

Mailing Labels from PIRS

Generating mailing labels from PIRS is an easy and efficient way to prospect and market to property owners. In this tutorial, we will take you through the process of generating mailing labels for your selected property records.

Step 1: Generate Your Data

Use the PIRS search criteria to generate the data results based your specific requirements. You can refine your data results by sorting column headers or deleting unwanted records. Once you're satisfied with the data results proceed to step 2.

Step 2: Select the Data Property Records

From the data results being displayed in Table-View format, you have two options for printing. You can either:

- Print All Records - print a mailing label for every property owner from your data search results. For this option, you can skip the instructions in this step and proceed to Step 3.
- Print Selected Records - print mailing labels for selected owner records only. For this option, follow the procedure below:

To Select Individual Records:

- 1) Mouse click on any ownership record to select the record. The background color of the record will change to blue – this means the record is highlighted or selected.
- 2) You can add additional records by holding the **'Ctrl'** key and **clicking** on the record.

To Select a Range of Records:

- 3) Click on the first ownership record. The background color of the record will change to blue – this means the record is highlighted or selected.
- 4) Move your mouse pointer to the last record in the range and hold down the **'Shift'** key while **clicking** the mouse. All records between the first and last selected transaction will now be highlighted.

Note: The following example shows selection of both a range of records and individual records.

TaxID	Cert Owner Name	Cert Owner Addr 1	Cert Owner City	wnert Owner
010048560	DUNHAM FRANCES Y	10177 NORIEGA LN	PENSACOLA	FL 32514
010067000	MACKY BAY DEVELOPMENT COMPANY	4878 N MAGNOLIA AVE	CHICAGO	IL 60640
010090505	FOWLER RONALD F & JANET S	9401 SCENIC HWY	PENSACOLA	FL 32514
010101000	VISTAJUEVOS LLC	4141 PINE FOREST RD	CANTONMENT	FL 32533
010317467	KAHN HARRY D JR	4520 TRADEWINDS PL	PENSACOLA	FL 32514
010772555	THOMPSON RICHARD A & DAWN M	7400 CAMALE DR	PENSACOLA	FL 32504
010772560	WILLIAMS MOSES F	7402 CAMALE DR	PENSACOLA	FL 32504
011188000	HAYES THOMAS J & LYNN	5122 GULL POINT RD	PENSACOLA	FL 32504
011306128	CLOSE BRADLEY C	35 HASE RD	PENSACOLA	FL 32508
011306424	GONSALVES ROSS C	4781 TERRASANTA	PENSACOLA	FL 32504
011927541	FRANKS JAIME HORAN	6492 ALVARADO RD	PENSACOLA	FL 32504
012298526	DOMINGUEZ SHAWN C & TARA M	4340 DEVEREUX DR	PENSACOLA	FL 32504
012307125	ROGERS PAULA S	6210 DUNLIETH PL	PENSACOLA	FL 32504
012307270	BRISCOE JOHN R & MELISSA S	PO BOX 9886	PENSACOLA	FL 32513
012323010	HENNESSEY SHAWN C & CHERI N	4625 AVENIDA MARINA	PENSACOLA	FL 32504
012487002	GROSS MINNIE W	4840 VELASQUEZ ST	PENSACOLA	FL 32504
012487006	LONGLEY RUSSELL & KRISTIN	1742 KINSMON CV	MARIETTA	GA 30062
012487081	SCHOLLS NANCY B	4730 ABERCROMBIE CIR	PENSACOLA	FL 32504
012487084	MIZE ROBERT S & SUZANNE C	4805 VELASQUEZ ST	PENSACOLA	FL 32504
012494620	BROWN MARK E	16 FOREST PT	NEWMAN	GA 30265
012528110	PARRA BRETT L & LAUREN B	4575 FRANCISCO RD	PENSACOLA	FL 32504
012528220	SPANGRUD DAVID E & LORI	4549 LASSASSIER DR	PENSACOLA	FL 32504
012528230	SUNNENBERG THOMAS D & DONNA J	4545 FRANCISCO RD	PENSACOLA	FL 32504
012608000	GREEN NATHAN A	4165 MONTEIGNE DR	PENSACOLA	FL 32504

