

# Instructions for Fixing Shepherdbase Directory Report Error

## Shepherdbase Directory Report:

I'm sorry for the error in the Shepherdbase Directory report that causes members with the same last name to not be in alphabetic order, but the good news is with a couple of steps it will be fixed. If you have any problems at all with fixing this error on the Shepherdbase Directory report then please contact me right away via email ([terressa@freechurchforms.com](mailto:terressa@freechurchforms.com)).

This Shepherdbase error is only for the people who are using the most current Shepherdbase that was created in September 2011. If you do not have the older version and would like to receive the latest version, simply contact me and I will send it to you via email free of charge.

## 2007 MS Access Instructions:

**Step 1:** Make a copy (right click on Shepherdbase file, click "copy" and go to another folder on hard drive and right click then click "paste") or a backup of your current Shepherdbase (database) before following any of these steps in the unexpected event that something goes wrong, but everything should go smoothly. After completing these steps successfully, then you can just replace it with your backup copy.

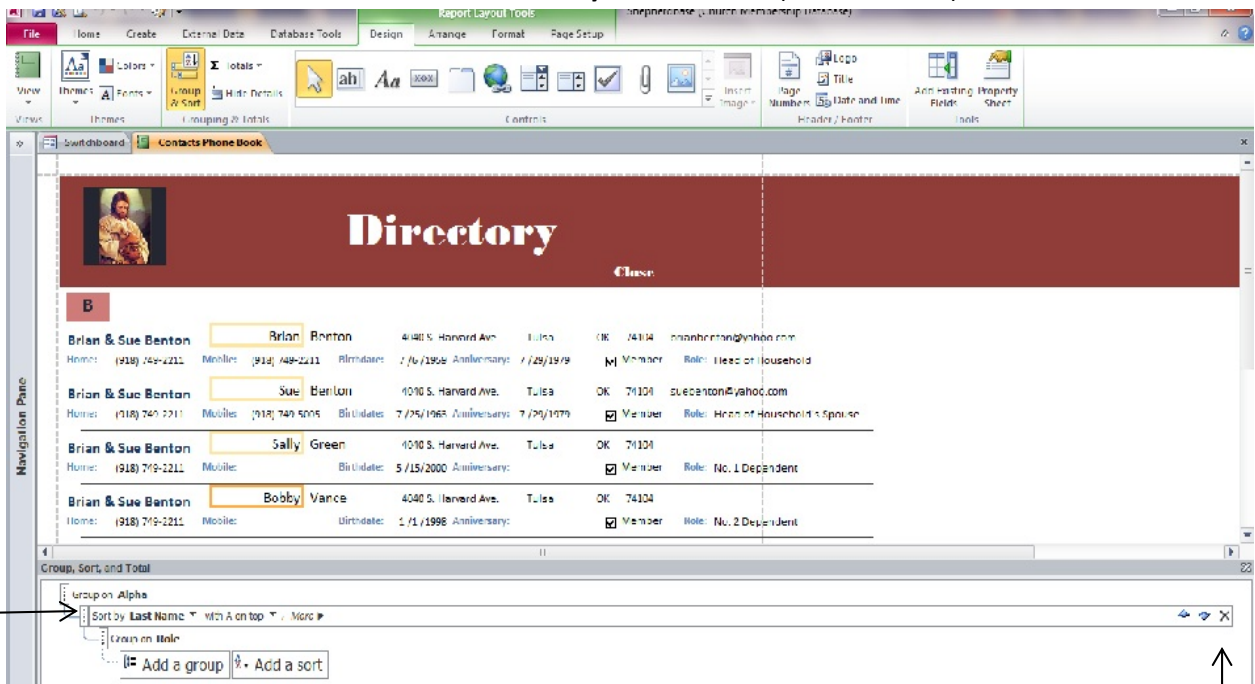
**Step 2:** Here are the instructions to fix the Directory report:

- After assuring you have a Shepherdbase backup, open the backup copy of Shepherdbase and click on "Directory"
- Click "View" (left hand corner); click "Layout View"
- Click "Format" (on top ribbon bar); click "Group & Sort" (in the "Grouping & Totals"-pic below)

