

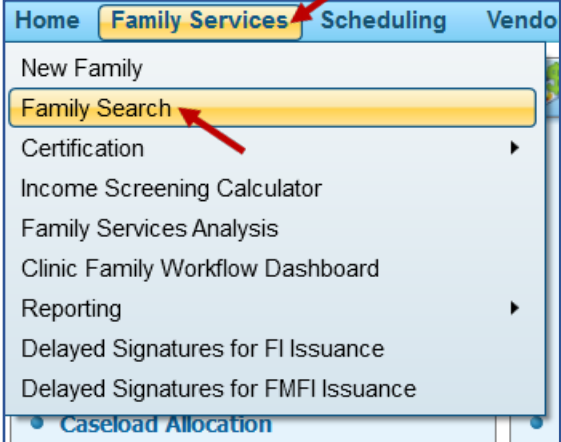
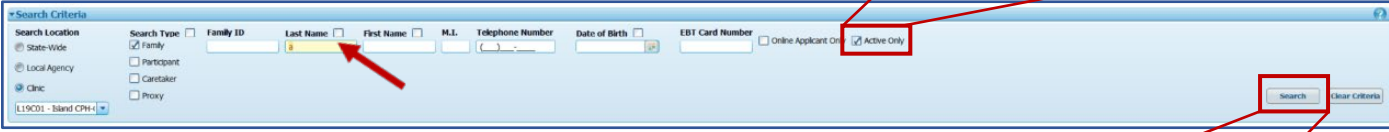


Cascades Steps

Printing Participant Mailing Labels



Mailing labels can be printed from the **Family Search** screen and **Notification** screen in Cascades. Follow the instructions below to print multiple and individual mailing labels.

Steps	Cascades Screen
<p>Printing labels through Family Search:</p> <p>Step 1 Locate Family Search Screen</p> <ul style="list-style-type: none"> • Select Family Services. • Select Family Search. 	
<p>Step 2 Search for family</p> <ul style="list-style-type: none"> • Enter the search criteria. • Click Search. 	 <div data-bbox="667 1123 1434 1458" style="border: 2px solid red; padding: 10px;"> <p>Note: The search criteria can be for:</p> <ul style="list-style-type: none"> • Individual participants • Multiple participants • Active participants • Inactive participants <p>Search for multiple participants by entering the first initial of the last name or by entering “%” in the Last Name criteria. Search for inactive participants by unchecking the Active Only box. This will display active and inactive participants.</p> </div>



