

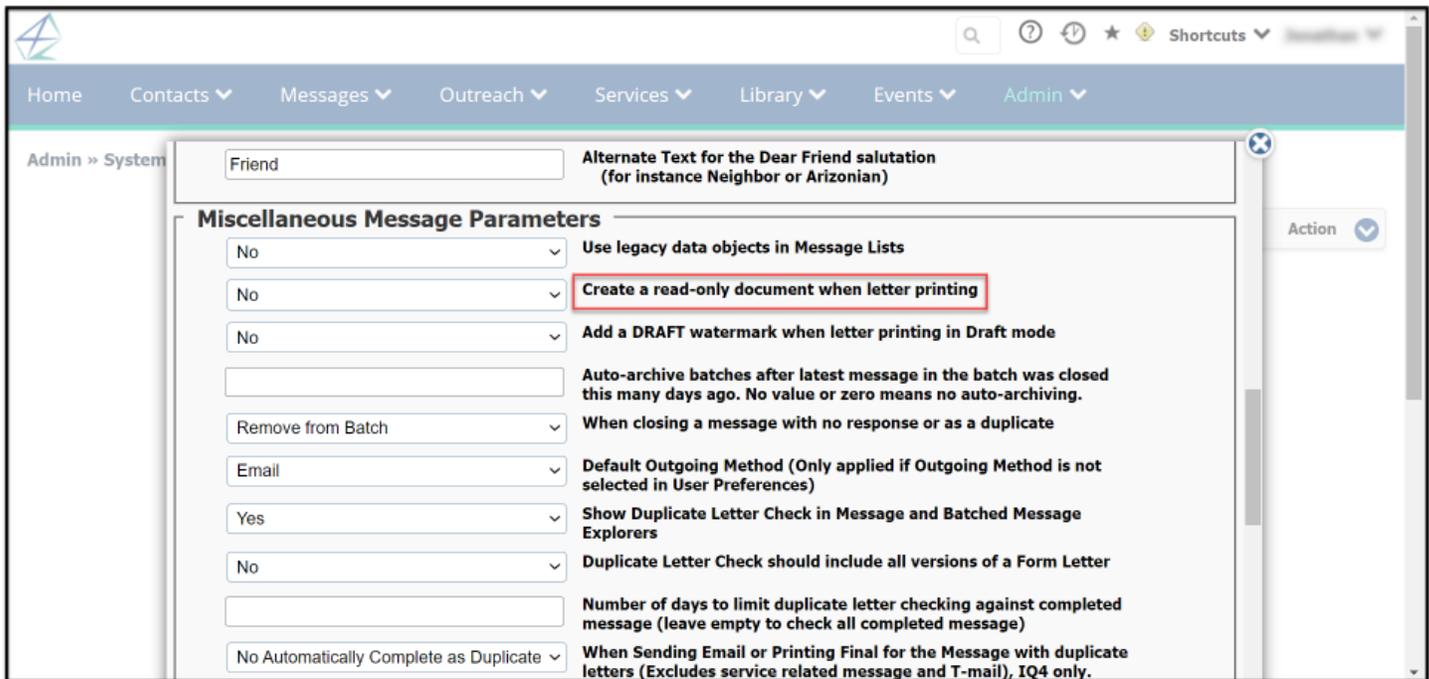
Create a Read-Only Document when Letter Printing

Market: Federal/State/Local, House, Senate

Description: These instructions teach users how to enable a Message system setting that creates a read-only document when letter printing. This prevents users from editing the letter after it has downloaded from IQ. It also shows how to enable a Message system setting that adds a DRAFT watermark to letters printed in draft mode.

Create a Read-Only Document when Letter Printing

1. Click on Admin > System Settings > Messages
2. Scroll to Miscellaneous Message Parameters
3. Click in the drop-down next to Create a read-only document when letter printing and select Yes.



Add DRAFT watermark to letters printed in Draft

1. Click on Admin > System Settings > Messages
2. Scroll to Miscellaneous Message Parameters
3. Click in the drop-down next to Add a DRAFT watermark when letter printing in Draft mode and select Yes.

The screenshot shows the 'Admin » System' page in the Intranet Quorum application. The top navigation bar includes 'Home', 'Contacts', 'Messages', 'Outreach', 'Services', 'Library', 'Events', and 'Admin'. The main content area is titled 'Admin » System' and contains a form for 'Miscellaneous Message Parameters'. The form includes several settings:

- Alternate Text for the Dear Friend salutation (for instance Neighbor or Arizonian): Friend
- Use legacy data objects in Message Lists: No
- Create a read-only document when letter printing: No
- Add a DRAFT watermark when letter printing in Draft mode: No (highlighted with a red box)
- Auto-archive batches after latest message in the batch was closed this many days ago. No value or zero means no auto-archiving: [Empty text box]
- When closing a message with no response or as a duplicate: Remove from Batch
- Default Outgoing Method (Only applied if Outgoing Method is not selected in User Preferences): Email
- Show Duplicate Letter Check in Message and Batched Message Explorers: Yes
- Duplicate Letter Check should include all versions of a Form Letter: No
- Number of days to limit duplicate letter checking against completed message (leave empty to check all completed message): [Empty text box]
- When Sending Email or Printing Final for the Message with duplicate letters (Excludes service related message and T-mail), IQ4 only: No Automatically Complete as Duplicate

An 'Action' dropdown menu is visible on the right side of the form.