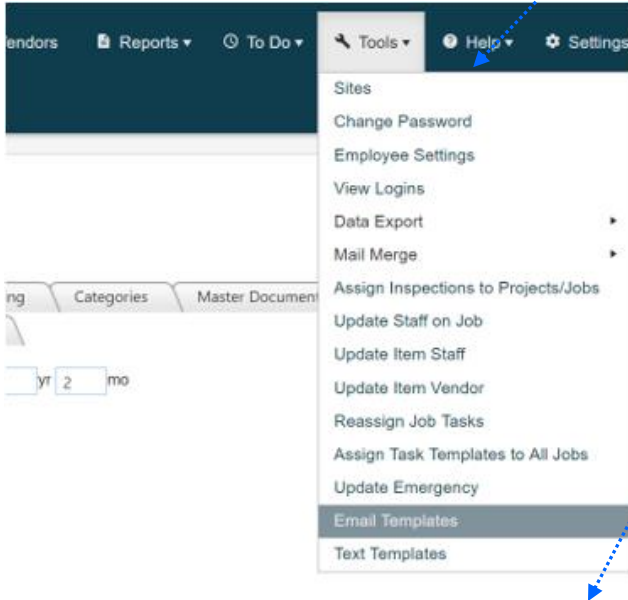


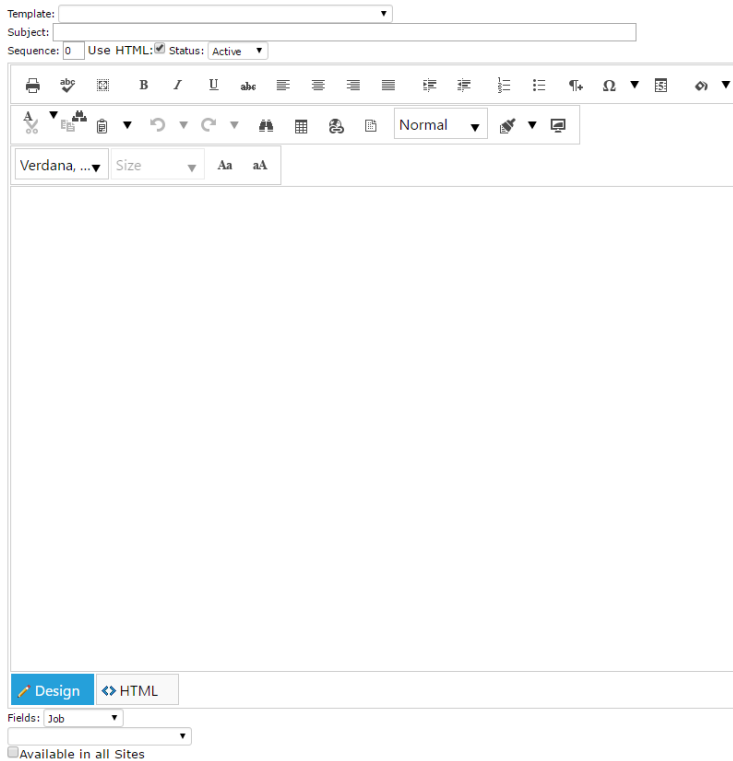
Email Templates – Create new or edit

Email templates can be used when emailing from Correspondence or Mail Merge in Punchlist Manager.

To create or edit an Email Template hover over Tools in the blue toolbar → Select Email Templates.



After clicking Email Templates; Template, Subject, Sequence, Use HTML, Status, Fields, Available in all Sites will be displayed on the page.

A screenshot of the Email Template configuration form. At the top, there are input fields for 'Template:', 'Subject:', and 'Sequence: 0'. Below these are checkboxes for 'Use HTML:' (checked) and 'Status: Active'. The main area is a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and image. The font is set to 'Verdana, ...' and the size is 'Normal'. At the bottom, there are tabs for 'Design' (selected) and 'HTML', a 'Fields: Job' dropdown menu, and a checkbox for 'Available in all Sites'.

