



Mailing labels

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INTRODUCTION TO MAILING LABELS

The mailing labels function allows you to print multiple mailing labels.

GETTING STARTED

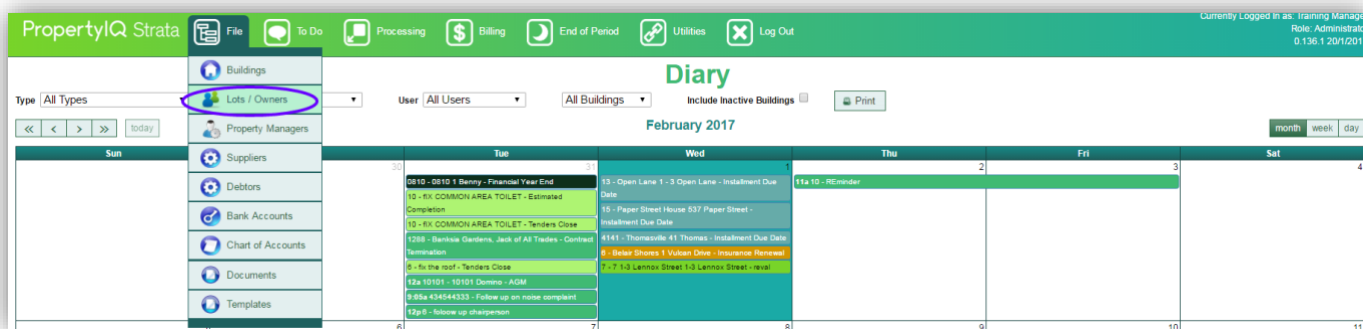
Before you access the mailing labels centre, you need to generate your mailing labels, although some labels can be generated straight from the mailing centre – see the instructions below in this manual.

Once the labels are created you can print in bulk from the mailing labels function

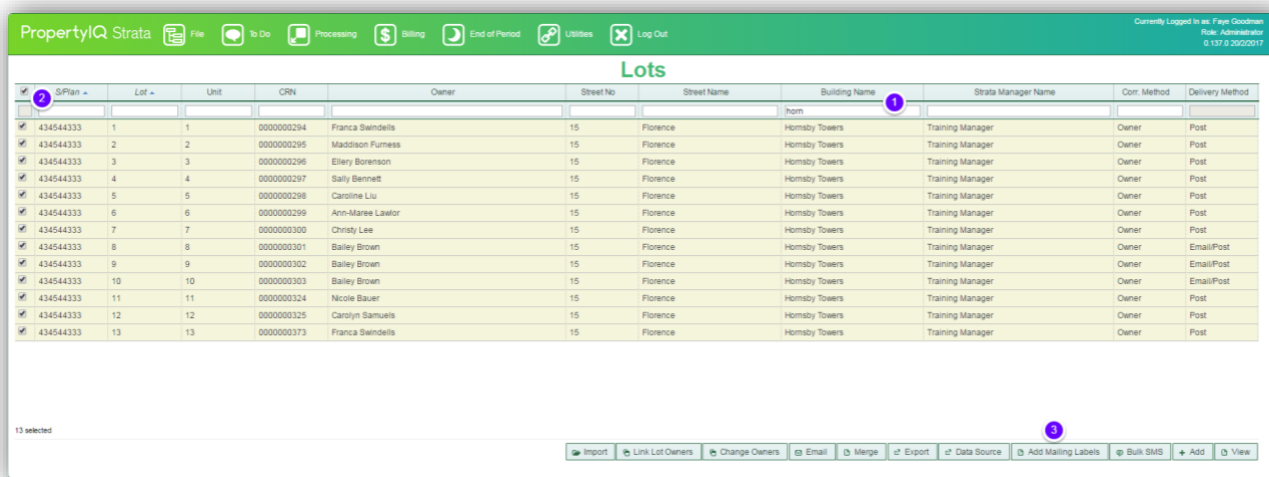
CREATING LOT OWNER MAILING LABELS



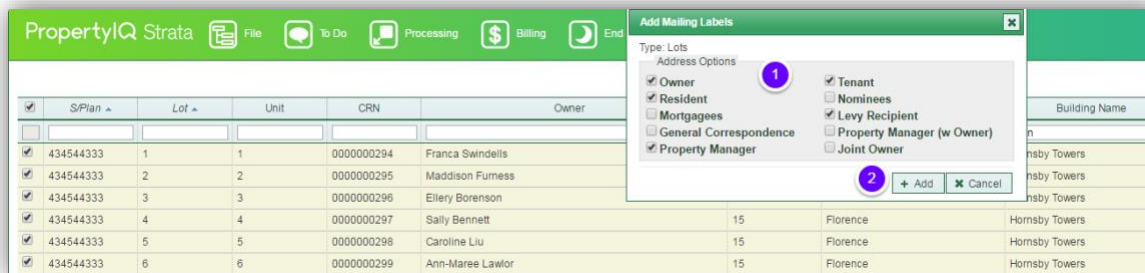
Go to the **File** Menu and click on Lots/Owners



1. Type some key letters in any of the boxes on the top line to refine your search and find the owners you want to print labels for
2. Click in the boxes on the left side of the page to select the owners you want. Or click in the top line to select all owners on the screen
3. Select **Add Mailing Labels**



