

View/Edit TAU Distribution

1. The national newsletter ‘TAU’ is provided to either professed or candidates in the Secular Franciscan Order in active status. Certain other persons (e.g., persons assigned to be spiritual assistants) are will also get copies. **Each night** when a person’s status or assignment changes the system will update records to create or to remove a record indicating that they are *qualified* receive a TAU. If you change a person’s status you do not have to take any other action. This document deals with the case where you need to alter or add additional records, say for the Provincial Spiritual Assistant. People can also subscribe to receive the TAU or they may need extra copies or in more than one language. This will be handled separately.
2. To begin click on the View/Edit Tau Distribution link at the right side of any organization summary page.

Search for Member (Last, First, Middle) *

SUBMIT



3. A search page will be displayed.

If you enter part of a name the and the system will display choices of persons which match the the part of the name you enterd to which you have permissions to edit. (this is an autocomit field so it will provide a listof possible matches for a partial name) . Click on SUBMIT and it will display a list of the record(s) for that person.

Fraternity	Last/First /Middle ▲	Person Active	TAU Active	TAU Qty	TAU Delivery	TAU Language	TAU Record Type	Last Edit User	Last Edit Date	TAU Record ID	Person ID	You can Edit	Add/Edit/View
Holy Spirit-Claremont CA	Mussetto, William Roland	Yes	Yes	1	Regular Mail	English	Qualified			779	45390	Yes	Add record Edit Delete

4. In the new database a person may have more than one record. For example if they receive the TAU in both Spanish and English they will have two records. At the left end of each line is an entry to Add a record or to Edit a record. If the TAU Record Type is *Qualified* it means that its issued because a this is the record they are qualified to receive because of their position or profession status. If you wish to add additional copies submit your request throught the Contact Us link on an Organization Summary page. If you add an additional record the subscription method is locked



to Email as all other changes involve costs which someone must agree to pay for the hard copy. Similarly the number of copies for a qualified subscriber is locked to one. You can change the subscribed one to email, back to regular email or both email and regular mail. You can change the language between English and Spanish, the two languages in which the full TAU is currently published. You can remove the extra record by clicking on the [Delete](#) link. If a person doesn't want to receive the TAU either in print or email you can select Opt Out as the TAU delivery method. Do *not* delete the subscriber record if you accidentally delete the free subscriber record the system will restore it overnight, but an English and by mail. The next day come back and change this if it is not correct.

5. After you have made changes click on the **UPDATE** button to save your change to the

Qualified record. If you change your mind click on which will take you back to the organization summary.

6. If you wish to exit without making changes or when you are done click the button **RETURN TO ORG SUMMARY**

7. If you want to make a change which will involve a cost, click on the **Contact Us** button to enter your request.

Make sure to include the Region, Fraternity or other distinct organizations information as well as the person's name in your request along with details about payment or justification.

Edit TAU Distribution

[RETURN TO ORG SUMMARY](#)

Return to initial selection page
See all records for this person

Region	Saint Francis-unknown-CA
Fraternity	Holy Spirit-Claremont-CA
Last/First/Middle	Mussatto, William Roland
TAU Quantity	1
TAU Language	English <input type="button" value="v"/>
TAU Delivery	Regular Mail <input type="button" value="v"/>
TAU Active Flag	Yes
TAU Last Sent	
TAU Annual Cost	
TAU Subscription End Date	
TAU Record Type	Qualified
TAU Notes	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>
Person ID	45390

[UPDATE](#)

[RETURN TO ORG SUMMARY](#)