

7a. Print Pre-Addressed Letters and Envelopes to Applicants

- Three steps:**
- 1) you get your waitlist data from our website (save as a .txt file); then
 - 2) open the desired letter(s) or envelope (pre-formatted by HousingWorks); then
 - 3) Use the TOOLS Menu / Letters and Mailings / Mail Merge to access a step-by-step *wizard*.

Welcome to HousingWorks!

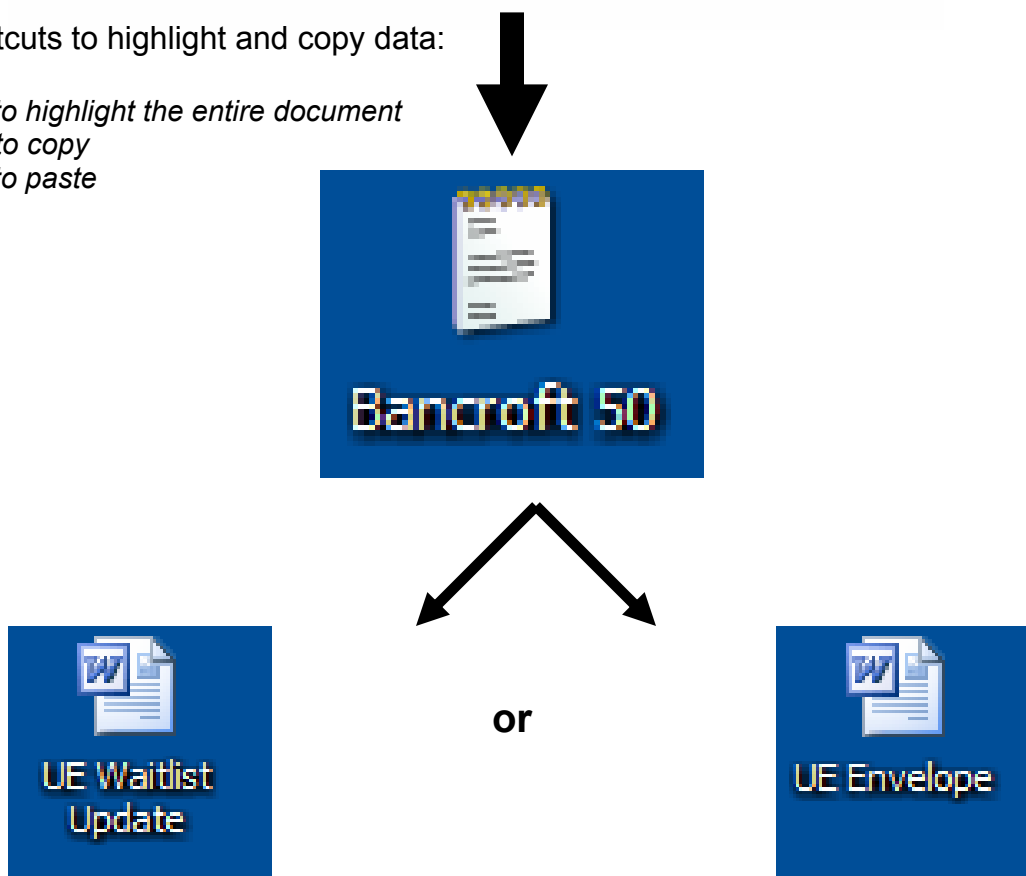
HousingWorks is modeled after an ecosystem, and provides benefits for individuals and organizations working in the affordable, subsidized, and special needs housing worlds.
This site is designed for low-end users and slow internet connections.
Read our [Mission Statement](#)

Enter HousingWorks
P.O. Box 231104, Boston, MA 02123

<p>At-a-Glance</p> <ul style="list-style-type: none">• Applicants: How to look for housing• Providers: Waitlist Services• Oversights: Data Reporting Services (NYA) <p>Contact Housingworks Phone: 617-504-0577 E-mail: support@housingworks.net</p>	<p>Other Handy Resources</p> <ul style="list-style-type: none">• Instruction Guides• Company Brochure <p><small>A number of other websites contain information that may be helpful to you at one time or another:</small></p> <ul style="list-style-type: none">• Housing Discrimination Handbook• HUD's Housing Discrimination Complaint Form• Barriers to Fair Housing• Other handy resources
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Keyboard shortcuts to highlight and copy data:

1. CTRL + "A" to highlight the entire document
2. CTRL + "C" to copy
3. CTRL + "V" to paste



More detailed steps

1. You will need to have your standard applicant letters emailed to HousingWorks. Our staff will prepare the letters and send them back so that you can use this time-saving feature.
2. Go to: <http://www.housingworks.net> or <http://www.housingworks.com>.
3. Click the link: “Enter HousingWorks”.
4. Click the link: “Registered Housing Provider”.
5. Enter your ID and password. These are found in the document: “1. How to Start HousingWorks: Office Set-up” which should be on file in your site office and at the central management office, if there is one.)
6. You will see the following webpage. Click the “Manage Waitlists” link.

Housing Provider | Fensgate Cooperative

[Search](#) [Advocate](#) [Provider](#)

HousingWorks
v.1.7.1_GIS

[Update program info](#)

[Manage waitlists](#)

[Walk-In screen](#)

[Create/Update online applications](#)

[Search for housing or housing resources](#)

[Change password](#)

To access a client, enter their

Social Security Number:

-or-

Last Name: and

Date of Birth:

You'll then get this page:

Manage Waitlists | Demonstration Housing Authority

Active Client: **John D. LaBella**

[Search](#) [Advocate](#) [Provider](#)

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6 first waitlist entries

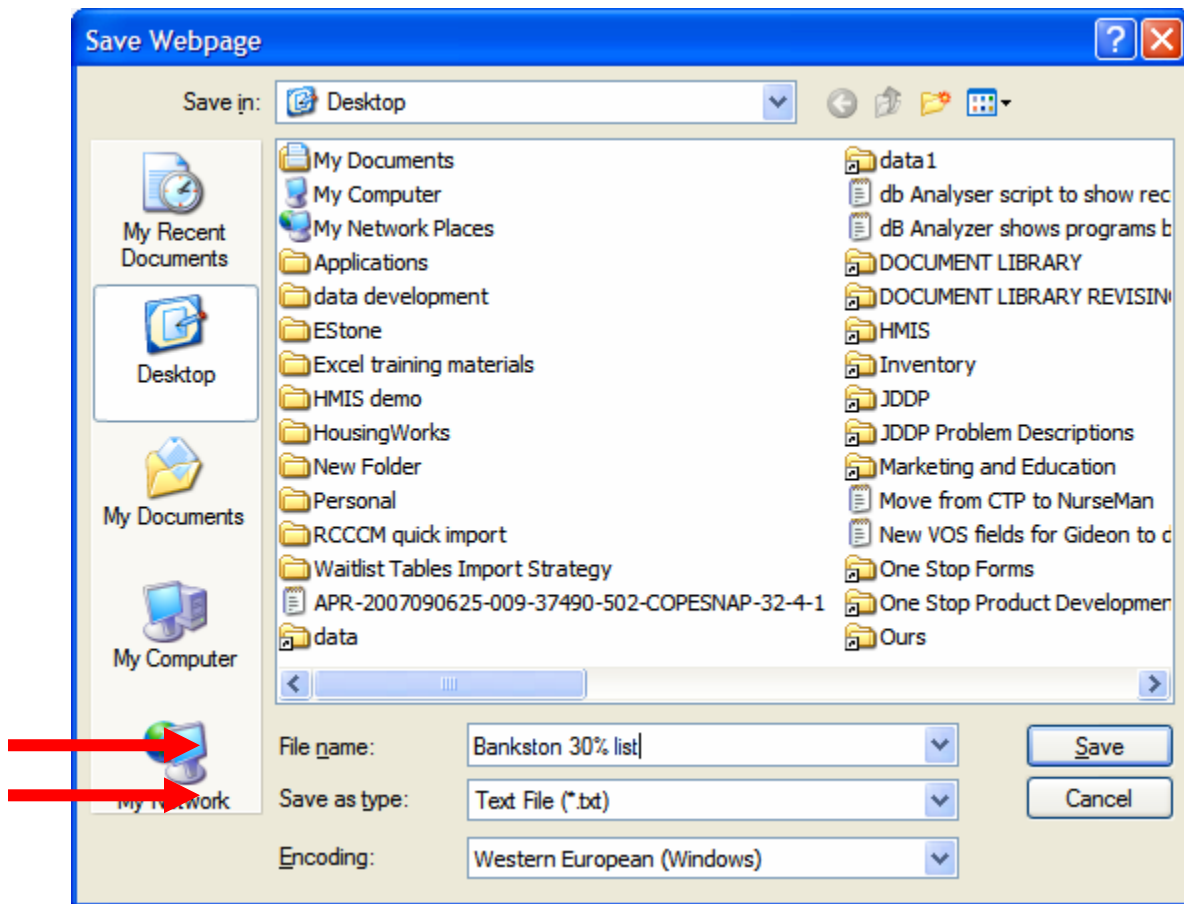
entire waitlist

Name	Priority	Preference	Control #	Eligible?	Desired Unit Size	Status	Last Updated	
								Date
John LaBella	1	res	08/05/04	00024	Yes	3 BR	closed	10/05/04 11:36 AM
Test Person3	1	bc	10/03/04	00029	Yes	3 BR	closed	10/05/04 11:33 AM

7. Click on the link: “Manage Waitlists”. Pick the waitlist you want to deal with (1). Then hit the “Show” button (2). Then hit the lines by the Control Number column to see if everyone on that list has a control number. (3) *You cannot proceed until every applicant has a unique control number.* Next, click the lines next to the Date and/Preference columns – this shows you the applicants in the order you should try to contact them (earliest, highest priority, etc) (4). Then download the part of the waitlist that you want to merge with letters and envelopes. You can either download the whole list (6) or else type the number of applicants you want to download (ex: the first 10 applicants, first 25 applicants, etc) (5)