1. Tick the type(s) of recipients for each lot owner that you want to generate the labels for
2. Click on the **+ Add** button to generate the mailing labels job

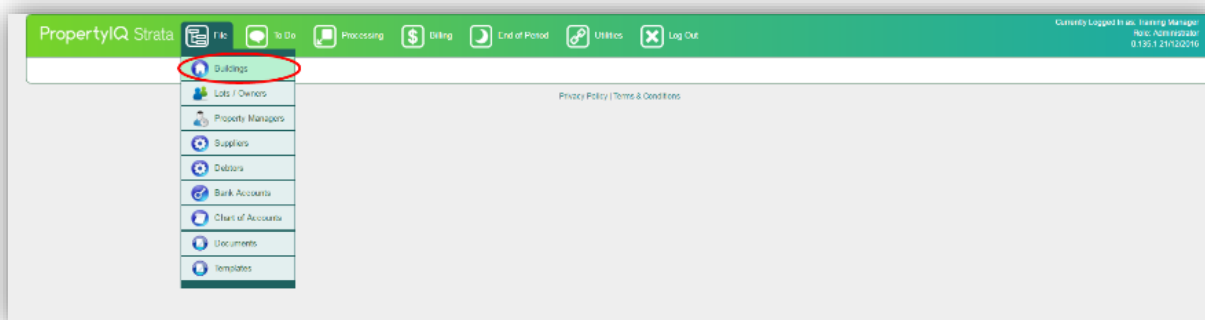


This will create pending labels in the mailing labels section for you to print later.

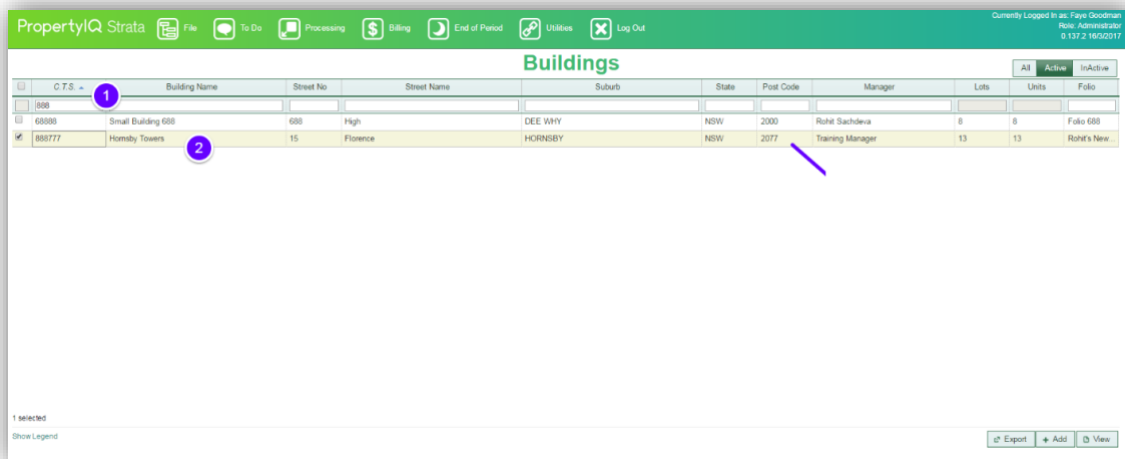
CREATING COMMITTEE MEMBER MAILING LABELS

You can create mailing labels for committee members for sending committee correspondence.

