


## 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](#).

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**.