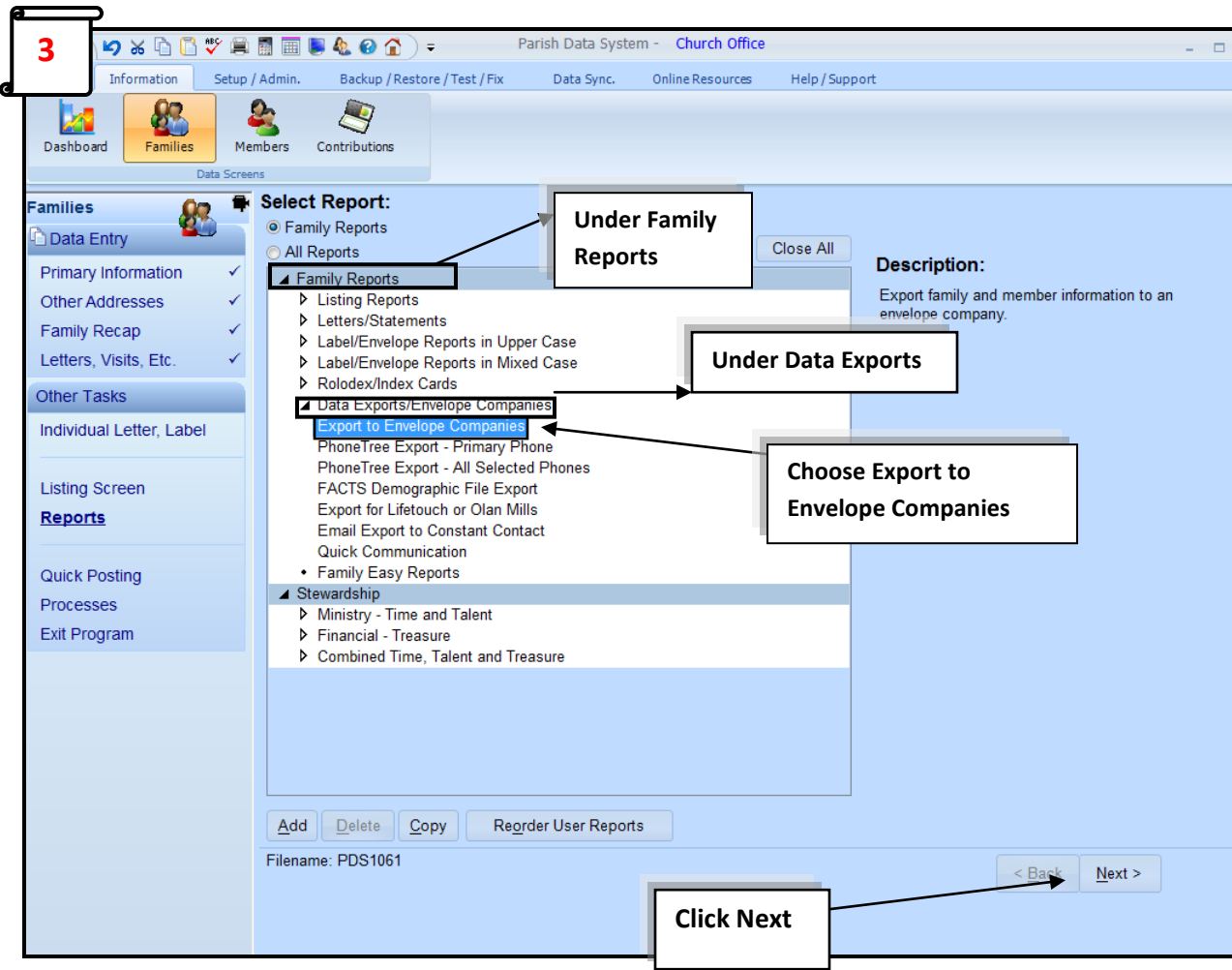
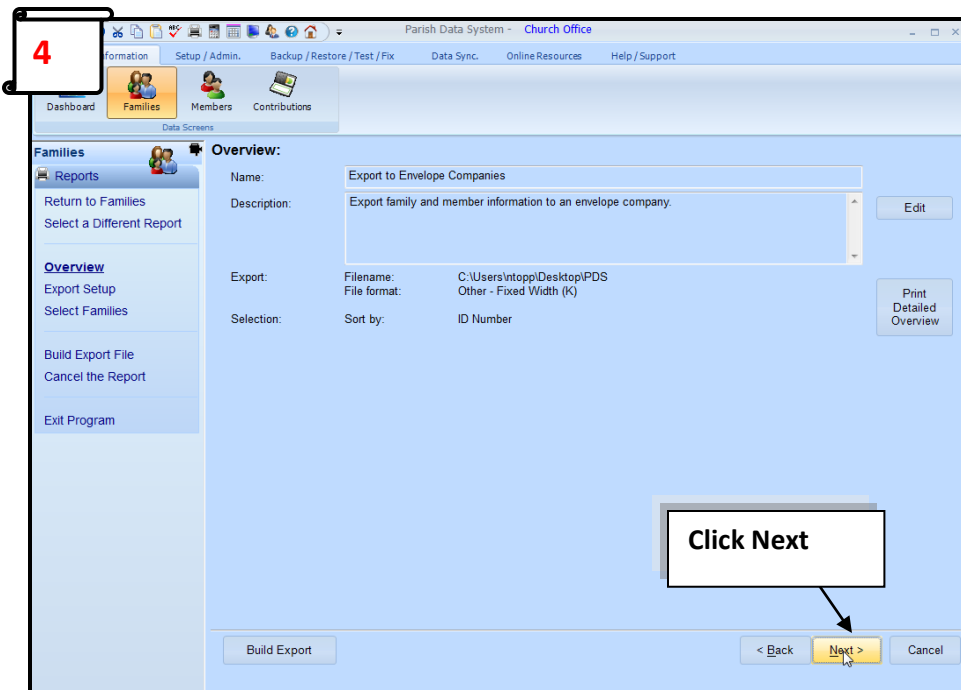


