

**AmericanChurch**

# **Online List Manager**

# OLM Features

**Online List Manager** – Allows you the ability to look up members, edit names and addresses, order starter sets and add new members all under the **Online List Manger** icon

You can access the Online List Manager through the portal by going to **americanchurch.com** and clicking **Customer Log In**. Feel free to add this as a bookmark or favorite in your favorite browser.

Once you are logged in to the website, click on the **Connect to Online List Manager** button to access your member information.

The screenshot shows the AmericanChurch, Inc. website header with the logo and navigation links. The 'Connect to Online List Manager' button is circled in blue, and a blue arrow points to it from the right. Below the header, the 'Online List Manager' section is displayed, featuring a welcome message and three FAQ items.

**AmericanChurch, Inc.**  
OFFERING ENVELOPE SERVICE

999999 / AmericanChurch, Inc.  
Youngstown, OH 44513  
User Logged In: csr@csr.com

Home / Logout

Account Online List Mgr Contact Us

**Connect to Online List Manager** ← Frequently Asked Questions (FAQ)

### Online List Manager

AmericanChurch, Inc. is pleased to announce the addition of Online List Manager. Our customers asked us for a way that they could make changes to their church membership mailing list online and we listened. We are pleased to offer this FREE online service to our valued customers.

#### What does Online List Manager let me do?

With this new service, our customers can make changes to their membership lists online and view the changes right away. You can make changes, additions or deletions to your membership lists. You can also mark your snowbirds temporarily inactive until they return.

#### What if I have a new member? Can they receive envelopes right away?

With the click of a button, you can have temporary envelopes sent to your church member within 48 hours. There is no need for your members to wait weeks until the new offering envelope sets are mailed to your members.

#### What if I need a list to use for a mailing or a printout?

With the report function, you can export your membership file. This will allow you to run labels or print out your list to be used by your church. AmericanChurch can also print and mail your special mailings, Christmas mailings, Easter mailings or appeals. Many times for less than you can do it yourself. Call us at 800-446-3035 for more information.

Once you have connected to the Online List Manager (OLM), you will see the screen below.

AmericanChurch Online List Manager

CHURCH NAME 880000006052

Welcome, Portal User  
Parishioners: 535 Active: 534 Inactive: 1

List(s)

ALL LISTS

ADULT WEEKLY

EASTER

Status

Active

Inactive

All

Search by Name, Env #, & Address...

Search

New Member

Env #	Status	Last Name	First Name	Title	Address	City	State	ZIP/Postal Code
1	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
2	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
3	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
4	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
5	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
6	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
7	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
8	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
9	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
10	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750

1 - 10 of 10 Items

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## Filter Options

You may choose to view your member information in a number of ways, using the filter options below:

**List** – if you have multiple lists, you may select to view only members from particular lists or view all members from all lists. The List(s) field will default to ALL lists if there are multiple lists. When there is one list, that list will be displayed.

**Status** – select to view all members or only active or inactive members

**Items per page** – this will allow you to view 10 records per page or

Filter by  
List

Filter by  
Status

AmericanChurch Online List Manager

CHURCH NAME 880000006052

Welcome, Portal User  
Parishioners: 535 Active: 534 Inactive: 1

List(s)

ALL LISTS

ADULT WEEKLY

EASTER

Status

Active

Inactive

All

Search by Name, Env #, & Address...

Search

New Member

Env #	Status	Last Name	First Name	Title	Address	City	State	ZIP/Postal Code
1	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
2	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
3	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
4	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
5	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
6	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
7	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
8	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
9	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
10	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750

1 - 10 of 10 Items

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# Sorting Options

You may sort any of the following Ascending or Descending by clicking on the text:

- Env #
- Status
- Last Name
- First Name
- Title
- Address
- City
- State
- Zip/Postal Code

**AmericanChurch** Online List Manager

**CHURCH NAME** 880000006052

Welcome, Portal User  
Parishioners: 535 Active: 534 Inactive: 1

List(s)

