

		SOP #: CopyingPriestList-001	
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Direct any comments to:	http://help.archatl.com/	Implementation Date:	01/25/2023
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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

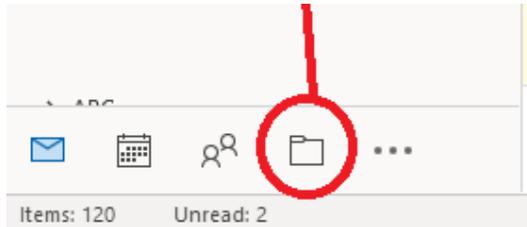
It will be the responsibility of AoA's Department of Information Technology to keep these directions updated. Should these procedures require an update, a modification, a correction, etc. – the IT department should be notified by way of the helpdesk ticketing system found at: <http://help.archatl.com/>

5. Procedure

(Procedures start on the following page)

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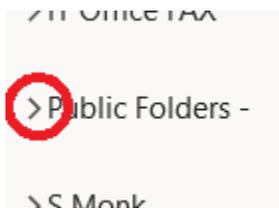
1. Click on the Public Folders icon near the bottom left corner of your Outlook window



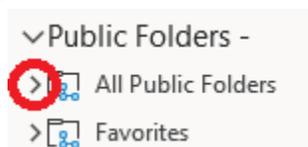
NOTE: If the folder icon is not presently displayed – click on the ellipsis icon to display more options



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.

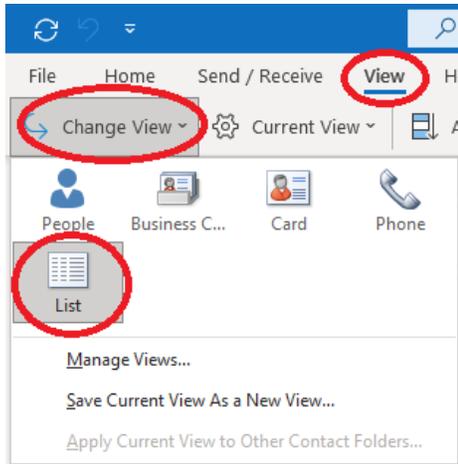
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3. Click on the “Priest List” option to view the data

-  All Public Folders
 -  ABH - Bishops
 -  ABH - Christmas Card List
 -  ABH - Contacts
 -  ABH - Friends
 -  Brothers Serving in the Archdioc...
 -  Business Managers for Parishes
 -  Business Managers for Schools
 -  Catholic Center Phone Directory
 -  CCSI Contacts
 -  CCSI Preferred Vendors
 -  CCSI Warranty Follow-Up Inspec...
 -  Chapel Schedule - Lake Park
 -  Deacons List
 -  Finance Dept
 -  IT Personnel - Schools
 -  IT Staff Calendar
 -  OCS Schools Contacts
 -  Parish Staff
 -  Pastors & Parish List
 -  PD Calendar
 -  Priest List 
 -  School Principals
 -  Seminarians
 -  Sisters Serving in the Archdiocese
 -  Tribunal Calendar
 -  Tribunal Case Sponsors

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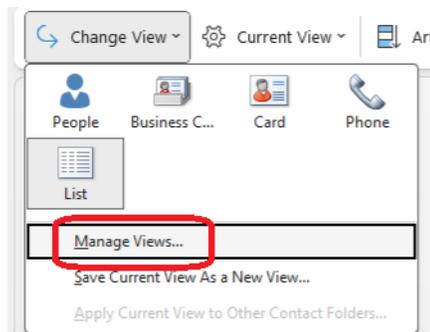
4. From the main menu of Outlook, click on **View**, then **Change View** and **List**



