

## Letter Extract/Generation for Communication Plans

In order to generate letters in relation to Communication Plans, you must first contact the SIMS Team for training/setup.

The **GLBLESEL** page allows you to generate letters to be sent to a specific group of students. You will want to run the “*pend\_letters\_term\_school name*” Crystal Report first to determine what letters are pending.

Instructions on saving parameters can be found toward the end of this document.

### GLBLESEL - Pull Data from SIMS:

#### Step 1 - Access GLBLESEL.

- Select your **Parameter Set** if you have saved parameters.
- Click on **Next Section** twice to move your cursor to the *Parameter Values* section.
  - If you are using a Parameter Set, the values should default. If they do not and you have questions, contact the SIMS Team.
- Verify the Term.
- Click on the **Next Section** icon to move to the *Submission* section.
- To run the job, check the **Save Parameter Set as** box.
- Click on **Submit** and then **Save**.
- You will be returned to the *Parameter Values* section where a new line (88) appears asking for the *Application Term*. Enter the Term again as it shows in field 07.
- Click on **Submit** and then **Save**.
- In the *Notification Center*, the sequence number will appear of this specific job.

#### Step 2 - Review the Output.

- Click on the **Related** menu and then **Review Output (GJIREVO)**. It may take a moment for it to appear.
- Double click in the **Number** field. You will see a .log file.
- Click on the .log file and click on **OK**. Under “The following variables were not extracted for letter:”, if nothing appears, the job has run successfully. If any errors appear, they may need to be fixed in the database. Once fixed, this step may be repeated. Contact the SIMS Team if you have any questions.

### GLRLETR - Create a Mail Merge Data File:

#### Step 1 - Access GLRLETR via the *Process* field after clicking the *Start Over* icon.

- Select your **Parameter Set** if you have saved parameters.
- Click on the **Next Section** icon twice to move your cursor to the *Parameter Values* section.
- Verify the Term. Must match GLBLESEL.
- Click on the **Next Section** icon to move to the *Submission* section.
- To run the job, check the **Save Parameter Set as** box.
- Click on **Submit** and then **Save**.
- In the *Notification Center*, the sequence number will appear of this specific job.

## Step 2 - Review the Output.

- Click on the **Related** menu and then **Review Output (GJIREVO)**. It may take a moment for it to appear.
- Double click in the **Number** field. You should see three files: a *.log* file, a *.lis* file and a *.doc* file.

### *.log file*

- Look for the message “Run Sequence Number..... :glrletr completed successfully”. If you do not see it, contact the SIMS Team.

### *.lis file*

This is a report of people who got a letter.

### *.doc file*

This is the mail merge data file.

- Click on the **Tools** menu and select **Show Document (Save and Print File)**. Click “yes” to showing the file in a browser. In the new window that opens, select **File: Save as** and save the file as “GLRLETR.doc” to your C:/Temp folder (My Computer > C:/Drive > TEMP folder).
- Run the mail merge in Microsoft Word. This must be done before running another letter.

## Setting Parameters

If parameters need to be set or updated, click on **Next Section** twice to move your cursor to the *Parameter Values* section. Using the search icon next to **Values**, you can select a value when appropriate.

### For GLBLSEL – Pulling Data from SIMS:

01	ADMISSIONS or RECRUITING.
02	Defaults to “Y”.
03	Banner Letter Name.
04	Leave blank.
05	Leave blank.
06	Leave blank.
07	Term for which the letter is to be run.
08	Leave blank.
09	Leave blank.
10	1MA looks for the mailing address first, 2PR look for the permanent address. (To create 2 data entry lines for line 10, select <b>Copy</b> )
11	Defaults to “Y”.
12	Leave blank.

**For GLRLETR – Creating a Mail Merge Data File:**

01	Must match field 01 for GLBLSEL
02	“1” for MS Word.
03	Defaults to “N”.
04	Letter Code – same as GLBLSEL.
05	Leave blank.
06	Term Code – same as GLBLSEL
07	Module code. Correlates with field 01. I.e. “A” for Admissions.
08	“N”.
09	N/A
10	N/A
11	N/A
12	N/A

**Saving Parameters:**

When you run a letter for the first time, you want to save it as a new Parameter Set. This will allow you to select the saved Parameter Set in the future instead of having to manually enter the parameters every time you need to run a letter.

Once you have set your parameters, you will move to the **Submission Section** and complete the following steps:

- Check the **Save Parameter Set as** box.
- Copy and paste the letter name into both the *Name* and *Description* fields to create a new Parameter Set. The letter name is the same as:
  - Field 03 for GLBLSEL
  - Field 04 for GLRLETR
- The next time you access this page, you can select this new Parameter from the **Parameter Set** field.