Env #	Status	Last Name	First Name	Title	Address	City	State	Zip/Postal Code
1	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
2	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
3	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
4	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
5	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
6	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
7	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
8	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
9	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750
10	Active	SMITH	JOHN	MR-MRS	200 NOLL PLZ	HUNTINGTON	IN	46750

10 items per page 1 - 10 of 10 items

## Search Options:

**Search** – Allows you to search the various fields in a member record. Enter your search criteria and hit the enter key or click the Search button

The screenshot displays the AmericanChurch Online List Manager interface. At the top, the header includes the AmericanChurch logo, the text 'Online List Manager', and navigation icons. Below the header, the 'CHURCH NAME' is set to '8800000005052'. On the right, a welcome message for 'Portal User' is shown along with statistics: 'Parishioners: 535 Active: 534 Inactive: 1'. The main area features a search bar with the placeholder text 'Search by Name, Env #, & Address...'. To the left of the search bar is a sidebar with 'List(s)' and 'Status' filters. The 'Status' filter is currently set to 'Active'. A red box labeled 'Search' points to the search bar. Another red box labeled 'Advanced Search' points to the search bar. A third red box labeled 'Search' points to the 'Search' button. A fourth red box labeled 'Advanced Search' points to the dropdown arrow next to the 'Search' button. The main table displays a list of members with columns: Env #, Status, Last Name, First Name, Title, Address, City, State, and ZIP/Postal Code. The table shows 10 items, with the first item being '1 Active SMITH JOHN MR-MRS 200 NOLL PLZ HUNTINGTON IN 46750'. The footer includes the copyright notice 'Copyright © AmericanChurch, Inc. 2014'.

**Advanced Search** – Allows you to do a specific search using several options including envelope #. Click on the arrow to the right of the Search button to access the Advanced Search. In the Advanced Search box enter your search criteria and click the Search button.

### Advanced Search

Envelope Number

First NameLast Name

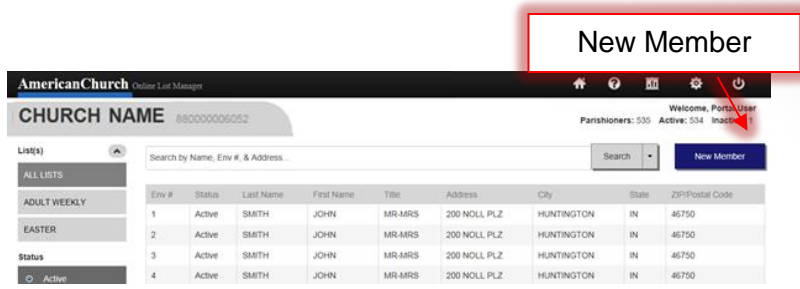
Address 1

CityPostal/ZIP Code

Search

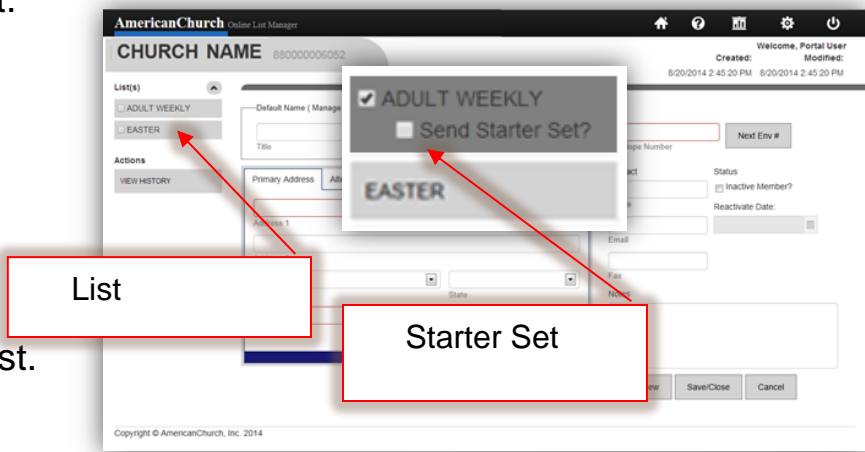
# How to Add a New Member

- Click the **New Member** button. A blank member record will open.



