

STATE OF NORTH DAKOTA

CAMPUS COMMUNITY DATA EXTRACTION AND LETTER GENERATION TRAINING MANUAL

VERSION 8.0

Disclaimer

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DATA EXTRACTION AND LETTER GENERATION

OVERVIEW

You can extract data from your PeopleSoft Student Administration Solutions system and use it to generate letters, labels, lists, envelopes, and so on. You can extract data from one ID, all IDs, all individuals, or all organizations in your database. You specify the type of data to extract and then run the extract process. The system places the extracted data into a comma delimited (.csv) file, which is a standard format readable by most word processing programs. Then, using your institution's word processing software, you can merge the data into any of the templates that you have for the letter codes defined on the Standard Letters page, including the sample Word templates delivered with your system, and print the outcome.

Before you can extract letter data, a communication record for the desired letter must be assigned to the intended recipients. For joint communications, it is preferable that you assign the communication to only one of the individuals. If you assign it to both, the letter generation process will extract the data for both IDs and you will print two joint communications for the same two people. The record must include the appropriate administrative function, communication category, and communication context, and specify a method of *Letter* and the direction of *Outgoing*. You can assign communications to individuals or organizations manually or using the 3C engine or mass change.

When the communication records exist, the procedure for extracting data and generating a letter is described below.

To generate a letter:

1. Specify the data to extract for the letter, including the ID,

address usage, address name, salutation, and letter code.

2. Specify the date to print on the letter, the date to use as the letter completed date, and the communication date selection range.
3. Specify any checklist items to include in the letter.
4. Run the Letters Data Extract process to extract the specified data.
5. Use your word processing program to merge the extracted data into the letter template.
6. Save the softcopy template with merged data on your hard drive or on a shared drive used by your school, or use it to print the letter.

Users must be familiar with the Checklists; paths for extracts, and paths for shared letters.

Users must have the appropriate security to run this process.

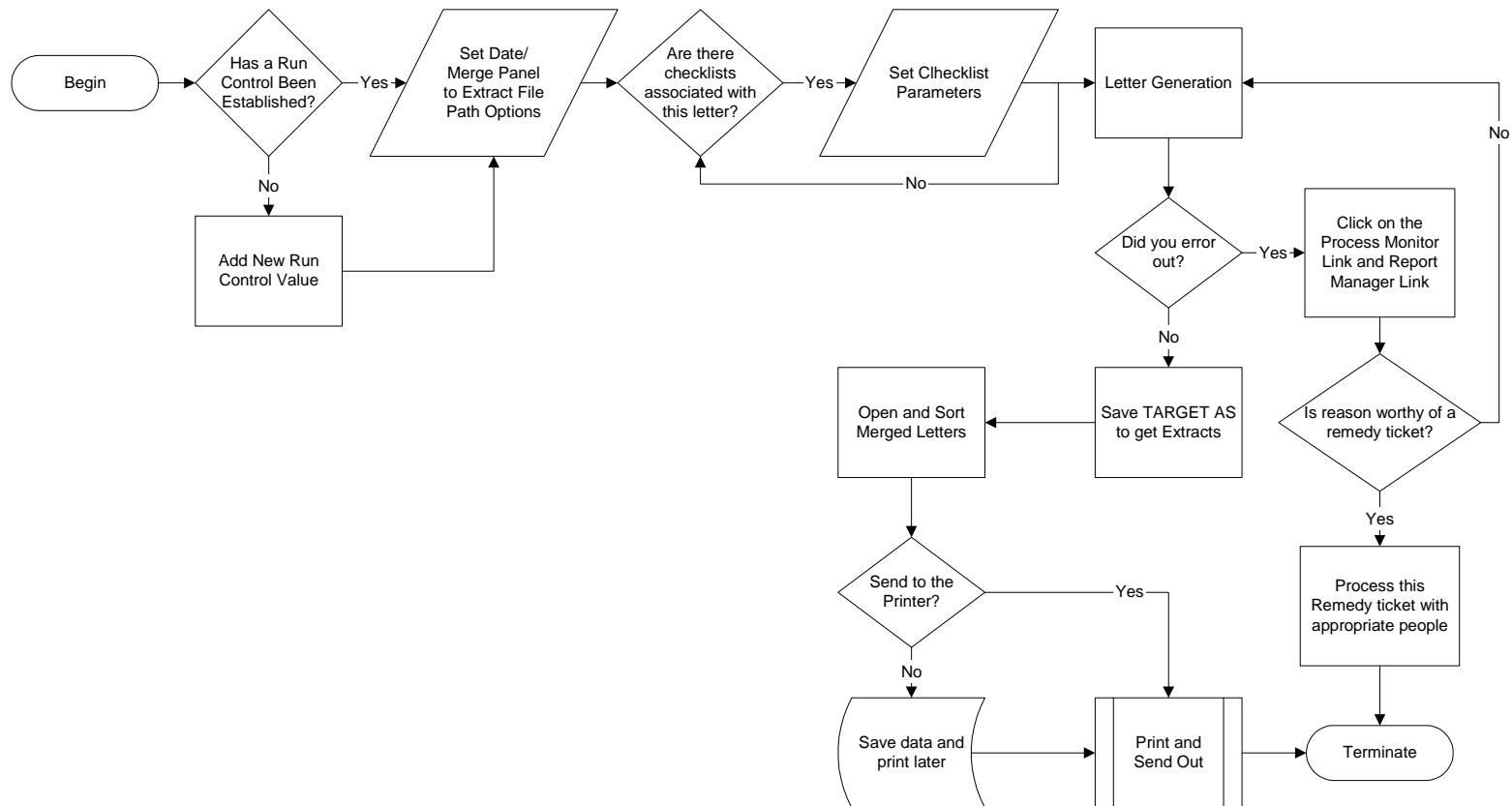
OBJECTIVES

After completing this section, you will be able to:

1. Extract data needed to generate letters.
2. Generate letters using the data extracted.

DATA EXTRACTION AND LETTER GENERATION BUSINESS PROCESS FLOW

This business process extracts data and generates letters as needed.



