

Admin > Manage> Mail Merge Letters

Building a mail merge template enables the user to run letters based on criteria that has been predefined and to enable fields to appear for the selected subjects that are chosen when the template is run.

You can select a template name, document type and subject type, and then you can begin to insert fields from either of those types. You will notice you can also insert a date field that will use the date that this report was run.