The screenshot shows the 'Add New Member' form in the 'AmericanChurch Online List Manager'. The form is divided into several sections: 'Default Name (Manage Family Names)' with fields for Title, First Name, and Last Name; 'Primary Address' and 'Alternate Address' sections with fields for Address 1, Address 2, City, State, and ZIP/Postal Code; and a 'Contact' section with fields for Envelope Number, Phone, Email, and Fax. There are also checkboxes for 'Inactive Member?' and a 'Reactivate Date' field. At the bottom, there are 'Save/New', 'Save/Close', and 'Cancel' buttons.

- If there are multiple mailing lists, check the box for the appropriate list.
- When Starter Sets are an option on a particular list, the box will appear after selecting the list.



## *Adding a new member continued*

- Fill in all required name and address fields and tab through the fields. The City and State will populate after entering the ZIP.
- If you assign envelope numbers, you will need to enter the number in the Envelope Number box. If you want to use the next available envelope number, you will need to press the **Next Env. #** button.
- Optional fields are available to record the contact phone number, email, fax number and notes.
- When you are completely done adding your member, click the **Save/Close** button. This action will activate **Auto – Correct**, which will validate the address.
- If you have more than one member to add click the **Save/New** button. **Auto – Correct** will be activated to validate the address. The record will be saved and a new record will be opened for the next member

## Auto-Correct

The Auto-Correct feature provides immediate CASS™ validation on addresses as you make entries.

- An address validation message will appear when you add a new member or change an address on an existing record.

### Primary Address has been Standardized

The Primary Address you entered has been Standardized to meet USPS requirements.

Standardized Address:	Submitted Address:
Address 1: 200 NOLL PLZ	Address 1: 200 NOLL PLAZA
Address 2:	Address 2:
City: HUNTINGTON	City: HUNTINGTON
Zip/Postal: 46750 - 4310	Zip/Postal: 46750 -

OK



# Changing/Deleting/Deactivate/Reactivating a Member Record

Use the **Search** or **Advanced Search** to locate the member that you wish to change or delete. Click on the record of the member that you wish to change or delete. This will open the family details screen so a change can be made.

## **Changes-** You may change:

- Any of the name or address fields
- Move or add the member to another list (if there are multiple lists).
- To change an envelope number, it is recommended that you delete the record and add a new record with that envelope number. This disconnects the previous member from the record so it is available for a new member.
- Send a starter set
- Update contact information
- Click **Save/Close** to save the changes.

## **Deletions**

- Click on the **Delete** button
- You will be asked if you are sure you want to delete this record, click Delete or Cancel
- Deletions are immediate and permanent. A new record will need to be created to restore the member information in the event that the record should not have been deleted

## Changing/Deleting/Deactivate/Reactivating a Member Record continued

### Deactivate/Reactivate

- To deactivate, click the **Inactive Member** box under Status. This will stop the member from receiving envelopes but does not delete them
- To set a date for the member to be reactivated, click on the calendar in the **Reactivate Date** field under Status. Select the month/year that the member should resume receiving the envelope mailing.

The screenshot displays the AmericanChurch Online List Manager interface. The main form is titled "CHURCH NAME" with the ID "880000006052". It includes sections for "List(s)" (ADULT WEEKLY, EASTER), "Actions" (VIEW HISTORY), and "Default Name (Manage Family Names)" with fields for Title, First Name, Last Name, and Envelope Number. The "Primary Address" section has fields for Address 1, Address 2, City, State, and ZIP/Postal Code. The "Contact" section has fields for Phone, Email, Fax, and Notes. The "Status" section on the right has a checkbox for "Inactive Member?" and a "Reactivate Date" field. A calendar pop-up is open, showing the month of June 2015, with a hand cursor pointing to the date June 2nd. A red arrow points from a red-bordered box containing the text "Inactive and Reactivate" to the "Inactive Member?" checkbox. The date "Tuesday, September 02, 2014" is displayed at the bottom of the calendar. The footer of the page reads "Copyright © AmericanChurch, Inc. 2014".