Email Templates – Create new or edit

To create a new email template, complete the following:

Apply the “Subject” this is the name of the template and will appear within the template drop down to select from.

Subject:

Add the “Sequence” (if applicable) this is the order number the template will display within the drop down.

Sequence:

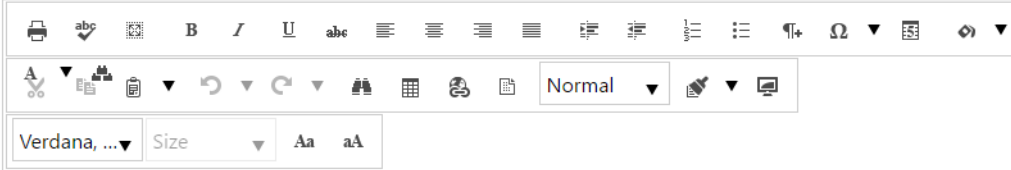
To add your message within the body of the email begin typing by placing your cursor in the text box. You can also add an existing letter by copying and pasting it directly into the box. To apply merge fields while you’re creating your template select the Field and then the merge fields will display to choose from.

Note: There are seven (7) Fields to select from each field will load the merge fields that can be applied.

Template:

Subject:

Sequence: Use HTML: Status:



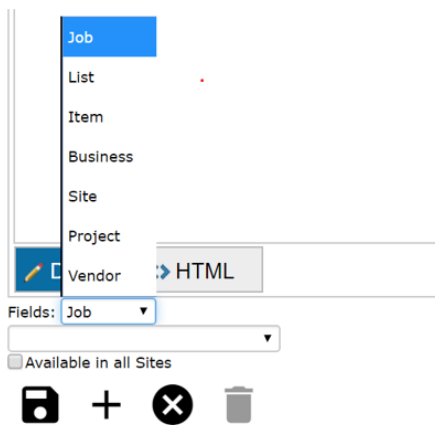
Verdana, ... Size Aa aA

Fields:

Available in all Sites

Email Templates – Create new or edit

The Fields are as follows; Job, List, Work Order, Business, Site, Project and Vendor.



Important: The Fields, Merge Fields and Definitions are available on pages 5-12

Check the Available in all Sites box if your database has more than one Site and this template will be used within all Sites.

Save the template



Other options; click **“Save As New”** if you’re using an existing template as a base to create a similar template so you don’t override the existing template. Click **“Cancel”** to clear the template and start over. Click **“Delete”** to remove template that will no longer be used.

The following is an example of a completed Email Template:

Email Templates – Create new or edit

Template: [Vendor Name] Work Order ***SCHEDULED***

Subject: [Vendor Name] Work Order ***SCHEDULED***

Sequence: 1 Use HTML: Status: Active

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, etc.

Font settings: "Segoe UI", Size, Aa, aA

Normal style dropdown

The following work has been scheduled for [Date Vendor Scheduled] at [Date Vendor Scheduled Time]

The following work needs to be performed: [Category]/[Sub Category] **[Service Request]**

The job contacts are [Primary Contact Full Name], [Secondary Contact Full Name]

The Job is located at: [Address Line 1] [Address City], [Address State] [Address Zip]

Please contact [Staff Full Name] at [Staff Phone 1] if you have any questions.

Emails Templates can be used within the following Pages.

