Project Summary Sheet: Example

The table contains a sample to give you an idea of how to use this sheet.

Project Name:	Application acknowledgment
Description:	Letter to applicants with different text based on whether or not they have missing checklist items

1	**SELECTION ID:** (Name of your Banner Population Selection)	RDF_NEW_APPS
2	**APPLICATION:**	ADMISSIONS
3	**CREATOR ID:** Person who created the population selection	SAISUSR
4	**USER ID:** Person who ran the population selection	SAISUSR
5	**BANNER LETTER:**	RDF_ACKNOW
6	**GLBDATA PARAMETER SET:**	RDF_NEW_APPS
7	**GLBLSEL PARAMETER SET:**	RDF_NEW_APPS
8	**GLRLETR PARAMETER SET:**	RDF_NEW_APPS
9	The **PATH** and **NAME** you gave your data file	DESKTOP RDF_ACKNOW_DATA.txt
10	The word processing document that uses the data file to merge (if using this option)	

Project Summary Sheet: Blank for your use

Use this sheet to fill in the data that is applicable to your population selection and letter.

Project Name:	
Description:	

1	**SELECTION ID:** (Name of your Banner Population Selection)	
2	**APPLICATION:**	
3	**CREATOR ID:** Person who created the population selection	
4	**USER ID:** Person who ran the population selection	
5	**BANNER LETTER:**	
6	**GLBDATA PARAMETER SET:**	
7	**GLBLSEL PARAMETER SET:**	
8	**GLRLETR PARAMETER SET:**	
9	The **PATH** and **NAME** you gave your data file	
10	The word processing document that uses the data file to merge (if using this option)	