# Alternate Addresses

Maintain an alternate address for your members and set begin and end dates for the envelopes to be sent to this address

The screenshot shows the 'AmericanChurch Online List Manager' interface. At the top, it displays 'CHURCH NAME 880000006052' and user information: 'Welcome, Portal User', 'Created: 8/20/2014 2:45:20 PM', and 'Modified: 8/20/2014 2:45:20 PM'. On the left, there are 'List(s)' filters for 'ADULT WEEKLY' and 'EASTER', and an 'Actions' section with a 'VIEW HISTORY' button. The main form area has a 'Default Name (Manage Family Names)' section with fields for Title, First Name, and Last Name. Below this are tabs for 'Primary Address' and 'Alternate Address'. The 'Alternate Address' tab is selected, and a red arrow points to it with a callout box labeled 'Alternate Address'. The form includes fields for Address 1, Address 2, City, State, and ZIP/Postal Code. To the right of the address fields are fields for Envelope Number, Contact, Status, Phone, Reactivate Date, Fax, and Notes. At the bottom right are buttons for 'Save/New', 'Save/Close', and 'Cancel'. The footer indicates 'Copyright © AmericanChurch, Inc. 2014'.

- Click on the Alternate Address tab.
- Fill in all required address fields.
- City and State will populate after filling in the zip.
- Select **Begin Month/Year** and **End Month/Year** for envelopes (optional).
- Click **Save/Close**

This is a close-up of the 'Alternate Address' tab. It shows the 'Address 1' field, a 'Begin Date' field with a calendar icon, and an 'End Date' field with a calendar icon. Below these are the 'Address 2' field, 'City' and 'State' dropdown menus, and the 'ZIP/Postal Code' field. At the bottom, there is a blue button labeled 'Remove Alternate Address'.

# Managing Family Names

This feature allows you to maintain different names for a member record when the record exists on more than one list. Refer to the Manage Family Names document under HELP in the Online List Manager for additional information.

The screenshot shows the 'AmericanChurch Online List Manager' interface. The main header displays 'CHURCH NAME' and a unique ID '880000005052'. On the left, there are tabs for 'List(s)' (ADULT WEEKLY, EASTER) and 'Actions' (VIEW HISTORY, PRINT). The main content area is titled 'The SMITH Family Details'. It features a 'Default Name (Manage Family Names)' field with a red box and an arrow pointing to it, labeled 'Manage Family Names'. Below this are fields for 'MR-MRS', 'JOHN', and 'SMITH'. The 'Primary Address' section includes fields for 'Address 1', 'Address 2', 'City' (HUNTINGTON), 'State' (IN), and 'ZIP/Postal Code' (46750 - 4310). There are also fields for 'Email', 'Fax', and 'Notes'. At the bottom, there are buttons for 'Update', 'Save/Close', 'Cancel', and 'Delete'.

## Contacts and Notes

Maintain the member's phone number, email and fax number. The Notes field is a place where you can record information on the member record.

This screenshot shows the same 'The SMITH Family Details' form, but with a different focus. A red box labeled 'Contact' points to the 'Contact' field, and another red box labeled 'Notes' points to the 'Notes' field. The 'Contact' field is located next to the 'Status' field, which has a dropdown menu. The 'Notes' field is a large text area at the bottom of the form. The 'Status' field has a dropdown menu with 'Inactive Member?' selected. The 'Reactivate Date' field is also visible. The 'Update', 'Save/Close', 'Cancel', and 'Delete' buttons are at the bottom.

# Actions and View History

To access the history of transactions on a record click **View History**. The History screen displays changes in red text, the date of the change and the user that modified the record.

Click **Print** to print a copy of the member record.

