



## Update/Delete Letter Controls



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This utility mass deletes letter control records, which are created when letters are printed. You can also mass update the letter control records for a particular set of letters with the actual date on which those letters were sent.

Student letter control records can be viewed on [Maintenance > Student > Student Inquiry > Letter Control](#).



**NOTE:** If a student's **Date Sent** was manually changed on the [Letter Control](#) tab, it is *not* updated when you use this utility to do a mass update.

### Update data:

Existing letter control records are displayed, including the number of letters generated, the date on which they were sent, and the options selected for the letter type.

[The list can be re-sorted.](#)

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

<b>Date Sent</b>	The date on which the letters were run is displayed. To change the date, type the actual date in the MMDDYYYY format. <b>You may need to scroll to the right to see this field.</b>
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☐ Click **Update**.

<b>Del</b>	To delete all letter control records for a particular <b>Letter Type</b> and <b>As Of Date</b> , select the check box for the rows you want to delete, and then click <b>Delete</b> . The selected rows are deleted.
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