

Columbus Diocese Information Systems (CDIS) USER GUIDE



**Catholic Diocese of Columbus
Office of Information Technology
Michael Martz, Director**

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Welcome to CDIS

In today's world, information is necessary to carry on the daily tasks of running a parish. You have parishioners that need attention, finances, the upkeep of the church buildings, and maybe a school as well. You also have diocesan reporting that must be done at certain times of the year as well as making sure that your information is up to date and secure. You used to have to go to different places to do all of this, which put added pressure on your staff to remember different sign-on credentials. Perhaps you had to print out one report and submitted another one's information online. Now, say hello to CDIS, the Columbus Diocese Information System, an application designed with you in mind. CDIS makes all of the reporting happen with one sign-on in one place.

We've developed this user's guide with you in mind. It is divided up by the different reporting processes and parish information that you use all of the time. There are screen shots that show you exactly where you should be when entering any data as well as confirmation screens to show you that your data was successfully submitted. If you ever have a question or don't understand something, you have to call one number to get the answers.

I invite you to use this user guide to help you in your diocesan reporting. Your single sign-on credentials will give you access to five different areas:

- Mass Times
- Reconciliation Times
- Adoration Times
- October Mass Counts
- Status Animarum

If you have any suggestions on how to make it better, please let us know!

Catholic Diocese of Columbus
Office of Information Technology
197 E. Gay Street
Columbus, Ohio 43215
614.221.1182

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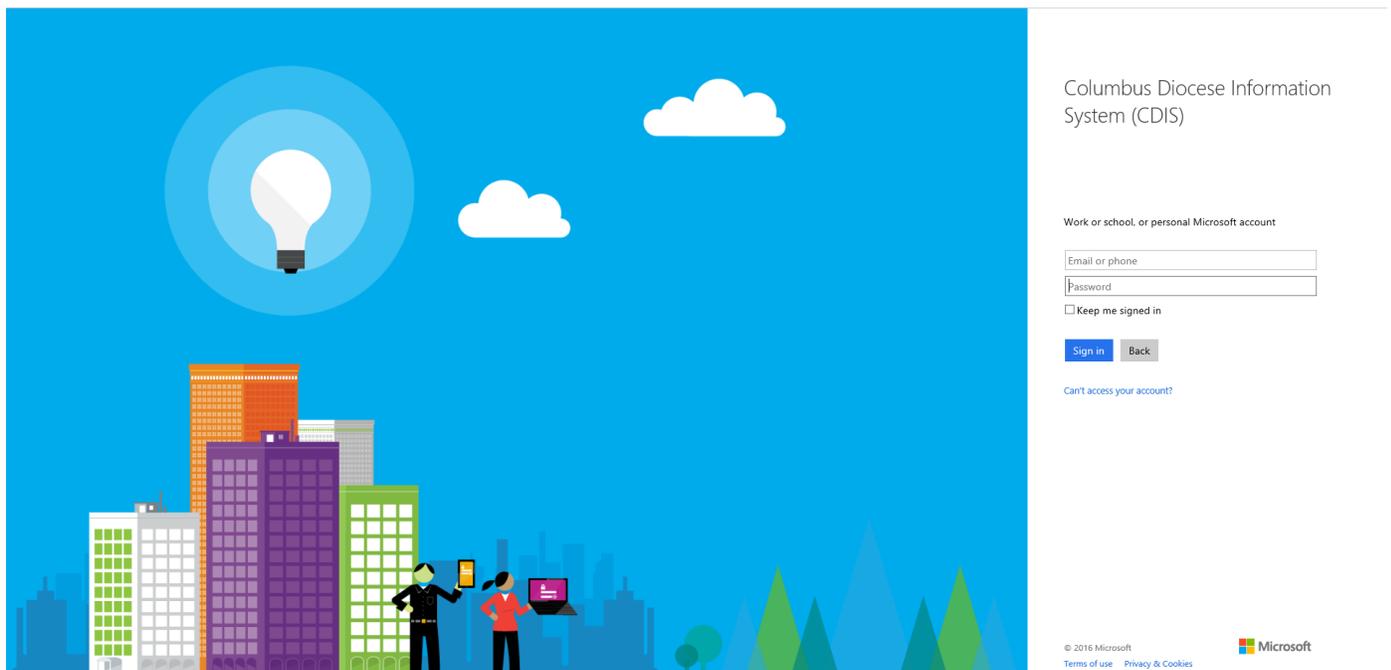
General Information

The Columbus Diocese Information System is a one-stop site at which you will perform the entry of all parish data used for reporting purposes to the Chancery. Here you will input your October Mass Counts and perform the annual Status Animarum reporting that is required by the Diocese. You will also maintain your Mass times, your Reconciliation times, and your Adoration times in this system.

