Print a Notice for a Single Property

For this example, we will print a Certificate of Occupancy.

- 1. Open the Contacts form
- 2. Double-click a Contact row to open the Contact Detail form
- 3. Click [Create Notice] to open the Create Notice form
- 4. From the "Template" dropdown, choose: "Certificate of Occupancy"
- 5. Click [OK] to create the Notice and open the Notice Detail form
- 6. Fill in the custom value prompts
 - For Permit #:

HB-15-196

• For Issue Date:

6/15/2015

• For Description of work completed:

Resale Inspection

• For Buyer:

John Doe 123 Big Buck Ln Honesdale, PA 18431

- 7. Click [Print Notice] to generate the Notice report
- 8. 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
- 9. Fold the letter in thirds and place in a double window envelope for mailing

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