WALKTHROUGH – DATA EXTRACTION FOR LETTER GENERATION

1. **Navigation:** Home > Build Community > Communications > Process > Letter Generation
2. The **Letter Generation – Find an Existing Value** page is displayed.

The screenshot shows a web interface titled "Letter Generation" with a sub-header "Find an Existing Value". Below the sub-header is a text input field labeled "Run Control ID:". Underneath the input field is a checkbox labeled "Case Sensitive". To the right of the checkbox are three buttons: "Search", "Clear", and "Basic Search". At the bottom of the form is a blue hyperlink labeled "Add a New Value".

3. Enter an ID or click **Search** to find an existing value.

OR

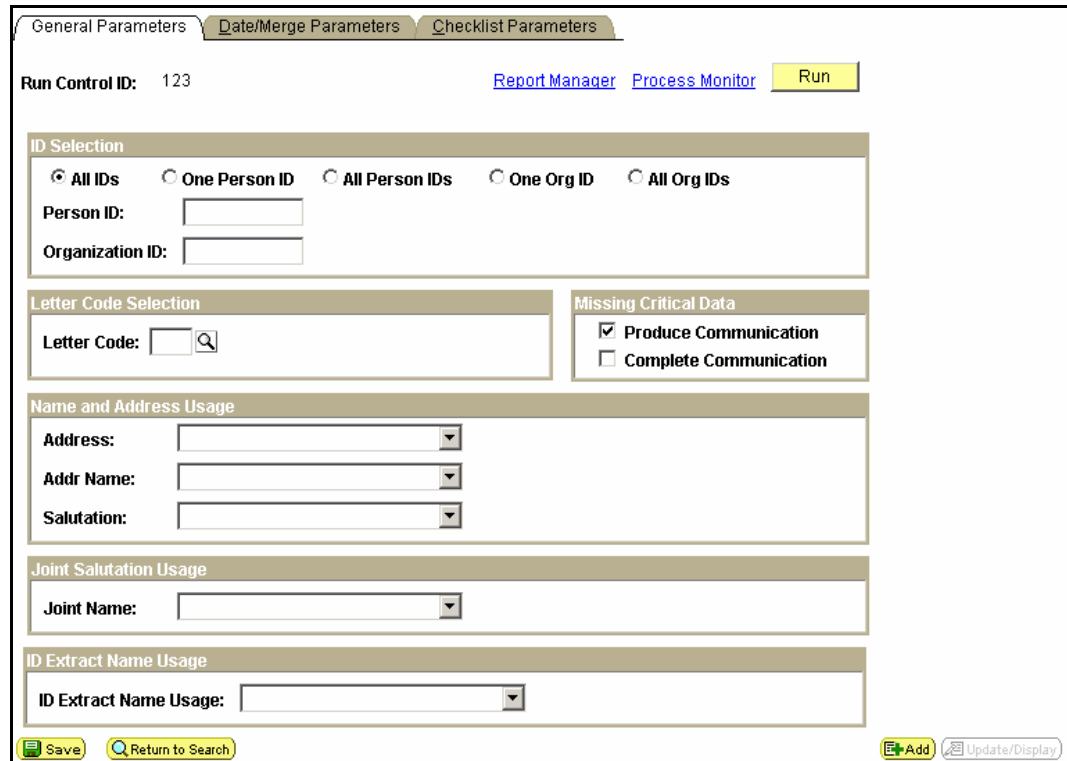
Click [Add a New Value](#) to add a new value.

The screenshot shows a web interface titled "Letter Generation" with a sub-header "Add a New Value". Below the sub-header is a text input field labeled "Run Control ID:". Underneath the input field is a yellow button labeled "Add". At the bottom of the form is a blue hyperlink labeled "Find an Existing Value".

4. **Run Control ID:** Enter a **Run Control ID**, and then click **Add**.

GENERAL PARAMETERS

1. The **General Parameters** page is displayed.



ID SELECTION

1. **All IDs:** When selected, indicates that the process should extract the data from all IDs that are assigned a communication with the letter code indicated and that are not marked complete. **All Person IDs** will pick up those individuals that have a communication assigned to them that has not been processed.
2. **One Person ID:** When selected, indicates that the process should extract the data from the one individual ID indicated. The communication with the indicated letter code must be assigned to this individual.

If you select the One Person ID option, specify the individual's ID in the Person ID field. **One Person ID** will pick up a certain communication for that particular individual who's ID is entered in the box as long as it has not been processed already.

3. **All Person IDs:** When selected, indicates that the process should extract the data from all the individuals' IDs that are assigned a communication with the letter code indicated.

4. **Person ID:** Enter the ID of the person or select the ID from the lookup list, if the **One Person ID** fill button was selected.
5. **One Org ID and All Org IDs:** These options are not currently used.

LETTER CODE SELECTION

Letter Code Selection

Letter Code:

1. **Letter Code:** Enter the Letter Code or select the code from the lookup list. The individual(s) that has this letter code that has not been processed will be processed. The letter code identifies the template into which to merge this extract data. Only those letter codes to which you have 3C group security access are available from the list.
2. If your letter does not print, refer to the troubleshooting guide received from Campus Community. If your letters do not display on the screen there is a security issue.

MISSING CRITICAL DATA

Missing Critical Data

Produce Communication

Complete Communication

1. **Produce Communication:** Make sure to check this box. When selected, indicates that the process should produce the extract file, even if critical data is missing. If unchecked, communication will not go through.
2. **Complete Communication:** Make sure this box is **not** checked.

Note: Even if they don't go through, after the run is successful, you can view those that didn't get processed and the reason why they had an error by clicking on the Process Monitor > Details > Message Log for the instance number of that run.

