

# Creating Mailing Labels

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To create mailing labels, go to Reports > Misc

The screenshot shows the top navigation bar with a search field and the text 'Business Level - DCW - Transactional'. Below the navigation bar, there are several menu items: Home, Family, Payments, Attendance, Lessons, Meals, Connect, Approvals, Reports, Staff, and Setup. The 'Reports' menu is expanded, showing options: Program, Payment, Child, Misc (highlighted), Batch Job Audit, and Custom. In the background, a 'Classroom List' table is visible with columns for Center, M, and T. The table contains two rows for 'DCW Transactional- Center 1' with values 10 and 8 in the M and T columns respectively.


Then select Student/Child Directory-















The screenshot shows the 'Reports > Miscellaneous' page. It is divided into two main sections: 'Operational Reports' and 'Executive Reports'. Under 'Operational Reports', there are links for 'Auto Payment' and 'Staff CPR Alerts'. Under 'Executive Reports', there are links for 'Student/Child Directory' (highlighted with a mouse cursor), 'Create Custom Reports', and 'Batch Job Audit'. The 'Student/Child Directory' link has a tooltip that reads: 'You can export the child and family information into Excel or you can print mailing labels. You can view all of the students at once or view them by room/program'.

Enter search criteria, then press Create Report.

The screenshot shows the 'Search Filter' dialog box for the 'Student/Child Directory' report. It contains several filter fields: Center (dropdown), Semester (dropdown), Category (dropdown), Room (dropdown), Birthday (dropdown), As of Date (date field), Email Opt Out (dropdown), View (dropdown set to 'Child'), Sort By (dropdown set to 'Child Name'), and Child Status Active (dropdown set to 'Yes'). There is also a 'Show All' checkbox. A green 'Create Report' button is located at the bottom right of the dialog box.

Select the Mail- 8160 or Mail- 8167 option.

Results 

 View as PDF	 View as PDF Version 2  (Excel)	 View Allergy Report  (Excel)
 View Parent PDF Version	 Mail - 8160	 Mail - 8167
 View Excel	 View Email Version 2	 View Registration Questions as PDF
 Child List	 Child List	 Combined Mail - 5160

Directory List - child