

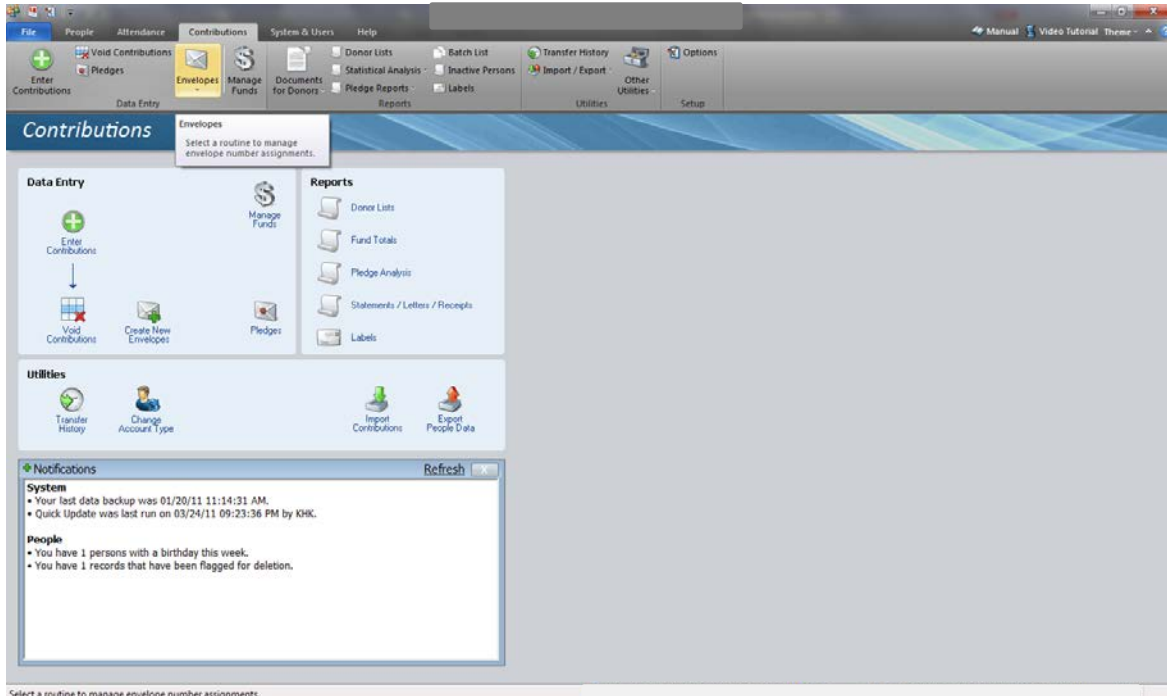
Logos II Version 9

Exporting Envelope Numbers

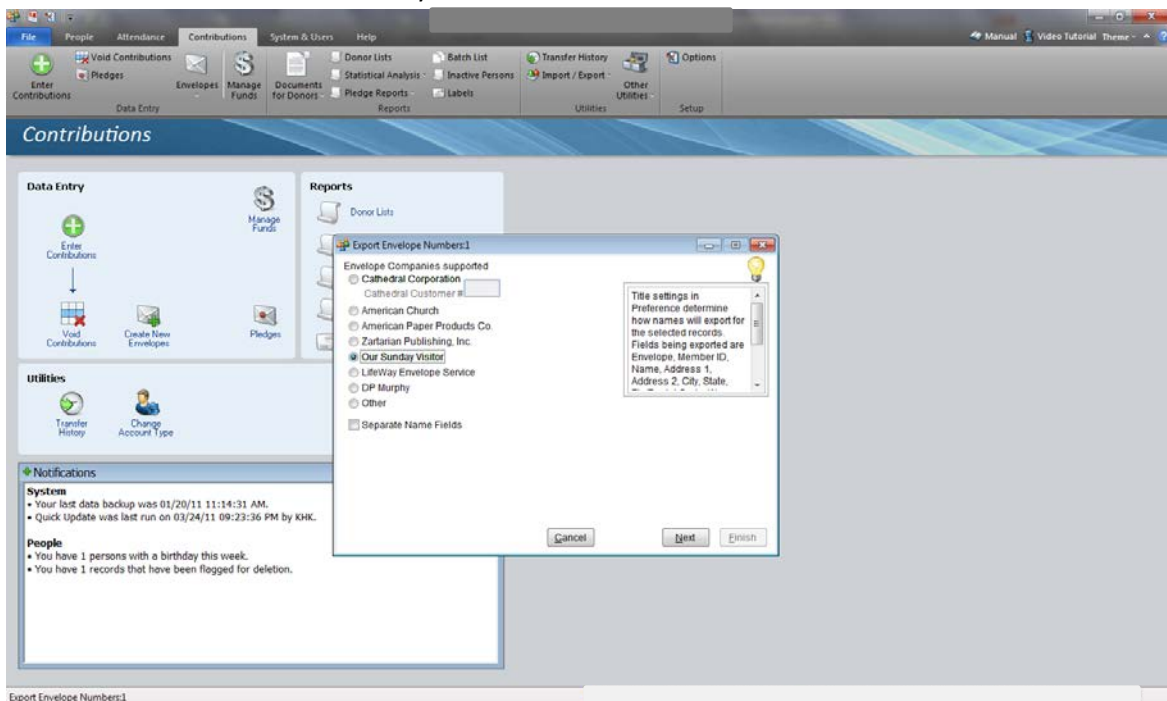
Click "Contribution Tab"

