Church Census System

Label Menu

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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.
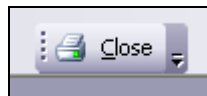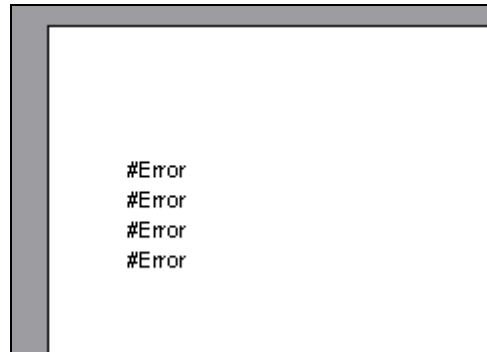

Ver. 2012

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:

Ver. 2012

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.
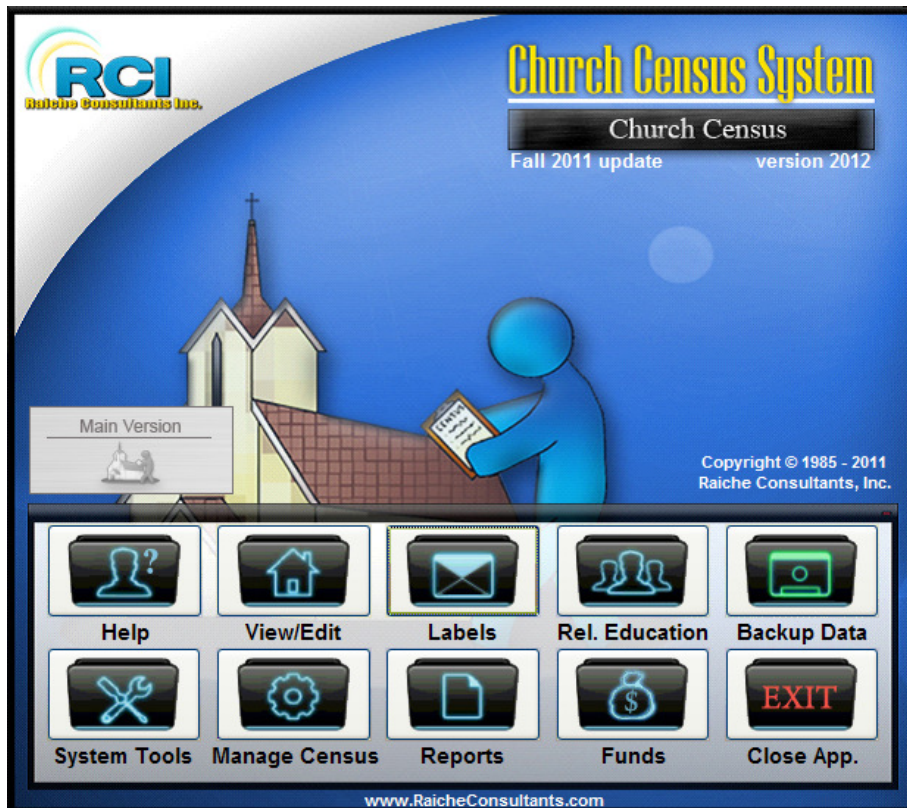
Ver. 2012

Opening the Labels Menu

From the Main Menu, select Labels:

The following window appears:

