Cheat Sheet

Reports – Mailing Labels

The Mailing Labels function can be found under the Form Letters, Labels, Exporting & Record Counts category. This function is used for creating mailing labels for patrons in the database.

Reports	
Help	Remove Print
The "Exporting, Labels to merge data with. It Use "Mailing Labels" to Patrons will only be pri At the end, a count of l	& Record Counts" report category allows users to select a file is used for all mail labels, data exporting or record counts. select any file from the database and print mail labels. nted once even if the criteria finds the name multiple times. abels is created.
Report Categories	Reports in the Category
Category	Report Name
Attendance for House and Calen Box Office Statistics Course Reports Ponation Reports & Receipts	Export Data Mailing Labels Record Count
Exporting, Labels & Record Count G/L Reports Mail List Reports Miscellaneous Reports Order and Payments Patron Notes and Contact Histor Patron Reports	<

- To start, click the **Reports** Beports button in the Theatre Manager ribbon bar. The Reports window opens.
- 2. Choose Reports Category Exporting, Labels and Record Counts.

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- 3. Choose Reports In Category Mailing Labels.
- Click the Print button. The Mail List Select File dialog opens.

Click the <Select File> drop down list Mail List ? Mail List <Select File> ¥ and choose the file to To Search For Data, you must select a file as the primary source of information for the mail list. Theatre Manage will include information in other related <u>parent</u> files. use to create the Mailing Labels. Note that patron data is the <u>parent</u> for most other files. In other words, if you select any file as the main file, you can also set criteria for the patron record. menu to select a set of parent files to use. ever, the converse is not true. For example, selecting the patron file as the merge file does not include the child information such as donor information In this example, Patrons Data has been selected as the parent 5 file. Remember that in Theatre Manager, data is contained in Search 59 Patron Data records to find Patrons 6 different areas so make sure the information being exported does not cross two different sets of parent files. <u>Cancel</u> Next 1 Next 5. Click the Next button. The Parameters window opens. Parameters CE Make adjustments to the criteria as needed. 6. To Exclude Records from the labels, enable the check Search Search Criteria Exclude Records Household Options boxes. Use New, Edit, Delete, and Clear on the toolbar above to help construct criteria to search the database. Don't Mail-Theatre Requested O All Patrons You can change Household options enabling the radio Don't Mail-Patron Requested OPrimary Patrons Only nore complex criteria, parenthesis can be added to riteria, with the Group and UnGroup buttons, to evaluation precedence rules. Do Not Telemarket Non-Primary Patrons Only buttons. Do Not Email Do Not Trade -(7 The parameters selected appear. Do Not Solicit-Mail Do Not Solicit-Phone 7. When you have completed your selection, click the Done NOT (Marketing Flag-Dont Solicit Donations By Phone? is Checked or Marketing Flag-Dont Solicit Donations By Mail? is Checked or Marketing Flag-Dont Mail Theatre Requested? is Checked or Marketing Flag-Dont Mail Patron Requested? is Checked) Done button. The Patron Address window opens. > (8 3 Cancel

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Cheat Sheet

		Pills Pills	constance.	
abel	Content			
	Comment appears on all label			
	Patron # Company Regular Name Address Formal Name Country	Blaine Abel Port Sign Systems 2019 626 Cantrel Drive NE Calgary Alberta 35609	Gwenyth Ackennan Suter Systems Inc. 83rd St SVV Suite 785	Darcey Albeck 4825 Ricod Road SVV Calgary Alberta T3N 6K6
	Title Bar Codes			
	Strict Address Compliance Margin 0.100 from label's edge	Jenny Astar 236 Lakeland Ave NVV Calgary Alberta T2E 7Q9	Merie Atom University of Calgary 181 Windmore Road SW Calgary Alberta T8F 3K2	Carlotta Bargetzi Towel Makers 54 West Beauxmond Drive Suite 310
abol 1	Copies I - incent per partien	Jake Belleville	Amanda Bouchie	Ellen Bregger
averi	Type Avery 5160	Barnes Management 1352 Main St NW Calgary Alberta TSW 0Z2	Arts Management Systems Ltd. Suite 300 2,3012 - 17 Avenue SE	CKUL (COOL) Radio 4257 11th Ave SE Calgary Alberta T2M 087
	Size Width 2,567 Height 1.000 Gutter Horizontal 0.120 Vert, 0.000	Roger Cartan Green Tree Community Association 964 Burbank Road SW	William Church 356 Thorton St SW Apt. 32 Celoary Alberta TSS 8N3	Kathleen da Roza 123 Main Street Chemainus BC V0R 1K0
aper	Into			
	Type US Letter, 8 1/2 by 11♥ Orientation ● Portrait ○ Landscape Size Width 8.500 Height 11.000	Frank Easter The Propane Company 146th Avenue SE Calgary Alberta T3P 1J8	Mary Easter 146th Avenue SE Calgary Alberta T3P 1J8	Doug Easterbrook Arts Management Systems Ltd. Suite 300 #2, 3012 - 17th Avenue S.E.
	Margins Top 0.500 Left 0.252 Right 0.307 Bottom 0.417	Laura Easterbrook Arts Management Systems Ltd. Suite 300 No 2, 3012 - 17th Avenue S.E.	lain Frazer 3-203 Village Terrace SW Calgary AB T3H 2L4	lan Gordon Skills Now 101-111 St Colgory AB T3N 5F4
ont	Face Arial Size 12 Style B Z	Bonnie Hamilton Arts Management Systems Ltd. Suite 300 #2, 3012 - 17th Avenue SE	Jeff Harvardson Unit 2, 984 Long Street Calgary Alberta T6U 9E4	Larry Hubick Arts Management Systems Ltd. Suite 300 #2, 3012 - 17th Avenue S.E.
Sort – Displa	Sort by Last Name/First Name/	Gayle Hunter Calgery Police Service 101 6th Ave SE Calgery AB T2K 1L4	Kathy Johnston Arts Management Systems Ltd. Suite 300 #2 3012 - 17 Avenue SE	Barb Kowalik Arts Management Systems Ltd. Suite 300 2, 3012 -17 Avenue SE
		Margret Lane Micro Systems Inc 11308 Oakwood Drive NE Calgary Alberta T2R 2D2	Fred Lawrence 124 Willow Avenue Calgary Alberta T7B 6S8	Candice Leyton 2248 Douglas Ridge Drive NE Calgary Alberta T9S 1C1
		Tracy Lowman Arts Management Systems Ltd. Suite 300	Jane Lues The Lettuce & the Slug Pub 432 9th Ave SVV	Edward MacIntosh 2435 Hallbrook Road NW Celgary Alberta T7S 5V9

necessary.



8. Click the **Print** button. The print dialog for the user's operating system will open. When printing is completed, the window will close.