



Design Letters

Release 8.0



"The man who does things makes many mistakes, but he never makes the biggest mistake of all - doing nothing."

Benjamin Franklin

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Introduction

eSIS allows you to write and send customized form letters. A number of letter templates have been made available, or you may wish to create your own letters. You can insert codes in these letters that act as pointers to information in the database. For example, the code \$SURNAME will retrieve a student's legal last name when the letter is generated. The code \$SONDAU will be replaced by the word "son" or "daughter" in the letter, based on the Gender Field in the Student Demographic record.

Administration/Setup

Before using Design Letters ensure that the following have been set up:

SYS315.FMX Letter Categories

Menu Path: *Administration > System Codes > School > Letter Category*

Enter various categories to associate letters to specific areas in eSIS. The codes are used to categorize letters created in Design Letters for ease of use.

Company File

Menu Path: *Administration > Company File > Letters Tab*

Select a Letter Category for each of the listed Functions in eSIS in which letters may be called directly from a student-level form. The list of values populates from SYS315 Letter Categories. When using the forms in each of these Function areas (Attendance, FARMS, Incidents etc.) only the Design letters associated with the Letter Categories assigned to the letter when it is created, will display.

NOTE: If the separate FARM Advanced Module has been purchased, the FARMS Letter Category must contain a value in order to generate letters.

The screenshot shows a software window titled "Company Update". At the top, there is a "Company" section with several fields: "Key" (01), "System" (WAT%), "Created By" (ADMASIST), "Create Date" (26-MAR-1999), "Modified By" (DEVELOPER), "Modified Date" (17-JAN-2005), and "Country" (United States). Below this is a navigation bar with tabs: "Admission", "Withdrawal", "Courses", "Attendance", "Standard ...", "Letters", "Audit/Logs", "Immunizat...", "SPED", and "Enterprise". The "Letters" tab is selected. The main area is titled "Letter Categories" and contains a table with two columns: "Function" and "Letter Category".

Function	Letter Category
Attendance	Attendance
FARMS	FARMS
Incidents	Suspension
Notes	Field Trip
Nurses	Medical Letters
Teachers	Teacher
Official Records	PR/MR Outstanding
Special Education	Special Education

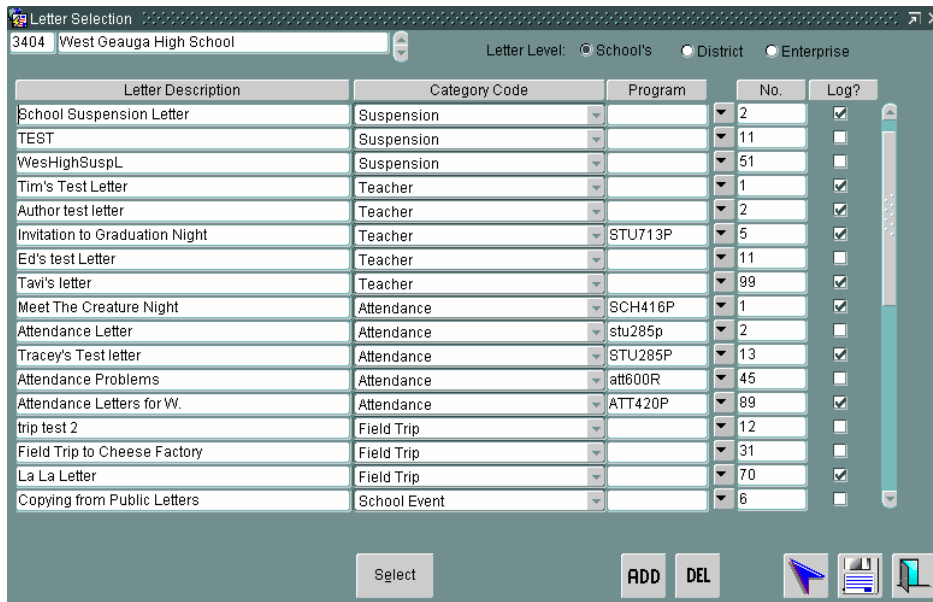
School Level Forms

- Menu Path: *School > Design Letters*

SED180.FMX Letter Selection

To edit or copy a letter or to design a new letter

1. Select Design Letters from the School Menu. The *Letter Selection screen* appears, displaying a list of form letters that have already been set up.



2. Select a Letter Level



Select	To see letters created at the following level
School's	School level
District	District level
Enterprise	Enterprise level

Any user can see any letter at any level. The ability to add/edit letters is tied to the user's security however. A School level user would not have the ability to add/edit letters created at the District or Enterprise levels. A District level user would not have the ability to add/edit letters created at the Enterprise level.

Note: When you enter a letter at a particular level (School level), the letter that populates the associated form in eSIS will display with an S: preceding it. District created letters appear with a D: preceding the letter name and Enterprise created letters with an E:.

3. To add a new letter, click the Add button.
4. Type a descriptive name for your letter.

5. Select a Category Code which populates from SYS315 Letter Categories. This associates the letter with the area in eSIS and narrows down the letters that will display in different eSIS Function areas. For example if you select the category "Incidents", only the Incident letters will display in the Letter Type field of STU195 Student Incident Details.
6. If appropriate, select an AAL Program This allows you to associate a letter to that particular form.
7. Type a number for the letter. This will be the order in which the letters appear on the various Letter selection forms in eSIS.
8. If you want a history of the letter being printed to be saved to STU172 All Student Correspondences, select the Log? button.
9. Save your letter identification by clicking on the Save button.
10. To type in the body of your letter, edit a letter or copy a letter, highlight the letter name and click on the Select button. The Letter Input Window appears.