Cascades Steps

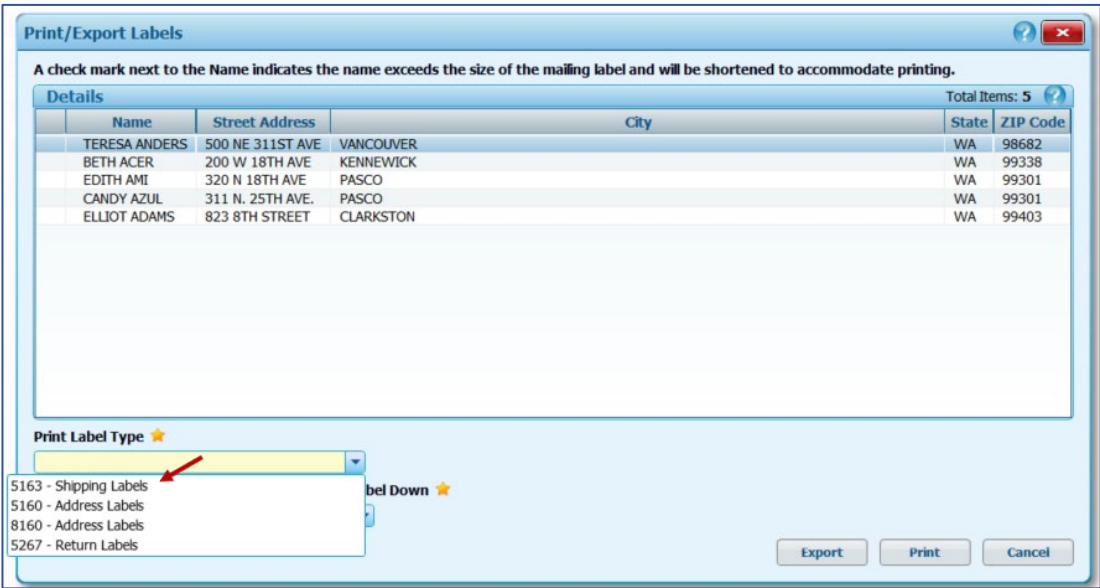
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<p>Step 3 Print/Export Labels</p> <ul style="list-style-type: none">• Select the Print/Export Labels button located on the bottom right of the screen.• The Print/Export Labels screen will now list the name(s) and address(es) of the participants in the Search Results.	<p>The screenshot shows the Cascades Search Results interface. At the top, there are search criteria fields for Family ID, Last Name, First Name, M.I., Telephone Number, Date of Birth, and EBT Card Number. Below this is a table of search results with columns for Family ID, Last Name, First Name, M.I., and Date of Birth. The results include families like ACER, AME, AZUL, ADAMS, ANDERS, and ANDERS. At the bottom right of the screenshot, a red box highlights the 'Print/Export Labels' button. A red arrow points from this button to a larger, magnified view of the button area below the screenshot.</p> <table border="1"><thead><tr><th>Family ID</th><th>Last Name</th><th>First Name</th><th>M.I.</th><th>Date of Birth</th></tr></thead><tbody><tr><td></td><td>ACER</td><td>BETH</td><td></td><td>7/3/1979</td></tr><tr><td></td><td>ACER</td><td>BRIAN</td><td></td><td>6/2/1979</td></tr><tr><td></td><td>AME</td><td>EDITH</td><td></td><td>9/18/1988</td></tr><tr><td></td><td>AZUL</td><td>CANDY</td><td>I</td><td>7/8/2002</td></tr><tr><td></td><td>ADAMS</td><td>ELLIOT</td><td>M</td><td>1/31/1997</td></tr><tr><td></td><td>ANDERS</td><td>NOOZ</td><td>L</td><td>11/13/1988</td></tr><tr><td></td><td>ANDERS</td><td>TERESA</td><td>S</td><td>7/19/1985</td></tr></tbody></table>	Family ID	Last Name	First Name	M.I.	Date of Birth		ACER	BETH		7/3/1979		ACER	BRIAN		6/2/1979		AME	EDITH		9/18/1988		AZUL	CANDY	I	7/8/2002		ADAMS	ELLIOT	M	1/31/1997		ANDERS	NOOZ	L	11/13/1988		ANDERS	TERESA	S	7/19/1985
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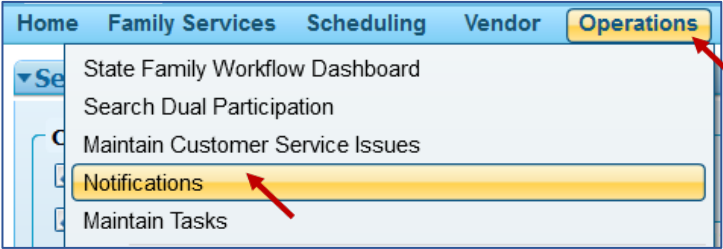
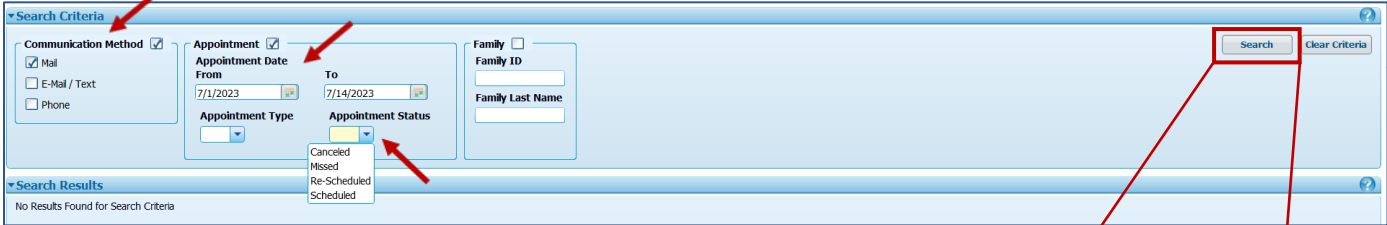
Cascades Steps

Printing Participant Mailing Labels

Steps	Cascades Screen																														
<p>Step 4 Print the Labels</p> <ul style="list-style-type: none"> • Select the Print Label Type based on the labels your printer is using. • Select the position of the labels. • Select Print. • A PDF document will download onto your computer then appear. The labels can be printed from this document. <p>Note: This PDF contains Personal Identified Information (PII) and must be deleted from your computer after printing.</p>	 <p>The screenshot shows a window titled "Print/Export Labels" with a table of participant details and a dropdown menu for "Print Label Type".</p> <table border="1" data-bbox="642 480 1675 597"> <thead> <tr> <th>Name</th> <th>Street Address</th> <th>City</th> <th>State</th> <th>ZIP Code</th> </tr> </thead> <tbody> <tr> <td>TERESA ANDERS</td> <td>500 NE 311ST AVE</td> <td>VANCOUVER</td> <td>WA</td> <td>98682</td> </tr> <tr> <td>BETH ACER</td> <td>200 W 18TH AVE</td> <td>KENNEWICK</td> <td>WA</td> <td>99338</td> </tr> <tr> <td>EDITH AMI</td> <td>320 N 18TH AVE</td> <td>PASCO</td> <td>WA</td> <td>99301</td> </tr> <tr> <td>CANDY AZUL</td> <td>311 N. 25TH AVE.</td> <td>PASCO</td> <td>WA</td> <td>99301</td> </tr> <tr> <td>ELLIOT ADAMS</td> <td>823 8TH STREET</td> <td>CLARKSTON</td> <td>WA</td> <td>99403</td> </tr> </tbody> </table> <p>The "Print Label Type" dropdown menu is open, showing options: 5163 - Shipping Labels, 5160 - Address Labels, 8160 - Address Labels, and 5267 - Return Labels. A red arrow points to the "5163 - Shipping Labels" option.</p> <p>Below the dropdown, there are fields for "Begin printing at" (set to 2) and "Next Label Down" (set to 3), with red arrows pointing to these values. A "Print" button is highlighted with a red box and a red arrow.</p>	Name	Street Address	City	State	ZIP Code	TERESA ANDERS	500 NE 311ST AVE	VANCOUVER	WA	98682	BETH ACER	200 W 18TH AVE	KENNEWICK	WA	99338	EDITH AMI	320 N 18TH AVE	PASCO	WA	99301	CANDY AZUL	311 N. 25TH AVE.	PASCO	WA	99301	ELLIOT ADAMS	823 8TH STREET	CLARKSTON	WA	99403
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Cascades Steps

Printing Participant Mailing Labels

Steps	Cascades Screen
<p>Printing labels through the Notification Screen.</p> <p>Step 1 Locate Notification Screen</p> <ul style="list-style-type: none"> • Select Operations. • Selection Notifications. 	
<p>Step 2 Complete Search Criteria</p> <ul style="list-style-type: none"> • Select Communication Method. • Select Appointment Date range. • Select the Appointment Status. • Select Search. 	