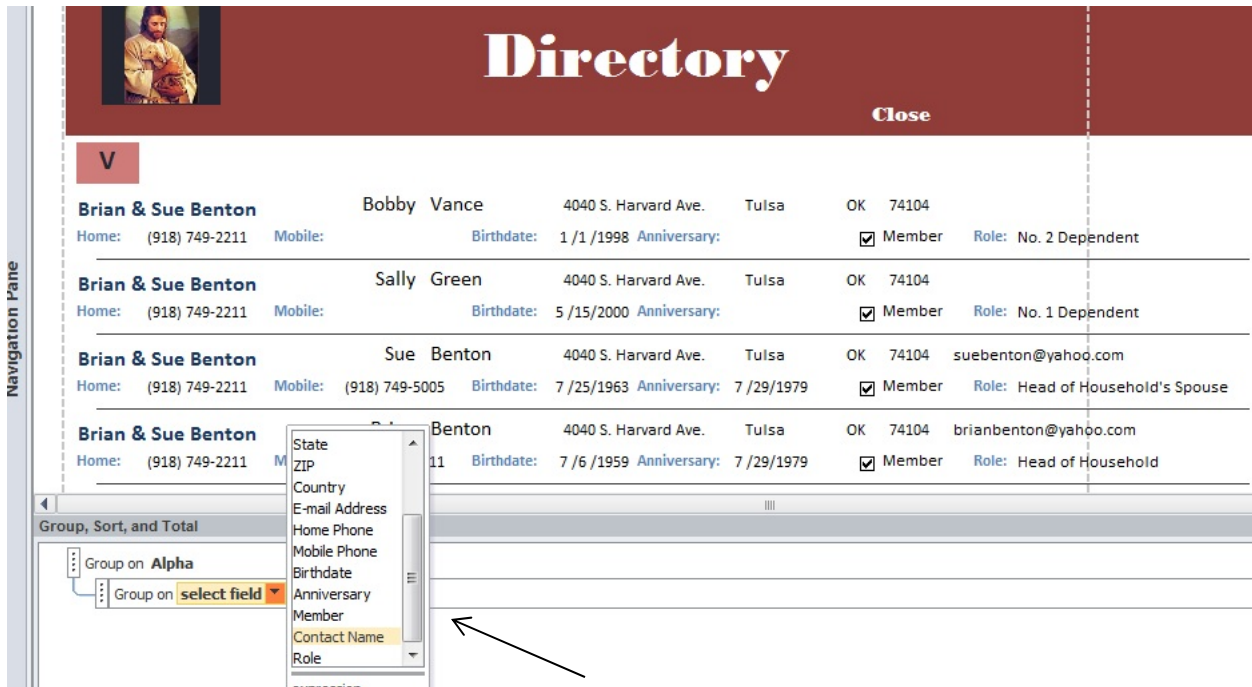
The screenshot shows the Microsoft Access interface for a Shepherdbase directory report. The ribbon at the top includes Home, Create, External Data, Database Tools, Acrobat, Format, Arrange, and Page Setup. The 'Format' ribbon is active, showing options for Font, Formatting, Grouping & Totals, Gridlines, and Controls. The 'Grouping & Totals' task pane is open, showing 'Group on Alpha' and 'Sort by Last Name'. The report content shows a list of members with names like Brian & Sue Benton and Sally Green.

Brian & Sue Benton		Brian Benton	4040 S. Harvard Ave.	Tulsa	OK 74104	brianbenton@yahoo.com				
Home:	(918) 749-2211	Mobile:	(918) 749-2211	Birthdate:	7/6/1959	Anniversary:	7/29/1979	<input checked="" type="checkbox"/> Member	Role:	Head of Household
Brian & Sue Benton		Sue Benton	4040 S. Harvard Ave.	Tulsa	OK 74104	suebenton@yahoo.com				
Home:	(918) 749-2211	Mobile:	(918) 749-5005	Birthdate:	7/25/1963	Anniversary:	7/29/1979	<input checked="" type="checkbox"/> Member	Role:	Head of Household's Spou
Brian & Sue Benton		Sally Green	4040 S. Harvard Ave.	Tulsa	OK 74104					

- Click on the four dots where it states “Sort by Last Name...” (Picture below).



- Click “X” on right side of this box. This will delete it, but that’s ok because we will put the right ones into its place.
- Click on the four dots where it states “Group on Role...”; click “X” on right side of box. The only box left should be “Group on Alpha”.
- Click on “Add a Group”; click “Contact Name” on the list (picture below).