NAME AND ADDRESS USAGE

Name and Address Usage	
Address:	Fall and Spring Semesters
Addr Name:	Legal
Salutation:	Legal

1. Name and address usages apply to letters addressed to individuals. They do not apply to letters for organizations.
2. **Address:** Select the type of address, from the drop list, to extract for this letter. You can list address types in a preferred search-and-use order. For example, if you list *Mailing, Billing, Home*, the system searches for the mailing address first; if none exists, then the billing address; if none exists, the home address last.

Admissions and Student Financials are currently using Fall and Spring Semesters.

Financial Aid is currently using Address.

3. **Address Name:** Select the type of address name, from the drop list, to extract for the address section of this letter. As with addresses, you can list address name types in a preferred search-and-use order.
4. **Salutation:** Select type of salutation, from the drop list, to extract for the opening or salutation of this letter. For example, you might want to use the individual's primary full name in the address section of the letter, but use his preferred first name in the salutation (Dear Dave). As with addresses, you can list salutation name types in a preferred search-and-use order.

JOINT SALUTATION USAGE

Joint Salutation Usage	
Joint Name:	

1. **Joint Name:** This option is not currently used.

The Joint Name field is available when the selected letter code is set on the Standard Letters page to allow joint communications. The joint names available in the list are those with the Joint Usage check box selected on the Name Usage page. The process extracts this salutation name usage for IDs set up for joint communications.

ID EXTRACT NAME USAGE

ID Extract Name Usage

ID Extract Name Usage:

1. **ID Extract Name Usage:** Select the type of name, from the drop list, that the system should extract for any occurrence marked *ID* in the text of the letter template.
2. Click **SAVE** to commit your changes to the database or go to the **Merge Parameters** page.

DATE/MERGE PARAMETERS

1. Click the **Date/Merge Parameters** tab.
2. The **Date/Merge Parameters** page is displayed.

General Parameters | **Date/Merge Parameters** | Checklist Parameters

Run Control ID: 123 [Report Manager](#) [Process Monitor](#) [Run](#)

Extract File Path/Options
 JetForm CSV

Update Communication Letter Printed Date With
 Communication Date
 System Date
 User Supplied Date

Update Communication Completed Date With
 Communication Date
 System Date
 User Supplied Date

Communication Date Range Selection
 *From Date: *To Date:

Word Merge parameters
 Template Path:
 Sort Option: Send to Printer

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

[General Parameters](#) | [Date/Merge Parameters](#) | [Checklist Parameters](#)

EXTRACT FILE PATH OPTIONS

1. **Extract File Path:** The server’s temporary directory is the default location for the .csv and .dat extract files. If you want the system to place the files elsewhere, specify the correct path here. The path must be a valid network path, containing the path delimiter (forward slash or back slash), and be in the appropriate letter case (upper or lower) for your platform.

2. **JetForm:** When selected, indicates that the process should create an extract file (.dat) compatible with JetForm.
3. **CSV:** Use this default option.

When selected, indicates that the process should create a comma delimited (.csv) extract file compatible with most word processing programs. The process also creates a .dat file specifically for Microsoft Word and the Word templates delivered with your system.

UPDATE COMMUNICATION LETTER PRINTED DATE WITH

1. **System Date:** Use this default option. Use the defaulted System Date as the date to appear on the letter.

UPDATE COMMUNICATION COMPLETED DATE WITH

1. **System Date:** Use this default option. Use the defaulted System Date as the date to appear on the Communication Completed Date on the communication record (Communication Management 2 page).

COMMUNICATION DATE RANGE SELECTION

1. Enter the date range of the communication records from which to extract data. For example, you might want to extract data only from those IDs to which you assigned a specific letter between January 1 and March 1 of the current year. Use the date range to schedule and manage your letter communications. For example, you might schedule daily or weekly runs of the letter generation data extract process for prospect inquiry letters, or missing information letters for your applicants.

2. **From Date:** The beginning date of the inclusive date range selection.
3. **To Date:** The ending date of the inclusive date range selection.

Note: Make sure the 'To Date' is set for a future year so you don't have to change it before you run it each time letters are to be generated. See **To Date** above.

WORD MERGE PARAMETERS



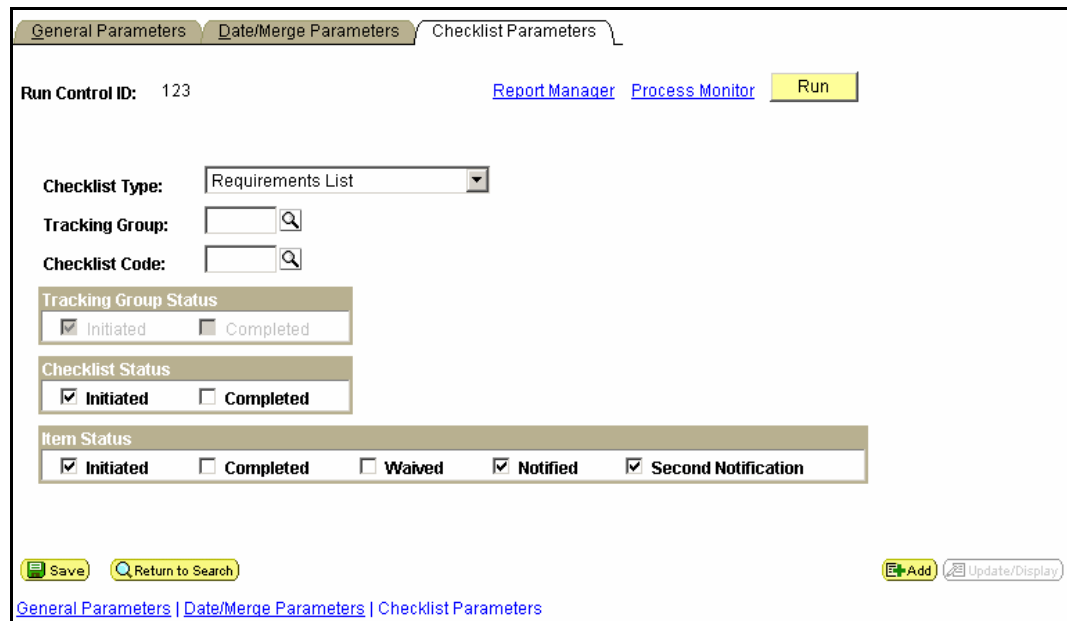
1. When using the sample Word templates delivered with your system or if you are using other templates created in Microsoft Word, specify the parameters here. A macro (CCLTRGEN.DOT) built into the delivered Word template process uses these parameters when performing a letter merge.

