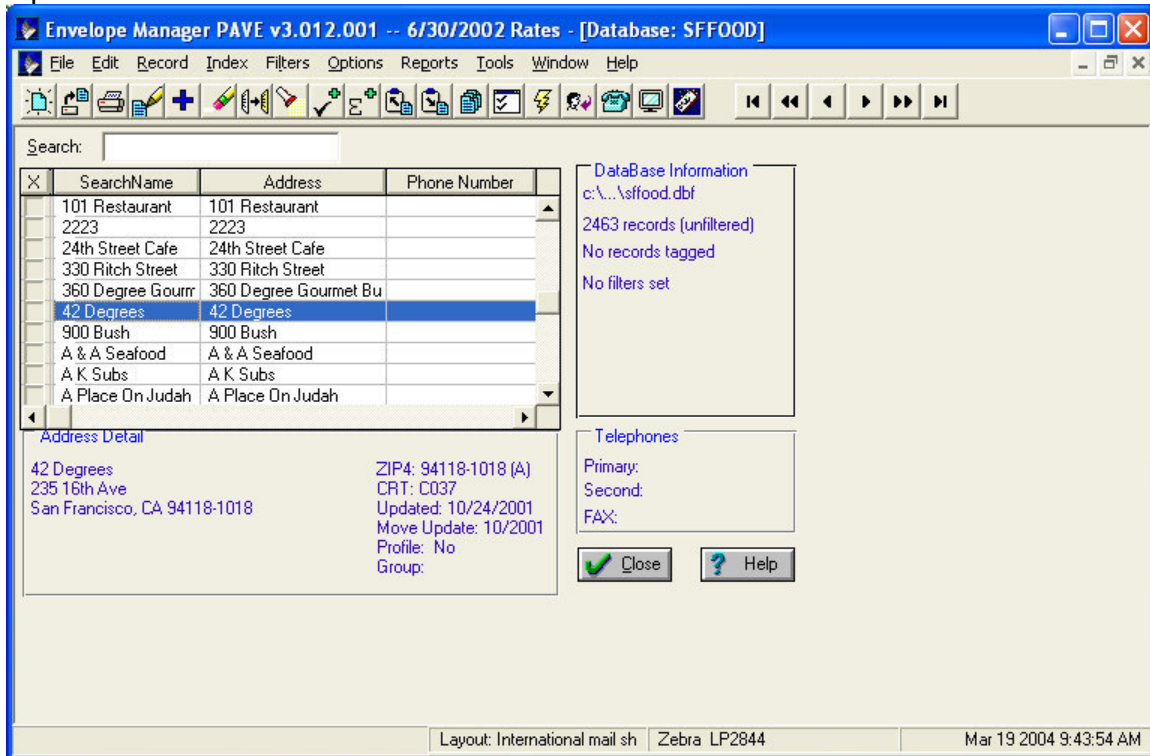


Using the Certified mail features in Envelope Manager

Printing the Certified Mail

Open the address database.



Right click the address you want to send to, and select "Certified forms"



Click on Report.

The screenshot shows a window titled "Certified Mail Log" with a table of mail entries. The first entry is selected, and its details are shown in a pane below the table.

ID Number	Date	Time	Status	User ID	Addressee
71123456789000000416	03/19/2004	08:33	Pending	DAT	101 Restaurant
71123456789000000423	03/19/2004	08:51	Pending	DAT	42 Degrees

Details for 101 Restaurant:
101 Restaurant
101 Eddy St
San Francisco, CA 94102-2706
\$ 5.80
Notation:

Buttons: Done, Report, Search, Help

Enter Your filtering information, and click Print.

The screenshot shows a window titled "Certified Mail FirmBook Report" with filtering criteria and report options.

Filtering Criteria:

User ID:

Beginning ID:

Ending ID:

Report Type:

Buttons: Print, Cancel, Help