

Print Address Labels

The screenshot shows the top navigation bar with tabs: Local, Member, Mbr Payments, Vendor Pymts, Security, Utilities, and Logoff. The 'Local' tab is circled in red with an arrow pointing to the text '1. Click Local tab'. Below the navigation bar is a sidebar menu with 'Reports' circled in red and an arrow pointing to the text '2. Click Reports'. The main content area is titled 'Local Reports' and contains a sub-menu with 'Labels' circled in red and an arrow pointing to the text '3. Click Labels tab'. Under the 'Labels' sub-menu, the option 'Member or Traveler or Permit Labels (5160 3-Up)' is circled in red with an arrow pointing to the text '4. Click the 5160 3-Up option'. Other options in the sub-menu include 'Employer - Vendor (Envelope)', 'Employer - Vendor Labels (5160 3-Up)', 'Employer - Vendor Labels (5161 2-Up)', 'Member Card Envelopes', 'Member Card Labels (5160 3-Up)', 'Member Card Labels (5161 2-Up)', 'Member or Traveler or Permit Envelopes', 'Member or Traveler or Permit Labels (5161 2-Up)', 'Warning Labels Members Already Suspended (5160 3-Up)', 'Warning Labels Members Already Suspended (5161 2-Up)', 'Warning Labels Members Already Suspended (Envelope)', 'Warning Labels Months in Arrears (5160 3-Up)', 'Warning Labels Months in Arrears (5161 2-Up)', 'Warning Labels Months in Arrears (Envelope)', 'Warning Labels Suspending End of Month (5160 3-Up)', 'Warning Labels Suspending End of Month (5161 2-Up)', and 'Warning Labels Suspending End of Month (Envelope)'.

Member or Traveler or Permit Labels (5160 3-Up)

Active or Inactive Members:	Active	Member Status:	Active,Pending Initiation,Pending f	<input type="button" value="View Report"/>
Member Type(s):	Member,Permit,Traveler	Member Class:	Apprentice,Honorary,Journeyman,	
Skill Code:	<input type="checkbox"/> (Select All) <input checked="" type="checkbox"/> Member <input type="checkbox"/> Permit <input type="checkbox"/> Traveler	Sub Skill:	- Empty,OSHA 10 - OSHA 10,OSH,	
Work Condition:		Other ID:	,4th,RETIRED	
Employer No:	Empty,007097 - BECHTEL CONSTR	Last Name starts with:	A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,!	
Member No(s):		State:	Empty,ALABAMA,ARKANSAS,ARIZ	
City:	EMPTY,AFFTON,ALAHAMBRA,ALBI	Zip Code:		
Print Missing-Invalid-Inactive Addresses:	Valid Addresses Only	Print First Line:	Blank	

If you are only wanting to print Member labels, in the drop-down menu check Member for Member Type. Make sure all other types are unchecked.

Member or Traveler or Permit Labels (5160 3-Up)

Active or Inactive Members:	Active	Member Status:	Active,Pending Initiation,Pending f	View Report
Member Type(s):	Member	Member Class:	Apprentice,Honorary,Journeyman, <input checked="" type="checkbox"/> (Select All) <input checked="" type="checkbox"/> Apprentice <input checked="" type="checkbox"/> Honorary <input checked="" type="checkbox"/> Journeyman <input checked="" type="checkbox"/> Lifetime <input checked="" type="checkbox"/> Probationary <input checked="" type="checkbox"/> Trainee	
Skill Code:	-- Special Lifetime,1 - Ironworker,	Sub Skill:		
Work Condition:	Empty,36,F	Other ID:		
Employer No:	Empty,007097 - BECHTEL CONSTR	Last Name starts with:		
Member No(s):		State:	Empty,ALABAMA,ARKANSAS,ARIZ	
City:	EMPTY,ALAHAMBRA,ALBERS,ALBL	Zip Code:		
Print Missing-Invalid-Inactive Addresses:	Valid Addresses Only	Print First Line:	Blank	

Select all of the Member Classes you would like to include. You can elect to do the whole membership (all boxes checked), only retirees (Honorary and/or Lifetime), only Apprentices, Apprentices and Probationary, etc.

Member or Traveler or Permit Labels (5160 3-Up)

Active or Inactive Members:	Active	Member Status:	Active,Pending Initiation,Pending f	View Report
Member Type(s):	Member	Member Class:	Apprentice,Honorary,Journeyman,	
Skill Code:	-- Special Lifetime,1 - Ironworker,	Sub Skill:	- Empty,OSHA 10 - OSHA 10,OSH,	
Work Condition:	Empty,36,F	Other ID:	,RETIRED	
Employer No:	Empty,007097 - BECHTEL CONSTR	Last Name starts with:	A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,!	
Member No(s):	A G	State:	Empty,ALABAMA,ARKANSAS,ARIZ	
City:	EMPTY,ALAHAMBRA,ALBERS,ALBL	Zip Code:	<input checked="" type="checkbox"/> (Select All) <input checked="" type="checkbox"/> 03748 <input checked="" type="checkbox"/> 30281 <input checked="" type="checkbox"/> 32408-5555 <input checked="" type="checkbox"/> 32417 <input checked="" type="checkbox"/> 33774-4455 <input checked="" type="checkbox"/> 33872 <input checked="" type="checkbox"/> 33947	
Print Missing-Invalid-Inactive Addresses:	Valid Addresses Only	Print First Line:		

When finished with selecting your options, Click View Report to generate the labels.

Select Valid Addresses Only so labels are not printed for members whom there is a missing or inactive address on file in IWITS.

The Zip Code field defaults to non selected (blank). Click the drop-down menu and check the box (Select All) so it includes all members and addresses on the labels.

Member or Traveler or Permit Labels (5160 3-Up)

Active or Inactive Members:	Active	Member Status:	Active,Pending Initiation,Pending I
Member Type(s):	Member	Member Class:	Apprentice,Honorary,Journeyman,
Skill Code:	-- Special Lifetime,1 - Ironworker,	Sub Skill:	- Empty,OSHA 10 - OSHA 10,OSH,
Work Condition:	Empty,36,F	Other ID:	,RETIRED
Employer No:	Empty,007097 - BECHTEL CONSTR	Last Name starts with:	A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,:
Member No(s):		State:	Empty,ALABAMA,ARKANSAS,ARIZ
City:	EMPTY,ALAHAMBRA,ALBERS,ALBL	Zip Code:	03748,30281,32408-5555,32417,3:
Print Missing-Invalid-Inactive Addresses:	Valid Addresses Only	Print First Line:	Blank

Member - Traveler Labels - Local No. 392

- Word
- Excel
- PowerPoint
- PDF
- TIFF file
- MHTML (web archive)
- CSV (comma delimited)
- XML file with report data

Click the Printer Icon to print the labels.

Click the Save Icon to save or export the labels to the format you prefer from the drop-down list.

K
1
C

D
4
E

H
2
C

J
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S

M
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C