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

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