





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

District Name	DASL R / L / L / F / F / E / E	Building Name
Main Menu		
		
School Year		
Live <input type="button" value="v"/>		
Import Data		
Compose Letters		
Report Generation		
Email Lookup		
  		

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

DASLR/L/L/F/F/E/E		Setup		General Parameters	
District Name	District Name	Application Title	DASLR/L/L/F/F/E/E		
Building Name	Building Name	Post Import Form			
Refresh SchoolsODE?	Yes	5			
2		6			
3		7			
4		8	MaxLocksPerFile		

Utility Setup		Connections	
Servers Setup		Software	Connection
Software Setup		DASLr2	XXXX
Build Definitions			
Databases			
Transfer Settings			
Duck Applications			

Setup one or more connections for each building.

Import Data

DASL R / L / L / F / F / E / E			?	↩
Import Data				
Last Import		<input type="text"/>		
Server	Username		Password	
RPT	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Import Data			View Error Log	

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

Compose Letters

DASLR / L / L / F / F / E / E		
Compose Letters		
Select Letter		--- Keywords ---
Athletic Physical		<AccountType>
Create New Letter Copy This Letter Delete This Letter		<Birthdate>
Letter Content		<CognitiveIdentified>
This is an example of a generic letter.		<CreativeThinkingIdentified>
All you need to do is create a letter and imbed the special keywords. For example:		<FirstName>
This letter is to remind you that since your <Gender>, <Firstname>, is a member of one or more of our athletic teams, a complete physical is required prior to any team competitions.		<Gender>
Born on <Birthdate>.		<GradeLevel>
Home phone number: <HomePhone>		<HomePhone>
SSN: <SSN>		<Homeroom>
Thank you,		<LastName>
Doug Leighton		<MathIdentified>
Athletic Director		<MiddleInitial>
<GradeLevel> / <Homeroom>		<Password>
		<ReadingWritingIdentified>
		<SchoolName>
		<ScienceIdentified>
		<SocialStudiesIdentified>
		<SSN>
		<StudentNumber>
		<Username>
		<VisualPerformingArtsIdentified>

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

Parameter Group
Football

New Copy Delete

DASL R/L/L/F/F/E/E

Group Maintenance

Membership

070120
080120
10 1 7/1
10 1 8/1
10 2 7/1
10 2 8/1

Football

< >
<< >>

<Select Parameter>

<Select Parameter>

<Select Parameter>

<Select Parameter>

Generate Output

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

DASL R / 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.