Click "Envelopes" button

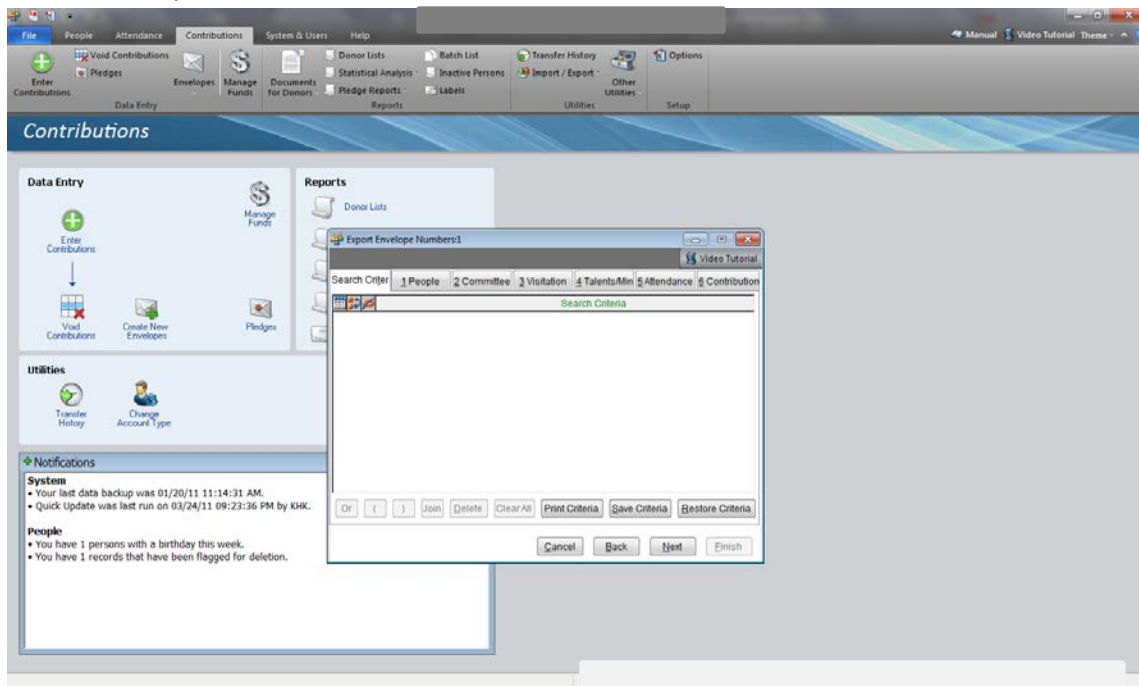
Select "export envelope data"



Mark the radio button "Our Sunday Visitor" then Click "Next"

