

Activate the Correspondence Log

The Correspondence Log keeps a record of letters or email sent to individuals. When you print a letter or send email to an individual, a log of the correspondence appears on the Communications tab for that individual. Before you can track correspondence in the log, though, you must activate the correspondence log.



Useful Information

The Log Correspondence feature only applies to letters and email produced in the Correspondence window.

1. On the Home screen, click **Options**.
2. Click **Settings**.
3. Under Log Settings, select **Log Correspondence Print Activity**.
4. Click **Close**.