



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.

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:

	<p>Delete a letter type.</p> <p>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.</p> <p>2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No.</p> <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>
Retrieve	Click to create or edit a letter. The letter opens in the Letter tab.



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