

There are several fields within a Contact record that need to be filled out properly in order for the Generate Letters operation to function the most effectively. Let's review these key fields:

- **Name** - this will appear as the first line of the address section of all correspondence.
- **Title** - this will appear under the name in the address section of all correspondence.
- **Salutation** - this will be the salutation that appears on all correspondence created for this contact. When entering values into this field, you should include: an appropriate greeting (e.g. Dear, To, Attn), name (e.g. John, Jonathan, Buddy), and preferred punctuation (e.g. , ; or ;). If this field is left blank, the AwareManager will automatically default "Dear" and then the contents of the *Name* field and a ",".
- **Organization/Client/Vendor** - this represents the entity that the contact is associated with. The combo box is used to link the contact to an Organization, Client, or Vendor.
- **Address, City, State, Zip** - these fields store the contact's address information. These fields are used to address the letters in the Generate Letters operation. They will appear at the top of all correspondence. When entering a new contact, if the contact is linked to an organization, client or vendor, these values will default based on the address in the linked record. You can change any of the defaults.

The top of the letter will appear as:

Bob Bungee
Executive Director
Action Adventures
100 Beacon Street North Tower
Boston, MA 02109

Dear Bob Bungee,

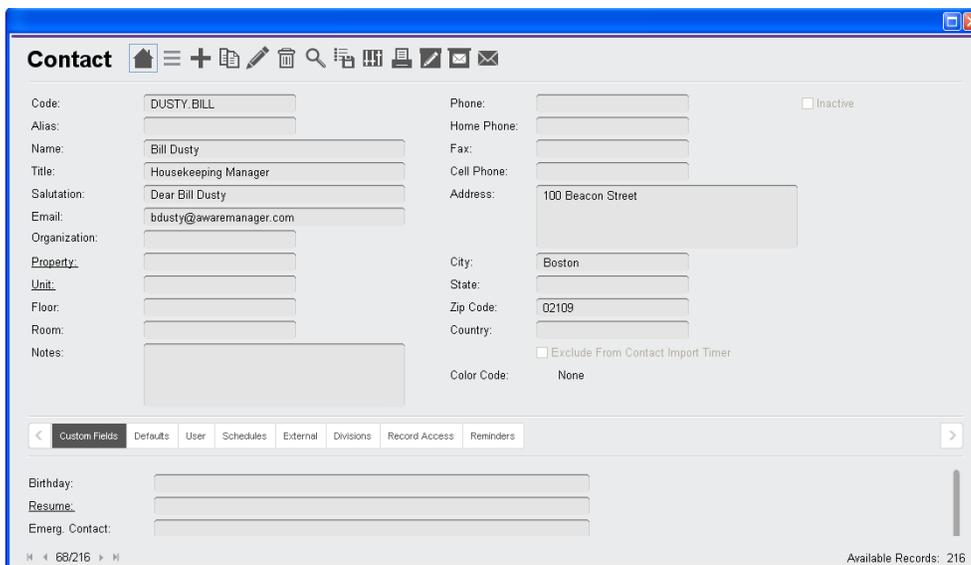
Be careful when entering in addresses. Make sure there are no extra lines within the Address field – if there are then the address will print with an extra line between the Address information and the City, State, and Zip code.

Email

The Email capsule and the Generate Email operation can be used to create correspondence (emails). Emails can be sent to an email address, a single contact in your *Contacts* capsule, to a group of contacts based upon predefined *Contact Groups*, or to a group of contacts based on selected items in a list.

Email field

The email field on a contact record stores the contact's email address. This address will be used for any emailed correspondence.



The screenshot shows a contact record for 'Bill Dusty' with the following details:

- Code: DUSTY.BILL
- Name: Bill Dusty
- Title: Housekeeping Manager
- Salutation: Dear Bill Dusty
- Email: bdusty@awaremanager.com
- Address: 100 Beacon Street
- City: Boston
- State:
- Zip Code: 02109
- Country:
- Color Code: None

At the bottom of the form, there are tabs for 'Custom Fields', 'Defaults', 'User', 'Schedules', 'External', 'Divisions', 'Record Access', and 'Reminders'. Below the tabs, there are fields for 'Birthday', 'Resume', and 'Emerg. Contact'.

Why entering Contacts correctly is important:
If you take the time to enter your Contacts completely and correctly (Property, Unit, Address, Telephone, Fax, Email Address, etc) it will benefit you as this information will default in various places throughout the program.