Figure 1

Step 3: Select to Print the Mailing Labels

From the top toolbar menu, select **Print -> Print Mailing Labels**. Two options will display:

Option1: Print All Records – With this option, all records in your search result will be used for the printing mailing labels. In this example, our search result yielded 187 records. By selecting “Print All Records” all 275 will be used to print mailing labels.

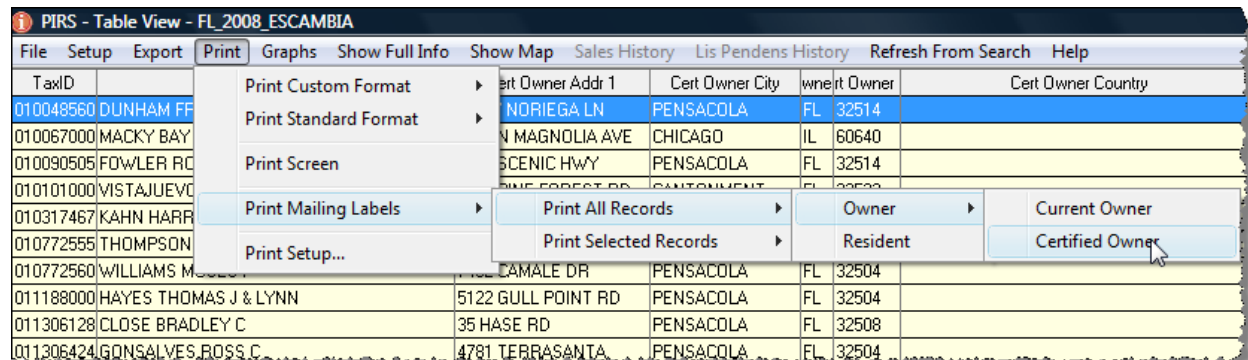


Figure 2

Note: The total number of records in your search results displays at the bottom of the Table-View screen. The first number (1) is the current highlighted record number. The second number (275) is the total records. You can use the arrow key to move to next or previous record(s).

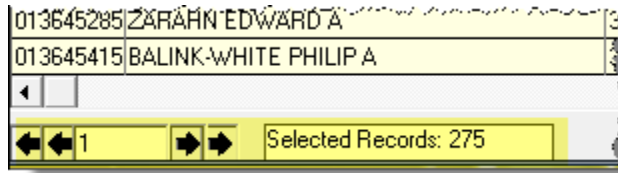


Figure 3

Option 2: Print Selected Records – With this option, only the highlighted records will be used to generate mailing labels.