Populating this data will not invoke Word or the merge process. You still need to open Word, but having this data populated will allow the letter to merge seamlessly once Word is opened. Otherwise, you will be prompted for the template path, Letter code, sort, and print options as the letter opens.

2. **Template Path:** Enter the file path to the template into which the process should merge the data. This will be the path where you want to store your templates. For example: C:\PS_3C\Shared_Letters. In addition to the CSV file which is produced and placed with the extract data file in the path specified in the Extract File Path field. The .dat file will contain data about where to find the template, the letter code, sort and print options and is picked up by the CCLTRGEN.dot macro.
3. **Sort Option:** Enter the order in which the process should sort the merged letters. You can sort by country/postal code or last name/first name.
4. **Send to Printer:** It is recommended that the **Send to Printer** checkbox be set to **No**. When selecting **No**, the file will be saved for later printing. When selected, indicates that the Word letter merge process should automatically send the letter with merged data to the printer.
5. Click **SAVE** to commit your changes to the database or go to the **Checklist Parameters** page.

CHECKLIST PARAMETERS

1. Click the **Checklist Parameters** tab.
2. The **Checklist Parameters** page is displayed.



The screenshot shows the 'Checklist Parameters' tab in a web application. At the top, there are three tabs: 'General Parameters', 'Date/Merge Parameters', and 'Checklist Parameters'. Below the tabs, the 'Run Control ID' is 123. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The form includes several input fields: 'Checklist Type' (a dropdown menu currently showing 'Requirements List'), 'Tracking Group' (a text box with a search icon), and 'Checklist Code' (a text box with a search icon). Below these are three status sections: 'Tracking Group Status' with 'Initiated' (checked) and 'Completed' (unchecked); 'Checklist Status' with 'Initiated' (checked) and 'Completed' (unchecked); and 'Item Status' with 'Initiated' (checked), 'Completed' (unchecked), 'Waived' (unchecked), 'Notified' (checked), and 'Second Notification' (checked). At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'. A breadcrumb trail at the very bottom reads 'General Parameters | Date/Merge Parameters | Checklist Parameters'.

3. **Checklist Type:** Select from the drop list the type of checklist from which the process should extract data for this letter.

Options are Communication List, Condition List, Hiring, Medical, Other, Promise, Requirements List, Staff Assignment List, Termination, Training, or Transfer.

For example: The majority of the time Admissions uses the Requirements List.

4. **Tracking Group:** Select from the drop list the tracking group whose checklist data the process should extract for this letter.

If you have more than one checklist you want printed with the letter **OR** if different individuals have this letter and different checklists **AND** these checklists are categorized under the same tracking group; fill this box in with the correct tracking group and then you do not need to enter a Checklist Code.

5. **Checklist Code:** Select from the drop list the specific code whose checklist item data the process should extract for this letter.

TRACKING GROUP STATUS

Tracking Group Status	
<input checked="" type="checkbox"/> Initiated	<input type="checkbox"/> Completed

1. If you specified a tracking group, you must also select a tracking group status. You can select more than one status option.
2. **Initiated:** Use this default option.
When selected, indicates that the process should extract tracking group data with the status of *Initiated* for this letter.
3. **Completed:** When selected, indicates that the process should extract tracking group data with the status of *Completed* for this letter.

CHECKLIST STATUS

Checklist Status	
<input checked="" type="checkbox"/> Initiated	<input type="checkbox"/> Completed

1. **Initiated:** Use this default option.
When selected, indicates that the process should extract data from checklists with the status of *Initiated* for this letter.
2. **Completed:** When selected, indicates that the process should extract data from checklists with the status of *Completed* for this letter.

ITEM STATUS

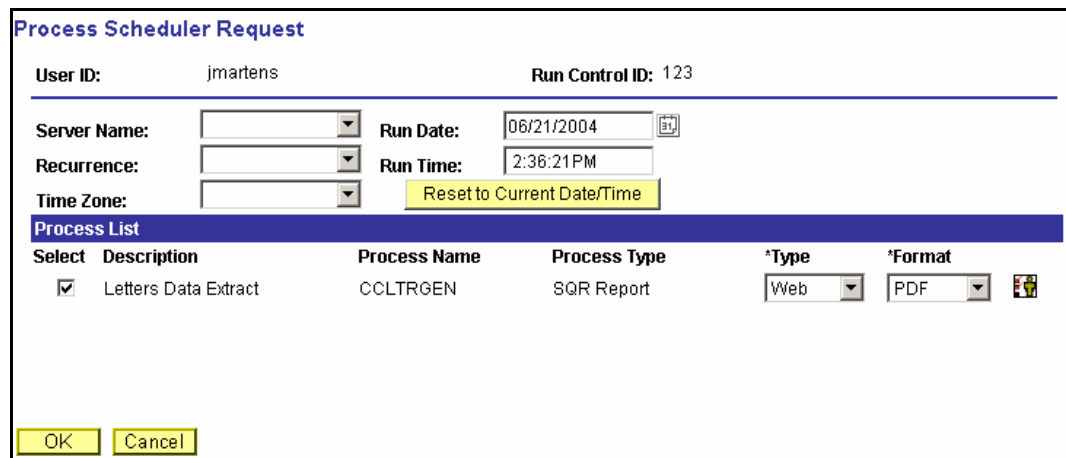
Item Status				
<input checked="" type="checkbox"/> Initiated	<input type="checkbox"/> Completed	<input type="checkbox"/> Waived	<input checked="" type="checkbox"/> Notified	<input checked="" type="checkbox"/> Second Notification

1. If you specified a checklist code, you must select a checklist item status. You can select more than one status option.
2. **Initiated:** Use this default option.
When selected, indicates that the process should extract data from checklist items with the status of *Initiated* for this letter.
3. **Completed:** When selected, indicates that the process should extract data from checklist items with the status of *Completed* for this letter.
4. **Waived:** When selected, indicates that the process should extract data from checklist items with the status of *Waived* for this letter.

