

Section 6

Missing Items Letter

Step 1

Navigate to the Concurrent Manager and select the desired Request Set:

- For print letters, use "Missing Items Letter 2009-2010 <campus>"
- For email letters, use "Missing Items Email 2009-2010 <campus>"

Step 2

Depending on the campus, there will either be a "Financial Aid – Missing Items Letter" stage or a "Financial Aid – Ad Hoc Letter" stage. To view a list of the concurrent parameters for this request set, click in the parameters field for the appropriate letter stage.

Run this Request...

Request Set: Missing Items Letter 2007-2008 UPRCA

Program	Stage	Parameters	Language
Financial Aid - Ad Hoc Letter	Ad Hoc Letter		American English

At these Times... As Soon As Possible

Help (A) Submit Cancel

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Step 3

For print letters:

1) The "Person ID Group" will already have the following values:

Arecibo	9UPRA-MIP	Cayey	9UPRC-MIP	Ponce	9UPRP-MIP
Aguadilla	9UPRAG-MIP	Carolina	9UPRCA-MIP	Rio Piedras	9RRP-MIP
Bayamon	9UPRB-MIP	Humacao	9UPRH-MIP	Utuaado	9UPRU-MIP

2) Click in the "Printer Destination" field and select the appropriate printer for the campus

3) For campuses using the "Financial Aid -- Ad Hoc Letter" program, specify "No" in the "Override" field

Document Name: FA Missing Items Ad-Hoc Letter 0809 MV

Selection Criteria: G Person ID Group

List Name:

Person Number:

Override Flag: No

Delivery Type: PRINT Print

Printer Destination:

Fax Number:

Reply-To Email Address:

Sender Email Address:

CC Email Address:

Sender Organization Unit:

Person Id Group: 9UPRP-MIP FA 08-09 UPRP-MIP Missin

Preview: No

Sorting Criteria:

Email Purpose:

Buttons: OK, Cancel, Clear, Help

Step 4 Click on the OK button

Step 5 Click on the Submit button