- Click “Add a Sort”; click “Last Name” in select field.
- Click “Add a Group” click “Role” in select field. Your screen should look like picture below.



# Directory

Close

B

## Brian & Sue Benton

							Role: Head
		Brian Benton	4040 S. Harvard Ave.	Tulsa	OK	74104	brianbenton@
Home:	(918) 749-2211	Mobile:	(918) 749-2211	Birthdate:	7 /6 /1959	Anniversary:	7 /29/1979
							<input checked="" type="checkbox"/> Member
							Role: Head
		Sue Benton	4040 S. Harvard Ave.	Tulsa	OK	74104	suebenton@y
Home:	(918) 749-2211	Mobile:	(918) 749-5005	Birthdate:	7 /25/1963	Anniversary:	7 /29/1979
							<input checked="" type="checkbox"/> Member
							Role: No. 1
		Sally Green	4040 S. Harvard Ave.	Tulsa	OK	74104	
Home:	(918) 749-2211	Mobile:		Birthdate:	5 /15/2000	Anniversary:	
							<input checked="" type="checkbox"/> Member

Group, Sort, and Total

- Group on Alpha
- Group on Contact Name
- Sort by Last Name
- Group on Role with A on top , More

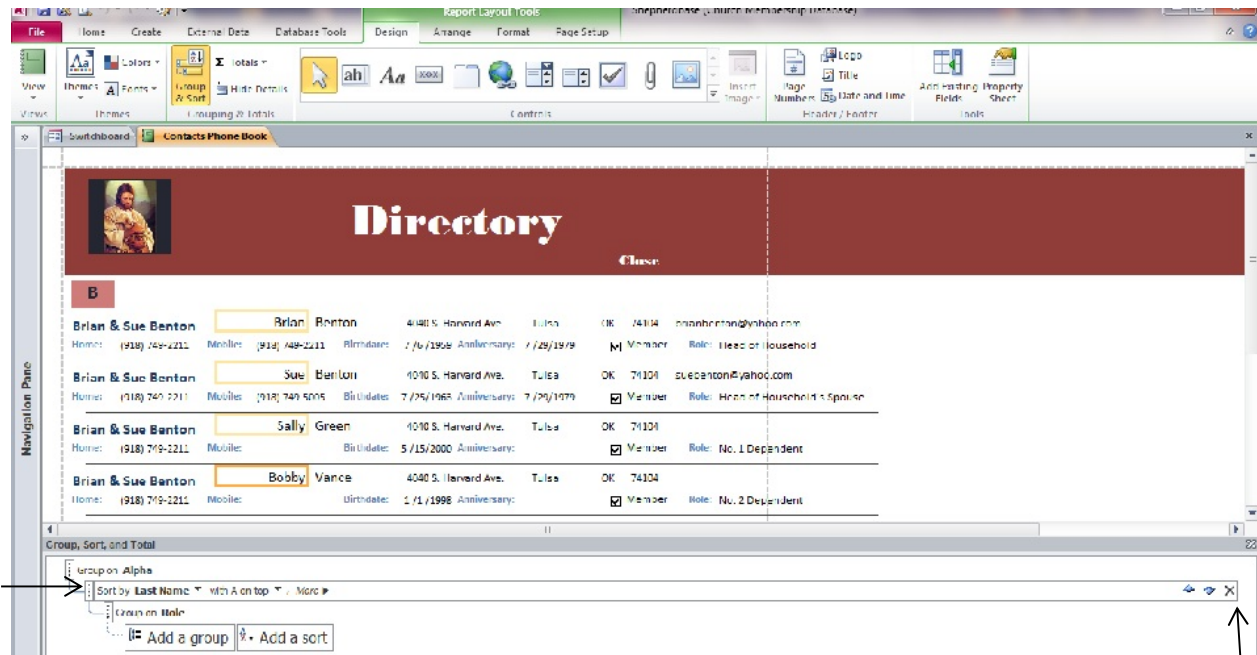
- Click **“View”** on top ribbon bar; click **“Report View”**. Make sure your report has the members in the correct order then:
- Click **“Close”**; click **“Yes”** that you do want to save design to the directory report. You’re done! 😊

