Paragraphs

The Paragraphs capsule is designed to facilitate correspondence with your company's contacts. This feature gives you the ability to create form letters or general communication. The Paragraph capsule can be found under the Communication tab from the home console. It is used for expiration letters/emails for clients/vendors/insurers based on specified criteria.

Paragraphs are also used to default text onto specific records and reports. This can be used for example to default Remittance information onto your invoices and quotes, or text onto work orders or purchase orders. To default text onto a work order or purchase order the paragraph can be entered directly onto the record, or it can default based upon the Work/Purchase Type. This can be set up to default instructions or other additional text. If the Quick Entry feature is being used, Paragraphs can be used to default standard operating procedures.

Paragraphs are associated with the following functions in the AwareManager:

- Work, to default instructions / standard operating procedures

- Work (Quick Entry), to display text during entry

- Quotes, to default text at the bottom of the report

- Invoices, to default text at the bottom of the report

- Purchases, to default text at the bottom of the report

- Insurance Certificates, to default text for letters and/or emails

- Email, to default text for the body of the email

Paragraph Preferences

From a capsule's Preferences (right click on the capsule from the Console and go to Preferences) you can define various settings which will apply for all users.