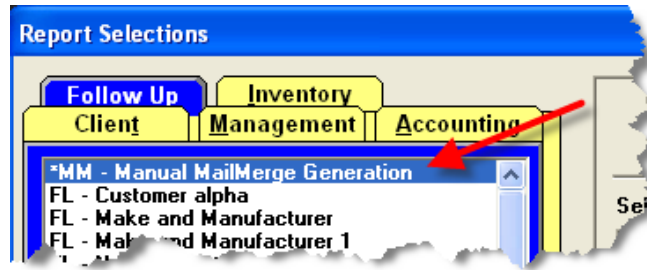


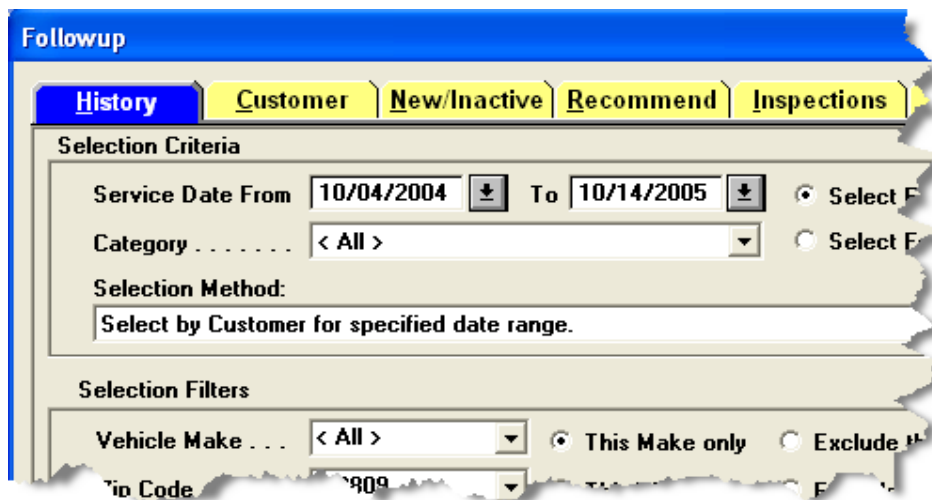
Using Mail Merge With Your Shop Management Program

Open the Management software **Report Selections** dialog and run the report *MM – Manual MailMerge Generation found under the Client tab.



Follow Up Report Window

In the **Followup** dialog select any **Selection Criteria** that will yield results and click on the **Search** button.



Selection Criteria

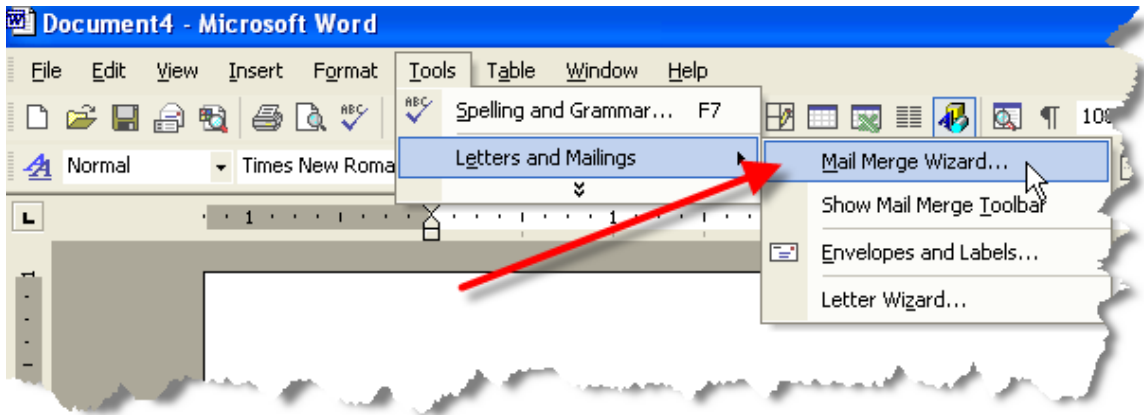
When the **Followup --- View from History** dialog appears click on **Exit**.



