# Swiftpage E

Quick Start Guide To:

Mapping Mail Merge Fields in Swiftpage for SalesLogix

This Quick Start Guide explains how to map your custom SalesLogix fields to mail merge fields to be used in Swiftpage templates. To map custom fields, follow these steps:

1. In SalesLogix, go to Tools > Manage > Swiftpage Account. The following screen will appear:

2. Click on the "Manage existing Swiftpage Account" button. You will be prompted to enter your account password. Enter it, click Submit and the next screen will appear:
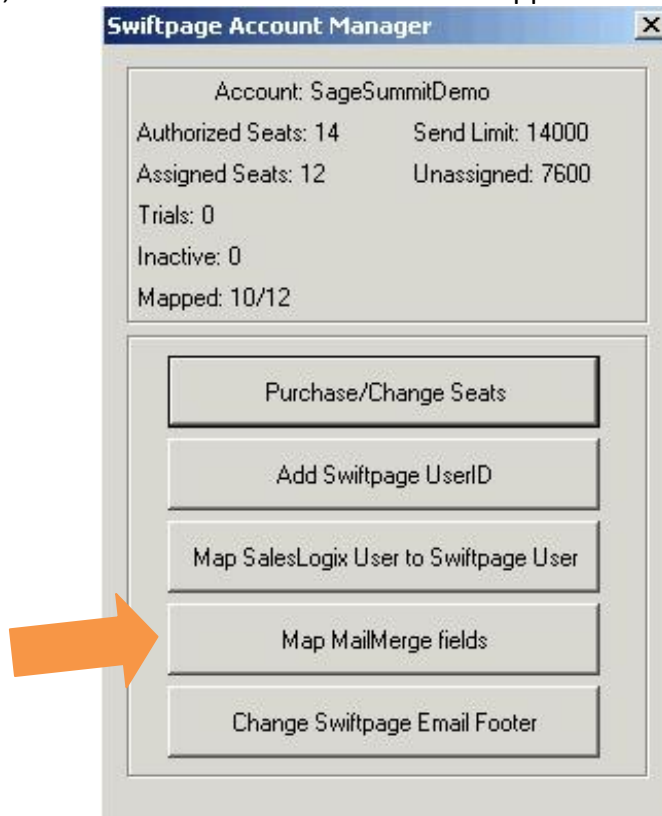
3. Click on the Map MailMerge fields button. A window will open, showing all of your SalesLogix fields on the left-hand side and your existing available mail merge fields (and their definitions) in a box on the right.
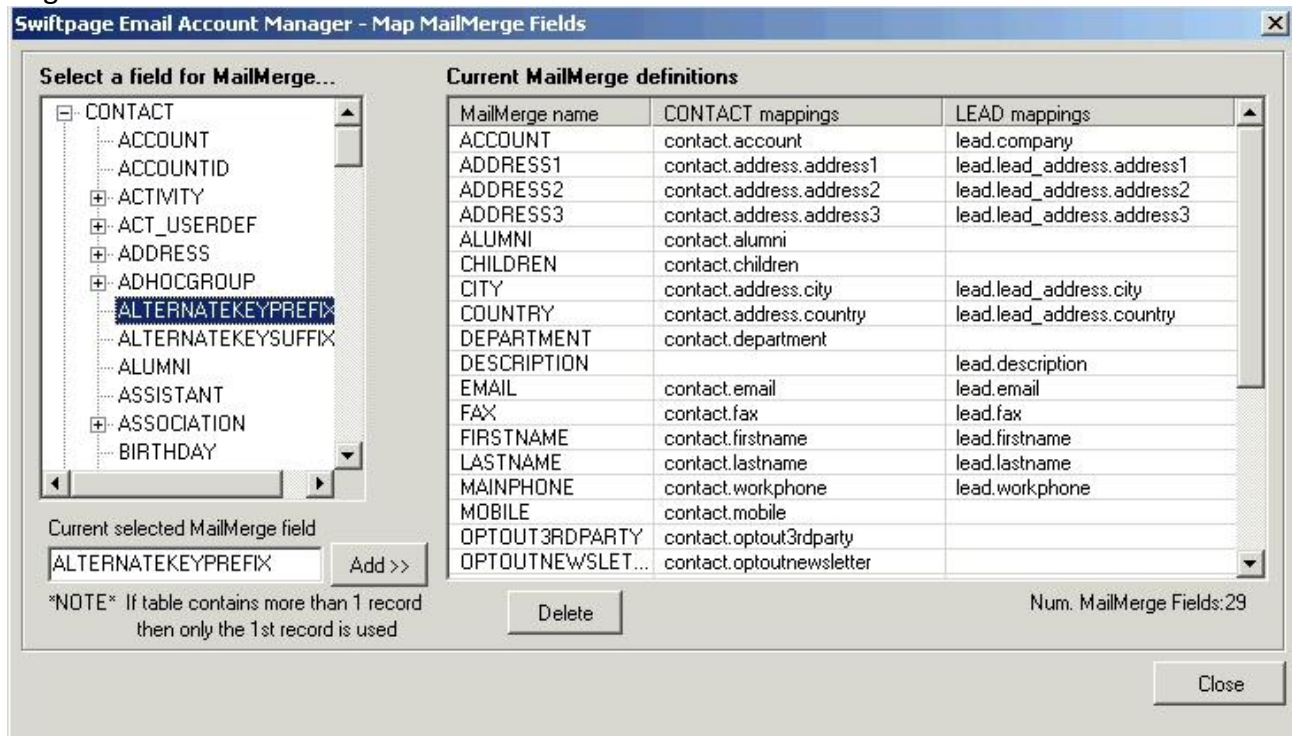
4. Highlight a mail merge field on the left and click on Add >> to add the field to your list of possible Swiftpage mail merge templates. To delete a mail merge field, click on it in the right-hand box and click on Delete.

5. Click Close when you are finished with your mail merge fields.

6. The next time you click on the Swiftpage E icon and click on Edit, the mail merge field should be available in the dropdown menu in the Swiftpage template editor.