

Instructions for DioMail

1. In PDS go to the “Families” page.
2. On Left hand side click on “Reports”
3. Click on “Family Easy Reports”
4. Click on “DioMail” and then click on “Next”
5. On the Overview Page click on “Next”
6. Select your printer and then click on “Next”
7. On the Listing Layout page click on “Next” if everything looks okay
8. On the Select Families Screen go to “Additional Selections”
9. Click to add new selection.
10. Click on Family Keyword
11. Click on Description
12. Click to add “is in list” from the drop down menu
13. Click on next section to the right to choose from drop down menu:
 - 13a. You can choose DM Add, DM Delete, DM Name Change, etc.
*****Only choose one from this menu if you have multiple changes.***
14. Hit Preview
15. Click on Print then select Print to File. Save in your Documents to something you can remember. Press OK.

If you have multiple changes go back to the Additional Selections Screen and from the drop down menu choose your next “DM” option (13a). And continue with steps 14 and 15. Remember to save each document as something different than the one before.
16. Send email to Census@rockforddiocese.org. Attach each document you saved to this email.
17. In PDS – go back to each family that you either added or changed and delete the keyword.
18. For the families you were deleting – go up to the top of the page and click on “Delete Family”.
19. You will be asked if you would like to delete the family and all of its members. Click on Yes.
20. You will then be asked if you would like to save the information and just hide it within PDS. Click on Yes. (This way you can always look in the “deleted families” for information you may need later on.)

You can always call PDS Support for any questions you may have. Their telephone # is: 800-892-5202. You will want a recent invoice by you when you call. You will need your site number from your invoice.