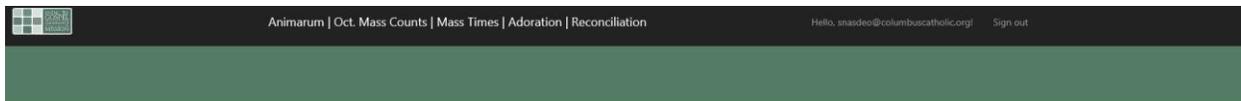
Beginning in September, 2016, each parish was sent new logon credentials that consisted of a columbuscatholic.org email address and a temporary password, which you will use to sign on to CDIS. Anytime you need help, please contact the Diocesan Help Desk by either calling us at 614.221.1182 or emailing helpdesk@columbuscatholic.org.

Logging on

A new website has been created which you will use to access CDIS. Please go to <https://cdis.columbuscatholic.org> where you will see the logon page:



Please see the email from us that has your login credentials and password. Once you sign in, you will see either the CDIS home page or an error window.



Welcome to the Columbus Diocese Information System

Need help? Please access our user guide listed below or contact our [Helpdesk](#)

- [CDIS User Guide](#)

Note: If you don't remember your email and password for the system or if you see an error that looks like this, please call the number and the help desk will get you set up properly.



Here you will see the different areas of CDIS

Animarum | Oct. Mass Counts | Mass Times | Adoration | Reconciliation

Mass Times, Adoration, and Reconciliation areas can be accessed at any time of the year so you can update any of these times whenever you need to.

October Mass Counts and Animarum are only open for input during specific times of the year:

- The October Mass Counts window is open from the 3rd week in September through the 1st week in November of each year. This gives you time beforehand to print the form out and time afterward to input the numbers back into the system.
- Status Animarum is open from January through the beginning of March of each year.

If you attempt to access one of these areas outside of the above time frames, you will see this error:

Page is not open for editing.

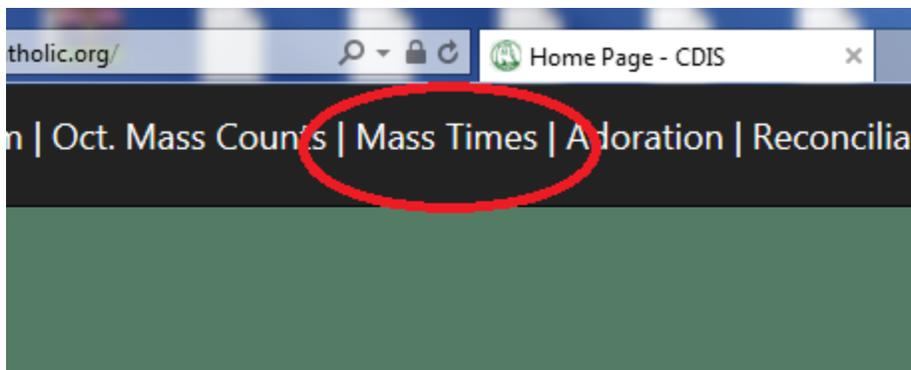
Please Call [614-221-1182](tel:614-221-1182) if you require assistance.

Page Open Date:1/1/2017 12:00:00 AM

Page Close Date:4/1/2017 12:00:00 AM

Mass Times

Click on Mass Times at the top of the page.



ome to the Columbus Dioces

A page with your parish information should appear. Please verify that your parish information is correct. If anything in your parish information is not correct, please contact 614-221-1182 or email helpdesk@columbuscatholic.org.

Mass Times 2016

1 2

Location:

Census ID :

1010

Parish :

St. Joseph Cathedral

Phone :

614-224-1295

Once you have validated your parish information you can navigate to the next page by clicking the 2 at the top of the page or the next button at the bottom of the page.

Mass Times 2016



Location:

Census ID :

1010

Parish :

St. Joseph Cathedral

Deanery :

Submitted By :

Submitted By Phone Number :



After hitting the “NEXT” button or the “2” button, the next page you will see the page for entering the mass times.