Followup -- View From History

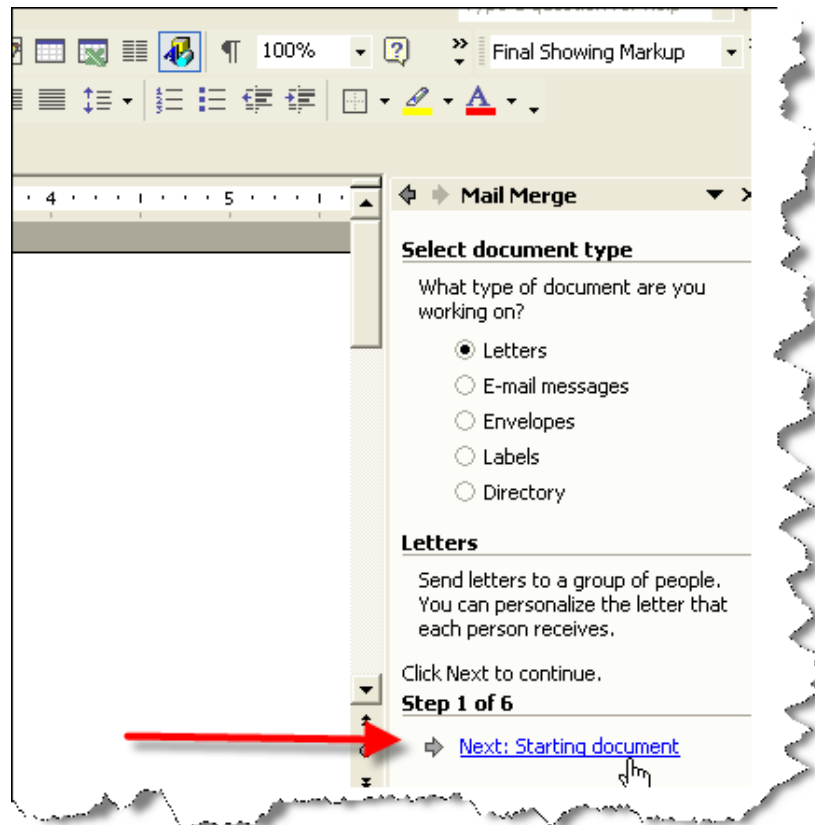
Using Mail Merge With Your Shop Management Program

Open Microsoft Word, select *Tools / Letters and Mailing / Mail Merge Wizard*.



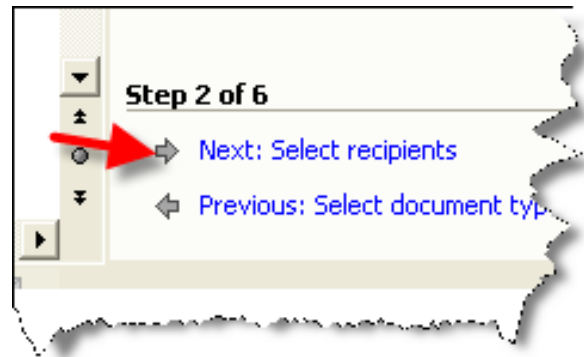
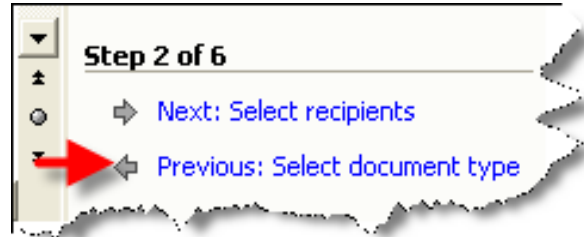
Word - Selecting MailMerge Wizard...