Tools→ Mail Merge→ Vendor the following fields can be merged ONLY; **Vendor & Business**

Tools→ Mail Merge→ Projects the following fields can be merged ONLY; **Project, Site & Business**

Tools→ Mail Merge→ Jobs the following fields can be merged ONLY; **Job, Project, Site & Business**

Tools→ Mail Merge→ Work Orders the following fields can be merged ONLY; **List, Work Order, Job, Project, Site & Business**

Job Correspondence Email the following fields can be merged ONLY; **List, Job, Project, Site & Business**

Vendor Correspondence Email the following fields can be merged ONLY; **Vendor & Business**

Project Correspondence Email the following fields can be merged ONLY; **Project, Site & Business**

When selecting the Email button within the Work Order Detail Page the following fields can be merged ONLY; **List, Work Order, Job, Project, Site & Business**

When selecting the Mail Merge button within the Work Order Detail Page the following fields can be merged ONLY; **List, Work Order, Job, Project, Site & Business**

When generating a report and you choose to Email the report please note that the following fields can be merged; **NONE**

Note: Each page where an email template can be used the fields available to merge display in **RED**. See sample below.

Build Email

Job Information:
 Name: Emma Rose Lawrence, Job ID: TS16-7007, Contacts: Emma Rose Lawrence - dawn@servicesoftwareinc.com, Wyatt Lawrence - dawn@servicesoftwareinc.com
 Show in Portal

Template: List, Work Order, Job, Project, Site & Business merge fields are available.

To edit an existing template, select the template from the drop down. Make the necessary changes then click the **“Save”** button this will save the changes without creating a new template.

The easiest way to create a new template is to choose an existing template from the drop down. Change the Subject to reflect the new template name, make the necessary changes within the body of the template then click the **“Save As New”** button. The existing template will not be changed and the new template is created.

Email Templates – Create new or edit

Template: Warranty Determination Notice
 Subject: Warranty Determination Notice
 Sequence: 2 Use HTML: Status: Active

Fields: Job
 Available in all Sites

[Primary Contact Full Name], [Secondary Contact Full Name]
 [Address Line 1]
 [Address City], [Address State] [Address Zip]

Re: Service Request Received

Dear [Primary Contact First Name], [Secondary Contact First Name]:

This letter is to acknowledge that we received your service request for the above referenced property. After careful review of your request, the following has been determined:

[Item Number]
 [Item Description]
 [Determination]

A representative will contact you to schedule this repair.

We appreciate this opportunity to address your service request issues and would like to thank you once again for purchasing a [Site Description] built home.

Sincerely,
 [Name]

Merge Fields and Definition

Below is a description of what each merge field represents. Please note some of the merge fields are terminology driven and you may be using a different terminology than noted in the merge field and definitions below.

Job Merge Fields

Merge Field

Address Bldg and Unit
 Address Building
 Address City
 Address City State Zip
 Address City Zone
 Address Full
 Address Line 1
 Address Line 2
 Address Number
 Address State
 Address State Name
 Address Street
 Address Unit
 Address Zip
 Current Date
 Date Closed
 Date Pre Close
 Date Sold
 Date Start
 Date Structure Expire
 Date Warranty Expire
 Estimate Costs
 Floor Plan Name
 Full Address
 Job Custom 1
 Job Custom 2
 Job Custom 3

Definition

Job Bldg and Unit in one field
 Job Building details
 Job City
 Job City, State & Zip
 Job City Zone
 Job Full address in one field
 Job Address 1
 Job Address 2
 Job Address 1 Number
 Job State
 Job State Name
 Job Address 1 Street Name
 Job Unit
 Job Zip
 Current Date
 Date Closed
 Date Pre Close
 Date Sold
 Date Start
 Date Structure Expire
 Date Warranty Expire
 Total Estimated costs for the Job
 Floor Plan Name
 Job Full Address
 Job Custom field order 1
 Job Custom field order 2
 Job Custom field order 3