SED190.FMX Letter Input

Letter Input

School Suspension Letter

&DATE

&PRTADRL

Dear &PARNTL:

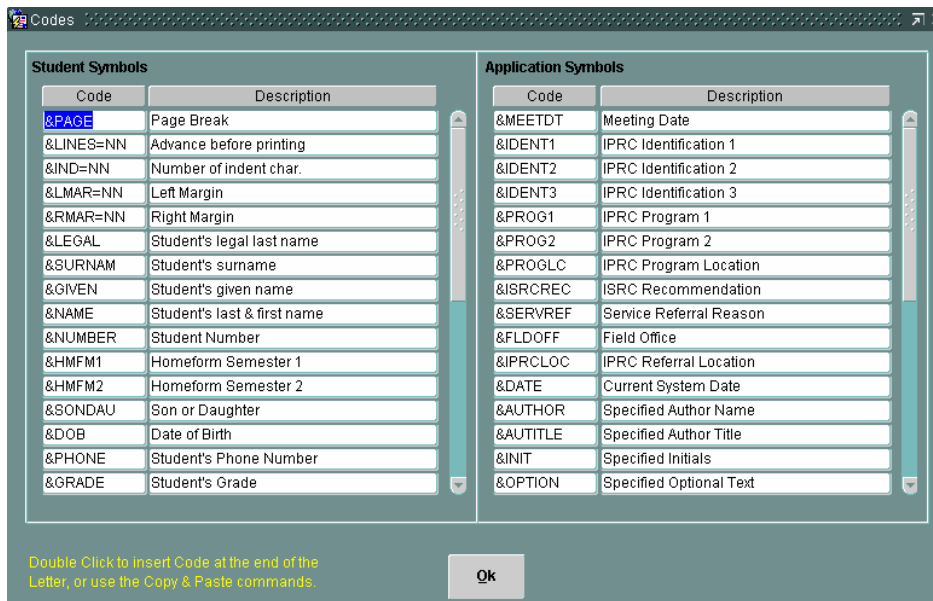
This letter is to inform you that &NAME has been expelled from school for 15 school days &INCACTDT due to her involvement in class disruption

&LOCPRN
&CSCHOOL
&CSCHADR &INCACTDT

Codes

11. Type in the content of your new letter.
12. To insert a code in your letter, position the cursor in the text where you want the code to appear. Click on the **Codes** button. The *Codes Window* appears, displaying a list of available Student Codes and Application Codes that you can insert in the letter.

Note: Application Codes access specific information from within the database such as meeting dates, and suspension information. Highlight the code you want in the letter and click **OK**. The code is inserted in the text in the *Letters (Entry) Window*.

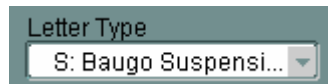


13. To save your letter, click on the Save button
14. To return to the Main Window, click on the Exit button.

Printing Design Letters

To Print a Letter from Various eSIS Function Areas

To print a letter from various forms in eSIS, select the letter from the Letter Types drop down list and select Print button. The ability to select Design Letters is available in the following areas of eSIS:




- Attendance
- FARMS
- Incidents
- Notes
- Nursing
- Teacher Assistance
- Official Records
- Special Education

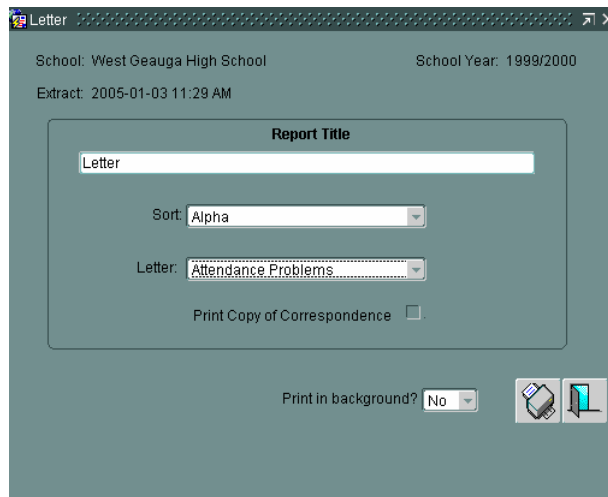
To Print any Design Letter from Reports

You can also print any letter created in Design letters within the Reporting area of eSIS.

1. To print your letter, access **Reports** (Main Menu > Reports or from the Start

Screen, select  .

2. Select the Mailing and Correspondence Report Group.
3. In Associated Reports, double-click on Letters.
4. The Run Report Window for Letters appears. In the Run Report Window for Letters follow the steps to choose or define an extract described earlier in this chapter in “Running a Report with a Full Extract” and “Running a Report with a Specific Extract”.
5. When you have selected the type of extract you want for the letter, click on the Run Report button. The Parameter Form Window (Report Heading) for Letters appears.



6. Select the letter you want from the drop down list.
7. Click on the Print button.

