Printing Labels from the Reports Area

⚠ These labels must be enabled by our support team before you will be able to use them. contact **support@myseniorcenter.com** for more info.

⚠ These labels can use Alternate Address fields from the custom fields section. To have these fields enabled please contact **support@myseniorcenter.com**

| **Alternate Address**	Customize...
Use Alt Address for Labels	☑
Alt. Address	265 Fun Street
Alt. Address Line 2	
Alt. City	Farmington
Alt. State	NH
Alt. Zip Code	13467
Alt. PO Box	PO BOX 4587

1 There are two versions of these labels. The one titled "Mailing labels" use the Mailing Setting under each individual. This must be set to "MAILING" for anyone in the house that should be listed on the label. These labels can list up to 4 people.
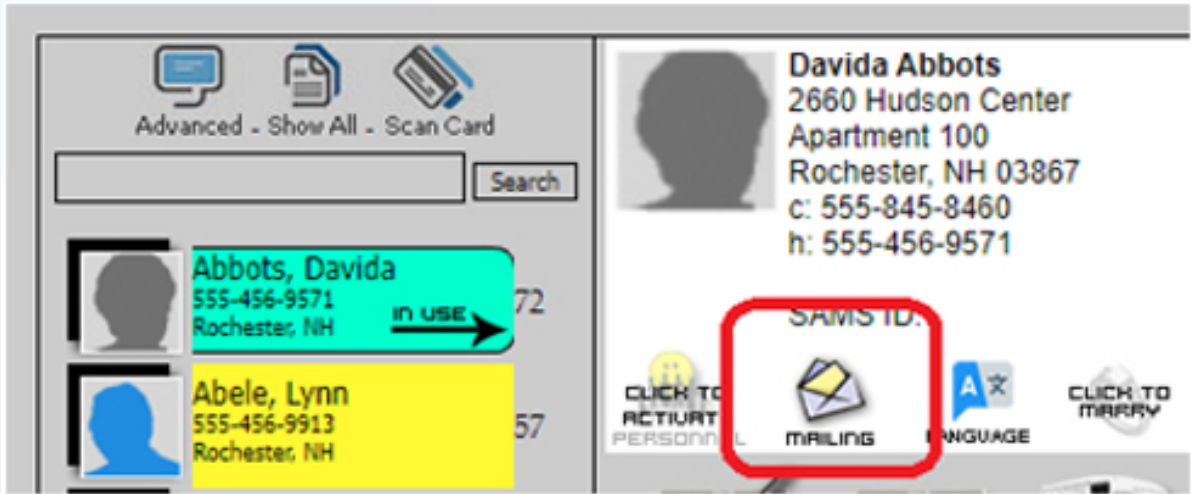
2 The one titled "Group Mailing labels" use the Mailing Setting under each individual Group. This must be set to "MAILING" for anyone in the house that should be listed on the label. These labels can list up to 4 people. Multiple Groups can be chosen. If a person is on more than one group they will still only get one label.
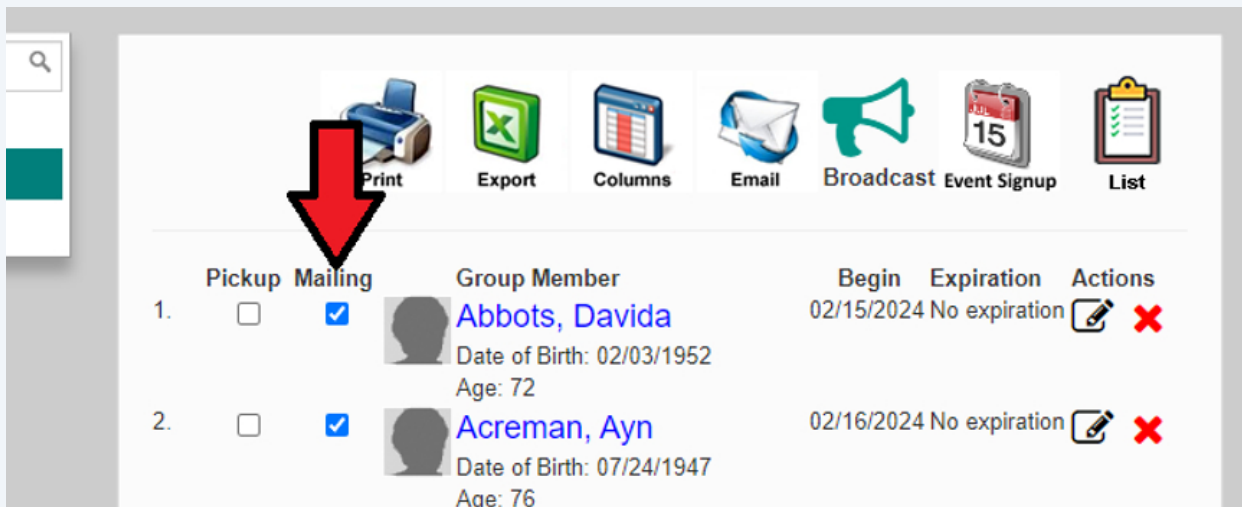
3 These labels DO NOT look at the marriage setting. All address fields listed below MUST be identical for anyone in the house that should be listed on labels.