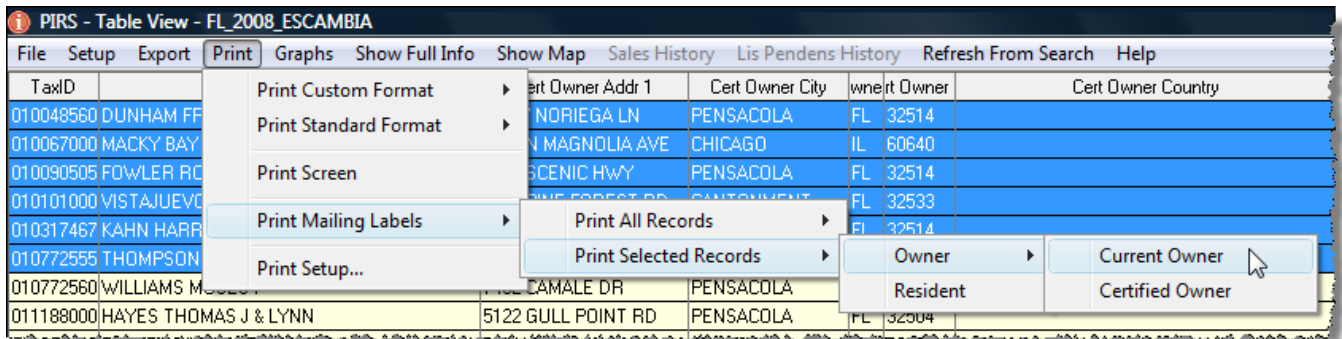


Figure 4

With either option, “Print All Records” or “Print Selected Records”, you have additional options:

Option 3: Owner → Current Owner – this option is active only if you subscribe to the Real Estate Activity Reporting System (REARS), to automatically update the parcel records each month as property ownership changes hands and is recorded. Selecting this option will tell the system to use the most current owner’s name for the mailing label, rather than the name of the property owner at the time the tax roll was certified. If REARS is not available for this county, or you do not subscribe to REARS, this option will be inactive.

Note: REARS is currently available for most counties in North Florida and South Alabama. MMT adds additional counties each year. Please call to see if REARS is currently available for your county.

Option 4: Owner → Certified Owner – this option will use the name of the property owner at the time the tax roll was certified, on the mailing labels.

Option 5: Print → Resident – this option will use the name “Resident” instead of the property owner’s name on the mailing label. With this option, you still need to add the “Full Name” field into the Label Layout box (see Label Layout instructions below).

Step 4: Print Label Options

The next screen to display, is the Print Labels dialog box, with various options for your mailing labels.

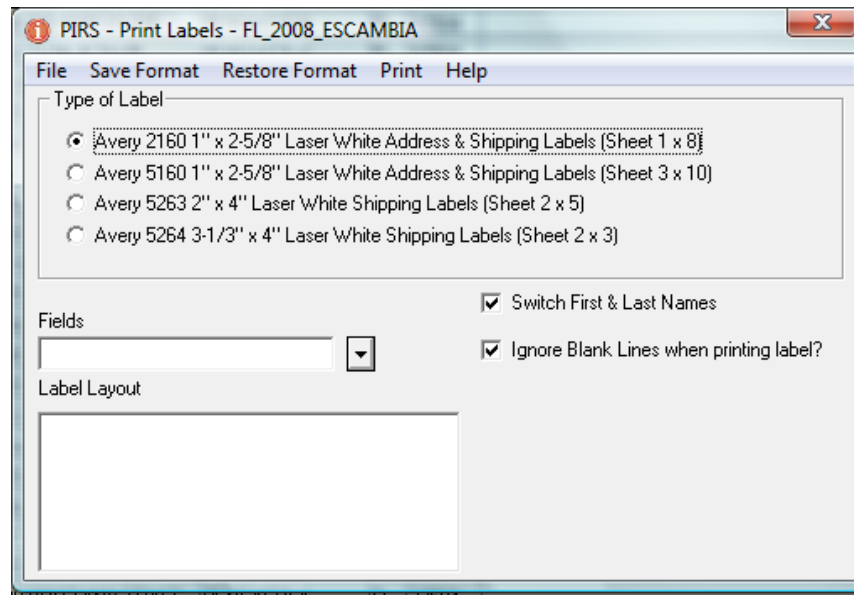


Figure 5

Type of Label – this option refers to the type of blank label stock you will be using in your printer. Various sizes of Avery mailing labels can be found at most office supply stores. Once you have your label stock, there is an Avery number on the front of the box that should correspond to one of the options listed on this dialog box.

Note: you can use generic label stock and simply match the individual label dimensions to one of these options – i.e. a generic stock that has ten rows and 3 columns of labels, and each label measures 1” by 2 5/8” – would correspond to Avery 5160.

