CDOL Tip of the Week. February 6, 2012

CDOL Feature: Working with the new mailing labels

This week's tip comes from an inquiry form a Welfare Bishops' Storehouse Field Office. A sister was trying to print mailing labels for stakes, wards, and branches that use the storehouse facilities in her area. The new feature was easy to use, but she wanted to sort the labels by stake. I was happy to tell her this was easily accomplished. Below is the process.

- 1. In Advanced Search leave the default set to Organization
- 2. Open the Organization Type drop-down and choose "Select Organization Type(s)"
- 3. Select the organization types from the pick list that appears (for this example, Branch, Stake, Ward)
- 4. Select any other criteria for the organizations, if any
- 5. Go to "Where are you looking?" and specify where to look (for this example, we will use Area Coordinating Councils, so select "Custom" and then "Area Coordinating Council" from the pick list)
- 6. Specify the correct association type (Stake coordination for this example)
- 7. Check the "Sort by hierarchy" check box above the pick list (you can also use the "sort by hierarchy" link in the shaded bar above the results after you run the search, which does the same thing)
- 8. Select the organization(s) to use in the search from the pick list that appears (for this example, choose the four Denver Colorado councils)
- 9. Run the search
- 10. The results should be sorted alphabetically by each stake, with reporting wards and branches sorted alphabetically below their respective stake (see screen shot below)

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Show 25 Results 💌			Page: First < Prev <u>Next ></u> <u>Las</u>
Organization Name 🔺	Status	Location	Туре
Cheyenne Wyoming Stake (503150)	Active	Cheyenne, Wyoming, United States	Stake
Buffalo Ridge Ward (31968)	Active	Cheyenne, Wyoming, United States	Ward
Capitol Hill Ward (31844)	Active	Cheyenne, Wyoming, United States	Ward
Cheyenne YSA Branch (437433)	Active	Cheyenne, Wyoming, United States	Branch
Chimney Rock Ward (545171)	Active	Scottsbluff, Nebraska, United States	Ward
Corner Stone Ward (1627775)	Active	Cheyenne, Wyoming, United States	Ward
Eastridge Ward (187631)	Active	Cheyenne, Wyoming, United States	Ward
Frontier Ward (131113)	Active	Cheyenne, Wyoming, United States	Ward
Indian Hills Ward (131105)	Active	Cheyenne, Wyoming, United States	Ward
Prairie View Ward (278556)	Active	Cheyenne, Wyoming, United States	Ward
Scottsbluff Ward (40401)	Active	Scottsbluff, Nebraska, United States	Ward
Sidney Ward (40460)	Active	Sidney, Nebraska, United States	Ward
Sunrise Ward (1353578)	Active	Cheyenne, Wyoming, United States	Ward
Torrington Ward (35831)	Active	Torrington, Wyoming, United States	Ward
Western Hills Ward (99600)	Active	Cheyenne, Wyoming, United States	Ward
Wheatland Ward (150401)	Active	Wheatland, Wyoming, United States	Ward
Fort Collins Colorado Stake (505153)	Active	Fort Collins, Colorado, United States	Stake
Cache La Poudre Ward (32034)	Active	Fort Collins, Colorado, United States	Ward
Parkwood Ward (234443)	Active	Fort Collins, Colorado, United States	Ward
Prairie Ridge Ward (416924)	Active	Fort Collins, Colorado, United States	Ward
Prospect YSA Ward (361828)	Active	Fort Collins, Colorado, United States	Ward
Spring Creek YSA Ward (32581)	Active	Fort Collins, Colorado, United States	Ward
	Show 25 Results Organization Name Cheyenne Wyoming Stake (603150) Buffalo Ridge Ward (31968) Capitol Hill Ward (31944) Cheyenne YSA Branch (437433) Chimney Rock Ward (545171) Corner Stone Ward (1627775) Eastridge Ward (187631) Frontier Ward (1187631) Indian Hills Ward (131105) Praine View Ward (278556) Scottsbluff Ward (40401) Sidney Ward (40400) Sunrise Ward (1353578) Torrington Ward (35831) Western Hills Ward (99600) Wheatland Ward (150401) Fort Collins Colorado Stake (505153) Cache La Poudre Ward (32034) Parkwood Ward (23443) Praine Ridge Ward (416924) Praine Ridge Ward (361828)	Show 25 Results Status Organization Name ▲ Status Cheyenne Wyorning Stake (503150) Active Capitol Hill Ward (31948) Active Capitol Hill Ward (31944) Active Cheyenne YSA Branch (437433) Active Chrimey Rock Ward (545171) Active Corner Stone Ward (187775) Active Eastridge Ward (187631) Active Indian Hills Ward (131105) Active Scottsbluff Ward (131105) Active Stothey Ward (278556) Active Stothey Ward (135378) Active Stothey Ward (1353378) Active Western Hills Ward (90600) Active Western Hills Ward (90600) Active Fort Collins Colorado Stake (505153) Active Prairie Nidge Ward (12034) Active Prairie Ridge Ward (234443) Active Prairie Ridge Ward (236128) Active Spring Creek YSA Ward (23581) Active	Show 25 Results Normal State Status Location Organization Name A Status Location Cheyenne Wyoning Stake (503150) Active Cheyenne, Wyoning, Unlied States Buffalo Ridge Ward (31969) Active Cheyenne, Wyoning, Unlied States Capitol Hill Ward (31844) Active Cheyenne, Wyoning, Unlied States Cheyenne YSA Branch (437433) Active Cheyenne, Wyoning, Unlied States Cheyenne YRok Ward (645171) Active Scottsbluff, Nebraska, Unlied States Corner Stone Ward (1627775) Active Cheyenne, Wyoning, Unlied States Eastridge Ward (187531) Active Cheyenne, Wyoning, Unlied States Frontier Ward (131105) Active Cheyenne, Wyoning, Unlied States Indian Hills Ward (131105) Active Cheyenne, Wyoning, Unlied States Sottsbluff, Nebraska, Unlied States Sottsbluff, Nebraska, Unlied States Sottsbluff Ward (1353578) Active Cheyenne, Wyoning, Unlied States Westem Hills Ward (98000) Active Cheyenne, Wyoning, Unlied States Westem Hills Ward (13605153) Active Cheyenne, Wyoning, Unlied States