5. **Notified:** Use this default option.
When selected, indicates that the process should extract data from checklist items with the status of *Notified* for this letter.
6. **Second Notification:** Use this default option.
When selected, indicates that the process should extract data from checklist items with the status of *Second Notification* for this letter.
7. Click **SAVE** to commit your changes to the database.
8. **Run:** After you specify the extract parameters, you can run the CCLTRGEN data extract process by clicking **Run** from the General Parameters page, the Date/Merge Parameters page, or the Checklist Parameters page.

PROCESS SCHEDULER REQUEST

1. The Process Scheduler Request page is displayed.



Process Scheduler Request

User ID: jmartens Run Control ID: 123

Server Name: Run Date: 06/21/2004

Recurrence: Run Time: 2:36:21PM

Time Zone:



Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Letters Data Extract	CCLTRGEN	SQR Report	Web	PDF


Note. Setting parameters on these run control pages affects the data included in the CCLTRGEN.DAT file, however it does not invoke the merge process. To perform a merge, you must launch the merge process provided from within your institution's word processing software. If you want to merge the extract data into any of the sample templates (or other Word templates), you must launch Word and perform Word's Mail Merge process.

Note. The default output for CCLTRGEN is .csv. This is defined within the CCLTRGEN program. Selecting Type and Format field values on the Process Scheduler Request page will not change this output.

2. **Server Name:** Select **PSNT** from the drop list.

3. **Recurrence:** Select the recurrence from the drop list.
4. **Time Zone:** Select **CST** from the drop list.
5. **Run Date:** Enter the run date or click  to select a date from the calendar.
6. **Run Time:** The run time defaults from the options selected. To override the run time enter a new run time.
7. Click  to reset the date to the current date and current time.

PROCESS LIST

1. **Select:** Check this box to select a process.
2. **Type:** Select **WEB** from the drop list. After selecting a **Type** the first time, it will default to **WEB** type.
3. **Format:** Select **HTM** from the drop list. After selecting a **Format** the first time, it will default to **HTM** format.
4. Click  to display the **Distribution Detail** page.

DISTRIBUTION DETAIL

Distribution Detail

Process Name: CCLTRGEN

Process Type: SQR Report

Distribute To

ID Type	*Distribution ID
Role	Admission Counselor

Email Only

Email Subject:

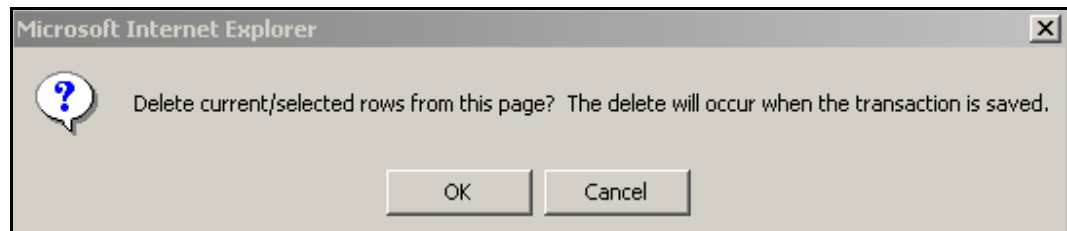
Message Text:

Email With Log

Email Address List:

OK Cancel

1. **ID Type:** Select the ID type from options available in the drop list.
2. **Distribution ID:** Select the Distribution ID from the lookup list.
3. Click to delete the distribution detail information on that line. A message will be displayed to confirm the delete.



4. Click **OK** to continue with the delete of the distribution detail information.
5. Click to insert additional distribution information.
6. Enter **Email Only** details as needed.
7. Click **OK** to return to the **Process Scheduler Request** page.

8. Click **OK** to return to the **Trigger Table** page.

PROCESS MONITOR

1. Click [Process Monitor](#).
2. The **Process List** page is displayed.

The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with various filters: 'UserID' (skmahar), 'Process' (SQR Report), 'Server' (PSNT), and 'Process Type'. There are also 'Last' and 'Instance' filters, a 'Refresh' button, and a 'Save On Refresh' checkbox. Below the filters is a table with the following data:

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
16900	SQR Report	CCLTRGEN	skmahar	06/28/2004 9:50:33AM CDT	Success	Details
16899	SQR Report	CCLTRGEN	skmahar	06/28/2004 9:44:18AM CDT	Success	Details

3. **Run Status:** Check the status of your report and process instance. Run Status will indicate whether it has been posted or run successfully. After this process runs successfully, you are ready for the next step.
4. Click [Details](#) after Run Status changes to **SUCCESS**.

