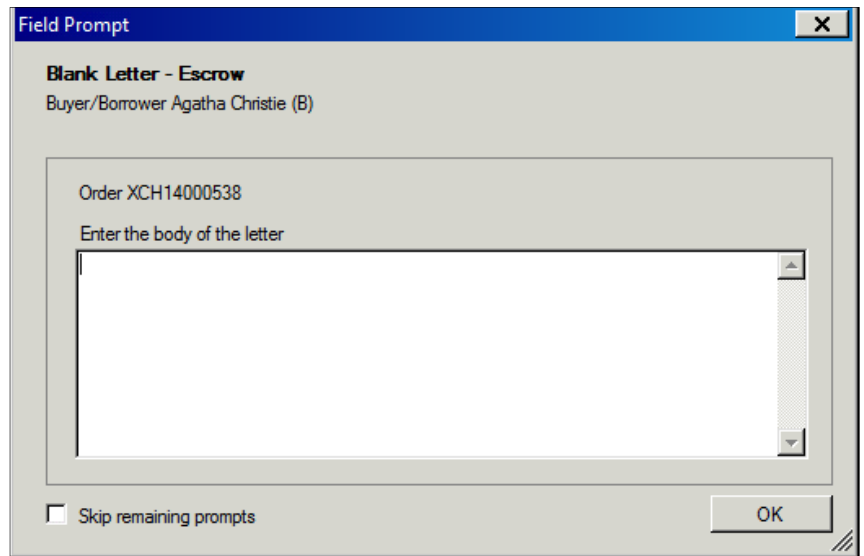


When previewing/distributing document(s) from the **Document** screens, the **Prompt Level** allows you to specify the level of custom field prompts presented while generating the document(s).

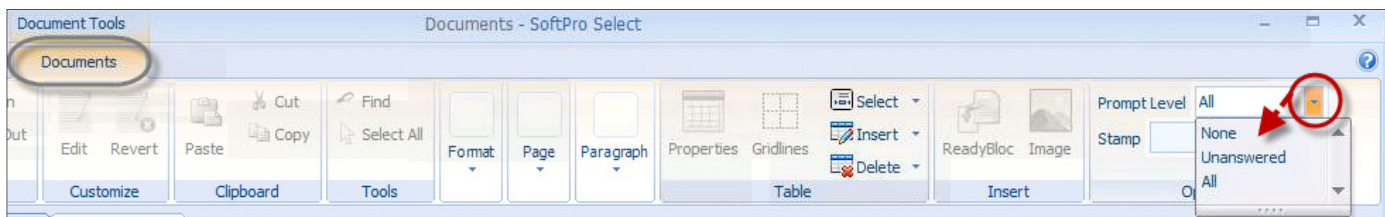
Custom Field Prompts are used to gather additional information required for the document. For example, the **Field Prompt** below allows you to type the body of the letter.



The **Field Prompt** dialog box is titled "Blank Letter - Escrow" and shows "Buyer/Borrower Agatha Christie (B)". It contains a text area with the prompt "Enter the body of the letter" and a large empty text box for input. At the bottom, there is a checkbox labeled "Skip remaining prompts" and an "OK" button.

Setting the Prompt Level

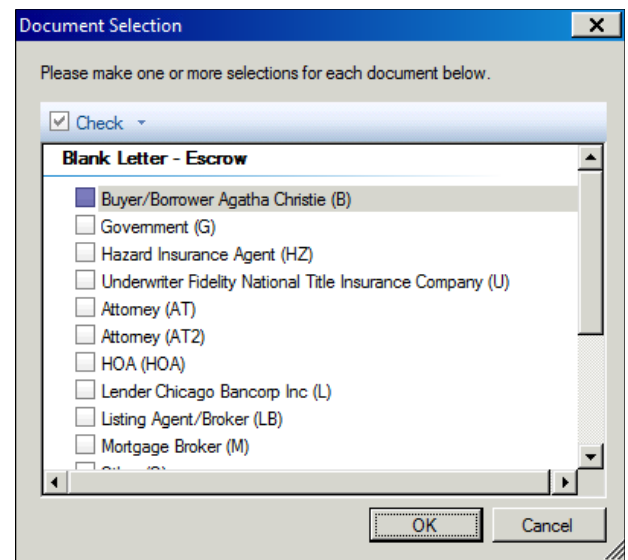
From the **Document Selection** screen, click on the **Prompt Level** drop-down menu



- » None – no custom field prompts
- » Unanswered – only unanswered custom field prompts
- » All – all custom field prompts

Keep in mind, this option applies only to custom field prompts. Other document prompts related to multiples in your order such as Contacts, properties, or loans are not affected by the **Prompt Level** setting.

For example, if the **Prompt Level** is set to **None**, no custom field prompts appear; this Contact prompt would still appear:



The **Document Selection** screen shows a list of prompts for "Blank Letter - Escrow". The "Buyer/Borrower Agatha Christie (B)" prompt is selected. Other prompts include "Government (G)", "Hazard Insurance Agent (HZ)", "Underwriter Fidelity National Title Insurance Company (U)", "Attorney (AT)", "Attorney (AT2)", "HOA (HOA)", "Lender Chicago Bancorp Inc (L)", "Listing Agent/Broker (LB)", and "Mortgage Broker (M)". At the bottom, there are "OK" and "Cancel" buttons.