

MailMerge Fields-Collections

Last Modified on 01/09/2023 2:40 pm EST

There is a certain set of Mail Merge fields available to include in letter templates for letters generated from a Collection Queue. When creating template letters, you must use the exact Mail Merge field name to be able to pull in that element of data into the final letter.

To access the list of available Mail Merge fields for a Collection Queue, follow the instructions below.

1. From the Main Application Menu select View / Mail Merge / Show Columns.

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2. From the main application menu, double-click on the Client Management module, then double-click on the Collections option.

3. The List of Collection Profiles will be displayed; double-click to open any one of the profiles within the list.

4. To view the Mail Merge fields available at the Collections level, click the Mail Merge button from the Collection Queue buttons toolbar. A list of all the available fields for Collections will be displayed. At the bottom of the list of fields is a Copy button; you may highlight all fields in the list or selected fields in the list then copy and paste into the MSWord letter template.

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