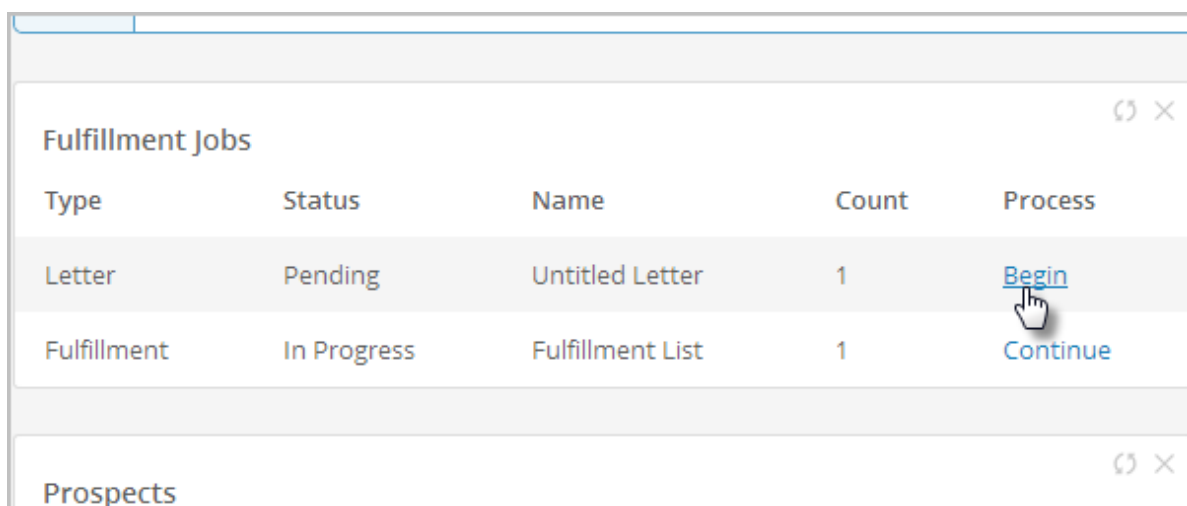


Process a letter fulfillment job

A letter fulfillment job is created to make it easy for you to process a mail merge and print labels for a list of contacts. The job is created when the letter template is used in a campaign. It includes a link to a letter template that auto-merges contact information from the contact records so that you can batch print the letter for those people. The letter jobs are automatically displayed in the fulfillment job widget on your Dashboard.


Each job will accumulate (or queue up) people until you begin processing. After you begin processing a specific job, the system will not add any new people to it. It will, instead, create a new job the next time the template is triggered. A letter job displays the status, the name, and count (number of people queued) as well as a link to view and process the job.

1. Click on **Begin** to view and begin processing the job. Clicking on this link updates the job status to *processing* and the system will stop adding people to the job.



Type	Status	Name	Count	Process
Letter	Pending	Untitled Letter	1	Begin
Fulfillment	In Progress	Fulfillment List	1	Continue

2. Click on the **Open Merged Letter** link to open the letter in Microsoft Word and generate the mail merge. If prompted, click on **Open** or **Open in Word**. The system will customize the letter for each person in the queue so that you can print them all at once.


 Process 'Untitled Letter' [\(back to home\)](#)

Instructions: Clicking the link below will perform the mail merge and will open word-processing software. There is a separate link for printing labels.

[Open Merged Letter](#)
[Print Labels](#)

After you are done processing this item you can mark it as complete by clicking the Complete button. Make sure that all work is complete before doing so.

3. Print the letter.
4. Some letter jobs may include a link to print labels, or the job have been created for the sole purpose of generating address labels. Click on the **Print Labels** link.

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[Complete](#)

5. Review the label setup
 - o **Merge Fields:** The merge fields pull information from each contact record. Click on open merge window to add new merge fields to the label. Remove any unnecessary merge fields or add default values for fields where a blank field may be common.
 - o **Label Type:** Choose an Avery label type and the position of the first available label on your sheet.
6. Click on **Generate Labels** to open the labels in Microsoft Word. If prompted, click on Open or Open in Word.
7. Print the labels
8. When you're finished with this job, click the **Complete** button to remove the job

from your dashboard. The job can remain *pending* until it is fully processed. Do not click complete until you have truly finished the job.