PROCESS DETAIL

1. The **Process Detail** page is displayed.

Process Detail

Process	
Instance: 16900	Type: SQR Report
Name: CCLTRGEN	Description: Letters Data Extract

Run	Update Process
Run Control ID: letter_gen_dge	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 06/28/2004 9:50:42AM CDT	Parameters Transfer
Run Anytime After: 06/28/2004 9:50:33AM CDT	Message Log
Began Process At: 06/28/2004 9:51:06AM CDT	Batch Timings
Ended Process At: 06/28/2004 9:51:29AM CDT	View Log/Trace

2. Click [View Log/Trace](#) to take you to the extract/run files.

REPORT/LOG VIEWER

1. The **Report/Log Viewer** page is displayed.

Report/Log Viewer
✕

Instance: 16900	Type: SQR Report
Name: CCLTRGEN	Run Cntl ID: letter_gen_dge
Status: Success	Submitted By: skmahar
Server: PSNT	Recurrence:

Letters Data Extract

Name	Size	CreationDate
CCLBLDGE_16900.CSV	1426 bytes	Mon Jun 28 09:51:06 2004
CCLTRDGE_16900.CSV	11603 bytes	Mon Jun 28 09:51:06 2004
CCLTRGEN_16900.DAT	74 bytes	Mon Jun 28 09:51:06 2004
Trace File	876 bytes	Mon Jun 28 09:51:02 2004
Message Log	1655 bytes	Mon Jun 28 09:51:02 2004

TRACE FILE

1. Click [Trace File](#).
2. The **Trace File** is displayed.

```

CCLTRGEN.SQR
General Letter Data Extract
2004-06-28 09:51:06.437

Extract File Type: C
Communication ID Option: S
ID: 0596378
Salutation Name Usage: LEGAL
Address Name Usage: LEGAL
Address Usage: ACAD YEAR
Letter Code: DGE
Date Printed Option: S
Date Completed Option: S
From Date: 2003-04-05 00:00:00.000
To Date: 2014-04-05 00:00:00.000
Produce Communication (For Missing Critical Data): Y
Complete Communication (For Missing Critical Data): N
Extract Name Usage: LEGAL
Administrative Function: ADMA
Letter Printed Data Option: NMAD

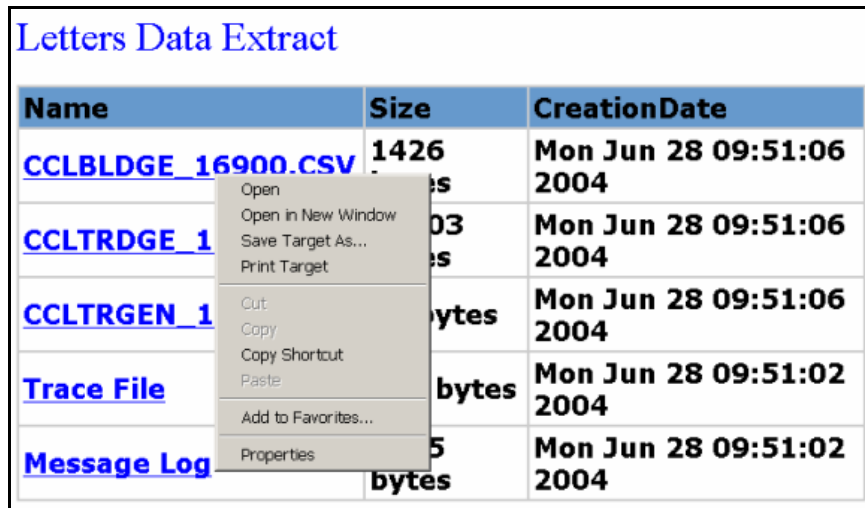
Processing Communication: 0596378/2
ENCLOSURE COUNT = 6
ADDRESS Usage Not Found
ADM_APPL_DATA Parent Record Not Found...Check COMM_VAR_DATA
Number of CRITICAL Errors: 2

Number of Communication Records Read: 1
Number of Communication Records W/Errors: 1
Number of Communication Records Extracted: 1
  
```

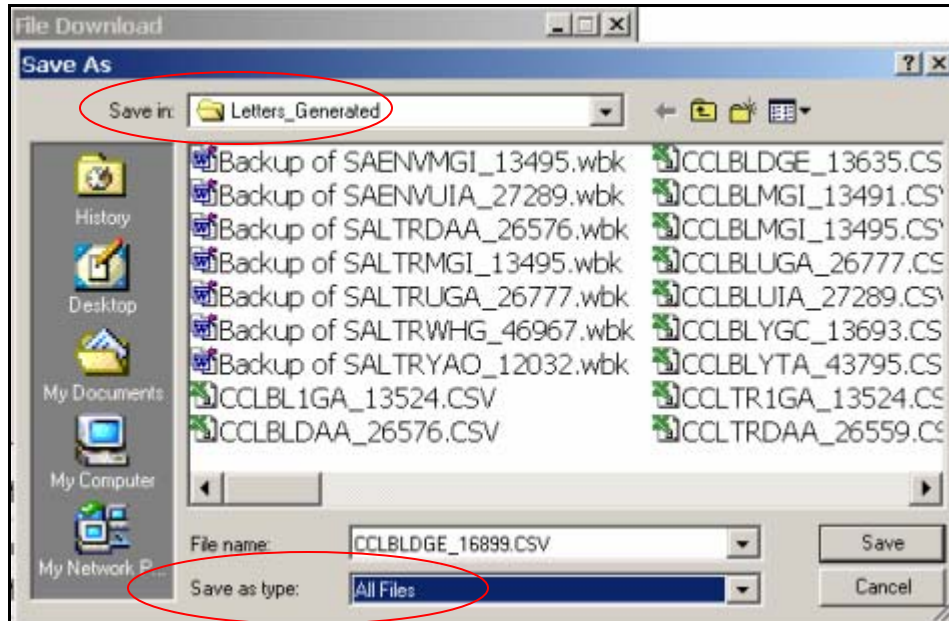
3. Note items from the trace file such as: ID, Letter Code, and Administrative Function.
4. Verify how many records were processed and if you have records that errored out.
5. Return to the **Report/Log Viewer** page.

SAVE DATA FILES GENERATED

1. Right click on the first .CSV file displayed.



2. Select the **Save Target As...** option to save extracts.
3. The **File Download** screen is displayed.



4. Verify the **Save in** folder is **Letters_Generated**.
5. Select **Save as type** as **All files** from the drop list.
6. Repeat the steps for all of the **.CSV** and **.DAT** files on the Report/Log Viewer page.