Mass Times 2016

Mass Times 2016

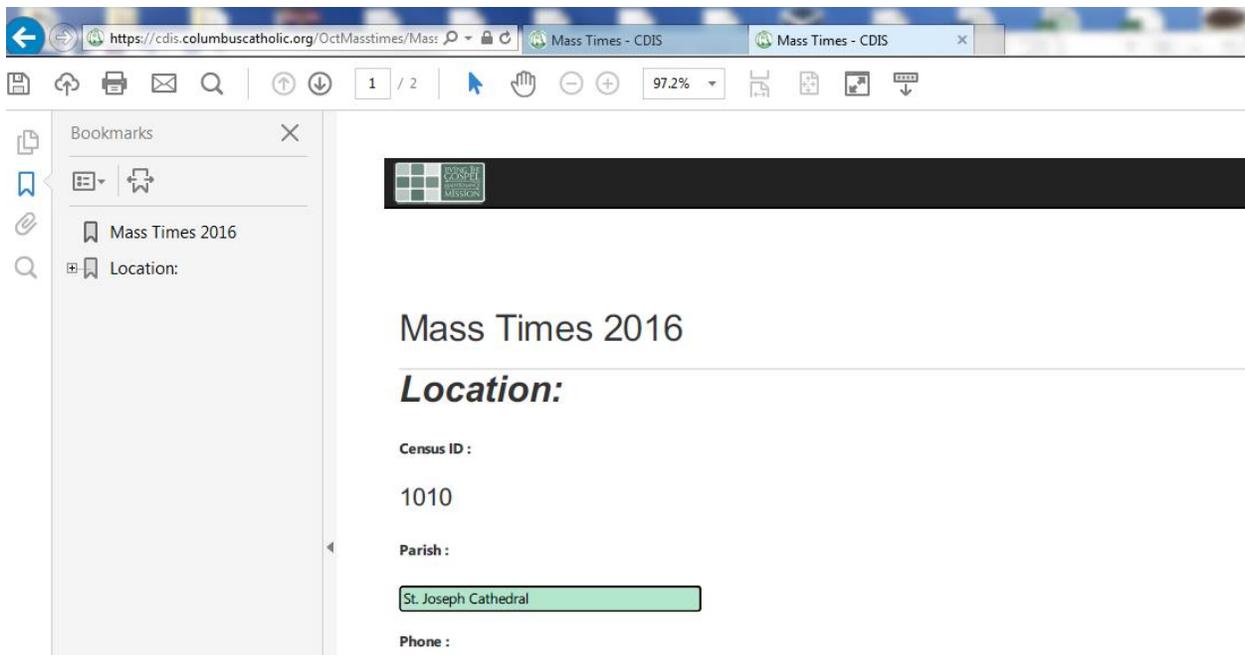
Day	Start Time			Comments
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Enter the necessary information or make any changes. Remember when inputting the hours, the system uses a 24-hour clock; please be mindful of the AM and PM dropdowns.

When you are done entering all of your Mass times, you have a few options:

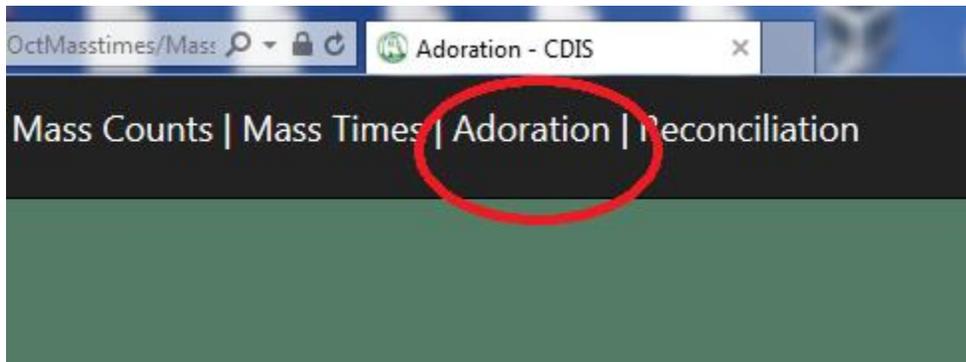
This means that the data you entered has been submitted to the database. If you need to change it, simply log in again, make your changes, and submit them again.

If you clicked “save and print,” you will see a page from which you can print or save. The information you entered was saved to the database when you clicked the button so you may simply close this page when you are done saving your personal copy. If you need to make changes, log back in and make the changes and click “submit.” As long as the entry page is available you may submit changes or print copies as many times as you want.



Adoration Times

Click on Adoration at the top of the page.



A page with your parish information should appear. Please verify that your parish information is correct. If your parish information is not correct, please contact 614-221-1182 or email helpdesk@columbuscatholic.org.

Adoration 2016

1 2

Location:

Census ID :

1010

Parish :

St. Joseph Cathedral

Once you have validated your parish information you can navigate to the next page by clicking the “2” at the top of the page

Adoration 2016



Location:

Census ID :

1010

Parish :

or the “Next” button at the bottom of the page.

Deanery :

1

Submitted By :

Jason Martinsek

Submitted By Phone Number :

614-224-1295



This means that the data you entered has been submitted to the database. If you need to change it, simply log in again, make your changes, and resubmit them.

If you clicked “save and print” you will see a page from which you can print or save. The information you entered was saved to the database when you clicked the button, so you may simply close this page when you are done saving your personal copy. If you need to make changes log back in, make the changes, and click Submit. As long as the entry page is available you may submit changes or print copies as many times as you want.

