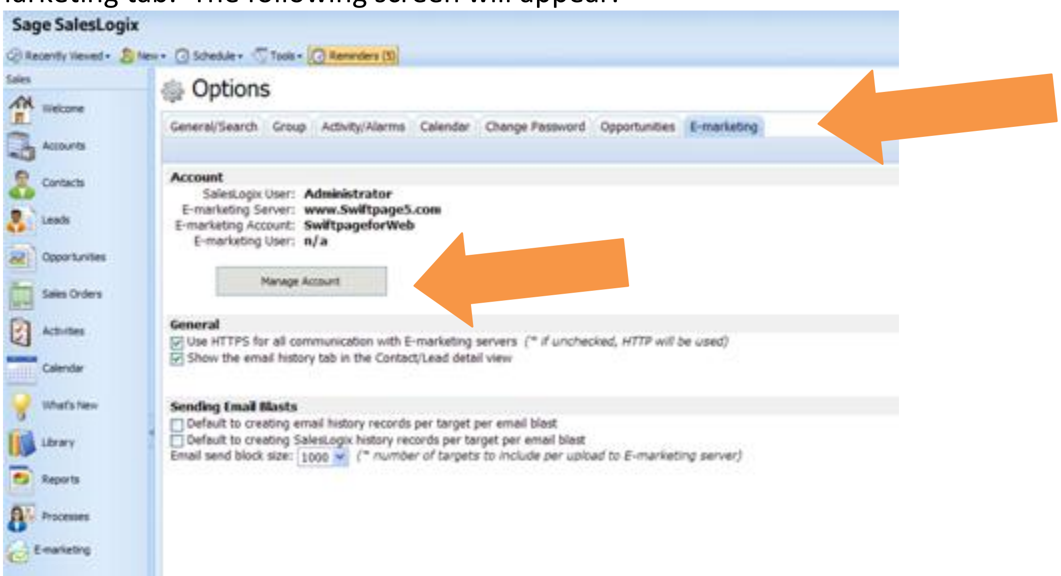
Sage SalesLogix E-marketing Quick Start Guide To:

Mapping Mail Merge Fields

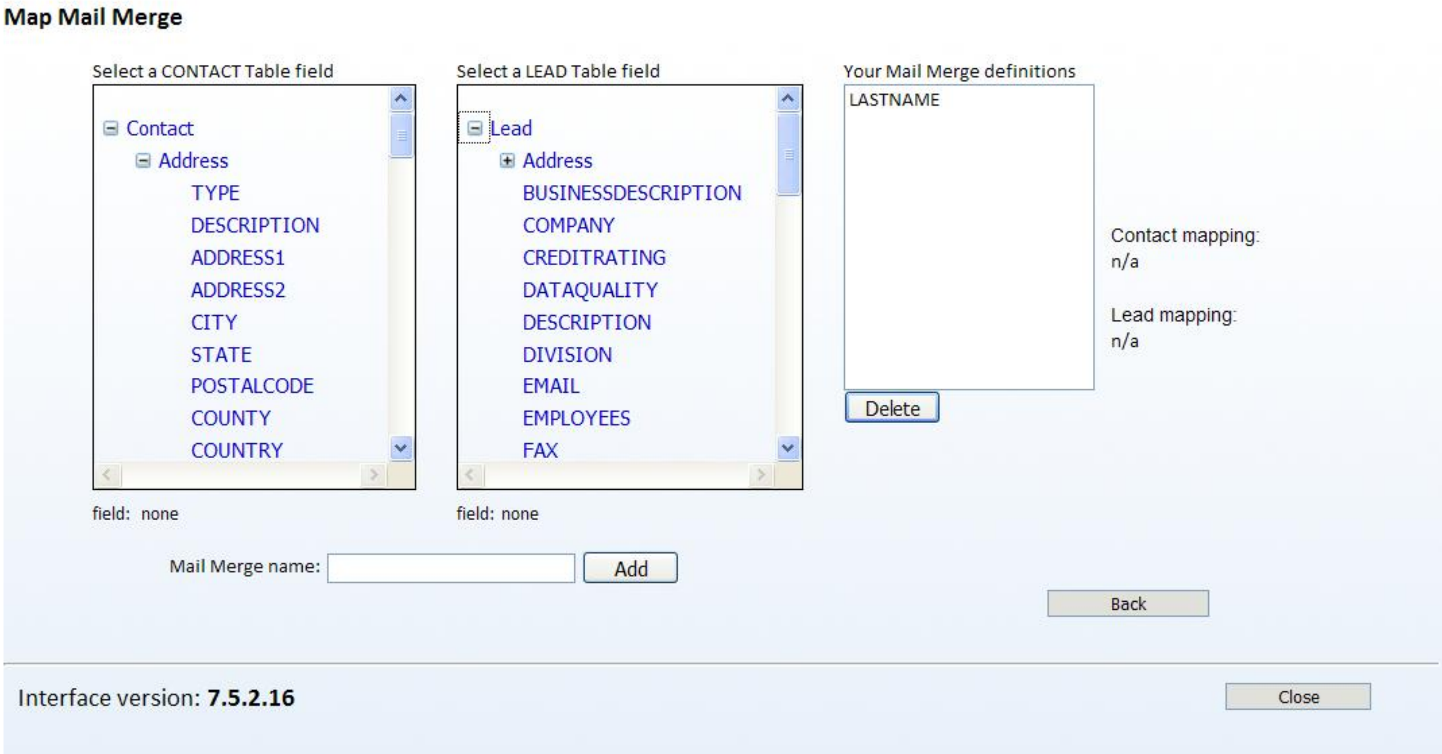
This Quick Start Guide explains how to map your custom SalesLogix fields to mail merge fields to be used in Sage SalesLogix E-marketing templates. To map custom fields, follow these steps:

1. In Sage SalesLogix Web Client, click on the Options button on the upper right hand corner and then select the E-Marketing tab. The following screen will appear:



2. Click on the “Manage 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 Swiftpage Mail Merge Fields button. A window will open, showing all of your SalesLogix fields for both Contacts and Leads 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 enter the template editor, you should see your new mail merge fields available.