5. Your display should look similar to the following

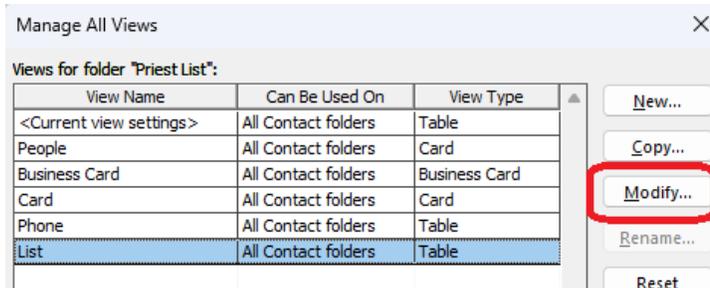
	Full Name	Job Title	Company	File As	Country/Region	Department	Business Phone	Business Fax	Home Phone	Mobile Phone	Email
Click here to add a new ...											
▼ (none): 3 item(s)											
RE	The Reverend Norberto ...	Senior Priest ...		Mateus, Norberto	United States of Am...						
RE	The Reverend Monsignor...	Senior Priest ...		Branch, Edward B.	United States of Am...						ebbranch
RE	The Reverend Craig David	On Duty Out...		David, Craig	United States of Am...		(303) 344-0132				CDavid@
▼ (none): 46 item(s), 25 unread											
RE	The Reverend Victor J. Re...	Senior Pries ...		Reyes, Victor J.	United States of Am...		(770) 479-8923				vjreyes@
RE	The Reverend Thomas J. ...	Senior Priest ...		Meehan, Thomas J.	United States of Am...				(404) 308-7729		tmeehan
RE	The Reverend Thomas Be...	Senior Priest ...		Shuler, Thomas Benjamin	United States of Am...						tshuler@
RE	The Reverend Thad B. Ru...	Senior Priest ...		Rudd, Thad B.	United States of Am...			(706) 865-1444	(706) 865-7799		trudd@e

6. Repeat step 4 above – this time choosing **Manage Views...** from the window ...

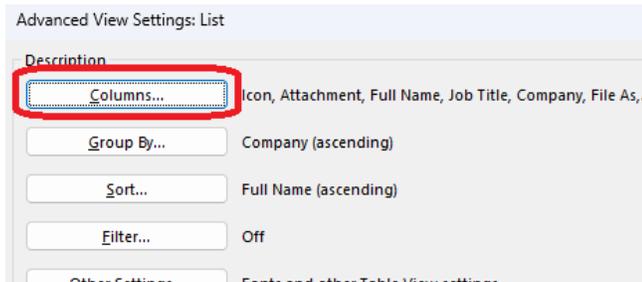


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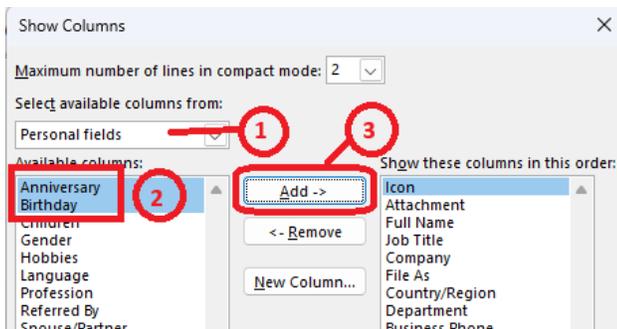
7. From the 'Manage All Views' window, click the **Modify...** button ...



... to display the 'Advanced View Settings: List' window where you will click on the **Columns...** button ...

