



WHERE IS IT?

Data Reports > Quick Reports / Address labels

Filters Export

Address labels report

1. Open Data reports menu
2. Select Address Labels from the list
3. Enter recipients into the field with the folder, find the target users with the [People picker](#)
4. Select format of labels (*2x10 is default*)
5. Choose type of export (name or name & address)
6. Choose to include student name in label and it's position
7. Decide to include pre text or post text in the label.
8. Check the capitalise box to apply this to the label format
9. Determine to include the country field on the address label

Quick report labels

1. Open Data reports menu
2. Select Quick report from the list
3. Determine between student or user data (*Guardians are classed as users*)
4. Start to filter the population (Default selection is the entire school)
5. Then switch tabs to export
6. Choose label sheet instead of excel
7. Now determine what details you would like to export from the *filtered* dataset
8. Export to the standard 2x10 label sheet

GOOD TO KNOW

Create Main guardian address labels