The screenshot displays the AmericanChurch Online List Manager interface. The top header shows the church name and ID, user information, and timestamps. The left sidebar contains navigation links and an 'Actions' menu. The main content area shows the details for 'The SMITH Family'. Red callout boxes with arrows point to the 'View History' and 'Print' buttons in the 'Actions' menu.

**View History**

**Print**

**Actions**

- VIEW HISTORY
- PRINT

**The SMITH Family Details**

Default Name (Manage Family Names):

MRS. JOHN SMITH

Title First Name Last Name

Primary Address Alternate Address

200 NOLL PLZ

Address 1

Address 2

HUNTINGTON IN

City State

45700 - 4310

ZIP/Postal Code

Contact Status

Envelope Number Next Env #

Phone

Reactive Member?

Reactivate Date

Email

Fax

Notes

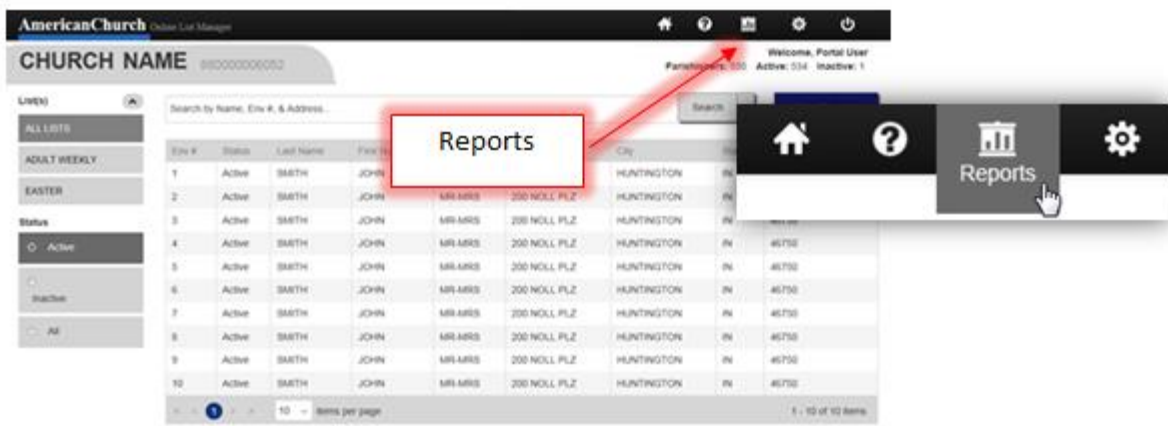
Update Save/Close Cancel Delete

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# How to Print Reports from Online List Manager

To access the Report feature, click on Reports in the tool bar along the top of the Online List Manager. You can select any of the report options below. Each report has additional filter options.

- Member List
- Deleted Family
- Adds & Changes
- Address Corrections
- Labels



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# How to Print a List of Members

- Select **Member List**
- Select the **Status**. This is defaulted to ALL, or select Active or Inactive.
- Select the appropriate **List**. This is defaulted to ALL, or if there are multiple lists you can select a single list or multiple lists.
- Select **Order By**
- Select the **Format**
  - PDF will return a fixed layout document which can be printed
  - Export will return a data only .csv file which can be opened using Excel
- **Click view Report**

The screenshot shows a web interface for generating a Member List report. On the left is a sidebar with navigation links: Member List (highlighted), Deleted Family, Adds & Changes, Address Corrections, and Labels. The main area contains instructions: 'To generate the Member List report select the Status, List, Order By and Format, and then click View Report. PDF Format will return a fixed layout document. Export Format will return a data only .csv file which can be opened using Excel.' Below the instructions are four sections: Status (with radio buttons for All, Active, and Inactive), Select List(s) (with checkboxes for All Lists, ADULT WEEKLY, and EASTER), Order By (with radio buttons for Envelope Number, Last Name, Address, Postal Code, and Status), and Format (with radio buttons for PDF and Export). At the bottom are two buttons: View Report and Reset to Defaults.

