

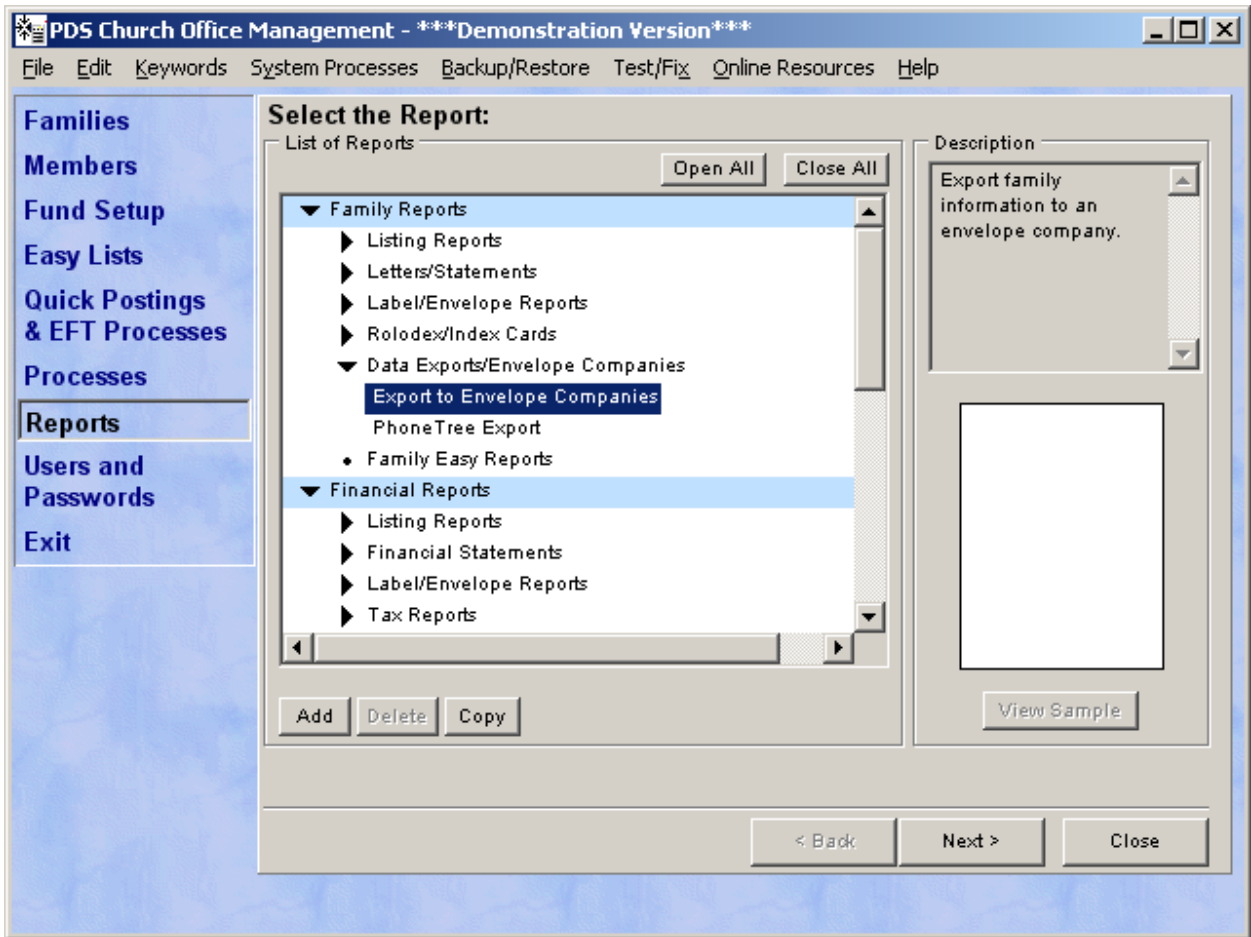
Church Office Management Export Envelope File For Our Sunday Visitor Version 4.0

In PDS:

1. Click the Report tab.



2. Family Reports - Data Exports/Envelope Companies
Export to Envelope Companies



3. Next

4. Family Report: Export to Envelope Companies

Name: Export to Envelope Companies

Description: Export family information to an envelope company

Company: Our Sunday Visitor

Filename: A:\#####_##### (123456_12345 – Account Number_Order Number)

If your computer does not have a floppy drive, feel free to save the file to your Local Disk C: drive. Be sure you know the exact path of where the file is being saved.