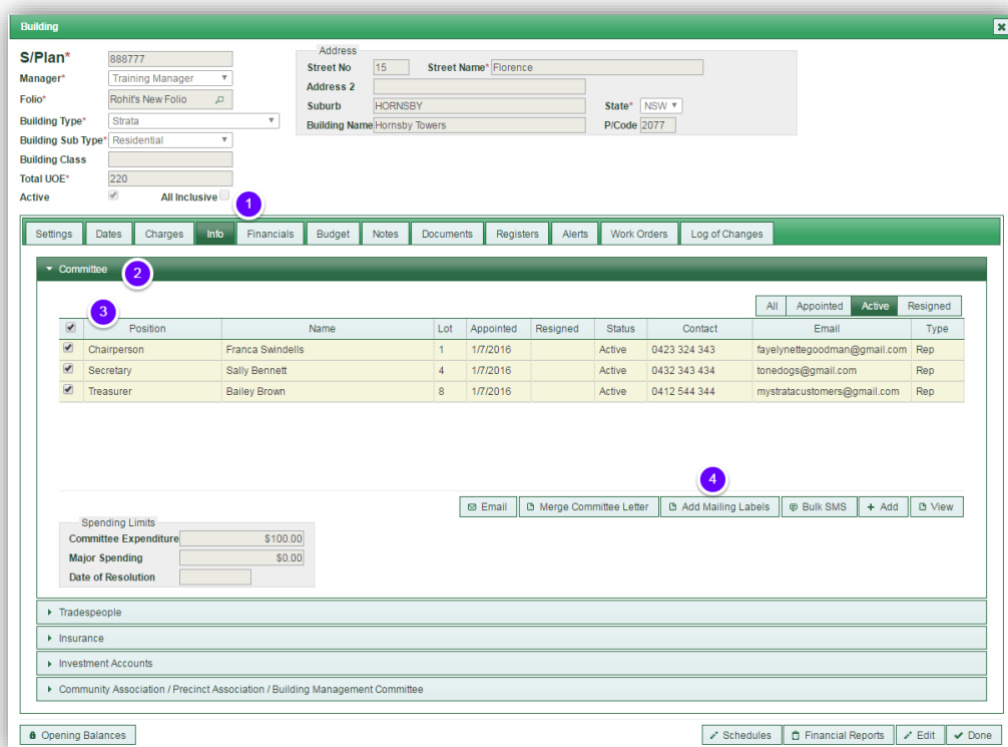
Go to the  menu and Select Buildings



1. Type some key letters in the empty boxes on the top line to refine your search and find the Building you want.



1. Once the building card is open, click on the Info tab
2. Click on the little white arrow on the committee accordion to open it
3. Click on the boxes on the left to select the committee members you want to create labels for, or tick the box on the top line to select all
4. Click the *Add Mailing Labels* button to create the mailing labels



CREATING SUPPLIER MAILING LABELS



Go to and select Suppliers

[illegible]

1. Type some key letters in any of the boxes on the top line to refine your search and find the Suppliers you want to print labels for
2. Click in the boxes on the left side of the page to select the Suppliers you want. (Or click in the top line to select all Suppliers on the screen)
3. Click on the Add Mailing Labels button

PropertyIQ Strata Currently Logged in as: Faye Goodman
Role: Administrator
6/13/2/2020/17

Suppliers

Supplier Name	Supplier Code	Balance	Type	Suburb	Phone	Mobile	ABN	Compliance
1800-Got-Junk?	1800-GOT-JUNK?	\$620.00	Agent	DARLING	03 9588 5657	0414 303 968	9856324	✓✓
Adam Plumber		\$352.00	Plumber, Removalist, Electricians, Owner	PARRAMATTA		0424515115	9856324	✓✓
The Builder	BOB	\$0.00		SMILETOWN		0434 369 841	21434654956	✓✓
A Venn Handyman Services	VENN	\$0.00	Handyman	EPPIING		0413434 345	43254456543	✓✓
Brett Earle		\$600.00	Agent	MELBOURNE		0424515115		✓✓
DARRYL JOHN HAMMOND		\$750.00	Plumber, Gardening				19354173582	✓✓
Dean Scance Electrical P/L	DEANSELEC	\$18,401.86	Electricians, Gardening, Plumber, Handyman, Removalist		03 9856 5264	+61414362000	85975686212	✓✓
Folio Supplier 100	111	\$5,838.02	Handyman				67888889	✓✓
Glens Doors		\$0.00		SMITHTOWN			4645464848792	✓✓
Glens Plumbing		\$0.00	Plumber	SYDNEY				✓✓
Gym Equipment Australia		\$0.00		ST KILDA			234543333	✓✓
Henry The Man	35555	\$0.00	Handyman	SYDNEY	0288765678	0412654855	1238766	✓✓
Hornby Garden Maintenance	HORNS	\$0.00	Gardening	WARRONGA		0412 345 345	21434434545	✓✓
Jack of All Trades	JACK	\$600.00				0423945443		✓✓
Joe's Plumbing	22345	\$0.00		REDSTONE	0396767837	0402799887		✓✓
John Electrical		\$0.00	Electricians				8521446	✓✓
JOHN RAYMOND SCHMIDT		\$0.00	Window Cleaner				90180473311	✓✓
John the water man		\$0.00						✓✓

35 selected

Compliance

CREATING DEBTOR MAILING LABELS

Go to and Click on Debtors

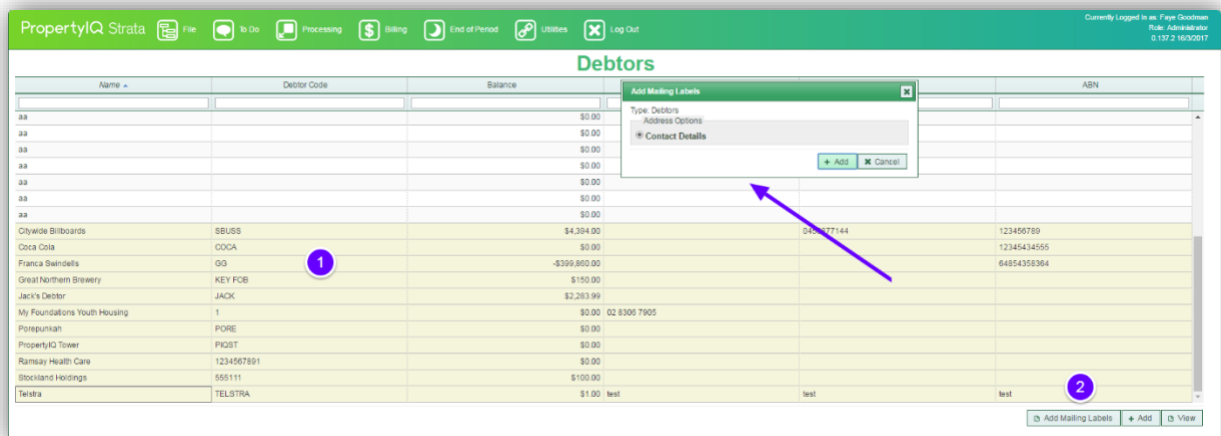
PropertyIQ Strata Currently Logged in as: Faye Goodman
Role: Administrator
6/13/2/2020/17

