Online Resources | | IF. | Birth Data: | |
| Discover Realm | | | Birth Date. | |
| DISCOVEL Reality | | | Deceased: | |
| Check for Program Undate | | ŀ | | |
| | | | Strength #2: | |
| U ADOUL | | ŀ | | |
| | | | Strength #3: | |
| | | | Strength #4: | |
| -2007-21010 | Close | | Strength #5: | |

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:

| 0 | Grades and Degrees (18 Ent | tries) | \times | | |
|---|--|-------------|----------|--|--|
| | Warning: This list of keywords may also be used by another program. Use caution when making changes. | | | | |
| | •• | | | | |
| | | Description | ^ | | |
| | Preschool | | | | |
| | Kindergarten | | | | |
| | 1 | | | | |
| | 2 | | | | |
| | 3 | | | | |
| | 4 | | | | |
| | 5 | | | | |
| | 6 | | | | |
| | 7 | | | | |
| | 8 | | | | |
| | 9 | | • | | |
| | | | | | |
| | | | _ | | |
| | <u>C</u> ombine | Close | | | |
| | <u>P</u> rint | Close | | | |
| | | | | | |

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:

| Select a grade to cha | nde. | Change it to this g | rade: | | |
|---|-------|---|---------------------|--|--|
| 9 Associate Degree College Graduate College Student Freshman in College High School Graduate HS Graduate Junior in College | Înge. | 9 Associate Degree College Graduate College Student Freshman in College High School Graduate HS Graduate Junior in College | iaue. | | |
| Add to List of Changes Below List of changes to be made: | | | | | |
| | | | | | |
| | | | | | |
| Remove a Change | | | Combine/ <u>O</u> K | | |

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 char | nge: | Change it to this grade | e: |
|---|---------------------------|-------------------------|-------------------|
| Associate Degree | ^ | Associate Degree | ^ |
| College Graduate | | College Graduate | |
| College Student | | College Student | |
| High School Graduate | | High School Graduate | |
| | | | |
| Kindergarten | | Kindergarten | |
| Post College Grad | J | Post College Grad | J |
| List of changes to be Change Freshman in College | Add to Change made: | ge Student | |
| Remove a Change | | Сс | mbine/ <u>O</u> K |
| 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.