Ver. 2012

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.
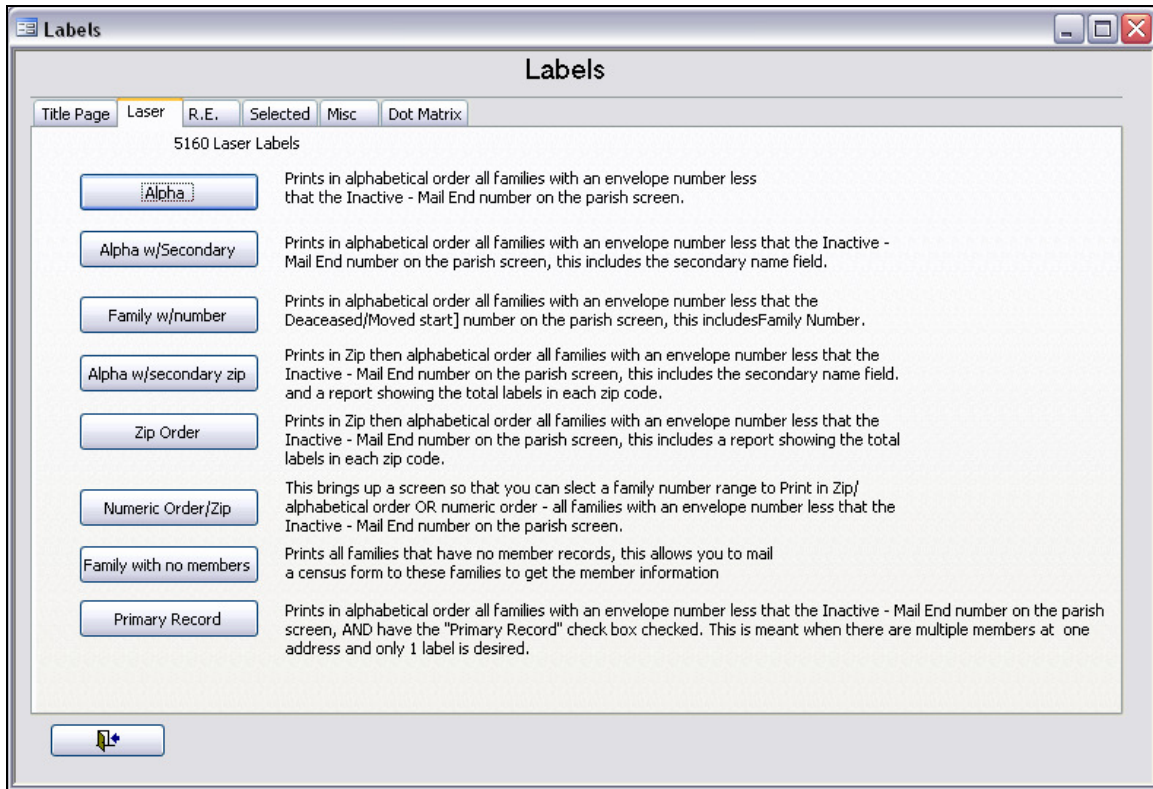
Ver. 2012

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

	#1172		#1171		#3005
Mr & Mrs David Adams 100 Main St Your Town, MA 01111		Mr. & Mrs. James Adams 8 Church St. P O Box 1 Your Town, MA 22022		Mrs. Josephine Addition 582 Cranberry Ln. Apt. 5J MyTown, MA 11025	

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 By Zip Code

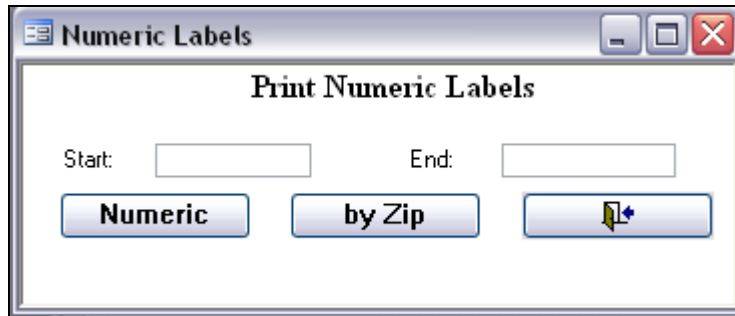| Zip		1
Zip	01111	1
Zip	01195	1
Zip	03313	6
Zip	11025	48
Zip	22022	27
Total Labels	84.00	

Ver. 2012 (summary report)

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:

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.
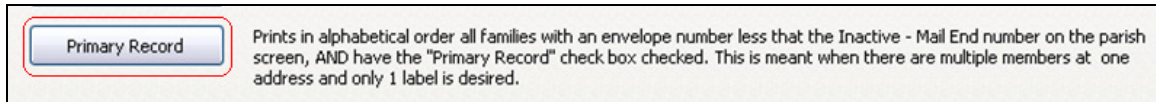
Primary Record

Ver. 2012

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.

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.