### 2010 MS Access Instructions:

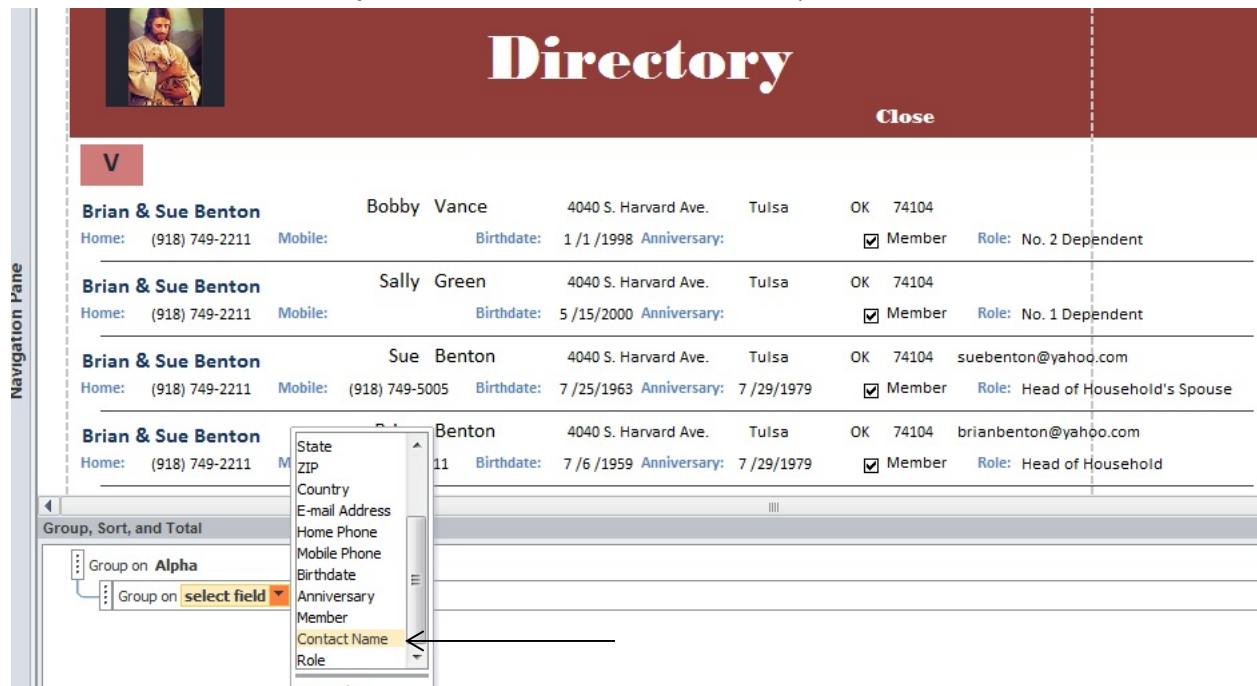
**Step 1:** Make a copy (right click on Shepherdbase file, click “copy” and go to another folder on hard drive and right click then click “paste”) or a backup of your current Shepherdbase (database) before following any of these steps in the unexpected event that something goes wrong, but everything should go smoothly. After completing these steps successfully, then you can just replace it with your backup copy.

**Step 2:** Here are the instructions to fix the Directory report:

- After assuring you have a Shepherdbase backup, open the backup copy of Shepherdbase and click on **“Directory”**.
- Click **“File”** tab on top ribbon bar; click **“View”** (left hand corner); click **“Layout View”**.
- Click on the four dots where it states **“Sort by Last Name...”** (Picture below).



- Click “X” on right side of this box. This will delete it, but that’s ok because we will put the right ones into its place.
- Click on the four dots where it states “Group on Role...”; click “X” on right side of box. The only box left should be “Group on Alpha”.
- Click on “Add a Group”; click “Contact Name” on the list (picture below).



- Click “Add a Sort”; click “Last Name” in select field.
- Click “Add a Group” click “Role” in select field. Your screen should look like picture below.