Diary

March 2017

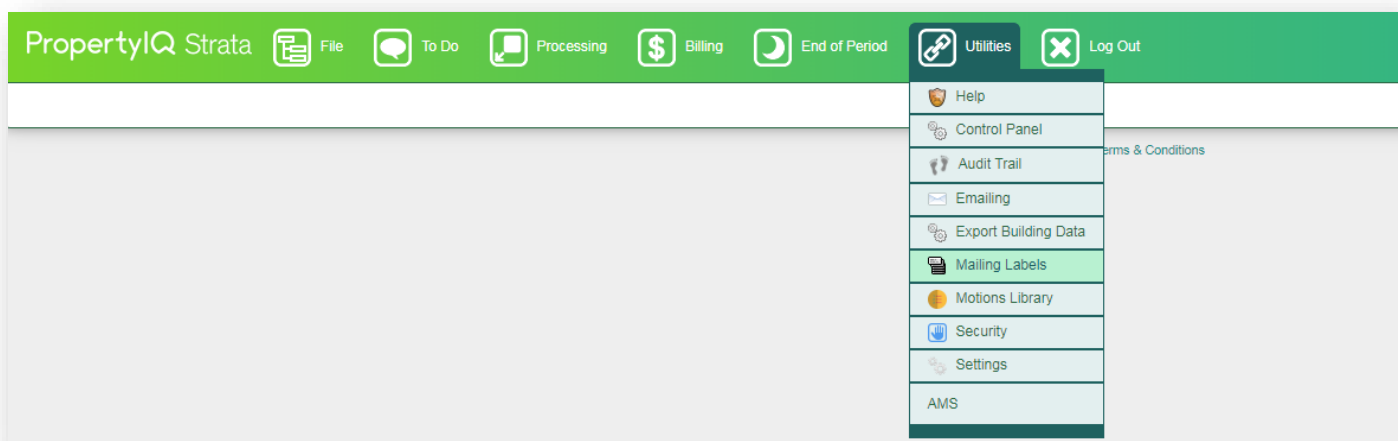
Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

1. To select an individual Debtor click on the line to highlight them or to select multiple debtors, hold your control key down and click on the Debtors you want to select.
2. Click on Add mailing labels to create pending mailing labels for the debtors you have selected.



THE MAILING LABELS CENTRE

To access the Mailing Labels Centre, go to the  Menu and select Mailing Labels



MAILING LABELS SCREEN

1. Any formats you have created show here. You can click on the dropdown list to see all the formats. See the section below “Modify Formats” for instructions on how to create different formats.
2. Click on the *Modify Formats* button to add new formats or edit existing formats. See the section below “Modify Formats” for instructions on how to create different formats
3. If you have already created some labels, they will have the status of *Pending* and the number of pending labels shows here
4. Click on the individual boxes on the left of the screen to select labels individually or click in the box on the top line to select all
5. The type of label show here. I.E. Lot, Supplier or Debtor. Click on the column heading to order the screen by that heading
6. The name of the label recipient shows here. Click on the column heading to order the screen by that heading
7. If the label is a lot owners label, the strata plan the lot is attached to shows here. Click on the column heading to order the screen by that heading.
8. If the label is a lot owners label, the lot number shows here. Click on the column heading to order the screen by that heading
9. The address shows here. Click on the column heading to order the screen by that heading
10. The number of labels for that recipient shows here. Click on the column heading to order the screen by that heading
11. The user that created the label shows here. Click on the column heading to order the screen by that heading
12. The date the label was created shows here. Click on the column heading to order the screen by that heading
13. Click on the *Add Labels* button to add labels directly from the Mailing Centre. See the section below “Add mailing labels” for instructions on how to add labels directly from the mailing labels centre.

14. Click on the *Remove Selected Items* button to remove pending labels that you have selected on this screen
15. Click on the *Remove All Items* button to remove all pending labels from the mailing centre
16. Click on the *Generate Labels* button to generate the selected labels for printing when you are ready to go
17. Click *Close* to exit the Mailing Labels centre

Mailing Labels

42 Pending Labels

Label Format

Avery L7163

Modify Formats

3 page(s) of labels required for this format to print 42 labels @ 14 per page

<input type="checkbox"/>	Type	Name	Splan	Lot	Address	#Labels	User	Date Added
<input checked="" type="checkbox"/>	Lot	Maddison Furness	888777	2	Maddison Furness Unit 2/15 Florence Avenue	1	ams	27/6/2018
<input type="checkbox"/>	Lot	Ellery Borenson	888777	3	Ellery Borenson 12/15 Florence Avenue	1	ams	27/6/2018
<input type="checkbox"/>	Lot	Sally Bennett	888777	4	Sally Bennett Unit 4/15 Florence Ave	1	ams	27/6/2018
<input type="checkbox"/>	Lot	Caroline Liu	888777	5	Caroline Liu 24 Halloran Drive	1	ams	27/6/2018
<input type="checkbox"/>	Lot	Ann-Maree Lawlor	888777	6	Ann-Maree Lawlor Unit 6/15 Florence Ave	1	ams	27/6/2018
<input type="checkbox"/>	Lot	Christy Lee	888777	7	Christy Lee 4 Adamstown Road	1	ams	27/6/2018

+ Add Labels

Remove Selected Item(s)

Remove All Items

Generate Labels

Close

MODIFY FORMATS

You can modify the size and style of your labels to suit your label stationery.