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
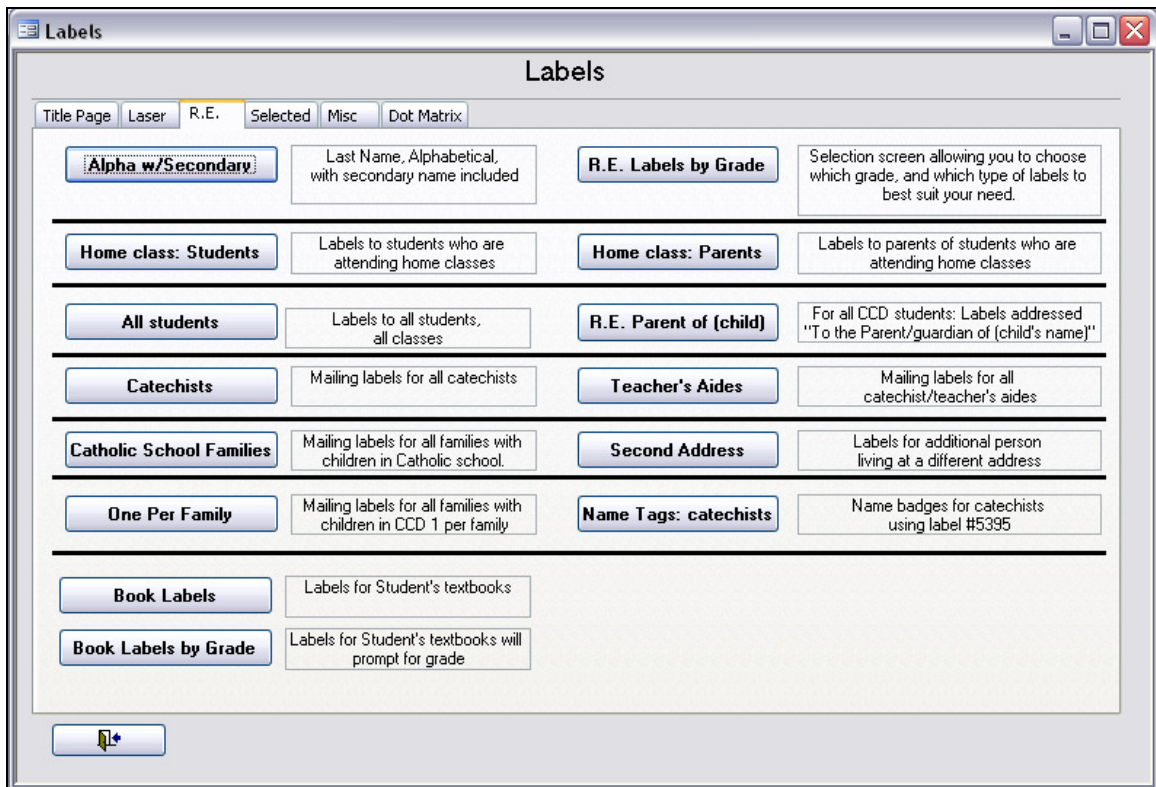
Ver. 2012 (see Rel. Ed.)

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.
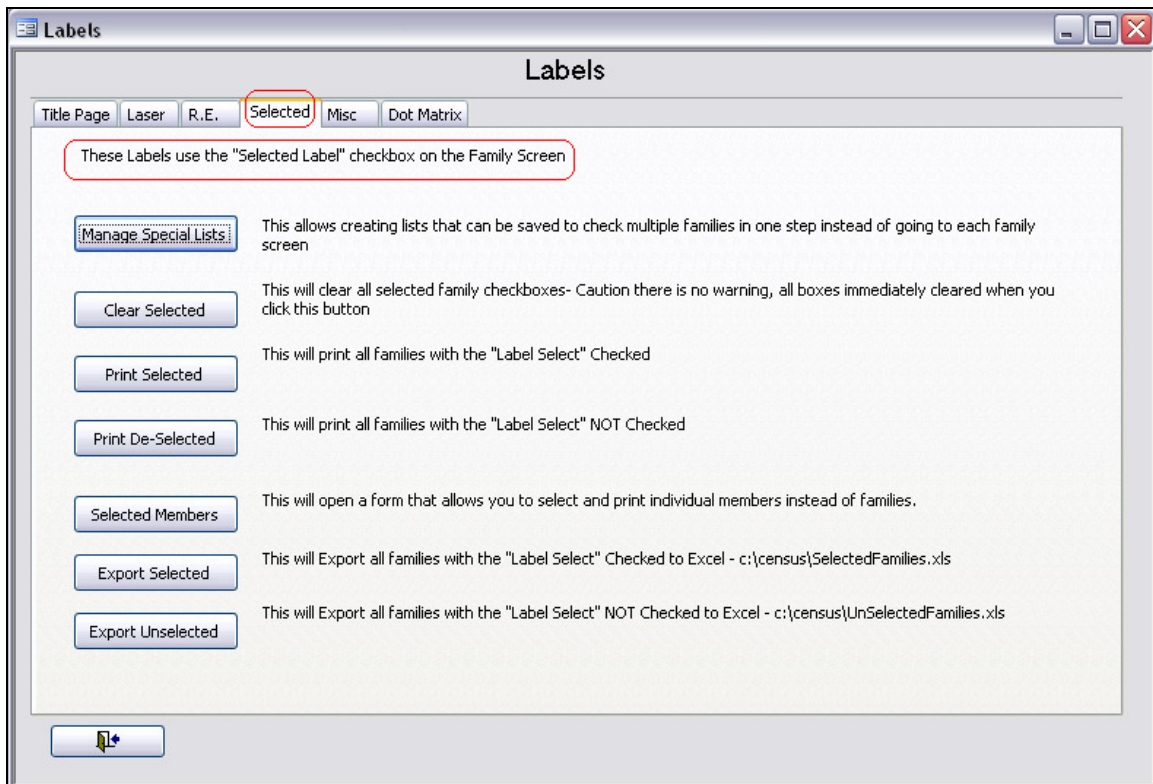
TAB: Selected

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.

