



To use the Letter Usage Report:

- Select **Office Setup** in the Side Menu then click **Form Letters**.
- Enter search criteria in the **Search Form Letters** window for the selected form letter.

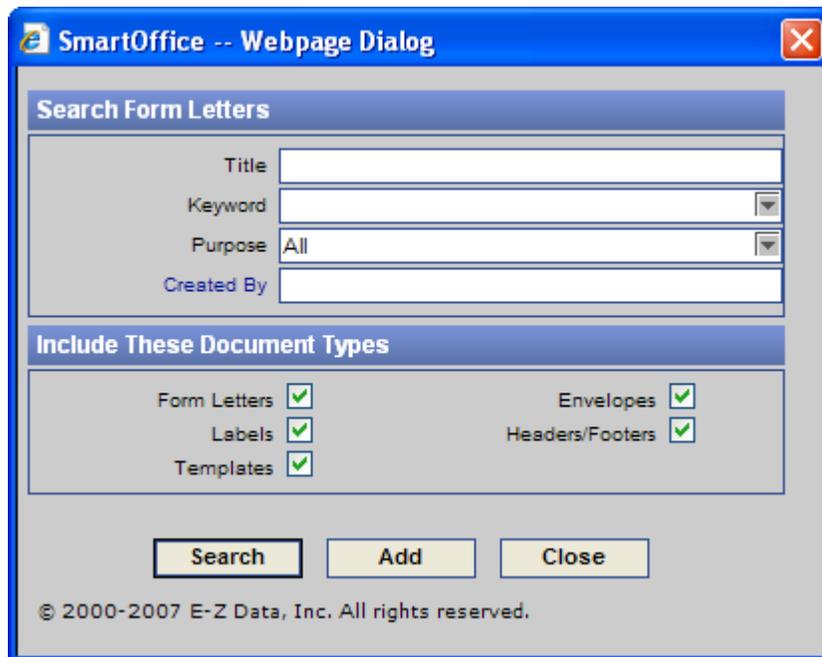


Figure 1: Search Form Letters window

- 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** window.
- 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.
- After entering criteria for the Form Letter Usage Report, click **OK**.

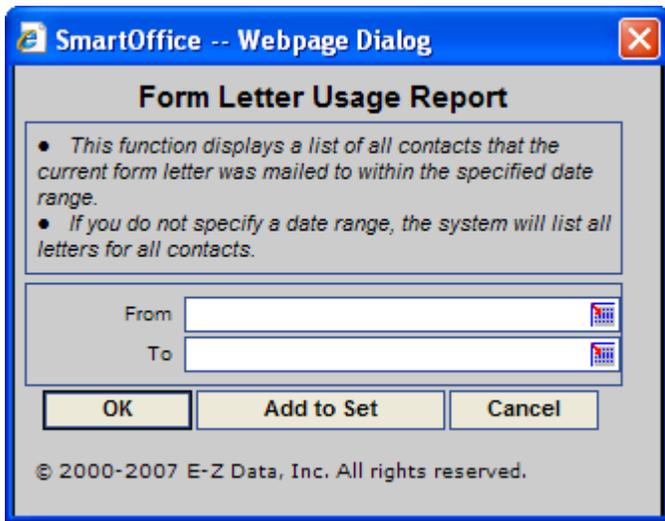


Figure 2: Form Letter Usage Report window

- 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 a set using the **Add to Set** button.
- 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.