The work in the previous step will produce a text file that looks like the picture below. In Internet Explorer, use the menu items: **FILE/Save As**. Name the file something that makes it easy to identify, and save it as a .txt file -- and it's probably best to put it on the desktop.

FirstName	LastName	ControlNumber	Priority	Preference	Eligible	StreetNumber	City
Test	Aanon84	0002	99	neinc	1	"73 Hemenway St #309"	Boston MA 02215 01/02/2006
Test	Aanon84	0002	2	0	1	"73 Hemenway St #309"	Boston MA 02215 01/02/2006
Test	Aanon84	0002	0	0	1	"73 Hemenway St #309"	Boston MA 02215 01/02/2006
Test	Aanon84	0002	3	0	1	"73 Hemenway St #309"	Boston MA 02215 01/02/2006
Test	Aanon84	0002	0	0	1	"73 Hemenway St #309"	Boston MA 02215 01/02/2006
Test	Aanon84	0002	0	0	1	"73 Hemenway St #309"	Boston MA 02215 01/02/2006
Test	Aanon84	0002	0	0	1	"73 Hemenway St #309"	Boston MA 02215 01/02/2006
Test	Aanon84	0002	0	0	1	"73 Hemenway St #309"	Boston MA 02215 01/02/2006
Test	Aanon91	0009	0	0	1	"444 Harrison Ave"	Boston MA 02118 06/10/2003
Test	Aanon91	0009	0	0	1	"444 Harrison Ave"	Boston MA 02118 06/10/2003
Test	Aanon91	0009	0	0	1	"444 Harrison Ave"	Boston MA 02118 06/10/2003



IMPORTANT! If the webpage 'crashes' when you download, it is because at least one APPLICANT on the list is missing a control number. Some applicants will be on the list with no control number, because they generated an application off our website but then never actually mailed the application to you. Or they mailed the application and you have not yet processed it. Either give them a control number, or remove them from the list by clicking the red "minus" sign, THEN try to do this download of data).

The next step is to take the client's data you just downloaded and to 'merge it' with the letter or envelope you want to mass-mail:

- A. Using MS Word, open the letter or envelope you want to 'merge' with the client data. *(If you send your standard letters and envelopes to HousingWorks at support@housingworks.net, we can convert them for you into a letter that looks exactly the same, but that will instantly create a personalized letter and envelope for each applicant.)*
- B. From the TOOLS menu, you run the mail merge, and then you print the results. The later versions of Microsoft Word are fairly clear on how to do this, using the TOOLS/Letters and Mailings/Mail Merge feature, but if you need help, call HousingWorks at 617 504-0577 or email us to set up a time we can go over the process with you.