Ver. 2012

Clicking **Select** opens this page:

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:

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.
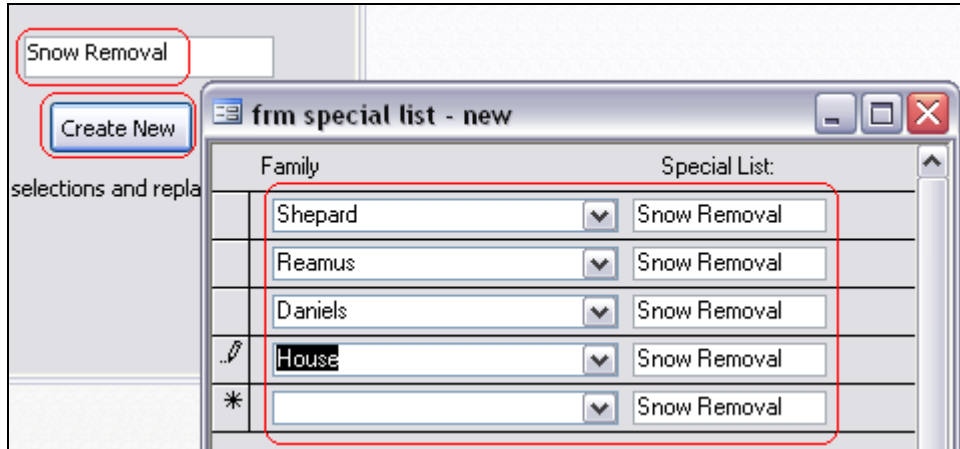
Create a New List

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.
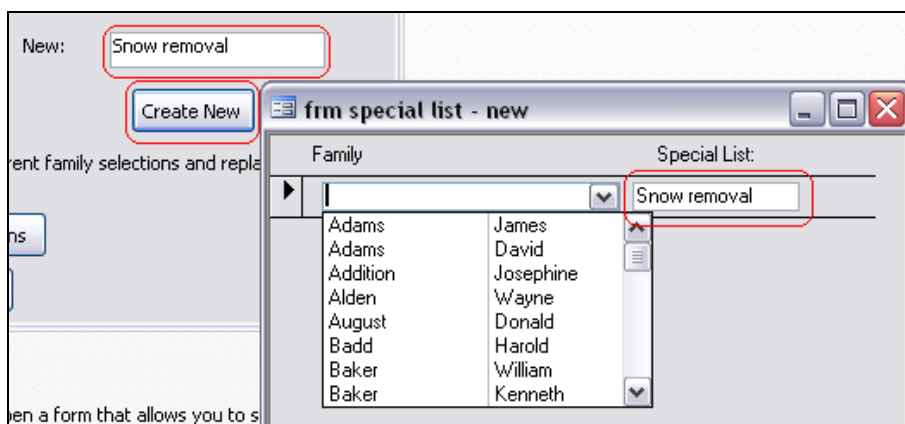
Ver. 2012

