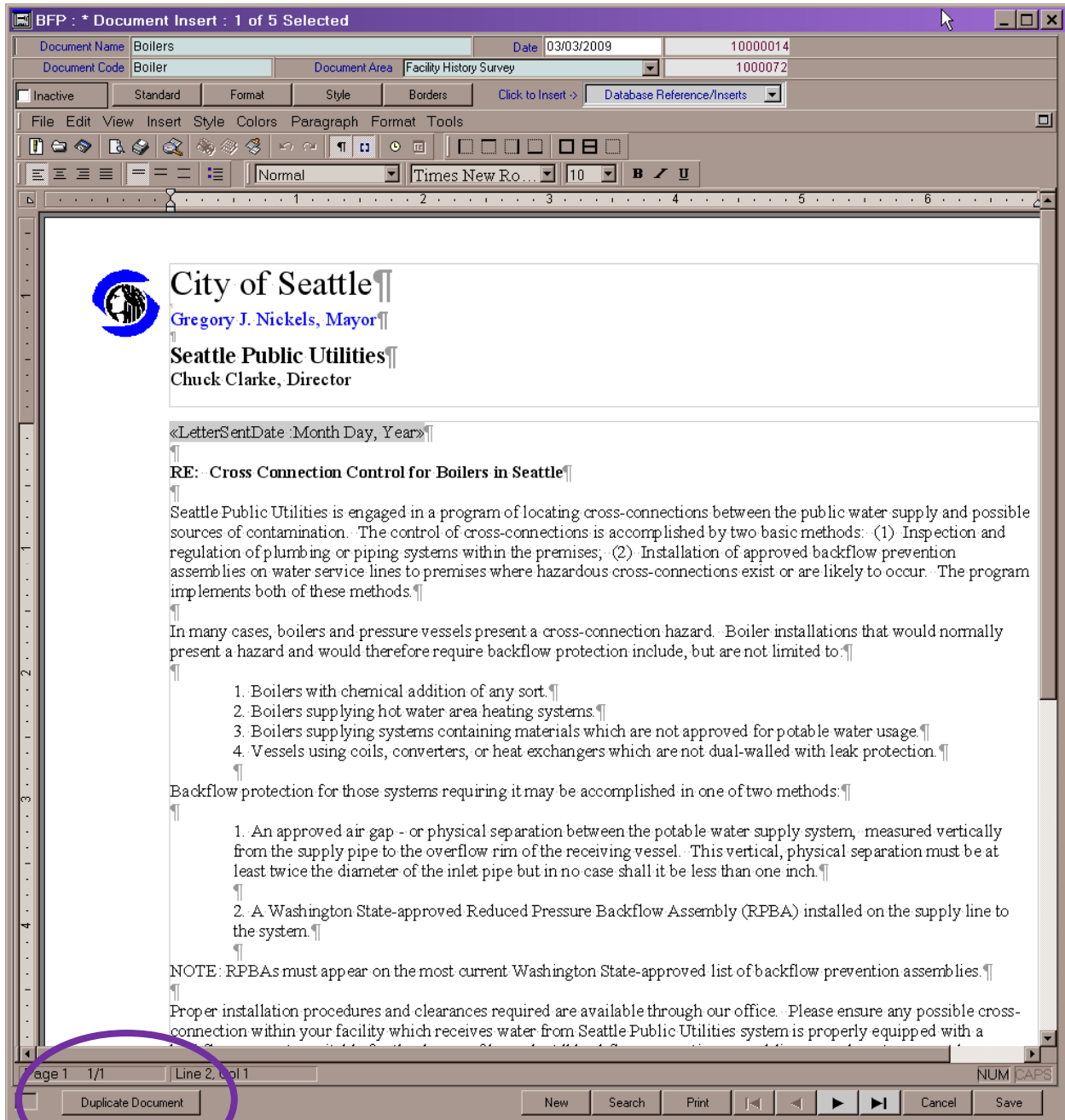


Create Your Document in the Word Processor
You can include headers and footers

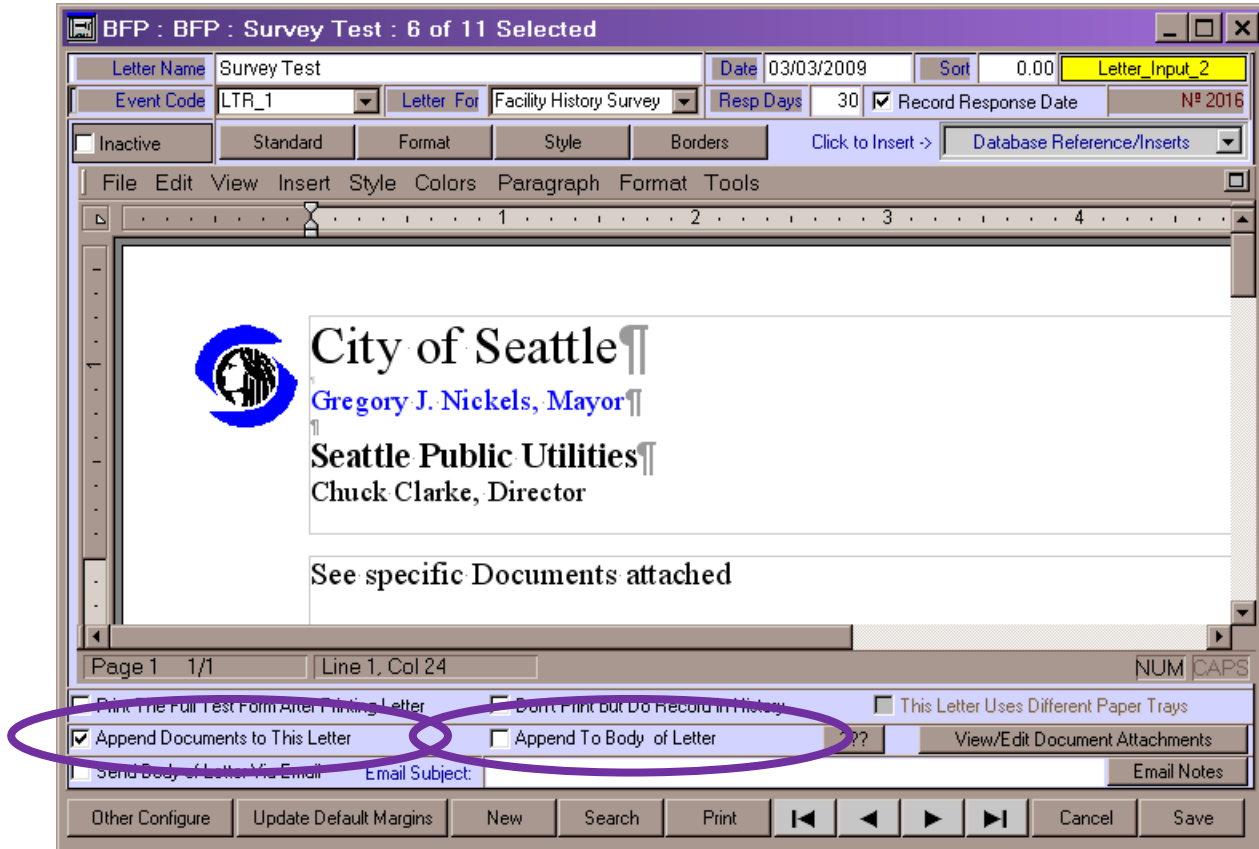
NOTE: Any "Pictures" pasted in to the headers or footers will NOT be printed if using the "Append to Body" option in Current Letters.

You must have a name of the document, and a "code" (for easy lookup).
You may include inserts from the database as well. (Database Reference Inserts)



You can use any existing document and "duplicate" it to create similar documents.
Click the **Duplicate Document** button to do so

In "Current Letters", you need to indicate whether a given letter allows appending documents



"Append Documents to This Letter" allows appending Documents.

"Append to Body of Letter" will place the documents all in one print job.

Note: This option will not print any pictures that have been pasted into documents.
This option will only print the text and its formatting.

Appending Documents in Surveys

When you are Creating or Editing a **Survey** record, you can choose to append documents to notice that you are sending. (The notice must be selected to have documents appended. See previous page)

BFP : Facility History : Survey : Bogus Facility : 123 W Main ST N : 1 of 1 Selected

Survey Information | Expand Survey Items | Survey Comments | Site Map | User Defined

Survey/Inspection Entry Entry Date: 03/04/2009 By: Designer Form ID: 101 Sys ID: 1000012

Facility Name	Bogus Facility	Location ID	
