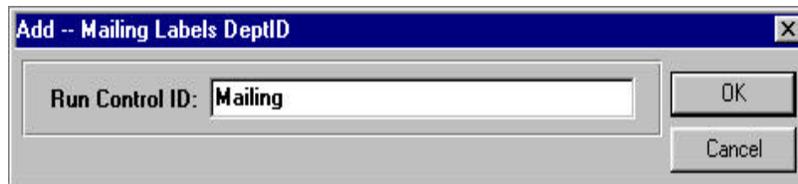


MAILING LABELS CRYSTAL REPORT

In the past, agencies had to call Central Support to order mailing labels. Agencies can now order their own mailing labels through a Crystal report and print them locally. Refer to the Crystal Rollout email dated October 26, 2001 for additional information on downloading this new Crystal Report.

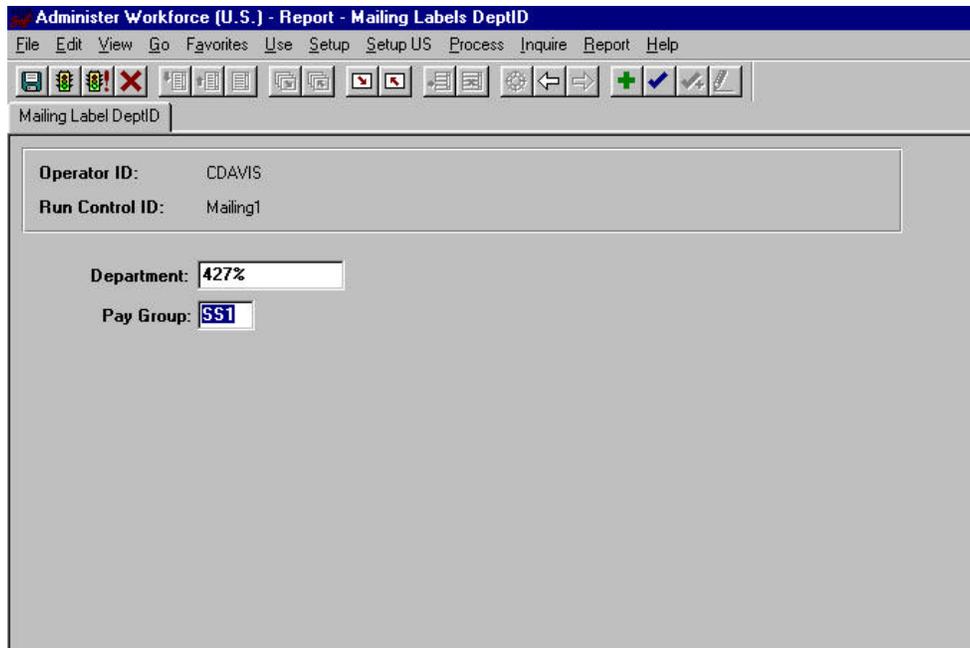
The labels can be ordered by accessing PeopleSoft **HRMS/Administer Workforce (U.S.)/Report/Mailing Labels DeptID**. The required Operator Class to access this report is MAHREDR1. Labels are sorted by Department/Pay Group/Alphabetical order.

You may want to add a new Run Control ID specifically for ordering your labels:



The screenshot shows a dialog box titled "Add -- Mailing Labels DeptID". It has a single text input field labeled "Run Control ID:" containing the word "Mailing". To the right of the input field are two buttons: "OK" and "Cancel".

Enter the entire Department ID or any part of it with a Wildcard (%). You must enter at least the first three digits of the Department ID when using a wildcard. In the Pay Group field, enter a Wildcard, a specific Pay Group, or any part of a Pay Group with a Wildcard. Using your three-digit agency number plus a Wildcard in the Department field and a Wildcard in the Pay Group field will produce mailing labels for your entire agency. You can order mailing labels for a specific Department ID by entering the entire department number.



