



Enterprise Manual V7.5

[Connection](#) | [Queues](#) | [Data Folders](#) | [Archive](#) | [Setup](#) | [Submit](#)
[Associated Files](#) | [Other Add-ons](#) | [Related Batch Processes](#) | **Special Forms**

F
F
I'

Special Forms

- ▶ Overview
- ▶ CSV Output File
- ▶ QAD Forms in Chinese
- ▶ Multi-Page Forms
- ▶ Personal Emails
- ▶ Poster Printing
- ▶ Contracts and Other Documents
- ▶ Quantity Masking
- ▶ **Salutation Masking**
- ▶ Widow/Orphan Size
- ▶ Writing Letters
- ▶ Fax from ERP Systems

Special Forms - Salutation Masking

Salutation masking from generic files with Last Name and optionally containing Title, Initials and First Name presents problems for the user, especially if the local "rules" are intended to provide the most "acceptable" salutation for the addressee.

This is the data file we'll use, it contains all of the possible variations for a total of 8 different combinations.

Title	Initials	Called Name	Last Name
Ms.	K	Kyle	Saunders
Ms.	K		Saunders
Ms.		Kyle	Saunders
	K	Kyle	Saunders
Ms.			Saunders
	K		Saunders
		Kyle	Saunders
			Saunders

We'll use Conditional Processing to identify the different combinations, and to provide the "best fit" salutation from the available data. Note that unless we have no Title, the II LastName format is least preferred.

The Form Definition is attached, and the required output is shown below, with its original data. You will need to look at the Conditional Processing rules (Print Rules tab) for each of the objects, which are overlapped and shown in different colors.

	Title	Initials	Called Name	Last Name
Dear Ms. Kyle Saunders,	Ms.	K	Kyle	Saunders
Dear Ms. Saunders,	Ms.	K		Saunders
Dear Ms. Kyle Saunders,	Ms.		Kyle	Saunders
Dear Kyle Saunders,		K	Kyle	Saunders
Dear Ms. Saunders,	Ms.			Saunders
Dear K. Saunders,		K		Saunders
Dear Kyle Saunders,			Kyle	Saunders
Dear Mr. or Ms. Saunders,				Saunders

Top