

UA File Labels for Application Filing

Background

File labels can be printed from ServTraq® to file Utility Assistance applications by Application ID. File labels are printed in chronological numerical order for easy filing of benefitted and denied applications. File Label information includes:

- Application ID
- Program and Program Year
- Application Status (Benefitted/Denied)
- Customer Name
- Mailing Address
- Intake Location
- Phone Number
- Certification Date

119067	2015	BENEFITTED	HE
MENDOZA, GLADYS			
911 LAUREL DR			
SALINAS CA 93906			
			MAIL
(831) 222-5235		7/21/2016	

How

1. Log into ServTraq and under the *Reports* sections, go to **Daily Reports>File Labels**. **Do not** change the date parameters! The report automatically defaults to the *labels not printed*.

Note: If the report is being printed for the first time, contact the ServTraq Support Desk for assistance clearing old entries.

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File Labels from Application Entry

Report Parameters

Start Date:* 1/12/2018

End Date:* 1/12/2018

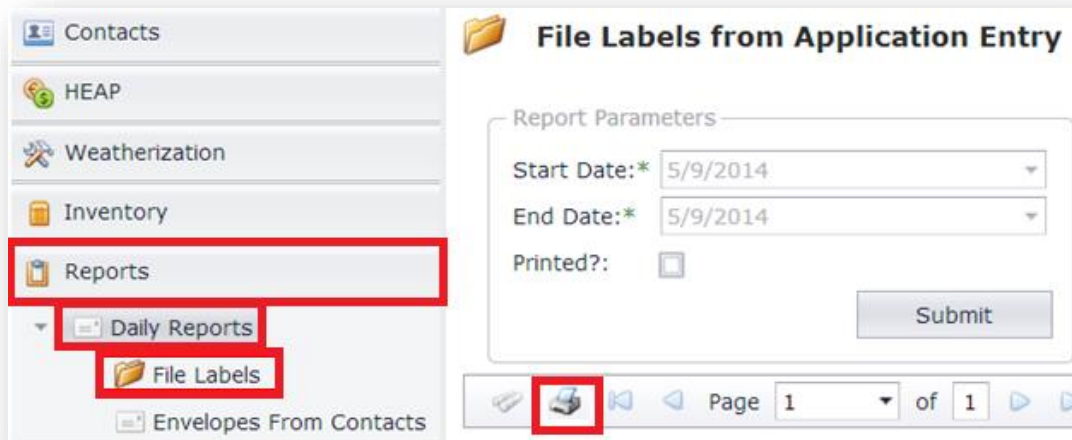
Printed?: ☒

Submit

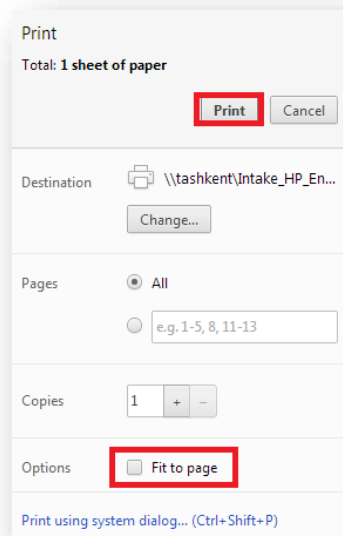
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119060	2016	BENEFITTED	FT	119061	2016	BENEFITTED	HE
SALAZAR, JULIE				LOPEZ, JULIE			
1250 E ALISAL ST APT I12				12 MAIN RD			
SALINAS CA 93906				SALINAS CA 93906			
			MAIL				MAIL
(831) 262-4039		7/12/2016		(831) 758-5587		7/12/2016	

2. Click the *printer* icon. In the print dialogue box, **uncheck** the “Fit to Screen” option, and then click **Print**. *Note: Depending on the browser used, some additional steps may be necessary.*



(Google Chrome example)



3. The following file label type and size is recommended: **Laser & Ink Jet Labels- Size 1" x 2 5/8"**. Note how many pages of labels will be printed so the proper amount of label pages are inserted on the printer (the information can be located where it states **Page 1 of X**).

4. Apply each label to a top tab manila file folder flap and insert the matching UA application one at a time. Maintain the files in numerical order for easy filing.



Additional Resources

ServTraq Manual <http://ServTraq.com/Nimbus1.html>

ServTraq Support Support@ServTraq.com