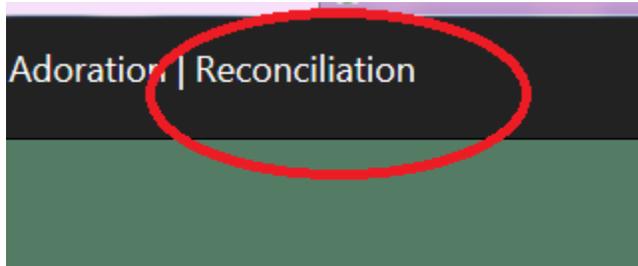
The screenshot shows a web browser window with a bookmarks sidebar on the left. The main content area displays a form titled "Adoration 2016" with a sub-section for "Location:". The form includes the following fields:

- Census ID :** 1010
- Parish :** St. Joseph Cathedral (highlighted in green)
- Phone :** (empty field)

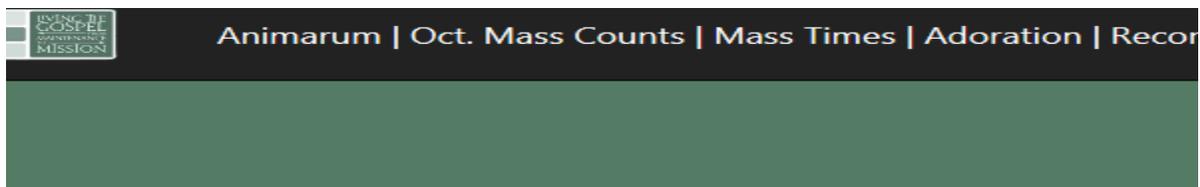
The browser's address bar shows "1 / 2" and a zoom level of "97.2%". The browser's toolbar includes icons for save, print, and other navigation functions.

Reconciliation Times

Click on Reconciliation at the top of the page.



A page with your parish information should appear. Please verify that your parish information is correct. If your parish information is not correct, please contact 614-221-1182 or email helpdesk@columbuscatholic.org.



Reconciliation 2016



Location:

Census ID :

1010

Parish :

St. Joseph Cathedral

Phone :

614-224-1295

Once you have validated your parish information you can navigate to the next page by clicking the 2 at the top of the page or the next button at the bottom of the page.

Reconciliation 2016



Location:

Census ID :

1010

Or the "Next" button at the bottom of the page:

Deanery :

1

Submitted By :

Jason Martinsek

Submitted By Phone Number :

614-224-1295



On the next page you should see the page for entering the reconciliation days and start times.


