



Church Census System Label Menu

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Raiche Consultants Church Census System Owner's Manual

Labels Menu

Overview

The Census program contains a wide variety of labels to help you keep in touch with your parish's members. They are grouped into categories that will make it easier to locate.

The Labels may be printed on either a Laser printer or Ink Jet printer using **Avery 5160** labels unless otherwise specified. The usual format is three across and 30 down. There is also a section for dot matrix labels if you need to use them.

As with all reports, the labels will appear on the screen for your review. There is a button on the top to start printing or close the window.



Because nearly all the labels are identical when displayed on screen, this manual will only show samples of those labels that are of a special design.

The focus of this manual will be a complete description of each label utility.

NOTE: the Religious Education section contains an extensive selection of labels for use within the Religious Education ministry. For the complete description of these labels **See Religious Education Menu**. You can access the Religious Education labels from both the Religious Education module, and from this Label module.

The Label utility uses the Family Number (envelope number) as a control for creating all the reports. You should be familiar with the setup and operation of the envelope numbering system used by the Census Program, how it separates various categories of members into groups. Some of the descriptions used here refer to these groups by name for clarity. For a complete description, **see Overview Census Menu**.

ERROR CONDITION:





Should you see this type of error on a viewed page, this indicates that the information you requested is missing - no data. As you will see in the descriptions below, some of the labels require user input. If this is incomplete or a step is omitted, this could be your result. Simply close the report and redo the steps. Contact Raiche Consultants if this is a persistent problem.



Opening the Labels Menu

From the Main Menu, select Labels:

The following window appears:





Title Page

When you open the tab page, this page will always be first. The Tabs across the top are the categories used to group the labels into a useful arrangement.

TAB: Laser

Select the Laser tab and this page will appear displaying the options available to you for laser/ink jet labels. This general list is most commonly used in everyday applications.

🖽 Labels				
			Labels	
Title Page Laser R.E. Se	lected Misc	Dot Matrix		
5160 Laser La	abels			
Aloha	Prints in alpha that the Inact	betical order a ive - Mail End r	III families with an envelope number less number on the parish screen.	
Alpha w/Secondary	Prints in alpha Mail End numb	betical order a er on the pari:	Il families with an envelope number less that the Inactive - sh screen, this includes the secondary name field.	
Family w/number	Prints in alpha Deaceased/M	betical order a oved start] nu	il families with an envelope number less that the mber on the parish screen, this includesFamily Number.	
Alpha w/secondary zip	Prints in Zip th Inactive - Mail and a report s	en alphabetica End number o howing the to	al order all families with an envelope number less that the In the parish screen, this includes the secondary name field. tal labels in each zip code.	
Zip Order	Prints in Zip th Inactive - Mail labels in each	en alphabetica End number o zip code,	al order all families with an envelope number less that the in the parish screen, this includes a report showing the total	
Numeric Order/Zip	This brings up alphabetical o Inactive - Mail	a screen so th rder OR numer End number o	nat you can slect a family number range to Print in Zip/ ric order - all families with an envelope number less that the In the parish screen.	
Family with no members	Prints all famili a census form	es that have r to these famil	no member records, this allows you to mail ies to get the member information	
Primary Record	Prints in alpha screen, AND h address and c	betical order a have the "Prima nly 1 label is d	ill families with an envelope number less that the Inactive - Mail End number on the pa ary Record" check box checked. This is meant when there are multiple members at on esired.	rish e

Ver. 2012

Alpha

Prints in alphabetical order all families with an envelope number less than the Inactive-Mail end number on the Family Membership Record screen.

Alpha with Secondary



Ver. 2012 (w/secondary)

Prints in alphabetical order all families with an envelope number less than the Inactive-Mail end number on the Family Membership Record screen. This includes the Secondary Name field.

Family with Number



Ver. 2012 (w/number)

Prints in alphabetical order all families with an envelope number less than the Deceased/ Moved start number on the Family Membership Record screen including the Family (envelope) Number.

Alpha with Secondary Zip

Prints in Zip Code order, then in alphabetical within the zip order all families with an envelope number less than the Inactive-Mail end number on the Family Membership Record screen. This includes the Secondary Name field, and a report showing the total labels in each zip code. Report is shown below.

