

This process is especially handy when you need to create a new family record for a divorced family member or an adult member who moves into his or her own residence.

Previously when moving a member's record from one family to a new family, you first had to create a new family record for the member being moved, then add the member to the newly created record, and finally delete the member from the original family record. This new feature automates the entire process, enabling you to save time.

The following steps show you how to move a member from an existing family to a new family record:

1. On the **Family List** page, open the family record of the member you want to move.
2. Click the **Member Details** tab. Then, select the tab of the member you are moving.
3. Click **Edit Details** to put the record in Edit mode. Then at the bottom of the **Family Details** tab, click **Export to New Family**.

A message asking you whether the new record should use the existing family's address is displayed.

4. Click **Yes** or **No** to the prompt.

The **Add New Family** page is displayed. This page is populated with information from the member's tab in **Member Details**.

5. Review the details in the newly created record. Then, do one of the following:
 - If necessary, edit the record. Then, save your changes using one of the **Save** button options.
 - If information in the record is accurate, save it using one of the **Save** button options. The system does the following:
 - Removes the member from the original family and creates a new family record with its own Family DUID.
 - Assigns the parish that made the move as owner of the new family record.
 - On the **Family Details** tab in both the original and new family records, documents the move in the **Notes** section.
 - Notifies the parish of registration about the move. (Other parishes to which the original family is associated with do not receive notification.)

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'Send Contribution Envelopes' Column Added to the Members Group in Column Picker

In **Member Details**, the **Send?** checkbox field, shown below, is used to indicate whether a member wants to receive contribution envelopes.



A screenshot of a web form for 'Member Details'. It includes a dropdown menu for 'Marital Status' with 'Married' selected. Below it is a text input field for 'Envelope #:' containing the value '0'. To the right of the input field are two buttons: 'Next' and 'Send?'. The 'Send?' button is highlighted with a yellow background and a checked checkbox.

To enable you to design queries that pull data from this checkbox field, we added the **Send Contribution Envelopes** column, shown below, to the **Members** group in the **Column Picker**: