**Directions to create Maintenance Logs & Schedules**

1. **Complete vehicle Roster with all required fields**
2. **If there is a header in excel roster delete it (only keep table) or copy to new sheet**
3. **Open template word document**
4. **When error code pops up click yes – find roster to link it to (make sure there is no header)**
5. **Start a Mail Merge (Letters)**
6. **Select Recipients**
7. **Use Existing List**
8. **Select worksheet that does not contain header**
9. **Click on Finish & Merge**
10. **Click on Edit Individual Documents**
11. **Save Entire Document**