**Member List**

Deleted Family

Adds & Changes

Address Corrections

Labels

To generate the Member List report select the Status, List, Order By and Format, and then click View Report.  
PDF Format will return a fixed layout document.  
Export Format will return a data only .csv file which can be opened using Excel.

**Status:**

☒ All ☐ Active ☐ Inactive

**Select List(s):**

☒ All Lists ☐ ADULT WEEKLY ☐ EASTER

**Order By:**

☒ Envelope Number ☐ Last Name ☐ Address ☐ Postal Code ☐ Status

**Format:**

☒ PDF ☐ Export

# How to Print a List of Deleted Families

- Select **Deleted Family**
- Select the appropriate **List**. This is defaulted to ALL. If there are multiple lists you can select a single list or multiple lists.
- Select the **Start Date** and **End Date**
- Select the **Order By**
- Select the **Format**
  - PDF will return a fixed layout document which can be printed
  - Export will return a data only .csv file which can be opened using Excel
- Click View Report

The screenshot shows a web application interface for generating a 'Deleted Family' report. On the left is a sidebar with a menu containing 'Member List', 'Deleted Family' (which is highlighted), 'Adds & Changes', 'Address Corrections', and 'Labels'. The main content area has a header with instructions: 'To generate the Deleted Family report select the Status, List, Start and End Dates, Order By and Format, and then click View Report. PDF Format will return a fixed layout document. Export Format will return a data only .csv file which can be opened using Excel.' Below this are four sections: 'Select List(s):' with radio buttons for 'All Lists' (selected), 'ADULT WEEKLY', and 'EASTER'; 'Start Date:' and 'End Date:' each with a date input field showing '7/1/2014' and '7/31/2014' respectively, and a calendar icon; 'Order By:' with radio buttons for 'Envelope Number' (selected), 'Last Name', 'Address', 'Postal Code', and 'Transaction Date'; and 'Format:' with radio buttons for 'PDF' (selected) and 'Export'. At the bottom of the main area are two buttons: 'View Report' and 'Reset to Defaults'.



# How to Print a List of Adds and Changes

- Select **Adds & Changes**
- Select the appropriate **List**. This is defaulted to ALL. If there are multiple lists you can select a single list or multiple lists.
- Select the **Start Date** and **End Date**
- Select the **Order By**
- Select the **Format**
  - PDF will return a fixed layout document which can be printed
  - Export will return a data only .csv file which can be opened using Excel
- Click View Report

The screenshot shows a web application interface for generating a report. On the left is a sidebar with a list of menu items: 'Member List', 'Deleted Family', 'Adds & Changes' (which is highlighted), 'Address Corrections', and 'Labels'. The main area contains instructions: 'To generate the Adds & Changes report select the Status, List, Start and End Dates, Order By and Format, and then click View Report. PDF Format will return a fixed layout document. Export Format will return a data only .csv file which can be opened using Excel.' Below the instructions are five sections for configuration: 'Status' with radio buttons for 'All' (selected), 'Active', and 'Inactive'; 'Select List(s)' with checkboxes for 'All Lists' (selected), 'ADULT WEEKLY', and 'EASTER'; 'Start Date' and 'End Date' with date pickers set to '7/1/2014' and '7/31/2014' respectively; 'Order By' with radio buttons for 'Envelope Number' (selected), 'Last Name', 'Address', 'Postal Code', 'Status', and 'Transaction Date'; and 'Format' with radio buttons for 'PDF' (selected) and 'Export'. At the bottom are two buttons: 'View Report' and 'Reset to Defaults'.

Member List  
Deleted Family  
**Adds & Changes**  
Address Corrections  
Labels

To generate the Adds & Changes report select the Status, List, Start and End Dates, Order By and Format, and then click View Report.  
PDF Format will return a fixed layout document.  
Export Format will return a data only .csv file which can be opened using Excel.

