Fast·Class File

SmartOffice

Volume Nine: Letter Usage Report

To use the Letter Usage Report, open Form Letter Maintenance.

- Select **Marketing** in the Main Menu then click **Form Letter Maintenance**.
- Enter search criteria in the **Search Form Letters** screen for the selected form letter.
- Click **Search**.

- SmartOffice will display a summary list of all form letters meeting your search criteria.
- Tag the selected form letter.
- Click the **Form Letter Usage Report** button in the toolbar.
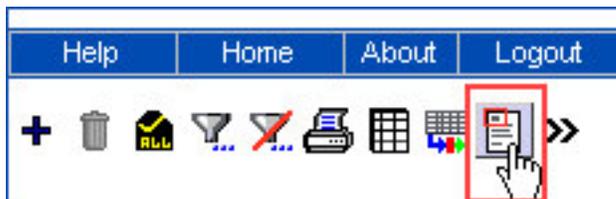
- Enter criteria for the Form Letter Usage Report in the **Form Letter Usage Report** screen.

Use the **Pick a Date** buttons to select a date range for your report.
If no dates are entered, SmartOffice will generate a report displaying a list of all contacts who have ever received the selected form letter.

Use the **Add to Set** button to add the contacts who have received the selected form letter to a set of your choice.
If you choose not to select a set in the Form Letter Usage Report screen, contacts can be added to a set from within the Form Letter Usage Report.

- After entering criteria for the Form Letter Usage Report, click **OK**.
- The Form Letter Usage Report will display a list of all contacts who were sent the selected from letter and when the form letter was printed.

From within the Form Letter Usage Report, contacts can be tagged and added to set using the **Add to Set** button.