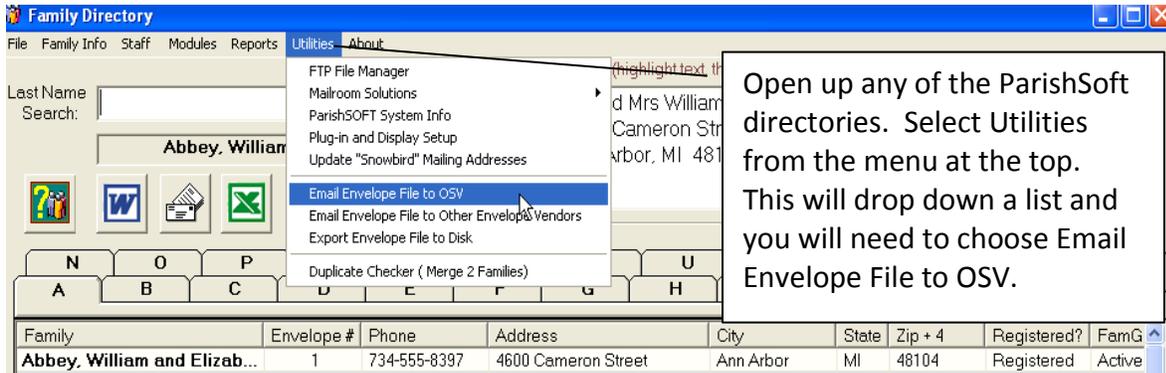# ParishSoft exporting instructions for Version 3.7.12

