

# TeamMate Link Lite

TeamMate Link Lite provides the ability to perform print merges in Microsoft Word 6.0 or 7.0 using names and address from Maximizer Lite.



[Inserting information from Maximizer into Word](#)



[Printing the document](#)

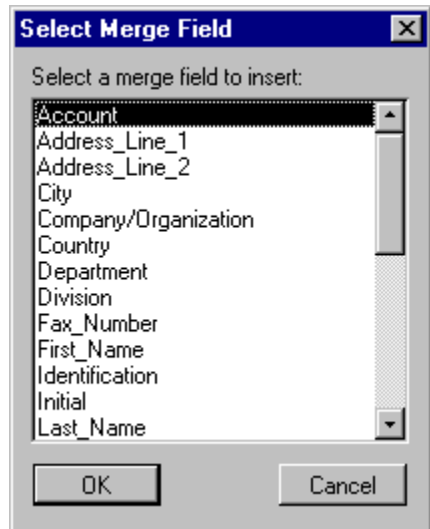
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[Enterprise Automation Group Inc](#)

# Inserting a Maximizer Field

Select the address field or User Defined Field from the list and click OK.



# Printing

By default the document will be printed only for the current client in Maximizer. Select "Current List" if you wish to print the document for each client in the current Maximizer list, or "Marked List" if you only want to print the documents for clients that are marked. See the Maximizer documentation for more information on lists and marking clients.

If you wish to include a note in Maximizer, enter the text in the Note field. This note will be added to each client that has a document. If the "List Document in note" is checked, the note will also include the filename of the document that was printed.

The screenshot shows a Windows-style dialog box titled "TeamMate Link Lite © 1996 Enterprise Automation Group". It has a standard title bar with a close button (X). The dialog is divided into two main sections. The top section is labeled "Print:" and contains three radio button options: "Current List", "Marked List", and "Current Client / Contact:". The "Current Client / Contact:" option is selected. Below these options is a text box containing the address: "Enterprise Automation Group Inc.", "575 - 1111 W. Hastings", and "Vancouver, BC, Canada V6E 2J3". To the right of the radio buttons are three buttons: "OK", "Cancel", and "Help". The bottom section is labeled "Log Note:" and contains a "Note:" label followed by a text box with the text "sent promo sheets on our TeamMate product line". To the right of the text box is a checked checkbox labeled "List Document in note".

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Print:

☐ Current List

☐ Marked List

☒ Current Client / Contact:

Enterprise Automation Group Inc.  
575 - 1111 W. Hastings  
Vancouver, BC, Canada V6E 2J3

OK

Cancel

Help

Log Note:

Note: ☒ List Document in note

sent promo sheets on our TeamMate product line

## Enterprise Automation Group



Enterprise Automation Group is uniquely qualified to provide you with total sales automation solutions. Our principals are sales management professionals and highly creative software designers. Together, we provide the skills, knowledge and products necessary for total sales management information solutions - including software development, training and systems integration.

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If this is checked, the name of the document being printed will be stored in the Maximizer note.

The text entered in this field will be stored as a note in Maximizer for each client that has a document printed.

Select one of the three choices to specify which Maximizer clients to print.

**Current List** - this will print the Word document for all clients in the current Maximizer list.

**Marked List** - this will print the Word document for all clients in the current Maximizer list that are marked.

**Current Client** - this will print the Word document only for the current Maximizer client.

# Troubleshooting

## **No buttons are visible:**

If the two buttons are not visible in the Word toolbar, select the Toolbars item from the View menu in Word, and make sure that the TeamMate Link Lite toolbar has a checkmark beside it. If there is no toolbar by that name, try reinstalling.

## **Only one button is visible:**

It could be that the other button is beyond the edge of the screen. Try dragging the toolbar to a new location. See the Microsoft Word documentation for information on how to do this.

## **The print merge aborted before it was finished:**

Since TeamMate Link Lite must communicate with Maximizer throughout the print merge process, it is very important that you do not use Maximizer during this time. Also, before beginning the print merge, make certain that no dialogs are active in Maximizer. In other words only the main Maximizer windows, such as the Client window, can be open.

## **The Word title bar is flashing:**

This generally occurs when Maximizer was not already running and had to be loaded. Double clicking on the Word title bar or switching to another program and then back again will solve this problem.



# Other Products

## **TeamMate Link:**

TeamMate Link offers you the professional solution to faxing and printing. The world's best contact manager combined with the "best of breed" Windows word processor and faxing software. Set up letter and fax templates in Word in minutes. TeamMate Link offers a fast professional method of faxing using the power of Delrina WinFax Pro and the capabilities of Maximizer and Microsoft Word. Create and maintain faxable attachments in WinFax Pro that you can send out to prospects or customers immediately. Or schedule them to go out after hours.

## **TeamMate Form:**

TeamMate Form puts a new window on your Maximizer screen, linking each client to your external data files. You can view client specific data in a form you design. You can link to inventory, order entry, shipping, client history, or accounts receivable information right from within Maximizer

Set up and design is easy. Design your own forms; identify the particular Windows ODBC database table, then select the required fields. You can set up as many views of your data as you need. Each view can be from a different data source.

Advanced users have the option of customizing the SQL statements to their own requirements. Once set up, data is ready instantly. Click the new TeamMate Form button on the tool bar and up pops your information, linked to the current client. Scroll to different clients and Form synchronizes automatically, just like other Maximizer windows.



