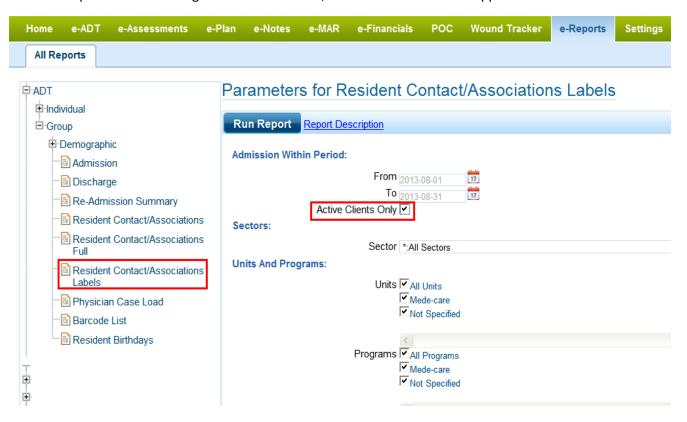# How to run Resident Contact Labels

Purpose: This report is used to print out resident contact labels which are mainly used to mail out invoices to Billing contacts/POA-Financial Care or Trustees.

e-Report > ADT > Group > Resident Contact/Associations Labels

- Check off 'Active Clients Only' in order to select all currently admitted clients
- Keep the 'Unit and Programs' defaulted as is, or uncheck them where applicable.

- Leave the search client option blank if the report is for ALL active clients

- Check off 'Billing Contact', 'POA – Financial Care' and/or 'Public Guardian & Trustee' if needed.
  (The main reason to check off both 'Billing Contact and POA-Financial Care' is that some contacts may be added in e-ADT as 'Billing Contact' and other contacts may have been added as 'POA-Financial Care' or both)

Contact Association:

Association:
- [ ] No Associations
- [x] Billing Contact
- [ ] Care Contact
- [ ] Emergency Contact
- [ ] Next of Kin
- [ ] Other
- [ ] POA - Personal Care
- [x] POA - Financial Care
- [ ] Public Guardian & Trustee
- [ ] Public Guardian & Trustee (Property)
- [ ] Substitute Decision Maker (SDM)

Flags:

Exclude Deceased [ ]
Exclude Empty Contacts [ ]
Include Resident Name [x]

Sort By

Sort By [Last name]

- The '**Sort By**' function is based on the resident name (not the contact name)
  Example: Brown, James (C83) is resident; Eric Brown is Billing contact

Brown, James (C83)

Eric Brown

123 Kinston, 123,
Toronto, ON, M1A2A4