- Address

- Address2

- PO Box

- City

- State

- Zip code

As with all labels, if the zip code field is completed then the labels will use that field instead of the address and address2 fields.
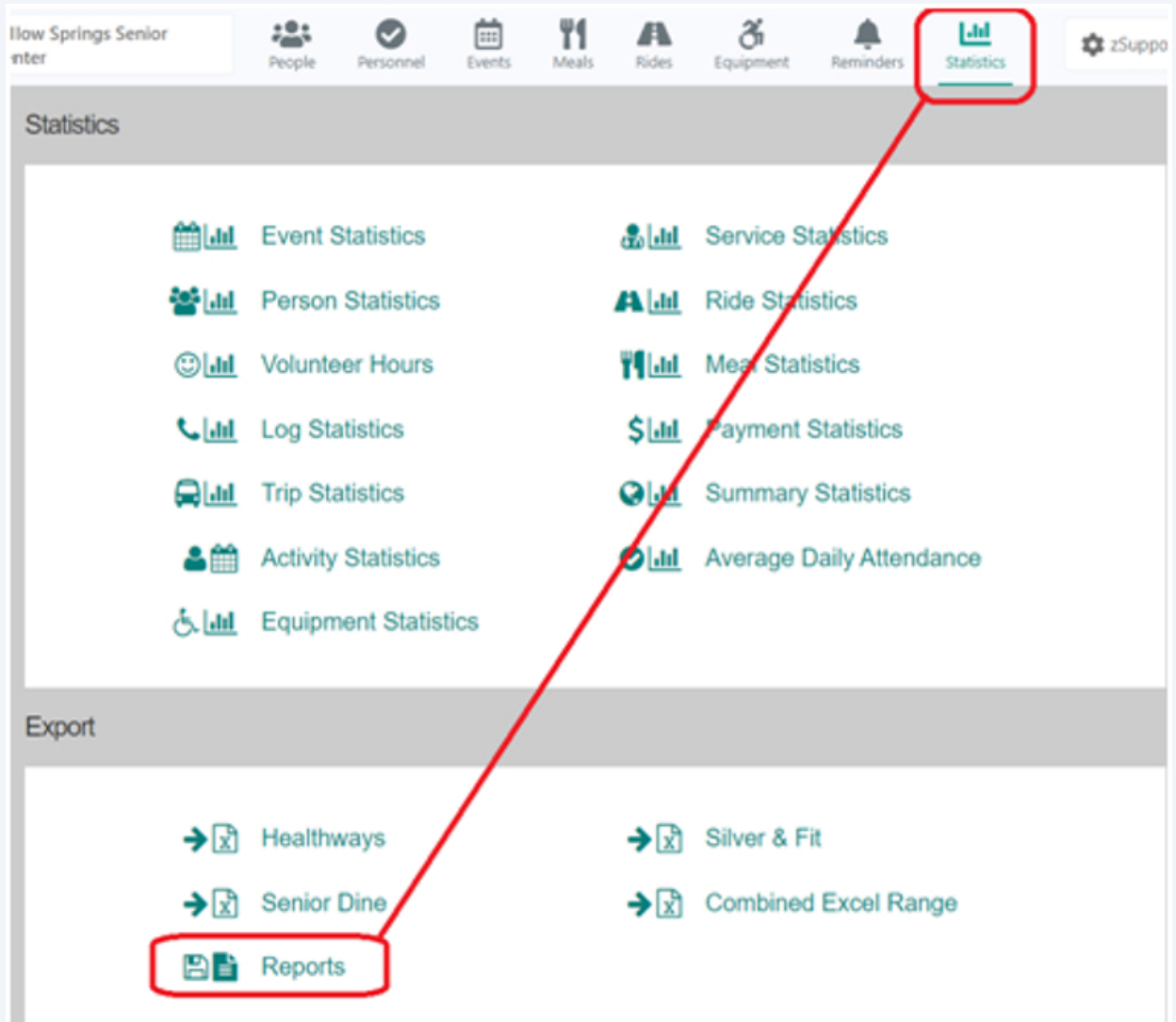
These labels to honor the preferences below