Click on the Modify Formats button.

Add a New Format

1. To add a new Format click on the +Add button
2. Type a name for the new label format
3. Measure your actual labels carefully and type the details here
4. Select the font size from the dropdown list
5. Select the font from the dropdown list
6. Click Save to save the new format

The screenshot shows the 'Mailing Label Format Setup' dialog box. It has a green title bar and a close button in the top right. On the left, there's a 'Label Formats' section with a table containing two rows: 'Avery L7163' and '3 label Accross'. Below this table are three buttons: '+ Add', 'Edit', and 'Remove'. On the right, the 'Label Format Settings' section is active. It includes a 'Description' field with the text '2 label across'. Below this, there are two sub-sections: 'Page Settings' and 'Label Dimensions'. 'Page Settings' includes fields for 'Top Margin' (14.0), 'Side Margin' (2.0), 'Column Gap' (4.0), and 'Row Gap' (2.0). 'Label Dimensions' includes fields for 'Height' (30.0), 'Width' (80.0), 'Rows' (8), and 'Columns' (2). At the bottom right of the settings are 'Font Size' (set to 12) and 'Font Face' (set to Calibri). At the bottom right of the entire dialog are 'Save' and 'Cancel' buttons. Numbered callouts are placed as follows: 1 points to the '+ Add' button; 2 points to the 'Description' field; 3 points to the 'Width' field; 4 points to the 'Font Size' dropdown; 5 points to the 'Font Face' dropdown; and 6 points to the 'Save' button.

Label Formats	
Name	
Avery L7163	
3 label Accross	

+ Add Edit Remove

Label Format Settings

Description: 2 label across
(All measurements are in millimeters)

Page Settings

Top Margin: 14.0
Side Margin: 2.0
Column Gap: 4.0
Row Gap: 2.0

Label Dimensions

Height: 30.0
Width: 80.0
Rows: 8
Columns: 2

Font Size: 12
Font Face: Calibri

Save Cancel

Edit an Existing Format

1. Click on the format you want to edit to highlight it
2. Click on **Edit** to start editing the format
3. You can overwrite the existing description if you want
4. You can overwrite the existing dimensions if you want
5. Click **Save** to save your changes

The screenshot shows the 'Mailing Label Format Setup' dialog box. On the left, under 'Label Formats', the '3 label Accross' format is highlighted with a yellow background and a purple circle with the number 1. At the bottom left, the 'Edit' button is highlighted with a purple circle with the number 2. On the right, the 'Label Format Settings' panel is visible. The 'Description' field contains '3 label Accross' and is highlighted with a purple circle with the number 3. The 'Page Settings' and 'Label Dimensions' sections contain various input fields. The 'Rows' field is highlighted with a purple circle with the number 4. At the bottom right, the 'Save' button is highlighted with a purple circle with the number 5.

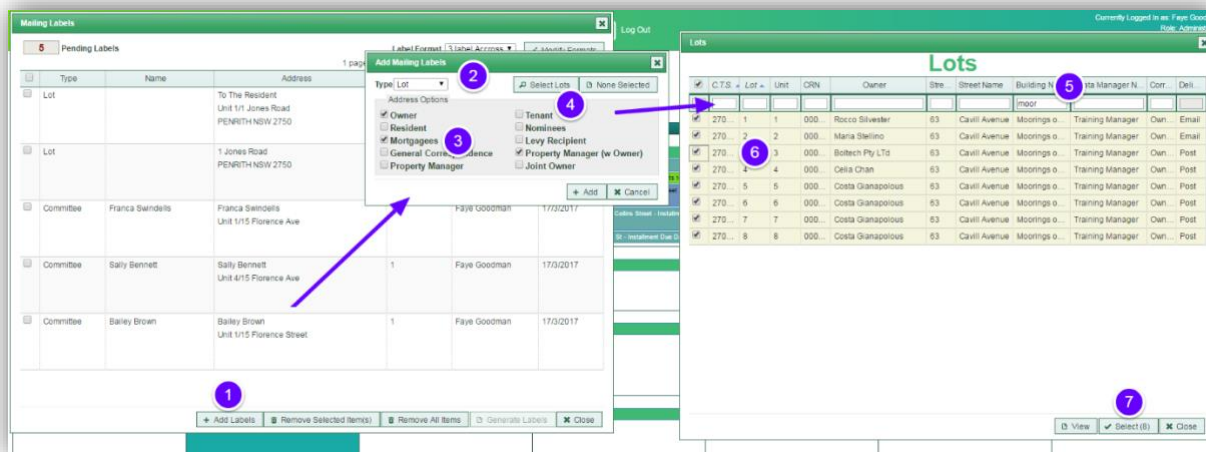
To Remove a Format

1. Click on the Format you want to remove to highlight it
2. Click on the **Remove** button to remove it

The screenshot shows the 'Mailing Label Format Setup' dialog box. On the left, under 'Label Formats', the '3 label Accross' format is highlighted with a yellow background and a purple circle with the number 1. At the bottom left, the 'Remove' button is highlighted with a purple circle with the number 2. The 'Label Format Settings' panel on the right is visible but not the focus of the action.

