

Export Employee Information to Excel

The first step in making the name tags starts with an Employee Information Export to an Excel Spreadsheet. Follow the following steps in the "ABI Master Mind" to export the employee information to an excel sheet.

1. Click Utilities
2. Export Employee Information
3. For Pay Group: (F5) – EP (EVENT PERSONNEL)
4. Export Definition: (F5) – 00: EMAIL/STATUS
5. Department Id.- From: 53 E – Thru: 54 E -- (department exporting)
6. Employee Id – From: *leave blank* – Thru: *leave blank*
7. Employees to Export: All Employees
8. Hire Date – From: *leave blank* – Thru: *that days date*
9. Include Non-Scheduled Employees: Keep unchecked!
10. Exclude Header Record: Keep unchecked! Exclude Quote Marks: Keep unchecked!
11. Exclude Special Formatting: Keep unchecked!
12. Export File Name: EMPLOYEE (+ Add Department)
13. CLICK OK

Finding the Export to open up the Excel Sheet:

- Go into 'File Explorer'
- Select the 'Export' file
- Find the export that was just processed! (Double check date and time to the right!)

Once the Exported file is located, the file needs to be opened. Once the Excel sheet is opened the following steps need to be taken to start the mail merge to be able to print the nametags:

1. Sort & Filter – Select "Filter"
2. Section D: "Status" – Filter "Active" ONLY
3. Go back to "Sort & Filter" and Unselect "Filter"
4. Select "C" then go to the top of the excel sheet and "Insert Cells"
5. In the blank cell area, start typing first names with just a capital first letter and the rest lower case.
6. Add another sheet which is found at the bottom of the excel sheet
7. Select all of "C" and copy all the first names into the new sheet

8. Go to section “M” (Hire Date)
9. Copy and paste all of the hire dates into the new sheet
10. Start typing only the year they started – Once all the years come up, delete the original hire dates (Section “B”)

11. SAVE WORK WHEN COMPLETED

Once that is completed, open the “Name Tag w/ Wing Graphics” word document. Once the document is opened, follow the following steps:

1. Click “Mailings”
2. “Start Mail Merge”
3. “Step-by-Step Mail Merge Wizard...”
4. *Step 1:* (At the bottom) – **Click** “Next: Starting document”
5. *Step 2:* (Select “Use the current document”) – **Click** “Next: Select recipients”
6. *Step 3:* Click “Browse...” (Under “Use an existing list”)
7. Select the “Export” file
8. Select the file you exported → then click “OK”
9. *Step 4:* Select “More items...” (Located under “Write your letter”)
10. Select “First Name” then click “INSERT”
11. Select “More items...” and select “Hire Date”
12. *Step 5:* Select “Next: Complete the merge”
13. *Step 6:* Click “Edit individual letters...”
14. Select “ALL” and then press “OK”

After this process, all the names and hire dates would come up on the template. Once this process is complete, the printing process can then get started. Follow the following steps to print all the name tags.

1. File
2. Print
3. Select printer: ZEBRA
4. PRINT

The name tags will then begin printing!