

Agenda

- Overview
- Set Up
- Day-to-Day
- Question and Answer

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Overview

The Letter Generation course demonstrates how to generate a letter for a particular population by extracting Banner data using Population Selection or Pending Mail

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About the Process

- To produce a letter, you will
 - dissect a letter into paragraphs and identify variables
 - create the variables
 - create the letter code
 - create the paragraph codes
 - build the paragraphs
 - build the letter
 - identify the Population to receive the letter
 - extract variable data
 - generate the letter

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Set Up Objectives

- At the end of this section, you will be able to create the rules, codes, and set parameters used to generate bulk letters, award letters, postcard information or labels



Rules and Validation Forms Used in Letter Generation

- GLRSLCT Population Selection Definition Rules
- GTVSYSI System Indicator Validation
- GLRAPPL Application Definition Rules
- GTVLETR Letter Code Validation
- GTV PARA Paragraph Code Validation
- GLRVRBL Variable Rules Definition



Set Up Review

- What would you enter if you wanted to override the default print command?
- On what form would you define a variable?
- What is the Application Definition Rules Form?
- What is the Paragraph Code Validation Form?



Day-to-Day Objectives

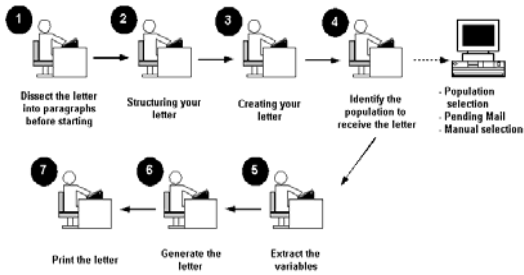
At the end of this section, you will be able to

- create the structure of your letter
- extract the population you have identified
- generate the letter
- print the letter



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Day-to-Day Process



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Day-to-Day

- Defining the Contents of a Paragraph
 - Paragraph Form (GUAPARA)
 - Used to build a paragraph that can be inserted in letters on the Letter Process Form (GUALETR)



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Day-to-Day

- Reviewing and Changing the Contents of a Paragraph
 - Paragraph Form (GUAPARA)
 - Used to build a paragraph that can be inserted in letters on the Letter Process Form (GUALETR)

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Day-to-Day

- Creating a Letter by Adding Paragraphs
 - Letter Process Form (GUALETR)
 - Used to build a letter from paragraphs created on the Paragraph Form (GUAPARA)

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Day-to-Day

- Using the Letter Extract Process
 - Letter Extract Process (GLBLSEL)
 - Extracts variable data from the Banner database to be included when letters are printed

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Day-to-Day

- Using the Letter Generation Print Report
 - Letter Generation Print Report (GLRLETR)
 - Can generate letters directly from Banner



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Day-to-Day Review

- How many characters can be used when creating paragraph codes?
- What is the code for the other simple variables to be created?
- What does a formatting command start with?
- What function does the sequence number perform?
- What is the format of the name of the new variable?



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Course Summary/Review

As a result of this course we have provided you with the knowledge to identify key forms, tables, and reports in the Banner System



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