Totals	Totals By Zip Code				
Zip		1			
Zip	01111	1			
Zip	01195	1			
Zip	03313	6			
Zip	11025	48			
Zip	22022	27			
To	tal Labels 84.00				

Ver. 2012	(summary	report)
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This report may be required by the USPS when using a bulk mail option. Contact the USPS for details.

Zip Order

Prints in Zip Code order, then in alphabetical within the zip order all families with an envelope number less than the Inactive-Mail end number on the Family Membership Record screen. This includes a report showing the total labels in each zip code.

Numeric Order/Zip

Selecting this option opens the following screen:

🗉 Numeric Labels	_ 🗆 🗙
Print Numeric Labels	
Start: End: End: End:	₽

Ver. 2012 (numerical order)

Select the range of Family Numbers you wish to use, all families with an envelope number less than the Inactive-Mail end number on the Family Membership Record screen.

You then have the option to sort the labels by the Family Number **OR** by Zip Code. Choosing Zip Code will print the Zip code summary report automatically.

Family with No Members

There may be times when you have only a family's name and address, but no member data. This option will generate labels to allow you to contact these families in an effort to obtain more information from them. If some of the address information is missing, only that data you have will show.

Primary Record



Primary record is an indicator located on the **Family Membership Page**. This is used to designate the main family at a particular address. For example, some families prefer to have individual envelopes, one for the husband and one for the wife, and any adult children living at the same address. When a mailing goes out, it may not be necessary to flood the house with multiple copies of letters, newsletters, etc.

The **Primary Record** allows you to choose whose name goes on the mailing label for that household.

When a new family record is created, it is automatically designated as Primary Record (see figure above). You can then de-select this checkbox manually at any time.

Primary Record	Prints in alphabetical order all families with an envelope number less that the Inactive - Mail End number on the parish screen, AND have the "Primary Record" check box checked. This is meant when there are multiple members at one address and only 1 label is desired.
	N

Ver. 2012

As the description states, clicking this button creates a label for **ONLY THOSE** who have **Primary Record** checked and whose family number is within the allowed range.

Religious Education

E Labels					
Labels					
Title Page Laser R.E. Selected Misc Dot Matrix					
Alpha w/Secondary Last Name, Alphabetical, with secondary name included	R.E. Labels by Grade	Selection screen allowing you to choose which grade, and which type of labels to best suit your need.			
Home class: Students Labels to students who are attending home classes	Home class: Parents	Labels to parents of students who are attending home classes			
All students Labels to all students, all classes	R.E. Parent of (child)	For all CCD students: Labels addressed "To the Parent/guardian of (child's name)"			
Catechists Mailing labels for all catechists	Teacher's Aides	Mailing labels for all catechist/teacher's aides			
Catholic School Families Mailing labels for all families with children in Catholic school.	Second Address	Labels for additional person living at a different address			
One Per Family Children in CCD 1 per family	Name Tags: catechists	Name badges for catechists using label #5395			
Book Labels Labels for Student's textbooks					
Book Labels by Grade Labels for Student's textbooks will prompt for grade					

Ver. 2012 (see Rel. Ed.)

See Religious Education Menu – Labels for a full description of this page.

This page is also accessible from **the Religious Education Tab Page**. It is included here for your convenience.

TAB: Selected

These utilities give you the ability to create and utilize special condition label sets.

The Family Membership Record page (Update/View) has three checkboxes in the lower right hand corner to allow you to select a family for special purposes (see below). Portions of this section will refer to these checkboxes.

Label Select	
Primary Record	
Ver. 2012	

Clicking **Select** opens this page:

🖼 Labels	. 🗆 🔀
Labels	
Title Page Laser R.E. Selected Misc Dot Matrix	
These Labels use the "Selected Label" checkbox on the Family Screen	
Manage Special Lists This allows creating lists that can be saved to check multiple families in one step instead of going to each family screen	
Clear Selected This will clear all selected family checkboxes- Caution there is no warning, all boxes immediately cleared when you click this button	
Print Selected This will print all families with the "Label Select" Checked	
Print De-Selected This will print all families with the "Label Select" NOT Checked	
Selected Members This will open a form that allows you to select and print individual members instead of families.	
Export Selected This will Export all families with the "Label Select" Checked to Excel - c:\census\SelectedFamilies.xls	
Export Unselected This will Export all families with the "Label Select" NOT Checked to Excel - c:\census\UnSelectedFamilies.xls	

Ver. 2012 (selected)

Manage Special Lists

These special lists are user-created and have unlimited application. When first opened, there are no existing lists. Once you create each list, it is stored for future use until you delete it.