 Animarum | Oct. Mass Counts | Mass Times | Adoration | Reconciliation

 Hello, snasdeo@columbuscatholic.org | Sign out

Reconciliation 2016

1
2

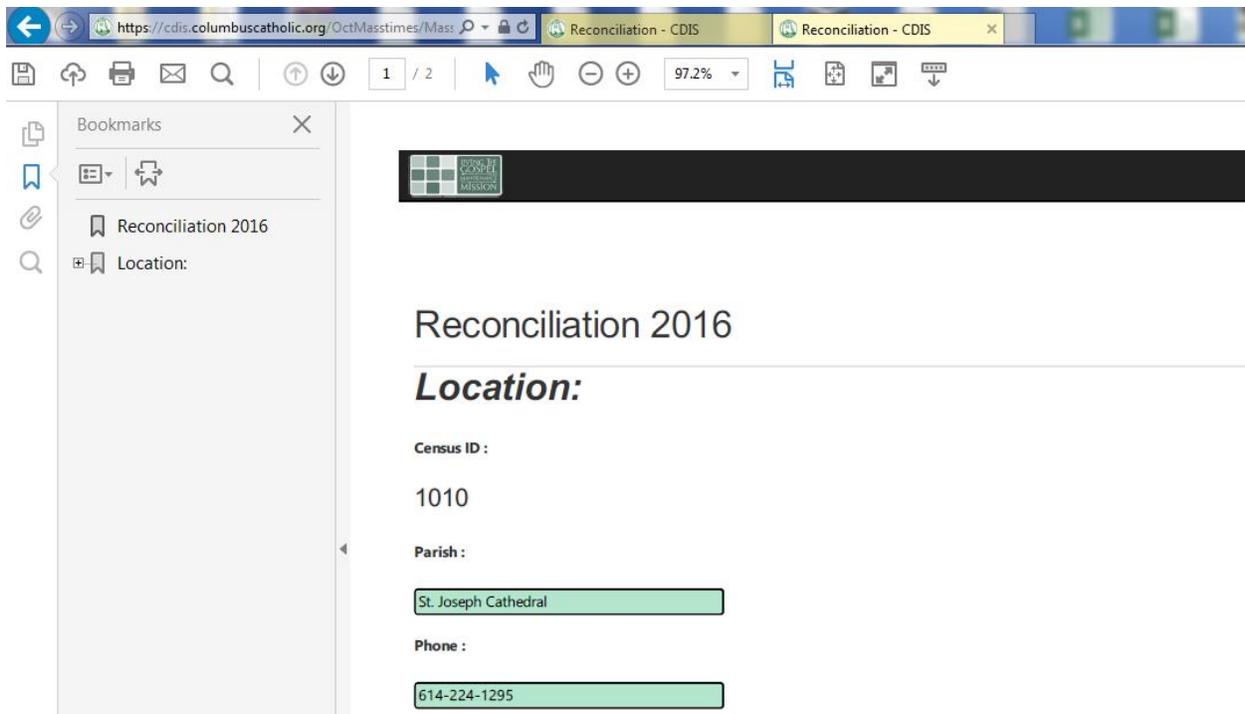
Reconciliation 2016

Day	Start Time			Comments
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Enter the necessary information or make any changes. Remember when inputting the hours, the system uses a 24-hour clock so please be mindful of the AM and PM dropdowns.

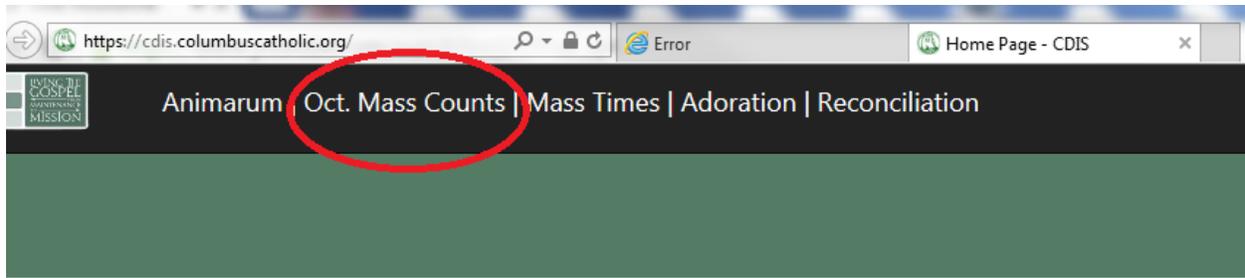
When you are done entering all of your Reconciliation times, you have a few options:

- Click the “submit” button, which indicates that you are finished inputting the hours for your Adoration of the Eucharist
- Click “save and print” if you wish to print a copy for your records. You are still indicating that you are finished inputting the hours of your Adoration of the Eucharist but you will also get a PDF file that you can print out if you would like to do so.



October Mass Counts

Click on October Mass Counts at the top of the page.



Welcome to the Columbus Diocese Informator

A page with your parish information should appear. Please verify that your parish information is correct. If your parish information is not correct, please contact 614-221-1182 or email helpdesk@columbuscatholic.org and we'll look into the issue.

Animarum | Oct. Mass Counts | Mass Times | Adoration

Oct. Mass Counts 2016

1

2

Location:

Census ID :

1010

Parish :

St. Joseph Cathedral

Phone :

614-224-1295

Once you have validated your parish information you can navigate to the next page by clicking the 2 at the top of the page or the next button at the bottom of the page.

Oct. Mass Counts 2016



Location: _____

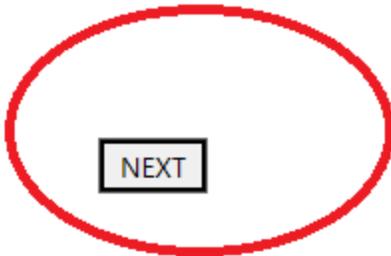
Census ID :

Submitted By :

Jason Martinsek

Submitted By Phone Number :

614-224-1295



Oct. Mass Counts 2016

1 2

Oct. Mass Counts 2016

Day	Start Time			Mass Comments	Occupancy	Oct.1-2	Oct.8-9	Oct.15-16	Oct.22-23	Oct.29-30
Saturday	05:	15	PM		600					
Saturday	01:	00	PM		600					
Sunday	08:	00	AM		600					
Sunday	10:	30	AM		600					
Sunday	12:	30	PM		600					
Sunday	05:	15	PM		600					

Enter the necessary information or make any changes. Remember when inputting the hours, the system uses a 24-hour clock so please be mindful of the AM and PM dropdowns.

