

How do I find the family of an individual?

Step 1

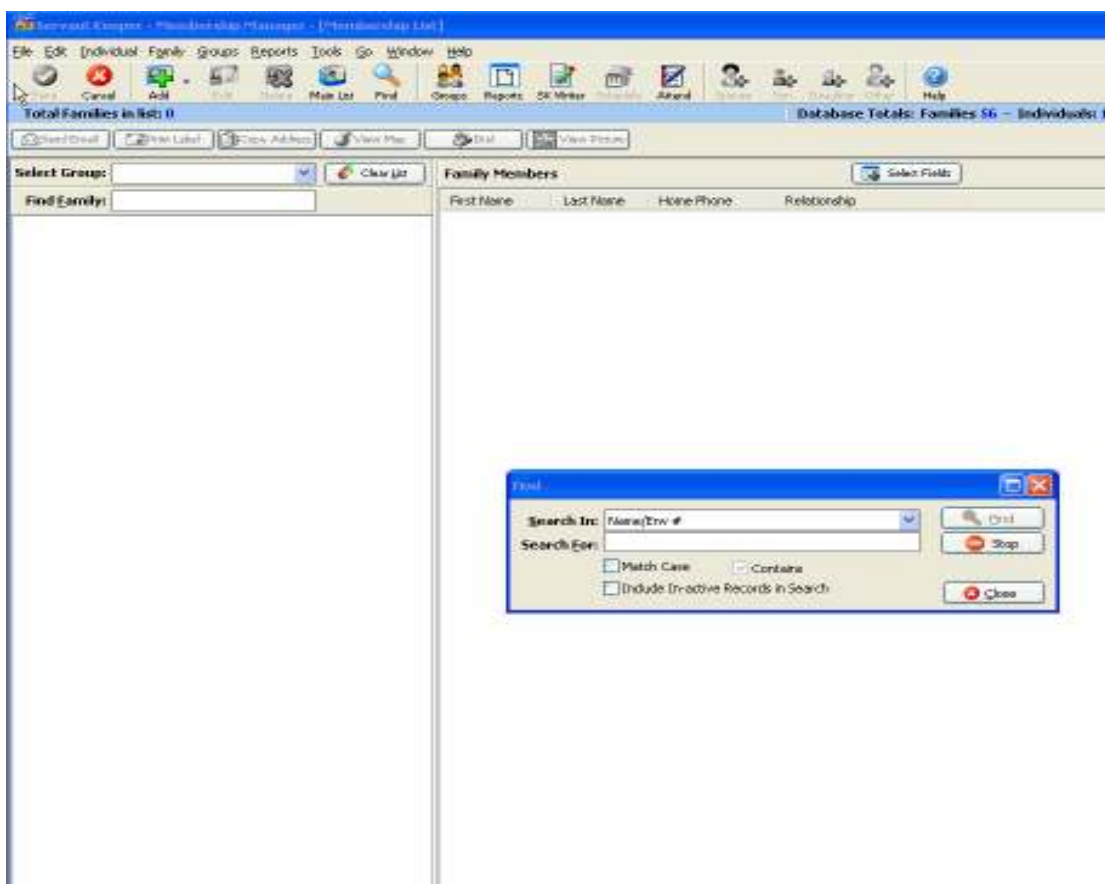
Open Membership Manager and click the Magnifying Glass button on the toolbar. This will open the "Find" dialog box. There are a number of ways you can find a person in Servant Keeper.

In the "Search for:" field...

1. By first name: Type the first name of the person or a few characters of the first name follow by a space.

2. By last name: Type the last name or a few characters of the last name.

3. By combination: Type the first name or a few letters of the first name, a space, and then the last name or a few characters of the last name.



Step 2

Once the name is typed in the "Search for:" field click [Find]. A list will display the results of the search below. If your goal was to find an individual you are done. Just double click on the person in the list and the record will open.

Continue to Step 3 if you want to find this individuals family.



Step 3

To move to the family profile record for this individual just click the [Family] button on the toolbar.

The screenshot shows the 'Individual Profile' for Walter Adams. The title bar reads 'Servant Keeper - Membership Manager - [Individual Profile]'. The menu bar includes File, Edit, Individual, Family, Groups, Reports, Tools, Go, Window, and Help. The toolbar contains icons for Save, Cancel, Add, Edit, Delete, Main List, Find, Groups, Reports, SK Writer, Schedule, Attend, Family, and Help. The main header shows 'Adams, Walter - Son' and a 'Date' field. Below the header are buttons for Send Email, Print Label, Copy Address, View Map, Dial, and View Picture. The profile is divided into several tabs: Profile, Attributes, Notes, Important Events, Alt Addr/Phone, More Info, and Overview. The 'Profile' tab is active, showing fields for Title (Mr.), Gender (Male), Home Phone (570.234.1234), Cell Phone, Work Phone, E-Mail (johnb@servantpc.com), Occupation, Employer, School Grade, Sunday School, Nursing Home (YES), Extra Field 2, Extra Field 3, Extra Date 5, Extra Date 7, Marital Status, Baptized (Yes), How Joined (Confession of Faith), Date Joined (03/19/2007), Member Status (Hyper-active), Env #, and Assign #. There are also checkboxes for 'Include in Directory' and 'Include in Family Statement', and a 'Active Profile' checkbox at the bottom left.

Step 4

Now you are in the family profile for the individual you originally searched for.

The screenshot shows the 'Family Profile' for the Adams family. The title bar reads 'Servant Keeper - Membership Manager - [Family Profile]'. The menu bar includes File, Edit, Individual, Family, Groups, Reports, Tools, Go, Window, and Help. The toolbar contains icons for Save, Cancel, Add, Edit, Delete, Main List, Find, Groups, Reports, SK Writer, Schedule, Attend, Spouse, Son, Daughter, Other, and Help. The main header shows 'Adams, Tim' and a 'Date Created' field. Below the header are buttons for Send Email, Print Label, Copy Address, View Map, Dial, and View Picture. The profile is divided into several tabs: Family Profile, Notes, and More Information. The 'Family Profile' tab is active, showing fields for Directory Name (Adams, Tim), Salutation (Tim), Mailing Name (Mr. Tim Adams), Address (4382 Yancy Road), Address Line 2, City (Kitchner), State, Zip Code (N2B 2W8), Country (USA), Family Status (test status), Phone (570.234.1234), Email (kellyt@servantpc.com), Emergency Contact, Emergency Phone, Geographic Zone, and Family Mailing Co... There are also checkboxes for 'Include Family in Directory'. At the bottom, there is a table with columns for Directory, \$ Link, Family Member, and Relationship.

Directory	\$ Link	Family Member	Relationship
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Zebular Adams	Head of Household
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Walter Adams	Son