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

Ver. 2012

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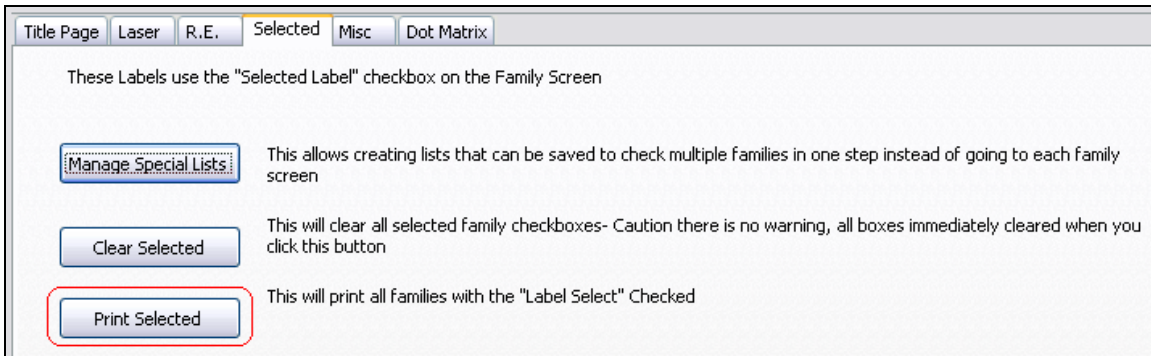**NOTE:** You must also click **Close Form** on the Manage Special Lists *then reopen it again* to use a newly created list.
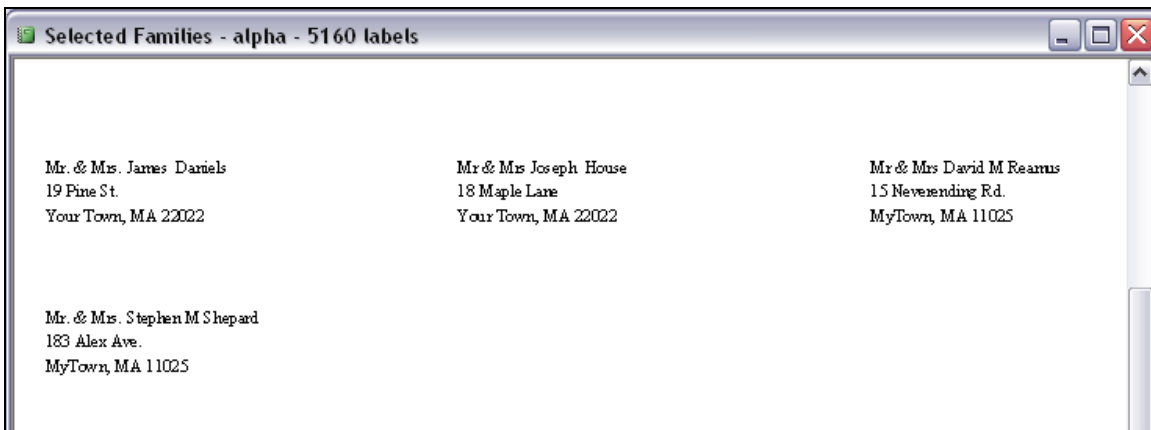

To Print Labels from Existing Lists
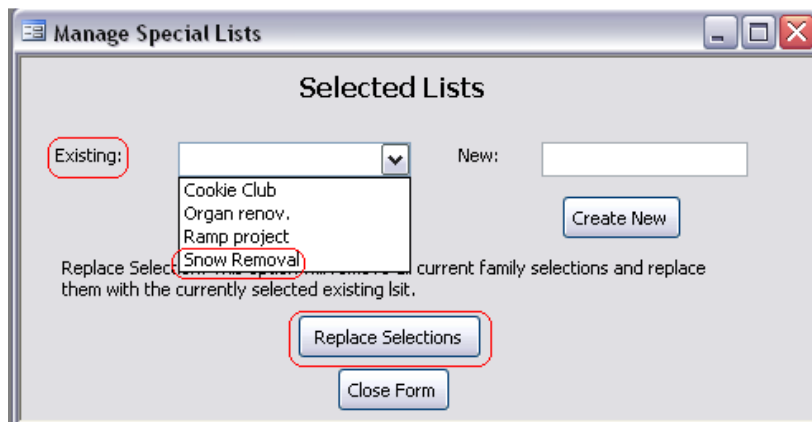
Ver. 2012

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):

Ver. 2012

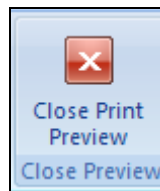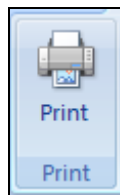. . . . and the names you selected will appear on the label report.

Ver. 2012

Click the Printer icon located at the top of the page to print the labels.
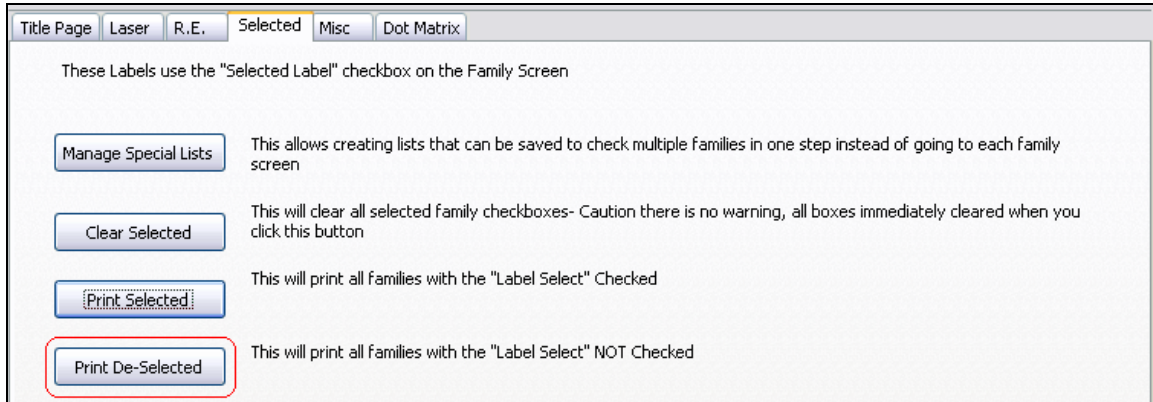To close the page click **Close**.
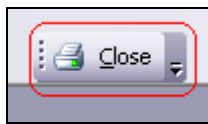
Ver. 2012

