

This document covers:

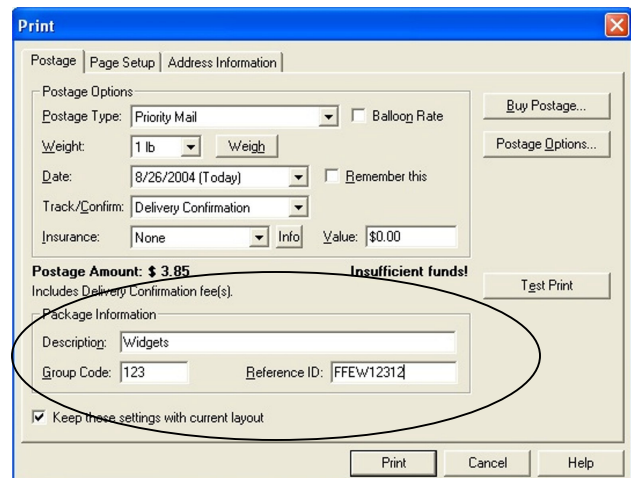
- Entering Group Codes to organize your postal expenses.
- Exporting the postage log for reports.

What are Group Codes?

Group codes allow you to categorize your postal expenses. It is a six digit number.

Entering Group Codes

When you get ready to print your label, you will notice a field titled “Group Code”. Enter the number for the correct group in the field.



Exporting the Postage Log

You can export the Postage Log at any time, and use an application such as Excel or Access to give you totals for each group:

In Dazzle, go to the Postage menu. Select “Postage Log”. Click on the “Backup/Export” button in the lower left corner of the window. Select “Export”, and click “OK”. Select “Tab Delimited” for the file format and click “Save”.

