

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. Click the button [Clear Selected](#) to clear the Select flag from all contacts
 1. *Note the "Selected" count goes to 0*
3. 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]
4. Click the checkbox to the left of the first search result
 1. *Note the "Selected" count goes to 1*
5. Click the checkbox next to the second search result
 1. *Note the "Selected" count goes to 2*
6. 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]
7. Click the checkbox next to the first three search results
 1. *Note the "Selected" count increases to 3, then 4, then 5*

From:

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https://grandjean.net/wiki/notifier/multi_notice?rev=1447275262

Last update: **2015/11/11 20:54 UTC**

