



Printing Labels for CSA Initial Ask Letters



Completing necessary clean-up steps: Receiving a letter containing the name of a divorced or deceased family member can be very painful for the surviving family members. Before you send any CSA follow-up letter, you should review these views and rectify these potentially painful situations.

1. Visit this view: [Fix: Households w/ Deceased Contact](#) If you have any families that contain deceased Heads of Household, you must run the DPT.
2. Visit this view: [Fix: Divorced Heads in same Household](#) If you have families that contain both divorced (or separated) Heads of Household, you must either:
 - Move one of the spouses to his/her own household marked as Head of Household. **Or,**
 - Mark one of the spouses as Other Adult and change his or her Contact Status to Inactive. The remaining spouse should remain Head of Household.

Printing the labels

- 1) **Important:** Clear any sticky/saved selections:
 - a. Click **Home** on the left menu and click **My Selections** on top of screen.
 - b. Check the **check box** at the bottom of the screen to select everything.
 - c. Click the **Actions** button and choose **Clear** and then click the **Clear** button.
- 2) Click **Contacts** and choose the view **All Current Contacts**.
- 3) Check the box in the lower left corner to select everyone on this view.
- 4) Click the **Reports** button and choose **Selected Labels: 1 Per Family -Erie**.
- 5) Choose a **Greeting Type** from the drop-down list.

https://my.eriecd.org/mp/ReportViewer/ViewReport.aspx?ReportID=283&PageID=292&GlobalFilterID=2&SelectionI 90% ☆ ☰

Greeting Type	Heads of House: Formal	Omit If Any Contact Has Email	<input type="radio"/> True <input checked="" type="radio"/> False	View Report
Left Space Adjustment	No Adjustment	Address Filter	All Records	
Sort Order	Name	Omit Bulk Mail Opt Out	<input checked="" type="radio"/> True <input type="radio"/> False	

Navigation: < 1 of 1 > Refresh Back 100% Save Print

Note: The **Left Space Adjustment** option is available if labels print too close to the margin on your printer. Using this option you can add 1, 2 or 3 spaces to shift your labels slightly.

- 6) Choose a **Sort Order** from the drop down list.
- 7) Put a dot next to **True** for **Omit Bulk Mail Opt Out** so you don't include people who have requested you not send them mail.
- 8) Click the **View Report** button and click the **Print** button to print your labels.
- 9) **Important:** Clear your selections
 - a. Click the arrow next to **All Records** in the lower right corner and choose **Current/Unsaved Selection**.
 - b. Click the **x** to deselect your contacts.