Switch First & Last Names – by default, in Table-View format, the owner name appears last name first so you can easily sort this column based on last names. When printing labels, however, you may want to switch the order so that the first name appears before the last name. Simply select this box to switch first & last names.

Ignore Blank Lines when Printing Label – in the step below, you will see how to layout the fields of information you want printed on the mailing label. Since every data record may not have information for each field (i.e. a 2nd address line), you can check this box to prevent blank lines in your labels.

Fields – this option is used in conjunction with the Label Layout below. Click on the drop-down arrow to the right of the Fields box to display the data record field names. You may need to use the scroll bar to see all the names. Select, one at a time, each field you want on the mailing label, in the order you want the fields to appear.

Label Layout – The Label Layout box is where you design the order in which the fields will appear on the mailing labels. To move to the next line, simply press the **‘Enter’** key. You must enter all punctuation you want to appear on the labels, (i.e. a comma after a “City” field or extra space before the “Zip” field). **Note:** if you chose “Resident” instead of “Owner Name” you need to add a “Full Name” field to the Label Layout box wherever you want the name “Resident” to appear.

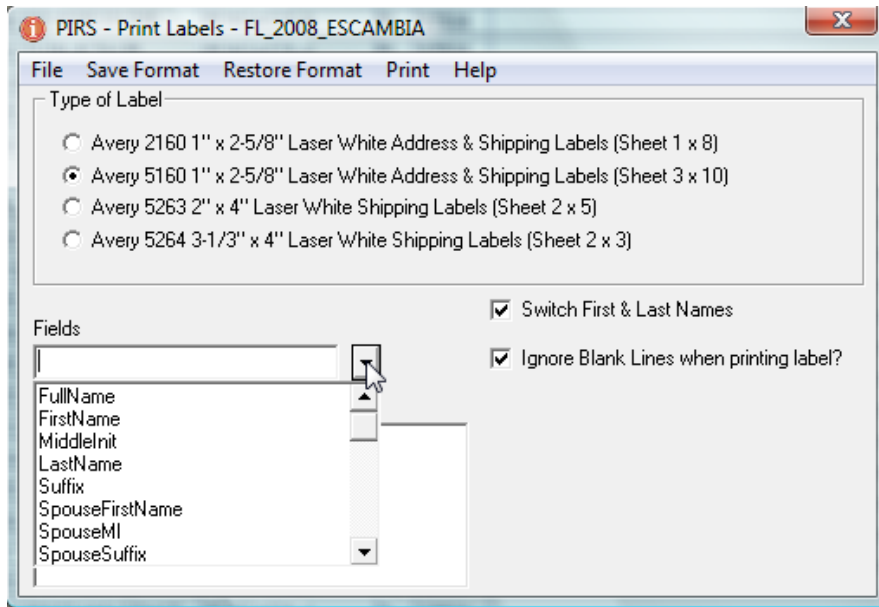


Figure 6

Select the first field you want printed on the mailing label. For this example, we'll choose "Full Name" and press 'Enter' to move the cursor to the next line.