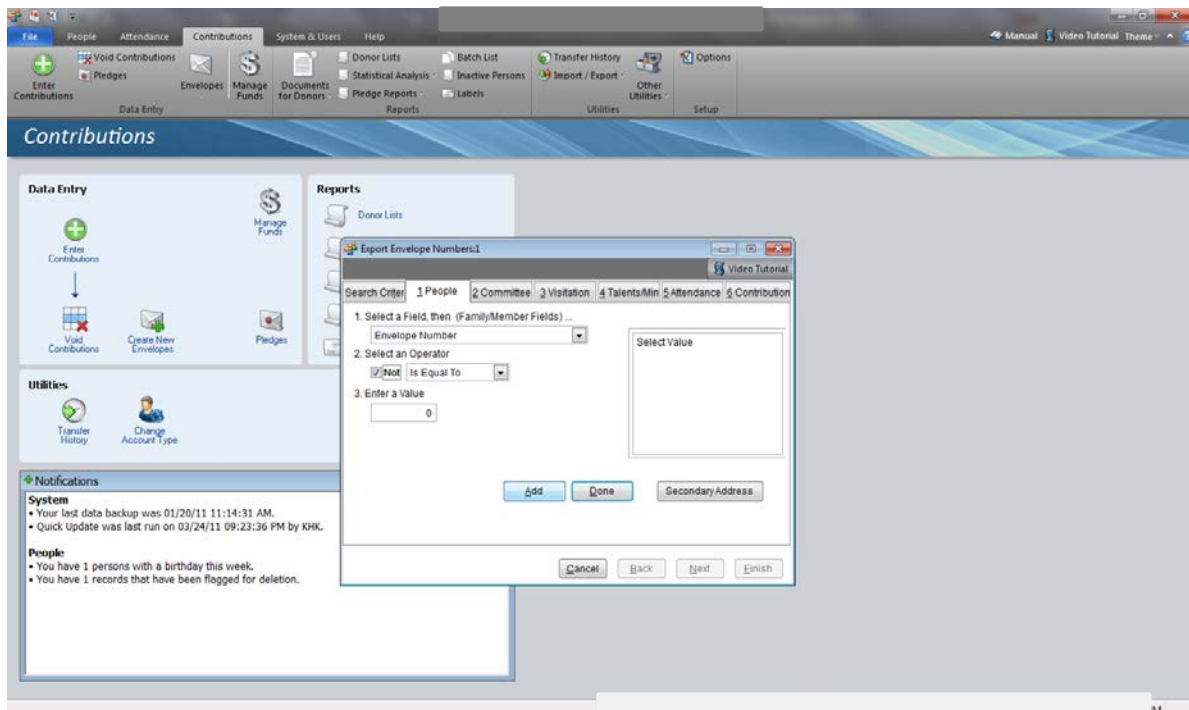


Click the "People" Tab on the Search Window.



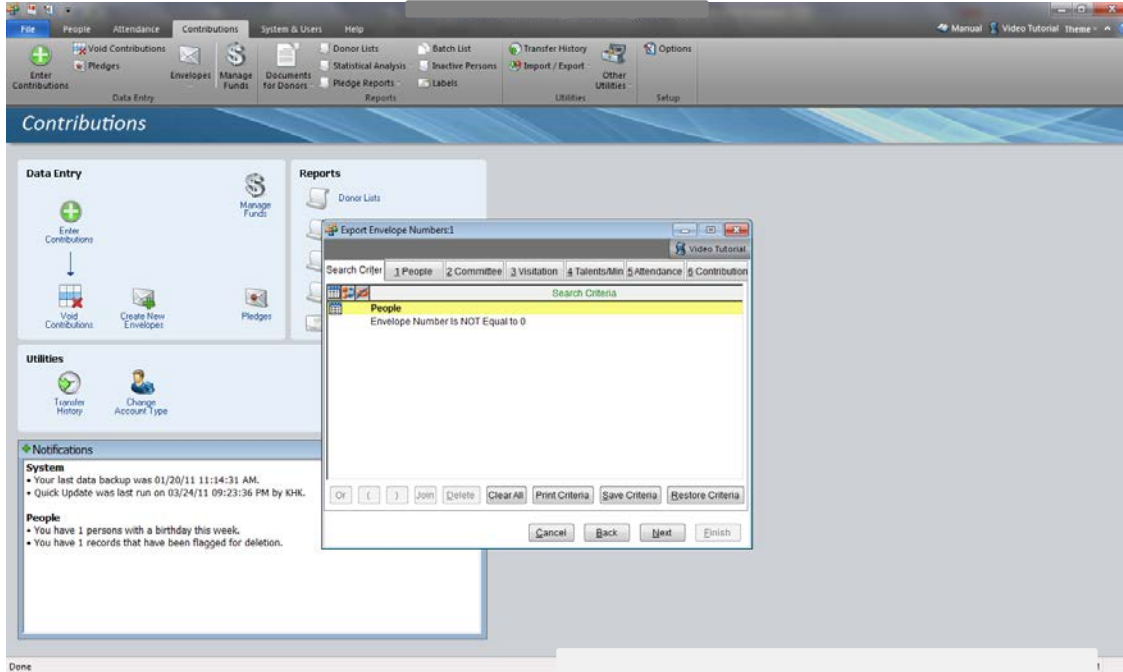
1. Select "Envelope Number"
2. Check "not" select "is equal to"
3. Enter a value "0"