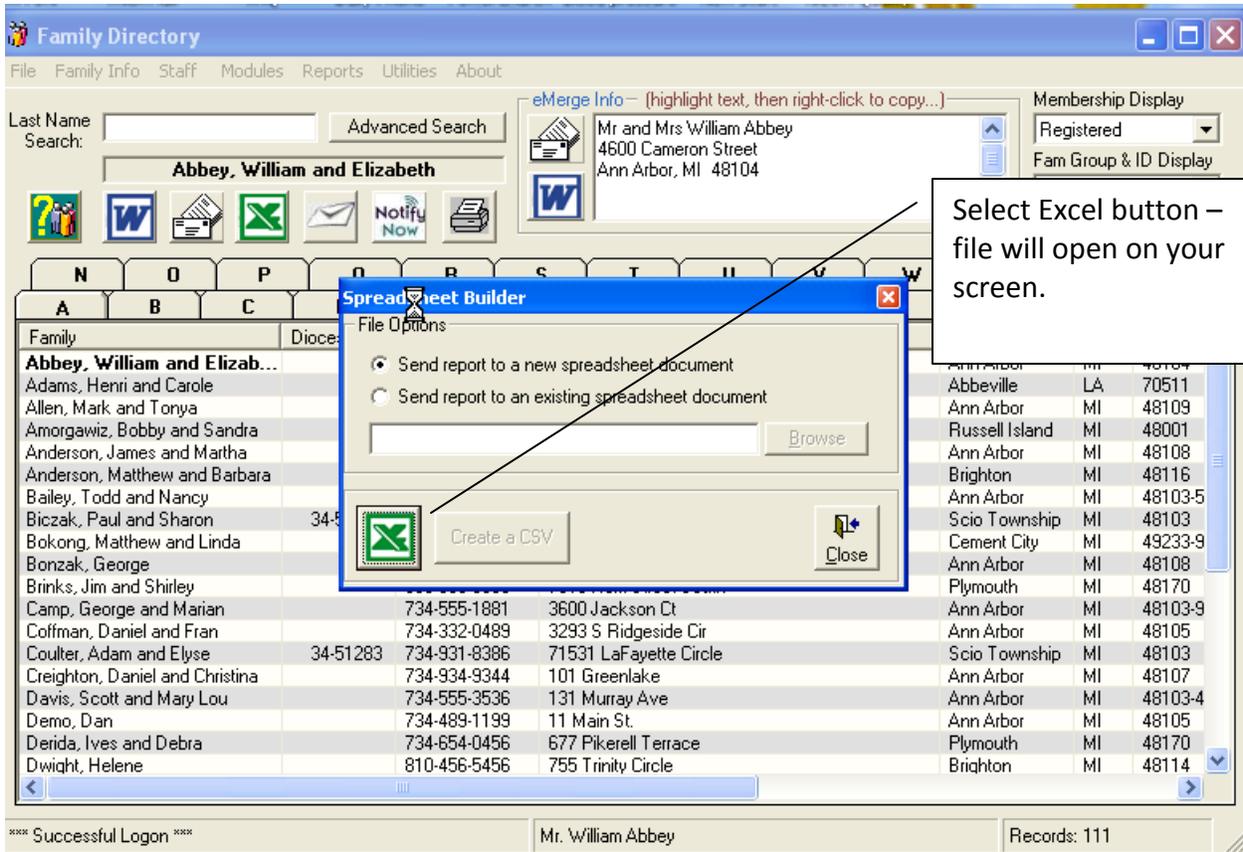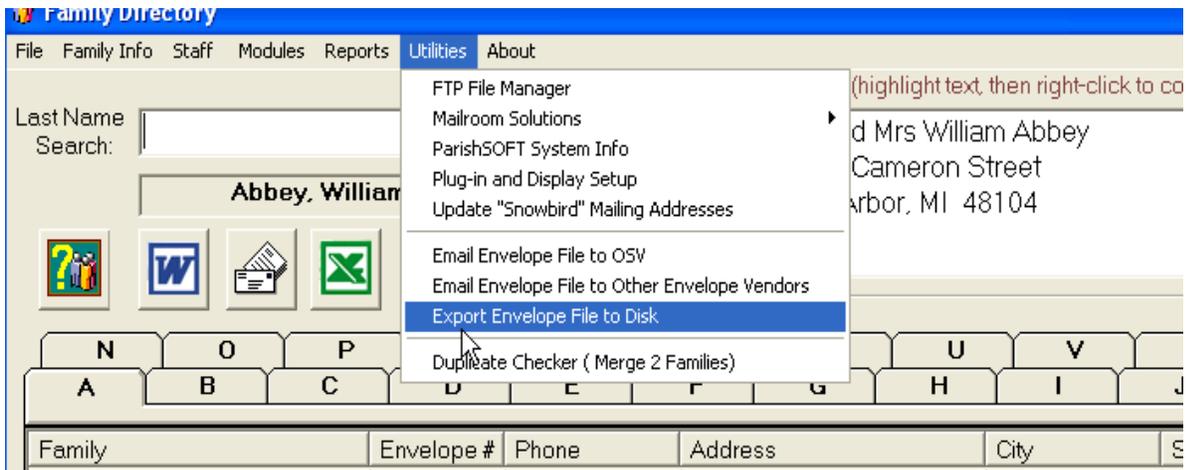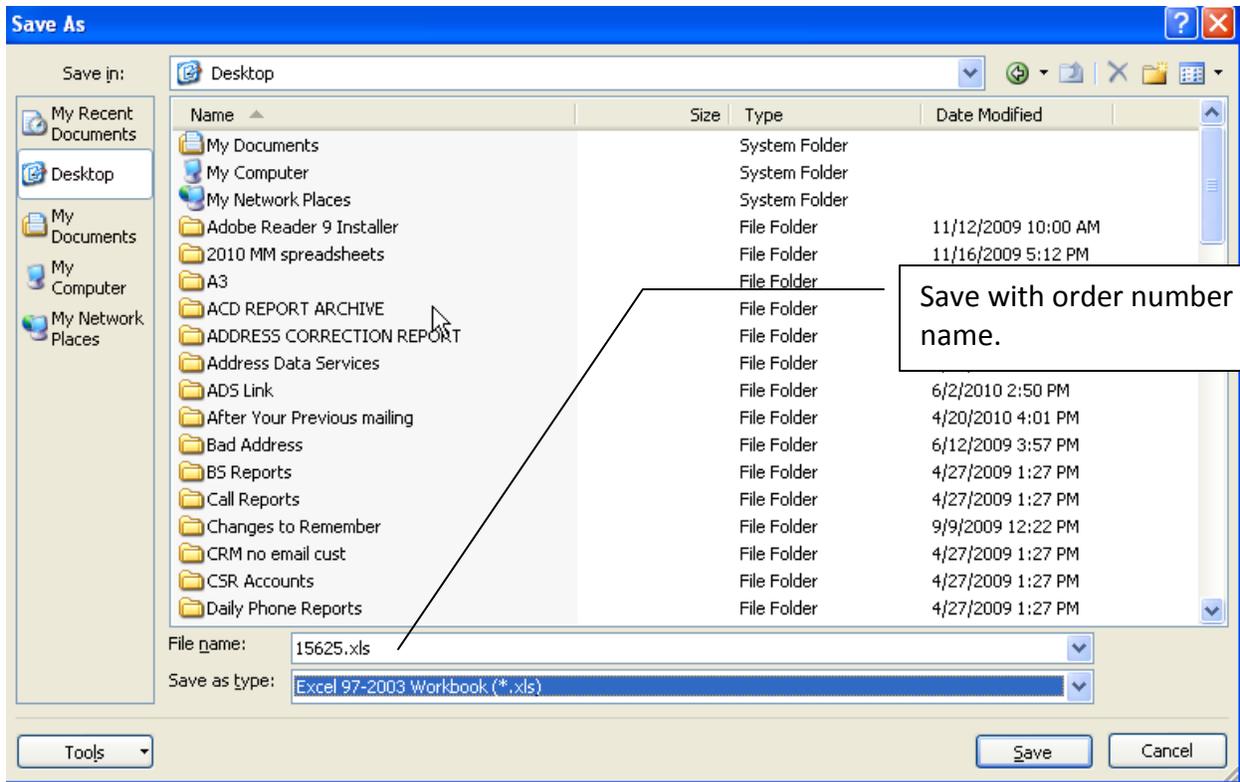

Open up any of the ParishSoft directories. Select Utilities from the menu at the top. This will drop down a list and you will need to choose Email Envelope File to OSV.

This will automatically create an email addressed to envprocessing@osv.com. Your parishioner list will also be attached.

We ask that you identify the parish in the body of the email by using your 12 digit account number and list name. (Example: 123456789123_12345) You may have established a unique list name for your parishioner names. Please provide that in the body of the email to ensure that we update the proper list with your updated information. (Example: Adult Weekly; Child Weekly) Giving us the parish name and a contact name and phone number is also helpful.

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If the option above doesn't work – choose Utilities & Exports Envelope File to Disk.

Select Excel button – file will open on your screen.

Save with order number or list name.

You can save the file to your desktop using your 12 digit account number and list name (formerly referred to as your order number). If you have established a unique list name, please use that when naming your parishioner file.

Email the file to Our Sunday Visitor. Create a new email message or reply to the email reminder. Send the file to envprocessing@osv.com. Include your parish Account number and list name in the subject line. Attach the parishioner file. As suggested above, we ask that you include a contact name and phone number in the body of the email so that we can contact you if needed.

These instructions were created using a Demo version of the ParishSoft application. For any other inquiries or questions, please feel free to contact Our Sunday Visitor. 1-800-348-2886

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