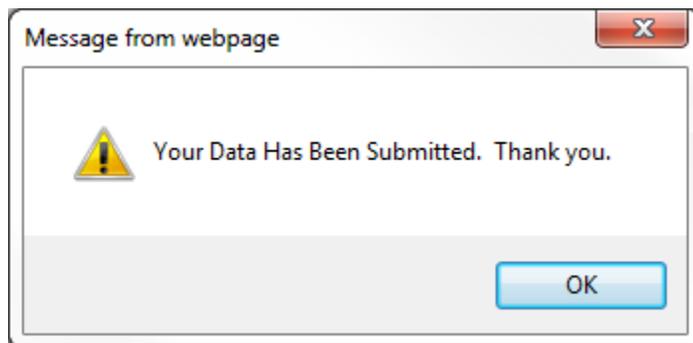
When you are done entering all of your Adoration times, you have a few options:

- Click the “submit” button, which indicates that you are finished inputting the hours for your Adoration of the Eucharist.
- Click “save and print” if you wish to print a copy for your records. You are still indicating that you are finished inputting the hours of your Adoration of the Eucharist but you will also get a PDF file that you can print out if you would like to do so.

Sunday	05:	15	PM

BACK Submit or Save And Print

If you click Submit you should see a confirmation message.



This means that the data you entered has been submitted to the database. If you need to change it, simply log in again, make your changes, and resubmit them.

If you clicked “save and print,” you will see a page from which you can print or save. The information you entered was saved to the database when you clicked the button so you may simply close this page when you are done saving your personal copy. If you need to make changes, log back in, make the changes, and click “submit.” As long as the entry page is available you may submit changes or print copies as many times as you want.

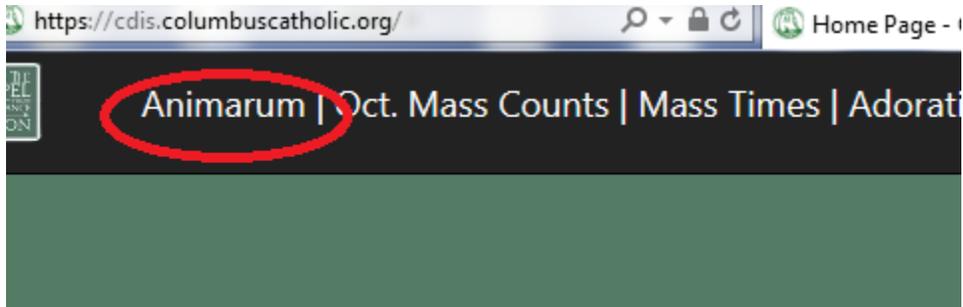
The screenshot shows a PDF viewer interface. At the top, there is a toolbar with various icons for navigation and editing, including a search icon, a zoom level of 97.2%, and a 'Sign' button. On the left side, there is a 'Bookmarks' panel with two entries: 'Oct. Mass Counts 2016' and 'Location:'. The main content area displays the title 'Oct. Mass Counts 2016' followed by a section header 'Location:'. Below this, there are several form fields with labels and values:

- Census ID :** 1010
- Parish :** St. Joseph Cathedral
- Phone :** 614-224-1295
- Address :** 212 E. Broad St.
- City :**

On the right side of the viewer, there is a vertical toolbar with several options: 'Export PDF', 'Create PDF', 'Edit PDF', 'Comment', 'Fill & Sign', 'Send for Signature', and 'Send & Track'.

Status Animarum

Click on Animarum at the top of the page.



A page with your parish information should appear. This information is pre-populated from our church management system, ParishSoft. Please verify that your parish information is correct. If your parish information is not correct, please contact 614-221-1182 or email helpdesk@columbuscatholic.org and we'll look into the issue.

Once you have validated your parish information you can navigate to the next page by clicking the 2 at the top of the page or the next button at the bottom of the page.

Status Animarum 2015



Deanery :

1

Submitted By :

Jason Martinsek

Submitted By Phone Number :

614-224-1295



Progress through the pages and enter the information using the same navigation buttons.

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

Vocations:

Number Preparing For Priesthood (Diocesan) :

Number preparing for Permanent Diaconate (Diocesan):

Number Preparing To Be Women Religious:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
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Clergy:

Title	Name	Position
Reverend Mr. <input type="text"/>	James Gorski <input type="text"/>	Deacon <input type="text"/>
Reverend <input type="text"/>	Anthony Lonzo <input type="text"/>	Priest in Residence <input type="text"/>
Reverend <input type="text"/>	Hilary Ike <input type="text"/>	Priest in Residence <input type="text"/>
Reverend <input type="text"/>	Robert Kitsmiller <input type="text"/>	Priest in Residence <input type="text"/>
Very Reverend <input type="text"/>	Michael Lumpe <input type="text"/>	Rector <input type="text"/>
Reverend <input type="text"/>	Michael Hinterschied <input type="text"/>	Parochial Vicar <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

