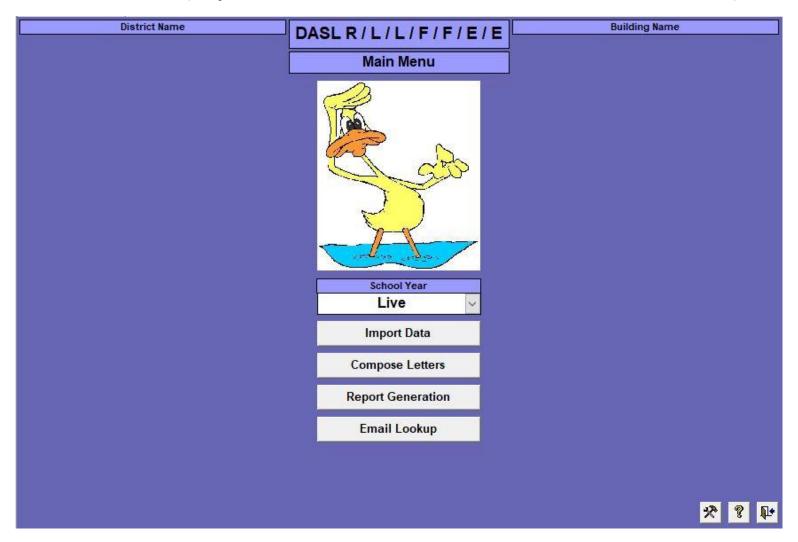
R.L.L.F.F.E.E. (Reports/Labels/Letters/Files/Forms/Emails/Excel Files)



Double-click the "DASL R/L/L/F/F/E/E" title to access the Setup screen and setup connections.

School Year: "Live" is the current school year. Previous or future years can also be selected.

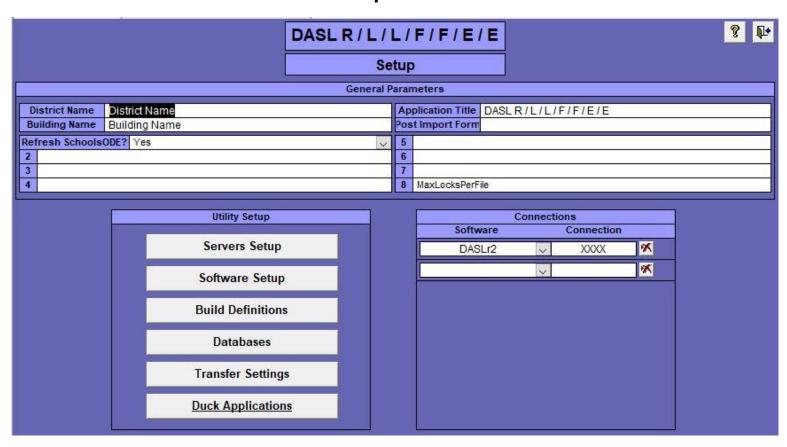
Import Data: Refresh the data from Progress Book.

Compose Letters: Create "mail merge" type letters.

Report Generation: letters, forms, emails, etc.

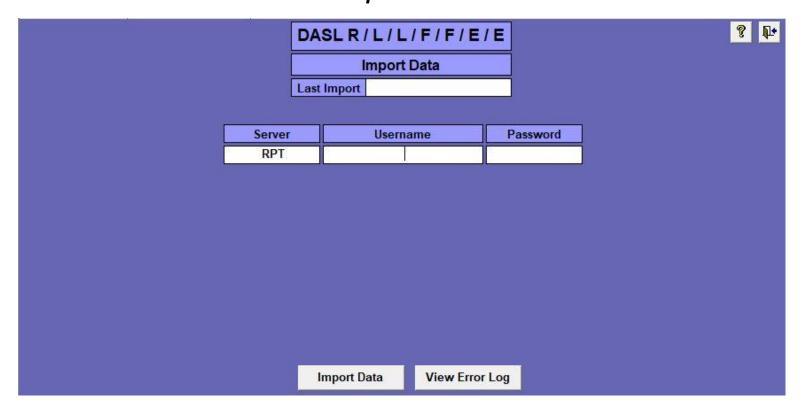
Email Lookup: Find student number associated with a specific email.

Setup Screen



Setup one or more connections for each building.

Import Data



Enter your Username and Password, then click the [Import Data] button.

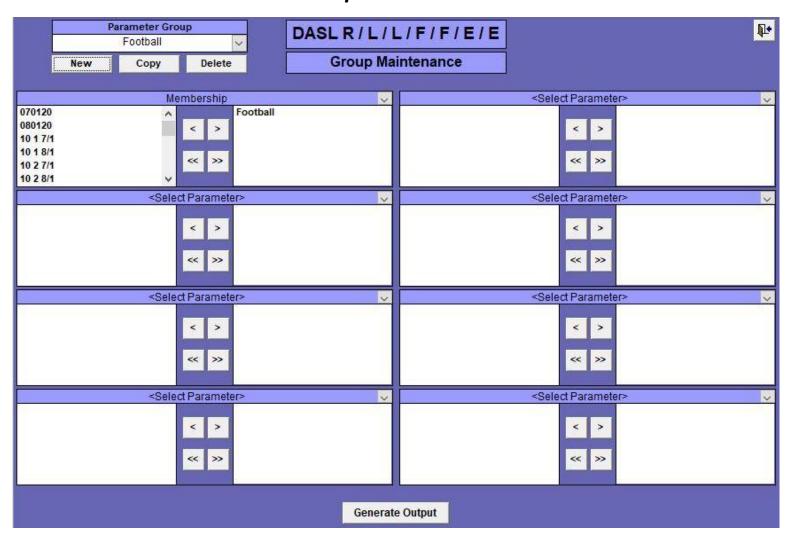
Compose Letters



Create a new letter, or select an existing letter to edit or delete.

Create the letter using the list of Keywords on the right. The Keywords will be replaced with the student, parent, or other data when the letters are generated. Be sure to include the "<" and ">" characters around the Keywords!

Group Maintenance



A "Group" is a collection of students based on one or more "Parameters". As many groups as needed can be created.

Up to eight different parameters can be used to filter the list of students included in the group. In the example above, all students with a Membership value of "Football" will be included. Additional Membership values can be included in the same Parameter box.

Once the Group has been setup, click the [Generate Output] button to move on to the next screen to select the output to be generated.

Generate

DASLR/L/L/F/F/E/E	
Generate	
Parameter Group	
Football	
Select Output To Generate	
	▽
Generate	

This screen will change depending upon the Output selected.

Email – Copy & Paste Addresses: A box will be displayed and contain the email addresses that can be copied and pasted into an email client.

Email – Create an email: If using the Outlook email client, a new email will be created, and the email addresses will be deposited into the "Bcc:" field.

Excel – Contact Verification 1: Generates a spreadsheet of contact data for verification.

Form – Emergency Medical x: Generates emergency medical forms in different formats. This option allows entering the contact code types that identify Dentists, Doctors, and Hospitals.

Label – xxxxx: Generates labels in different formats.

Letter – xxxxx: Generates merge letters created in the Compose Letters screen.

Report – xxxxx: Generates rosters in different formats.

Note: For any output that contains an address, the Address Alignment controls will move the address approximately 1/16" for each increment. This allows adjustment for the margins that differ from one laser printer to another.