When you click Manage Special Lists, this window will appear:

🖽 Manage Special Lists			
	Selected Li	ists	
Existing:	~	New:	
Edit Existing]		Create New
Replace Selection: This option them with the currently selecte	will remove all curi ed existing Isit.	rent family :	selections and replace
(Replace Selectio	ns	
	Close Form]	
	Ver. 2012		

Two options are available to you:

Create a New List or use an Existing one. When you **Create a New List**, it is then stored in the **Existing** drop-down list.

Create a New List

To create a new list, type in the name you want (for example- "snow removal") in the **New** field and click **Create New**. The alphabetical listing of all the families in the parish opens and you can select each one you need. Each time you select a name, an empty blank list will appear below. Continue choosing all the families you need. Once you close the window ("close form" button), the list is saved for future use. You can update this list at any time.

New: Snow removal					
Create New	💷 frm spec	ial list - new		_ 🗆 🔀	
rent family selections and repla	Family		Special List:		
			Snow removal		
	Adams Adams Addition Alden August Badd Baker Baker	James David Josephine Wayne Donald Harold William Kenneth			
en a form that allows you to s					
Ver. 2012					

This view below shows a list selected for *Snow Removal* in the parish.

Snow Removal		frm special list - new		<u> X</u>
celections and repla		Family	Special List:	<u> </u>
selections and repla		Shepard	Snow Removal	
	Π	Reamus	💌 🛛 Snow Removal	
		Daniels	💌 🛛 Snow Removal	
	I	House	💌 🛛 Snow Removal	
	*		Snow Removal	
		Ver 2012		

Click the **Close Form** button at the bottom of this window when you are finished. **NOTE:** You must also click **Close Form** on the Manage Special Lists *then reopen it again* to use a newly created list.

To Print Labels from Existing Lists

🖃 Manage Special Lists 📃 🗖 🔊				
Selected Lists				
Existing: Cookie Club Organ renov. Ramp project Replace Select Snow Removal them with the currently selected existing lsit. Replace Selections Create New current family selections and replace Replace Selections Close Form				
Von 2012				

Ver. 2012

Click the drop down arrow on the Existing drop-down list and select your choice ("Snow Removal"). Press **Replace Selections** to activate the list. Close the form.

From the menu page, click **Print Selected** (see below):

Title Page Laser R.E.	Selected Misc Dot Matrix				
These Labels use the "Selected Label" checkbox on the Family Screen					
Manage Special Lists	This allows creating lists that can be saved to check multiple families in one step instead of going to each family screen				
Clear Selected	This will clear all selected family checkboxes- Caution there is no warning, all boxes immediately cleared when you click this button				
Print Selected	This will print all families with the "Label Select" Checked				

Ver. 2012

.... and the names you selected will appear on the label report.

Selected Families - alpha - 5160	labels	
Mr. & Mrs. James Daniels 19 Pine St. Your Town, MA 22022	Mr & Mrs Joseph House 18 Maple Lare Your Town, MA 22022	▲ Mr & Mrs David M Reams 15 Neverending Rd. MyTown, MA 11025
Mr. & Mrs. Stephen M Shepard 183 Alex Ave. MyTown, MA 11025		

Ver. 2012

Click the Printer icon located at the top of the page to print the labels. To close the page click **Close**.







Print De-Selected

This option allows you to print labels for those families NOT selected by the Special Lists function. One application is for recruiting new participants for the selected category.

Title Page Laser R.E.	Selected Misc Dot Matrix				
These Labels use the "Selected Label" checkbox on the Family Screen					
Manage Special Lists	This allows creating lists that can be saved to check multiple families in one step instead of going to each family screen				
Clear Selected	This will clear all selected family checkboxes- Caution there is no warning, all boxes immediately cleared when you click this button				
Print Selected	This will print all families with the "Label Select" Checked				
Print De-Selected	This will print all families with the "Label Select" NOT Checked				

Ver. 2012

Edit Existing Lists

🔳 Manage Special Lists 📃 🗆 🔀
Selected Lists
Existing: Snow Removal New: Edit Existing Create New Replace Selection: This option will remove all current family selections and replace them with the currently selected existing lsit.
Close Form
Ver. 2012

Select a list from the drop-down list and click on Edit Existing.

