Printing Labels for CSA Thank You 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 **c**lick the **Clear** button.

2) Click **Contributions** and choose **Pledges**.

3) Choose the view named **CSA Thank You**.

4) Check the box in the lower left corner to select everyone on this view.

5) Click the **Reports** button in the upper right and select **Selected Labels: 1 Per Family -Erie.**

6) Choose your preferred **Greeting Type** from the drop-down list.

   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.

7) Choose a **Sort Order** from the drop down list**.**

8) 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.

9) Click the **View Report** button and click the **Print** button to print your labels.

10) Mark the records to indicate the thank you was sent:

   STOP! If you are using MP to print letters too, wait to do this step until both the letters and the labels are printed. If you are just printing labels you can continue to 10a.

   a. While the records are still check marked, click the **Actions** menu and choose **Assign**.
   b. Check the box marked **Acknowledgement Date**.
   c. Choose today's date and click the **Assign** button.

11) **Important**: Clear your selections

   a. Click the arrow next to **All Records** in the lower right corner and choose **Current/Unsaved Section**.
   b. Click the **x** to deselect your contacts