Global User Tags

Each user on the system (based off Application User) has a default set of tags with the same prefix that will always work. The prefix for these is "Person". These are listed below:

[Person.Salutation]
[Person.Title]
[Person.Forename]
[Person.Surname]
[Person.Middlename]
[Person.Name]
[Person.DOB]

As a user is linked to a branch, there is also a default set of branch tags with the prefix of "Branch". These are listed below:

[Branch.Name]
[Branch.Address1]
[Branch.Address2]
[Branch.Address3]
[Branch.Address4]
[Branch.Postcode]
[Branch.LandPhone]
[Branch.EMailAddress]
[Branch.FaxPhone]
[PrintDate]

Global Staff Tags

If the email action is triggered by an active staff member there will be default staff member tags, these are listed below:

[Staff.FullName]
[Staff.Title]
[Staff.Forename]
[Staff.Surname]
[Staff.JobTitle]
[Staff.LandPhone]
[Staff.MobilePhone]
[Staff.Email]
[Staff.FirstExternalEmai]l
[Staff.SecondExternalEmai]l

Application Person User Tags

Individual Business Objects have their own set of Mail Merge tags. These are different than the ones for documentation however they can be added to if required.

There is a default set of Application Person tags which are imported into objects that inherit from Application Person, and the tag would start with the prefix of the object, so "AddressLine1" would be "Tenant.AddressLine1".

A list of the Application Person mail merge tags are below:

FullName
Title
Forename
Middlename
ForenameInitial
MiddlenameInitial
Surname
AddressLine1
AddressLine2
AddressLine3
AddressLine4
Postcode
Nationality
LandPhone
Fax
MobilePhone
Email
DateOfBirth
EmailLetters
NationalInsurance
DeptAmount
MainAccountBalance
BankDetails_AccountName
BankDetails_AccountNumber
BankDetails_AccountSortCode
BankDetails_BankName
BankDetails_BankAddress1
BankDetails_BankAddress2
BankDetails_BankAddress3
BankDetails_BankAddress4
BankDetails_BankPostcode
CreditTermsDays

Individual Object Prefix

Prefixes are required for the tags to work, and these go before the tag. As an example "AddressLine1" for a tenant would be "Tenant.AddressLine1".

The prefixes are:

People

ApplicationStaff	Staff
LettingsLandlord	Landlord
LettingsProspect	Applicant
LettingsTenant	Tenant
MaintenanceContractor	Contractor
MarketWatchClientUser	MarketWatchClientUser
PropertyDeveloper	Developer
SalesAgent	Agent
SalesApplicantBuyer	ApplicantBuyer
SalesSolicitor	Solicitor
SalesVendor	Vendor

Non People

LettingsTenancy	Tenancy

Individual Object Tags

Lettings Landlord

SecondMobilePhone
OutOfHoursEmergencyNumber
FloatBalance
DPSDepositID
LPSDepositID
TDSLReference
FloatAmount
NRLApplies
NRLExemptionNumber
DefaultServiceType
DefaultServiceTypeUniqueName
AllProperties

Lettings Tenant

TenantType
BondHeldBalance
RentOutstanding
BondOutstanding
AdvertisedBond
Residence
Residence_Address1
Residence_Address2
Residence_Address3
Residence_Address4
Residence_Postcode
InDeptSinceDate
LastRentDueAmount
LastRentDueDate
RentChaseNotes
DPSDepositID
LPSDepositID

Sales Solicitor

CompanyName

Lettings Tenancy

RenewalOfTenancy
RenewedByTenancies
ServiceType
TenancyType
TenancyNumber
InstructedDate
AdvertiseFrom
ProposedDate
SignedDate
StartDate
FixedDate
EndDate
ClosedDate
AbandonedDate
LastUploadedToTDS
LastUploadedToMyDeposits
LastUploadedToMyDepositsScotland
ScheduleRentCollection
InspectionRecurrence
InspectionSchedule
LastInspectionScheduled
NextInspectionDue
OpeningInventoryCarriedOut
ClosingInspectionCarriedOut
ClosingInspectionCarriedOutStaff
OpeningInventorySignedByTenant
ClosingInspectionSignedByTenant
DepositIssuesResolvedDate
InspectionNotes
DepositNotes
OpeningGasReading
OpeningWaterReading
OpeningElec1Reading
OpeningElec2Reading
OpeningElec3Reading
OpeningElec4Reading
OpeningElec5Reading
OpeningMeterDate
ClosingGasReading
ClosingWaterReading
ClosingElec1Reading
ClosingElec2Reading
ClosingElec3Reading
ClosingElec4Reading

ClosingElec5Reading
ClosingMeterDate
HistoricTDSReference
HistoricSafeDepositsReference
HistoricMyDepositsReference
HistoricMyDepositsScotlandReference
TenancyCancelType
TenancyCancelReason
InstructionArea
InstructionTenantTypes
InstructionTermType
InstructionTermStart
InstructionTermMinimum
InstructionTermMaximum
InstructionRentSchedule
InstructionRentAdvertised
InstructionRentAdvertisedDaily
InstructionRentMinimum
InstructionBondRequired
InstructionAdvanceRequired
InstructionMaximumTenants
InstructionMinimumTenants
InstructionIsShareProperty
InstructionIsStudentProperty
InstructionFurnished
InstructionAccessArrangements
InstructionAccessMobileNumber
InstructionAccessName1
InstructionAccessMobileNumber2
InstructionAccessName2
InstructionAccessMobileNumber3
InstructionAccessName3
InstructionUtilityCouncilTax
InstructionUtilityElectricity
InstructionUtilityWater
InstructionUtilityGas
InstructionUtilityTelephone
InstructionSpecialCharge1
InstructionSpecialCharge2
InstructionSpecialCharge3
RatesPayableByTenants
TenantNameList
TenancyState
TenancyLetType
TimeUntilEnd
Section21DateRange