

MARQUIS

DMX319	Searching in CommLink
	Use this step-by-step process to search for email and direct mail recipients.
Order of Steps	Tasks
Step 1	Log into DocuMatix
Step 2	Click CommLink in the main menu
Step 3	Click Email Search
Step 4	Type a Security Key or Email Address
Step 5	Click Search
Step 6	Click on View HTML or View Text next to any qualifying records to view what was sent.
Step 7	Click Direct Mail at the top of the window
Step 8	Type Name or Address
Step 9	Click Search
Step 10	Click View next to a qualifying record to view the mail piece sent