- 11. You can save this search and it will always run in this saved sort order
- 12. Then click on the Mailing Labels link in the shaded bar above the results
- 13. Specify the Label layout (for this example choose "Position Mailing Address" in the drop-down)
- 14. Specify the Label stock (for this example choose the Avery 5160)
- 15. Specify the label to start with if applicable (For this example leave the default)
- 16. Generate the labels
- 17. The labels generate in the same sort order, left to right, top to bottom, as the order that appears in the search results (see screen shot below)

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	Cheyenne, WY 82009 United States	Cheyenne, WY 82009 United States	Cheyenne, WY 82001 United States	
	President Walter F. Gasson Cheyenne YSA Branch 10115 Wind Dancer Rd Cheyenne, WY 82009 United States	Bishop Carl D. Baird Chimney Rock Ward 1080 17th St Gering, NE 69341 United States	Bishop Isaac N. Sutphin Corner Stone Ward 1700 Gold Dust Rd Cheyenne, WY 82007-2916 United States	
	Bishop Anthony M. Young Eastridge Ward 4023 Van Buren Ave Cheyenne, WY 82001 United States	Bishop Lance Allen Frontier Ward 1821 E 22nd St Cheyenne, WY 82001 United States	Bishop Samuel B. Shumway Indian Hills Ward 7612 Michelle Joy Hts Cheyenne, WY 82009-4482 United States	
	Bishop Lance T. Harmon Prairie View Ward 9200 Wildflower Dr Cheyenne, WY 82009 United States	Bishop Brandon M. Taylor Scottsbluff Ward 2209 Ave O Scottsbluff, NE 69361 United States	Bishop David G Siler Sidney Ward 2428 El Rancho Rd Sidney, NE 69162 United States	
	Bishop Lamont C. Muchmore Sunrise Ward 6746 Beckle Rd Cheyenne, WY 82009 United States	Bishop Richard L. Nelson Torrington Ward 334 E 28th Ave Torrington, WY 82240-2507 United States	Bishop George H. Parks Western Hills Ward 626 Brittany Dr Cheyene, WY 82009 United States	
	Bishop David V. Bush Wheatland Ward 457 E Oak St Wheatland, WY 82201 United States	President Russell L. McClure Fort Collins Colorado Stake 2319 Kodiak Rd Fort Collins, CO 80525 United States	Bishop L. Niel Allen Cache La Poudre Ward 2802 Zirkels Ct Fort Collins, CO 80526 United States	

18. From there it is simply a matter of putting the label stock in the printer and printing