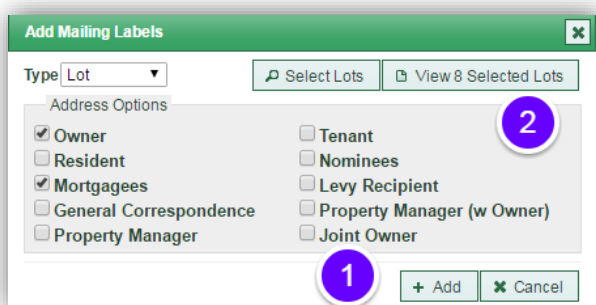
CREATING LOT OWNER LABELS DIRECTLY FROM THE MAILING CENTRE

1. Click on the **+Add Labels** button
2. Choose **Lot** from the drop down list.
3. Tick the address options you want
4. Click on the **Select Lots** button to search for the lots you want to include.
5. Type some key letters in any of the empty boxes on the top row to refine your search
6. Click in any of the boxes on the left to select lot owners individually or click in the top box on the left to select all lots
7. Click on the **Select** button to select the lot owners that are highlighted on the screen



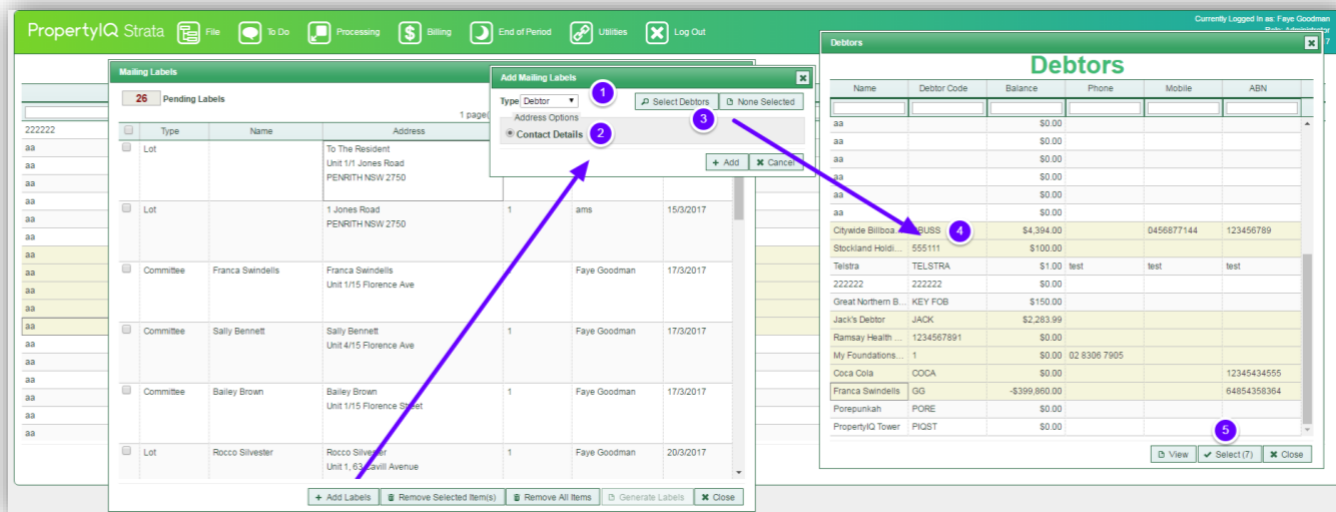
Once you have clicked the Select Button:

1. Click **Add** to create the labels. This will create Pending labels for the Lot/Owners you have selected.
2. Click on the **View Selected Lots** button if you want to view the Lot/Owners you have created pending labels for



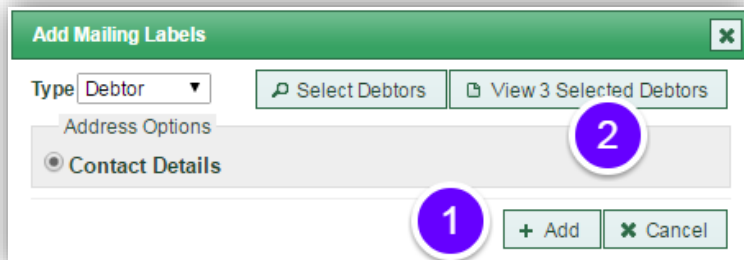
CREATING DEBTOR MAILING LABELS DIRECTLY FROM THE MAILING LABELS CENTRE

1. Click on the +Add Labels button
2. Choose Debtor from the type drop down list
3. Click on the circle (radio dial) to include the debtor'(s) contact details
4. Click on the Debtor you want or to select multiple debtors, hold your control key down
5. Click on the Select button to select the debtors you want.