Icons from Windows 7
Ver. 2012:

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.
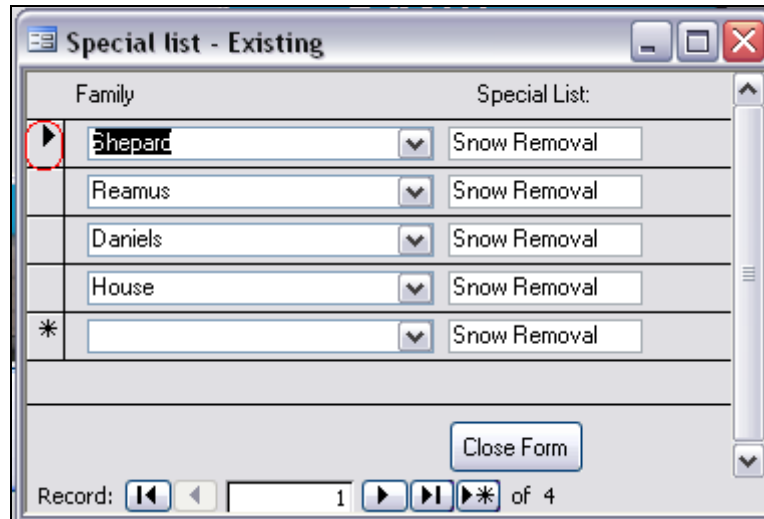

Ver. 2012

Edit Existing Lists

Ver. 2012

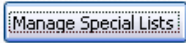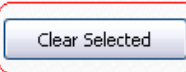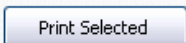Select a list from the drop-down list and click on Edit Existing.

Ver. 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

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.
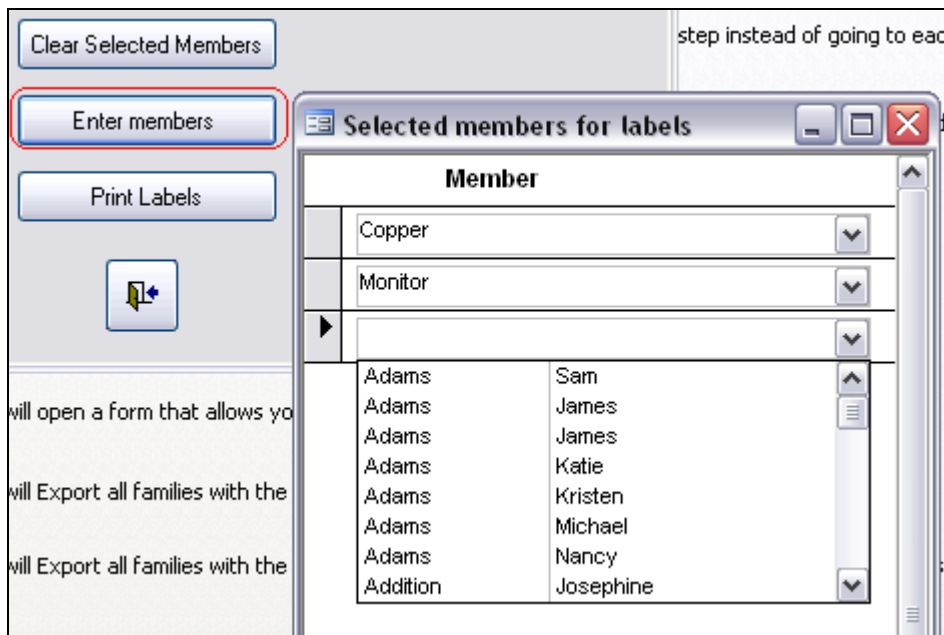
Selected Members

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


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.

Ver. 2012

Once you have completed your selections, click the Close Form button on the bottom of the page.
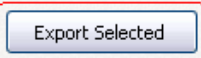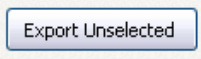
> All of your selections remain active even if you close the program.
> They remain until you press **Clear Selected Members**.
>
> This utility is independent and is not affected by the **Manage Special Lists** feature.

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
Export Unselected	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.