The screenshot shows the main application window titled "Administer Workforce (U.S.) - Report - Mailing Labels DeptID". It features a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Setup", "Setup US", "Process", "Inquire", "Report", and "Help". Below the menu bar is a toolbar with various icons. The main content area is titled "Mailing Label DeptID" and contains the following fields:

- Operator ID: CDAVIS
- Run Control ID: Mailing1
- Department: 427%
- Pay Group: SS1

To run the process, the Process Scheduler should be setup like the panel below. Ensure that the Run Location is set to Client and that the Output Destination is set to Window.

Description	Name	Process Type Descr
Crystal Process for OHR094	OHR094	Crystal

Click Okay.

The results will return in the format below and you can print your labels at a local printer. The report has been formatted to use Avery 5160 (1 x 2 5/8) labels or something comparable.

m:\ps\hrdev\cwrw\eng\0hr094.rpt		
1 of 1	50%	Total:30 100% 30 of 30
4270400126 SSFI Humphreys,Wanda R P.O. Box 86 Quitman GA 31643	4270400126 SSI Fuller, A Pamela 2560 W Pecos Blvd Thomasville GA 31792	4270400126 SSI Jenny,Alma R 221 Pecos Dr Thomasville GA 31692
4270400126 SSI Loney,Joseph Bruce 446 S Howell St Thomasville GA 31792	4270400126 SSI Malina, J. Jory K 214 Yorkshire Cir Thomasville GA 31792	4270400126 SSI Sosa,Mark Edward 17238 County Line Rd Madison GA 31820
4270400130 SSI Wares,Bessie B 193 Pineswinds Dr Savannah GA 31717	4270400135 SSI Johnson,Susan Ruthings 228 Oriental Terrace Thomasville GA 31792	4270400135 SSI Smith,Debra L 425 Rosedale Avenue Thomasville GA 31792
4270400151 SSFI WEBB,Delfora M 306 Spring Lake Road Thomasville GA 31792	4270400151 SSI Alston, J. Richard H 1412 Camp St Thomasville GA 31792	4270400151 SSI Della,Ann M 1652 Watkins Rd Bosaso GA 31626
4270400151 SSI Ondy,Belinda Jordan 38 Palm Ln Coulidge GA 31728	4270400151 SSI Hendry,Jefferson C 604 W Pecos St Quitman GA 31643	4270400151 SSI King,Emma E 201 Holly Springs Dr Thomasville GA 31792
4270400151 SSI McMillan,Tosco C 402 Twin Hara Dr Thomasville GA 31792	4270400151 SSI Milan,Oray 104 Kings Farm Rd Thomasville GA 31792	4270400151 SSI Powell,Michael A 38 7th Ave NW Cairo GA 31728
4270400151 SSI Williams,Chondelya K Po Box 3173 Thomasville GA 31799	4270400155 SSI Johnson,Louise Patricia 40 Wade Chateau Rd Coulidge GA 31728	4270400177 SSFI Lambert, J. Sumley 221 Carvington Ave. Apt. 186 Thomasville GA 31792
4270400177 SSI Carrall,Reva B 352 Riggs Lane Rd Hawfield GA 31756	4270400177 SSI Dowling,Janice M 104 Whitewater Rd Savannah GA 31717	4270400177 SSI Faulkner,Stacie Jean 303 Vinland Cir Moultrie GA 31768
4270400177 SSI Owen, Jane Patricia Po Box 324 Bosaso GA 31626	4270400177 SSI Haworth,Janice A 108 Cardinal Dr Savannah GA 31717	4270400177 SSI Pac,Louise D Po Box 105 Palmetto GA 31799
4270400177 SSI Watts,Ruby W 616 Blackhawk St Thomasville GA 31792	4270400178 SSI Allen,Stanley Sunda 2016 Hatterly Farm Rd Cairo GA 31728	4270400178 SSI Lawson,Bray T 921 Millwood Rd Moultrie GA 31768