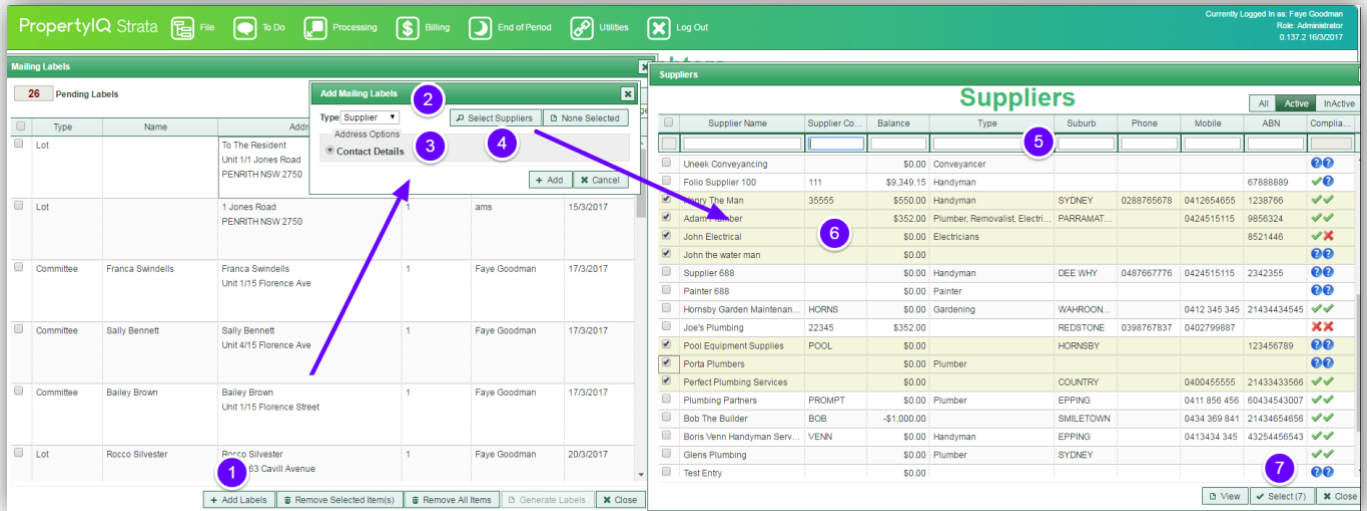
Once you have clicked the Select Button:

1. Click +Add to create the Labels. This will create pending labels for the Debtors you have selected.
2. Click on the View Selected Debtors button If you want to view the Debtors you have created labels for



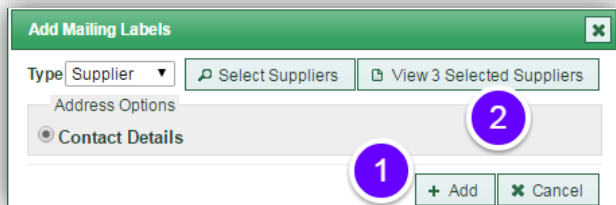
CREATING SUPPLIER MAILING LABELS DIRECT FROM THE MAILING LABELS CENTRE

1. Click on the Add Labels button
2. Select Supplier from the drop down list
3. Click on the circle to include the Supplier(s) contact details
4. Click on the Select Suppliers button to search for the Supplier(s) you want
5. Type some key letters in the empty boxes on the top line to refine your search
6. Click on the Suppliers you want to highlight them or click in the box on the top left to select all.
7. Click on the Select button to create Labels for the Suppliers you have selected.



Once you have clicked the Select Button:

1. Click +Add to create the Labels. This will create Pending labels for the Suppliers you have selected.
2. Click on the View Selected Suppliers button If you want to view the Suppliers you have created labels for



CREATING MANUAL MAILING LABELS DIRECTLY FROM THE MAILING LABELS CENTRE

1. Click on the +Add Labels button

2. Choose Manual from the Drop down list
3. Type the details you want to appear on the label
4. Click on the +Add button to create the Pending labels

Mailing Labels

25 Pending Labels

Label Format: 3 label Across Modify Formats

1 page(s) of labels required for this format to print 25 labels @ 30 per page

Type	Name	Address	Units	User	Date Added
<input checked="" type="checkbox"/> Lot				ms	15/3/2017
<input type="checkbox"/> Lot				ms	15/3/2017
<input type="checkbox"/> Committee	Franca Sw			Faye Goodman	17/3/2017
<input type="checkbox"/> Committee	Sally Bennett	Sally Bennett Unit 4/15 Florence Ave	1	Faye Goodman	17/3/2017
<input type="checkbox"/> Committee	Bailey Brown	Bailey Brown Unit 1/15 Florence Street	1	Faye Goodman	17/3/2017
<input type="checkbox"/> Lot	Rocco Silvester	Rocco Silvester Unit 1, 63 Cavill Avenue	1	Faye Goodman	20/3/2017

Add Mailing Labels

Type: Manual

Address Options

Top Left: George Gibbons

Line 1: Suite 3/Level 1

Line 2: 345 Moranda Place

Line 3:

Line 4: COLLINGWOOD VIC 3009

+ Add ✕ Cancel

+ Add Labels Remove Selected Item(s) Remove All Items Generate Labels ✕ Close

The Mailing Centre will show all the Pending Labels you have just created.

