



Mailing Address Label (Avery 5160)

with Google Chrome Browser

User Guide

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What is The Purpose

OnCare offers the option to generate and print mailing labels using the Avery 5160 templates (1" x 2 5/8") for all the families stored within the system.

This User Guide explains the steps to generate the mailing labels as well as the printing set up using the Google Chrome browser.

1. Generate Mailing Labels

Family Accounting --> Reports --> Family/Child Data --> Mailing Address Label (Avery 5160 1" x 2 5/8")

The screenshot displays the OnCare DEMO web application interface. At the top, there is a navigation bar with links for Home, Feedback, Help, and Logout. Below this, the OnCare DEMO logo is visible on the left, and the text "101 - OnCare Evaluation Center 1" is on the right. A yellow box labeled "Start here" points to the "Family Accounting" link in the top right corner. Below the navigation bar, there is a dark blue bar with the text ">> Reports". To the right of this bar, there are links for Main Menu, Setup, Reports, and Functions. A yellow box labeled "Select this" points to the "Reports" link. Below the ">> Reports" bar, there is a note box that reads: "Note: The system generates reports in new pop-up windows. If your Internet browser pop-up blocker is turned on, the report will be blocked. To learn how to turn off the pop-up blocker or allow pop-up from our system, [click here](#)." Below the note box, there is a section titled "Family/Child Data" with a list of 11 reports. The 8th item in the list is "Mailing Address Label (Avery 5160 1" x 2 5/8")", which is highlighted by a yellow box labeled "Select this".

Home Feedback Help Logout

Oncare DEMO

101 - OnCare Evaluation Center 1

Start here

Family Accounting

Main Menu Setup Reports Functions

>> Reports

Note: The system generates reports in new pop-up windows. If your Internet browser pop-up blocker is turned on, the report will be blocked. To learn how to turn off the pop-up blocker or allow pop-up from our system, [click here](#).

Family/Child Data

1. [Child Allergy / Medication / Special Diets Report](#)
2. [Child Care Facility Roster](#)
3. [Child Immunization / Physical Health Exam Report](#)
4. [Classroom/School Directory Report](#)
5. [Employer Report](#)
6. [Family Information Sheet / Family Notes Report](#)
7. [Full Time Equivalency Report](#)
8. [Mailing Address Label \(Avery 5160 1" x 2 5/8"\)](#)
9. [Rollcall Sheets](#)
10. [Sign In/Out Sheet](#)
11. [Classroom Capacity Planning Report](#)

You have two selections to generate the mailing labels:

- By Classroom
- By Child's Age

>> Mailing Address Label (Avery 5160 1"x 2 5/8")

[<< Back](#)

Important Note: In order for the mailing addresses to fit properly on the Avery 5160 paper, you must set the page layout. To get help on how to change the page margin, [click here](#).

☒ **Select by Classroom**

Family Status:

Select Classroom:

☐ **Select by Ages**

Make your selection and click Submit

CCOS - FamAccounting - Google Chrome

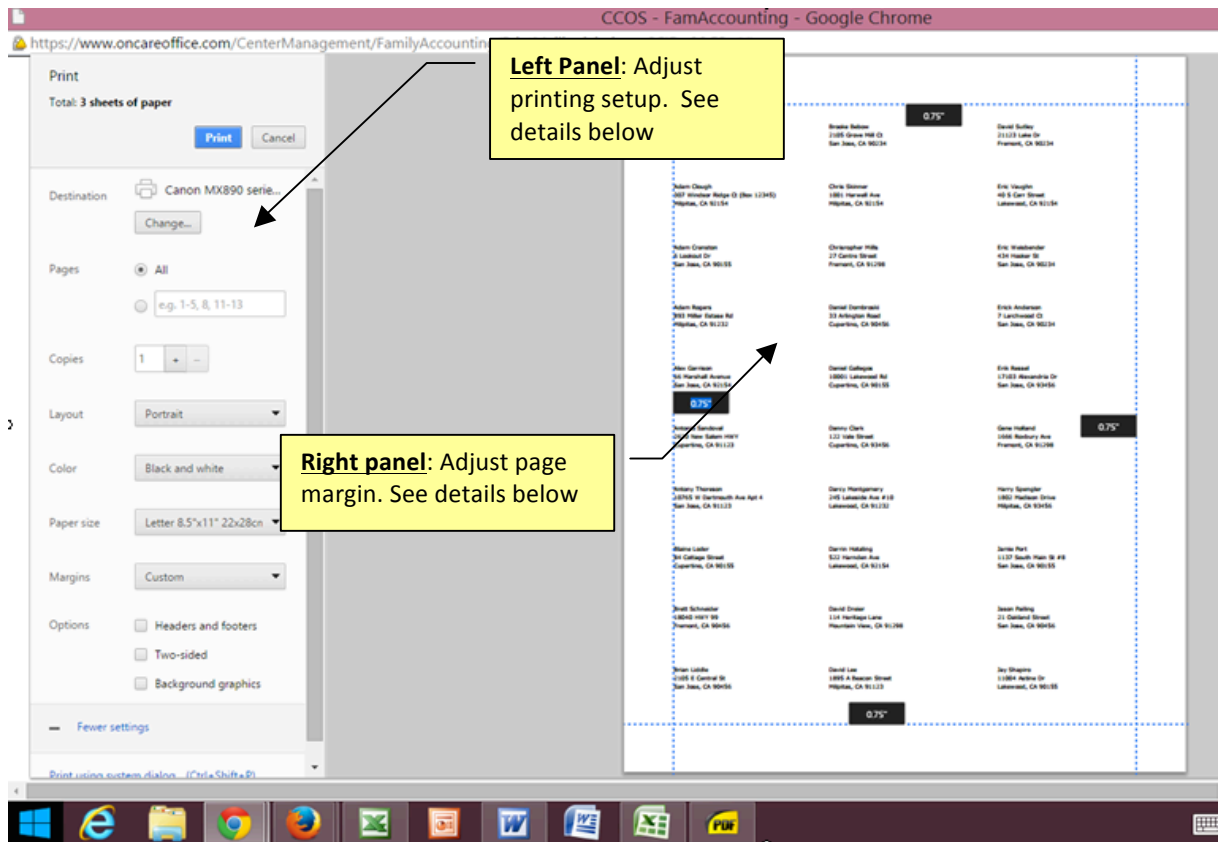
<https://www.oncareoffice.com/CenterManagement/FamilyAccounting/PrintLabels.aspx?CID=0&FS>