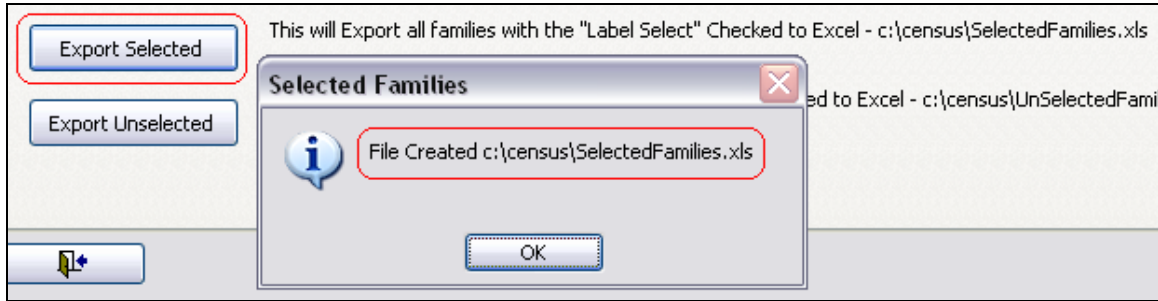
Label Select	☐
Primary Record	☑

Ver. 2012

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.

You will see this message showing the path and filename:

Ver. 2012

Unselected:

There may be a situation where you want to contact those families who were not selected for whatever reason.
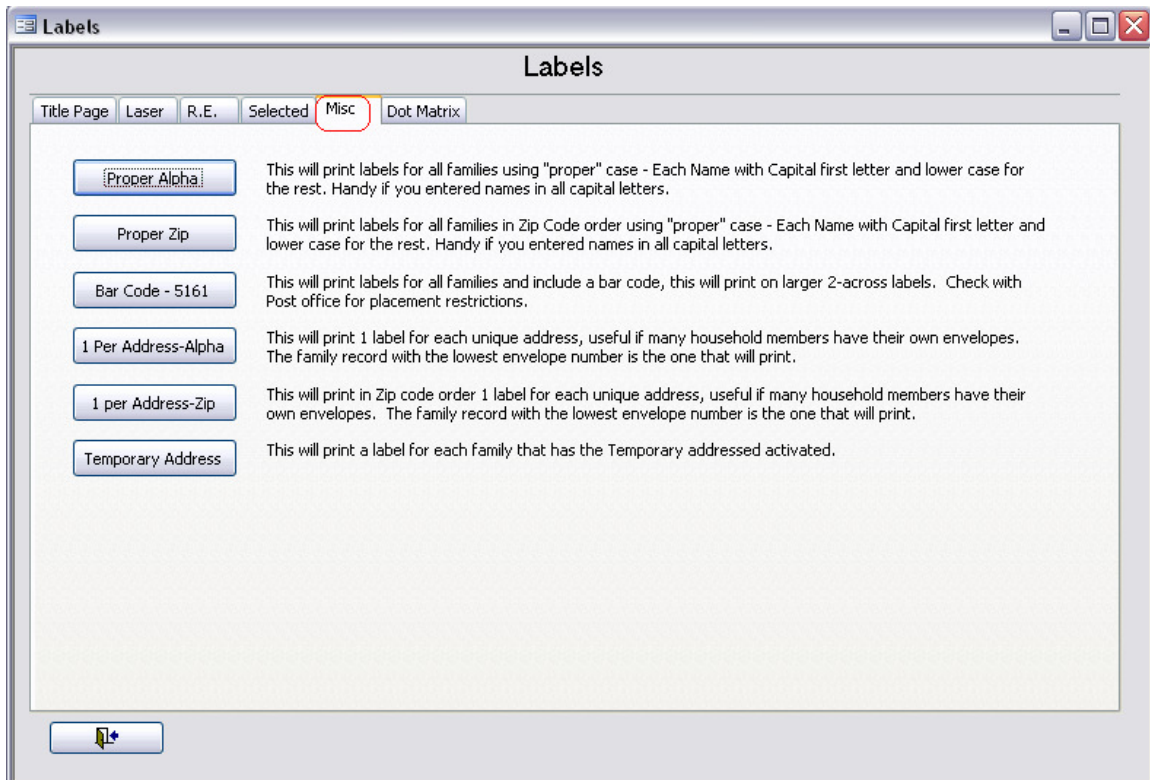
Press **Export Unselected** and **ALL UNSELECTED** families go to your hard drive in an Excel spreadsheet format.

You will see this message showing the path and filename:

Ver. 2012

TAB: Misc.