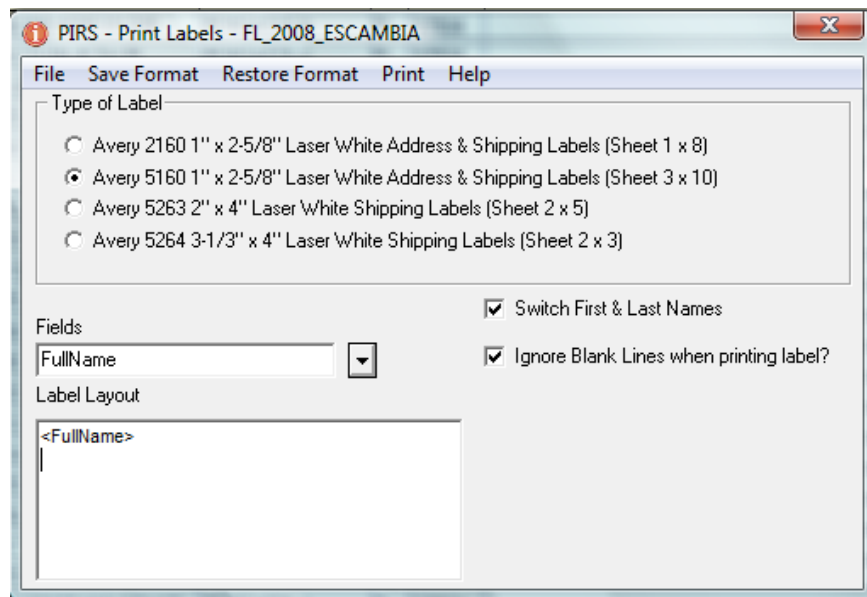


Figure 7

Note: To delete a selected field from the layout box, simply use your mouse pointer to highlight the field name, then press the 'Delete' key.

Once you've added all the fields for your labels into the Label Layout box, you're ready to print the mailing labels.

Note: From the top toolbar menu, you can select "Save Format" to save the label layout format for future use. If you wish to use the same mailing label format on future labels, simply select "Restore Format".

From the top toolbar menu, select **Print -> Print Labels**.

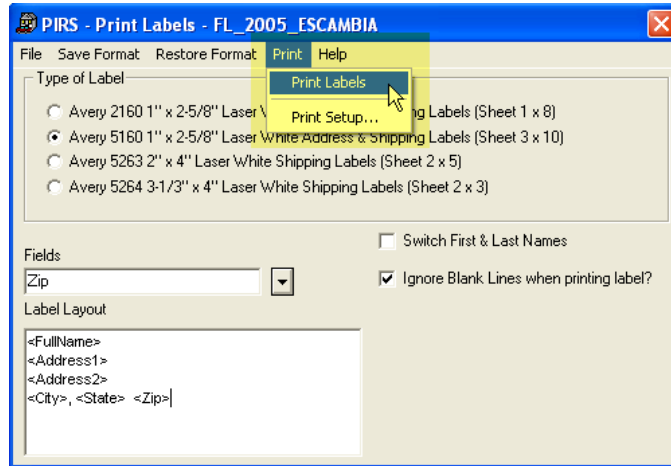


Figure 8

The next screen that displays provides the option to select:

- A specific printer
- Number of copies
- Printer options including print preview

Note: You can choose “Preview Output Only” to see the formatted mailing labels on-screen before selecting the option to “Print Output without Previewing”.

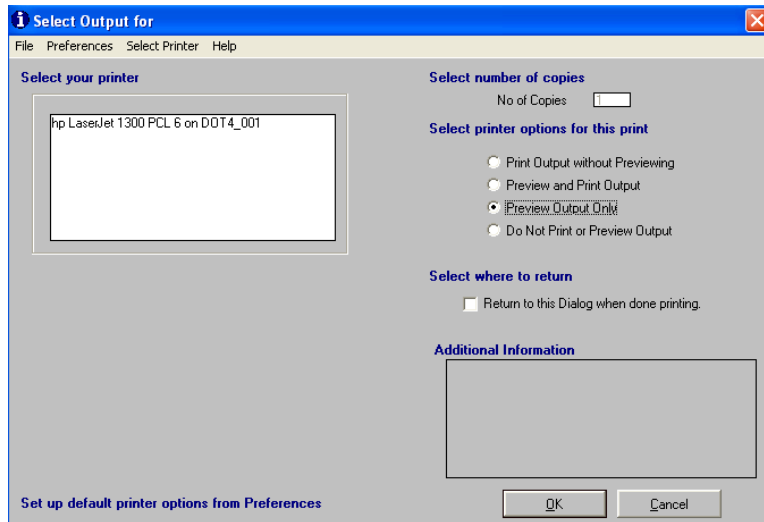


Figure 9