

Family Suite Quick Report

*** Please pull this report as a .CSV as explained in the Family Suite Quick report export instructions.

**Please note that a .CSV format may be opened & viewed in Excel or Notepad, we ask that you do not make changes on the exported file, as it can alter how your information is processed.

*If you have leading zeros on your envelope number or zip codes DO NOT OPEN file after export.

Below you will see two different ways to view the same data.

Family Suite – Quick Report

Viewed in Excel

	A	B	C	D	E	F	G	H	I	J	K	L
1			St. Lucy Parish									
2			1234 Jefferson Ave									
3			Midland, MI 48080									
4		Full Envelope Numbers										
5	Envelope #			Last Name	First Name(s)	Mailing Name	Address 1	Address 2	City	State	Postal	Plus 4
6	1			Smith	John and Jane	Mr. and Mrs. John Smith	22610 Main St		Midland	MI	48080	2341
7	2			Traylor	Daniel	Mr. Daniel Traylor	Po Box 1234		Midland	MI	48080	7491
8												

	A	B	C	D	E	F	G	H	I	J	K	L
1			Holy Trinity Catholic Parish									
2			47774 Church Ave.									
3			Springfield, OH 43558									
4		Filtered Envelope Numbers										
5	Envelope #			Last Name	First Name(s)	Mailing Name	Address 1	Address 2	City	State	Postal	Plus 4
6	1			Smith	John and Jane	Mr. and Mrs. John Smith	22610 Main St		Midland	MI	48080	2341
7	2			Traylor	Daniel	Mr. Daniel Traylor	Po Box 1234		Midland	MI	48080	7491
8												

Viewed in Notepad

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1  ,,St. Lucy Parish,,,,,,,,,
2  ,,1234 Jefferson Ave,,,,,,,,,
3  ,,"Midland, MI 48080",,,,,,,,,,
4  ,Full Envelope Numbers,,,,,,,,,
5  Envelope #,,,Last Name,First Name(s),Mailing Name,Address 1,Address 2,City,State,Postal,Plus 4
6  1,,,Smith,John and Jane,Mr. and Mrs. John Smith,22610 Main St,,Midland,MI,48080,2341
7  2,,,Traylor,Daniel,Mr. Daniel Traylor ,Po Box 1234,,Midland,MI,48080,7491
8
9
10
11 ,,Holy Trinity Catholic Parish ,,,,,,,,,,
12 ,,47774 Church Ave.,,,,,,,,,,
13 ,,"Springfield, OH 43558",,,,,,,,,,
14 ,Filtered Envelope Numbers,,,,,,,,,
15 Envelope #,,,Last Name,First Name(s),Mailing Name,Address 1,Address 2,City,State,Postal,Plus 4
16 1,,,Smith,John and Jane,Mr. and Mrs. John Smith,22610 Main St,,Midland,MI,48080,2341
17 2,,,Traylor,Daniel,Mr. Daniel Traylor ,Po Box 1234,,Midland,MI,48080,7491
18

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