**B**

**Brian & Sue Benton**

							Role: Head
		Brian Benton	4040 S. Harvard Ave.	Tulsa	OK	74104	brianbenton@
Home:	(918) 749-2211	Mobile:	(918) 749-2211	Birthdate:	7 / 6 / 1959	Anniversary:	7 / 29 / 1979
							Member <input checked="" type="checkbox"/>
							Role: Head
		Sue Benton	4040 S. Harvard Ave.	Tulsa	OK	74104	suebenton@y
Home:	(918) 749-2211	Mobile:	(918) 749-5005	Birthdate:	7 / 25 / 1963	Anniversary:	7 / 29 / 1979
							Member <input checked="" type="checkbox"/>
							Role: No. 1
		Sally Green	4040 S. Harvard Ave.	Tulsa	OK	74104	
Home:	(918) 749-2211	Mobile:		Birthdate:	5 / 15 / 2000	Anniversary:	
							Member <input checked="" type="checkbox"/>

Group, Sort, and Total

- Group on **Alpha**
- Group on **Contact Name**
- Sort by **Last Name**
- Group on **Role** with A on top **More**

- Click **“View”** on top ribbon bar; click **“Report View”**. Make sure your report has the members in the correct order then:
- Click **“Close”**; click **“Yes”** that you do want to save design to the directory report.

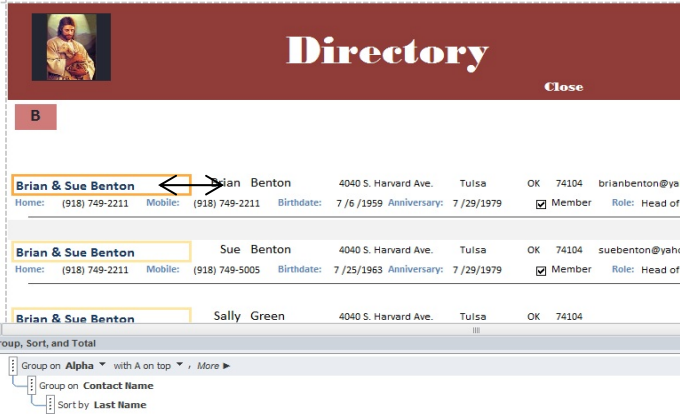
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**Adjusting Space for Names, Etc in the Shepherdbase Reports:**

**2007 MS Access Instructions:**

**Step 1:** These are the steps to adjust any Shepherdbase reports. As mentioned above, be sure and save a backup before following these instructions below. Follow these steps to adjust the width of the names, dates, etc.:

1. Open the report you want to adjust and click **“View”**; click **“Layout View”**.
2. Click on the Name, Date, Address...of what you want to adjust (picture below shows where I clicked on the Contact Name **“Brian & Sue Benton”**).



3. Click on end of the orange box till you see the arrows going left and right (pic above) to make box longer or shorter, but do not let it run into the next box on the right side of it.
4. Once you get the box where you want it, click **“View”**; click **“Report View”**; and save the report. You will probably have to play around with this to get it exactly where you want it to be so save a backup copy in the unexpected event that you mess up your database.

**2010 MS Access Instructions:**

**Step 1:** These are the steps to adjust any Shepherdbase reports. As mentioned above, be sure and save a backup before following these instructions below. Follow these steps to adjust the width of the names, dates, etc.:

1. Open the report you want to adjust and click **“File”** on top ribbon bar; click **“View”**; click **“Layout View”**.
2. Click on the Name, Date, Address...of what you want to adjust (picture below shows where I clicked on the Contact Name **“Brian & Sue Benton”**).

The screenshot shows a directory report with the following data:

Name	Address	City	Status	Zip	Contact Info	Role
Brian Benton	4040 S. Harvard Ave.	Tulsa	OK	74104	brianbenton@yahc	Head of
Sue Benton	4040 S. Harvard Ave.	Tulsa	OK	74104	suebenton@yahc	Head of
Sally Green	4040 S. Harvard Ave.	Tulsa	OK	74104		

Group, Sort, and Total

- Group on **Alpha** with A on top, More ▶
- Group on **Contact Name**
- Sort by **Last Name**

3. Click on end of the orange box till you see the arrows going left and right (pic above) to make box longer or shorter, but do not let it run into the next box on the right side of it.
4. Once you get the box where you want it, click **“View”**; click **“Report View”**; and save the report. You will probably have to play around with this to get it exactly where you want it to be so save a backup copy in the unexpected event that you mess up your database.

I will be available if you have any questions via email at [terressa@freechurchforms.com](mailto:terressa@freechurchforms.com) and I will get back with you promptly. God Bless You!

Terressa,  
FreeChurchForms.com Manager