We also suggest you use the month abbreviation following the order number

Limit Envelopes: If you only use a series of numbers designate here,

otherwise use 1 thru 99999

Mailing Name Format – Always Choose This

5. Next

6. Select the Families:

Name: Simple Selection – Never Saved

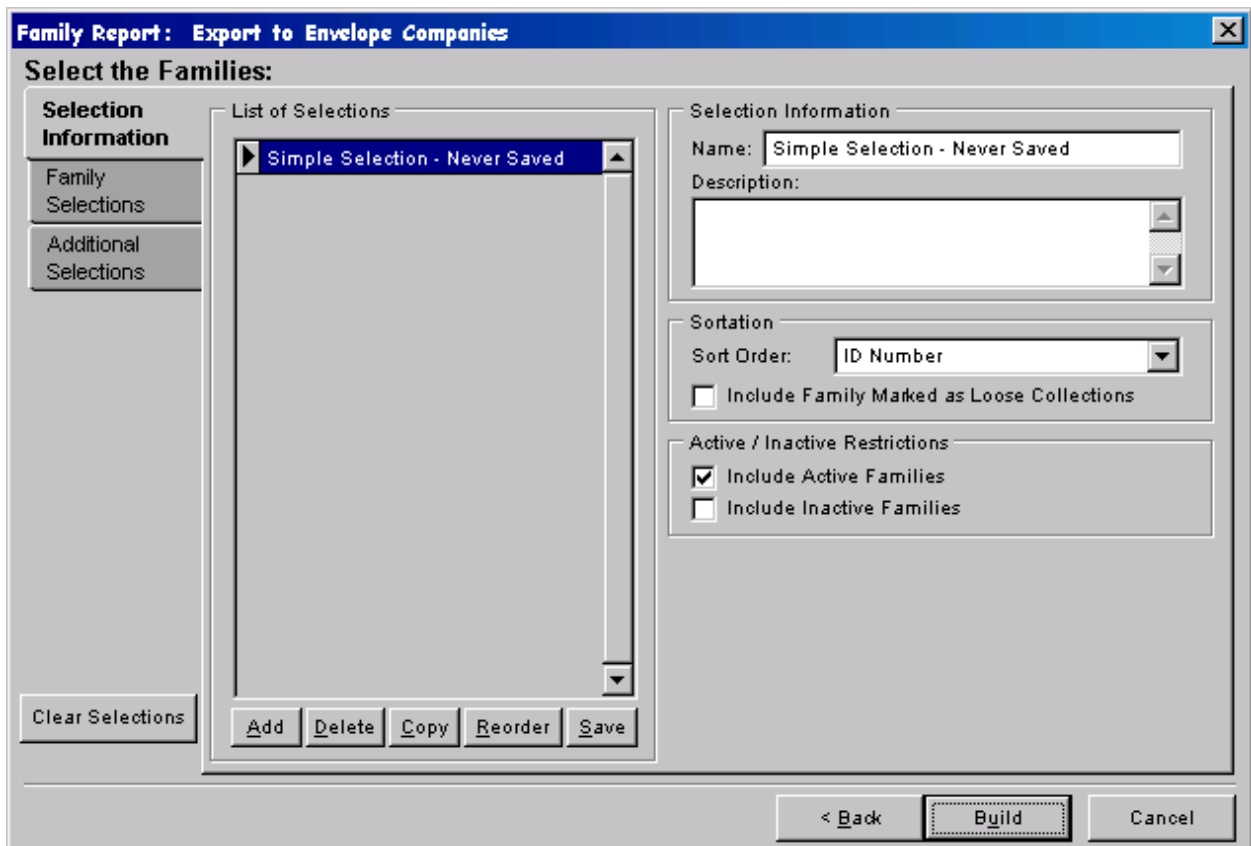
Sortation:

Sort Order: ID Number

Active/Inactive: Include Active Families

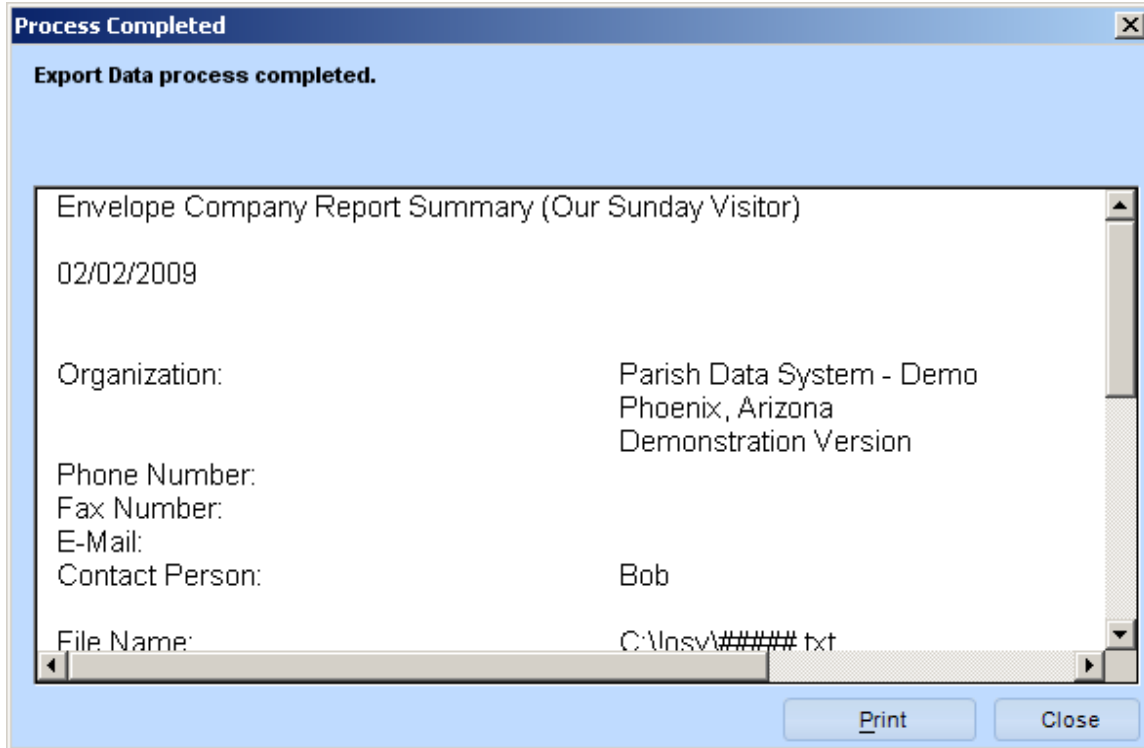
***If you use keywords – there is an additional step needed that is not listed here. Please call us or PDS for assistance.

The step below may need to be changed to accommodate your individual parish needs. (Example: If you use keywords for snowbirds or other parishioners that are temporarily away, then there is an additional step that needs to take place.) Please contact OSV or PDS for assistance with this extra step.



7. Build

Once the file is built, you will get the Report Summary. This will show you the parishioner count. This should match the email response you get back from Our Sunday Visitor once your email file is saved. It is located below the File Name on the report. The file name should show you exactly where you saved the file to. You can reference this when attaching the file to your email to assure that you are attaching the correct file. You can choose to print this report for your records or you can close it.



Email the file to Our Sunday Visitor. Create new message or reply to the email reminder. Send file to envprocessing@osv.com. Include your parish Order number and/or Account number in the subject line. Attach the parishioner file. You can include in the body of your email the parishioner count that you get from the report summary. We also suggest that you include a contact name and phone number so that we can contact you if needed.