1. The number of pending labels shows here
2. You can select all by clicking in the box on the top line or select individual labels by clicking on the boxes
3. The type shows in this column, click on the column heading to order the screen by type
4. The name shows in this column, click on the column heading to order the screen by type
5. The Strata Plan number (if applicable) shows in this column, click on the column heading to order the screen by Strata Plan number
6. The Lot number (if applicable) shows in this column, click on the column heading to order the screen by Lot number
7. The Address shows in this column, click on the column heading to order the screen by Address
8. The label format shows here
9. The number of labels for this address shows in this column
10. The user ID of the user that created the label shows in this column
11. The date the label was added shows in this column

Mailing Labels

42 Pending Labels

Label Format Avery L7163 Modify Formats

3 pane(s) of labels required for this format to print 42 labels @ 14 per page

<input type="checkbox"/>	Type	Name	Splan	Lot	Address	#Labels	User	Date Added
<input type="checkbox"/>	Supplier	1800-Got-Junk?			1800-Got-Junk? PO Box 1274	1	ams	23/5/2018
<input type="checkbox"/>	Supplier	A G Thomas Valuations			A G Thomas Valuations PO Box 3418	1	ams	23/5/2018
<input type="checkbox"/>	Supplier	aaa handyman			aaa handyman	1	ams	23/5/2018
<input type="checkbox"/>	Lot	testbox	1	1	testbox 10 Hollywood Drive MURWILLUMBAH WA 2656	1	ams	23/5/2018
<input type="checkbox"/>	Lot	t dghd ghd hgfdhgfd hgfd	1	2	t dghd ghd hgfdhgfd hgfd 1 Hollywood Drive MURWILLUMBAH WA 2656	1	ams	23/5/2018
<input type="checkbox"/>	Lot		1	3	1 Hollywood Drive MURWILLUMBAH WA 2656	1	ams	23/5/2018

+ Add Labels

Remove Selected Item(s)

Remove All Items

Generate Labels

Close

PRINTING THE PENDING LABELS

1. Click on the box on the left in the top row to select all or
2. Click on the boxes on the left to select or deselect individual labels

3. Click on the Remove Selected Items box to remove any selected labels altogether
4. Click on the Remove All Items button to remove all labels
5. Click on the Generate Labels button to generate all the selected labels

Mailing Labels

42 Pending Labels

Label Format

Avery L7163

Modify Formats

3 page(s) of labels required for this format to print 42 labels @ 14 per page

		Name	Splan	Lot	Address	#Labels	User	Date Added	
<input type="checkbox"/>	1	Christy Lee	888777	7	Christy Lee 4 Adamstown Road	1	ams	27/6/2018	
<input checked="" type="checkbox"/>	2	Lot	689	76	Lot 12	1	ams	28/6/2018	
<input checked="" type="checkbox"/>		Lot	1	8	1 Hollywood Drive MURWILLUMBAH WA 2656	1	ams	23/5/2018	
<input type="checkbox"/>		Lot	Bailey Brown	888777	8	Bailey Brown Unit 1/15 Florence Street	1	ams	27/6/2018
<input checked="" type="checkbox"/>		Lot	Bailey Brown	888777	9	Bailey Brown Unit 1/15 Florence Street	1	ams	27/6/2018
<input type="checkbox"/>		Lot		1	99	1 Hollywood Drive MURWILLUMBAH WA 2656	1	ams	23/5/2018

+ Add Labels

Remove Selected Item(s)

Remove All Items

Generate Labels

Close

1. By default the labels will start printing from label number 1, but if you have any part printed label sheets, you can alter
2. By default the labels will print in Name order but you can alter by clicking on the appropriate circle (radio dial) if you want
3. Click Preview to create a PDF preview of how your labels will look. This will automatically create a PDF that will open in a new tab

Perfect Plumbing Services 22 Country Road COUNTRY NSW 3445	Perfect Plumbing Services 22 Country Road COUNTRY NSW 3445	Pool Equipment Supplies 4 Edgeworth David Avenue HORNSBY NSW 2077
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Generate Mailing Labels

Start Position

Please enter the 1st label number to start printing from.
(Labels are numbered from left to right, down the page)

Start printing at label number (1 - 30)

Print Sequence

☒ Name
 ☐ Type Then By Splan/LotNo
 ☐ User
 ☐ Date

Preview

Generate Labels

Cancel

- Click Generate Labels to generate a PDF that you can print onto your label stationery

generateLabels		2 / 6		
	45 James Ruse Drive PARRAMATTA NSW 2150	Unit 6/15 Florence Ave HORNSBY NSW 2077	Unit 6/15 Florence Ave HORNSBY NSW 2077	
434548232B	Ann-Maree Lawlor Unit 6/15 Florence Ave HORNSBY NSW 2077	Bailey Brown Unit 1/15 Florence Street HORNSBY NSW 2077	Bailey Brown Unit 1/15 Florence Street HORNSBY NSW 2077	