

How to Print Mailing Labels

1. Select “Leads” on the home dashboard



1. Use the Lead Search Filters to choose which leads you would like to print mailing labels for (i.e. only open leads, only hot leads, all residents, etc). Click “Search” once you have chosen the right filters.



1. Scroll to the bottom of the table and select the manila envelope



1. A pop up will appear; choose the type of mailing label paper and filters you would like. Then select “export”.



1. The mailing labels will appear as a download .pdf document – open the document to make sure it is to your liking
2. A secondary window will pop up to ask if you would like to add a mail task as a group (adding a mail task to every lead that you have just printed a mailing label for) – this is optional and you can elect to select “Skip”.