Status: ☒ All ☐ Active ☐ Inactive  
Select List(s): ☒ All Lists ☐ ADULT WEEKLY ☐ EASTER  
Start Date: 7/1/2014  
End Date: 7/31/2014  
Order By: ☒ Envelope Number ☐ Last Name ☐ Address ☐ Postal Code ☐ Status ☐ Transaction Date  
Format: ☒ PDF ☐ Export

View Report Reset to Defaults

# How to Print a List of Address Corrections

- Select **Address Corrections**
- Select the appropriate **List**. This is defaulted to ALL. If there are multiple lists you can select a single list or multiple lists.
- Select the **Start Date** and **End Date**
- Select the **Order By**
- Select the **Format**
  - PDF will return a fixed layout document which can be printed
  - Export will return a data only .csv file which can be opened using Excel
- Click View Report

The screenshot shows a web application interface for generating an Address Corrections report. On the left is a vertical sidebar with buttons: 'Member List', 'Deleted Family', 'Add & Changes', 'Address Corrections' (which is highlighted), and 'Labels'. The main area contains instructions: 'To generate the Address Corrections report select the List, Start and End Dates, Order By and Format, and then click View Report. PDF Format will return a fixed layout document. Export Format will return a data only .csv file which can be opened using Excel.' Below this are four sections: 'Select List(s):' with radio buttons for 'All Lists' (selected), 'ADULT WEEKLY', and 'EASTER'; 'Start Date:' and 'End Date:' with date pickers set to '7/1/2014' and '7/31/2014' respectively; 'Order By:' with radio buttons for 'Envelope Number' (selected), 'Change Date', and 'List'; and 'Format:' with radio buttons for 'PDF' (selected) and 'Export'. At the bottom are two buttons: 'View Report' and 'Reset to Defaults'.

Member List  
Deleted Family  
Add & Changes  
**Address Corrections**  
Labels

To generate the Address Corrections report select the List, Start and End Dates, Order By and Format, and then click View Report.  
PDF Format will return a fixed layout document.  
Export Format will return a data only .csv file which can be opened using Excel

Select List(s):  
☒ All Lists  
☐ ADULT WEEKLY  
☐ EASTER

Start Date: 7/1/2014  
End Date: 7/31/2014

Order By:  
☒ Envelope Number  
☐ Change Date  
☐ List

Format:  
☒ PDF  
☐ Export

View Report Reset to Defaults

# How to Print Labels

- Select **Labels**
- Select the **Label Type**
- Select the **Status**. This is defaulted to ALL, or select Active or Inactive.
- Select the appropriate **List**. This is defaulted to ALL. If there are multiple lists you can select a single list or multiple lists.
- Hide Envelope Number, is optional
- Select the **Order By**
- The **Format** is preset to PDF for labels
- Click View Report

To generate the Labels report select the Label Type, Status, List, Start and End Dates, Order By and Format, and then click View Report. The Hide Envelope Number box is optional. PDF Format will return a fixed layout document.

<b>Label Type:</b> <input checked="" type="radio"/> Avery 5160 <input type="radio"/> Avery 5161 <input type="radio"/> Avery 5162 <input type="radio"/> Avery 5261 <input type="radio"/> Avery 5262	<b>Status:</b> <input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Inactive	<b>Select List(s):</b> <input checked="" type="radio"/> All Lists <input type="radio"/> ADULT WEEKLY <input type="radio"/> EASTER	<input type="checkbox"/> Hide Envelope Number?	<b>Order By:</b> <input checked="" type="radio"/> Envelope Number <input type="radio"/> Last Name <input type="radio"/> Address <input type="radio"/> Postal Code	<b>Format:</b> <input checked="" type="radio"/> PDF
---	--	--	--	---	--

# PDF Format

Upon clicking View Report, for the PDF format, the print preview will open using Adobe Reader. Depending on your settings in Adobe Reader, you may find the print icon in the upper left side of the window.