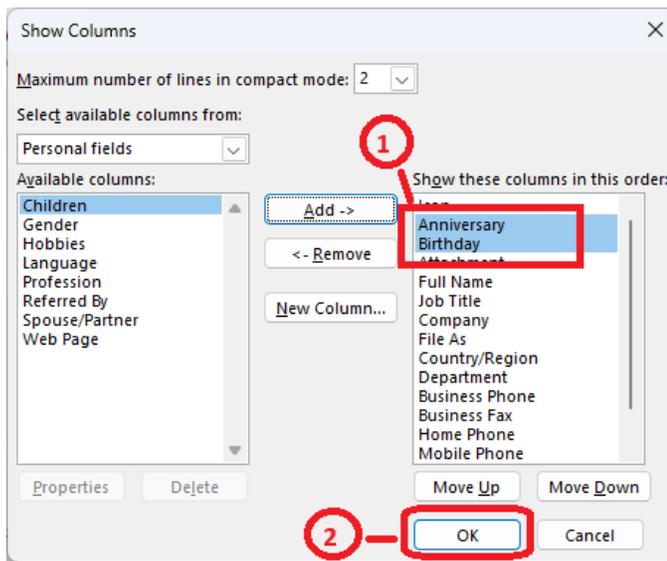


... to display the 'Show Columns' window where you will be sure that (1) the **Personal fields** option is chosen and (2) you've highlighted both the **Anniversary** and **Birthday** options and then (3) have clicked the **Add->** button to include the columns in those that will be shown...



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8. Making sure (1) the fields have been added to the ‘Show these columns...’ side of the window you can then (2) click on the **OK** button to save the settings and close the ‘Show Columns’ window ...



9. Next, continue exiting out by clicking on the **OK** button of the ‘Advanced View Settings: List’ window and again clicking on the **OK** button of the ‘Manage All Views’ window.

10. From the displayed listing, click on the first row (to highlight it)



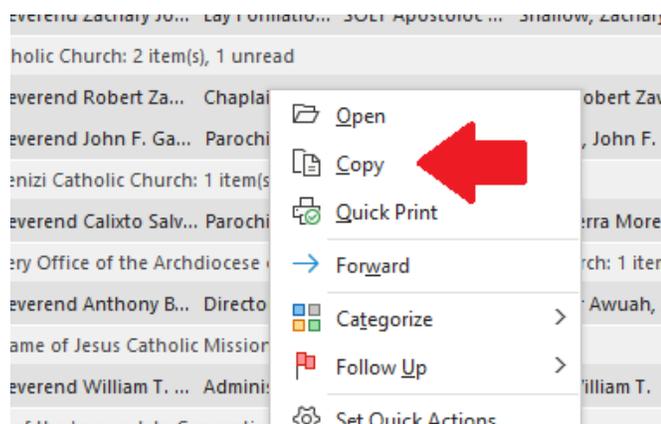
	Full Name ▼	Job Title	Company ▲	File As	Cou
Click here to add a new ...					
▼ (none): 3 item(s)					
☰	The Reverend Norberto ...	Senior Priest ...		Mateus, Norberto	Unit
☰	The Reverend Monsignor...	Senior Priest ...		Branch, Edward B.	Unit
☰	The Reverend Craig David	On Duty Out...		David, Craig	Unit
▼ (none): 46 item(s), 25 unread					
☰	The Reverend Victor J. Re...	Senior Pries ...		Reyes, Victor J.	Unit

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... 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

Full Name ▼	Job Title	Company ▲	File As
Click here to add a new ...			
The Reverend Bryan Small	Pastor	Saints Peter and ...	Small, Bryan
Saitn Joseph Catholic Church: 1 item(s), 1 unread			
The Reverend Monsignor...	Parochial Vicar	Saitn Joseph Cat...	Schillinger, James A.
San Felipe de Jesus Catholic Mission: 3 item(s), 2 unread			
The Reverend Vilmar Ors...	Administrator	San Felipe de Jes...	Orsolin, Vilmar
The Reverend Jesus A. M...	Parochial Vicar	San Felipe de Jes...	Manzo Madrigal, Jesus A.
The Reverend Carl Jean c...	Parochial Vic...	San Felipe de Jes...	Jean, Carl
Senior Priest without Assignment: 1 item(s), 1 unread			
The Reverend Joseph Ant...	Senior Priest wit...		Sanches, Joseph Anthony
Shrine of the Immaculate Conception: 2 item(s), 2 unread			
The Reverend Monsignor...	Pastor	Shrine of the Im...	Gracz, Henry C.
The Reverend Joseph E. ...	Parochial Vicar	Shrine of the Im...	Morris, Joseph E.
SOLT Apostolic House: 1 item(s)			
The Reverend James E. Bl...	Lay Formatio...	SOLT Apostolic ...	Blount, James E.
SOLT Apostoloc House: 1 item(s), 1 unread			
The Reverend Zachary Jo...	Lay Formatio...	SOLT Apostoloc ...	Shallow, Zachary John
St. Ann Catholic Church: 2 item(s), 1 unread			
The Reverend Robert Za...	Chaplain of t...	St. Ann Catholic ...	Lwin, Robert Zaw
The Reverend John F. Ga...	Parochial Vicar	St. Ann Catholic ...	Gabriel, John F.