The Mass Times page uses a 24-hour clock so please be mindful of the AM and PM dropdowns.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
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Sacred Liturgy:

A. Mass Times

Day	Start Time			Language Or Group Served
Weekdays	07:	30	AM	English
Weekdays	12:	05	PM	English
Wednesday	05:	15	PM	English
Saturday	05:	15	PM	English
Sunday	08:	00	AM	English
Sunday	10:	30	AM	English

Continue navigating to each page and entering your Parish's data until you reach the last page.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
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B. Sacrament of Reconciliation

Scheduled Times For Weekly Confession :

Tuesdays & Thursdays 10:45 -11:45 a.m., Wed. 5:45-6:45 p.m

Penance Service (how often scheduled) :

0

Has General Absolution in accord with Cannos 961-963 been used in your pa

No

If so, was a report of its use made known to the Bishop at the time General A

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
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C. Sacrament of Confirmation (as recorded in Parish Sacramental Register)

Number Confirmed by Bishop (or Vicar General or other Delegate) :

39

Number Confirmed at Easter Vigil (or those reported in section D6) :

7

Number Confirmed during year other than those identified above (extraordinary circumstances) :

1

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----

D. Sacrament of Baptism (as recorded in Parish Sacramental Register)

1. Infants, up to age 1 :

21

2. Children, age 1 to 7 :

0

3. Children, over age 7:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----

E. Sacrament of Marriage (as recorded in Parish Sacramental Register)

Both parties are Catholic:

18

Catholic and Non-Catholic

20

Convalidations / Sanations:

1

BACK NEXT

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

F. Sacrament of The Holy Eucharist (as recorded in Parish Sacramental Register)

Number of Children who received First Holy Communion:

7

Is there a scheduled exposition and adoration of the Holy Eucharist (Yes/No)

Yes

How Often?

2x per week

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

G. Sacrament of the Anointing of the Sick (during the year)

Are there Scheduled Communal Anointing Services?

Yes

How Often?

every other month

Approximate number of people anointed during the year?

1,800

Programs of pastoral care for the sick and elderly confined to home / nursing home:

1st Friday visits to homebound, Bryden Place & hospital visits as needed. Christmas giving tree & Christmas in July for Bryden Place and J.O.I.N.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
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H. Funerals

Number of Funeral Masses:

Number of Non-Mass Funeral Services (in your parish boundaries):

I. Sunday Celebration in the Absence of a Priest (SCAP)

How many times in the last year?

What occasions required the use of SCAP:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
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Staffing (not including clergy and school personnel):

Name	Position	Full/Part	Shared Parish	Volunteer	Level Of Certification
Richard Fitzgerald, Director of Music	Director of Music/Liturgy	Full	St. Christopher - Columbus	Yes	
Mary T. Scott	Office Administrator	Full		Yes	
Carol Stollenwerk	Administrative Assistant	Full		Yes	
Robert A. Wisniewski, Principal	Director of Music/Liturgy	Full		Yes	
Phil Renico	Maintenance	Full		Yes	
Tim Nguyen	Maintenance	Full		Yes	
Patricia Olesinski	Other	Part		No	

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----

Required Information:**Total Number of Full-time Pastoral Professional Ministry Personnel (Pastoral Associates, Music Ministers, DRE)****Number of Brothers:**

Number of Sisters:

Number of Lay Ministers:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
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Census Figures : (as recorded in Parish Sacramental Register)**Number of Households(one or more Catholics in residence):**

Number of Adults (individuals over the age of 18):

Total Number of Children:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----

Census Figures : (as recorded in Parish Sacramental Register)

Number of Households(one or more Catholics in residence):

840

Number of Adults (individuals over the age of 18):

1,323

Total Number of Children:

218

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
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Children (figures should only include children from your parish):

Total Pre K - Grade 8 Children In Your Parish:

How Many Attend Your Parish School:

0

How Many Attend Other Catholic Schools:

7

How Many Attend Public/Charter/Other Private Schools:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

Of The Total High School-Age Children In Your Parish:

How Many Attend Catholic High School

3

How Many Attend Public/Charter/Other Private High Schools:

27

How Many Are Home Schooled:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

HealthCare

Total Number of Nursing Homes within Parish Boundaries:

0

Total Number of Hospitals within Parish Boundaries:

1

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----

Volunteers

Total Number of Lectors:

42

Total Number of Servers:

28

Total Number of Extraordinary Ministers of Holy Communion:

62

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----

Additional Comments

Please list below any programs planned and/or performed together with other parishes:

None noted

Please list below any notable events in the parish this past year:

Sacred Remains of St. Maria Goretti came to St. Joseph Cathedral on October 21, 2015

When you reach the last page you will see a “submit” button and a “save and print” button on the bottom of the page. Click the “submit” to save your changes to the database, or if you wish to print a copy for your records click “save and print.”

