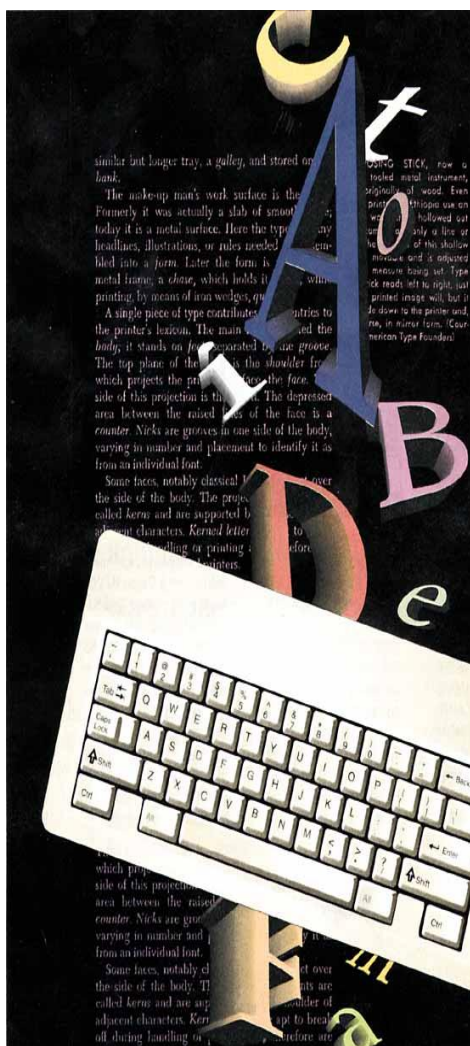


Letter Writer Module

The Letter Writer Module is an integral part of the EasyRetail system and can be used to construct any type of letter such as a direct mail merge letter, a payment reminder, a cover note for a quotation, a letter to a supplier, an order acknowledgement, a “Come in and collect” note to a repair customer, an overdue debtor’s letter etc. The Letter Writer Module is like a simpler version of WordPad, so if you are already familiar with how that program works then you will have no trouble learning how to use our letter editor.

The Letter Writer Module is linked to the customer, supplier, repairs, rental and in-house credit file tables allowing you to insert merge fields from those files into a letter. These merge fields are then dynamically filled with the appropriate data values as the letter is being printed. Whenever a letter is printed, a record of it is automatically inserted into the customer or supplier’s COMM history.



- Lets you create WORDPAD compatible letters for any business scenario including mailshot letters and flyers, quotation cover letters, overdue debtors letters, rental payment reminders, in-house credit payment reminders etc.
- Integrates with the Sales, Customer, In-house Credit, Rental and Service database files for document merging
- Links to the EasyRetail MailShot Module for bulk letter printing and e-mails
- Letters created in Letter Writer can be dynamically merged with fields from the currently open customer or supplier using the COMM function key on the customer and supplier enquiry screens.
- Letter Writer documents printed or E-mailed via the COMM function are automatically stored in the customer/supplier’s Comm history where they can be reviewed and re-printed if necessary.