✉ **Mailing Labels**

~~☐ Group married couples (1 label) in mailings~~

~~☑ Show Mr. & Mrs. on mailing labels~~

~~☐ Show expire date on expire/expiring group mailing labels~~

☑ Show or current resident on group mailings *(The labels do use this setting even though it says Groups)*

☑ Hide Mailing Route field from Labels

☑ Hide Mailing Address 2 field from Labels

☑ Hide archived people from labels

4 Currently these labels can only be printed from the Statistics Tab under the Reports Area.

Statistics

Event Statistics   Service Statistics

Person Statistics   Ride Statistics

Volunteer Hours   Meal Statistics

Log Statistics   Payment Statistics

Trip Statistics   Summary Statistics

Activity Statistics   Average Daily Attendance

Equipment Statistics

Export

Healthways   Silver & Fit

Senior Dine   Combined Excel Range

Reports

5 Select "Mailing Labels" or "Group Mailing Labels", ignore the date range and click view report.
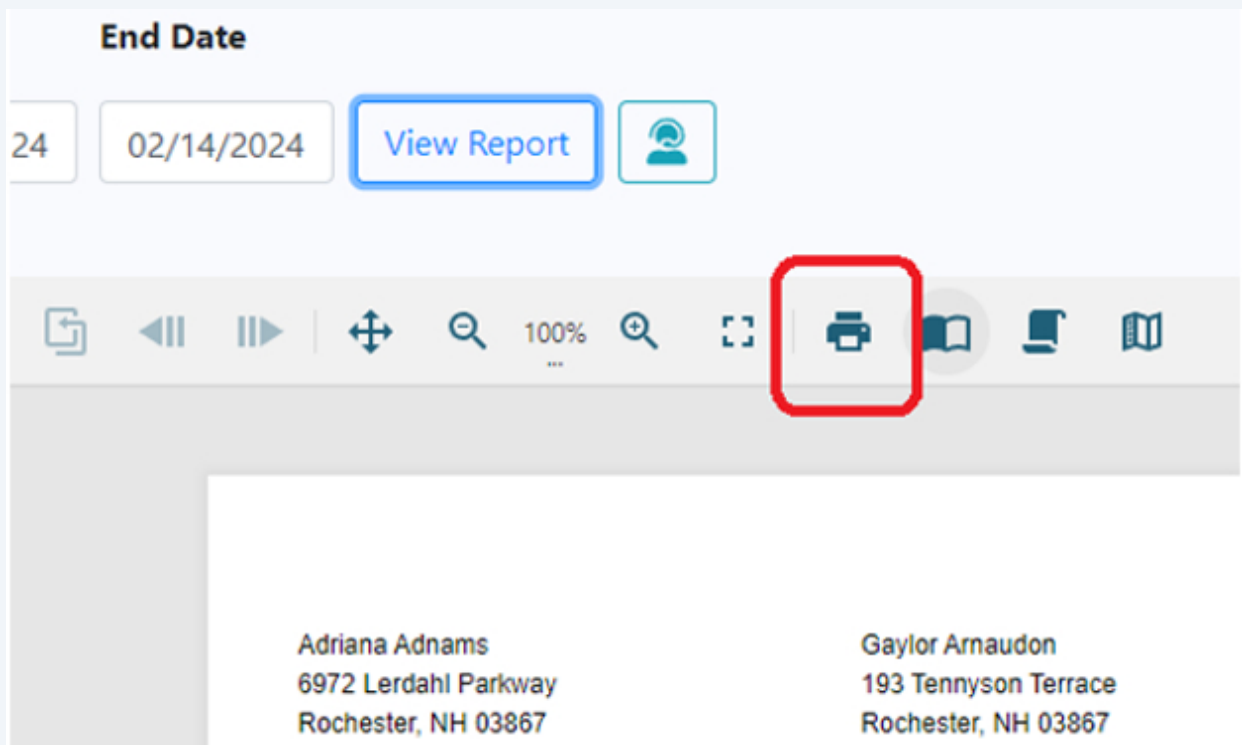

