How to Create a Copy of the Priest List DB

1.   Purpose

The purpose of this document is to detail the steps for creating a (working) copy of the Priest List database maintained by the Office of the Archbishop. It should be noted that this is simply a snapshot in time of the data and any changes made to a working copy created will NOT modify the actual database.

2.   Scope

These procedures pertain to all AoA users at the Chancery

3.   Prerequisites

User must have Windows Outlook.

4.   Responsibilities

It will be the responsibility of AoA's Department of Information Technology to keep these directions updated. Should these procedures require an update, a modification, a correction, etc. – the IT department should be notified by way of the helpdesk ticketing system found at: http://help.archatl.com/
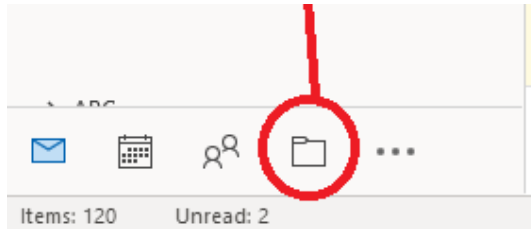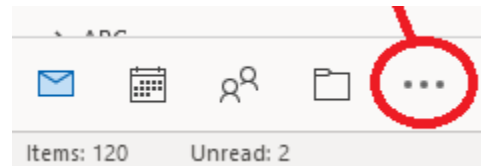
5.   Procedure

(Procedures start on the following page)

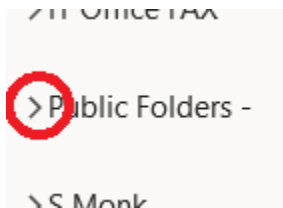1. Click on the Public Folders icon near the bottom left corner of your Outlook window ………
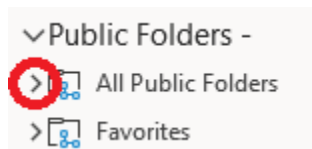

NOTE: *If the folder icon is not presently displayed – click on the ellipsis icon to display more options ….*

2. Scroll down until you see the "Public Folders" option and click on the arrow next to the listing …..

… to display the choices and then click on the arrow next to the "All Public Folders" option …
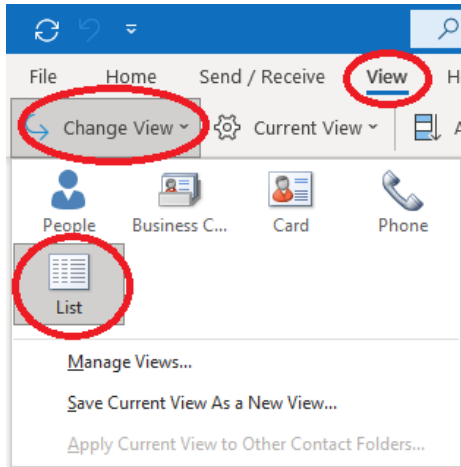

… to then display all of the items within the folder.

3. Click on the "Priest List" option to view the data ……..

4. From the main menu of Outlook, click on **View**, then **Change View** and **List** ….

5. Your display should look similar to the following ….

6. Click on the first row (to highlight it) ….

… and then hold down your "Shift" key and while doing so scroll to the very bottom of the list and click again on the last line to highlight all of the rows ……

7. With the rows highlighted, right click on any line and choose "Copy" from the pop-up window …

8. Open up Microsoft Excel and choose to work from a "Blank workbook" …

9.
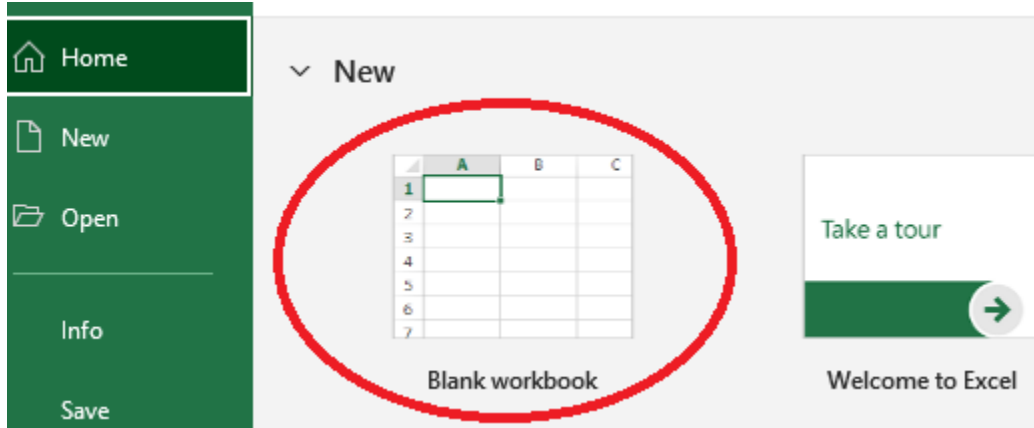
10. Right-click in cell A1 and choose Paste from the pop-up menu ………

11. <u>Though it may take a few minutes</u>, the workbook will eventually populate with a copy of all the current data contained in the Priest List database and will look similar the that shown below …

Note that the column titles will be in row 1 and the data will start in row 3.

12. Using the tools within Excel, you can then perform additional tasks such as "AutoFit Column Width"; bolding, underlining, etc. to make the data easier to read and work with …….

6.   References

A library of procedures such as this may be found at AOA IT Dept.'s Knowledgebase page at: https://archatl.zendesk.com/hc/en-us/sections/360006554592-Knowledgebase

7. Definitions

None.