



# Print Merge Express

## POWERFUL PRINTING AND REPORTING TOOL for Lotus Notes® and Domino™

### Technical Specifications

#### MAIL MERGE REQUESTS

Desktop Platforms:	Windows 95/98/ME/NT/2000/XP/Vista [or] Macintosh OS 8/9/X
Desktop Software:	Notes R4/R5/R6/R7/R8 and MS Word 97/2000/2001/2002/2003/2004/2007 [or] Web browser and MS Word 97/2000/2001/2002/2003/2004/2007 [or] Web browser and FREE MS Word Viewer
Server Platforms:	All (Windows NT//2000/2003/2008, Solaris, Linux, OS/400, AIX, etc.) Windows server required for Web browser client access
Server Software:	Domino R4/R5/R6/R7/R8, MS Word 97/2000/2002/2003/2007 required for Web browser client access

Print Merge Express supports 4 mail merge types: Labels, Envelopes, Letters, Directory  
A Mail Merge Request pulls data from a Folder residing in any existing Lotus Notes database on your network. The software is driven off a Folder to allow increased flexibility when including data in mail merges since folder columns support concatenating fields and Boolean operators. This incredible flexibility allows advanced customization which outperforms any other product on the market today. A user basically creates mail merge requests which can be saved for quick and easy future use as a “Single Click” solution.

The simple Folder must contain between 1 and 256 columns of data. If the Folder does not exist it can easily be created by any user in your organization. The data residing in each Folder column will be mapped to a line on the hard copy print-out respectively. The end user can simply select documents in any existing view and then click a view action button to generate the mail merge.

Letters mail merge type requires a MS Word file which contains a maximum of 256 Merge Fields using field names A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, AB, AC, etc. which are similarly named as columns in a spreadsheet.

i.e. In MS Word Click Insert - Field - MergeField - Field name A – OK

Each folder column will be mapped to a Merge Field in the Form Letter.

i.e. Column 1 = Merge Field A, Column 2 = Merge Field B, Column 3 = Merge Field C, etc.

NOTE: A customized Personal Address Book template is included with the software if your users would like to generate mail merges using their Personal Address Book. Simply open the Print Merge Express database and click “Actions – Install Customized Personal Address Book Template”. The Personal Address Book design will automatically refresh. It’s as easy as 1-2-3.

#### REPORT REQUESTS

Desktop Platforms:	Windows 95/98/ME/NT/2000/XP/Vista [or] Macintosh OS 8/9/X
Desktop Software:	Notes R4/R5/R6/R7/R8 and MS Word 97/2000/2001/2002/2003/2004/2007 [or] Web browser and MS Word 97/2000/2001/2002/2003/2004/2007 [or] Web browser and FREE MS Word Viewer
Server Platforms:	All (Windows NT//2000/2003/2008, Solaris, Linux, OS/400, AIX, etc.) Windows server required for Web browser client access



# Print Merge Express

Server Software: Domino R4/R5/R6/R7/R8, MS Word 97/2000/2002/2003/2007 required for Web browser client access

The Report Request is similar to a Mail Merge Request. It pulls data from a Folder residing in any existing Lotus Notes database on your network. The software is driven off a Folder to allow increased flexibility when including data in reports since folder columns support concatenating fields and boolean operators. A user basically creates report requests which can be saved for quick and easy future use as a "Single Click" solution.

The simple Folder must contain between 1 and 256 columns of data. If the Folder does not exist it can easily be created by any user in your organization. The data residing in each Folder column will be mapped to a merge field on the layout template respectively. The layout template is simply a MS Word document containing merge fields which is attached to the report request and can include tables, graphics, colors and other cosmetic layouts. The layout template can contain a maximum of 256 merge fields using field names A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, AB, AC, etc. which are similarly named as columns in a spreadsheet.

i.e. In MS Word Click Insert - Field - MergeField - Field name A - OK

The end user can simply select documents in any existing view and then click a view action button to generate the report.

## CHART REQUESTS

Desktop Platforms: Windows 95/98/ME/NT/2000/XP/Vista [or] Macintosh OS 8/9/X  
Desktop Software: Notes R4/R5/R6/R7/R8 and MS Excel 97/2000/2001/2002/2003/2004/2007 [or]  
Notes R4/R5/R6/R7/R8 and Lotus 1-2-3 97/9.x [or]  
Web browser and MS Excel 97/2000/2001/2002/2003/2004/2007 [or]  
Web browser and FREE MS Excel Viewer [or]  
Web browser and FREE Verity KeyView  
Server Platforms: All (Windows NT//2000/2003/2008, Solaris, Linux, OS/400, AIX, etc.)  
Windows server required for Web browser client access  
Server Software: Domino R4/R5/R6/R7/R8, MS Excel 97/2000/2002/2003/2007 required for Web browser client access

A Chart Request pulls data from a View/Folder residing in any existing Lotus Notes database on your network. The software is driven off a View/Folder to allow increased flexibility when including data in mail merges since view/folder columns support concatenating fields and boolean operators. A user basically creates chart requests which can be saved for quick and easy future use as a "Single Click" solution.

The first visible View/Folder column can display any data type, and additional columns should display a number data type. It is recommended to categorize the first visible column and activate the totals attribute on addition columns which will allow the software to display an easier user interface. If the View/Folder does not exist it can be created by any user in your organization. The data residing in each View/Folder column will be extracted for use with the chart. The end user can generate a chart by simply clicking a View/Folder action button and then select categories/documents to include in the chart.

## BULK EMAIL REQUESTS

Desktop Platforms: All (Windows 95/98/ME/NT/2000/XP/Vista, Mac OS 8/9/X, Linux, Java, etc.)



# Print Merge Express

Desktop Software: Notes R4/R5/R6/R7/R8  
Server Platforms: All (Windows NT//2000/2003/2008, Solaris, Linux, OS/400, AIX, etc.)  
Server Software: Domino R4/R5/R6/R7/R8

A Bulk Email Request pulls data from a View/Folder residing in any existing Lotus Notes database on your network. The software is driven off a View/Folder to allow increased flexibility when including data in bulk email since view/folder columns support concatenating fields and boolean operators. A user basically creates bulk email requests which can be saved for quick and easy future use as a “Single Click” solution.

The first visible View/Folder column must display a valid email address and should be categorized to prevent duplicate email notification. The second column must display a contact name if you select the Bulk Email Request option to include a personalized salutation. If the View/Folder does not exist it can be created by any user in your organization. The data residing in each View/Folder column will be extracted for use with the email. The end user can generate a bulk email by simply clicking a View/Folder action button.

Additional technical information is available in the online help documentation.

[www.ivesco.com](http://www.ivesco.com)