

Creating Envelope Billing Report in Shelby

1. Login to Shelby
2. Go to the Membership module
3. Click on Reports
4. Click on "Selections and Listings"
5. Under the File menu, select Wizard
6. Type in the title for your report, e.g. "Envelope Billing List" and click Next
7. Type "General" in the Report Group field and click Next
8. Leave the "Unsecured" radio button selected and click Next
9. On the next page where Global File, Membership, and Multilink are highlighted click Next
10. On the next page under Criteria Type, highlight "Envelope Mailing (Y/N) (MB) and click Next
11. On the next page select "Include" and "Yes" and click OK
12. When asked if there are more criteria select Yes
13. Under Criteria Type, highlight "Sites (OU) and click Next
14. Select your congregation name under the appropriate apostle on the next page and click OK
15. When asked if there are more criteria select No
16. On the next page "Status of Individuals to Include", check Active and Inactive Individuals and click Next
17. On the next page "Types of Individuals to Include", check all three boxes and click Next
18. On the next page, leave "Alphabetical (Full Name)" highlighted and click Next
19. On the next page under Module, highlight "Address List (All) and click Next
20. Type "Envelope Billing List" in the blank field on the next page and click OK
21. When asked for other report formats select No
22. On the next page leave "Use Address Preferences" highlighted and click Next
23. Your report will be highlighted at the bottom of the Selections and Listings page
24. Under File menu, select Run

Your report will then be generated for you to print off or save to your hard drive. It will include the name and address of each person who is having their envelopes mailed to their homes