



## Directory (ParentPortal Letters)



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**Registration > Maintenance > ParentPortal > Update Letters > Directory**

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.

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

☐ Click **Save**.

	<p><b>Delete a letter type.</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
<b>Retrieve</b>	Click to create or edit a letter. The letter opens in the <a href="#">Letter</a> tab.



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