[Print Labels](#)

Click here to print using the Chrome browser

Aaron Bloom 6 Winnemay Street Milpitas, CA 92154	Brooke Bebow 2105 Grove Mill Ct San Jose, CA 90234	David Sutley 21123 Lake Dr Fremont, CA 90234
Adam Clough 307 Windsor Ridge Ct (Box 12345) Milpitas, CA 92154	Chris Skinner 1001 Harwell Ave Milpitas, CA 92154	Eric Vaughn 40 S Carr Street Lakewood, CA 92154
Adam Cranston 6 Lookout Dr San Jose, CA 90155	Christopher Mills 27 Centre Street Fremont, CA 91298	Eric Weisbender 434 Hooker St San Jose, CA 90234

2. Printing Labels with Google Chrome




3. Page Setup

The screenshot shows a web browser window with the URL <https://www.oncareoffice.com/CenterManag>. Below the browser window is a 'Print' dialog box. The dialog box has a title bar with a document icon. Inside, it says 'Print' and 'Total: 3 sheets of paper'. There are 'Print' and 'Cancel' buttons. Below this, there are several sections: 'Destination' with a printer icon and the text 'Canon MX890 serie...' and a 'Change...' button; 'Pages' with a radio button for 'All' and a text input field for 'e.g. 1-5, 8, 11-13'; 'Copies' with a numeric input field set to '1' and '+' and '-' buttons; 'Layout' with a dropdown menu set to 'Portrait'; 'Color' with a dropdown menu set to 'Black and white'; 'Paper size' with a dropdown menu set to 'Letter 8.5"x11" 22x28cn'; 'Margins' with a dropdown menu set to 'Custom'; and 'Options' with three checkboxes: 'Headers and footers', 'Two-sided', and 'Background graphics'. All three checkboxes are unchecked. To the right of the dialog box, there are four yellow callout boxes with arrows pointing to specific elements: 'Make sure the right printer is selected. If not, click the "Change" button.' points to the 'Change...' button; 'Select Letter' points to the 'Paper size' dropdown; 'Select "Custom" Margin' points to the 'Margins' dropdown; and 'Make sure all of the options are unchecked' points to the 'Options' section.

Print

Total: 3 sheets of paper

Print Cancel

Destination  Canon MX890 serie...
Change...

Pages ☒ All
☐ e.g. 1-5, 8, 11-13

Copies 1 + -

Layout Portrait

Color Black and white

Paper size Letter 8.5"x11" 22x28cn

Margins Custom

Options ☐ Headers and footers
☐ Two-sided
☐ Background graphics

Make sure the right printer is selected. If not, click the "Change" button.

Select Letter

Select "Custom" Margin

Make sure all of the options are unchecked

4. Margin Setup

Set margin to 0.75" on all 4 sides.

Important Note: While a 0.75" margin works with most printers, depending on your specific printer, minor adjustments on the top and left margin may be needed.

The screenshot shows a web browser window titled "CCOS - FamAccounting - Google Chrome" with the URL "mailinglabel.aspx?CID=0&FS=1#". The main content area displays a grid of mailing labels for various individuals. Annotations include:

- A yellow box at the top right with the text: "On the right panel, adjust the page margin by **clicking and dragging** on the dotted line". An arrow points from this box to a vertical dotted line on the right side of the label grid.
- A yellow box in the center with the text: "Set to 0.75" on all 4 sides". Arrows point from this box to four "0.75" labels positioned at the top, bottom, left, and right margins of the label grid.

The mailing labels in the grid include names and addresses such as Aaron Bloom, Brooke Nelson, David Sufley, Adam Clough, Chris Skinner, Eric Vaughn, Adam Cronan, Christopher Mills, Eric Weisbender, Adam Rogers, Daniel Dondravski, Erick Anderson, Alex Gerner, Cupertino, CA 90155, San Jose, CA 93456, Melissa Sandoval, Darcy Clark, Gene Holland, William Thorsen, Darcy Montgomery, Harry Spangler, Elaine Leder, Darrin Hattling, Jamie Port, Joett Schneider, David Orsler, Jason Pelling, Brian Little, David Lee, and Jay Shapiro.

The bottom of the screen shows a taskbar with icons for Microsoft Word, Excel, and PDF files, along with a keyboard icon.

When ready, click on the "Print" button within the Chrome browser to print.

