Searching for a Form Letter

Market: Federal/State/Local, House, Senate

Description: This guide provides instruction on how to search for Form Letters in the Library module.

1. Navigate to Library > Find Form Letters > All Form Letter.

Home Contacts 🗸	Messages 🗙 🛛 🔾	Outreach 🗸	Services 🗸	Library 🔨	E١
Find Form Letters	Find Files	New		Utilities	
My Active Form Letters My Form Letters	My Active Files My Checked Out File		etter	My Library Li Import	ists
My Drafts My Approval Requests	All Files	File		Codes	
My Approvals Denied	All File Templates All Label Formats			Image Mana	ger
My Approvals Granted My Recently Used				Reports	
All Active Form Letters	File Search			My Tagged F	Repor
All Form Letters	Library Directory				
All Form Letter Template	S				

2. Choose the method to sort the search results.

Library » Results						
All Form Letters (151 Results) 🕒						
List Analyze Change 🛇 Report 🛇 New 🛇 More 🛇	Sort: Created Date (Desc) 📀					
Approve Copy +Version Preview +Email Outreach Delete Olivity Delete Discrete Structure Structu	Created Date Created Date Cocument ID Document Name Expiration Date Pending Message Count Review Date Revised Date					
Copy +Version Preview +Email Outreach Publish View Published Remove From RSS	Total Message Count					

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G Filters		
٩	Form Letter	
•	Bill Information *	
•	Add Issues to Mail Autom	
0	Issue Code	
0	Status	
0	Staff Assigned To	
0	Requested Approver	
0	Library Code	

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