

RCI Certificate Printer

BY RAICHE CONSULTANTS INC.

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System Overview

This system is written in Microsoft Access

The database consists of 2 files C:\program files\rcicensus\RCIcert.accdb and C:\census\certdat5.accdb. It is the user's responsibility to assure that these files are backed up. The reports are designed to print on a laser printer or ink jet printer.

As with any computer system it is only as good as the input., Raiche Consultants Inc. accepts no responsibility for accuracy of the output. It is up to the individual user to verify the correctness of the output.

The purpose of this program is to allow you the ability to input and retrieve parishioner's sacramental information. Once recorded you can retrieve it, update it, and print any of five sacramental certificates.

IMPORTANT NOTE: Although this program is NOT intended to REPLACE the *required* sacramental record books, the information contained in those volumes is easily entered, as needed, into the computer, and easily retrieved.

This program can be used as a stand-alone or linked to the Raiche Consultants Church Census Program. More on this later.

Install:

Will be done by RCI

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Setup:

The first time you open the program go to | Parish info



and complete your parish information. This becomes the letterhead of each certificate.

The screenshot shows a "Parish Information" form window. The form has a blue background and contains the following fields:

- Parish Name: St. Anne's Parish
- Address: 30 College St.
- City: Anytown
- State: MA
- Zip: 01001-

A "Return" button with a right arrow is located at the bottom right of the form.

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For users of RCI Census.

From the Census program choose System Tools | Move to cert.



This will take all of your parish's names and sacramental information and move it to this program. You can run this again at anytime in the future to update the information.

PLEASE NOTE that the program will always assume that the information in the Census is the correct information. If you change the information in the Certificate program and *not in the Census*, then the changes will be overwritten and the incorrect information will be put back into the Certificate program the next time this is run.

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Updating Individuals

All updating and printing is done from Individual Info Menu.

The screenshot shows a web application window titled "Main Input Screen" with a sub-header "Individual Input". The main area has a light blue background and contains a "Find Person:" dropdown menu. Below it are two columns of input fields:

First Name:	HEATHER	Father's First Name:	
MiddleName:	A	Father's Last Name:	
Last Name:	JOHNSON	Mother's First Name:	
Suffix:		Mother's Maiden Name:	
Birthdate:	3/29/1983		
BirthCity/State:			

At the bottom, there is a dark navigation bar with buttons for: Baptism, First Communion, Confirmation, Matrimony, Print Combination Report, Combination Administrator, Add New Person, Refresh, and Return.

Adding New People

Press the "Add New Person" button to get a blank screen. Fill in the appropriate information and press the Refresh button to save and link the data.

Updating Existing People

Use the Drop Down menu to find the individual you wish to update. Change the information that needs to be changed and press the refresh button to save and link the changed data.

A REMINDER: if you do NOT change the information in the Census program, this change will be overwritten the next time you Move to Cert as described above.

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Entering Information for Certificates

Find the appropriate individual using the drop down menu. Choose the button for the certificate you choose to print. Be sure the check box for “received Sacrament (Y/N)” is checked to indicate that this is a valid certificate to print. Complete the remainder of the information and press appropriate button to print the certificate.

Note per requests of the churches there are 4 options

Standard Certificate this will be signed by “Pastor”

Administrator version to be signed by “Administrator” when there is no pastor

No birth city- standard omitting birth city if unknown

Administrator version of no birth city

The screenshot shows a web application window titled "Baptism Input Screen". The main content area is titled "Baptism Information" and has a light blue background. The form includes the following fields and controls:

- Name:** HEATHER A JOHNSON (with a dropdown menu showing "1")
- Baptism Received?:**
- Date of Baptism:** [Empty text box]
- Location: Parish:** [Empty text box]
- Location: City, State:** [Empty text box]
- Name of priest:** [Empty text box]
- Cert Last Printed:** [Empty text box]
- Godparent 1:** [Empty text box]
- Godparent 1 Note:** [Empty text box]
- Godparent 2:** [Empty text box]
- Godparent 2 Note:** [Empty text box]
- Notations:** [Large empty text area]

At the bottom of the form, there are four buttons for certificate selection:

- Standard Certificate
- Administrator Version
- Cert with no Birth City
- Administrator Version

A "Return" button with a right arrow is located in the bottom right corner.

The process is the same for each of the certificates: Baptism, First Communion, Confirmation and Matrimony. It is suggested you purchase some gold trimmed parchment paper for the certificates. This is available from most office supply stores such as Staples.