Email Templates – Create new or edit

Job Custom 4	Job Custom field order 4
Job Custom 5	Job Custom field order 5
Job Custom 6	Job Custom field order 6
Job ID	Job ID
Job Lost	Job Lost (Yes or No)
Job Name	Job Name
Job Notes	Job Notes
Job Staff Full Name	Typically the Warr Rep's Full Name
Job Status	Job Status – Active, Inactive, Deleted
Job Super Full Name	Typically the Proj Mgr/Supers Full Name
Lot Block	Lot/Block #
Primary Contact Address 1	Job Primary Contact - Address 1
Primary Contact Address 2	Job Primary Contact - Address 2
Primary Contact City	Job Primary Contact - City
Primary Contact City, State, Zip	Job Primary Contact - City, State, Zip
Primary Contact Email	Job Primary Contact - Email Address
Primary Contact First Name	Job Primary Contact - First Name
Primary Contact Full Address	Job Primary Contact – Full Address

Job Merge Fields - continued

Merge Field

Primary Contact Full Name
 Primary Contact Last Name
 Primary Contact Logon Name
 Primary Contact MI
 Primary Contact Phone 1
 Primary Contact Phone 1 Type
 Primary Contact Phone 2
 Primary Contact Phone 2 Type
 Primary Contact Phone 3
 Primary Contact Phone 3 Type
 Primary Contact Phone 4
 Primary Contact Phone 4 Type
 Primary Contact Phone 5
 Primary Contact Phone 5 Type
 Primary Contact State Code
 Primary Contact State Name
 Primary Contact Title
 Primary Contact Zip
 Red Flag
 Secondary Contact First Name
 Secondary Contact Full Name
 Secondary Contact Initials
 Secondary Contact Last Name
 Secondary Contact Logon Name
 Secondary Contact Middle Initial
 Secondary Contact Phone 1
 Secondary Contact Phone 1 Type
 Secondary Contact Phone 2
 Secondary Contact Phone 2 Type
 Secondary Contact Title
 Staff Email
 Staff First Name
 Staff Full Name
 Staff Initials

Definition

Job Primary Contact – Full Name
 Job Primary Contact – Last Name
 Job Primary Contact – Job Portal Logon Details
 Job Primary Contact – Middle Initial
 Job Primary Contact – Phone Number in Phone field 1
 Job Primary Contact – Type of Number associated with Phone field 1
 Job Primary Contact – Phone Number in Phone field 2
 Job Primary Contact – Type of Number associated with Phone field 2
 Job Primary Contact – Phone Number in Phone field 3
 Job Primary Contact – Type of Number associated with Phone field 3
 Job Primary Contact – Phone Number in Phone field 4
 Job Primary Contact – Type of Number associated with Phone field 4
 Job Primary Contact – Phone Number in Phone field 5
 Job Primary Contact – Type of Number associated with Phone field 5
 Job Primary Contact – 2 Digit State Code
 Job Primary Contact – 2 Digit State Code
 Job Primary Contact Title
 Job Primary Contact Zip Code
 Job Red Flag Notes
 Secondary Job Contact – First Name
 Secondary Job Contact – Full Name
 Secondary Job Contact – Initials
 Secondary Job Contact – Last Name
 Secondary Job Contact – Job Portal Logon Details
 Secondary Job Contact – Middle Initial
 Secondary Job Contact - Phone Number in Phone field 1
 Secondary Job Contact - Type of Number associated with Phone field 1
 Secondary Job Contact - Phone Number in Phone field 2
 Secondary Job Contact - Type of Number associated with Phone field 2
 Secondary Job Contact - Title
 Typically the Warr Rep - Email Address
 Typically the Warr Rep – First Name
 Typically the Warr Rep – Full Name
 Typically the Warr Rep - Initials