6 If you choose to print the "Group Mailing Labels" you will be asked to choose a group or groups first. Check the box for any group you want to include.
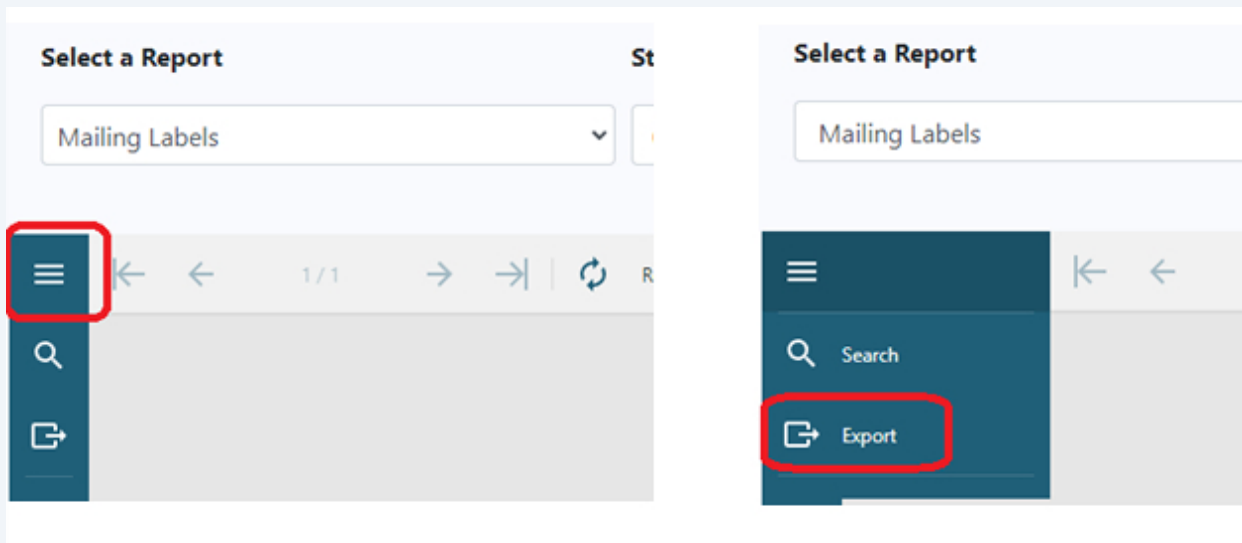
7 Then Click Preview
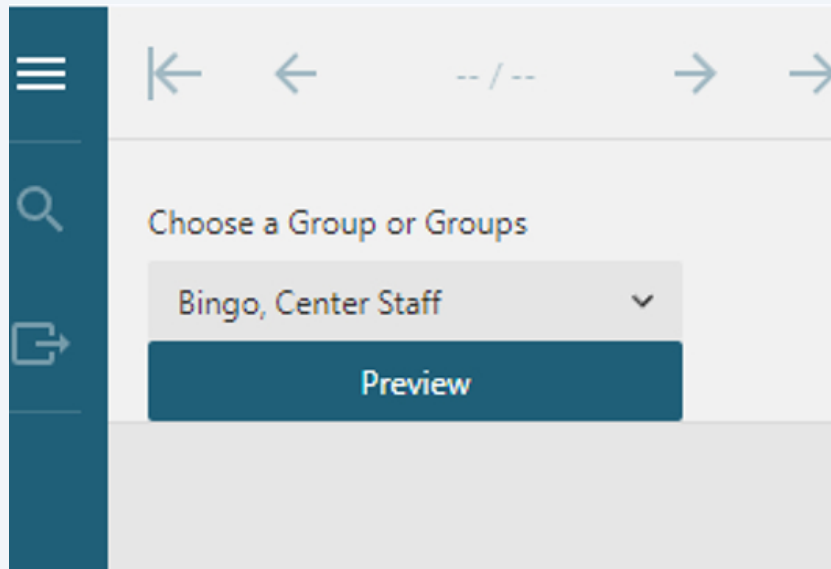
8 Click the print icon to print the labels.

9 To export to PDF
Click the side bar icon then click Export

10 Select PDF at the top and Click Export at the bottom.