



The Marina Program Mail Merge Feature

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Overview

The Marina Program can now make use of the mail merge capabilities within Microsoft Word.



If this feature is turned on, the reservation button on the POS window will display a “merged” word document of the Marina’s choice.

If more than one word document is defined a checklist will be displayed showing the document names so a selection of 1 to n documents can be chosen.

To turn this feature on use V(20)=1 this will also be available from within Program Settings.

Fields Available to Merge

Merge Variable	TMP Definition
{Numb}	Tenant Number
{FName}	First Name
{LName}	Last Name
{Type}	Tenant Type (T=Tenant, N=Transient, S=Sub Acct)
{XLine}	
{Add}	Address
{City}	City
{St}	State
{Zip}	Zip
{H_P}	Home Phone
{W_P}	Work Phone
{O_P}	Other Phone
{B_Name}	Boat Name
{B_Reg}	Boat Registration
{Space}	Space
{Sp_L}	Space Length
{SpW}	Space Width
{SpD}	Space Depth
{SpH}	Space Height
{LOA}	
{B_W}	Boat Width
{B_D}	Boat Depth
{B_H}	Boat Height
{Rem}	Remark
{Today}	Today's Date
{A_Date}	Arrival Date
{D_Date}	Departure Date
{Num_N}	Number of Nights
{Rate}	Rate setup for this space
{Amt}	Amount (Dockage) The amount of rate for this tenant/guests boat
{Tot}	Total (Rate * Amount * Number of Night)
{CrCd}	Credit Card

{SC}	Bank ID Field From Tenant Screen
{Exp}	Expiration Date
{By}	If Security Enabled with User ID's will show User Name.
{IE}	Insurance Expiration Date
{IN}	Insurance Carrier
{EM}	Email
{SS}	Social Security #
{DL}	Driver's License
{DY}	Current Day
{Mo}	Current Month
{Yr}	Current Year
{Due}	Balance Due

Configuration Files

mmDataDef.INI

DataDef defines the variables used in the MS-Word template document. The number of fields and the order shown below directly correlate to the datasource created by The Marina Program, these should not be changed without consult with Watch Captain.

The Template Doc parameters can be modified and added too. If there is more than one template document defined a checklist of these documents will be displayed when the guest/reservation button is clicked.

[mailmerge data definition 1]

```
numFields=36
Seperator=~
FieldName1={Numb}
FieldName2={FN}
FieldName3={LN}
FieldName4={TY}
FieldName5={XLn}
FieldName6={Add}
FieldName7={Cit}
FieldName8={St}
FieldName9={Zip}
FieldName10={HP}
FieldName11={WP}
FieldName12={OP}
FieldName13={BN}
FieldName14={BRG}
FieldName15={BP}
FieldName16={SP}
FieldName17={SL}
fieldName18={SW}
FieldName19={SD}
FieldName20={SH}
FieldName21={BL}
FieldName22={BW}
FieldName23={BD}
FieldName24={BH}
FieldName25={BM}
```

FieldName26={Byr}
FieldName27={RM}
FieldName28={Now}
FieldName29={ADt}
FieldName30={DDt}
FieldName31={Num}
FieldName32={Rt}
FieldName33={Amt}
FieldName34={CC}
FieldName35={SC}
FieldName36={CE}
FieldName37={By}
FieldName38={IE}
FieldName39={IN}
FieldName40={EM}
FieldName41={SS}
FieldName42={DL}
FieldName43={Dy}
FieldName44={Mo}
FieldName45={Yr}
FieldName46={due}
datafile=mergdata.dat
datasource=tempdata.doc
templatedoc1=res.doc
templatedoc2=contract.doc

Data Source

The Marina Program creates the MS-Word datasource with the fields available to merge.

Template Word Document

Two sample word template documents are provided RES.DOC and Contract.Doc, feel free to use these as a basis for your own documents.