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

```
||l..…l|..l|..l||.|l||.l
Mr & Mrs David Adams
100 Main St
Your Town, MA 01111

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

l..l|.l|ll..…l.l.l.l.…ll
Mrs. Josephine Addition
582 Cranberry Ln.
Apt. 5J
Mytown, MA 11025

l.l.l.l.lll.…l.l.l.l.l.l|
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 2-across 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** entry fields are located on the Member page.

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.

Ver. 2012

Click Temporary Address to produce the labels.

Ver. 2012
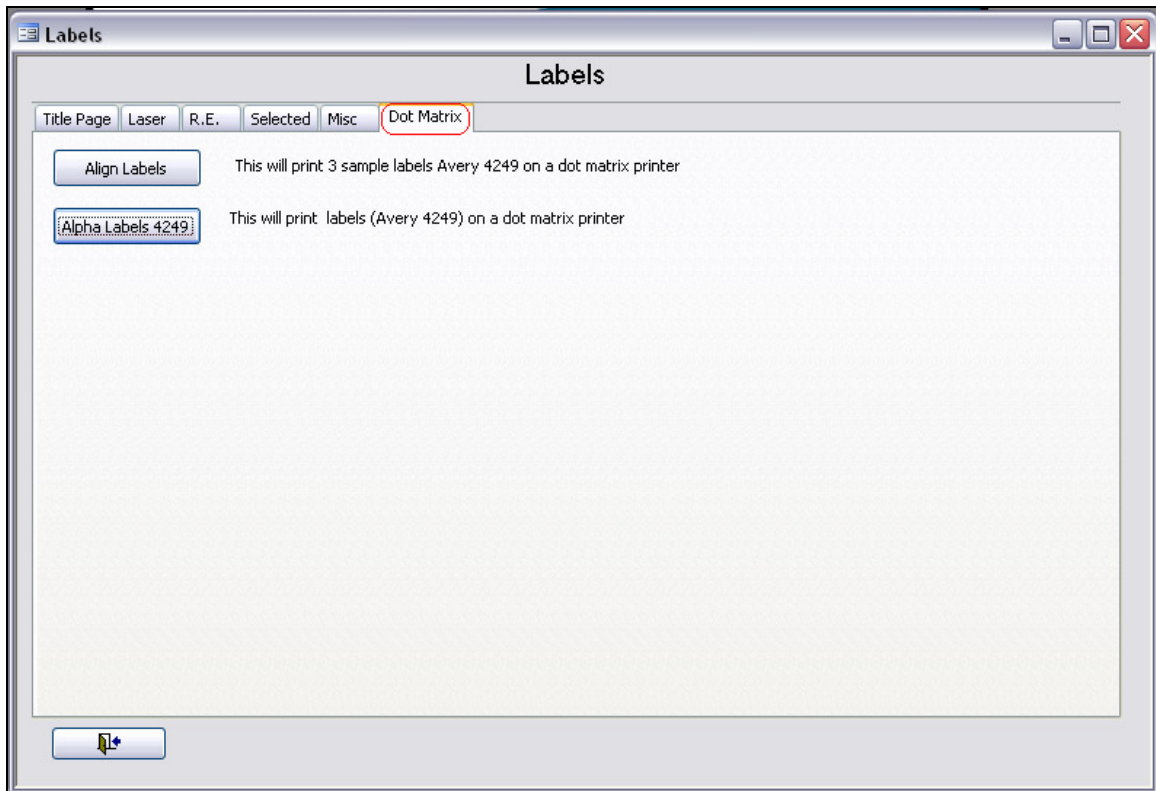
TAB: Dot Matrix

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.
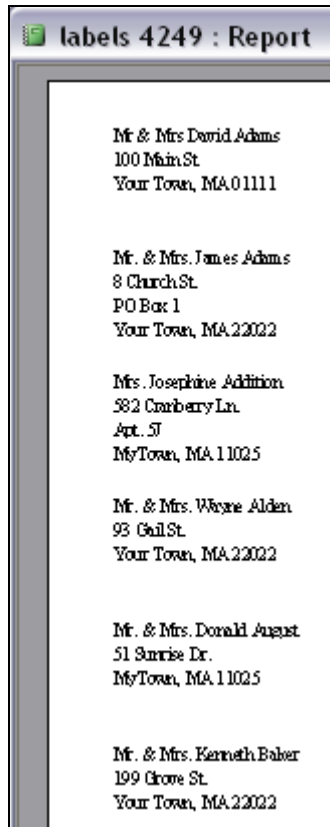
Align Labels

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.

labels 4249 : Report

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

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

Mrs. Josephine Addition
582 Cranberry Ln.
Apt. 5J
MyTown, MA 11025

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

Mr. & Mrs. Donald August
51 Sunrise Dr.
MyTown, MA 11025

Mr. & Mrs. Kenneth Baker
199 Grove St.
Your Town, MA 22022

Ver. 2012

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