

From: [Rebecca Wall](#)
To:
Cc:
Subject: Health Folder Labels
Date: Tuesday, August 30, 2016 2:36:25 PM
Attachments: [image001.png](#)

Happy Tuesday Fabulous Office Managers!

I just wanted to update you on an Ad-Hoc Filter that was built to help you generate your Health Folder labels. This will pull your kinder data, which you can export as a Delimited Values (CSV) file. Once you save that file, you can use it as the data source for creating a Mail Merge in Word for the label template of your choice (based on which labels you are using). The filter is called **student KN Health Folder Labels** and is listed under the Secretary/Office Professional group as well as the Health Clerk/Nurse group.

If you need to brush up on how to do a Mail Merge, here's a link to get you started (<https://support.office.com/en-us/article/Create-and-print-mailing-labels-for-an-address-list-in-Excel-d9ae0b60-9fd0-4a90-9da9-0ec3a4b011b2>). Hope this is helpful!

The screenshot shows the 'Data Export Wizard' interface. On the left, a navigation menu includes 'Index', 'Search', and a list of categories such as 'Student Information', 'Census', 'Behavior', 'Health', 'Attendance', 'Scheduling', 'Fees', 'Grading & Standards', 'Program Admin', 'Ad Hoc Reporting', 'Data Export', 'Data Analysis', 'Batch Queue', 'Transcripts', 'User Communication', 'System Administration', and 'CA State Reporting'. The 'Data Export' category is highlighted. The main content area is titled 'Data Export Wizard' and contains a list of 'Saved Filter' items. The filter 'student KN Health Folder Labels' is selected and highlighted in blue. Below the list are buttons for 'Search', 'Edit', 'Test', 'Copy', 'Delete', and 'Create a new Folder'. On the right side, there is a configuration panel for the selected filter, titled 'KN Health Folder Labels'. It includes a 'Pick an Export Format' section with radio buttons for 'HTML list report', 'XML', 'Delimited values (CSV)' (which is selected), 'Fixed width', and 'PDF report'. Below this, there are settings for 'Delimiter' (set to 'Comma'), 'Include column display header' (checked), 'Double quote data' (set to 'Only when it contains the delimiter'), and 'Include subtotals' (unchecked). At the bottom of the configuration panel, the 'Data source' is set to 'Live' and there is an 'Export' button.

Thank You,

Rebecca Wall
Health Services Technician
Health Services Department – Box 764
Sacramento City Unified School District
(916) 643-7963

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