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Sacrament of Baptism



Your Church

Main Street
Westman, MA

This is to Certify that

Cynthia P Stewart

Child of Kevin Stewart

and Jeanne Sullivan

born in St. Louis, MO on the

18 day of June, 1980 was BAPTIZED

on the 18 day of September, 1980

According to the Rite of the Roman Catholic Church

by the Rev. Father Thomas Green

the Sponsors being Margaret Slade

and Roger Slade as it appears from

the Baptismal Register of this Church.

Dated _____

Pastor

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First Communion Input Screen

First Communion Information

Name: HEATHER A JOHNSON

First Communion received?

Date of 1st Communion: _____

Location: Parish: _____

Location: City, State: _____

Date of Certificate: _____

Standard Certificate Administrator Version

No Birth City Available Administrator Version

Return

First Eucharist



Your Church
Main Street
Weston, MA

This is to Testify

That Cynthia P Stewart
Child of Kevin Stewart
and Jeane Sullivan
born in St. Louis, MO on the
18 day of June, 1980
received their first Holy Communion on
5/2/1987

According to the Rite of the Roman Catholic Church
as it appears from
the Sacramental Register of this Church.

Dated 4/27/2006

Pastor

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Confirmation Input Screen

Confirmation Information

Name:

Confirmation received?

Date of Confirmation:

Location: Parish:

Location: City, State:

Name of Bishop:

Date of Certificate:

Sponsor #1:

Sponsor #1 Note:

Sponsor #2:

Sponsor #2 Note:

Standard Certificate	Administrator Version	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Return ←</div>
No Birth City Available	Administrator Version	

Sacrament of Confirmation



Your Church
Main Street
Newtown, MA

This is to Testify

That Cynthia P Stewart
Child of Kevin Stewart
and Jeane Sullivan
born in St. Louis, MO on the
18 day of June, 1980 was Confirmed
on the 22 day of January, 2004

According to the Rite of the Roman Catholic Church

by the Most Rev. Thomas Aquinas
the Sponsors being Thomas More
and Agnes More as it appears from
the Confirmation Register of this Church.

Dated _____

Pastor

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☰
Marriage Input Screen
- □ ×

Marriage Input

Name:

Marriage Performed?

Date of Marriage: <input style="width: 80px;" type="text"/>	Witness #1: <input style="width: 150px;" type="text"/>
Location: Parish: <input style="width: 150px;" type="text"/>	Witness #1 Note: <input style="width: 150px;" type="text"/>
Location: City: <input style="width: 150px;" type="text"/>	Witness #2: <input style="width: 150px;" type="text"/>
Date of Certificate: <input style="width: 80px;" type="text"/>	Witness #2 Note: <input style="width: 150px;" type="text"/>
SpouseName: <input style="width: 150px;" type="text"/>	
Celebrant: <input style="width: 150px;" type="text"/>	
Marriage Notations: <input style="width: 150px;" type="text"/>	

<input type="button" value="Standard Certificate"/>	<input type="button" value="Return"/>
<input type="button" value="Administrator Version"/>	

Sacrament of Matrimony

Your Church
Main Street
Northampton, MA

This is to Testify

That Cynthia P Stewart
and James Callahan
were lawfully Married
on the 15 day of June, 2004

According to the Rite of the Roman Catholic Church
and in conformity with the laws of the State of Massachusetts

Rev. Father Joseph Black
officiating in the presence of Jennifer Smith
and Patrick O'Leary Witnesses,
as appears from the Marriage Register of this Church.

