## **Print Group Notice**

For this example, we will print a letter for five properties that appear to be rental units operating without a rental license.

- 1. Open the Contacts form
- 2. Choose the five contacts by name and address
  - 1. Click the button Clear Selected to clear the Select flag from all contacts
    - Note the "Selected" count goes to 0
  - 2. Search for owners named "Smith"
    - 1. Click on the triangle to the right of the Last Name header in the bottom half of the form
    - 2. Choose "Text Filters >"
    - 3. Choose "Equals..."
    - 4. Enter "Smith"
    - 5. Click [OK]
  - 3. Click the checkbox to the left of the first search result
    - Note the "Selected" count goes to 1
  - 4. Click the checkbox next to the second search result
    - Note the "Selected" count goes to 2
  - 5. Search for properties on Terrace St
    - 1. Click on the triangle to the right of the Last Name header
    - 2. Choose "Clear filter from Last Name"
    - 3. Click on the triangle to the right of the Address Line 2 header
    - 4. Choose "Text Filters >"
    - 5. Choose "Contains..."
    - 6. Enter "Terrace St"
    - 7. Click [OK]
  - 6. Click the checkbox next to the first three search results
    - 1. Note the "Selected" count increases to 3, then 4, then 5
- 3. Click [Create Notice] to open the Create Notice form
  - 1. From the "Template" dropdown, choose "Rental Without License"
  - 2. Click [OK] to create the notice and open the Notice Detail form
- 4. Click on the "Addressees" tab
  - $\,\circ\,$  Note the five addressees we added earlier are shown on this form
- 5. Click [Print Notice] to generate the Notice Report
  - 1. Click on the [Print] button in the "Print Preview" ribbon at the top left part of the screen to print a hard-copy of the notice
  - 2. Fold the letters in thirds and place in double window envelopes for mailing

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