

- 1: Click on Member List to find the desired Notifyee
- 2: Click on the *Relationships* Tab.
- 3: Click the "Yahrzeit Notifyees " option.
- 4: Click the **Add** button.
- 5: In the Family Member, select the Family Name.
- 6: Select a Relationship Type from the corresponding drop-down lists.
- 7: Select a Yahrzeit Name from the Select Yahrzeit list as well as a Notification Preference from the Notify by drop-down list.
- 8: Enter the Yahrzeit's Relationship to the Family Member/Individual in the Relationship text field. Double click in field to bring name down.
- 9: Click the **Accept** button

Click on Yahrzeit Notifyees then Select the Family member

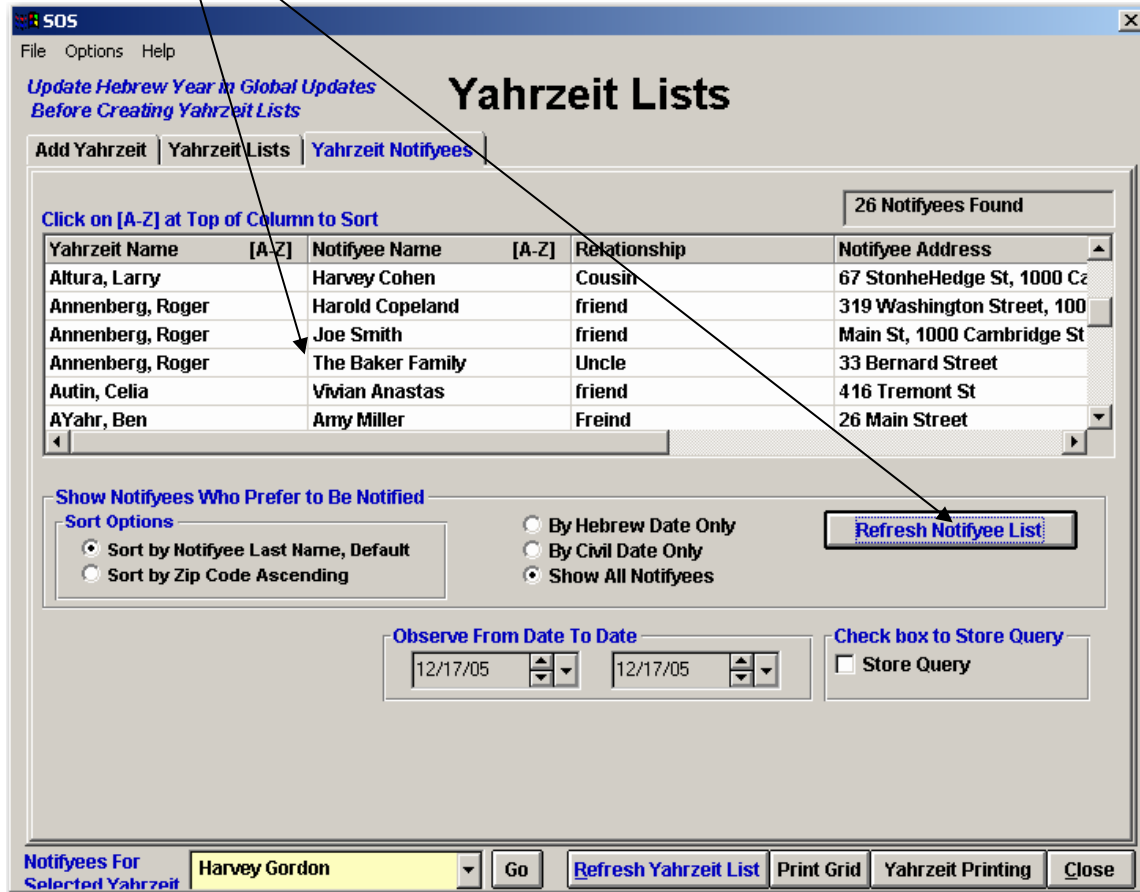
Lists all Yahrzeits entered (only enter Yahrzeit once and notify as many Members as needed)

Family Member	Relationship To Family Member	Yahrzeit	Notify By	DOD	Yahrzeit Date	Notes
The Baker Family	Uncle	Roger Annenberg	Hebrew	07/18/1966	1 Av 5766	

Data Entry is Required for Fields Labeled in Red.

The purpose is to establish the Family name as a Link to the deceased person. Next open the Yahrzeit section, and setup the Date Range for notification. Then click on the Yahrzeit Notifyee Tab and click the Refresh Button

From the example that we setup on the Relationship tab, you will see that the **The Baker Family**, will received the Yahrzeit notification



The Baker Family will be in the salutation of the letter, labels, export file and the Notifyee report for the selected Yahrzeit report.