CDOL Tip of the Week. February 6, 2012
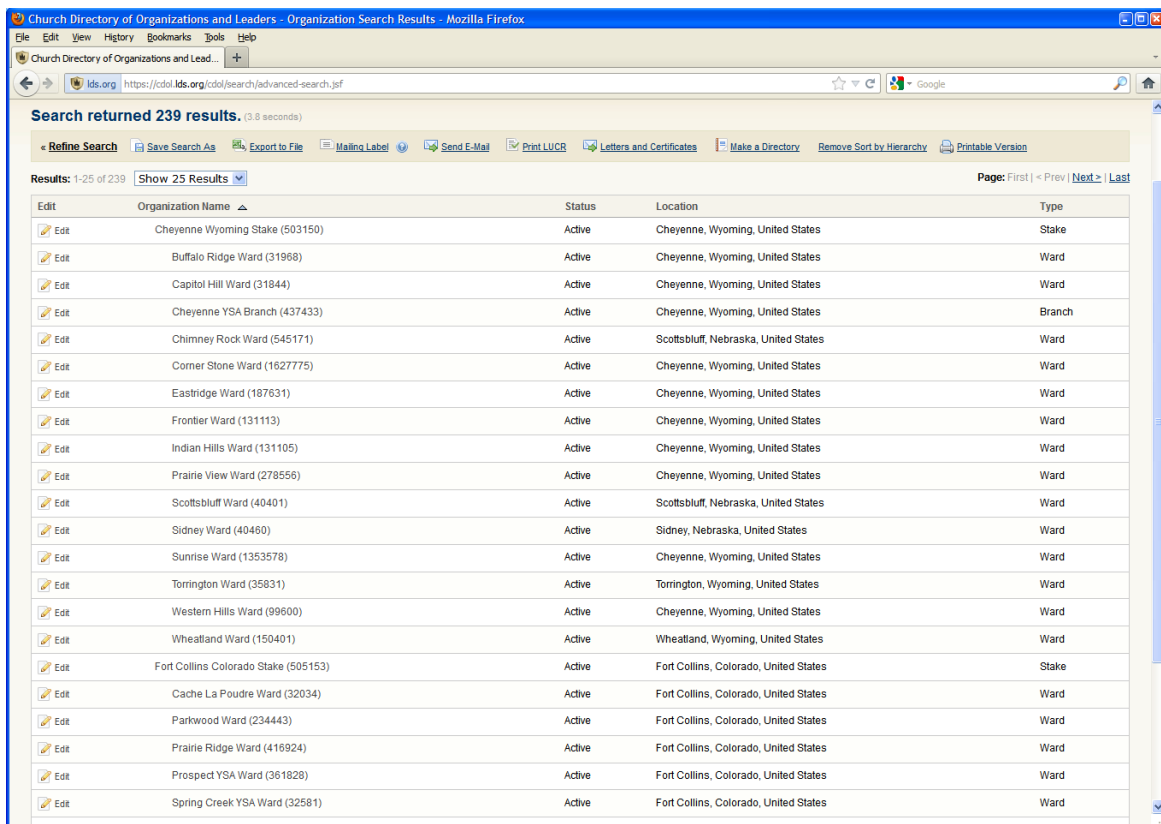
CDOL Feature: Working with the new mailing labels

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)
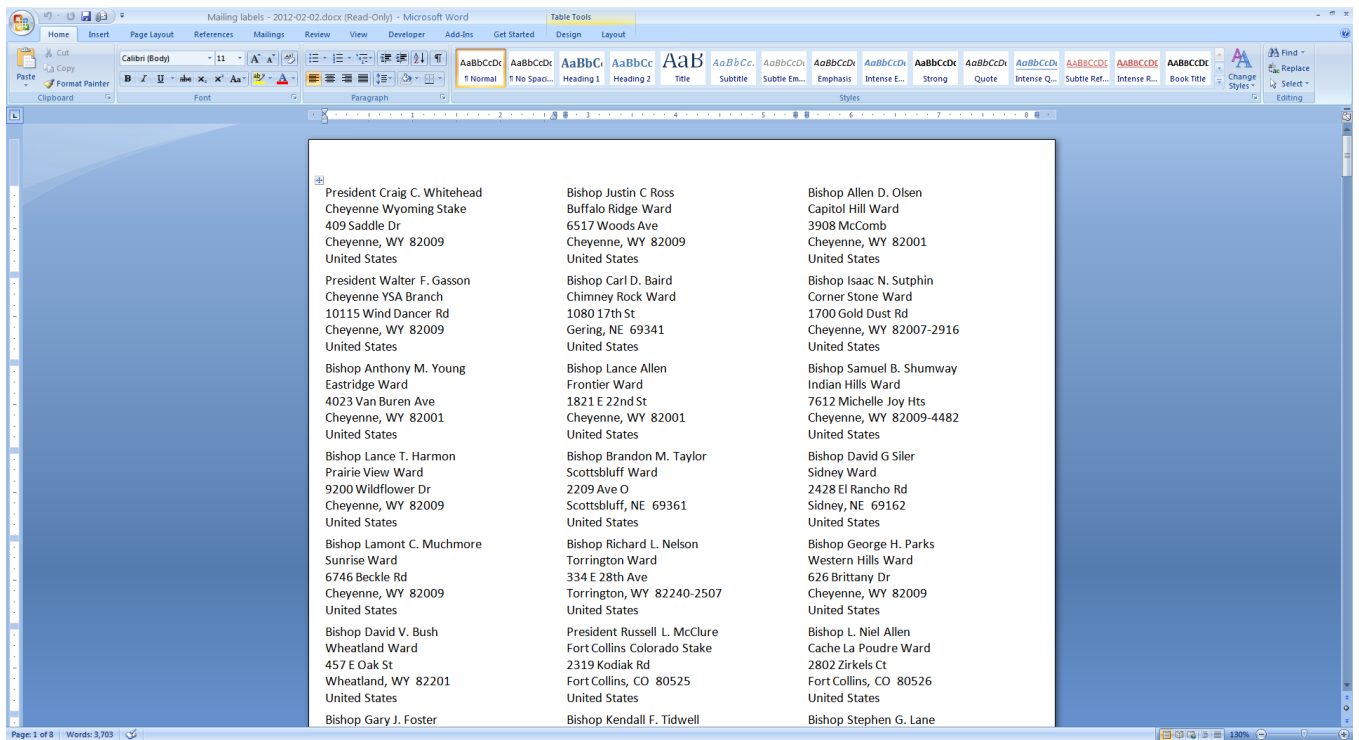
11. You can save this search and it will always run in this saved sort order
12. Then click on the Mailing Labels link in the shaded bar above the results
13. Specify the Label layout (for this example choose "Position Mailing Address" in the drop-down)
14. Specify the Label stock (for this example choose 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)

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