

Log Communication in an Individual's Record

The Communication tab within a record displays a log of all printed or emailed correspondence to an individual. Printed letters or emails are only recorded if the Log Correspondence check box is selected in **Options > Settings**.

You cannot edit the log; however, you can add notes.

Once the Log Correspondence option is enabled, the next time you click the email button, the print button, or the print button on the preview screen, a log entry window will open where you can enter information that will display on the Communications tab.

Useful Information

The Log Correspondence option only applies to letters and emails produced from the Correspondence window. For more information, see [Generate and Log Correspondence](#).

▼ [To record correspondence notes](#)

1. Within an individual's record, click the **Communication** tab.
2. Select a log entry.
3. Click in the **Log Notes** box.
4. Enter notes, and click **OK**.