Select **Next: Starting Document**



MailMerge Starting Document

Using Mail Merge With Your Shop Management Program

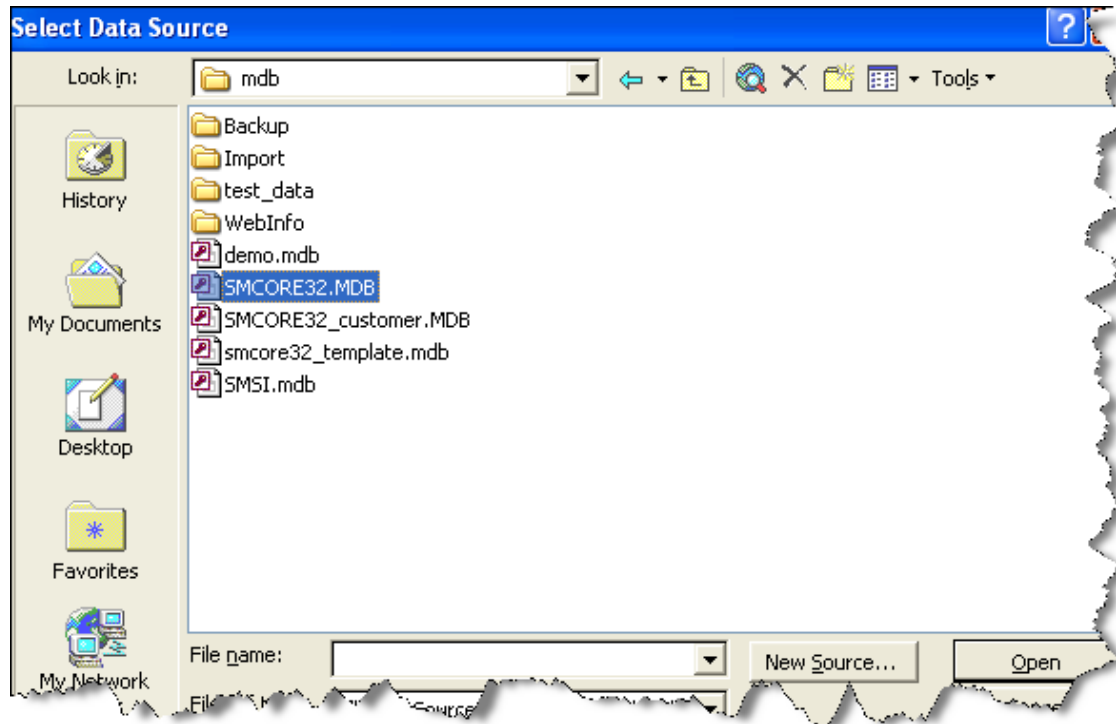


Recipients

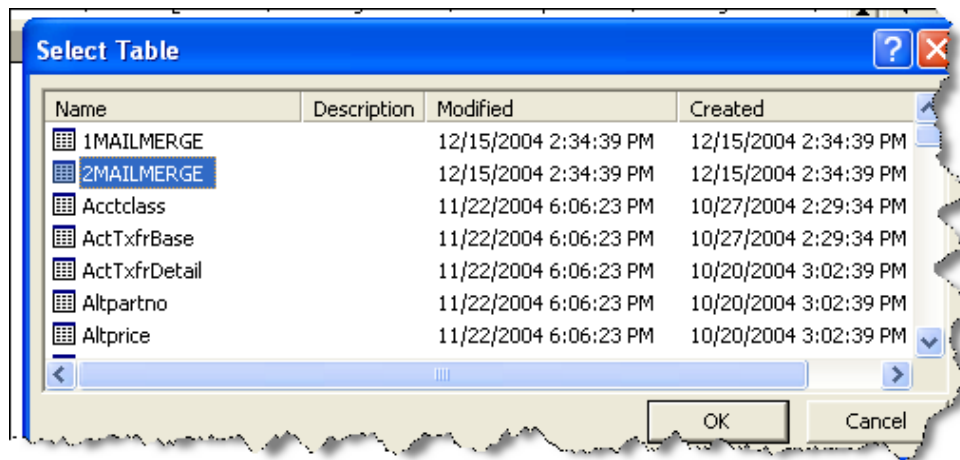


Browse

Using Mail Merge With Your Shop Management Program



Browse and select SMCORE32.MDB



Select 2MAILMERGE

*NOTE: These instructions also work with either a ShopKey Service Writer or Shop Management program; the noted exception is that data will be sourced from a database file named **SKCORE32.mdb**.*