If you do not see the print icon in the upper left side, the Adobe Reader tool bar may be hidden when you first open the report. You will need to hover your mouse over the top or bottom center of the screen. A mini tool bar will appear, allowing you to click on the print icon. (See figure A on the next page)

After clicking print, your printer options will appear. The Page Sizing should be set to "Actual" size.

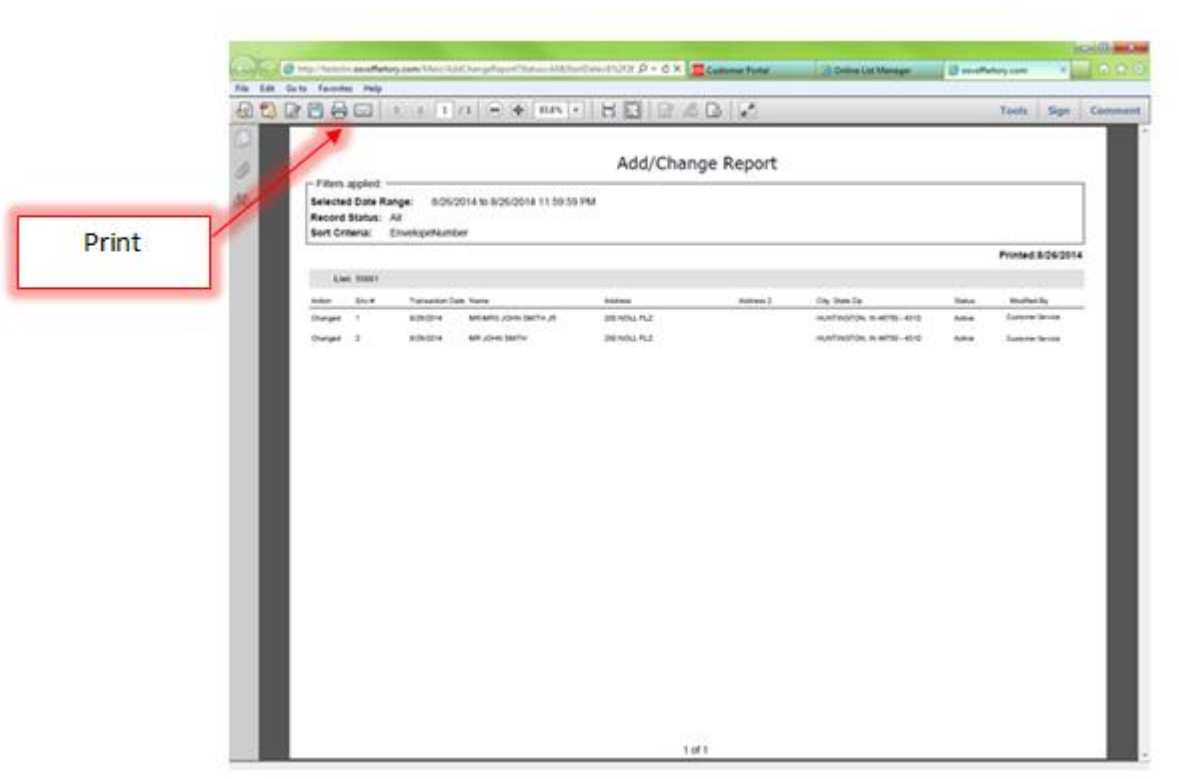


Figure A.

**Add/Change Report**

Filters applied:


**Selected Date Range:** 8/26/2014 to 8/26/2014 11:59:59 PM  
**Record Status:** All  
**Sort Criteria:** EnvelopeNumber

Printed: 8/26/2014

List: 55661

Action	Env #	Transaction Date	Name	Address	Address 2	City, State Zip	Status	Modified By
Changed	1	8/26/2014	MR & MRS JOHN SMITH JR	200 NOLL PLZ		HUNTINGTON, IN 46750 - 4310	Active	Customer Service
Changed	2	8/26/2014	MR JOHN SMITH	200 NOLL PLZ		HUNTINGTON, IN 46750 - 4310	Active	Customer Service

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