Letter Extract/Generation
for Population Selection

In order to generate letters in relation to Population Selection (PopSel), you must first contact the SIMS Team for training/setup.

GLBDATA - Select the population:

This process allows you to select the people for whom a letter/e-mail will be sent to. Instructions on saving parameters can be found toward the end of this document.

Step 1 - Access GLBDATA.

- Select your **Parameter Set** if you have saved parameters.
- Click on the **Next Section** icon three times to move to the *Submission* section.
- To run the job, check the **Save Parameter Set as** box.
- Click on **Submit** and then **Save**.
- The system may ask for a *Term*. You will be returned to the *Parameter Values* section where a new line (88) appears asking for the *Term*. Enter the Term that the letter is for.
- Click on **Submit** and then **Save**.
- In the *Notification Center*, the sequence number will appear of this specific job.

Step 2 - Review the Output.

- Click on the **Related** menu and then **Review Output (GJIREVO)**. It may take a moment for it to appear.
- Double click in the **Number** field. You will see a .log file.
- Click on the .log file and click on **OK**. You can view if the job has been run successfully. Make note of the number of people selected.
- Close the Saved Output Review page (GJIREVO) by clicking the 'X'.

GLBLSEL - Extract a letter:

Step 1 - Access GLBLSEL via the *Process* field after clicking the *Start Over* icon.

- Select your **Parameter Set** if you have saved parameters.
- Click on **Next Section** twice to move your cursor to the *Parameter Values* section.
    - If you are using a Parameter Set, the values should default. If they do not or you have questions, contact the SIMS Team.
- Verify the Term. Must match GLBDATA.
- Click on the **Next Section** icon to move to the *Submission* section.
- To run the job, check the **Save Parameter Set as** box.
- Click on **Submit** and then **Save**.
- You will be returned to the *Parameter Values* section where a new line (88) appears asking for the *Application Term*. Enter the Term again as it shows in field 07.
- Click on **Submit** and then **Save**.
- In the *Notification Center*, the sequence number will appear of this specific job.

Step 2 - Review the Output.

- Click on the **Related** menu and then **Review Output (GJIREVO)**. It may take a moment for it to appear.
- Double click in the **Number** field. You will see a .log file.
- Click on the .log file and click on **OK**. Under "The following variables were not extracted for letter:", if nothing appears, the job has run successfully. If any errors appear, they may need to be fixed in the database. Once fixed, this step may be repeated. Contact the SIMS Team if you have any questions.

GLRLETR - Create a Mail Merge Data File:

Step 1 - Access GLRLETR via the *Process* field after clicking the *Start Over* icon.

- Select your **Parameter Set** if you have saved parameters.
- Click on **Next Section** twice to move your cursor to the *Parameter Values* section.
- Verify the Term. Must match GLBLSEL.
- Click on the **Next Section** icon to move to the *Submission* section.
- To run the job, check the **Save Parameter Set as** box.
- Click on **Submit** and then **Save**.
- In the *Notification Center*, the sequence number will appear of this specific job.

Step 2 - Review the Output.

- Click on the **Related** menu and then **Review Output (GJIREVO)**. It may take a moment for it to appear.
- Double click in the **Number** field. You should see three files: a *.log* file, a *.lis* file and a *.doc* file.

.log file

- Look for the message "Run Sequence Number….. :glrletr completed successfully". If you do not see it, contact the SIMS Team.

.lis file

This is a report of people who got a letter. The letter count should match the number of people selected from Step 2 for GLBDATA on Pg. 1.

.doc file

This is the mail merge data file.

- Click on the **Tools** menu and select **Show Document (Save and Print File)**. Click "yes" to showing the file in a browser. In the new window that opens, select **File: Save as** and save the file as "GLRLETR.doc" to your C/:Temp folder (My Computer > C/:Drive > TEMP folder).
- Run the mail merge in Microsoft Word. This must be done before running another letter.

Delete the Population:

Once the process is complete, a best practice is to delete the people from the PopSel once you've completed the mail merge.

- Access GLAEXTR.
- Verify that the **Application** and **Select ID** fields match parameters 06 and 01, respectively, from GLBDATA. If they do not, or if they do not pre-fill, use the search icons to select the appropriate information.
- Select the **Delete All** checkbox.
- Click on the **Save** icon.

Setting Parameters

If parameters need to be set or updated, click on **Next Section** twice to move your cursor to the *Parameter Values* section. Using the search icon next to **Values**, you can select a value when appropriate.

For GLBDATA – Selecting the Population:

01	Use the "Values" icon to select the correct population. GLISLCT will open. You will need to select the appropriate application (Admissions, Recruiting, etc.) in order to select the corresponding populations.
02	N/A
03	N/A
04	N/A
05	N/A
06	Application Code. Must match application from GLISLCT from field 01.
07	Enter "DTUFARES".
08	Leave blank.

For GLBLSEL – Extracting a Letter:

01	Application Module.
02	"N".
03	Letter code.
04	Population Selection name.
05	Who created the PopSel. Usually "DTUFARES".
06	Whoever ran GLBDATA.
07	Term for which the letter is to be run.
08	Leave blank.
09	Leave blank.

10	1MA will look for the mailing address first 2PR will look for the permanent address (To create 2 data entry lines for line 10, select **Copy**)
11	Defaults to "Y".
12	Leave blank.

For GLRLETR – Creating a Mail Merge Data File:

01	Must match the Application Module used on GLBLSEL.
02	"1" for MS Word.
03	Defaults to "N".
04	Letter Code – same as GLBLSEL.
05	Leave blank.
06	Term Code – same as GLBLSEL
07	Module code. Correlates with field 01. I.e. "A" for Admissions. Contact the SIMS Team with any questions.
08	"N".
09	N/A
10	N/A
11	N/A
12	N/A

Saving Parameters:

When you run a letter for the first time, you want to save it as a new Parameter Set. This will allow you to select the saved Parameter Set in the future instead of having to manually enter the parameters every time you need to run a letter.

Once you have set your parameters, you will move to the **Submission Section** and complete the following steps:

- Check the **Save Parameter Set as** box.
- Copy and paste the Pop Sel or letter name into both the *Name* and *Description* fields to create a new Parameter Set. This name is the same as:
    - Field 01 for GLBDATA
    - Field 03 for GLBLSEL
    - Field 04 for GLRLETR
- The next time you access this page, you can select this new Parameter from the **Parameter Set** field.