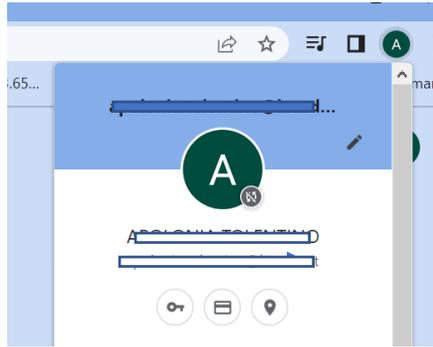


Formatting the Mailing Labels generated from Welligent

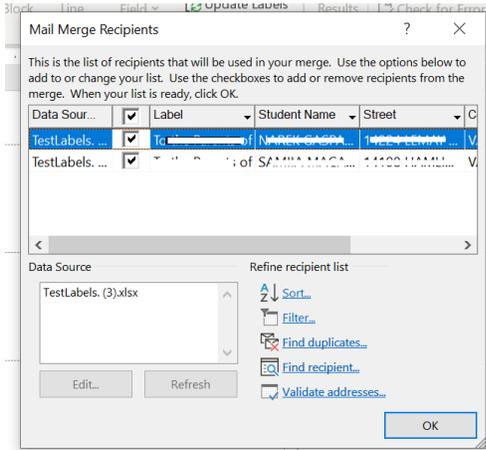
This is a quick guide on how to use the excel format mailing labels from any Welligent immunization report/s that generates the follow up letter.

First Step: Watch this [YouTube video](#). Please make sure that you're signed-in to your Google account using your LAUSD single sign on to access this video.

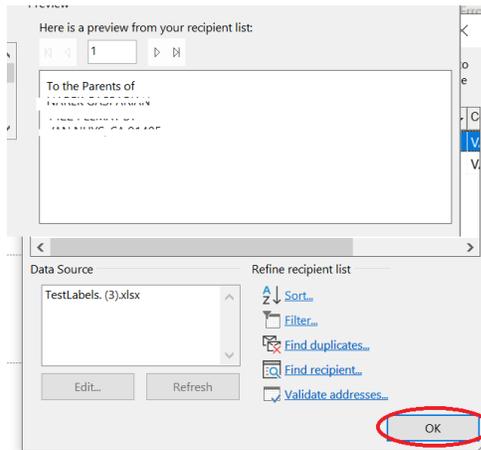


After following all the steps in the video, please follow the steps below in formatting the labels using the information in all the columns in the excel file.

Click **OK**



Click **OK**



After the 2 steps above, the data in the excel file **Match Fields** is next, see below.