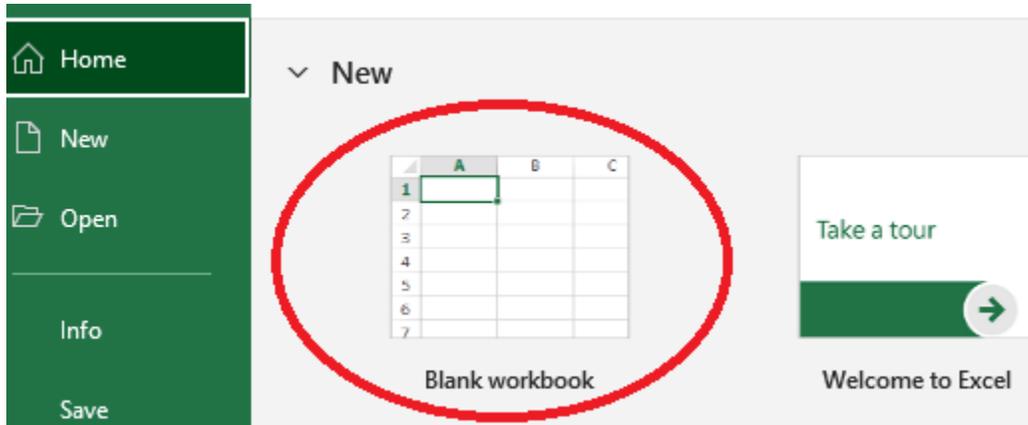
11. With the rows highlighted, right click on any line and choose “Copy” from the pop-up window ...



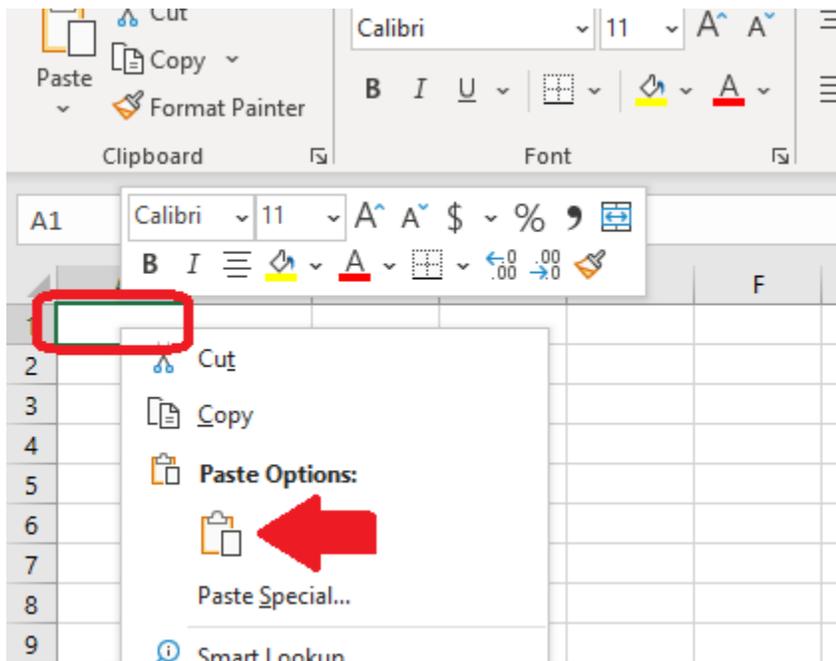
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12. Open up Microsoft Excel and choose to work from a “Blank workbook” ...

