FAMILY CARD
MANAGEMENT

User Manual - Module 1

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FAMILY CARD MANAGEMENT

1. Module Overview

The Family Card Management module is a foundational tool that maintains a centralized digital record of all families and their individual members within the parish. It supports pastoral visits, census updates, sacramental tracking, and seamless integration with other parish operations.

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2. Key Features

- Create and manage complete family profiles linked to address, BCC, and zone/ward.
- Maintain detailed individual member records:
- Full name, gender, date of birth
- Marital status, relationship to the head of the family
- Occupation, education, blood group, contact number
- Status (Active, Migrated, Deceased)
- Attach sacramental history for each member:
- Baptism, Communion, Confirmation, Marriage, Death
- Link records directly to certificate modules for quick access.
- Supports deanery-level or BCC-based categorization.

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3. Step-by-Step Instructions

3.1. Add a New Family

- Go to the Family Card module.
- Click "Add New Family".
- Enter address details, zone/ward, and BCC.
- Add the head of the family and include other members.
- Attach photos and documents if required.
- Save the record.

3.2. Search or Filter Families

- Use filters: name, zone, street, ID number, sacrament status.
- View or export filtered data in Excel or PDF.

3.3. Update Family Status

- Change status to Migrated or Deceased when applicable.
- Record migration history or reason for tracking.

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4. Roles & Permissions

- Accessible by parish priests, parish secretaries, or authorized pastoral staff.
- Edit access restricted to designated users to ensure data integrity.

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5. Outputs & Reports

- Parish-wise and zone-wise family statistics.
- Exportable reports for census and diocesan updates.
- Quick links to certificate issue history.

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6. Additional Capabilities

- Communicate with families via SMS or WhatsApp integration.
- Perform periodic data reviews for accuracy.
- Customizable layout with parish logo and template.
- Suitable for mobile pastoral visits and real-time data collection.

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7. Best Practices

- Regularly update statuses for new births, deaths, and migrations.
- Encourage zone/BCC heads to review family data quarterly.
- Link with sacramental registry for consistency.