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
    1. For *Permit #:*

        ```
        HB-15-196
        ```

    2. For *Issue Date:*

        ```
        6/15/2015
        ```

    3. For *Description of work completed:*

        ```
        Resale Inspection
        ```

    4. 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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