Is there an annual program for adult biblical study(Yes/No):

Yes

Please identify notable population shifts or potential decline in the number of Catholic people forseen for your parish:

None noted

Please identify significant events or changes in the surrounding community that are impacting your parish.

None Noted

Clicking the Submit button will submit the Status Animarum to the database. Clicking Save And Print will save the Status Animarum to the Database and Generate a PDF for you to print.

BACK | Submit | or | Save And Print

Your data will be saved. To make a change after submitting simply log back in again and make changes and click Submit.

If you click Submit you should see a confirmation message.



This means that the data you entered has been submitted to the database. If you need to change it, simply log in again, make your changes, and resubmit them.

11. If you clicked “save and print,” you will see a page from which you can print or save. The information you entered was saved to the database when you clicked the button, so you may simply close this page when you are done saving your personal copy. If you need to make changes, log back in, make the changes, and click “submit.” As long as the entry page is available you may submit changes or print copies as many times as you want.

The screenshot displays a web browser window with the URL <https://cdis.columbuscatholic.org/StatusAnimarum>. The browser tabs show "Animarum - CDIS". The main content area is titled "Status Animarum 2015" and features a "Location:" section with the following details:

- Census ID :** 1010
- Parish :** St. Joseph Cathedral
- Phone :** 614-224-1295
- Address :**

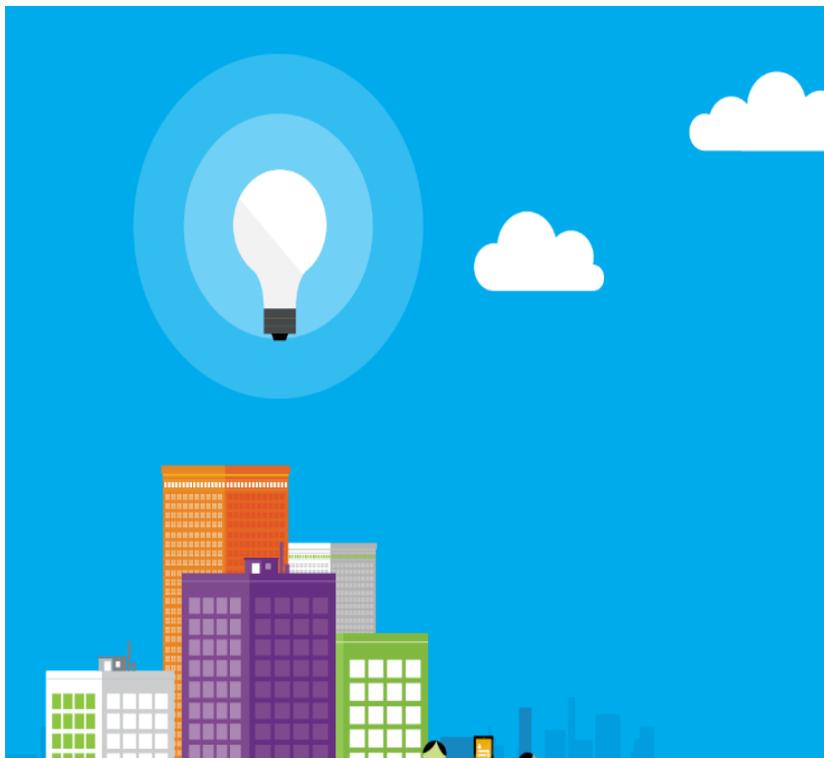
A left sidebar contains a "Bookmarks" list with items such as "Status Animarum 2015", "Location:", "Vocations:", "Clergy:", "Sacred Liturgy:", "Staffing (not including clergy and school personnel):", "Census Figures : (as recorded in Parish Sacramental Register)", "Children (figures should only include children from your parish):", "HealthCare", "Volunteers", and "Additional Comments". A right sidebar provides "Export PDF" options, including "Adobe Export PDF" (with a "Convert" button) and "Create PDF" / "Edit PDF".

Error Messages

There may be times when you receive an error message from the system. Below are a few of the possible ones you might get. If you need any assistance please call the Help Desk at 614-221-1182 or email helpdesk@columbuscatholic.org. One of our associates will be happy to work with you on your issue.

Unable to sign in – Bad Request Received

If you get a page like this, you need to clear your browser cache.



Sign In

Sorry, but we're having trouble signing you in.

We received a bad request.

Additional technical information:
Correlation ID: 880ac410-0c22-46ca-bb44-de893dbcb42d
Timestamp: 2016-08-29 15:42:15Z

Permissions Issue

You can get this error on any page that you don't have permission to view. Call the help desk at the number below and we will get it resolved.