7. **Instance Sequence Number:** Remember to make note of the **Instance Sequence** number. This number is required to initiate the merge. The **Instance Sequence** number comes before the .CSV or the .DAT extension. After the files are saved to your PC, you will be able to start merging the .CSV files with your templates.
8. Click **Return** to re-display the **Process Detail** page.
9. Click **OK**.
10. Click **SAVE** to commit your changes to the database.

WALKTHROUGH – LETTER AND LABEL/ENVELOPE GENERATION

INITIATE LETTER GENERATION

1. On your desktop, click on the **Letter Gen** shortcut to open it.
2. Click on **Enable Macros**.



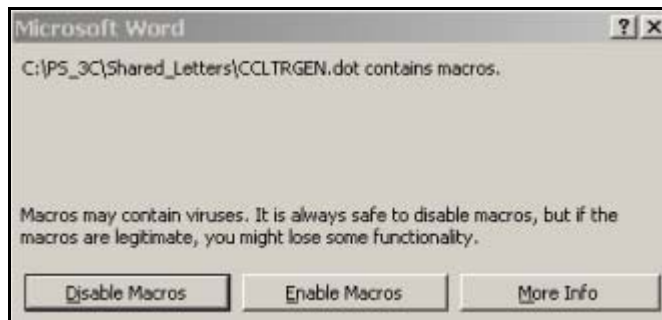
3. Enter the **Instance Sequence** number at the bottom of the screen and press **Enter**.



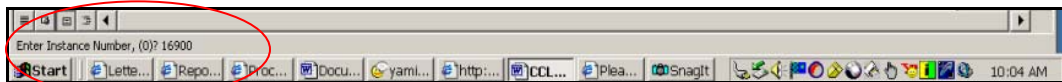
4. The **Merge Process** will begin. The time it takes to merge will depend upon the size of the .csv file and if there are enclosures to be merged with the letter.
5. At the completion of the **Merge Process** the letter is displayed on the screen.
6. Select **Print**.

INITIATE LABELS AND/OR ENVELOPES GENERATION

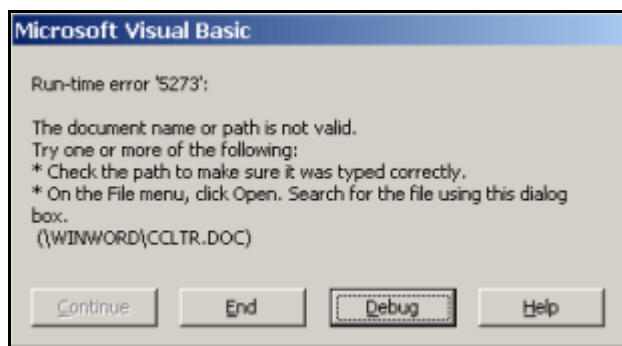
1. If you have a short cut for **Labels and/or Envelopes** on your PC desktop and also want these merged, start the process now.
2. On your desktop, click on the **Labels and/or Envelopes Gen** shortcut to open it.
3. Click on **Enable Macros**.



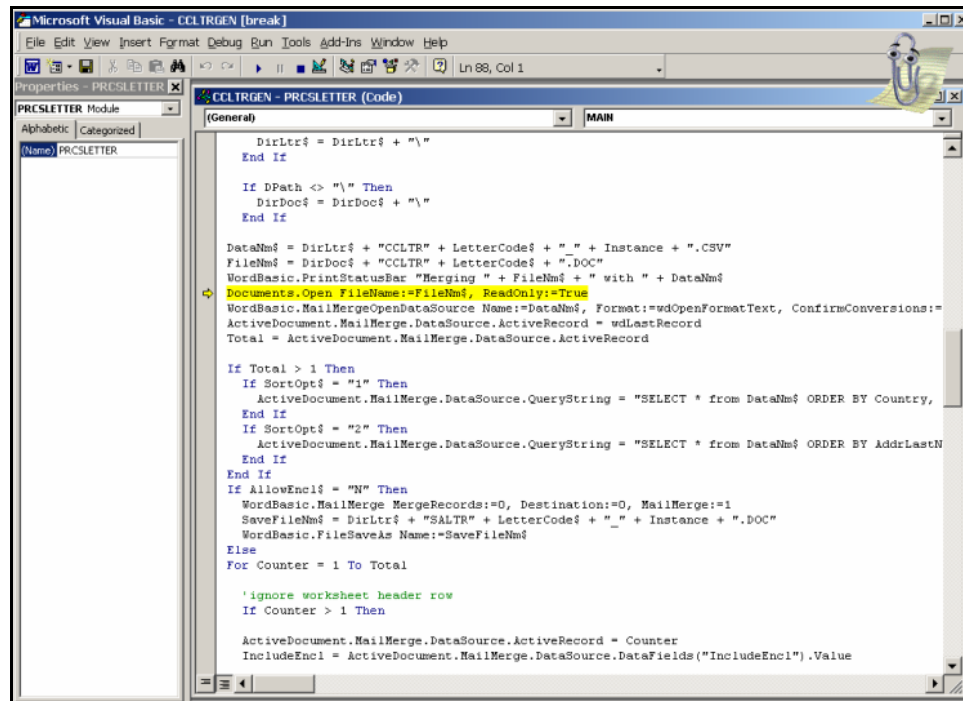
4. Enter the **Instance Sequence** number at the bottom of the screen and press **Enter**.



5. The **Merge Process** will begin. The time it takes to merge will depend upon the size of the .csv file.
6. At the completion of the **Merge Process** the envelopes are displayed on the screen.
7. Select **Print**.
8. Send out letters as applicable.
9. In the event an error is detected an error message will be displayed similar to the example message screen below.