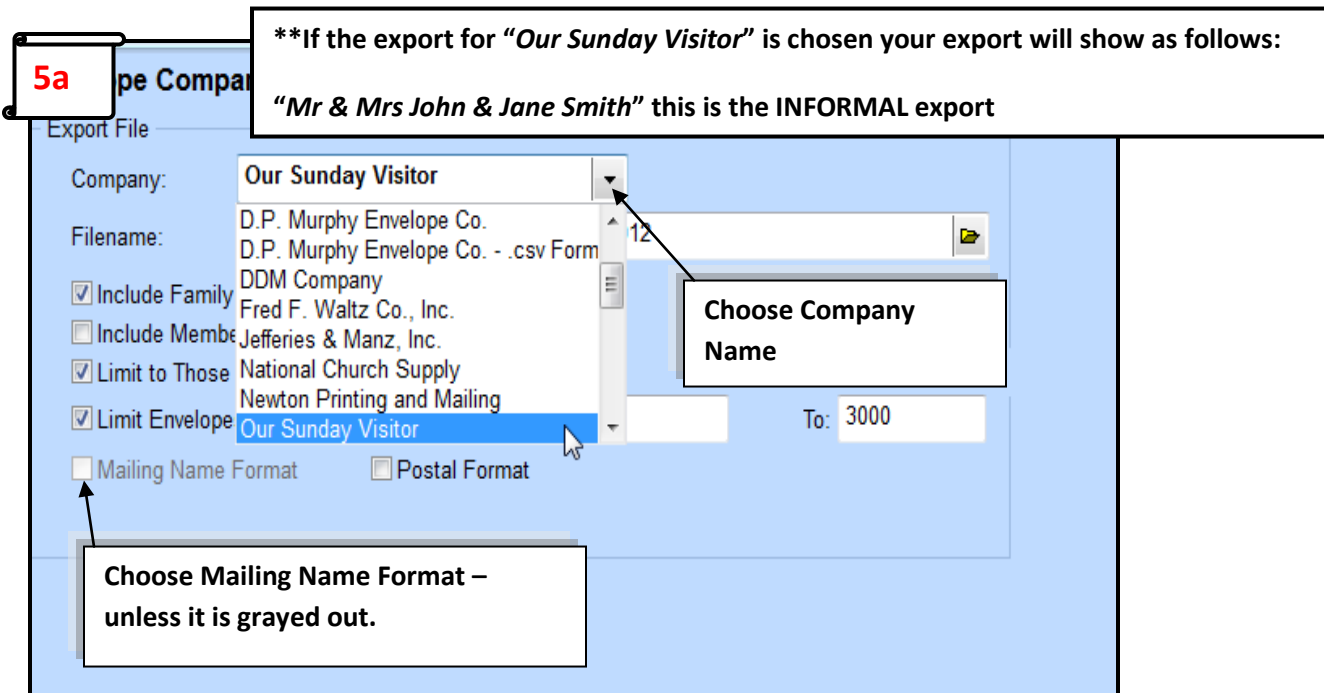
PDS Exporting Instructions Version 6.0





BELOW ARE 2 DIFFERENT WAYS TO EXPORT YOUR NAMES – INFORMAL & FORMAL

#1 -Informal



#2 -Formal

***If you would like the *Formal* Name Export choose “Other – Fixed Width (J)” in the Company name.
Your name export will show as follows: “Mr & Mrs John Smith”