Cascades Steps

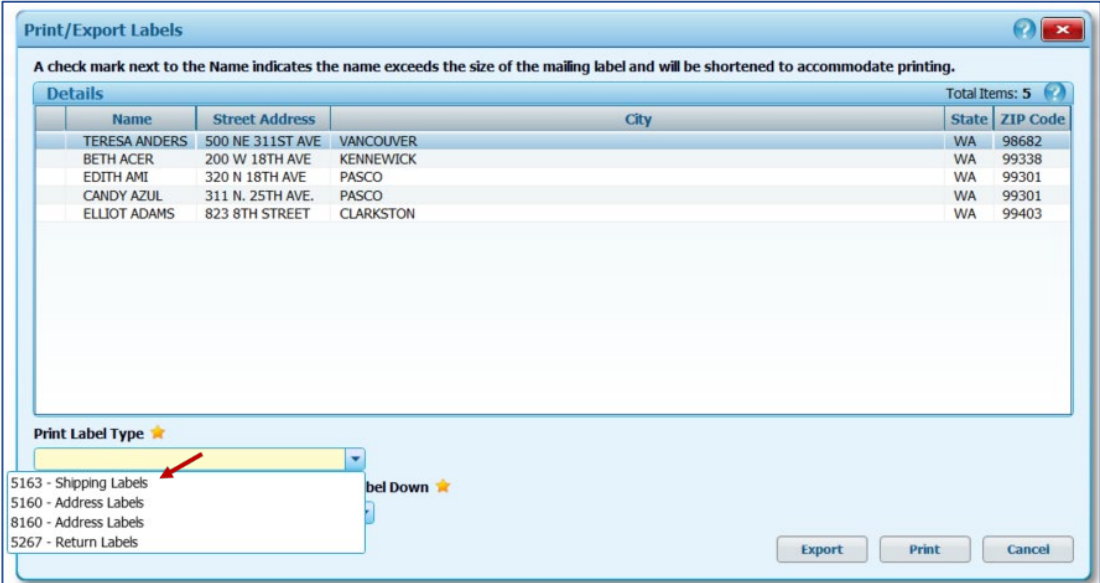
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<p>Step 3 Print the Mailing Labels</p> <ul style="list-style-type: none">• Select the Appointment Communications type.• Under Printing Mailing Labels? Select Yes.• Select Complete Communications.	<p>Appointment Communications - Search Results</p> <table border="1"><thead><tr><th>E-mail/Text</th><th>Print</th><th>Phone</th><th>Family ID</th><th>Parent / Guardian Name</th><th>Preference</th><th>Appointment Type</th><th>Appointment Date</th><th>Appointment Status</th><th>Attachments</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>ELLIOT M. ADAMS</td><td>Mail</td><td>Food Benefit Issuance</td><td>07/11/2023</td><td>Missed</td><td></td></tr><tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>BETH ACER</td><td>Text</td><td>Food Benefit Issuance</td><td>07/11/2023</td><td>Missed</td><td></td></tr><tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>CANDY L. AZUL</td><td>Text</td><td>Food Benefit Issuance</td><td>07/11/2023</td><td>Missed</td><td></td></tr><tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>TERESA S. ANDERS</td><td>Text</td><td>Food Benefit Issuance</td><td>07/11/2023</td><td>Missed</td><td></td></tr><tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>EDITH AMI</td><td>Text</td><td>Food Benefit Issuance</td><td>07/11/2023</td><td>Missed</td><td></td></tr></tbody></table> <p>Sent-By (E-mail): System Default Print Mailing Labels? Yes Attachments Preview Communication Complete Communications Cancel</p> <p>Sent-By (E-mail): System Default Print Mailing Labels? Yes Attachments Preview Communication Complete Communications</p>	E-mail/Text	Print	Phone	Family ID	Parent / Guardian Name	Preference	Appointment Type	Appointment Date	Appointment Status	Attachments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		ELLIOT M. ADAMS	Mail	Food Benefit Issuance	07/11/2023	Missed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		BETH ACER	Text	Food Benefit Issuance	07/11/2023	Missed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CANDY L. AZUL	Text	Food Benefit Issuance	07/11/2023	Missed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TERESA S. ANDERS	Text	Food Benefit Issuance	07/11/2023	Missed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		EDITH AMI	Text	Food Benefit Issuance	07/11/2023	Missed	
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