Facility Name 2		Meter #	
Serv Address/Location	123 W Main ST N	Acct Number	
Area Name	No Facility Areas Entered	SIC	
Activity Date	03/02/2009	Shut-Off Date	
Inspector Name	Xxxxx	Last Inspection Type	Initial Inspection
Event Code	SURVEY	Next Inspection	
Survey Status	In Process	Status Category	
Violations Qty		Viol. Qty Correct	
Viol. Qty Remain		Cost to Install	\$0.00
Back Pressure	<input type="checkbox"/>	Back Siphonage	<input type="checkbox"/>
Notice Response Due	04/03/2009	Letter Name	Survey Test
Next Survey Date		Compliance Date	

Loc Code	Fixture	Location	Viol	Correct Date	Deficiency	Qty	Haz	Recommend	BFP

Map | Default Survey Items | Document Inserts | XC2 Picts | Print | Cancel | Save

Click the **Document Inserts** button.

Select which documents you want to include from the top list and drag them to the bottom list. You can remove any given document from the list to include. (**Remove Selected Document**) Click save when done.

Documents to Insert

Available Documents for Inserting into the Notification Letter

#	Document Name	Document Code	Doc ID
1	Boilers	Boiler	10000014
2	Breweries	BEER	10000020
3	Wr On Command	CMD	10000017

Add Selected Document

Documents Selected to be Inserted into the Notification Letter

Order	Document Name	Document Code	This Rec ID	Doc ID
1	Breweries	BEER	2012	10000020
2	Boilers	Boiler	2013	10000014

Remove Selected Document | Remove All Documents | Cancel | Save

When you print the notice for that survey, the documents will print after the notice.