Email Templates – Create new or edit

Staff Last Name	Typically the Warr Rep – Last Name
Staff MI	Typically the Warr Rep – Middle Initial
Staff Phone 1	Typically the Warr Rep - Phone Number in Phone field 1
Staff Phone 1 Type	Typically the Warr Rep - Type of Number associated with Phone field 1
Staff Phone 2	Typically the Warr Rep - Phone Number in Phone field 2
Staff Phone 2 Type	Typically the Warr Rep - Type of Number associated with Phone field 2
Staff Phone 3	Typically the Warr Rep - Phone Number in Phone field 3
Staff Phone 3 Type	Typically the Warr Rep - Type of Number associated with Phone field 3
Staff Phone 4	Typically the Warr Rep - Phone Number in Phone field 4
Staff Phone 4 Type	Typically the Warr Rep - Type of Number associated with Phone field 4
Staff Phone 5	Typically the Warr Rep - Phone Number in Phone field 5
Staff Phone 5 Type	Typically the Warr Rep - Type of Number associated with Phone field 5
Super Email	Typically the Proj Mgr/Super – Email Address
Super First Name	Typically the Proj Mgr/Super – First Name
Super Full Name	Typically the Proj Mgr/Super – Full Name

Job Merge Fields - continued

Merge Field

Super Last Name
 Super MI
 Super Phone 1
 Super Phone 1 Type
 Super Phone 2
 Super Phone 2 Type
 Super Phone 3
 Super Phone 3 Type
 Super Phone 4
 Super Phone 4 Type
 Super Phone 5
 Super Phone 5 Type

Definition

Typically the Proj Mgr/Super – Last Name
 Typically the Proj Mgr/Super – Middle Initial
 Typically the Proj Mgr/Super – Phone Number in Phone field 1
 Typically the Proj Mgr/Super – Type of Number associated with Phone field 1
 Typically the Proj Mgr/Super – Phone Number in Phone field 2
 Typically the Proj Mgr/Super – Type of Number associated with Phone field 2
 Typically the Proj Mgr/Super – Phone Number in Phone field 3
 Typically the Proj Mgr/Super – Type of Number associated with Phone field 3
 Typically the Proj Mgr/Super – Phone Number in Phone field 4
 Typically the Proj Mgr/Super – Type of Number associated with Phone field 4
 Typically the Proj Mgr/Super – Phone Number in Phone field 5
 Typically the Proj Mgr/Super – Type of Number associated with Phone field 5

List Merge Fields

Merge Field

Current Date
 Date List Closed
 Date List Opened
 List Notes
 List Number
 List Staff Full Name
 List Super Full Name
 List Type

Definition

Current Date
 Date Closed
 Date Received
 List Notes
 List Number
 Typically the Warr Rep’s Full Name
 Typically the Proj Mgr/Supers Full Name
 List Type (Warranty, 30 Day, Year-End, etc.)

WO (Work Order) Merge Fields

Merge Field

ActionTaken
 Area
 Category
 Closed
 Current Date
 Customer Request

Definition

WO Action Taken Notes
 WO Area
 WO Category
 WO Closed (True or False)
 Current Date
 WO Homeowner Request

Email Templates – Create new or edit

Date Due	Date WO is Due
Date Review Scheduled	Date the Internal Review is scheduled
Date Review Scheduled Duration	How long the Internal Review is going to take
Date Review Scheduled Time	Time the Internal Review is scheduled to start
Date Vendor Scheduled	Date the Vendor is scheduled to begin the work
Date Vendor Scheduled Duration	How long the Vendor is going to take
Date Vendor Scheduled Time	Time the Vendor is scheduled to start
Deleted	WO Deleted (True or False)
Determination	WO Determination
Fax Number	Vendor Fax Number
Item Date Completed	Date WO was completed

WO (Work Order) Merge Fields - continued

Merge Field

Item Number
 Item Service
 Phone Number
 Progress
 Service Request
 Sign Off Owner Date
 Sign Off Owner Name
 Sign Off Staff Date
 Sign Off Staff Name
 Sign Off Vendor Date
 Sign Off Vendor Name
 Sub Category
 Vendor Address Line 1
 Vendor Address Line 2
 Vendor City
 Vendor City State Zip
 Vendor Full Address
 Vendor Name
 Vendor State
 Vendor State Name
 Vendor Zip