Click Buttons "Add" and the "Done"



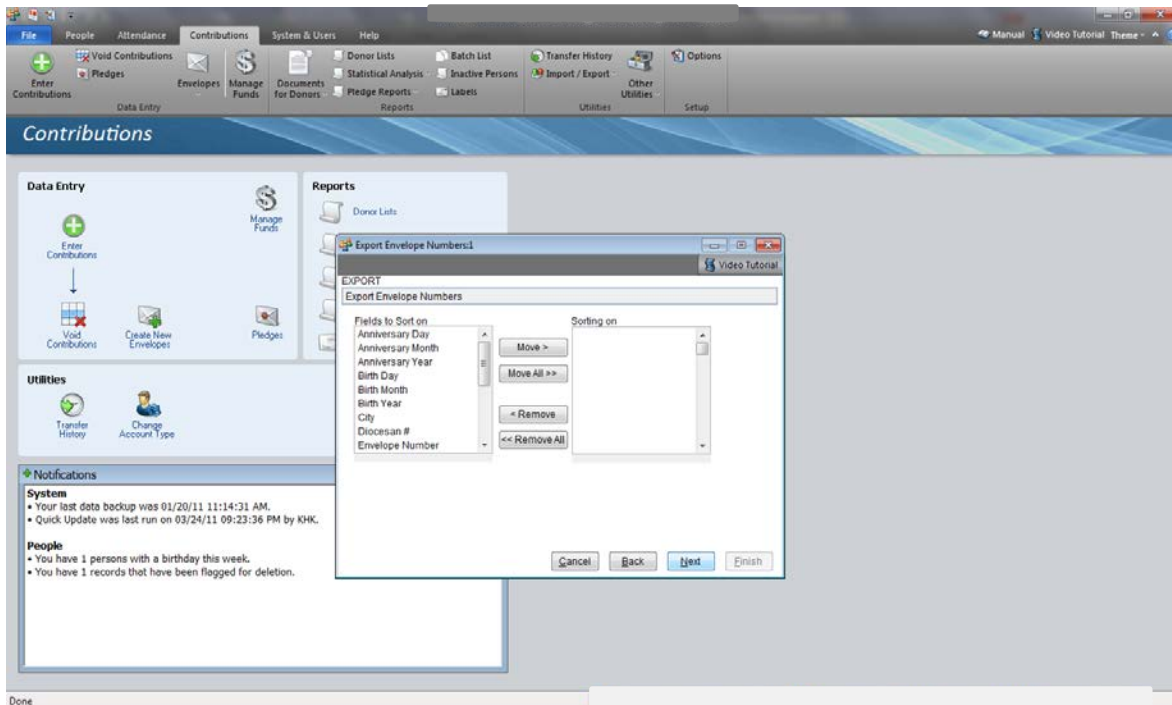
The search criteria should read “Envelope Number is NOT Equal to 0” then Click “Next”

Note: other criteria may be necessary if some numbers are not being exported. It may require a between criteria or some other.