5b

Information Setup / Admin. Backup / Restore / Test / Fix Data Sync. Online Resources Help / Support

Families Members Contributions

Families

Reports

Return to Families
Select a Different Report

Overview
Export Setup
Select Families

Build Export File
Cancel the Report

Exit Program

Envelope Company Information:

Export File

Company: Other - Fixed Width (J)
Other - Fixed Width (C)
Other - Fixed Width (D)
Other - Fixed Width (E)
Other - Fixed Width (F)
Other - Fixed Width (G)
Other - Fixed Width (H)
Other - Fixed Width (I)
Other - Fixed Width (J)

Filename: TSJANUARY 2012

Include Family
 Include Member
 Limit to Those With Envelope User
 Limit Envelopes by ID/Env. To: 3000

Mailing Name Format Postal Format

Build Export Back to Overview < Back Next > Cancel

Choose Mailing Name
Format

The check boxes below are based on individual Parish use. You will need to choose the options that have been entered into your system. The two main options would be an Envelope Range or using the Envelope User Checkbox.

6

Include Family Envelopes
 Include Member Envelopes
 Limit to Those With Envelope User Checkbox Marked
 Limit Envelopes by ID/Env. From Envelope: 1 To: 3000

If you have been choosing “Envelope User” within the Family Records please choose this option.

Families

Data Entry

Primary Information ✓
Other Addresses ✓
Family Recap ✓
Letters, Visits, Etc. ✓

Other Tasks
Individual Letter, Label

ID/Envelope: 1 Avail? 2nd ID: 84828-21

Family Name: Van Loon, Jeff (Jeane), M/M Show

Registered: 10/05/1998 Envelope User Synchron

Status: Married Left Parish:

Street Addr: 14430 N 19th Ave Apt 30

Addr Line 2:

City/State: Phoenix, AZ ZIP/Postal:

Send No Mail Geog. Area:

If you are using an envelope range for your contributors please
check the box & use this field to enter the information.

Limit Envelopes by ID/Env. From Envelope: 1 To: 3000

7

Information Setup / Admin. Backup / Restore / Test / Fix Data Sync. Online Resources Help / Support

Dashboard Families Members Contributions

Data Screens

Families Reports

Return to Families
Select a Different Report

Overview
Export Setup
Select Families

Build Export File
Cancel the Report

Exit Program

Envelope Company Information:

Export File

Company: Other - Fixed Width (J)

Filename: C:\Users\ntopp\Documents\PDS EXPORTS\JANUARY 2012

Open

Look in: PDS EXPORTS

Name	Date modified	Type	Size
Desktop			
Network			
Libraries			
Topp, Nicole			
My Documents			
PDS EXPORTS			
Computer			

File name:

Files of type:

Open Cancel

Use your drop down box to choose the location you want to store the file.

****We suggest using your Documents or create an "OSV" folder for your Desktop in order to find it easily.**

Enter the name of your file as either your order number or the month/year then click open.

8

Company Information:

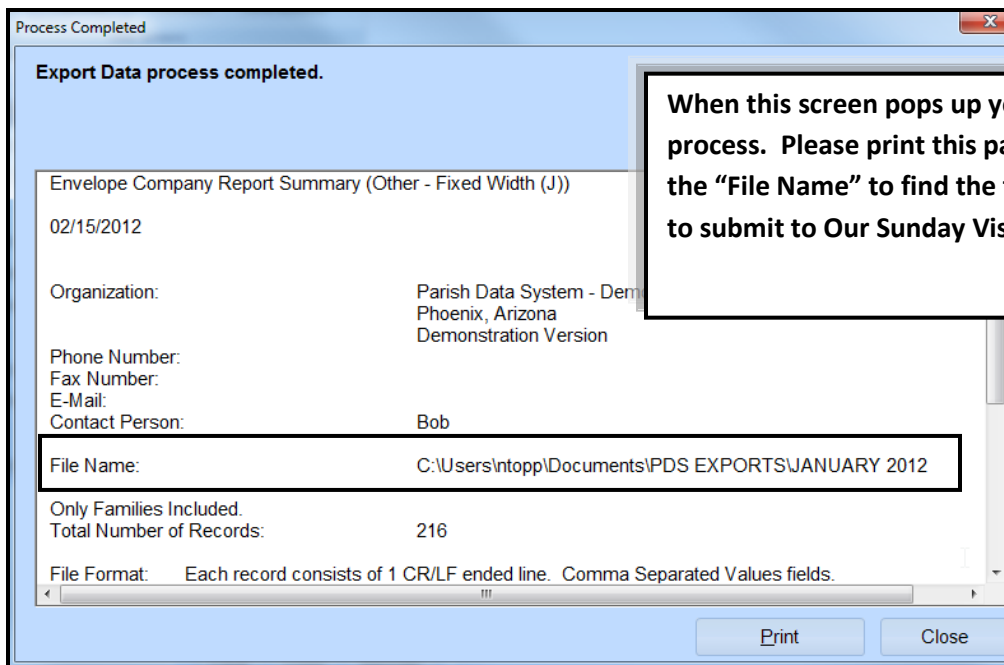
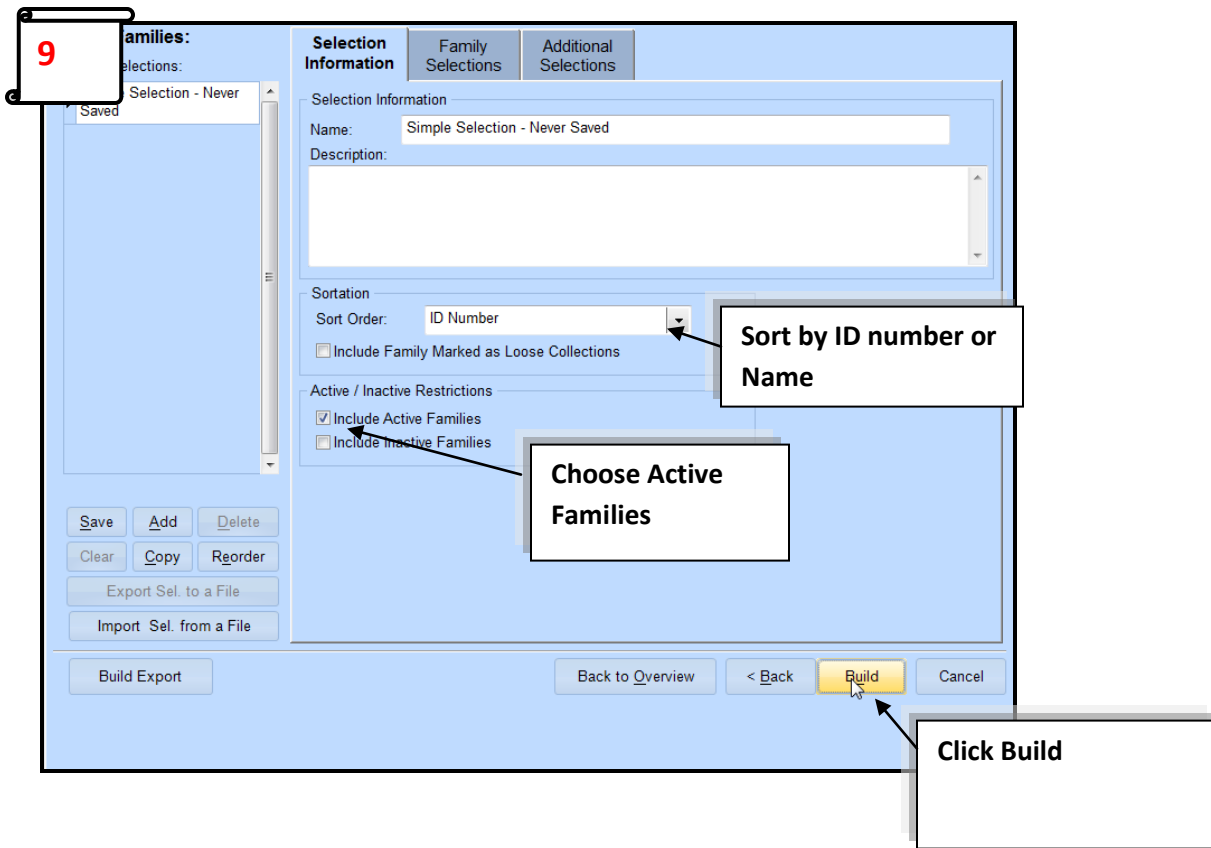
Company: Our Sunday Visitor

Filename: C:\Users\ntopp\Desktop\JANUARY 2012

Include Family Envelopes
 Include Member Envelopes
 Limit to Those With Envelope User Checkbox Marked
 Limit Envelopes by ID/Env: From Envelope: 1 To: 3000
 Mailing Name Format Postal Format

Build Export Back to Overview < Back Next > Cancel

Click Next



Create a new message or reply to the email reminder . Send file to envprocessing@osv.com. We would like to request you enter the number of records in your email to indicate how many Parishioners you will be sending envelopes to along with a contact name & phone number so we can contact you if needed. ***Please note that if your file increases or decreases by more than 50 parishioners & you do NOT include the number of records in the body of your email we will need a verbal or email confirmation this is a correct change to your account which can add processing time to your order.