=	Special list - Existing		
	Family	Special List:	<u>^</u>
\mathbf{O}	Shepard	💌 🛛 Snow Removal	
	Reamus	💌 🛛 Snow Removal	
	Daniels	💌 🛛 Snow Removal	
	House	💌 🛛 Snow Removal	Ē
*		💌 🛛 Snow Removal	
	•		
		Close Form	~
Re	cord: 🔣 🔳	1 🕨 🕨 🌬 of 4	
	V	/er. 2012	

If you wish to delete a name, you can either replace it with another name, or click in the name box. A black triangle will appear next to the name (see above). Press the Delete key on your keyboard and the name is removed.

You can add names in the usual way.

Click Close Form when you are finished. The updated list is now saved.

Clear Selected

Manage Special Lists	This allows creating lists that can be saved to check multiple families in one step instead of going to each family screen
Clear Selected	This will clear all selected family checkboxes- Caution there is no warning, all boxes immediately cleared when you click this button
Print Selected	This will print all families with the "Label Select" Checked

Ver. 2012

This will clear ALL selected family checkboxes.

CAUTION: There is NO warning and NO redo. Once you click this button, all boxes are cleared immediately.

If you are beginning a new project, this is a good way to start fresh. If you just completed a project and you are ready to print, you must begin again.

Selected Members

This utility allows you to select members, not families, for contact. These selections are not permanent and cannot be saved here.

😑 Labels Selected Labels	
Print Labels for Selected Members	
Clear Selected Members	
Enter members	
Print Labels	

Ver. 2012

Clear Selected Members: clears all entries for a clean start. There is no warning, and no redo.

Enter Members: Opens a window to allow you to select any MEMBER in the parish.

Clear Selected Members				step instead of going to) eac
Enter members	== :	Selected me	mbers for labe	els _ 🗆 💽	
Print Labels		Mer	nber		~
		Copper		~	
I		Monitor		~	
	\mathbf{P}			~	
		Adams	Sam	^	
vill open a form that allows yo		Adams	James		
		Adams	James		
		Adams	Katie		
will Export all families with the		Adams	Kristen		
		Adams	Michael		
will Export all families with the		Adams	Nancy		
		Addition	Josephine	×	

Once you have completed your selections, click the Close Form button on the bottom of the page.

All of your selections remain active even if you close the program. They remain until you press **Clear Selected Members**.

This utility is independent and is not affected by the Manage Special Lists feature.

Print Labels: prints labels for all the members you selected in this session.

Export Selected

Export Unselected

Export Selected	This will Export all families with the "Label Select" Checked to Excel - c:\census\SelectedFamilies.xls
	This will Export all families with the "Label Select" NOT Checked to Excel - c:\census\UnSelectedFamilies.xls

Ver. 2012

These two utilities work in conjunction with the **Manage Special Lists** and/or any family you manually select on the Family Membership Page using the Label Select checkbox.



Sometimes the Diocese will request this information. The format used for these exports is in line with diocesan requirements.

Selected:

Press **Export Selected** and **ALL SELECTED** families go to your hard drive in an Excel spreadsheet format.

 Export Selected
 This will Export all families with the "Label Select" Checked to Excel - c:\census\SelectedFamilies.xls

 Export Unselected
 Selected Families

 File Created c:\census\SelectedFamilies.xls

 OK





Unselected:

There may be a situation where you want to contact those families who were not selected for whatever reason.

Press **Export Unselected** and **ALL UNSELECTED** families go to your hard drive in an Excel spreadsheet format.

You will see this message showing the path and filename:



TAB: Misc.

🖼 Labels	_ 🗆 🗙				
Labels					
Title Page Laser R.E. Selected Misc Dot Matrix					
Proper Aloha This will print labels for all families using "proper" case - Each Name with Capital first letter and lower case for the rest. Handy if you entered names in all capital letters.					
Proper Zip This will print labels for all families in Zip Code order using "proper" case - Each Name with Capital first letter and lower case for the rest. Handy if you entered names in all capital letters.					
Bar Code - 5161 This will print labels for all families and include a bar code, this will print on larger 2-across labels. Check with Post office for placement restrictions.					
1 Per Address-Alpha This will print 1 label for each unique address, useful if many household members have their own envelopes. The family record with the lowest envelope number is the one that will print.					
1 per Address-Zip This will print in Zip code order 1 label for each unique address, useful if many household members have their own envelopes. The family record with the lowest envelope number is the one that will print.					
Temporary Address This will print a label for each family that has the Temporary addressed activated.					