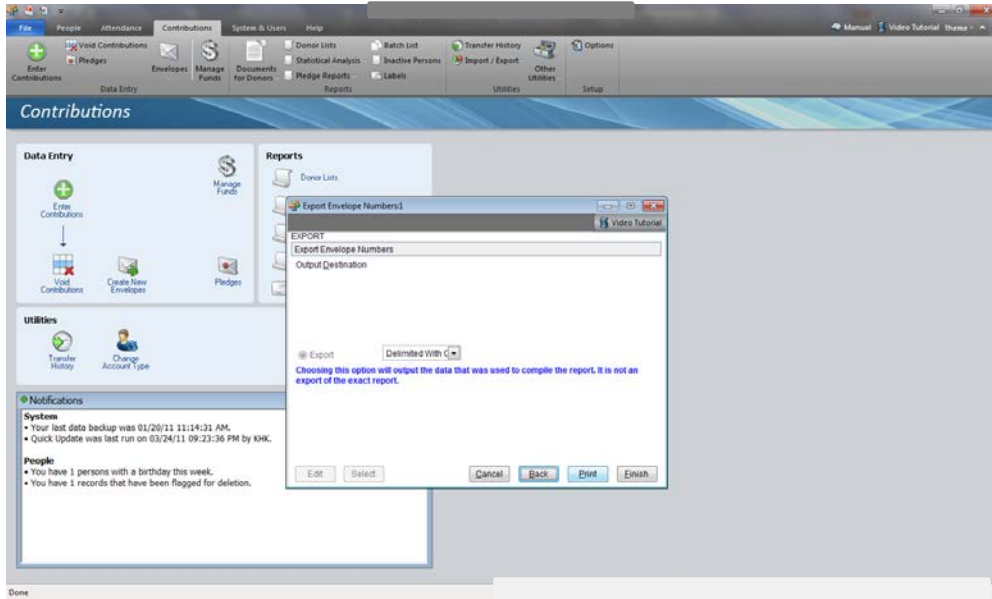
The following screen will appear but there is no need to sort with the export.

Click “Next”

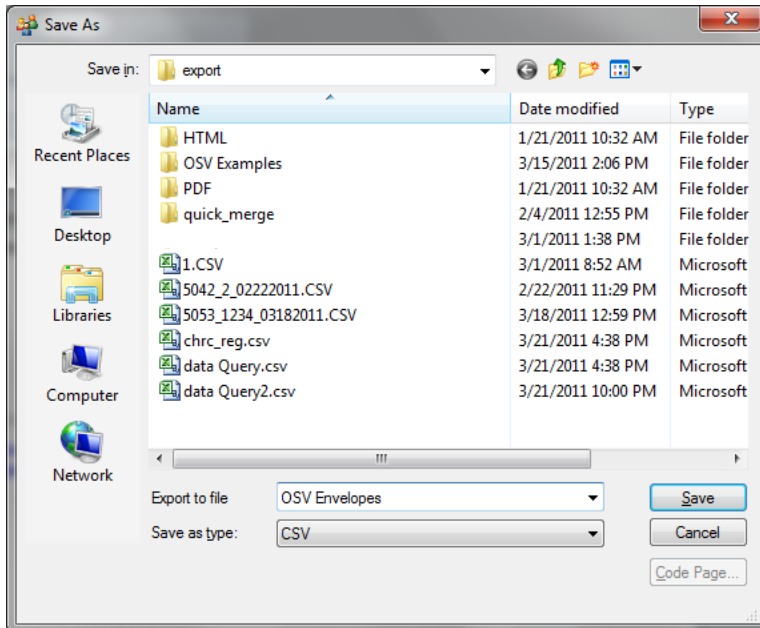


Click "Print". This will print the export to file.

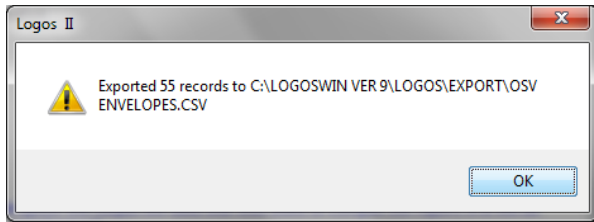
Default is "Delimited with Comma"



Enter file name on the line "export to file" line



A window will open showing the number of files exported. Click "OK"



The normal file location when an export is saved is: C:\LOGOSWIN\LOGOS\export