

## 891 - HOW TO... CREATE THE SACRAMENTAL REGISTERS

### In the Reports section, you should see the following reports available:

- ASR – Baptismal Register by Year
- ASR – Baptized Christians Received by Year
- ASR – Confirmation Register by Year
- ASR – Death Register by Year
- ASR – Matrimonial Register by Year

If you search for “ASR” they should show up.

*You may modify the name of these reports by adding a letter to the beginning if you want these reports to not show at the beginning of the list of reports. For example, they could be called “YRLY – ASR” since these will be run yearly. You will still be able to search for “ASR” to find them.*

Running a report in the Diocese Database system takes 2 steps:

1. What information do you want in your report?
  - What criteria do you want to use to get the data?
2. How do you want the information reported?
3. For the Sacramental Registers, you will be creating documents.

➤ Step 1 – This step has already been set up for you in the Report Query for each report.

- A. The Report Query asks for the following information for that specific sacrament:
  - a. The DATE of the SACRAMENT occurred during the calendar year we are reporting on. With the following exceptions:
    - For the Baptized Christians Received by Year Register, the Profession of Faith Date is used since the member is already baptized in a non-Catholic but Christian church.
    - For the Death Register, the Date of Death is used as opposed to the Funeral Date.
  - B. The SACRAMENT PLACE contains your parish’s name.
  - C. The SACRAMENT CITY equals the city your parish is in.

*For many parishes, this criteria line may not be needed because it is the only parish with that name, but it doesn’t hurt to specify the city (i.e. Our Savior). There are a few parishes where*

*specifying the city may cause certain sacraments to not be pulled for the report (i.e. for Holy Cross – Latonia or Covington).*

- Step 2 - The steps to follow to create a sacramental register document are:
- A. Click on the ASR - \_\_\_\_\_ Register by Year to pull up the Query.
  - B. Click Documents (this is to the right of the word “Query” along with Preview and Email.
    - a. Click **System Documents** (so you will use the document which the Diocese created for consistency across all parishes.
    - b. Find the Document that has the same name as the Report Query.
    - c. For example: If you are in the “ASR – Baptismal Register by Year” Query, Find the “ASR – Baptismal Register by Year” Document
  - C. Click the **Play button** (the circle with the right arrow in it)
  - D. The document will be created and placed in your downloads. If you are using Chrome, it will also appear at the bottom left of your screen.
  - E. Open up the document and review it for accuracy against your hand-written Sacrament Books and update Camino accordingly.

*If there are changes that need to be handled manually to get the report correct, this is a word document and you can modify it. But this way of modifying the report should only be used with extreme caution because we want our database to have the correct information for years to come.*

**SPECIAL NOTE:** Be aware that when running the Documents, you need to be in the correct Query. You cannot create each Document one after the other without first going back and selecting the proper Query that goes with it.

For example, if you are in the Baptismal Register by Year Query and generate the Confirmation Register by Year, the results will show the Baptism members on the Confirmation Report as opposed to the Confirmation members.

### **Information you need to change in the Report Query from year to year:**

You only need to change the beginning and ending date of the year you are reporting. For example, for the 2021 Sacramental Registers, the Sacrament date should be:

- Greater than or equal to 1/1/2021
- Less than or equal to 12/31/2001

These reports are created in the Document Style as opposed to the Spreadsheet style. The steps are detailed below in Step 2.

### **Database Coordinator needs to change the year in the System Documents:**

After all parishes have turned in their Annual Statistical Report and their Sacramental Registers for the previous year, the Database Coordinator will update the year reflected on the Sacrament Register templates which are stored in the system. Since these are stored in one place for all parishes to use (for consistency in formatting), these documents only need to be updated in this central location.