

### **Letter Generation for Banner 7**

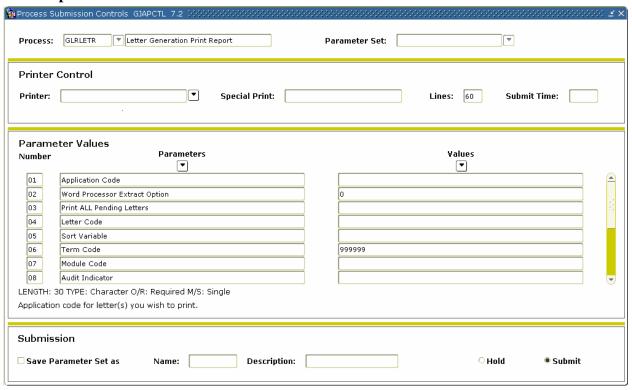
Job Aid: Generating Letters (GLRLETR)

■ Jump to TOC

#### Introduction

Use the Letter Generation Print Report (GLRLETR) to generate letters directly from Banner, or to create a download file that will be merged with a text file in a word processing application.

### **Banner process**



### **Procedure**

Follow these steps to use the Letter Generation Print Report (GLRLETR).

| Step | Action   |
|------|--|
| 1    | Access the Letter Generation Print Report (GLRLETR).   |
| 2    | If you want to view, save, or print online, enter <i>DATABASE</i> in the <b>Printer</b> field.                 |
| 3    | Perform a <b>Next Block</b> function.  |
|      | Result: Parameters defined for the process appear. Default parameter values appear, if they have been defined. |
| 4    | Enter the appropriate parameter values. Use the pages that follow as a guide.                                  |



# **Letter Generation for Banner 7**

Job Aid: Generating Letters (GLRLETR) (Continued)

**⋖** Jump to TOC

### **GLRLETR Review Sheet**

You fill out GLRLETR the same way whether you have run GLBLSEL for a population selection or for pending letters. You must use the SAME Banner letter code you just ran in GLBLSEL.

| Parameters |                               | Values  |
|------------|-------------------------------|---|
| 1          | Application                   | The name of the Banner application that your Banner |
|            |                               | population selection and the variables used in your |
|            |                               | letter belong to, for example, HOUSING              |
| 2          | Word Processor Extract Option | Enter 0 to generate within Banner                   |
|            |                               | Enter 1 for Word                                    |
|            |                               | Enter 2 for WordPerfect                             |
| 3          | Print All Pending Letters     | N   |
| 4          | Letter Code                   | The Banner letter code you JUST USED in             |
|            |                               | GLBLSEL   |
| 5          | Sort Variable                 | N/A, but if you use a sort, you must use ONE of the |
|            |                               | variables in your Banner letter, for example,       |
|            |                               | *LNAME  |
| 6          | Term Code                     | Student System: Same term you have been using       |
|            |                               |   |
|            |                               | All other systems: You can leave it as 999999       |
| 7          | Module Code                   | For instance, in an application connected to the    |
|            |                               | Student product:                                    |
|            |                               | R = Recruiting                                      |
|            |                               | A = Admissions                                      |
|            |                               | F = Registration                                    |
|            |                               |   |
|            |                               | Modules are also listed in the beginning of each    |
|            |                               | product User Manual.                                |
| 8          | Audit Indicator               | N or blank  |
| 9          | Free Format Date              | Ignore or leave blank                               |
| 10         | Free Format Date              | Ignore or leave blank                               |
| 11         | Free Format Date              | Ignore or leave blank                               |
| 12         | Aid Year Code                 | Only used by FINAID. If not using a FINAID          |
|            |                               | application, ignore or leave blank                  |

| Did you save a GLRLETR PA    | ARAMETER SET? |
|------------------------------|---------------|
| If so, what did you name it? |               |



# **Letter Generation for Banner 7**

Job Aid: Generating Letters (GLRLETR) (Continued)

|   |     |    |     |   | <b>TO 0</b> |
|---|-----|----|-----|---|-------------|
|   |     | -  | •   |   |             |
|   | - 4 | un |     | ю |             |
| - |     | ш  | .,. | w | 100         |
|   |     |    |     |   |             |

**Project Details Sheet: GLRLETR** 

| <b>Project Name:</b> |  |
|----------------------|--|
| <b>Description:</b>  |  |
|                      |  |
|                      |  |

|    | Parameters                    | Values                |
|----|-------------------------------|-----------------------|
| 1  | Application                   |                       |
| 2  | Word Processor Extract Option | 1                     |
| 3  | Print All Pending Letters     | N                     |
| 4  | Letter Code                   |                       |
| 5  | Sort Variable                 | N/A                   |
| 6  | Term Code                     |                       |
| 7  | Module Code                   |                       |
| 8  | Audit Indicator               | N or blank            |
| 9  | Free Format Date              | Ignore or leave blank |
| 10 | Free Format Date              | Ignore or leave blank |
|    |                               |                       |
| 11 | Free Format Date              | Ignore or leave blank |
| 12 | Aid Year Code                 | Only used by FINAID.  |

| Did you save a GLRLETR PA    | ARAMETER SET? |
|------------------------------|---------------|
| If so, what did you name it? |               |

Put the GLRLETR PARAMETER SET NAME on your Project Summary Sheet (from the *Planning Your Letter* job aid in this CBT).