

select_variable

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The Letter Variables lookup is used to select letter variables when printing attendance, discipline, or health letters. Some variables are not available, depending on the letter type.

Search for a variable:

Letter variables are listed in alphabetical order by replacement. Replacement describes the content that will appear in place of the variable when letters are generated for students.

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.

❑ To search for a specific variable, begin typing the replacement text in the **Search** field.

The list is automatically filtered to display the variables that contain the characters you have typed.

❑ When you locate the variable you want to retrieve, click the replacement.

The lookup closes, and the letter is populated with the selected variable.

❑ Repeat for the remaining variables.

❑ Click **Cancel** to close the lookup without selecting a variable.


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