Proper Alpha

This will print labels alphabetically for all families using "proper" case – each name with capital letter first, and lower case for the rest. This is handy if you entered names in all capital letters. However, this will NOT handle names with mixed cases (such as McAndrews and MacArthur) correctly.

Proper Zip

This will print labels sorted by Zip Code for all families using "proper" case – each name with capital letter first, and lower case for the rest. This is handy if you entered names in all capital letters. However, this will NOT handle names with mixed cases (such as McAndrews and MacArthur) correctly.

Bar Code – 5161

III....II..II..II.II.II Mr & Mrs David Adams 100 Main St Your Town, MA 01111

I...I.J. Josephine Addition 582 Cranberry Ln. Apt. 5J Mytown, MA 11025

հ. հ. հ. հ. Ս հ. . . . հ. հ. հ. հ. հ. Ս

Mr. & Mrs. James Adams 8 Church St. PO Box 1 Your Town, MA 22022

I.I.I.I.III....I.I.I.II Mr. & Mrs. Wayne Alden 93 Gail St. Your Town, MA 22022

Ver. 2012

This will print labels for all families and include a bar code. This will print on larger 2across labels (Avery 5161 or equiv.) Check with Post Office for placement restrictions. This is usually used in bulk mail applications. Other applications may apply.

The bar code font is included on the installation CD. If it does not appear, re-install or contact Raiche Consultants for more information.

1 per address – Alpha

This will print one label for each unique address sorted alphabetically. Useful if many household members have their own envelopes. The family record with the lowest envelope number is the one that will print.

1 per address - Zip

This will print one label for each unique address sorted by zip code. Useful if many household members have their own envelopes. The family record with the lowest envelope number is the one that will print. This function will produce a zip code report.

Temporary address

Temporary Address is a feature that allows you to contact parishioners either who are away at college or who vacation during the winter or summer. Anyone who is out of the parish for an extended period can leave you a temporary address. Although they will not receive envelopes, they can still receive newsletters or other important communications while they are away.

The Temporary	Address entr	y fields are	located on	the Member page.
----------------------	--------------	--------------	------------	------------------

Members		SAC	CRAN	IENT	
Member Infor	mation				
	F Paul	F irst Na a	me	MI R	
Relationship:	W		~	Registered: Y	
Maiden name:	Ginger			M/F: F	
Religion:	С		~		
Date of Birth:	6 /24/	/1937	72		
City Of Birth:	Х				
Temporary Address					
Print Label:					
Address Stree	t: 14 Bayp	ath Lane			
City-State-Zip:	West Bro	ook, PA	44090		

Ver. 2012

Open the Family record. Click the member's name. On the first screen, below their name is the Temporary Address area. Enter in the new information. To use the feature, the Print Label checkbox **MUST** be checked.

Temporary Address	This will print a label for each family that has the Temporary addressed activated.
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Ver. 2012

Click Temporary Address to produce the labels.

Katie Adams 575 College Ave. So. Hadley, MA 00556

Г

Paula Badd 14 Baypath Lane West Brook, PA 44090

Ver. 2012

TAB: Dot Matrix

E Labels				
Labels				
Title Page Laser R.E. Selected Misc Dot Matrix				
Align Labels This will print 3 sample labels Avery 4249 on a dot matrix printer				
Alpha Labels 4249) This will print labels (Avery 4249) on a dot matrix printer				

Ver. 2012

In some cases, dot matrix printers may still be in use. The Census Program will support only standard address labels for general use. Avery 4249 labels are used for this function.

Align Labels

This function prints 3 test labels to allow you to adjust the printer for centrality of the data on the label.

Alpha Labels 4249

This function will print the full parish membership alphabetically on 1-wide pin-fed dot matrix labels as shown below.



Ver. 2012

This completes the chapter on the Label Menu. Please contact Raiche Consultants if you have any questions or concerns.