

MAILING LIST FILE REQUIREMENTS

GOOD FORMATS: SPREADSHEET, TAB or CommaDelimited (CSV)

From CMS DOS: TRY THIS PROCEDURE

GOTO G/L, INIT, INSTALL PRINTER, SETUP DISKFILE, THEN SET DISKFILE PATH, THEN GO INTO THE A/R PROGRAM AND PRINT LISTING TAB TO DISKFILE AND SEND IT TO C: COPY TO DISK OR EMAIL.

GOOD EXAMPLE ORIGINAL REPORT FORMAT OR SPREADSHEET (ex. EXCEL) File

last name	address first line	city	ST ZIP	Phone
Sally Beesley	917 West New Hampton	Murray	UT 48123	601-269-0575
Luana Zwang	POBox 612	New Harmony	UT 54757	435-665-7082
Roxanne Pruess	2115 Onieda Street	Salt Lake City	UT 81409	801-485-4147
Cindy Yates	10417 North Oak Circle	Highland	UT 84003	801-763-9711
Rebecca Walch	10441 North Aberdine Lane	Hyland	UT 84003	801-492-9467

GOOD EXAMPLE ASCII TAB DELIMITED FILE

first name last name	address first line	city	ST ZIP	Phone
Sally Beesley	917 West New Hampton	Murray	UT 48123	
Luana Zwang	POBox 612	New Harmony	UT 54757	
Roxanne Pruess	2115 Onieda Street	Salt Lake City	UT 81409	
Cindy Yates	10417 North Oak Circle	Highland	UT 84003	
Rebecca Walch	10441 North Aberdine Lane	Hyland	UT 84003	

GOOD EXAMPLE ASCII COMMA SEPARATED VALUE (CSV) DELIMITED FILE

first name, last name ,address first line,city,ST, ZIP ,,,,,,  
 Sally,Beesley,917 West New Hampton,Murray,UT,48123  
 Luana,Zwang, POBox 612 ,New Harmony,UT, 54757  
 Roxanne, Pruess,2115 Onieda Street ,Salt Lake City,UT, 81409  
 Cindy,Yates,10417 North Oak Circle ,Highland,UT,84003  
 Rebecca,Walch,10441 North Aberdine Lane ,Hyland ,UT, 84003

BAD FORMAT IS ANYTHING THAT PLACES THE ADDRESSES ONE ABOVE THE OTHER

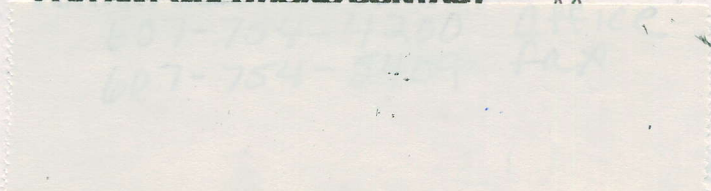
EULA ABBOTT  
 1409 N NORTH ST  
 PEORIA, IL 51604

MELANIE ABBOTT  
 1506 W COLUMBIA TERRACE  
 PEORIA, IL 51606

ANYTHING THAT PRINTS OUT READY TO GO MAILING LABELS IS BAD

FOR ANY QUESTIONS CONTACT

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23-3541