



# Envelope Numbers in Ministry Platform



## Assigning an Envelope number

1. Click **Contacts**
2. Locate the person and click to open their record.
3. Click **Tools** and choose **Add/Edit Family Tool**.
4. Click the blue **More** link under their name.
5. Check mark the **Donor** check box if it is empty.
6. Enter an envelope number automatically or manually.
  - a. **Automatically:** Click the **Assign Envelope Number** button. The tool will assign the lowest available envelope number in the donor's congregation.
  - b. **Manually:** Sometimes you want to use a specific envelope range. Enter the envelope number manually in the white box next to the words **Assign Envelope Number**.

## Viewing a list of all envelope numbers assigned.:

1. Click **Contributions** and choose **Donors**
2. Choose the view **Last Envelope Number**. This view will show you all envelopes that have been assigned.

## Other envelope-related views:

1. Click **Contributions** and choose **Donors**.
2. **Choose one of these views:**
  - Those who have never given
  - Those who have not to receive envelopes
  - Those who haven't given in the last 18 months
  - Those missing a mailing address