Definition

WO Number
 Item Service
 Vendor Phone Number
 WO Progress
 WO Service Requested field typically the work to be performed
 Date the Homeowner signed off the WO is complete
 Homeowner Name
 Date the Warr Rep signed off the WO is complete
 Typically the Warr Rep's Name
 Date the Vendor signed off the WO is complete
 Vendor Name
 WO Sub Category
 Vendor Address
 Vendor Address 2
 Vendor City
 Vendor City, State & Zip
 Vendor Full Address
 Vendor Name
 Vendor State Code
 Vendor State Name
 Vendor Zip

Business Merge Fields (Tools→ System Setup→ System Information)

Merge Field

Builder Address Line 1
 Builder Address Line 2
 Builder Full Address
 City
 City State Zip
 Current Date
 Name
 Owner Web Site
 Phone 1
 Phone 1 Type
 Phone 2
 Phone 2 Type
 Phone 3
 Phone 3 Type
 Phone 4
 Phone 4 Type

Definition

Address
 Address 2
 Full Address
 City
 City, State & Zip
 Current Date
 Business Name
 Job Contact Website
 Phone Number
 Field Not Available
 Fax Number
Field Not Available
Field Not Available
Field Not Available
Field Not Available

Email Templates – Create new or edit

Phone 5
 Phone 5 Type
 State
 State Name
 Vendor Web Site
 Web Site
 Zip

Field Not Available
Field Not Available
 State Code
 State Name
 Sub/Tech Website
 Business Website
 Zip

Site Merge Fields (Tools→ Site Setup→ Site Detail)

Merge Field

Site Description
 Site Address Line 1
 Site Address Line 2
 Site City
 Site State
 Site State Name
 Site ZIP
 Site City State Zip
 Site Full Address
 Site Contact
 Site Phone
 Site Fax
 Site Email

Definition

Typically Company Name
 Builders Address
 Builders Address 2
 Builders City
 Builders State Code
 Builders State Name
 Builders Zip
 Builders City, State & Zip
 Builders Full Address
 Builders Contact Full Name
 Builders Phone Number
 Builders Fax Number
 Builders Email Address

Project Merge Fields

Merge Field

Project
 Project Code
 Project City
 Project State
 Project State Name
 Project ZIP
 Project City State ZIP
 Project County
 Project Location
 Project Primary Contact First Name
 Project Primary Contact MI
 Project Primary Contact Last Name
 Project Primary Contact Full Name
 Project Primary Contact Address Line 1
 Project Primary Contact Address Line 2
 Project Primary Contact City
 Project Primary Contact State
 Project Primary Contact State Name
 Project Primary Contact ZIP
 Project Primary Contact City State Zip
 Project Primary Contact Full Address
 Project Primary Contact Email
 Project Primary Contact Title
 Project Primary Contact Phone 1
 Project Primary Contact Phone 2
 Project Primary Contact Phone 3
 Project Primary Contact Phone 4
 Project Primary Contact Phone 5

Definition

Project Name
 Project Code
 Project City
 Project State Code
 Project State Name
 Project Zip
 Project City, State & Zip
 Project County
 Project Location
 Project Primary Contact First Name
 Project y Primary Contact Middle Initial
 Project Primary Contact Last Name
 Project Primary Contact Last Name
 Project Primary Contact Address
 Project Primary Contact Address 2
 Project Primary Contact City
 Project Primary Contact State Code
 Project Primary Contact State Name
 Project Primary Contact Zip
 Project Primary Contact City, State & Zip
 Project Primary Contact Full Address
 Project Primary Contact Email Address
 Project Primary Contact Title
 Project Primary Contact Phone Field 1
 Project Primary Contact Phone Field 2
 Project Primary Contact Phone Field 3
 Project Primary Contact Phone Field 4
 Project Primary Contact Phone Field 5