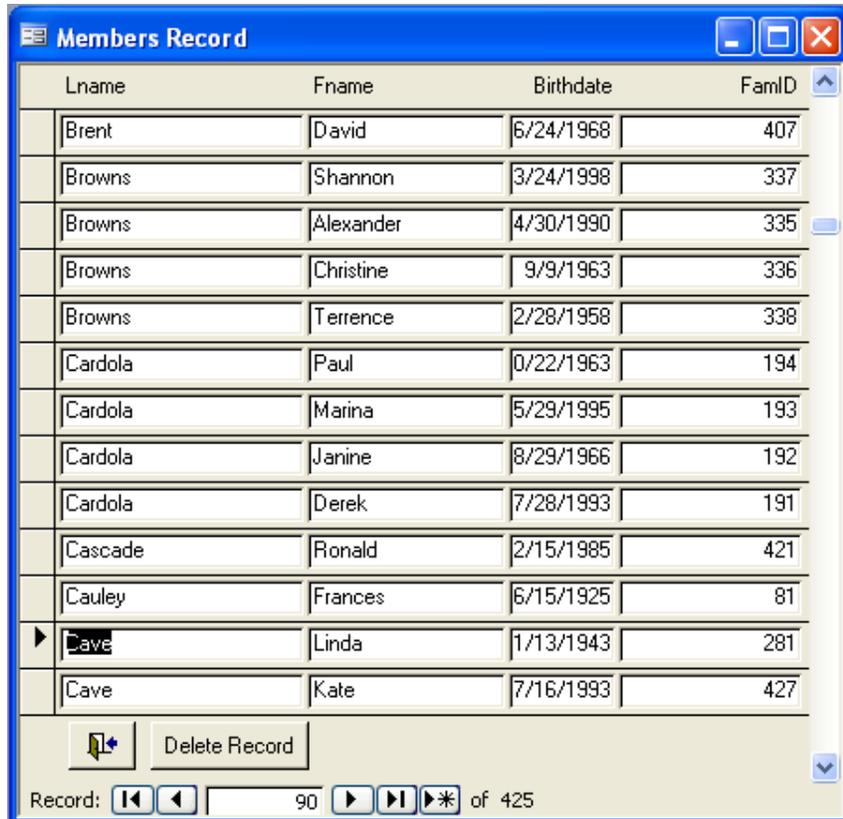
Dated _____
_____ Pastor

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Member records

From the main menu go to Start | Member Records

This allows you to see all the members currently in the Certificate database. From here you can ONLY delete members.



Lname	Fname	Birthdate	FamID
Brent	David	6/24/1968	407
Browns	Shannon	3/24/1998	337
Browns	Alexander	4/30/1990	335
Browns	Christine	9/9/1963	336
Browns	Terrence	2/28/1958	338
Cardola	Paul	0/22/1963	194
Cardola	Marina	5/29/1995	193
Cardola	Janine	8/29/1966	192
Cardola	Derek	7/28/1993	191
Cascade	Ronald	2/15/1985	421
Cauley	Frances	6/15/1925	81
Cave	Linda	1/13/1943	281
Cave	Kate	7/16/1993	427

Record: 90 of 425

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Support is as follows:

Telephone support hours are between 9 AM and 5 PM Monday through Friday (free for maintenance contract holders)

On site support: Available at the current hourly rates plus travel time

This service and support are only for systems written by Raiche Consultants Inc. Support for other products is indicated with each product.

Support hours and cost are subject to change without notice.

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You may:

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- b. Copy the executable programs to any number of machines for the sole use of your parish. The copyright notice must appear on all copies.

You may not sub license, assign or transfer the license or the program or Microsoft's Runtime except as expressly provided in this agreement.

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Appendix A - Access Shortcut Keys

Key Combination	Function
CTRL ;	Insert Current Date
CTRL +	Add New Record
CTRL -	Delete Record
ESC	Undo Changes to current field
CTRL X	Cut
CTRL C	Copy
CTRL V	Paste
CTRL F4	Close current Window
ALT F4	Close Access
F7	Find Box
SHIFT F4	Find Next

To move between records use the VCR buttons at the bottom:



The Single arrows move one record forward or back, The arrow with a line goes to first record and last record. The arrow with a star goes to a new record. You can also type a record number in the middle. The last number in gray show how many records on file.

To Find a record go to the field you want to search on (such as name, but can be done in any field). And press the

 a box to find will appear with some options:

Fill in the name, or any part of the name, and choose Whole field or any part of field and press Find First. If that is not the customer you wanted press Find Next until you find them.

To add a new record, you can use the VCR Buttons or the plus sign  A blank record with will appear.

To exit back press the close door button.



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APPENDIX B - Compacting A database:

Note: This Procedure requires a full version of Access. As you add and delete records to your database it will grow much larger. The way a database works is each time you delete a record it does a "Logical" delete. What this means is it marks that record as deleted so you cannot get at it, but does not physically remove it from the hard drive. It is a good idea to routinely "Compact" your database. This procedure will remove all records flagged for deletion. How often you do this will depend on how much updating you do. You can do it as often as you like without doing any harm.

Corrupt Databases: If you experience a power outage, power surge or forget close windows before shutting off your PC you may corrupt your database. This program was written in Microsoft Access and can recover damaged databases fairly accurately. Of course the best protection is to be sure you have a good surge protector or UPS (The difference is a surge protector will protect your PC from permanent damage from a power surge, an Uninterrupted Power Supply will also give your PC battery power long enough to shut it down.) AND a good Backup! The dangers of fixing a corrupt database are that you do stand a chance to lose some or all your data, or you may actually get deleted records back if you have not compacted lately.

To do a routine compact or to correct a corrupt database you follow the same steps. Go to tools menu. Then Choose Tools | Compact Database. .Or Repair Database.

This will close the current screen, compact the database and then re-open the current screen.

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