

CAMINO CONNECTION...

Audience: Produced for parishes in the Diocese of Covington

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Topic: Helpful Search Hints

Helpful Search Hints to use in Camino

Camino has several helpful search features which you may have known and used at one time or maybe, if you are new, you may not know about at all. Here's a reminder of those helpful features.

SEARCHING FOR HOUSEHOLDS ON THE HOUSEHOLD LISTING SCREEN

Searching for Households by Name can be done in several different ways. The most common way is to put the Head of Household or the Co Head's Last Name then First Name with a space separating the 2. This way you can enter a partial First Name if you aren't exactly sure how it is recorded in Camino. For example, Search for "Smith Rob" as opposed to "Smith Robert" in case his first name was recorded as the shorter version. You can even search for "Smith R" and all Heads or Co Heads whose Frist Name starts with a R will show up in the Search.

Keep this technique in mind too when the First Name could start with a different letter or a different first name completely. For example, "William Jones" may be in Camino as "Bill Jones". Searching for Jones William and then searching for Jones Bill may be beneficial.

Some users search with the First Name followed by the Last Name. This also works but you can't shorten the First Name to an R and get any results. But searching by First Name followed by Last Name will pick up the Preferred First Name if it is populated on that member's Member screen.

Some parishes have multiple Heads with the same first and last name. You can also add the Co Head's first name in the search to narrow down the results. For example, the search could be "Smith Jeff Jessica" to find that specific Smith family.

The type of search you do can be dependent on why you are looking for the information and what information you have at hand.

A Search can also be done based on street name, city, state, zip code, and even main phone number and main email address.

When searching by phone number, do not enter the area code. The search is only looking for the last 7 digits with a dash. For example, for (859) 392-1500, only search for 392-1500.

➤ **Dedicated Search with Last Name**

Sometimes a dedicated search on the Household's last name works much better and faster.

If the Household's last name is also the name of a city where your parishioners live or if it can also be used as a first name, using this dedicated search may be useful. You can narrow down the results with this dedicated search:

L=Last Name - will only pull up Households with that last name

For example, Searching for L=Thomas will only pull up Households with the last name of Thomas and won't include anyone who lives in Fort Thomas or has a first name of Thomas.

➤ **Dedicated Search with Envelope Number**

There is also a dedicated search to find a Household by envelope number by searching with:

E=Envelope Number – this avoids pulling up partial phone numbers or house numbers

This search also allows you to see if a particular envelope number has already been assigned to a household or if it is available for use.

➤ **Dedicated Search with Camino Household ID**

A dedicated search of the Household's Camino ID number is also available by searching with:

ID=Camino ID number

➤ **Summary of the dedicated searches available on the Household Listing screen**

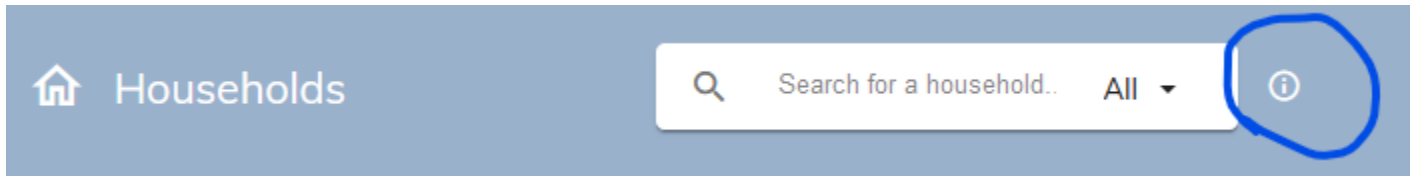
Here's a summary of the Household Listing screen dedicated searches:

E= or e= to search by Envelope Number

ID= or id= to search by Household ID Number

L= or l= to search by Household Last name

You can find these dedicated searches options in Camino by hovering over the information icon on the Household screen. See screenshot below.

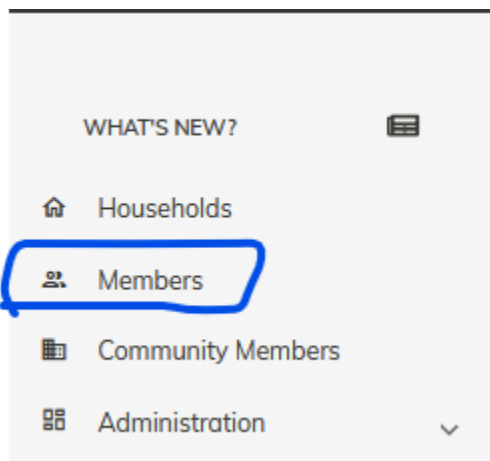


SEARCHING FOR HOUSEHOLD MEMBERS ON THE MEMBER LISTING SCREEN

You can use the same general searches that you use on the Household screen to search on the Member's screen except for the dedicated searches listed above. You also won't need to use the search where you combine the Last Name and Head First Name and Co Head First Name since you are searching for individuals and not couples on this Member's screen.

➤ Search by Member Name on Member Listing screen

There are times when it makes more sense to look for someone on the Member's screen especially if they may not be listed as a Head or Co Head. This way you can ensure the person you are looking for really is or really is not part of your parish records in Camino.



➤ Search by Middle Name

Since the Middle Name of a member now appears on the Member's Screen, you can search for a middle name with or without the Last Name or First Name. This may help if you're not sure what name they go by or if several members have very similar names.

Household Members All ▾ Default ▾ ⓘ

ID	Last Name	First Name	<u>Middle Name</u>	Member Type	Relation	Cell Phone	Work Phone	Category	Status
24528	Dietz	Linda	Theresa	Head of Household	Head of Household			None	✓
12824	Dietz	Linda T.	Theresa	Head of Household	Head of Household	(859) 727-9676	(859) 392-1563	Diocese Staff	✓

➤ **Search by Date of Birth**

A new Search feature is to search by date of birth. This will help in searches where you're not exactly sure how the person spells their name. It will also help to see if you have members who are still listed in their childhood households with their parents, but also have their own households as adults in your parish.


This is a dedicated search only for the Member's listing screen as follows:

DOB=5/3/2000 or dob=5/3/2000

The results of this search can be very useful

➤ **Returning to the Household screen from the Member's screen**

When you find the member you are looking for and Click on the record, you can click back to that person's household screen by clicking on the house icon which is above and to the left of the member's name as shown below:

 Linda T. Dietz VIEW MOVE HISTORY MERGE
 #128243 ✓ Diocese Household Mem... CHANGE HEAD OF HOUSEHOLD INACTIVATE
 Virtus Status: ARCHIVE DELETE SAVE

< Household Member Sacraments Tags Education Assignments Background Check

Title	First Name *	Middle Name	Last Name *	Suffix	Gender *
Ms. ▾	Linda T.	Theresa	Dietz		Female ▾

Thank you for reading the Camino Connection...

Call or email Linda Dietz at 859-392-1563 ldietz@covdio.org if you need help exploring this feature.