



Update (Health Letter)

Table of Contents



Use this page to either create or edit a health letter. From [Health > Letters > Create Letters](#), click either **New** or select a letter and click **Edit**.

Create or Edit a Letter

Either a blank text editor or one with text in the body is displayed.

ID	If you are creating a letter, type an ID for it. If you are editing a letter, you may change the ID. Note: All letters must have unique IDs.
Type	Select the type of letter you would like to create or edit.
Description	Type a description of the letter, up to 50 characters.

Type or edit the letter using as many variables as necessary.

Variables	<p>1. To add a variable, position the cursor where you want to insert a variable. 2. Click Variables to select a variable.</p> <p>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.</p> <p>Search for a variable:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> When you locate the variable you want to retrieve, click the replacement. The lookup closes, and the letter is populated with the selected variable.</p> <p><input type="checkbox"/> Repeat for the remaining variables.</p> <p><input type="checkbox"/> Click Cancel to close the lookup without selecting a variable.</p> <p>3. Click the link for the variable you want to add. The variable is inserted into the letter.</p> <p>4. Repeat for the remaining variables.</p> <p>Variables must be inserted one at a time.</p>
------------------	--

- Click **Preview** to preview the letter.
- Click **Save**.

The letter editor closes. If you created a new letter, it appears on the grid.

- Click **Cancel** to close the letter editor without making changes.



Back Cover