Email Templates – Create new or edit

Project Primary Contact Phone 1 Type	Project Primary Contact Type of Number associated with Phone field 1
Project Primary Contact Phone 2 Type	Project Primary Contact Type of Number associated with Phone field 2
Project Primary Contact Phone 3 Type	Project Primary Contact Type of Number associated with Phone field 3
Project Primary Contact Phone 4 Type	Project Primary Contact Type of Number associated with Phone field 4

Project Merge Fields - continued

Merge Field

Project Primary Contact Phone 5 Type
 Project Secondary Contact First Name
 Project Secondary Contact MI
 Project Secondary Contact Last Name
 Project Secondary Contact Full Name
 Project Secondary Contact Address Line 1
 Project Secondary Contact Address Line 2
 Project Secondary Contact City
 Project Secondary Contact State
 Project Secondary Contact State Name
 Project Secondary Contact ZIP
 Project Secondary Contact City State Zip
 Project Secondary Contact Full Address
 Project Secondary Contact Email
 Project Secondary Contact Title
 Project Secondary Contact Phone 1
 Project Secondary Contact Phone 2
 Project Secondary Contact Phone 3
 Project Secondary Contact Phone 4
 Project Secondary Contact Phone 5
 Project Secondary Contact Phone 1 Type
 Project Secondary Contact Phone 2 Type
 Project Secondary Contact Phone 3 Type
 Project Secondary Contact Phone 4 Type
 Project Secondary Contact Phone 5 Type
 Project Plat
 Project Subdivision
 Project Zone

Definition

Project Primary Contact Type of Number associated with Phone field 5
 Project Secondary Contact First Name
 Project Secondary Contact Middle Initial
 Project Secondary Contact Last Name
 Project Secondary Contact Full Name
 Project Secondary Contact Address
 Project Secondary Contact Address 2
 Project Secondary Contact City
 Project Secondary Contact State Code
 Project Secondary Contact State Name
 Project Secondary Contact Zip
 Project Secondary Contact City, State & Zip
 Project Secondary Contact Full Address
 Project Secondary Contact Email Address
 Project Secondary Contact Title
 Project Secondary Contact Phone Field 1
 Project Secondary Contact Phone Field 2
 Project Secondary Contact Phone Field 3
 Project Secondary Contact Phone Field 4
 Project Secondary Contact Phone Field 5
 Project Secondary Contact Type of Number associated with Phone field 1
 Project Secondary Contact Type of Number associated with Phone field 2
 Project Secondary Contact Type of Number associated with Phone field 3
 Project Secondary Contact Type of Number associated with Phone field 4
 Project Secondary Contact Type of Number associated with Phone field 5
 Project Plat
 Project Subdivision
 Project Zone

Vendor Merge Fields

Merge Field

Current Date
 Vendor Primary Contact Logon
 Vendor Primary Contact Password
 VENDOR Name
 VENDOR Vendor ID
 VENDOR DBA
 VENDOR Name Short
 VENDOR Address 1
 VENDOR Address 2
 VENDOR City
 VENDOR State Code
 VENDOR State Name
 VENDOR Zip
 VENDOR City, State, Zip

Definition

Current Date
 Vendor Primary Contact Portal Logon
 Vendor Primary Contact Portal Password
 Vendor Name
 Vendor ID
 Vendor DBA (Doing Business As)
 Vendor Short Name
 Vendor Address
 Vendor Address 2
 Vendor City
 Vendor State Code
 Vendor State Name
 Vendor Zip
 Vendor, State & Zip