13.



14. Right-click in cell A1 and choose Paste from the pop-up menu



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15. Though it may take a few minutes, 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 ...

	A	B	C	D	E	F	G	H	I	J	K	L
1	Full Name	Job Title	Company	File As	Country/R	Departme	Business F	Business F	Home Phc	Mobile Ph	Email	Catego
2												
3	The Rever	Senior Priest withou	Mateus, N	United States of America								Senior
4	The Rever	Senior Priest withou	Branch, Ec	United States of America							ebranch@	Senior
5	The Rever	On Duty Outside the	David, Cra	United States of Am	(303) 344-0132						CDavid@a	Archdic
6	The Rever	Senior Pries withou	Reyes, Vic	United States of Am	(770) 479-8923						vjreyes@	Senior
7	The Rever	Senior Priest withou	Meehan, T	United States of America					(404) 308-		tmeehan@	Senior
8	The Rever	Senior Priest Withou	Shuler, Th	United States of America							tshuler@	Senior
9	The Rever	Senior Priest withou	Rudd, Tha	United States of America			(706) 865-	(706) 865-	7799		trudd@ar	Senior
10	The Rever	Senior Priest withou	Wilber, St	United States of America					(415) 660-8268		SWilber@	Senior
11	The Rever	Professor	St. Leo Hill	Bay	United States of America				(404) 226-8170		Blac1@ar	Not Inc

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

16. 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

	Full Name	Job Title	Company	File As	Co
96	The Reverend Guyma Noel	Parochial Vicar	Holy Trinity Catholic Church	Noel, Guyma	Un
97	The Reverend Tuan Quoc Tran	Pastor	Holy Vietnamese Martyrs Catholic Church	Tran, Tuan Quoc	Un
98	The Reverend Dominic Tran	Parochial Vicar	Holy Vietnamese Martyrs Catholic Church	Tran, Dominic	Un
99	The Reverend Balappa Selvaraj	Chaplain	Hospital Ministry	Selvaraj, Balappa	Un
100	The Reverend James J. Fleming S. J.	Director of Mission Outreach and Spritual Directo	Ignatius House	Fleming, James J.	Un
101	The Reverend William A. Noe S. J.	Retreat Minister	Ignatius House Retreat Center	Noe, William A.	Un
102	The Reverend Peter Fink S. J.	Acting Superior	Ignatius Retreat House	Fink, Peter	Un
103	The Reverend Robert G. Cotta	Parochial Vicar	Immaculate Heart of Mary Catholic Church	Cotta, Robert G.	Un
104	The Reverend Monsignor Albert W. Jowdy	Pastor	Immaculate Heart of Mary Catholic Church	Jowdy, Albert W.	Un
105	The Reverend John C. K. Fallon	Senior Priest	In Residence at Holy Spirit Catholic Church	Fallon, John C. K.	Un
106	The Reverend Paul W. Berny	Senior Priest with Assignment Part-time	In Residence at Saint Thomas Aquinas Catholic Church	Berny, Paul W.	Un
107	The Reverend Anthony T. Curran	Senior Priest without Assignment	In Residence at St. George Village	Curran, Anthony T.	Un
108	The Reverend Monsignor Richard J. Lopez	Senior Priest without Assignment	In Residence at the Cathedral of Christ the King	Lopez, Richard J.	Un

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>

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7. Definitions

None.