

The Diocesan Directory

In the Diocesan Directory, you can view all of your institution records divided into three major categories: **Diocesan Offices/Dept/Org**, **Parishes/Facilities**, and **Groups/Businesses**. You can also view the personnel associated with each institution.

1. On the Diocese tab, click **Diocesan Directory**.
2. If you know the name or ID number of the institution, you can click **Quick Lookup**. Otherwise, expand the categories and browse the list of records.
3. When you locate the record, select it to display a summary in the right side of the window.
4. View or update the record's details. See the Additional Fields below for more information.

Adding or Removing Records

To add or remove records, use the Add or Delete options in the relevant program section: [Diocesan Offices, Depts, & Orgs](#), [Groups & Businesses](#), or [Parishes & Facilities](#).

Changing a Record's List Position

By default, a record's type determines its subcategory in the Diocesan Directory. You can change the position of a listing in the directory by changing its category, type, or Also Show Under value.

Additional Field Information

Select an institution in the Diocesan Directory to display the following options.

Category

Defaults to the category selected when the institution record was created.

Type

Defaults to the type selected when the institution record was created.

Also Show Under

Nest institutions under each other. For example, you can display a mission under its parent parish.

Load Institution

View the record for the selected institution.

Load Roster

View a list of all personnel assigned to or associated with the selected institution in the All Personnel window.

Load Personnel

View the record for the selected personnel.

Quick Lookup

Search for an existing record within the Diocesan Directory. If you search for a record using a partial name, for example, the lookup tool displays a list of all matching records for you to select from.

Related Topics

[Change the View in a Listing Screen](#)
[Manage Records for Diocesan Offices, Departments, and Organizations](#)
[Manage Records for Groups and Businesses](#)
[Add a Parish or Facility Record](#)