Mail Merge Letters

From the menu on the left-side of the screen, click Admin, then click Fileroom > Mail Merge Letters.

Add Mail Merge Letter

1. Click the Add Letter button.

Mail Merge Letter				
* Letter Name 🕢				
Doc Type 😧 < Select Document Type>	Insert Field 🌒 < Select Document Fields>	٥		
Cabinet 🚱 < Select Cabinet -> 🔹	Insert Field 🕢 < Select Folder Fields>	٥		
〕 月は山戸 → A A A A A A A A A A A A A A A A A A				
G Design © HTML G Preview				
Date Added Date Edited	Last User Insert Date Save Cano	el		

- 2. Enter the Letter Name.
- 3. Enter your email message and select the Doc Type and Cabinet fields you want to add to the message:
 - \circ If you wish to add the date to the message, use the Insert Date button at the bottom.
- 4. When finished, click the Save

Run Mail Merge Letter

- 1. Begin by going to Filing > Mail Merge Letter
- 2. In the Template List box, you will see a list of your existing mail merge letters. Double-Click the mail merge letter you want to open. To filter, you can select a Document Type or Cabinet that the template is assigned to.
- 3. When ready, click the Create Letter button.

Document Type <- Select Document Type -> Cabinet <- Select Cabinet ->	¢	Template List HR Contract
▶ 및 경고, 중국 이 옷 상황 이야 한 2 및 고려가 등 5 위험의 200 · 의 연 오 중 이 경고 한 경 / ⊙ 중 요리(男白) 이 고려 주려 구려하고 3 감고 가려. 카이크 294 · Yong · Yong · Yong · S / 외 등 목을 드리 (梁田文· · · · · · · · · · · · · · · · · · ·		
Hello [[*SubField:7*]],		
This email is regarding your recent employee contract dated [[*DocField:7*]].		
Please submit any change requests to agreement@lsspdms.com.		
[[*SystemDate*]]		
Constant On HTML Constant Preview		
		Create Letter

4. A pop-up window will appear for you to select the Folders for the mail merge letter.

Document Type Employee Contract			\$ Document Tab All	\$
Cabinet	HR Emp	oloyee Files	\$ Search	
Folder				
Pam St. Hill				
Kip Bertomie	eu			
John Doe				
Harwell Leis	hman			
Erica Baptist	le			
Applications				
Adrianne Go	rrie			
25 🗸				
25 🗸				

- 5. When finished, click the View Letter button.
- 6. When prompted, click Download Here and the mail merge letter will be downloaded to your workstation.

Document Type <- Select Document Type -> Cabinet <- Select Cabinet ->	Template List HR Contract	
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Hello Adrianne Gorrie,		*
This email is regarding your recent employee contract dated April 2019. Please submit any change requests to agreement@isspdms.com.		
06/15/2021	hog Brook	
Hello Harvell Leishman, This email is reparding your recent employee contract dated		•
Gesign O HTML Gereview		
	To download the Mail Merge Letter, Click Here	Create Letter

Edit Mail Merge Letter

To edit a Mail Merge Letter, double-click the letter you want to open.

When finished making your changes, be sure to click the Save button.

Delete Mail Merge Letter

To delete a Mail Merge Letter, select the letter you want to delete, then click the Delete button.