10. Click **Debug** to display the run log. Below are examples of the types of output that will be displayed.



```

Microsoft Visual Basic - CCLTRGEN [break]
File Edit View Insert Format Debug Run Tools Add-Ins Window Help
Ln 88, Col 1

PRCSLETTER Module
Alphabetic Categorized
(Name) PRCSLETTER

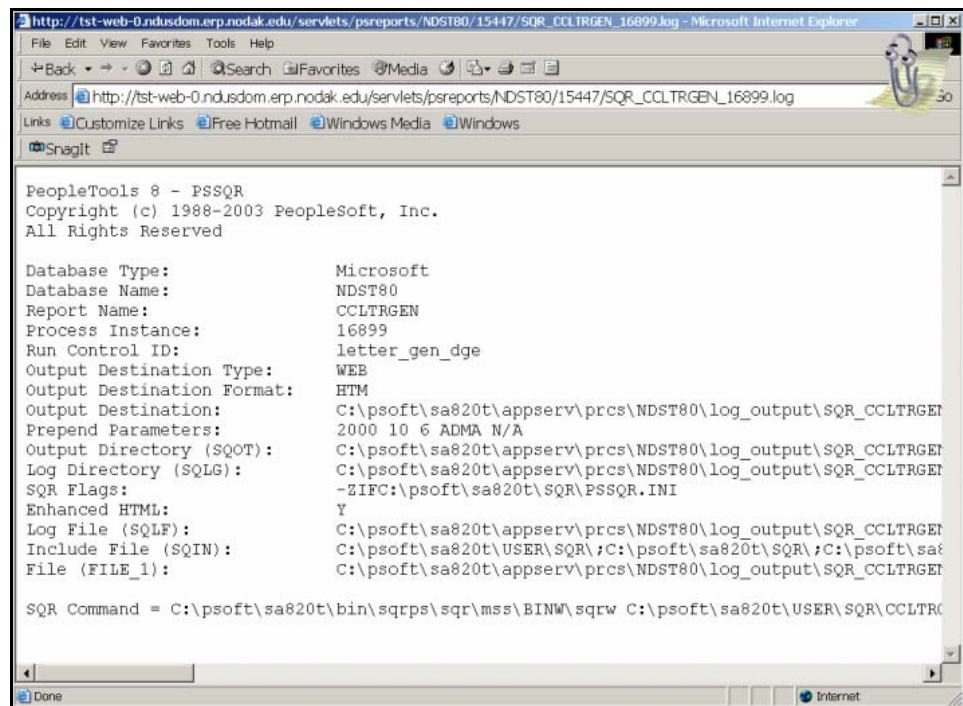
CCLTRGEN - PRCSLETTER (Code)
[General] MAIN

DirLtr$ = DirLtr$ + "\"
End If

If DPath <> "\" Then
    DirDoc$ = DirDoc$ + "\"
End If

DataNm$ = DirLtr$ + "CCLTR" + LetterCode$ + "_" + Instance + ".CSV"
FileNm$ = DirDoc$ + "CCLTR" + LetterCode$ + ".DOC"
WordBasic.PrintStatusBar "Merging " + FileNm$ + " with " + DataNm$
Documents.Open FileName:=FileNm$, ReadOnly:=True
WordBasic.MailMergeOpenDataSource Name:=DataNm$, Format:=wdOpenFormatText, ConfirmConversions:=
ActiveDocument.MailMerge.DataSource.ActiveRecord = wdLastRecord
Total = ActiveDocument.MailMerge.DataSource.ActiveRecord

If Total > 1 Then
    If SortOpt$ = "1" Then
        ActiveDocument.MailMerge.DataSource.QueryString = "SELECT * from DataNm$ ORDER BY Country,
    End If
    If SortOpt$ = "2" Then
        ActiveDocument.MailMerge.DataSource.QueryString = "SELECT * from DataNm$ ORDER BY AddrLastN
    End If
End If
If AllowEncl$ = "N" Then
    WordBasic.MailMerge MergeRecords:=0, Destination:=0, MailMerge:=1
    SaveFileNm$ = DirLtr$ + "SALTR" + LetterCode$ + "_" + Instance + ".DOC"
    WordBasic.FileSaveAs Name:=SaveFileNm$
Else
For Counter = 1 To Total
    'ignore worksheet header row
    If Counter > 1 Then
        ActiveDocument.MailMerge.DataSource.ActiveRecord = Counter
        IncludeEncl = ActiveDocument.MailMerge.DataSource.DataFields("IncludeEncl").Value
    End If
End For
    
```



```

http://tst-web-0.ndusdom.erp.nodak.edu/servlets/psreports/NDST80/15447/SQR_CCLTRGEN_16899.log - Microsoft Internet Explorer
Address http://tst-web-0.ndusdom.erp.nodak.edu/servlets/psreports/NDST80/15447/SQR_CCLTRGEN_16899.log
Links Customize Links Free Hotmail Windows Media Windows
Snagit

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Database Type: Microsoft
Database Name: NDST80
Report Name: CCLTRGEN
Process Instance: 16899
Run Control ID: letter_gen_dge
Output Destination Type: WEB
Output Destination Format: HTM
Output Destination: C:\psoft\sa820t\appserv\prcs\NDST80\log_output\SQR_CCLTRGEN
Prepend Parameters: 2000 10 6 ADMA N/A
Output Directory (SQOT): C:\psoft\sa820t\appserv\prcs\NDST80\log_output\SQR_CCLTRGEN
Log Directory (SQLG): C:\psoft\sa820t\appserv\prcs\NDST80\log_output\SQR_CCLTRGEN
SQR Flags: -ZIFC:\psoft\sa820t\SQR\PSSQR.INI
Enhanced HTML: Y
Log File (SQLF): C:\psoft\sa820t\appserv\prcs\NDST80\log_output\SQR_CCLTRGEN
Include File (SQIN): C:\psoft\sa820t\USER\SQR\;C:\psoft\sa820t\SQR\;C:\psoft\sa820t\USER\SQR\
File (FILE_1): C:\psoft\sa820t\appserv\prcs\NDST80\log_output\SQR_CCLTRGEN

SQR Command = C:\psoft\sa820t\bin\sqrps\sqr\mss\BINW\sqrw C:\psoft\sa820t\USER\SQR\CCLTR
    
```