

Directory (ParentPortal Letters)

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This tab allows you to create a directory of letter types in Registration. Each type of letter is assigned a code and description and added to the letter type directory. Then, you create and save the letter on the Letter tab as a form letter or template using variables. The form letters and templates can be used to generate the actual letters.

Update data:

Existing letters are displayed in order by type. A sample letter type is provided. You can edit the sample letter type, or you can create a new letter.

❑ Click **+Add** to add a letter type.

A blank row is added to the grid.

Ltr ID	Type the two-character code for the letter type.
Description	Type a description of the letter type, up to 50 characters.
Ltr Body (letter body)	The field is selected if the form letter has been created.

❑ Click **Save**.

Other functions and features:

	Delete a letter type. 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
Retrieve	Click to create or edit a letter. The letter opens in the Letter tab.


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