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To \_\_\_\_\_  
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### ***Fax Back Answers to Frequently Asked Questions***

From our initial contact, we believe your situation can be resolved with a few standard directions. As there is sometimes a delay speaking with a Client Care Associate, we hope this document will provide the directions you need to resolve your problem. Please consider these directions as our first attempt to answer your need for assistance. Once you have followed the steps listed here we trust your problem will be resolved.

### ***Subject: Printing Waiting List Labels***

1. Go into the Traffic Module in the CornerStone program.
2. Choose Waiting List.
3. Click the Print Applicant Labels button at the bottom of the screen.



The Print Waiting List Label screen is shown below.

1. Choose the Property you are printing the labels for in Step 1.
2. Choose Label Rows to Skip, filter Applicant by Dates option, and the Number of Labels in the Print Options in Step 2.
3. Select the sort order from below the selection screen. The default is in Name Order across all selected lists. **NOTE:** You have a variety of sorting options as seen above. You can sort by Applicant Name, Date, or Show Order within each Waiting List.
4. Choose the Waiting List you would like to print labels for in Step 3 or select all Waiting Lists.
5. Choose the Applicants from step 4 for your labels or Select All Applicants.
6. Once the list of applicants has been created, Click Print.

NOTE: If the solution above solves the issue you are encountering, please e-mail the Client Care Dept. at [support@ipm-software.net](mailto:support@ipm-software.net). If there is another issue please call 1-800-944-5572 or check out our Web site at [www.IPM-Software.net](http://www.IPM-Software.net) for other Frequently Asked Questions