Email Templates – Create new or edit

VENDOR Full Address

Vendor Full Address

Vendor Merge Fields - continued

Merge Field

VENDOR_Phone
 VENDOR_Fax
 VENDOR_Website
 VENDOR_Open Status
 VENDOR_Closed Status
 VENDOR On Call
 VENDOR INS Auto Cert
 VENDOR INS Auto Date
 VENDOR INS Liability Cert
 VENDOR INS Liability Date
 VENDOR INS Workmans Comp Cert
 VENDOR INS Workmans Comp Date
 VENDOR Taxable
 VENDOR Billing Company
 VENDOR Billing Attention
 VENDOR Billing Address 1
 VENDOR Billing Address 2
 VENDOR Billing City
 VENDOR Billing State Code
 VENDOR Billing State Name
 VENDOR Billing Zip
 VENDOR Billing City, State, Zip
 VENDOR Billing Full Address
 VENDOR Billing Phone
 VENDOR Billing Fax
 VENDOR Billing Contact Name
 VENDOR Billing Contact Email
 VENDOR Billing FEIN
 VENDOR PC Contact ID
 VENDOR PC First Name
 VENDOR PC MI
 VENDOR PC Last Name
 VENDOR PC Full Name
 VENDOR PC Initials
 VENDOR PC Address 1
 VENDOR PC Address 2
 VENDOR PC City
 VENDOR PC Phone 1 Type
 VENDOR PC Phone 2
 VENDOR PC State Code
 VENDOR PC Phone 2 Type
 VENDOR PC State Name
 VENDOR PC Phone 3
 VENDOR PC Zip
 VENDOR PC City, State, Zip
 VENDOR PC Phone 3 Type
 VENDOR Full Address
 VENDOR PC Phone 4
 VENDOR PC On Call

Definition

Vendor Phone Number
 Vendor Fax Number
 Vendor Website
 Vendor Open WO Status
 Vendor Closed WO Status
 Vendor On Call (True or False)
 Vendor Auto Ins. Certificate Number
 Vendor Auto Ins. Expiration Date
 Vendor Liability Ins. Certificate Number
 Vendor Liability Ins. Expiration Date
 Vendor Workers Comp Certificate Number
 Vendor Workers Comp Expiration Date
 Vendor Taxable (True or False)
 Vendor Billing Company
 Vendor Billing Attention Full Name
 Vendor Billing Address
 Vendor Billing Address 2
 Vendor Billing City
 Vendor Billing State Code
 Vendor Billing State Name
 Vendor Billing Zip
 Vendor Billing City, State & Zip
 Vendor Billing Full Address
 Vendor Billing Phone Number
 Vendor Billing Fax Number
 Vendor Billing Contact Full Name
 Vendor Billing Contact Email Address
 Vendor Billing Contact FEIN Number
 Vendor Primary Contact ID
 Vendor Primary Contact First Name
 Vendor Primary Contact Middle Initial
 Vendor Primary Contact Last Name
 Vendor Primary Contact Full Name
 Vendor Primary Contact Initials
 Vendor Primary Contact Address
 Vendor Primary Contact Address 2
 Vendor Primary Contact City
 Vendor Primary Contact Type of Number associated with Phone field 1
 Vendor Primary Contact Phone Field 2
 Vendor Primary Contact State Code
 Vendor Primary Contact Type of Number associated with Phone field 2
 Vendor Primary Contact State Name
 Vendor Primary Contact Phone Field 3
 Vendor Primary Contact Zip
 Vendor Primary Contact City, State & Zip
 Vendor Primary Contact Type of Number associated with Phone field 3
 Vendor Primary Contact Full Address
 Vendor Primary Contact Phone Field 4
 Vendor Primary Contact On Call (True or False)

Email Templates – Create new or edit

Vendor Merge Fields - continued

Merge Field

VENDOR PC Phone 4 Type
VENDOR PC Email
VENDOR PC Phone 5
VENDOR PC Phone 1
VENDOR PC Phone 5 Type
VENDOR PC Status

Definition

Vendor Primary Contact Type of Number associated with Phone field 4
Vendor Primary Contact Email Address
Vendor Primary Contact Phone Field 5
Vendor Primary Contact Phone Field 1
Vendor Primary Contact Type of Number associated with Phone field 5
Vendor Primary Contact Status (Active, Inactive or Deleted)